



2026-2027 Academic Catalog

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About AJU



History of American Jewish University

In 1947, the University of Judaism (UJ) was founded in Los Angeles, based on the vision of Dr. Mordecai Kaplan, author of Judaism as a Civilization, who advocated the creation of an educational institution incorporating diverse elements of Jewish civilization and culture.

Six years earlier, BCI (the Brandeis Camp Institute) was founded by Dr. Shlomo Bardin to respond to assimilation of young American Jews by making “the great ethical heritage of Judaism” relevant to them. This effort was located for brief periods of time in Amherst, NH, Winterdale, PA and Hendersonville, NC before finding its home in 1947 in Simi Valley, California.

The UJ had several homes before moving to the Familian campus in Bel Air in 1977. Thanks to the foresight and leadership of the founding president, Dr. Simon Greenberg, his successor Dr. David Lieber, and first Chairman of the Board, Dore Schary, the UJ became well known early-on for its outstanding teacher training and adult education programs and highly regarded as a Jewish affiliated academic institution that welcomes students of different backgrounds and beliefs.

In 1979, an additional program was created to further the vision of Mordecai Kaplan, a master’s degree in Nonprofit Management. Initially, the university awarded the MPMA (Master’s in Public Management and Administration). A few years later, the degree awarded became an MBA, and the name of the school itself was changed to the Graduate School of Nonprofit Management.

In 1982 a four-year liberal arts college (initially known as Lee College and later as the College of Arts and Sciences) was opened, followed in 1986 by the establishment of the Fingerhut School of Education (now titled the Graduate Center for Jewish Education) and in 1996 by the creation of the Ziegler School of Rabbinic Studies, the first independent ordaining rabbinical school in the West.

Initially, the Brandeis Camp Institute was limited to a summer program for young adults, ages 18-26. In time, the Institute’s signature collegiate summer program was adapted for adults of all ages in the form of weekend retreats known as House of the Book Weekends. The summer camp, Camp Alonim, opened in 1953. The BBI facilities were also used - and continue to be year-round for other youth and adult activities. Impressed and inspired by Dr. Bardin’s vision and educational philosophy, neighbor James Arness (star of “Gunsmoke”) gifted his entire adjoining ranch to the Institute, significantly increasing BBI’s total acreage and making it what is believed to be the largest parcel of land owned by a Jewish community organization outside the State of Israel.

These two dynamic institutions, which were running on parallel paths, were natural partners. When University of Judaism acquired the Brandeis-Bardin Institute in 2007, the American Jewish University was established, creating a thriving center of Jewish resources and talent built upon the values of Jewish Learning, Culture, Ethics, Leadership and Peoplehood.

The University of Judaism and the Brandeis-Bardin Institute united to form American Jewish University (AJU), thereby creating a complete spectrum of intellectual and experiential connections to Jewish culture.

AJU now serves as a resource for individuals, of every stage of life, in the exploration of their distinct voice and identity as Jews. Both Brandeis-Bardin Institute and the University of Judaism have always shared the core values of learning and scholarship, culture, ethics, leadership, and peoplehood. Together, as AJU, they move forward as one of the largest and most innovative Jewish institutions in the country.

Mission Statement

American Jewish University is singularly focused on the Jewish future inspiring and educating the next generation of leaders, scholars, rabbis, educators, and professionals, and creating innovative and engaging pathways to learning and living Jewishly.

Institutional Learning Outcomes

Institutional Learning Outcomes (ILOs) are the knowledge, skills, and attitudes that students should value, expect to know, and be able to do upon completion of their degrees and programs from American Jewish University. Additionally, the ILOs have been designed to support academic departments and disciplines with their development of programmatic learning outcomes.

Upon successful completion at American Jewish University, the student will be able to:

Critical and Innovative Thinking

1. Apply analytical, critical, integrative, and creative thinking and reasoning skills to address everyday problems and challenges.

Communication

2. Articulate (in oral and written formats) perspectives, values, and ideas in the appropriate context.

Diversity Through Engaged Conversation

3. Create positive social impact, promote diversity, equity, and inclusion, as well as express advocacy through relationships within our communities and the global public.

Leadership

4. Work respectfully and collaboratively as leaders and participants in varied teams and community contexts.

Jewish Wisdom

5. Apply Jewish values and perceptions through study, service, and leadership to address contemporary issues and communal needs.

Specialized Discipline Experts

6. Demonstrate the knowledge, skills, and values of their chosen discipline of study.

Who We Are

American Jewish University (AJU) is a thriving center of Jewish resources and talent that serves the Jewish community of the twenty-first century. A portal for Jewish belonging, AJU equips students, faculty, campers, and learners of all ages with the tools to create the ideas, build the structures, and develop the programs to advance Jewish wisdom and elevate Jewish living.

Diversity Statement

American Jewish University (AJU) is committed to diversity, equity, and inclusion in all forms and areas of the university. We celebrate and foster a community of students, faculty, and staff, emphasizing and recognizing diversity on the basis of race, religion, gender, national origin, ancestry, language, age, marital status, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition, genetic information/characteristics, veteran status, political affiliation, or any other characteristics. To that end, we continue our long-time commitment to hiring, retention, and recruitment policies and practices that bring our university community in line with our beliefs. Beyond embracing diversity in our broader secular community, we also specifically acknowledge, embrace, and respect diversity of opinion and the diversity of the Jewish community. Jews come from many racial and ethnic backgrounds and belong to different denominations and movements. All Jews and non-Jews are welcomed by the University. We will engage in conversation within a diverse global community, striving to enrich individuals and organizations alike, and make our university community a more just and equitable one.

In making this statement, the American Jewish University is continuing the mandate of the Jewish tradition, including the Torah's commandments that we love the stranger in our midst (Leviticus 19:34, [Deuteronomy 10:19](#)), that there should be one law for the citizen and the stranger ([Exodus 12:49](#)) and that we love our neighbors as ourselves ([Leviticus 19:18](#)), for this last commandment, according to Rabbinic tradition, is a fundamental principle of the Torah ([Genesis Rabbah 24:7](#)).

Accreditation

American Jewish University (AJU) is accredited by the WASC Senior College and University Commission (WSCUC), 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501; (510) 748-9001; wscuc.org. Accreditation by WSCUC signifies that the University meets the Commission's Standards of Accreditation and is subject to periodic review to maintain accredited status. WSCUC is recognized by the U.S. Department of Education.

Accuracy of Information

The information written in this catalog is deemed accurate as of the date of printing/publication. AJU Academic Catalogs are updated and published annually. AJU reserves the right to revise or cancel the programs, courses, activities, or services described herein without prior notice. Applicants are advised to confirm their availability prior to enrollment. At all times, the information contained in the digital/online version of the catalog takes precedence over this printed version. This catalog is available to students, members of the public, and interested parties through the AJU website: <https://www.aju.edu/current-students/aju-academic-catalog> or by request to AJU's Office of Registrar Services (registrar@aju.edu). In addition to the above, students are provided with digital access to the course catalog during their enrollment and registration process.

Questions and Complaints

Students are encouraged, but not required, to submit questions or complaints regarding American Jewish University to academicaffairs@aju.edu or through the AJU Student Grievance Form.

Any questions a student may have that have not been satisfactorily addressed by the institution may be directed to the Bureau for Private Postsecondary Education.

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Website: www.bppe.ca.gov

Toll free: (888) 370-7589 / Phone: (916) 574-8900
Fax: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 (toll-free) or by completing a complaint form, which can be obtained on the bureau's website: www.bppe.ca.gov.

Contact American Jewish University

AJU – Administrative Offices

5000 Van Nuys Blvd., Suite 400
Los Angeles, CA 91403
(310) 476-9777
info@aju.edu
www.aju.edu

AJU – Ziegler School of Rabbinic Studies

350 S. Beverly Drive, Suite 200
Beverly Hills, CA 90212
(310) 440-1248

Brandeis-Bardin Campus:

1101 Peppertree Lane
Brandeis, CA 93064
(805) 582-4450

Board Leadership

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Past Chair	Harold Masor
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Secretary	Annie Austin
Provost	Robbie Totten

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NOTICE: This Academic Catalog applies to Academic Year 2026-2027: August 24, 2026 – August 31, 2027. Additions and changes to the Academic Catalog may occur. Please visit our Academic Catalog webpage at: <https://www.aju.edu/current-students/aju-academic-catalog> for the most up-to-date version we have published.

AJU Academic Calendar 2026-2027



Legend	Holidays- AJU Closed
	Holidays- Some Closures
	Holidays- No Closures
	Financial Deadlines
	Academic Deadlines
	Term Start/End
Schools	All Schools & Academic Programs
	AJU
	MSJEL Masor School for Jewish Education and Leadership (online)
	ZSRS Ziegler School School of Rabbinic Studies (350 S. Beverly Drive, Beverly Hills)



AJU Academic Calendar 2026-2027

Month	Date	Day	Description	School(s)
July 2026	3	Fri	Independence Day (Observed) - AJU, MSJEL, & ZSRS closed.	AJU
	24	Fri	Last day of classes for MSJEL Summer 2026. Last day to petition for Incompletes.	MSJEL
	24	Fri	Signed financial aid award letters due to Financial Aid for the 2026-27 Year. Awards must be accepted in the AJU Populi Portal.	AJU
	27	Mon	Finals Week begins for MSJEL Summer 2026.	MSJEL
	31	Fri	Summer 2026 Semester ends for MSJEL. Finals Week ends.	MSJEL
August 2026	17	Mon	MSJEL New Student Orientation for MAEd ECE and EdD JECL Programs.	MSJEL
	18	Tue	MSJEL New Student Orientation for BA ECE and MA ECSEI Programs.	MSJEL
	19	Wed	MSJEL New Student Orientation for EdD ECEL Program.	MSJEL
	21	Fri	Students receiving Financial Aid may begin to see award disbursements reflected in the AJU Populi Portal. Any eligible refunds will be processed within 14 days of disbursement. You will receive notification from our billing department once your refund is available.	AJU
	24	Mon	Fall 2026 Semester begins. First day of classes.	AJU
	28	Fri	First payment due to Student Billing Office for students on payment plan for Fall 2026. Fall 2026 semester tuition due to Student Billing Office for students <u>not</u> on payment plans.	AJU
September 2026	7	Mon	Labor Day - AJU, MSJEL, & ZSRS closed.	AJU
	11	Fri	Last day for all students to add or drop classes. All students must receive the instructor and dean's permission to add a class after deadline.	AJU
	11	Fri	End of eligibility for 100% tuition refund.	AJU
	11	Fri	Erev Rosh Hashanah - AJU, MSJEL, & ZSRS closed.	AJU
	14-18	Mon-Fri	ZSRS closed. AJU administrative offices open & MSJEL classes held.	AJU
	21	Mon	Yom Kippur - AJU, MSJEL, & ZSRS closed.	AJU
	22	Tue	ZSRS resume classes, MSJEL classes held and AJU administrative offices open.	AJU
October 2026	25	Fri	Erev Sukkot. No MSJEL classes. Administrative and ZSRS open regular business hours.	AJU
	1	Thur	Federal Student Deadline: FAFSA for 2027-2028 academic year is open.	AJU
	2	Fri	Erev Shemini Atzeret. Administrative and ZSRS open regular business hours.	AJU
	5	Mon	Classes resume for ZSRS and MSJEL during regular hours.	AJU
	12	Mon	Last day for all students to declare Audit option. Last day for students in all programs to withdraw from classes. End of eligibility for 50% refund of tuition.	AJU
	19	Mon	MSJEL ECE Extension Fall Session II begins.	MSJEL
November 2026	16	Mon	Spring 2027 Registration begins for MSJEL, students must complete Enrollment Agreement in Populi.	MSJEL
	25	Wed	No classes MSJEL or ZSRS. Professors may offer make-ups. Administration offices open.	AJU
	26	Thur	Thanksgiving Day - AJU, MSJEL, & ZSRS closed.	AJU
	27	Fri	Day after Thanksgiving - AJU, MSJEL, & ZSRS closed.	AJU
December 2026	5-12	Sat-Sat	Hanukkah	AJU
	7	Mon	ZSRS Spring 2027 Advisement and Registration begins.	ZSRS
	11	Fri	\$100 Late Registration Fee begins.	AJU
	11	Fri	Last day of classes. Last day to petition for Incompletes.	AJU
	14	Mon	Finals Week begins.	AJU
	18	Fri	Additional \$150 Late Registration Fee begins.	AJU
	18	Fri	Fall 2026 Semester ends. Finals Week ends. Winter Break for students begins through January 18, 2027.	AJU
	21-23	Mon-Wed	Administrative Offices open during regular business hours.	AJU
	24	Thur	Christmas Eve - AJU, MSJEL, & ZSRS closed.	AJU
	25	Fri	Christmas Day - AJU, MSJEL, & ZSRS closed.	AJU
	28-30	Mon-Wed	Administrative Offices open during regular business hours.	AJU
	31	Thur	New Year's Eve - AJU, MSJEL, & ZSRS closed.	AJU

Questions?

Department	Email	Phone
Registrar Services	registrar@aju.edu	310-440-1519
Financial Aid	financialaid@aju.edu	310-440-1500
Student Billing	studentbilling@aju.edu	310-440-1595
Academic Affairs	academicaaffairs@aju.edu	310-440-1539
IT Support	support@circlemisp.com	800-635-8558

Legend	Holidays- AJU Closed
	Holidays- Some Closures
	Holidays- No Closures
	Financial Deadlines
	Academic Deadlines
	Term Start/End
Schools	All Schools & Academic Programs
	AJU Masor School for Jewish Education and Leadership (online)
	MSJEL Ziegler School School of Rabbinic Studies (350 S. Beverly Drive, Beverly Hills)
	ZSRS



AJU Academic Calendar 2026-2027

Month	Date	Day	Description	School(s)
January 2027	1	Fri	New Year's Day- AJU, MSJEL, & ZSRS closed.	AJU
	4	Mon	Additional \$250 Late Registration Fee begins.	AJU
	4	Mon	New students starting in Spring 2026: Signed financial aid award letters due to Financial Aid. Awards must be accepted in the AJU Populi Portal.	AJU
	7	Thur	ZSRS Spring 2027 Winter Intensive Begins.	ZSRS
	8	Fri	Students receiving Financial Aid may begin to see award disbursements reflected in the AJU Populi Portal. Any eligible refunds will be processed within 14 days of disbursement. You will receive notification from our billing department once your refund is available.	AJU
	15	Fri	Last day of classes for ZSRS Spring 2027 Winter Intensive.	ZSRS
	18	Mon	Martin Luther King, Jr. Day - AJU, MSJEL, & ZSRS closed.	AJU
	19	Tue	Spring 2027 Semester begins. First day of classes.	AJU
	22	Fri	First payment due to Student Billing Office for students on payment plan for Spring 2027. Spring 2027 semester tuition due to Student Billing Office for those not on payment plans.	AJU
February 2027	5	Fri	Last day for all students to add or drop classes. All students must get the instructor and dean's permission to add a class after deadline. End of eligibility for 100% tuition refund.	AJU
	15	Mon	President's Day- AJU, MSJEL, & ZSRS closed.	AJU
	26	Fri	Last day for all students to declare Audit option. Last day for students in all programs to withdraw from classes. End of eligibility for 50% refund of tuition.	AJU
March 2027	1	Mon	State Financial Aid Deadline: CAL Grants and FSEOG for BAECE Students for priority consideration. BAECE students should complete the FAFSA prior to this deadline.	MSJEL
	15	Mon	MSJEL Summer & Fall 2027 Registration Week begins. MSJEL students must complete Enrollment Agreement in Populi.	MSJEL
	15	Mon	MSJEL ECE Extension Spring Session II begins.	MSJEL
	22	Mon	\$100 Late Registration Fee begins for MSJEL.	MSJEL
	22	Mon	Erev Purim. MSJEL no classes. ZSRS classes end at 3:30pm. AJU Administration offices open.	AJU
	23	Tue	Purim. MSJEL and ZSRS no classes. ZSRS facilities will be closed. AJU administration offices open.	AJU
April 2027	12	Mon	Additional \$150 Late Registration Fee begins for MSJEL.	MSJEL
	19	Mon	Additional \$250 Late Registration Fee begins for MSJEL.	MSJEL
	19	Mon	Spring Break begins for MSJEL and ZSRS students.	AJU
	19-20	Mon-Tue	Administrative Offices open during regular business hours.	AJU
	21	Wed	Erev Passover - MSJEL and ZSRS no classes. AJU Administrative offices close at 12:30pm.	AJU
	22	Thur	Passover 1st Day. AJU, MSJEL, & ZSRS closed.	AJU
	23	Fri	Passover 2nd Day. AJU, MSJEL, & ZSRS closed.	AJU
	26-27	Mon-Tue	Administrative Offices open during regular business hours.	AJU
	28	Wed	Passover 7th Day. AJU, MSJEL, & ZSRS closed.	AJU
	29	Thur	Passover 8th Day. AJU, MSJEL, & ZSRS closed.	AJU
	30	Fri	Administrative Offices open during regular business hours.	AJU
	30	Fri	Spring break ends for MSJEL and ZSRS. classes resume Monday, May 3, 2027.	AJU
May 2027	3	Mon	Classes resume for MSJEL and ZSRS.	AJU
	3	Mon	ZSRS Fall 2027 Advisement/Registration Week begins.	ZSRS
	7	Fri	\$100 Late Registration Fee begins for ZSRS.	ZSRS
	7	Fri	Last day of classes. Last day to petition for Incompletes.	AJU
	10	Mon	Finals Week begins.	AJU
	12	Wed	Yom Ha'atsma'ut - Israeli Independence Day. AJU open during regular business hours.	AJU
	14	Fri	Additional \$150 Late Registration Fee begins for ZSRS.	ZSRS
	14	Fri	Spring 2027 Semester ends. Finals Week ends.	AJU
	16	Sun	AJU Commencement and Ordination Ceremony at Brandeis-Bardin Campus	AJU
	19	Wed	Additional \$250 Late Registration Fee begins for ZSRS.	ZSRS
	19-23	Wed-Sun	MSJEL EdD Intensive: In-person at AJU's Brandeis-Bardin Campus.	MSJEL
	25	Tue	Lag BaOmer. AJU open during regular business hours.	AJU
	31	Mon	Memorial Day - AJU, MSJEL, & ZSRS closed.	AJU
June 2027	1	Tue	Summer 2027 Semester begins for MSJEL. First day of classes.	MSJEL
	4	Fri	First payment due to Student Billing Office for students on payment plan for Summer 2027. Summer 2027 semester tuition due to Student Billing Office for students not on payment plans.	AJU
	10	Thur	Erev Shavu'ot - AJU, MSJEL, & ZSRS facilities closes at 4:00pm.	AJU
	11	Fri	Shavu'ot 1st Day - AJU, MSJEL, & ZSRS closed.	AJU
	18	Fri	Juneteenth (Observed) - AJU, MSJEL, & ZSRS closed.	AJU
July 2027	4	Sun	Independence Day - AJU, MSJEL, & ZSRS closed.	AJU
	23	Fri	Last day of classes for MSJEL Summer 2027. Last day to petition for Incompletes.	MSJEL
	23	Fri	Signed financial aid award letters due to Financial Aid for the 2027-28 Year. Awards must be accepted in the AJU Populi Portal.	AJU
	26	Mon	Finals Week begins for MSJEL Summer 2027.	MSJEL
	30	Fri	Summer 2027 Semester ends for MSJEL. Finals Week ends.	MSJEL

Admissions



College of Arts & Sciences (CAS) Admissions

American Jewish University has sunset the College of Arts & Sciences undergraduate programs. We are currently not accepting any new students for programs within the College of Arts & Sciences at this time.

The College of Arts & Sciences consisted of the following undergraduate programs:

Degree:

Bachelor of Arts

Majors/Minors:

Biology & Bioethics

Business Administration & Innovation

Business, Leadership, & Innovation

Finance

Jewish Studies

Literature

Literature, Communication, & Media

Media Arts

Political Science

Politics & Global Studies

Pre-Law

Psychology

Individualized Major/Minor

School of Enterprise Management & Social Impact (SEMSI) Admissions

American Jewish University is currently not accepting any new students for the online MBA program. within the School of Enterprise Management & Social Impact.

The School of Enterprise Management & Social Impact consisted of the following degree program:

Master of Business Administration (MBA)

Transcripts and Course Descriptions

Former students of the College of Arts & Sciences or the School of Enterprise Management & Social Impact [may request transcripts through our Parchment storefront.](#)

For any additional questions about either of the schools or course descriptions, contact the University Registrar at registrar@aju.edu.

Masor School for Jewish Education and Leadership (MSJEL) Admissions

The Jewish Learning Experience (JLE) Program Admissions

About the JLE Program

The Jewish Learning Experience offers a unique opportunity for high school students to participate in a concurrent enrollment program, taking undergraduate-level classes which allow them to increase their Judaic knowledge, connection to Jewish community and pride in Jewish identity.

JLE Requirements

The specific requirements for the Jewish Leadership Experience vary depending on location.

We ask that students:

- Have a belief in Judaism and its values. Participants should be committed to Judaism and its values. They should be willing to learn about Jewish history, culture, and religion.
- Have a willingness to learn and grow. Participants should be open to learning new things and growing as individuals. They should be willing to challenge themselves and step outside of their comfort zones.
- Have a positive attitude. Participants should have a positive attitude and be willing to work hard. They should be excited about the opportunity to learn and grow as leaders in their community.

JLE Admissions

Students applying to JLE must be:

1. Current member “in good standing” with their participating community.
2. Enrolled in grades 9-12 at their high school.
3. Minimum grade point average (GPA) of 2.5 GPA or higher achieved, verified by school transcripts.
4. The tuition for this program is \$1,310.00 USD per course, plus \$90.00 in non-refundable student fees.

To learn more, please contact jle@aju.edu.

Bachelor of Arts in Early Childhood Education (BAECE) – Distance Ed

About the BAECE Program

The Bachelor of Arts in Early Childhood Education seeks to elevate the knowledge, skills, and performance of the early childhood educator in Jewish educational settings. Using a cohort-based model, the Bachelor of Arts in Early Childhood Education will bring current early childhood educators together to become a community of practice. This will include acquiring skills to manage classrooms and centers, successfully work with families, incorporate Torah, mitzvot (good deed), Hebrew, Israel, and traditions into daily lesson plans, and prepare for careers in Jewish early childhood settings.

Candidates who wish to apply and be accepted to the BAECE degree must have completed an associate of arts degree from a regionally accredited institution or the equivalent of 60 semester credits outside of AJU. Approximately 34.0 semester credits or 51.0 quarter credits must meet requirements using the Intersegmental General Education Transfer Curriculum (IGETC) or the California General Education Transfer Curriculum (Cal-GETC), as applicable. All BAECE students must complete a minimum of 60 upper division credits in residence at AJU, through our BAECE courses, to total a minimum of 120.0 semester credits when combined with transfer credits.

BAECE Prerequisite Requirements

Candidates applying for admission to the Bachelor of Arts completion program in Early Childhood Education must fulfill 60 credits outside of AJU. Approximately 34.0 semester credits or 51.0 quarter credits must meet requirements using the Intersegmental General Education Transfer Curriculum (IGETC) or Cal-GETC, as applicable. Candidates must be able to demonstrate English language proficiency. Please contact us if you have any questions regarding the prerequisite requirements.

BAECE Application Procedures

Applications should be submitted no later than March 1 for the following fall semester for consideration. Extensions through June 1 may be granted provided enrollment remains open. Candidates are strongly encouraged to speak with the Masor School for Jewish Education and Leadership in advance of submitting their application.

The application requires the following materials to be submitted:

1. Completed [online application](#) for admission.
2. Responses to two short-answer questions, which you will have access to completing in the application form.
3. Official transcripts of all previous undergraduate studies. An official, notarized, English translation must be submitted for all transcripts not originally issued in English. Official Transcripts must be sent directly from the institution either electronically to registrar@aju.edu or by mail to: American Jewish University ATTN: Office of Admissions- Masor School for Jewish Education and Leadership, 5000 Van Nuys Blvd., Suite 400, Sherman Oaks, CA 91403 United States
4. A non-refundable application fee of \$50.00 USD* payable at the completion of the application form.

*All fees are subject to change without notice.

BAECE Transfer Credit Policies

Students applying for admission to the Bachelor of Arts degree in Early Childhood Education (BAECE) completion program must fulfill 60 credits outside of AJU. Approximately 34.0 semester credits or 51.0 quarter credits must meet requirements using the Intersegmental General Education Transfer Curriculum (IGETC) or Cal-GETC, as applicable.

Evaluating Credit for Coursework Done Prior to Applying

Prospective students' academic records will be evaluated as part of the application process. This process involves receiving your transcripts and reviewing them against an AJU BAECE transfer-credit evaluation worksheet. Course-by-course evaluations are only done for admitted students who've notified us that they plan to enroll.

Distance Education General Education Courses

The following general education courses are offered by the Masor School Extension Program pending minimum enrollment requirements. To learn more, please contact admissions@aju.edu.

Course Code	Course Title	Credits	IGETC/CAL-GETC Area
ASTR 100	Introduction to Astronomy	3	Area 5A: Physical Science
BIO 100	Fundamentals of Biology	3	Area 5B: Biological Science
BIO 100L	Fundamentals of Biology Lab	1	AREA 5C: Science Laboratory Course
MATH 105	Mathematical Concepts and Quantitative Reasoning	3	Area 2: Mathematical Concepts and Quantitative Reasoning

These courses satisfy IGETC and Cal-GETC requirements, making them a great option if you're planning to transfer credit toward a degree. *

When Course Credits Are Approved

To receive credit, you must:

1. Attend a regionally accredited college or university in the United States, or a recognized university in another country. If English is not the primary language in the country, your transcripts must be translated by recognized Current Members of the [National Association of Credential Evaluation Services](#). If you have questions concerning the accreditation or recognition of the institution you plan to attend, please contact us.
2. Take academic courses which are substantially similar to those offered by the UC/CSU system.
3. If applicable, credits must meet IGETC or Cal-GETC requirements.
4. Take courses that don't repeat material you have already completed.
5. Request that the institution attended send us an official transcript. Requests for transcripts from foreign institutions should be made before you leave the country.

Courses That Will Likely NOT Transfer

Courses will likely not transfer if:

1. The school does not have proper accreditation.
2. The course is credit for work or volunteer experience, vocational or technical training (internship), professional development or a personal enrichment course.
3. Your course is focused on a remedial academic topic or pre-bachelor's degree courses, especially in English and mathematics.
4. Your course is a duplication of a passing AP/IB exam or of other coursework you have taken.

United States Military Credit

If you have completed courses provided by the U.S. military, you should report those courses to our Admissions Department and should be prepared to submit an official military transcript to AJU. We may award transfer credit after enrollment for some of your U.S. military courses only if the content was equivalent to our transfer credit requirements for AJU's BAECE program.

Sending Your Transcripts to American Jewish University

Electronically - We must receive your transcript directly from the transcript vendor/institution. We will not accept transcripts as official sent as an email attachment and/or sent from the student/applicant.

By Mail – Paper documents will only be considered official if they are sent in a sealed school envelope.

Please send your paper official transcripts to:

American Jewish University

Attn: Office of Admissions- Masor School for Jewish Education and Leadership

5000 Van Nuys Blvd., Suite 400

Sherman Oaks, CA 91403

United States

Other Forms of Coursework Credit You May Be Able to Receive

Credit from Advanced Placement (AP) Exams

AJU awards college credit for [AP exams](#) with scores of four or higher.

Credit from International Baccalaureate (IB) Exams

AJU awards college credit for most [IB higher-level exams](#) with scores of five or higher.

Credits for Subject Matter Toward Degree Requirements

Candidates who wish to apply and be accepted to the BAECE degree must have completed an associate of arts degree from a regionally accredited institution or the equivalent of 60 semester credits outside of AJU. Approximately 34.0 semester credits or 51.0 quarter credits must meet requirements using the Intersegmental General Education Transfer Curriculum (IGETC) or Cal-GETC, as applicable. **Students must complete a minimum of 60 upper division credits in residence at AJU, through our BAECE courses**, to total a minimum of 120.0 semester credits when combined with transfer credits.

IGETC or Cal-GETC Transfer Credits

Beginning in Fall 2025, the California General Education Transfer Curriculum (Cal-GETC) replaces the Intersegmental General Education Transfer Curriculum (IGETC) as the standard general education transfer pattern for California Community College students. Students who enrolled at a California Community College before Fall 2025 may be eligible to complete IGETC instead of Cal-GETC, in accordance with California Community College policies. Applicants should consult their community college counselor to determine the appropriate transfer pattern.

To learn more, please contact admissions@aju.edu.

Master of Arts in Education in Early Childhood Education (MAEd ECE) – Distance Ed

About the MAEd ECE Program

The MAEd ECE program is intentionally designed to support educators who want to acquire skills and mastery of both Jewish Early Childhood Education theories and practice as well as to hone their leadership and advocacy skills. Our cohort model brings together educators from a diverse group of practitioners in a wide range of programs and philosophies. Together, we learn, grow, advocate, and support the field of Jewish Early Childhood Education. Our learning is framed by the Torah, Hebrew, Israel and the intersection of our traditions and innovations for learning.

MAEd ECE Prerequisite Requirements

Candidates applying for admission to the Master of Arts in Education in Early Childhood Education degree from the Masor School for Jewish Education and Leadership must have completed a bachelor's degree (B.A. or B.S.) with a competitive grade point average from an accredited college or university. Candidates must be able to demonstrate English language proficiency. The following is strongly recommended: Prior experience in teaching or working in an educational setting.

Additional MAEd ECE Requirements

Candidates in this program are expected to work at least 10 hours a week in an early childhood education center while they are enrolled in the program. In the event that there are questions or concerns upon review of the application, candidates may be asked to participate in an interview with a member of the Masor School before an admissions decision is made.

MAEd ECE Application Procedures

Applications should be submitted no later than March 1 for the following fall semester for consideration. Extensions through June 1 may be granted provided enrollment remains open. Candidates are strongly encouraged to speak with the Masor School for Jewish Education and Leadership in advance of submitting their application.

The application requires the following materials to be submitted:

1. Completed [online application](#) for admission.
2. Official transcripts of all previous undergraduate studies. An official, notarized, English translation must be submitted for all transcripts not originally issued in English. Official Transcripts must be sent directly from the institution either electronically to registrar@aju.edu or by mail to: American Jewish University ATTN: Office of Admissions- Masor School for Jewish Education and Leadership, 5000 Van Nuys Blvd., Suite 400, Sherman Oaks, CA 91403 United States
3. You will be asked to submit two email addresses for letters of recommendation. One recommendation must be from a supervisor, if applicable.
4. Two essays, which you will have access to upload in the application form.
5. A non-refundable application fee of \$50.00 USD* payable at the completion of the application form.

*All fees are subject to change without notice.

To learn more, please contact admissions@aju.edu.

Master of Arts in Education in Early Childhood Special Education and Inclusion (MAEd ECSEI) – Distance Ed

About the MAEd ECSEI Program

The MAEd ECSEI program is intentionally designed to support educators and administrators who want to acquire skills and mastery of Jewish ECE theories and practices as well as to master the skills necessary for inclusive practices for children with special needs and their families. Our cohort model brings together educators from a diverse group of practitioners in a wide range of programs and philosophies. Together, we learn, grow, advocate, and support the field of Jewish Early Childhood Education, special education, and inclusion. Our learning is framed by the Torah, Hebrew, Israel, and the intersection of our traditions and innovations for learning.

MAEd ECSEI Prerequisite Requirements

Candidates applying for admission to the Master of Arts in Education in Early Childhood Special Education (MAEd ECSEI) and Inclusion degree from the Masor School for Jewish Education and Leadership must have completed a bachelor's degree from an accredited college or university. Candidates must be able to demonstrate English language proficiency. The following is strongly recommended: prior experience in teaching or working in an educational setting.

Additional MAEd ECSEI Requirements

Candidates for the MAEd ECSEI program are required to be working a minimum of 10 hours per week in an early childhood center while they are enrolled in the program. If there are questions or concerns upon review of the application, candidates may be asked to participate in an interview with a member of the Masor School before an admissions decision is made.

MAEd ECSEI Application Procedures

Applications should be submitted no later than March 1 for the following fall semester for consideration. Extensions through June 1 may be granted provided enrollment remains open. Candidates are strongly encouraged to speak with the Masor School for Jewish Education and Leadership in advance of submitting their application.

The application requires the following materials to be submitted:

1. Completed [online application](#) for admission.
2. Official transcripts of all previous undergraduate studies. An official, notarized, English translation must be submitted for all transcripts not originally issued in English. Official Transcripts must be sent directly from the institution either electronically to registrar@aju.edu or by mail to: American Jewish University ATTN: Office of Admissions- Masor School for Jewish Education and Leadership, 5000 Van Nuys Blvd., Suite 400, Sherman Oaks, CA 91403 United States
3. You will be asked to submit two email addresses for letters of recommendation. One recommendation must be from a supervisor, if applicable.
4. Two essays, which you will have access to upload in the application form.
5. A non-refundable application fee of \$50.00 USD* payable at the completion of the application form.

*All fees are subject to change without notice.

To learn more, please contact admissions@aju.edu.

Doctorate in Education in Early Childhood Education Leadership (EdD ECEL) – Distance Ed

About the EdD ECEL Program

The Masor School for Jewish Education and Leadership at American Jewish University prepares educators for a leadership role in early childhood education-focused programs. Our Doctorate in Education in Early Childhood Education Leadership (EdD) program will prepare you to think strategically; understand and apply current trends in both early childhood education and Jewish education; and become an advocate for young children, their families, and the Jewish community.

EdD ECEL Prerequisite Requirements

Candidates applying for admission to the Doctorate in Education in Early Childhood Education Leadership degree from the Masor School for Jewish Education and Leadership must meet the following requirements: 1) Master's degree in early childhood education or related field from an accredited college or university, 2) Minimum three years of work experience in an early childhood center or similar setting, 3) Candidates must be able to demonstrate English language proficiency.

Additional EdD ECEL Requirements

Candidates in this program are required to attend a five-day in-person residency in Los Angeles at American Jewish University during the first year of their studies. The EdD Intensive is a 1.5 credit in-person coursework experience that provides students with the opportunity to meet their classmates and professors in-person while completing collaborative learning activities and exercises designed to build essential leadership and scholarship skills.

EdD ECEL Application Procedures

Applications should be submitted no later than March 1 for the following fall semester for consideration. Extensions through June 1 may be granted provided enrollment remains open. This process includes an interview with the MSJEL Admissions Committee once all materials have been submitted.

The application requires the following materials to be submitted:

1. Completed [online application](#) for admission.
2. Official transcripts of all previous undergraduate and graduate studies. An official, notarized, English translation must be submitted for all transcripts not originally issued in English. Official Transcripts must be sent directly from the institution either electronically to registrar@aju.edu or by mail to: American Jewish University ATTN: Office of Admissions- Masor School for Jewish Education and Leadership, 5000 Van Nuys Blvd., Suite 400, Sherman Oaks, CA 91403 United States
3. Resume/professional curriculum vitae, which you will list in the application form.
4. You will be asked to submit two email addresses for letters of recommendation. One recommendation must be from a supervisor, if applicable.
5. Three essays, which you will have access to upload in the application form.
6. A non-refundable application fee of \$50.00 USD* payable at the completion of the application form.

*All fees are subject to change without notice.

To learn more, please contact admissions@aju.edu.

Doctorate in Education Jewish Education and Communal Leadership (EdD JECL) – Distance Ed

About the EdD JECL Program

The Masor School for Jewish Education and Leadership at American Jewish University prepares educators for a leadership role in Jewish education or similar programs. The Doctorate in Education in Jewish Education and Communal Leadership (EdD JECL) prepares leaders to think strategically; critically understand and apply evidence-based practices in Jewish communal leadership and education; and lead systemic change and advocacy for organizations, stakeholders, and the Jewish community.

EdD JECL Prerequisite Requirements

Candidates applying for admission to the Doctorate in Education in Jewish Education and Communal Leadership degree from the Masor School for Jewish Education and Leadership must meet the following requirements: 1) Master's degree from an accredited college or university, 2) demonstrated minimum of three years of leadership experience in a Jewish organization or similar organization, 3) Candidates must be able to demonstrate English language proficiency.

Additional EdD JECL Requirements

Candidates in this program are required to attend a five-day in-person residency in Los Angeles at American Jewish University during the first year of their studies. The EdD Intensive is an in-person experience that provides students with the opportunity to meet their classmates and professors in-person while completing collaborative learning activities and exercises designed to build essential leadership skills.

EdD JECL Application Procedures

Applications should be submitted no later than March 1 for the following fall semester for consideration. Extensions through June 1 may be granted provided enrollment remains open. This process includes an interview with the MSJEL Admissions Committee once all materials have been submitted.

The application requires the following materials to be submitted:

1. Completed [online application](#) for admission.
2. Official transcripts of all previous undergraduate and graduate studies. An official, notarized, English translation must be submitted for all transcripts not originally issued in English. Official Transcripts must be sent directly from the institution either electronically to registrar@aju.edu or by mail to: American Jewish University ATTN: Office of Admissions- Masor School for Jewish Education and Leadership, 5000 Van Nuys Blvd., Suite 400, Sherman Oaks, CA 91403 United States
3. Resume/professional curriculum vitae, which you will list in the application form.
4. You will be asked to submit two email addresses for letters of recommendation. One recommendation must be from a supervisor, if applicable.
5. Three essays, which you will have access to upload in the application form.
6. A non-refundable application fee of \$50.00 USD* payable at the completion of the application form.

*All fees are subject to change without notice.

To learn more, please contact admissions@aju.edu.

Ziegler School of Rabbinic Studies (ZSRS)

Admissions

Master of Arts in Rabbinic Studies (MARS)

About the MARS Program:

The Master of Arts in Rabbinic Studies (MARS) within the Ziegler School of Rabbinic Studies (ZSRS) trains rabbis who model robust relationships and share the commandments and wisdom that our Torah traditions contribute to human thriving. The Ziegler School focuses on each student and on the full range of Judaism's sacred texts, on lives made wise through mitzvot (religious duty), and on the spiritual and professional training along diverse pathways of rabbinic service that elevate God, Torah, Israel, community, and self, all to advance Judaism's ancient covenant of service, justice, and holiness.

MARS Prerequisite Requirements

To apply for admission to the Ziegler School of Rabbinic Studies, applicants must have:

1. A bachelor's degree (Bachelor of Arts or Bachelor of Science) from an accredited college or university. Normally, the Admissions Committee expects a grade-point average of 3.0 or better. While the Admissions Committee insists on evidence of academic ability and motivation, potential students should not be deterred from applying solely based on their cumulative college grade point averages. The Admissions Committee will weigh this factor along with all the other evidence of academic ability.
2. As part of the application process, students must take a Hebrew placement assessment to demonstrate Hebrew ability to begin the program at Ziegler. Students who do not test into our requisite level will be ineligible to begin text classes of the first-year curriculum. In addition, those without the necessary Hebrew background may need further language preparation before they begin the text work of the Ziegler School. Any admission into the school is contingent on the ability to place into the appropriate Hebrew level prior to the candidate's scheduled beginning of the program.
3. The Hebrew Assessment is to be taken and returned by a designated date. From the date you receive the assessment, you will have 5 days to complete and return it to ziegler.admissions@aju.edu. Anyone who does not demonstrate requisite skills by this time will not yet be eligible to enroll in the language-centered courses of the full year one curriculum and may enroll in the extended Ziegler track which focuses on building those Hebrew skills. Please note that this will result in additional time to complete the full rabbinical school curriculum.
4. Strong written and oral communication skills. This is demonstrated in the admissions essays and interviews. Since the Ziegler School is designed to prepare future rabbis and educators, the committee must be satisfied that the candidate demonstrates appropriate Jewish commitment. Prospects should demonstrate a level of Jewish learning, engagement, and curiosity preparatory to a rabbinical career. Prospective students must be committed to a life of mitzvot in accordance with Jewish law, as interpreted by the Conservative movement's Committee on Jewish Law and Standards. Available from the Dean please review the following two documents to learn more: Conservative Judaism Covenant and Commitment and Ziegler Religious Practice Guidelines.

The Ziegler School admissions requirements are subject to change. For the most current information regarding admissions requirements, please contact ziegleradmissions@aju.edu.

MARS Admissions Application and Materials

In order to begin the application process, prospective students must complete a request for application (online), email the school at ziegler.admissions@aju.edu or by calling our office at 310-440-1510. Before applying, prospects will have a preliminary interview with one of our admissions representatives. The preferred deadline for admissions is January 15th to begin the corresponding fall semester. At the deans' discretion, the school may consider applicants after this date.

Once you are invited to apply for admissions, you will be provided with an online link, where you will be asked to complete the following items for admission into the program beginning in the Fall of the same year:

1. Online application for admission
2. Admissions essays
3. Transcripts from all colleges or universities you have attended. An official, notarized, English translation must be submitted for all transcripts not originally issued in English. Official Transcripts must be sent directly from the institution either electronically to American Jewish University (registrar@aju.edu) or by mail to: Ziegler School of Rabbinic Studies, American Jewish University, Attention Registrar, 5000 Van Nuys Blvd, Suite 400, Sherman Oaks, CA 91403. If you have not yet graduated from college, please submit transcripts of work completed to date. If you are subsequently admitted to the Ziegler School, you must submit official transcripts as verification that you have been granted a bachelor's degree prior to enrollment at the Ziegler School
4. Submit four (4) letters of recommendation
5. Submit a non-refundable \$100.00 USD application fee*
6. In-person interview
7. Complete the Hebrew Assessment.

*All fees are subject to change without notice.

MARS Transfer Policy

The Ziegler School accepts applications from students interested in transferring from other rabbinical schools. Such applications are not uncommon. The Ziegler School understands that students' theological commitments, academic interests and professional aspirations often change during rabbinic training and that these changes may lead students to explore other rabbinical schools. Candidates considering a transfer from another rabbinical school should speak with the Ziegler School to discuss ways in which the Ziegler School might be a more appropriate setting for their studies, and to get a general sense of how their work at their original rabbinical school might earn credit towards Ziegler School graduation.

The duration of studies at Ziegler will be determined by a combination of courses taken, Hebrew level attained, and mastery of text study demonstrated, measured against courses normally required, not necessarily time previously enrolled. Formal reviews of coursework and advanced placement decisions are typically made after completion of the admissions process.

MARS Advanced Admissions (for those possessing a terminal Judaic degree)

In the instance of a prospect who already possesses a terminal Judaic degree (PhD or equivalent), admissions as an advanced student can be considered by a committee of the dean and select member(s) of the faculty. Content and duration would be based on the knowledge demonstrated by the prospect and their transcripts. In order to begin the application process, prospective students must complete a request for application ([online](#)), email the school at ziegler.admissions@aju.edu or by calling our office at 310-440-1510.

General Admissions Policies

Section 487 (a) (20) of the Higher Education Act (HEA)

Federal Ban on Incentive Compensation for Student Recruiting Activities or the Awarding of Federal Financial Aid.

Section 487 (a)(20) of the Higher Education Act of 1965, as amended (HEA) prohibits American Jewish University from providing incentive compensation to employees or third-party organizations and entities for their success in securing enrollments. It also prohibits the awarding of Title IV Higher Education Act program funds based on incentive compensation.

Policy from [Section 487 \(a\) \(20\) of the Higher Education Act of 1965](#), as amended (HEA): *“The institution will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance, except that this paragraph shall not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.”*

This rule prohibits AJU from offering incentive compensation for the following activities:

1. Recruitment or admissions-related activities related to success in securing student enrollments, and
2. Making decisions regarding the awarding of Title IV HEA program funding in the awarding of financial aid.

Examples of included incentive compensation include:

1. Commissions
2. Bonus payments
3. Merit salary adjustments
4. Promotion decisions
5. Payments based on student academic performance

Employees may not be compensated based on their success in enrolling students. Fixed employee salary or wages are excluded from definitions of incentive compensation. Other forms of exclusion include payments to faculty or professors based on class size enrollment or student achievement.

These restrictions extend to payments to third-party entities; however, specific rules may apply if a vendor is providing bundled activities that include restricted as well as other activities. All third-party agreements must be approved by the General Counsel to ensure they do not include incentive payments for restricted activities.

Please contact The Office of Academic Affairs at academicaffairs@aju.edu for any questions regarding this policy and/or to report any grievances related. For more information on the U.S. Department of Education’s Program Integrity Questions and Answers related to Incentive Compensation, please visit:

<https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/compensation.html>.

General Admissions Policies

Changing Degree Objective

Students who wish to transfer from one graduate program to another must formally apply to the new graduate program through the Dean of the respective program. Students must also inform the Dean of their current program about the requested transfer to the new program. Credit awarded for work completed in a previous degree is not guaranteed to be applied toward degree requirements once a student has been admitted to a new program and is subject to review by the Dean for transferability.

International Students – General Admission Information

International students seeking admission to American Jewish University must submit documents attesting to their previous educational achievements. All documents in languages other than English (including Hebrew) must be accompanied by a properly notarized translation and professional evaluation. All students whose native language is not English must demonstrate English language proficiency, prior to admission, through the achievement of at least a 215 score on the Test of English as a Foreign Language (TOEFL). These requirements may be waived at the discretion of the Dean of the respective program.

Upon admission, in residence international students will be sent an I-20 form, which is a “Certificate of Eligibility for Nonimmigrant (F1) Student Status–For Academic and Language Students,” together with an Affidavit of Support form. The Affidavit of Support requires that students submit proper documents establishing their financial ability to support themselves for at least one year. It is the responsibility of all students to apply for their own student visas and to maintain these visas in good standing. To qualify for a student visa, international students at the graduate level are required to register for at least eight (8.0) credits per semester.

Doctoral Students – Transfer Equivalency Policy

Doctoral students will be evaluated for prior doctoral coursework from accredited institutions where no doctoral degree was earned, to determine placement and transfer equivalency. The institution requires a minimum of one year of coursework completed “in-residency” (note: this term refers to online or distance education coursework within the proposed American Jewish University program, rather than being physically completed in-person), including the completion of at least 12 credits with AJU. The mandatory in-residence courses include EDU 703 Philosophy of Jewish Education (4 credits), EDU 722 Doctoral Intensive (2 credits), and EDU 710 Design for Dissertation (6 credits). Additional required courses may be assigned based on transcript evaluation and review.

Doctoral Students – Continuous Enrollment Status

Doctoral students must maintain active or continuous registration in their EdD program until graduation, including registering for continuation of dissertation writing research requirements. Any student who neither registers nor secures an official leave of absence for any semester will be considered institutionally withdrawn from the school.

Doctoral Students – Time Limitation Policy

Doctoral students must complete the requirements for their EdD coursework within 4 years and submit their dissertation proposal no more than 1 year beyond completion of coursework. The final dissertation defense must occur within 2 years of the dissertation proposal defense. Extensions beyond these time frames will require permission from the Dean to continue their studies. If permitted to continue, these students may be required to take additional, more current, coursework.

Professional Licensure and Certification Disclosure

AJU's distance education programs in the Masor School for Jewish Education and Leadership are designed to provide educational knowledge and skills but are not intended to lead to professional licensure or certification. Completion of an online program does not guarantee eligibility for any state professional license, certification, endorsement, or credential.

Individuals are responsible for determining whether a program meets the educational requirements for licensure, certification, or other professional credentials in the state or jurisdiction where they reside or intend to seek employment. Because state requirements vary and are subject to change, students should consult the appropriate licensing or regulatory agency before enrolling and throughout their program of study.

Notice to Masor School Applicants and Students Residing in New York

Individuals residing in New York who enroll in online programs in teacher preparation, special education, educational leadership, or related education fields should be aware that the New York State Education Department (NYSED) Office of Teaching Initiatives (OTI) does not endorse or preapprove educator preparation programs or coursework completed at institutions located outside New York State. OTI determines whether an applicant's education satisfies New York certification requirements only after an individual submits an application for evaluation.

Individuals seeking teacher certification or related credentials in New York are encouraged to review the NYSED Office of Teaching Initiatives' guidance for applicants from other states and to contact OTI directly with questions regarding certification eligibility before enrolling in or completing an online program. OTI may be contacted by email at tcert@nysed.gov or by telephone at (518) 474-3901.

Student Technology Requirements

Each student at American Jewish University must have a device that allows for access to our Learning Management System (LMS) and corresponding materials. This is a requirement of enrollment at American Jewish University. AJU has made every effort to ensure that this material is available on a multitude of devices/operating systems.

Students are required to have access to the following technology for your courses:

- Computer or tablet (see Student Technology at AJU in this Catalog for specifications on minimum hardware)
- Reliable internet connection for device/computer (wi-fi or ethernet recommended)
- Built-in or external speakers, headphones, or similar audio playback.
- Ability to access Canvas learning management system (LMS)
- Google Chrome or Mozilla Firefox web browser
- Word-processing software (the full Microsoft Office 365 is available for students to download, courtesy of AJU, upon enrollment in an accredited program)
- Additional tools may be required for courses in this program. Review the syllabus for information on required materials and tools.

Students will need to be proficient at performing the following tasks:

- Navigating the Canvas LMS
- Accessing links to videos and websites
- Creating saving, and collaborating on documents

Distance Education Students

Much of AJU's course and curricular content for distance education programs is delivered in an electronic format, so each student must possess a device that allows access to the Zoom videoconferencing tool, Canvas by Instructure Learning Management System (LMS), AJU emails through Microsoft Outlook, and corresponding course materials. A computer or laptop device is a requirement of enrollment in distance education programs at American Jewish University.

Visiting and Non-Matriculating Students

Students who have not been formally admitted to a graduate degree program may, with the permission of the Dean of the program, enroll in courses on a non-matriculated basis. Students with non-matriculated status may take no more than four credits in any given semester and may accumulate no more than eight (8.0) total semester credits at American Jewish University before being formally admitted to and enrolled in a graduate program. The exception to this policy is applicable only for Early Childhood Education Extension program students wishing to enroll in the Bachelor of Arts in Early Childhood Education degree. Please see the BAECE Transfer Credit Policies for more information. Credit awarded for work completed is not guaranteed to be applied toward degree requirements once a student has been admitted and is subject to review by the Dean for transferability.

Additional Information

Transferability of Credits

The transferability of credits earned at American Jewish University is determined solely by the receiving institution. Whether credits will be accepted depends on the policies of the institution to which a student seeks to transfer. Students planning to transfer to another institution are encouraged to consult the receiving institution regarding its transfer credit policies.

Disclaimer:

While we provide no guarantee that employment will result from attending or completing any program offered by the University, AJU is dedicated to assisting students in finding and acquiring professional opportunities. For more information, please contact your School and/or your Deans.

Program Requirements & Course Descriptions



The Jewish Learning Experience Overview

The Jewish Learning Experience (JLE) program engages students in higher Jewish academic study, while providing an engaging, pluralistic curriculum for curious spiritual seekers on the road to discovering a mature, life-long connection to Judaism and Jewish learning. Our students reflect on Jewish philosophy, history, halacha (law) traditions and more.

JLE Learning Objectives

JLE courses look back and forward. The goal of each course is to acquaint the students with the subject matter and prepare them for further scholarly inquiry. In addition, each course incorporates a number of subsidiary goals.

1. Developing workable knowledge in an area of Jewish studies.
2. Developing an appreciation for the nuances and attributes of the traditional view of that area of Jewish intellectual and spiritual achievement.
3. Mastering the critical methodologies by which traditional assumptions are questioned by the academy and in the light of modernity.
4. Mastering relevant linguistic, symbolic and legal methodologies inherent in the given tradition.
5. Balancing the tradition with the critical views of a given tradition.
6. Developing the capacity to read, analyze and critique primary and secondary sources in a given tradition.
7. Considering a given religious or cultural phenomenon in Jewish studies in the light of parallel phenomena in other traditions.
8. Developing skills in scholarly writing and analysis.

The JLE Faculty

RABBI DR. ELLIOT DORFF, B.A., Columbia College; Ordination, Jewish Theological Seminary; Ph.D., Columbia University

RABBI DR. PINCHAS GILLER, B.A., Columbia College; M.S., Rabbi, Yeshiva University; Ph.D., Graduate Theological Union

RABBI DANIEL SHER, B.S., University of Arizona; M.A., Rabbi, Hebrew Union College-JIR; MBA, American Jewish University

*DR. ROBBIE TOTTE*n, Provost, Chief Academic Officer; B.A., Duke University; M.A., Ph.D. University of California, Los Angeles

Masor School for Jewish Education and Leadership

The Masor School for Education and Leadership prepares educators to create and articulate a compelling vision for Jewish education and apply the knowledge, skills, creativity, and leadership needed to bring that vision to life. Home to the Fingerhut School of Education and various continuing education initiatives for educators, we are a trans-denominational center for educational leadership training, Jewish learning, professional development, and research. The Masor School for Jewish Education and Leadership offer a robust slate of degree programs, as well as certification programs, all designed to cultivate Jewish educators and leaders who will work to ensure a vibrant Jewish future.

Our Mission: Training Visionary Educators

The Masor School for Jewish Education and Leadership is a degree-granting academic hub for professional development, thought leadership, and research in Jewish education. Our degree programs prepare educators to lead and teach creatively and flexibly across the variety of settings in which Jewish teaching and learning occurs.

Degrees Offered:

- Bachelor of Arts in Early Childhood Education (BAECE): online evening completion program
- Master of Arts in Education in Early Childhood Education (MAEd in ECE): online evening program
- Master of Arts in Education in Early Childhood Special Education and Inclusion (MAEd in ECSEI): online evening program
- Doctorate in Education in Early Childhood Education Leadership (EdD in ECEL): online evening program
- Doctorate in Education in Jewish Education and Communal Leadership (EdD in JECL): online evening program

Non-Degree Programs Offered:

- Masor School Extension Program: Undergraduate BA-level
- Jewish Learning Experience: Undergraduate courses for concurrent enrollment

Masor School for Jewish Education and Leadership

Bachelor of Arts in Early Childhood Education

Our Bachelor of Arts in Early Childhood Education seeks to elevate the knowledge, skills, and performance of the early childhood educator in Jewish educational settings. Using a cohort-based model, the Bachelor of Arts in Early Childhood Education will bring current early childhood educators together to grow as educators. This will include acquiring skills to manage classrooms and centers, successfully work with families, incorporate Torah, mitzvot (good deed), Hebrew, Israel, and traditions into daily lesson plans, and prepare for careers as teachers or administrators in Jewish early childhood settings.

Students who wish to apply and be accepted to our BA program in ECE must first complete a minimum of an associate of arts degree or the equivalent of 60 lower division semester credits at an external college or university, as our program will only have upper division courses related to the major. **Students must complete a minimum of 60 upper division credits in residence at AJU.**

Bachelor of Arts in Early Childhood Education Program Learning Outcomes

Students who complete the program will develop the skills necessary to:

1. Demonstrate understanding of young children's characteristics and needs, and of multiple interacting influences on children's development and learning, to create environments that are developmentally appropriate.
2. Demonstrate orally and in writing, knowledge, understanding, and value of the importance and complex characteristics of children's families and communities.
3. Understand and use systematic observations, documentation, and other effective assessment strategies in an ethical manner in partnership with families and other professionals to positively influence children's development and learning.
4. Design, implement and evaluate experiences that promote positive development and learning for all children.
5. Use positive relationships and supportive interactions as the foundation for their work with young children.
6. Use ethical guidelines and other professional standards related to early childhood practice.

Bachelor of Arts in Early Childhood Education (BAECE) Degree Requirements

Students must fulfill 60 semester credits of general education outside of AJU, including those courses fulfilling the parameters of the Intersegmental General Education Transfer Curriculum (IGETC) or Cal-GETC, as applicable.

Students must complete a minimum of 60 upper-division semester credits in residence at AJU.

The following 60 semester credits of upper-division classes must be taken at AJU.

Required Courses

Course Code	Course Title	Credits
EDU 300	Infant Toddler Development and Learning	4.00
EDU 301	Child Growth & Development	4.00
EDU 303	Introduction to the Administration of Early Childhood Programs	4.00
EDU 304	Collaboration and Adaptations for Special Needs in ECE	4.00
EDU 306	Language and Literacy Development	4.00
EDU 307	Introduction to Working with Young Children: Curriculum, Play, and Pedagogy	4.00
EDU 308	Cognitive Development	4.00
EDU 309	STEM Education and Experiences in ECE	4.00
EDU 311	Creative Experiences for Young Children	4.00
EDU 313	Partnering with Families and Community	4.00
EDU 314	The Indoor & Outdoor Environments: A Classroom View	4.00
EDU 315	Behavior as Communication	4.00

Practicum Requirements

Course Code	Course Title	Credits
EDU 302	Practicum with Infants and Toddlers	2.00
EDU 305	Practicum with Special Needs in ECE	2.00
EDU 310	Practicum: Planning, Implementing and Evaluating Lesson Plans for Young Children	2.00
EDU 312	Practicum: Planning Literacy Based Activities for Young Children	2.00
EDU 317	Practicum: Leading Classroom Experiences	2.00
EDU 318	Practicum: Leading Parent Education	2.00

Masor School for Jewish Education and Leadership

For information concerning the Master of Arts in Education (MAEd) or the Master of Arts in Teaching (MAT), contact the Registrar at registrar@aju.edu.

Master of Arts in Education in Early Childhood Education (MAEd ECE)

The MAEd ECE program is intentionally designed to support educators who want to acquire skills and mastery of both Jewish Early Childhood Education theories and practice as well as to hone their leadership and advocacy skills. Our cohort model brings together educators from a diverse group of practitioners in a wide range of programs and philosophies. Together, we learn, grow, advocate, and support the field of Jewish Early Childhood Education. Our learning is framed by the Torah, Hebrew, Israel and the intersection of our traditions and innovations for learning.

Master of Arts in Education in Early Childhood Education Program Learning Outcomes

Students who complete the program will develop the skills necessary to:

1. Describe, summarize, apply, and critically evaluate and synthesize constructs, theories, and empirical findings pertaining to child development including developmental milestones and processes in the physical, cognitive, and social-emotional domains from conception to adolescence.
2. Demonstrate research knowledge and skills: explain and apply the scientific method; describe, evaluate, and apply research and observation methods used in the study of children's development; and calculate and interpret basic statistics.
3. Demonstrate effective oral and written communication skills that reflect the ability to summarize, apply, and evaluate/synthesize developmental theories and empirical findings and that are consistent with the professional and ethical standards of the early childhood education field.
4. Use best practices of early childhood education when working with children, families, and the community. This includes developing and demonstrating professional and personal skills and qualities related to the field of early childhood education (e.g. observation techniques, curriculum development/implementation, leadership and teamwork, professional ethics, accountability, reliability).
5. Identify children who may have special needs, and families that may be in crisis, and be able to locate appropriate resources to help guide families through the process of therapy and/or recovery.
6. Manage, supervise, and mentor teachers and future leaders in Jewish early childhood education.

Master of Arts in Education in Early Childhood Education (MAEd ECE) Degree Requirements

MAEd in ECE Degree Requirements

Students are expected to be familiar with credit requirements and to keep an accurate check on their progress toward completing degree requirements. They are also responsible for ensuring that they have completed all degree requirements in the course of their studies.

MAEd in ECE Course Requirements

The following courses are required for completion of the MAEd in ECE degree, for a total of 38.0 semester credits.

Required Courses

Course Code	Course Title	Credits
EDU 600	Theories of Child Development	3.00
EDU 610	Addressing Special Needs in the Jewish ECE Program	3.00
EDU 620	Creating Curriculum in a Jewish Early Childhood Program	3.00
EDU 630	The Jewish Calendar in the Early Childhood Education Setting	3.00
EDU 650	Children and Families Experiencing Stress and Trauma	3.00
EDU 660	Research Methods	3.00
EDU 670	Professional Development, Adult Supervision and Leadership	3.00
EDU 680	Observation, Assessment and Relationships with Parents	3.00
EDU 685	Equity, Diversity, and Social Policy in ECE	3.00

Practicum Requirements

Course Code	Course Title	Credits
EDU 601	Practicum I	2.00
EDU 611	Practicum II	2.00
EDU 621	Practicum III	2.00
EDU 631	Practicum IV	2.00
EDU 690	Capstone	3.00

Masor School for Jewish Education and Leadership

Master of Arts in Education in Early Childhood Special Education and Inclusion (MAEd ECSEI)

The MAEd ECSEI program is intentionally designed to support educators and administrators who want to acquire skills and mastery of Jewish ECE theories and practices as well as to master the skills necessary for inclusive practices for children with special needs and their families. Our cohort model brings together educators from a diverse group of practitioners in a wide range of programs and philosophies. Together, we learn, grow, advocate, and support the field of Jewish Early Childhood Education, special education, and inclusion. Our learning is framed by the Torah, Hebrew, Israel, and the intersection of our traditions and innovations for learning.

Master of Arts in Education in Early Childhood Special Education and Inclusion - Program Learning Outcomes

Students who complete the program will develop the skills necessary to:

1. Apply evidence-based principles to create a special education and inclusion program.
2. Evaluate and apply research and observation methods used in the study of child development.
3. Produce a family-centered and holistic approach in programmatic design of the program, environment, and activities in the pursuit of equity, accessibility, and inclusivity.
4. Evaluate and select appropriate and accessible tools and technology to maximize the learning experience.
5. Differentiate between distinct therapies to advocate for the appropriate therapies for children.

Master of Arts in Education in Early Childhood Special Education and Inclusion (MAEd in ECSEI) Degree Requirements

MAEd in ECSEI Degree Requirements

Students are expected to be familiar with credit requirements and to keep an accurate check on their progress toward completing degree requirements. They are also responsible for ensuring that they have completed all degree requirements in the course of their studies.

MAEd in ECSEI Course Requirements

The following courses are required for completion of the MAEd in ECSEI degree, for a total of 40.0 semester credits.

Required Courses

Course Code	Course Title	Credits
EDU 603	Introduction to Teaching Diverse ECE Learners	3.00
EDU 604	The Acronyms of Special Education: Understanding IFSP, IEP, IDEA 504 and More	3.00
EDU 613	Research Methods in ECE Special Education	3.00
EDU 614	Jewish Values and Educational Philosophies of Inclusion	3.00
EDU 623	Collaboration with Families and Community Partners in ECE Special Education	3.00
EDU 624	Administration and Supervision of an Inclusion Program in ECE	3.00
EDU 633	ECE Special Education Curriculum and Instruction	3.00
EDU 634	Therapeutic Interventions in ECE	3.00
EDU 643	Current Trends in Special Education and Inclusion	3.00
EDU 644	Capstone Project	3.00

Practicum Requirements

Course Code	Course Title	Credits
EDU 605	ECSEI Practicum I	2.00
EDU 615	ECSEI Practicum II	2.00
EDU 625	ECSEI Practicum III	2.00
EDU 635	ECSEI Practicum IV	2.00
EDU 645	ECSEI Practicum V	2.00

Masor School for Jewish Education and Leadership

Doctorate in Education in Early Childhood Education Leadership (EdD ECE)

Our Doctorate in Education in Early Childhood Education Leadership (EdD ECEL) program will prepare you to think strategically; understand and apply current trends in both early childhood education and Jewish education; and become an advocate for young children, their families, and the Jewish community.

The EdD ECEL program will consist of two years of online coursework where you will become proficient in research methods, APA formatting, current trends in early childhood research in Jewish education, as well as how to implement these into practice in Jewish early childhood education programs. Each student is provided with mentorship and collaborative learning opportunities throughout the duration of the program. In the third year, students will complete their concept paper and applied dissertation.

EdD ECEL Degree Requirements

Candidates in this program are required to attend a five-day in-person residency in Los Angeles at American Jewish University during the month of May in their first year of their studies. The EdD Intensive is a 1.5 unit in-person coursework experience that provides students with the opportunity to meet their classmates and professors in-person while completing collaborative learning activities and exercises designed to build essential leadership skills.

Doctorate in Education in Early Childhood Education Leadership Program Learning Outcomes

Students who complete the program will develop the skills necessary to:

1. Assess, reflect, and apply personal and organizational principles and practices to drive organizational improvements.
2. Evaluate and integrate theoretical foundations of leadership and Jewish values to improve current practices in Jewish early childhood education programs.
3. Model high standards of communication and ethical practice.
4. Create and use evidence-based research to improve practice in the field of Jewish early childhood education.

Masor School for Jewish Education and Leadership

Doctorate in Education in Early Childhood Education Leadership (EdD ECEL) Degree Requirements

EdD ECEL Course Requirements

The course listings for EdD in Early Childhood Education Leadership are as follows. All the courses are required for a total of 55.5 credits. This program is intended to be completed in three years, which is eight semesters long, and includes two summer semesters.

Course Code	Course Title	Credits
EDU 700	Foundations of Doctoral Studies	4.00
EDU 701	Current Trends in Early Childhood Education Research	4.00
EDU 703	Philosophy of Jewish Education	4.00
EDU 704	Research Methods I: Qualitative Methods	4.00
EDU 705	Research Design	2.00
EDU 707	Defining “Quality” in ECE Programs	2.00
EDU 708	Research Methods II: Quantitative Methods	4.00
EDU 709	Leading for Social Change in Early Childhood Education	4.00
EDU 710	Design for Dissertation	2.00
EDU 711	Leading to Promote Learning	4.00
EDU 712	Education Finance and Policy in ECE	4.00
EDU 713A	Dissertation Practicum	2.00
EDU 713B	Dissertation Practicum	2.00
EDU 714	Concept Paper	6.00
EDU 715	Applied Dissertation Research	6.00
EDU 722	Doctoral Intensive	1.50

Masor School for Jewish Education and Leadership

Doctorate in Education in Jewish Education and Communal Leadership (EdD JECL)

Our Doctorate in Education in Jewish Education and Communal Leadership (EdD JECL) program will prepare you to think strategically; critically understand and apply evidence-based practices in Jewish communal leadership and education; and lead systemic change and advocacy for your organization, its stakeholders, and the Jewish community.

The EdD JECL program will consist of two years of online coursework where you will become proficient in research methods, APA formatting, organizational leadership, as well as how to implement these into practice in organizational settings. Each student is provided with collaborative learning opportunities throughout the duration of the program. In the third year, students will complete their concept paper and applied dissertation.

EdD JECL Degree Requirements

Candidates in this program are required to attend a five-day in-person residency in Los Angeles at American Jewish University during the month of May in their first year of their studies. The EdD Intensive is a 1.5 unit in-person coursework experience that provides students with the opportunity to meet their classmates and professors in-person while completing collaborative learning activities and exercises designed to build essential leadership skills.

Doctorate in Education in Jewish Education and Communal Leadership Program Learning Outcomes

Students who complete the program will develop the skills necessary to:

1. Assess, reflect, and apply personal and organizational principles and practices to drive organizational improvements.
2. Evaluate and integrate theoretical foundations of leadership and Jewish values to improve current practices in organizations.
3. Model high standards of communication and ethical practice.
4. Create and use evidence-based research to improve practice in the field of Jewish education and organizational leadership.

Doctorate in Education in Jewish Education and Communal Leadership (EdD JECL)

Degree Requirements

EdD JECL Course Requirements

The course listings for EdD in Jewish Education and Communal Leadership are as follows. All the courses are required for a total of 55.5 credits. This program is intended to be completed in three years, which is eight semesters long, and includes two summer semesters.

Course Code	Course Title	Credits
EDU 700	Foundations of Doctoral Studies	4.00
EDU 703	Philosophy of Jewish Education	4.00
EDU 704	Research Methods I: Qualitative Methods	4.00
EDU 705	Research Design	2.00
EDU 708	Research Methods II: Quantitative Methods	4.00
EDU 710	Design for Dissertation	2.00
EDU 713A	Dissertation Practicum	2.00
EDU 713B	Dissertation Practicum	2.00
EDU 714	Concept Paper	6.00
EDU 715	Applied Dissertation Research	6.00
EDU 720	Visionary Leadership and Visionaries: Leadership at the Intersection of Tradition and Innovation	4.00
EDU 721	Accountability: Creating an Evidence-Based Culture	2.00
EDU 722	Doctoral Intensive	1.50
EDU 723	Leading Change	4.00
EDU 724	Economics of Organizational Transformation and Development	4.00
EDU 725	Organizational Finance and Policy	4.00

Masor School for Jewish Education and Leadership

Non-Degree Programs for Credit

Masor School Extension Program

The Masor School Extension Program is designed for individuals who would like to take a limited number of courses for professional development, continuing education, or personal enrichment. Courses may be applied towards the Masor School's prerequisite requirements for conditional admittance to the undergraduate Bachelor of Arts in Early Childhood Education. The extension program offers flexible learning opportunities for working adults and lifelong learners, with online courses. Students have the opportunity to engage with peers from across the country in an online learning environment and to pursue coursework that supports their academic, professional, or personal goals.

The maximum number of early childhood education (EDU) courses a student may complete through the Masor School Extension Program is four courses. These courses may be applied to your degree if you are admitted into the Bachelor of Arts in Early Childhood Education degree program.

Cost per Course: \$655.00 USD

*Cost per Lab Course: \$320.00 USD

Registration Fee: \$45.00 USD per semester.

Courses Available at the Masor School Extension Program:

Course Code	Course Title	Credits
ASTR 100	Introduction to Astronomy	3.0
BIO 100	Fundamentals of Biology	3.0
BIO 100L	Fundamentals of Biology Lab *	1.0
EDU 300	Observation and Assessment of Infants and Toddlers	4.0
EDU 301	Child Growth & Development	4.0
EDU 303	Introduction to the Administration of Early Childhood Programs	4.0
EDU 304	Collaboration and Adaptation for Special Needs in ECE	4.0
EDU 306	Language and Literacy Development	4.0
EDU 307	Introduction to Working with Young Children: Curriculum, Play, and Pedagogy	4.0
EDU 309	STEM Education and Experiences	4.0
EDU 311	Creative Experiences for Young Children	4.0
EDU 313	Partnering with Families and Community	4.0
EDU 314	The Indoor and Outdoor Environments: A Classroom View	4.0
EDU 315	Behavior as Communication	4.0
MATH 105	Mathematical Concepts and Quantitative Reasoning	3.0

Please note that not all classes will run each semester. Please contact the Senior Coordinator of Academic Affairs, Tamika DeCambra at tamika.decambra@aju.edu to learn when each course will be offered.

Masor School for Jewish Education Leadership Faculty and Administration

DR. JAY GREENLINGER, Masor School Dean; B.A., University of Massachusetts; M.A., Pepperdine University; M.A., California State University, Northridge; Ed.D., California State University, Northridge

DR. TAMAR ANDREWS, Senior Director of the Masor School, B.A., California State University, Northridge; Ed.D., California State University, Los Angeles

DR. SHARON BACHARACH, Associate Director of Academic & Faculty Services for the Masor School, B.A., California State University, Northridge; M.S.W., New York University, Ed.D., National University

VALENTINA QUEZADA, Assistant Director of Youth Programs, B.A., University of California, Los Angeles

SARI ABRAMS, B.A., Barnard College; M.A., Long Island University

RABBI DR. MICHAEL BERENBAUM, B.A., Queens College; Ph.D., Florida State University

NATALIE BOSCOE, B.S., Emory University; M.A., University of Colorado Denver

DONNA CECIL, B.A., San Jose State University; M.Ed., Concordia Portland

MARCY DAVIDSON, B.A., M.A., Pacific Oaks College

DR. CHANA FOX, M.A., Ed.D., American Jewish University

DR. ESTHER FRIEDMAN, M.S., Yeshiva University; Ph.D., University of Jerusalem

DR. NOAH HICHENBERG, B.A., Columbia University; B.A., Jewish Theological Seminary; M.S.T., Fordham University; Ed.D., Columbia University

RABBI DR. SAUL KAISERMAN, B.A., SUNY Empire State College; Ed. D., M.A. Jewish Theological Seminary of America

DR. MARC KRAMER, B.A., Brandeis University; M.A., Jewish Theological Seminary; M.S.W., Columbia University; Ed.D., MAEd., Columbia University

DR. MARC MEDWED, B.A. Emory University; MAEd., University of Judaism; Ed.D., Northeastern University

RABBI DR. MEIR MULLER, B.A., Central Yeshiva Tomchei Tmimum Lubavitz; Ph.D., M.S., University of South Carolina

DENISE MOYES-SCHNUR, B.S., University of Cincinnati; M.Ed., Erikson Institute, Loyola University of Chicago

DR. BRUCE POWELL, B.A., University of California, Los Angeles; M.A., California State University, Northridge; Ph.D., University of Southern California

LISA SAMICK, B.A., George Washington University

EMMA SCHNUR, M.A., American Jewish University

CINDY STANSBURY, B.A., Temple University; MAEd., American Jewish University

DR. ROBBIE TOTTON, Provost, Chief Academic Officer; B.A., Duke University; M.A., Ph.D. University of California, Los Angeles

DR. MICHELLE WEINER, B.A., University of Maryland; M.A. San Francisco State University; Ph.D. Tufts University

RABBI DR. RON WOLFSON, Fingerhut Distinguished Professor of Education; B.A., M.A, Ph.D., Washington University; M.A., University of Judaism; Rabbinic Ordination, American Jewish University

Ziegler School of Rabbinic Studies

Maḥshevet Yisrael & Professional Excellence:
Training An Effective Rabbinate for Today's Seeking Jews

Curriculum Rationale of the Ziegler School of Rabbinic Studies

Academic Learning & Rabbinic Training

The path we walk at the Ziegler School in our study of Jewish sacred texts is both new and old, fresh and well worn. We read writings that centuries of Jews have read, and we read them in dialogue with the generations of scholars – Geonim, Rishonim and Ahronim – who have read them before us. We also read those texts through lenses that have been ground by contemporary scholars in the Universities and Rabbinical seminaries in this country, in Israel, and around the world. The directive of Kohelet guides us: *It is best that you grasp the one without letting go of the other, for the one who reveres God will attend to both* (Kohelet 7:18).

We understand the study of Jewish sacred writings as a spiritual practice. In this we stand in the long tradition ranging from the Talmud through the great centers of learning in Franco-Germany, Spain, North Africa, the Middle East, through the great yeshivot of Eastern Europe and into our own times. “After the Temple was destroyed, God was found in the four cubits of halakhic discussion (Berakhot 8a),” teach the Sages, who also assert “If you would learn to know the One at whose word the world came into being, learn aggadah (Sifrei Devarim, Piska 94).” The intellectual pursuit of subtle distinctions in halakhah, the close readings of Midrash and parshanut, or the joys of philosophical theology is itself a spiritual exercise. The intellectual and the spiritual are one on this path.

In our engagement with Rabbinics we are humbled before the edifices that were built by the Tannaim, Amoraim, Geonim and Rishonim. We learn their words with the reverence with which we learn the Torah itself. At the same time our learning is also informed by our knowledge that all texts, sacred and secular, are influenced by and embedded in cultures. All authors are people, including those recording or responding to the will of God. Therefore, these texts also yield to analyses within historical, literary, legal, feminist and other interpretive frames. We seek to “accept truth from anyone who speaks it,” with the conviction that God wants the service of the mind unfettered.

Jewish Commitment and Western Learning

We require and train rabbis who live within the cultural and political orbits of the Jews they will serve. But our commitment to intellectual enterprise is far deeper than merely utilitarianism. Because we recognize that Judaism has a history, that it has been influenced – for the good – by the insights and advances of surrounding cultures, we know that our religious obligation is to serve as filters through which contemporary culture can influence and shape Jewish religious life. At the same time, we also know that Judaism’s core commitments can only contribute *to tikkun ha-olam*, the repair of the world, if we are sufficiently grounded in that world to translate Judaism’s particular

forms and insights into a universal language. For these reasons, our curriculum goes far beyond a traditional rabbinical yeshiva, including courses in pastoral psychology, literature, history, philosophy, sociology, pedagogy, mysticism, professional skills, and extensive field experience.

These commitments find fullest expression within Conservative/Masorti Judaism, with which the school is affiliated. As such, we also include courses in Conservative/Masorti Jewish thought and history, in the halakhic findings and methods of Conservative/Masorti decisors, and in Conservative/Masorti Jewish observance and practice.

The Context

The Ziegler School of Rabbinic Studies of the American Jewish University was created in 1996 to develop a new model of rabbinic education, suitable to meeting the challenges and opportunities facing the Conservative rabbinate and American Jewry. Toward that end, it is worth reflecting on the position of American Jewry – where it has come from and where it is heading – and on the profile of a Conservative rabbi equipped and capable of meeting those challenges.

Jews came to America, by and large, to seek economic prosperity and social security. Those Jews who did immigrate tended to be among the least educated, both in traditional Jewish sources and in Western academic training and often were among the poorest of the new immigrants. As such, the earliest Jewish agenda was one of ethnic solidarity and social opportunity. Organizations such as the federations, congresses, committees, leagues and agencies were designed to fight for Jewish opportunity in the broader economy and culture. Synagogues and schools of higher Jewish learning were to articulate ways of integrating American culture and values with Jewish religious structures and commitments, and to offer havens for Jewish social and ethnic expression, among them, some measure of religious ritual and education. With the rise of Zionism, support for Zionism and (later) for the State of Israel also provided a key agenda item for these Jewish organizations – both the agency/federation cluster and the synagogue/seminaries constellation.

Ours is an age challenged by our own success. With the establishment of the State of Israel, and its vibrant history of over a half-century, and the prosperity and professionalization of American Jewry, much of the original impetus for the federations and agencies no longer seems quite so clear, nor so capable of summoning widespread Jewish passion (let alone forming the cornerstone of Jewish identity). The understanding of the synagogue as the place that Americanizes and transmits Judaism has also shifted. The task, then, of energizing American Jewish life, has returned to its proper agenda – serving the Jewish people in the advancement of our covenant with God. Agencies, Federations, and synagogues are all united in common cause behind this emerging agenda.

The needs of contemporary Jews – their spiritual seeking, their desire to take on rituals abandoned by their parents, their interest in a Judaism less formal and more text-grounded than the one they have inherited – have also changed. Those changes offer rabbis an opportunity to elevate the quality and profundity of American Jewish life. But to do so, we need a special breed of rabbis. Our rabbis must be simultaneously at home in the world of Western culture and thought, scientific findings and method, Jewish texts and observance. Like the Jews they will serve, they too must thirst for God, for covenant, and

for mitzvot. Like the Jews they will serve, they must be rooted in contemporary culture and a healthy respect for individualism and idiosyncrasy. But unlike the Jews they will serve, they must insist on a new synthesis – authentic to the Judaism we have inherited yet open to new insights and perspectives. Our rabbis cannot live in a world in which their Jewish faith is hermetically sealed off from the academy, from new perspectives and new information. Our rabbis must embody a faith that is confident and unafraid, one that trusts that an authentic encounter between Judaism and contemporary values and thought will be mutually enriching, mutually transformative, and will – at the same time – vindicate the core beliefs and practices of Judaism across the ages.

It is to produce precisely such rabbis that the Ziegler School was created.

Focusing on Greatness — The Curriculum as a Whole

The key to greatness in a Rabbinical School curriculum, as in any institutional focus, is to assess and to bolster the strengths and capacities of the institution, and then to pursue those intended outcomes with vigor. Given the values of the school, articulated in the American Jewish University's Mission Statement and the learning outcomes of the Ziegler School as articulated in its 9-point learning outcome objective¹, as well as the strengths of our superb Faculty, the Steering Committee has deliberately determined that the focus of the School's academic program will be on two broad arenas: *Machshvet Yisrael* (Jewish thought) and professional development. These two rubrics respond to the demands placed on the contemporary Rabbinate — Jews are seeking meaning and guidance from their heritage, they look to Judaism for solace and inspiration, and they turn to their religion to provide ethical rigor, a sense of value, and a community of belonging. Rabbis must be capable of providing access to the tradition and to making that tradition both accessible and relevant to the lives of today's Jews. By and large, Jews are not interested in their Jewish identity for reasons of antiquarian or historical concern, nor is their primary interest one of dispassionate scholarship. While both are valuable tools in the pursuit of clarity, depth and meaning, their utility remains in the background. Front and center are a desire for harmony, balance, and integration. Jews turn to Judaism to provide those riches. Focusing on Jewish thought gives the Ziegler rabbi the tools needed to meet that demand. At the same time, the riches of Jewish thought must be transmitted through the building and maintenance of synagogues, schools, and other institutions, and its rich message must inspire through well-crafted sermons, effective teaching and preaching, pastoral counseling, and the myriad professional demands that today's rabbi must master. The curriculum is consciously crafted to meet those dual necessities.

Additionally, the curriculum is designed to provide a rational flow, both from one semester to the next, and among the courses offered each semester. The curriculum challenges each student to find their passion within the broad range of Jewish studies and to pursue depth and excellence within that selected area. Finally, the curriculum constrains the total number of credits required from each student, based on the conviction that excessive busyness precludes a deep and transformative encounter with the material offered during rabbinical school.

Ziegler School of Rabbinic Studies

THE FIRST THREE YEARS

Jewish thought forms the core of today's rabbinic contribution. Being able to communicate the application of Jewish wisdom to people's daily lives, providing consolation and perspective to life's tribulations and sorrows, and balance and depth to life's joys is at the core of a Rabbi's charge. The Ziegler curriculum is predicated on providing the Rabbi with the tools to meet that challenge. We begin with the premise that the Judaism is primarily a textual tradition – the harvest of each generation's insights and creativity are to be found in the great writings that comprise the Masorah — Tanakh, Rabbinics, Parshanut, Philosophy, Kabbalah, and Hassidut. These literary corpuses require extensive training for the aspiring rabbi to be able to access their original languages and to unlock their treasures. Only with that mastery is the Rabbi then able to contribute his or her own creative synthesis and advance in a way that is both authentic and responsible. Only with that level of mastery and ownership can the rabbi assist others in crafting lives of Jewish meaning and depth. Only with that body of thought can the rabbi hope to surmount the considerable challenges to Jewish life in the present.

The curricular expression of this conviction is that the first 3 years of the curriculum are devoted primarily to skill building, knowledge acquisition, and an introduction to the broad rubrics of Jewish thought (giving the student sufficient background to be competent in these areas and sufficient exposure to be able to select that one area in which to develop some expertise in the final two years of the program). The focus during this initial period is on exposure to the broad arenas of classical Jewish literary expression, Jewish theology, Hebrew language, and extensive work in rabbinics (Mishnah, Tosefta, Talmud, and Rishonim).

During these early years, aspects of professional development are not neglected, but they are not given the prominence that they will receive in the Residency year of the program, another reflection of our conviction that a student must first master the Masorah before seeking to teach, preach, or synthesize. Knowing that our students will be working in the community and seeking to provide them with opportunities to synthesize their academic, professional, and existential achievements, the students will participate in our innovative programs. Students also receive exposure to an introduction to Halakhah (focusing on Jewish religious practice in daily and holiday life), exposure to the liturgy of the weekday and Shabbat Siddur, and field placement.² These courses assure that the student's growth is not restricted to academia, but includes professional opportunities to begin to function rabbinically, and allows sufficient time and guidance to integrate the insights and experiences of rabbinical school into their own shifting and growing Jewish selves. Of course, the in-person nature of the classes also provides each student with a caring and engaged community to internalize the rhythms of Jewish observance, holy days, experiencing what a vibrant, traditional community can offer. It also creates multiple opportunities to put what is learned in the classroom into living practice.

The third summer of the program is an Israel Intensive. All Ziegler students are expected to spend that summer in Israel, given the school's conviction that a personal connection to the Land of Israel, Hebrew language, and the people of Israel is an essential component of Jewish identity, and a necessary virtue for

any Jewish leader. The third summer of our program is, therefore, an intensive for students to continue to deepen their mastery of *Torat Eretz Yisrael* (the teachings and practices specific to the Land of Israel, contemporary Hebrew, Zionism, and Israeli culture, in addition to themed seminars and field trips.

Recognizing that our intention to prepare rabbis adept at Machshevet Yisrael and professional development requires focus, persistence, and synthesis, we also know that this focus may result in diminishing attention to other foci that students can learn in more depth later in their careers. Cultivating a coherent specialization results in allowing other aspects of the field to form a backdrop, rather than attempting to be all things to all people. In this curriculum, our determination to focus on Jewish thought and professional skills means that we have had to rethink how we provide exposure to Jewish history to allow our students to see Jewish thought in an historical context without reducing classical thought to mere historicism. We achieve that balance by asking our students to enroll in two History courses (one in year One and a second in the final years) introducing the flow and impact of Jewish history on Judaism and helping make explicit an historical consciousness, as well as by offering a course in the tensions and challenges of modernity and a thematic course tracing a particular theme diachronically, will assure that the students distill the information and historical sense they need to contextualize the thought they are mastering.

THE FINAL YEAR: RESIDENCY

The final year of the program pivots from skill building, culminating in a 1-year period that integrates advanced Jewish learning with and an intensive program of professional development in the active rabbinate second to none. This Residency Year asks each student to focus on one of four areas of professional practice: congregational, educational, chaplaincy, or agency work. Each student is responsible for finding a professional placement, assisted by the school, which will provide Residency experience (with salary) under the tutelage of a rabbinic supervisor. This Residency also allows the Senior student to reside anywhere their placement is located. During the year, their primary focus will be on acquiring the professional skills needed to excel as a rabbi in that area of work, with the additional supervision and engagement of the Ziegler faculty and administration.

Residency Year Eligibility

The general eligibility for Residency year requires that a student has completed all required courses of the curriculum designated for years one to three (including all minimesters, Israel summer program, and Tefillah skills). In cases of special circumstances, a student may petition through their academic advisor/dean to complete up to nine credits from certain designated courses during the residency year itself. For students in good standing, consideration will be granted up to nine credits from among the following list of courses: BIB 525 Parshanut, PHL 513 Kabbalah, Hasidut, & Musar, BIB 527 Prophets or BIB 569 Megillot and Jonah, HIS 520 Survey of Jewish History, HIS 521 Issues of Modernity, and PRS 533 Advanced Homiletics. Any other courses would require a petition for special approval from the deans. Because any of these approved remaining courses require in person attendance, in the event approval is granted for this arrangements, a student would need to plan their Residency in the Los Angeles area and to confirm a Residency placement that is willing to allocate both the time for the residency year required courses on zoom and for these additional courses in person.

Prior to the start of their ordination year, students must demonstrate proficiency in the full range of Tefillah (prayer) skills.

During the Residency program the school will also provide additional courses (online) to allow for continuing enhancement of text learning and skills, self-reflection on the residency and the acquisition of management skills, and to prepare the student for a successful career in the active rabbinate. The student will take one course in Practical Rabbinics. Rotating Practical Rabbinics courses might include: Pastoral Counseling, Community Organizing, Advanced Lifecycles, Entrepreneurialism, Creating Sacred Community, Education. A course on Issues of Social Justice and Teaching Rabbinic Texts. A minimester intensive will allow the senior student to focus on Jewish perspectives on contemporary issues of social justice.

Ziegler School of Rabbinic Studies

Master of Arts in Rabbinic Studies

Ziegler Co-Curriculum

Like Torah itself, the Ziegler curriculum has a formal, classroom leg, and a less formal, experiential and communal aspect. The Co-curricular offerings form a significant opportunity to integrate classroom learning with the development of spirit and character. Together, they provide a unique and integrated spiral for depth, wisdom, and growth. Learning to become a rabbi involves the integration of academic scholarship and skills, self-reflection and emotional honesty, as well as spiritual depth and nuance. A significant part of the formation offered by the Ziegler School takes place outside of the classroom as co-curricular offerings.

The school facilitates:

1. Regular mentoring sessions with rabbis, faculty, and deans,
2. Student lunches with speakers,
3. School-wide series that address issues of contemporary relevance outside the scope of the curriculum,
4. Community building activities,
5. Holiday, festival and Shabbat programs,
6. Engagement to enhance facilitation of difficult conversations and responding constructively to multiple viewpoints,
7. Lunch & Learn series,
8. Opportunities to be hosted, and to host, for Shabbat and festival meals.

These co-curricular offerings allow students to experience the kind of model communities they will one day lead.

Ziegler School of Rabbinic Studies

Master of Arts in Rabbinic Studies

The MARS Curriculum in Detail (order of courses may vary slightly depending on when courses are offered)

YEAR ONE, FALL

Code	Course Title	Credits
BIB 509	Overview of Torah I	3
HEB 511	Hebrew for Reading Comprehension I	4
PHL 512	Introduction to Jewish Philosophy	3
RAB 501	Intro to Rabbinic Literature	6
RAB 589	Beit Midrash	1
RAB 407	Introduction to Halakhah	3
		(Total: 20)

The first semester of the first year is designed to introduce the student to the fundamentals of Jewish learning. Focused on Hebrew and beginning to read and contextualize the building blocks of Jewish civilization, the student is exposed a new and pioneering integration of classical Hebrew with Bible and Rabbinics courses, allowing a more rapid and deeper understanding of the language and literature of these foundational documents. The Rabbinics class also teaches students how to learn and develop their own relationships with texts of all rabbinic genres, while focusing on syntax, language, context and meaning. The curriculum offers a systematic exposure to Jewish theological reflection and to critical analysis of diverse religious thinkers and ideas through the course on Jewish philosophy, which also introduces the student to the great thinkers of Judaism's rich reflective tradition, and to an Introduction to Halakhah which enables the student to socialize into normative Jewish life and practice while also beginning to understand the sources of halakhic decision-making and the expectations of a halakhic life.

YEAR ONE, WINTER INTENSIVE

Code	Course Title	Credits
PRS 552	Jewish Lifecycles	3

The midsemester intensive, held in the winter prior to Spring, offers an initial look at the human lifecycle through the lens of Jewish liturgy, custom, and law.

YEAR ONE, SPRING

Code	Course Title	Credits
HIST 520	Survey of Jewish History	3
HEB 512	Hebrew for Reading Comprehension II	4
PHL 551	Liturgy: History, Development & Theology	3
RAB 510	Talmud with Rashi	6
RAB 589	Beit Midrash	1
PHL 563	Liturgy: Halakhah	3
	Professional Development	0 (Total: 20)

The spring semester builds on the prior semester, moving the study of rabbinics into the realm of Talmud itself. Students will have the opportunity, depending on their level of skill, to become exposed to the Sugya, and possibly to the commentary of Rashi and other Rishonim. They will continue with their integrated Hebrew and Text studies as well. The additional focus of the second semester will be on Liturgy, looking at the Siddur and Machzor through the lens of the halakhah surrounding proper liturgical practice. Given the centrality of worship in the role of most contemporary rabbis, this early focus will enable the student both to function rabbinically and to understand and apply material learned in other courses. These courses initiate the process of mastering synagogue skills in daily, Shabbat, Festival and High Holy Day liturgy, as well as in Torah, Haftarah, and Megillah chanting. A survey of Jewish history will allow the student to understand the unfolding of Jewish thought and practice in the light of the historical experiences of the Jewish people. Additionally, the student will use this semester for the first of three field placements (one each in a Jewish agency, in Education, and in a Synagogue), spending time with a rabbinic practitioner to be exposed to rabbinic work in a few representative contexts.

Professional Development: This is not a class. Following completion of the first semester, students will begin a professional mentoring discussion with assigned mentor/advisor with the goal of assisting the student in mapping a plan for their own professional exposure and shadowing and to determine the best path forward for the student's professional development and identity.

YEAR TWO, FALL

Code	Course Title	Credits
BIB 525	Parshanut	3
BIB 527	Haftarot (Prophets)	3
HEB 513	Hebrew for Reading Comprehension III	4
HIS 520	Survey of Jewish History	3
RAB 519	Aggadah and Midrash Halakhah	6
RAB 589	Beit Midrash	1 (Total: 20)

The Second year expands the student's knowledge base and skill set, advancing their Talmud studies by beginning to incorporate more attention to the commentaries that surround the Talmud text and expand upon it. Attention to this pillar of rabbinics is supplemented with exposure to Midrash, creating a critical and contextual knowledge of different Midrashim, and developing an ability to read and utilize Midrashim independently. The Bible syllabus builds on its overview of Torah to incorporate other commentaries on the weekly Torah portion and a separate course in Nevi'im (the Prophets) focusing on the Haftarat, the liturgical readings of the Prophets on Shabbat and holidays. A second class in history will focus on the transformations of modernity: the rise of citizenship, notions of freedom, Zionism, and democracy. The second field placement occurs during this semester.

YEAR TWO, WINTER INTENSIVE

Code	Course Title	Credits
RAB 593	Aramaic Intensive	2

Between semesters, the Aramaic Intensive prepares students for more advanced study of Talmud and other rabbinic literature.

YEAR TWO, SPRING

Code	Course Title	Credits
HEB 514	Hebrew for Reading Comprehension IV	4
PHL 513	Kabbalah, Hasidut, Musar	3
RAB 520	Legal Concepts and Interpretation in Rabbinic	6
RAB 589	Beit Midrash	1
RAB 524	Midrash Aggadah	3
PRS 530	Homiletics I	3 (Total: 20)

The Spring Semester rounds out the offerings of the first two years, giving the student's a solid introduction to the different fields of Jewish scholarship, and solidifying their language and text skills. The student is introduced to the study of Jewish mysticism, its key terms and constructs, as well as the central texts of the field. Talmud advances with exposure to more sugyot and commentaries through the conceptual lens of legal methods and methods of argumentation and interpretation and students will take a course in midrash. Students will integrate their learning with a course in homiletics, training them to speak effectively and inspirationally. The program is rounded out with the third and final field placement. At this point in the curriculum, the student continues to demonstrate mastery of weekday and Shabbat liturgy, Torah and Haftarah chanting.

ISRAEL SUMMER

Class	Course Title	Credits
PHL	Israel Seminar – The Modern State of Israel	3
HEB	Conversational Hebrew	4
RAB	Biblical and Rabbinic Texts of the Land of Israel	3 (Total: 10)

The Ziegler School's new curriculum creates a concentrated program in which the learning and activities are focused intensively on Israel. We envision a 2-2.5-month program that will dive deep in three distinct areas: (1) contemporary Hebrew, (2) Israel Seminar exploring Zionism, the modern state of Israel, its diverse communities, cultural, political, and social challenges and opportunities, and (3) Biblical and Rabbinic texts, especially pertinent to the Land of Israel. These goals are not separate and distinct but intertwine through the academic and non-academic aspects of the summer.

YEAR THREE, FALL

Code	Course Title	Credits
BIB 569	Megillot and Jonah	3
PHL 553	Conservative Judaism I	4
PRS	Professional Development and Identity	2
RAB 538	Sugyot	6
RAB 517	Introduction to Codes	3
RAB 589	Beit Midrash	1
PRS 585	Rabbi as Manager	3 (Total: 22)

An initial course in Jewish Law will offer a survey of halakhic approaches to contemporary issues. The Conservative Judaism course will integrate the three primary areas in which Conservative Judaism's worldview and perspective offer a unique and important take on Jewish tradition and faith. Looking at the theological perspectives and insights of the leaders of the Movement, at the theories of law and their application, and at the pervasive impact of ethics, students will have a solid perspective with which to identify and through which they can face the issues confronting the Jewish world today. Megillot and Jonah will offer a rigorous literary approach to these surprising books of the Bible, each linked with a particular festival or holy day. To develop mastery of rabbinics at a higher level, the year four course will offer focus on sugyot, the core unit of Talmudic exploration and discourse. Two professional courses will hone skills of managing a budget, a staff, fundraising, and other entrepreneurial skills needed by a rabbi in a nonprofit institution, as will their work in professional development and identity.

YEAR THREE, SPRING

Code	Course Title	Credits
PHL 556	Conservative Judaism II	4
PRS 507	Synagogue Skills in Minyan	1
PRS 531	Advanced Homiletics II	3
PRS 520	Pastoral Counseling I	3
RAB 544	Advanced Halakhah	3
HIS 521	Issues of Modernity	3
RAB 589	Beit Midrash	1 (Total: 18)

The second semester will continue with a second exploration of Conservative Judaism, again focusing on theology, law and ethics. Advanced Homiletics will continue to train and hone the students' oratorical effectiveness. A course on Jewish Law will select a particular topic for a deep dive in halakhic reasoning and sources. Pastoral counseling will expose the students to the various populations they will counsel, and ways that rabbinic counseling differs from therapy.

RESIDENCY YEAR (FOUR), FALL

Code	Course Title	Credits
RAB 573	Advanced Midrash	3
PRS 590	Residency Seminar	3
PRS	Practical Rabbinics	3 (Total: 9)

Senior year is designed as a year of culmination and transition, primarily off campus in a professional setting. During this year the Ordinand selects an area of focus: congregational, chaplaincy, education, or agency, and finds a part-time position at such an institution, with the supervision of a rabbi for professional development and regular conversation.

At the same time, this year is the culmination of four or more years of serious full-time study. As such, there are moments of completion, integration, and achievement that form an important part of the final year of the program. For that reason, although their primary focus will be on their Residency work, there will be courses offered on Zoom to allow for shared reflection, time together as a class, and to examine their work from a more academic perspective.

Today's Torah and Torah of the Heart provide opportunities for synthesis and integration under the guidance of a master rabbi, inviting the student to consider how the process of learning holy texts is personally transformative, and asking the students to share those texts which were particularly fruitful for their own growth and engagement.

YEAR FOUR, WINTER INTENSIVE

Code	Course Title	Credits
PHL 562	Issues of Justice	2

A minimester intensive on Issues of Justice will apply all their years of text study to the ancient mandate to help the world to heal.

RESIDENCY YEAR (FOUR), SPRING

Code	Course Title	Credits
PRS 591	Residency Seminar	3
PRS	Practical Rabbinics	3
RAB 536	Torah of the Heart	3 (Total: 9)

The fall and spring Practical Rabbinic course will rotate among these selections:

Suggested Practical Rabbinic Courses

(2 per semester to be offered in rotation from the list below)

Code	Course Title	Credits
PRS 521	Pastoral Counseling II	3
PRS	Community Organizing	3
PRS	Advanced Lifecycles	3
PRS	Entrepreneurialism	3
PRS 567	Creating Sacred Community	3
RAB 537	Torah of the Heart II	3
EDU	Education Classes	3
RAB	Teaching Rabbinic Texts	3

CONCLUSION

In the best of the traditions of Conservative/Masorti Judaism, this curriculum reflects a commitment to tradition and change. It cultivates a reverence for text as the sacred harvest of our people's encounter with the divine. Mastery of those texts, in the original, remains the *sine qua non* for today's rabbis. Equally strong is a passion for Torah and mitzvot, and for a life of sacred deeds shaped and mediated by halakhah. This curriculum also provides an explicit attention to the needs of our time: Jews who are largely uneducated in the sources of Judaism nonetheless express a yearning for depth, for spirit, for faith and for a full Jewish life. Translating the Torah heritage from book to life is the key task of today's rabbi, and this curriculum is therefore designed to equip the rabbinical student for precisely that challenge. By focusing on Machshevet Yisrael, the profound, soul-wrestling contemplations of Israel's great intellects across the millennia, we hope to unleash that potent blend of heart and mind that has already brought so much light into the world. Simultaneously, to be conversant with the riches of Jewish thought and practice is of no practical utility if the practitioner cannot convey that passion, insight, and beauty to those who would seek to acquire it. The rabbi must not only be learned, but also compelling. That is why the second leg of this curriculum is professional skill and competence.

It is our firm conviction that this approach offers the best hope of training a generation of visionary, literate, and compelling rabbis capable of mediating God's love and justice through the Jewish people to the world at large.

Ziegler School of Rabbinic Studies

Master of Arts in Rabbinic Studies (MARS)

Program Goals

The Ziegler Rabbi:

1. Masters the Masorah – synthetically and technically,
2. Connects with lay people and is skilled in outreach,
3. Distills the Tradition in ways useful to people's lives,
4. Is motivated by God and shares that faith,
5. Loves Jews as well as Judaism,
6. Pursues a socially-conscious rabbinate,
7. Elicits the theological underpinnings of sacred texts,
8. Teaches and observes mitzvot passionately.

Program Learning Outcomes

Students graduating with an M.A. in Rabbinic Studies (MARS) and Rabbinic Ordination from the Ziegler School will be able to:

1. Demonstrate literacy and competency of Hebrew texts and bodies of materials.
2. Articulate ethical, theological, and spiritual groundings and values (e.g.: synthesizing and articulating sources from Hebrew and Aramaic texts) to understand its relationship to contemporary Jewish life.
3. Apply the knowledge of Judaism, Tanakh, and sacred texts to communicate as religious leaders within their communities and the broader public, both in written and oral form, in teaching, and in counseling.
4. Apply, compose, and discuss their theological convictions to engage with various audiences and different life situations.
5. Critically apply their intellect, affect, and insights to constructively engage and support individuals, the Jewish community, and diverse groups.
6. Understand and appreciate diverse perspectives and differences within social, theoretical, and cultural systems by mobilizing Judaism toward building vibrant and inclusive communities.
7. Exemplify and articulate Jewish observances in their lives and in the service of those they counsel and teach.
8. Understand and be able to use a process for decision-making utilizing ethical, theological, and spiritual insights from Jewish sources and traditions.
9. Develop and effectively articulate their set of practical skills and tools on a resume, a senior project, during their residency, and in interviews.

Degree Requirements for the M.A.R.S. and Rabbinic Ordination

Graduates of the Ziegler School of Rabbinic Studies receive rabbinic ordination after the completion of all required courses. For some, this will be completed in four full years of study including regular semesters, minimesters, summer Israel program and residency. Since text and language skills vary based on background and progress, each student's program is determined in consultation with the Dean's office. For other students this will result in an extended course of study to enable mastery of language and text skills. Upon completion of the program, students are granted a Master of Arts Degree in Rabbinic Studies. Students are expected to complete all requirements of the program in person apart from the residency associated courses and the Israel program.

The curriculum has been approved by the University Academic Senate as the course of study leading to the MARS degree and rabbinic ordination. Because our faculty and students are always engaged in discussion of the curriculum, rabbinic education and a vision of the rabbinate for the 21st century, the curriculum may undergo slight changes from year to year.

Please note: The Ziegler School of Rabbinic Studies and American Jewish University reserve the right to revise or change the academic calendar, rules, charges, fees, scheduled courses, requirements for degrees or other regulations. This catalogue is for the guidance of our applicants, students and faculty and is subject to change and is not intended as a contract between the Ziegler School and any person.

Internships

The Ziegler School is committed to training rabbis who are equipped to lead North American Jewish life into the 21st century. We understand that for rabbinic students to graduate with the necessary vision, skills and passion to make profound changes in the Jewish community, they need to have extensive hands-on experience in a variety of Jewish institutions. The staff and faculty of the Ziegler School work closely with rabbis and other Jewish professionals in the Los Angeles area and beyond to build relationships between the Ziegler School and other Jewish institutional settings. In the first two years of the Ziegler program, students are introduced to Hillel, congregational settings, Federations and educational institutions. Students in their final year will select an institutional setting that dovetails with their professional plans and interests. Many students work in internships set by the student and the individual organization for which there is no formal requirement. Ziegler deans are available to help students network, determine what opportunities exist, and how the individual student can build the skills in which they are most interested.

Students in their final year participate in a required residency program in an approved institutional setting that dovetails with their professional plans and interests. During this year, students are mentored and supervised by someone in the residency organization as well as the school residency supervisor and participate in a reflective practice seminar. Specific number of hours for the residency are set by the school and include a minimum average of 15 hours per week.

Israel Summer

The Israel component of the Ziegler School program is very important. The creation and growth of the State of Israel have transformed Jewish life in ways more profound than anyone would have anticipated half a century ago. To serve as a leader in the Jewish world today requires an intimate familiarity with the State of Israel, its politics, its people, and the challenges it faces. The Ziegler Israel experience is designed to give students that and much more.

The program will offer four areas of focus: contemporary Hebrew, Encounter with Israel, Zionist and Israeli History & Thought, and Torat Eretz Yisrael: those areas of Jewish tradition related to the Land of Israel. Additionally, we hope to create opportunities for Ziegler students to meet and connect with young Israeli religious voices who can partner with them in fashioning a Judaism that will speak to the next generation.

Ziegler students will study in Israel during the summer of Year III (or year IV for those in an extended program). Students who have personal extenuating circumstances that might prevent them from attending the Israel year should speak with the Dean of the Ziegler School. The Israel experience is a central part of the ZSRS program, and exemptions from the Israel term will be granted rarely and only with the approval of a Faculty Committee and when absolutely necessary.

Exemption to the Israel Summer

Students who cannot participate in the Summer Israel Intensive, but who have spent time in Israel already, may petition the school for an exemption for medical or personal reasons. If such an exemption is granted, students will be expected to enroll in an Independent Study (or find an equivalent course locally) that covers an overview of Israeli/Zionist history and thought, as well as producing a final project that explores some aspect of that history and thought and its impact on contemporary Jewish life in the Jewish community of the student. That product will be approved by the Steering Committee of the Ziegler School. They will also enroll in a semester of contemporary Hebrew. The cost of faculty for the Independent Study, Hebrew, and final project will be borne by the student. Additional fees may be associated with your request for exemption to the Israel summer; please defer to your School Deans. These requirements must be completed prior to the start of the fall semester of their final year in rabbinical school.

In-Person Learning and Attendance

The Ziegler School is an in-person program. If you must miss a class due to illness or an emergency, it is your responsibility to master all material covered during your absence. Instructors are not expected to repeat important information; however, you may choose to seek assistance from a classmate at their discretion. In some cases, absences may result in deductions in your final grade. Tests or quizzes may be rescheduled only with prior approval from the instructor, arranged in advance. To comply with federal privacy laws, intellectual property regulations, and other applicable regulations, recording Ziegler classes* or attending remotely (e.g., via videoconferencing or Zoom) is prohibited.

* Unless a student has been approved to record class instruction (such as lectures, verbal instructions for assignments/exams, etc.) as an accommodation for their disability status. The accommodation

request must be made to the Section 504 Coordinator, Elizabeth “Liz” Honig at disabilityservices@aju.edu who will undertake a review and determine whether the student is eligible to receive the requested accommodation. The student’s request and supporting documentation must demonstrate that the ability to record class instruction is a necessary learning aid that would lessen or ameliorate the effects of a student’s qualifying disability.

Ongoing Personal Development

Because it is important to the faculty and staff of the Ziegler School that an admissions interview is not the last time that students have a formal opportunity to discuss their beliefs, their spiritual yearnings, their halakhic development and their intellectual accomplishments, Ziegler Rabbis and faculty are available and welcome conversations as an ongoing part of the Ziegler School experience.

Orientation and Special Seminars

In addition to formal courses offered during the semesters each year, the Ziegler School provides an array of informal learning experiences for rabbinic students. These begin with orientation, which is required of all beginning and transfer students. Orientation typically happens the week prior to the first day of Fall classes and continues through Shabbat. All incoming students are expected to be present for orientation.

During the year, the faculty and staff will periodically schedule communal lunches and programs as well as intensive seminars with visiting scholars and/or notable Jewish personalities. We may occasionally adjust the schedule of classes to allow time for study related to Jewish holidays, significant events in the Jewish world and important trends in contemporary Jewish life.

Ziegler Student Residency

During the final year of the program, each student will work in a residency position for a substantial number of hours in a school, synagogue, organization, chaplaincy, camp or other institution. During this year, students will be expected to work with their residency mentor, and the Ziegler advisor to specify job responsibilities, personal goals, and integration of classroom learning and practical training. Students will work with the Ziegler advisor during the semester prior to their final year to determine what type of residency is optimal for them and to confirm its parameters and schedule. During the residency year, students may opt to live outside of Los Angeles (near their Residency) and to participate in Ziegler classes online. The same classroom attendance applies as other years in the program.

Policy on Independent Study

In general, students may not take required courses by independent study. In cases where the completion of a single class may jeopardize the ordination timing, a student may petition the Administration of the Ziegler School for permission to substitute an independent study for a normally offered course. Students should be aware that it is the policy of the Ziegler School to avoid such arrangements, for the sake of equity and so that as many students as possible will benefit from classroom interactions with faculty and other students.

Any program of independent study must be approved, in writing, by the instructor overseeing the project. A detailed outline of the study project, including material to be covered, bibliography, written work to be submitted, etc., must be developed using a form that may be obtained from the Registrar. This petition should then be submitted to the Academic Advisor in charge of academic scheduling for approval. It must be filed in the Registrar's Office by the appropriate deadline for adding classes.

Rabbinic Ordination and Commencement

Graduates of the Ziegler School receive a master's degree and rabbinic ordination at the completion of the entire program. The master's degree and ordination are conferred at a ceremony. Ordination is not conferred in absentia.

Tefilah Skills Policy

A rabbi is frequently called upon to act as shaliach tzibbur and to chant Torah, Haftarah and other liturgy. While there is no expectation that the rabbi be trained at the level of a hazzan/hazzanit or to lead the service on a regular basis, it is important to be comfortable with the skills that go into making the Tefilah fluid. By the end of the spring semester of the student's penultimate year, students are expected to show proficiency in all weekday, Shabbat, Shalosh Regalim, and High holiday Tefilah skills, Torah and Haftarah reading, chanting of the various Megillot, tying tzitzit and tefilin. The full list is available in an excel spreadsheet from the Deans' office. In order to demonstrate proficient mastery of each skill, students will learn with tapes, tutors, recordings, and/or other resources and then meet with one of the designated supervisor who will expect to witness proficiency with the Hebrew, knowledge of the flow of the individual services, and familiarity with the traditional nusach/trope/melodies. Once the student has completed a skill, the designated supervisor will 'sign off' for that particular skill. Students may also ask a member of the Rabbinical Assembly or Cantor's Assembly to certify knowledge to the School. **Completion of all the Tefillah requirements is a prerequisite to entering the final year of the program.**

Religious Guidelines and Adherence and Processes

Students at the Ziegler School of Rabbinic Studies are expected to practice the religious guidelines of traditional Judaism as understood within the parameters of Conservative Judaism. For a more detailed description of those practices, please see the Guidelines for Religious Practice. Students who violate those policies will first engage pastorally with a Ziegler mentor to explore any impediments and help inspire more consistent observance. Repeated violation of halakhic standards can result in consequences including removal from the school.

At the Ziegler School: Food and Drinks in the Classrooms

Each instructor will determine the policy for food and drinks in their own classroom. The specific policy should be clear, applying equally to everyone in the room. Because these policies will vary for different teachers, each instructor will constitute the front line for explanation, clarification, and enforcement. They will articulate their policy in the class syllabus and then remind the class periodically.

Ziegler Student Policies and Expectations

Ziegler students are bound by the Honor Code of American Jewish University, which can be found in the student handbook at <https://www.aju.edu/current-students/>. The AJU also has explicit policies about grievance process, diversity, Title IX, drug policies, accommodations for disabilities, FERPA policy, psychological services, registration and accounting policies, library services, academic policies, go to <https://www.aju.edu/current-students/>.

Ziegler School Reciprocal Arrangement with Hebrew Union College (HUC)

The Ziegler School has a reciprocal arrangement with the Los Angeles campus of Hebrew Union College which allows full-time students in good standing to take a single course per semester at HUC at no additional cost. Unless otherwise approved by the student's Academic Advisor, HUC courses may not be taken in lieu of a Ziegler course requirement.

Students may take elective courses provided that approval is given by the Academic Advisor and that the class does not conflict with a Ziegler class requirement, and that adding those credits does not bring the student's course load above 23 credits in a given semester.

The Ziegler School of Rabbinic Studies reserves the right to amend and update these policies as needed. New articulations will be posted publicly.

Ziegler School of Rabbinic Studies Faculty

RABBI CHERYL PERETZ, Interim Dean, B.A. Barnard College; B.A., Jewish Theological Seminary; M.B.A., Baruch College; M.A.R.S., University of Judaism

RABBI DR. BRADLEY ARTSON, Vice President, Goldstine Distinguished Scholar, B.A. Harvard University; M.A. Jewish Theological Seminary; DHL, Hebrew Union College

RABBI DR. ARYEH COHEN, B.A. Hebrew University; M.A., Ph.D., Brandeis University

DR. JACOB CUNNINGHAM, B.A. University of California, Santa Cruz; M.A. University of California, Los Angeles

RABBI DR. ELLIOT DORFF, B.A., Columbia College; Ph.D., Columbia University

RABBI EDWARD FEINSTEIN, B.A., University of California, Santa Cruz; B.Lit., University of Judaism; M.A., Jewish Theological Seminary; M.A., Columbia University

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Dual Degrees at American Jewish University

At this current moment, American Jewish University no longer offers dual degree options.

Students at American Jewish University may obtain two degrees simultaneously by electing to enroll into dual degrees. Dual degrees require students to complete separate admissions applications and fulfill all admissions requirements for entrance into each degree program. Students enrolled in dual degrees may complete degree requirements for each discipline simultaneously or concurrently during the same term, as specified by the Dean(s) of the dual programs. As a result of completing dual degree requirements, students may earn two degrees.

It is also STRONGLY recommended students speak with Financial Aid at financialaid@aju.edu prior to enrolling in a second degree to understand how their second degree may impact their financial aid.

Financial Aid / Tuition



Federal and State Financial Assistance Programs

Student financial assistance is available to qualified U.S. citizens and eligible non-citizens with a valid high school diploma (or equivalent). Students applying for student financial assistance begin the application process by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed online at Studentaid.gov. Assistance with the FAFSA can be provided to applicants by contacting The Office of Financial Aid at financialaid@aju.edu. The U.S. Department of Education will send an email to the applicant within 1-3 business days to notify them that their application was processed. The information collected on the FAFSA is used to calculate a family's Student Aid Index (SAI). This SAI is used by the Office of Financial Aid to determine each individual student's eligibility for federal and state financial aid. The Office of Financial Aid receives notification from the U.S. Department of Education electronically regarding a student's FAFSA in the form of an Institutional Student Information Report (ISIR). Applicants selected for a process called "verification" may be contacted by the Office of Financial Aid to provide additional documents, such as student and/or parent tax transcripts, verification of untaxed income, or benefits or other documents required to determine eligibility. Failure to do so will result in loss or non-receipt of aid. Student financial assistance is awarded for an academic year (up to three semesters).

A student's eligibility for need-based financial assistance is determined by subtracting the SAI from the cost of attendance for the course of study. A student's cost of attendance includes tuition and fees, books and supplies, housing, personal, and transportation costs. Other costs are based on a standard expense budget as determined by the California Student Aid Commission.

Financial assistance funding is disbursed every semester throughout the duration of the program of attendance. Funds from the various financial assistance programs (described herein) are not always disbursed in the same way or at the same time. Federal and State financial aid funds are sent to the school via electronic funds transfer. Students will be notified of Federal loan disbursements via email. Note: All Financial Aid documents must be submitted no later than one week prior to registration.

For additional information about federal, state, and University financial aid programs, eligibility determination, and application procedures, please contact Office of Financial Aid at financialaid@aju.edu.

Student Loan Responsibilities

If a student obtains a loan to pay for an educational program, the student will be responsible for repaying the full amount of the loan plus interest, less the amount of any refund or returns paid back to the lender by the school. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Financial Assistance Programs

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is for undergraduate students with exceptional need and is not repaid. This program is funded by the Department of Education and administered by the school's Office of Financial Aid. Please note that these funds are limited, and awards are offered on a "first come / first served" basis.

Loans

All student loans must be repaid. There are two categories of educational loans available:

1. Need-Based (Subsidized Federal Direct Stafford loans)
2. Non-Need Based (Unsubsidized Federal Direct Stafford loans, Parent PLUS loans, and Direct PLUS (Grad) loans).

Federal Direct Loans

Borrowers are required to repay these loans even if they do not complete their education. The Direct Loan is a federal loan awarded when you complete a FAFSA. The amount available depends on your grade level, and there may be an option to add an additional loan if your parents did not qualify for a Direct Parent PLUS loan. A credit check is not required for this type of loan, which typically carries the lowest interest rates available.

Interest on the loan begins accruing as soon as the first of the funds are distributed, but if you qualify for the subsidized version of the loan, the government will pay that interest while you're in school. For students who demonstrate a need for a subsidized Direct Loan, the government will pay the interest on the loan during the time in school and the specified grace period. Students who have a calculated need (for less than the maximum on the Direct Loan) may borrow the difference in an Unsubsidized Direct Loan and will be responsible for the entire interest on that portion of the loan.

Subsidized Federal Direct Stafford loans are need-based loans. Interest does not accrue while a student is in school, during grace period, or during in-school deferment. Students can borrow from \$3,500-5,500 depending on the year in school (grade level). Repayment begins six months after the students' last date of attendance (LDA). The minimum monthly payment depends on your repayment plan of choosing.

Unsubsidized Federal Direct Stafford Loans are non-need-based loans. Interest accrues while students are enrolled in school and during the six-month grace period. Annual maximums vary depending on whether the student is dependent or independent. Loans range from \$5,500 to \$12,500 per year, depending on your year in school (grade level) and your dependency status. Under the One Big Beautiful Bill Act Direct Unsubsidized Loans have an annual limit of \$20,500 for graduates and \$50,000 for professional students. Legacy borrowers remain at the current annual and aggregate levels determined by the Department of Education. Repayment begins six months after the students' last date of attendance (LDA). The minimum monthly payment depends on your repayment plan of choosing.

Parent Loans for Undergraduate Students (PLUS) are non-need-based loans and are for parents of dependent financial aid applicants. The Parent PLUS loan is credit-based, offers a fixed interest rate determined by Congress annually, and allows parents to borrow \$20,000 per dependent student for new Parent PLUS borrowers. Legacy Parent PLUS borrowers, before July 1, 2026, can continue to borrow under the legacy rules. The interest rate on the Direct Parent PLUS Loan is higher than the Direct Loan made to students, but typically lower than a private loan. Interest will begin accruing as soon as the first disbursement of funds is made, but repayment is delayed until 60 days after the loan is fully disbursed, or when completing the application, you may choose to defer payment until after your student leaves AJU.

Direct PLUS Loans (Grad PLUS) are officially eliminated for new borrowers starting July 1, 2026.

The following applies to legacy borrowers only. Grad PLUS loans are non-need, credit-based loans that graduate students may borrow on their own behalf. Repayment begins within sixty days after the loan is fully disbursed or may be deferred until six months after the student graduates or drops below half-time status, when requested by the student. Students may borrow money up to the cost of attendance (COA) less any other financial aid.

Loan Borrower's Rights and Responsibilities

Students borrowing a Direct Loan have the right to a grace period before repayment period begins. The grace period begins after the last date of attendance or after a drop below half-time status as defined by the school. The exact length of the grace period will be shown on the promissory note provided by the Department of Education. Borrowers must be given a repayment schedule that specifies when the first payment is due as well as the number, frequency and amount of all payments. Borrowers must be given a list of deferment and cancellation conditions.

Required for all Student Loan Borrowers

By signing a promissory note, students agree to repay their loans according to the terms of the note. This note is a binding legal document. This commitment to repay includes repaying the loan even when the educational program is not completed, the student does not get a job after completing the program or is dissatisfied with the program. Failure to repay the loan on time, or according to the terms in the promissory note, may result in loan default, which has very serious consequences. Loan payments must be paid even if the student did not receive a bill. Billing statements and coupon books are sent as a convenience but are not an obligation. Borrowers that have applied for a deferment must continue to make payments until the deferment is processed. Failure to make payments may result in default. Always maintain copies of all deferment request forms and document all contacts with the organization that holds the loan(s). The organization that holds the loan(s) must be notified if any of the following occur: graduation, withdrawal from school, dropping below half-time status, name or address change, or Social Security number change, or transfer to another school. Before receiving a first disbursement, students must attend an entrance interview. Before leaving school, students must attend an exit interview.

Federal Student Loan Repayment Information

Before leaving school, students must receive the following information about their Federal Student Loan(s) in an exit interview:

1. The average monthly repayment amount based on the total amount borrowed.
2. The name of the organization that holds the loan(s), where to send loan payments, and where to write for loan questions.
3. The fees expected during the repayment period.
4. A description of deferment and cancellation provisions.
5. A description of repayment options, such as prepayment, refinancing and consolidation loans.
6. Debt management advice (if requested).
7. Updated contact information (collected from student).

Veterans

Veterans of the U.S. Armed Forces applying to this school who are NOT receiving the Post 9/11 GI Bill®, must make arrangements to pay tuition through means other than veterans (VA) benefits (e.g., cash or financial aid). Students receiving Post 9/11 benefits (Chapter 33) will have any eligible tuition payments paid directly to the school. All housing allowances (BAH) will be paid directly to the student. Students receiving other forms of VA benefits (Chapters 30, 35, 1606 /1607) will receive their monthly benefit directly from the Department of Veteran Affairs. Students can apply for VA benefits online at www.ebenefits.va.gov. Paper forms are available for download on this site as well if needed.

Students receiving VA benefits must submit transcripts from any previously attended college(s) for the evaluation of credits. Any allowable transfer credits will be recorded, and the length of the program will be shortened proportionately. American Jewish University will guide veterans through the application process, but cannot determine eligibility, and accepts no responsibility for payments made directly to students. Please contact the Office of Financial Aid at financialaid@aju.edu for any additional questions. For Post 9/11 GI Bill® (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, American Jewish University's tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized, in any way due to a delay in VA tuition and fee payments. This includes: assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds. All persons seeking enrollment must meet American Jewish University's general admissions policies. More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Non-U.S. Citizens

Students who are planning to attend American Jewish University with an M-1 or F-1 Student Visa are ineligible to receive U.S. financial assistance. We recommend that international students contact the Department of Student Financial Assistance in their home country for information on the financial aid offered by that country.

U.S. financial aid programs are only available to U.S. citizens or students who are in one of the following categories:

1. U.S. permanent residents who have an Alien Registration Receipt Card (I-151 or I-551).
2. Other eligible non-citizens with a Departure Record (I-94) from the U.S. Immigration and Naturalization Service showing specific designations.

Applying for Financial Aid

To qualify for federal, state, and loan financial aid programs, students must meet the following requirements to be considered:

- Must have a high school diploma or GED.
- Must be enrolled at least half-time as a matriculating student in an eligible degree program.
- Must be a U.S. citizen or eligible non-citizen.
- Must maintain satisfactory academic progress.
- Must not owe any refund on federal aid and not be in default on federal education loans.

To qualify for most AJU tuition grants (when available), MAECE, MAECSEI, and MARS students must be registered for at least 6 credits per semester. BAECE must be registered for at least 10 credits per semester. EdD ECE and EdD JECL must be registered for at least 4.5 credits per semester.

To be eligible for financial aid, students must be admitted to a degree program and must provide the following to the AJU Office of Financial Aid:

- Applicants must file Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>
- List the American Jewish University, federal school code number **002741**.
- Complete an AJU Financial Aid Application Financial Aid Form

Other forms may be requested or required as well.

Online Financial Aid Applications and Forms are available on our website at www.aju.edu under financial aid or click here: [Current Students - American Jewish University](#)

The priority deadline for applying for financial aid is March 2nd prior to the fall enrollment date. After that date, aid is awarded on a funds-available basis.

For additional information about federal, state, and University financial aid programs, eligibility determination, and application procedures, please contact the Office of Financial Aid at financialaid@aju.edu.

Determining “Need”

Calculations used to determine need are standardized by federal regulation and AJU policy, as follows:

Cost of Attendance	<i>Budget for the Academic Year: tuition, fees, room & board, transportation, books, personal expenses</i>
- Student Aid Index (SAI)	<i>Calculated from data provided on FAFSA</i>
= Student’s Financial Need	“Need” = student’s maximum eligibility for aid.

Scholarships & Grants

The programs at AJU offer various scholarships and opportunities based on need and merit. Check with your individual graduate program to learn more about available scholarships or view options here <https://www.aju.edu/financial-aid/funding-options/aju-scholarships-and-grants>.

AJU also encourages students to explore outside scholarships (i.e., not funded by the institution) that may be available to them depending on various criteria and can be both need and merit based. The Office of Financial Aid can suggest ways to search for outside scholarships, including online and within your local community.

Cal Grant Programs

The Cal Grant is a California-specific financial aid allocation that does not need to be paid back. Cal Grant applicants must apply using the [FAFSA](#) or [CA Dream Act Application](#) by the deadline and meet all eligibility, financial, and minimum GPA requirements of either program. Grants are for students attending Universities of California, California State Universities or California Community Colleges, or qualifying independent and career colleges or technical schools in California. There are three kinds of Cal Grants — A, B and C — but you don't have to figure out which one to apply for. Your eligibility will be based on your FAFSA or CA Dream Act Application responses, your verified Cal Grant GPA, the type of California colleges you list on your application and whether you're a recent high school graduate.

Cal Grant awardees may elect to receive the full disbursement of their "Access" or "Book and Supplies" awards to use towards educational expenses instead of having it applied to any outstanding balances on the student's account. By choosing the first option, Cal Grant awardees are responsible for resolving any account balances with their institution. Cal Grant awardees have the ability to rescind options at any time (up to disbursement). Please contact your financial aid office for more information.

Return of Title IV Provisions and Procedures

All institutions participating in the Federal Student Aid (FSA) Programs are required to use a federally recognized payment period to determine the amount of SFA Program Funds a student has earned when he/she/they cease attendance based on the payment period the student was in attendance. The payment period at this institution is the semester.

This applies to:

1. Students who were awarded Title IV loans and/or grants in the quarter in which they have withdrawn. This includes funds that were or could have been disbursed under federal regulations, as students may be entitled to a Post-Withdrawal Disbursement for funds, they were eligible for but were not disbursed prior to the withdrawal.
2. Students who withdraw before the 60% point of the semester. The percentage is calculated by dividing (a) the number of days from the first day of school to and including the withdrawal date by (b) the total number of days in the semester from the first day to and including the last day of semester.

Students must return Title IV program funds in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. FSEOG

If the R2T4 calculation results in a credit balance on the student's account, it will be disbursed no later than 14 days after the calculation of R2T4. 34 C.F.R. §668.164(h). Title IV funds that the student has earned but have not yet been disbursed to the student will be received in the form of a check. Grants

must be disbursed within 45 days. Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond. 34 C.F.R. §668.22 (a)(5) and (6); 34 C.F.R. §668.164(j)

The last date of attendance (LDA) for withdrawals will be calculated based on user-activity for online or distance education student or determined based on last date of attendance of in-residence/on-campus courses or the date of submitted withdrawal (if the request to Withdraw is for a future term ie: withdrawing at the end of the Spring term for the Fall term).*

Number of days completed = Percentage completed Number of days in period (rounding the third decimal place up if the fourth decimal place is 5 or more).

**Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period (numerator) and the number of calendar days completed in that period (denominator). Days in which a student was on an approved leave of absence are also not included in the calendar days from the payment period or period of enrollment.*

Return of Unearned FSA Program Funds

The school must return the lesser of the amount of FSA program funds that the student does not earn or the amount of institutional cost that the student incurred for the payment period, multiplied by the percentage of funds that was not earned. If the institution must return federal funds received by students who withdrew prior to completing the 60% of a given payment period, the student may owe the school for the portion of funds returned that the institution is otherwise entitled to, based on the school's approved and applicable refund policy. Return of Title IV Worksheets are available upon request from the Office of Financial Aid. Return must be as soon as possible but no later than 45 days after determining the student has withdrawn. 34 C.F.R. §668.22(g) and (j).

Additional Return and Repayment Information

The word "refund" in the Title IV General Provisions refers to a refund of school charges that the school makes to a student, usually after the student has withdrawn from school. If the student received federal financial aid, a portion of the refund must be returned to those programs.

Based upon the date a student withdraws, as determined by the Registrar, the student may receive a full or partial refund of tuition, housing, and mandatory fees. This refund will not impact the Return of Title IV Aid Calculation but will affect the amount of money a student may owe back to the University for withdrawing.

Beginning with the first day of classes, AJU will refund fees based upon the period of attendance prior to the day when the withdrawal is filed as shown on the chart.

<u>Student Refund Schedule</u>		
Period	% of Refund	Description
First Day of Classes - Add/Drop Date	100	100% Refund excluding Registration Fees
Add/Drop Date - 60% in the period of enrollment (before ten weeks in the semester)	50	50% Refund of the Tuition Charges ONLY
After 60% in the period of enrollment	0	No Refund

Information regarding the actual date for each corresponding refund percentage can be obtained from the Academic Calendar (<https://www.aju.edu/current-students/academic-calendar>).

If a refund is due to a financial aid student, the Office of Financial Aid uses the Return to Title IV form provided by the US Department of Education to calculate an R2T4. The Registrar's Office is the office on-campus where a student can notify the University of their Intent to Withdraw. The Registrar will report that information to the Office of Financial Aid to be used in the R2T4 calculation.

If a Cal Grant student withdraws after the Add/Drop period, no refund to CSAC is required. Cal Grant funds may not be used for reimbursement to the federal government.

AJU may allocate and pay a refund or Return to Title IV program funds that are due to the Department of Education on behalf of the student if necessary. The student will be billed by AJU and will be responsible for re-paying the institution directly as required.

Withdrawals

Adding/Dropping/Withdrawing from Courses

Digital forms for adding, dropping, or withdrawing from a course are available from the Office of Registrar Services via email to registrar@aju.edu. All such requests require authorization from the student's academic advisor prior to processing. Students may add or drop a course during the drop/add period as described in the [Academic Calendar](#). Courses dropped during the drop/add period will not appear on a student's transcript.

After the drop/add period, students may withdraw from courses up until the sixth week of the semester only with prior authorization from the instructor and their academic advisor. Students will receive a grade of "W" on their transcript for these courses. A grade of "W" will display as attempted credits and will not impact the term grade point average (GPA).

Only medical or emergency withdrawals (described below) are allowed after the sixth week of the semester. Except for a medical or an approved emergency withdrawal, withdrawal from a course after

the sixth week of classes is not permitted; students who stop attending a class after the sixth week will receive a grade of F (or the computation of grades to assignments) for that course, which will be factored into their GPA. The Office of Registrar Services notifies the Office of Financial Aid of late withdrawals. Any exceptions to these policies must be approved by the Dean of the Program.

Withdrawal from the University

After the drop/add period, students may withdraw from courses up until the sixth week of the semester only with prior authorization from the instructor and their academic advisor. Students will receive a grade of “W” on their transcript for these courses. A grade of “W” will display as attempted credits and will not impact the term grade point average (GPA). A student who wishes to withdraw from the University must submit a withdrawal form from the Office of Registrar Services, specify which semester will be their last semester, and obtain all necessary authorizations.

Except for a medical or an approved emergency withdrawal, withdrawal from a course after the sixth week of classes is not permitted; students who stop attending a class after the sixth week will receive a grade of F (or the computation of grades to assignments) for that course, which will be factored into their GPA. The Office of Registrar Services notifies the Office of Financial Aid of late withdrawals. Any exceptions to these policies must be approved by the Dean of the Program.

Administrative Withdrawal

If a student's behavior disrupts the learning environment and is not conducive to graduate school standards, the instructor has the authority to remove the student from the course. If the student is banned from attending the course for the remainder of the semester, they will be administratively withdrawn from the course. The instructor must immediately notify the program's dean(s) and the University's Student Conduct Liaison.

The student has the right to receive an email from the course instructor explaining the reasons for their dismissal. Additionally, the student can appeal the decision to the Student Conduct Liaison. The decision made by the Student Conduct Liaison is final and cannot be further appealed.

A student may be subject to administrative withdrawal (expulsion) from the University for acts of academic dishonesty, violation of the Honor Code, as well as for behavioral or non-academic matters if it is determined that the student is a threat to themselves or others, and/or has caused or is likely to cause a disruption to the academic environment or campus community.

A student may be withdrawn from a program for reasons including but not limited to the following:

- a. Violation of student conduct policies.
- b. Failure to pay tuition or fees.
- c. Failure to re-register for courses in fulfillment of program requirements.
- d. Two consecutive semesters of non-satisfactory academic progress.

Students who do not register or return to AJU for the next consecutive term will be institutionally withdrawn from AJU based on failure to return to the campus. Additionally, students who do not demonstrate online participation (for distance education courses) or are absent for 2 consecutive weeks and have not alerted the University of any planned absences will be institutionally withdrawn from AJU. This policy applies to all students, except students on an approved Leave of Absence. Students will receive a grade of “W” on their transcript for these courses. A grade of “W” will display as attempted credits and will not impact the term grade point average (GPA).

The last date of attendance (LDA) for withdrawals will be calculated based on user-activity for online or distance education student or determined based on last date of attendance of in-residence/on-campus courses for the last term they attended.

Medical/Emergency Withdrawal Policy

Any student seeking a medical or emergency withdrawal from AJU must secure the appropriate approvals through AJU’s petition process. Medical or emergency withdrawals may be granted based on certain documented, extenuating emergency or medical circumstances. The petition may be granted only if all required approvals are obtained. The last date of attendance (LDA) for withdrawals will be calculated based on user-activity for online or distance education students or determined based on last date of attendance of in-residence/on-campus courses. Students will receive a grade of “W” on their transcript for these courses. A grade of “W” will display as attempted credits and will not impact the term grade point average (GPA).

Digital petition forms are available from the Office of Registrar Services via email at registrar@aju.edu. A completed form, along with verifying documentation (i.e.: from the student’s personal physician), should be uploaded within the form submission. The Office of Registrar Services will submit the request to the Academic Program Dean for initial approval. If approved, the request will then be submitted to the Office of Academic Affairs for review by the Vice President of Academic Affairs. All medical withdrawal petitions must be approved by the Vice President of Academic Affairs and the Academic Program Dean. Normally, a medical or emergency withdrawal constitutes complete withdrawal from the University for one semester up to one academic year. A partial medical withdrawal may be granted if sufficient medical grounds exist, and specific documentation is provided by the student’s physician. A partial medical withdrawal includes withdrawing from individual courses when documentation demonstrates that the student will be unable to compete with the specific class requirements.

ZSRS and MSJEL students who are granted medical withdrawal from the university during the first two weeks of the semester are eligible for a 100% tuition and fees refund. ZSRS and MSJEL students who are granted medical withdrawal from the university during the third through sixth weeks of the semester are eligible for a 50% refund.

In all cases where a student either does not appropriately request a withdrawal or is not granted one, they will be held to the standard requirements of a course and/or program. If a medical withdrawal is

granted, a medical reevaluation from the student's personal physician may be required for re-enrollment. Students who withdraw from the University for more than one year may be required to reapply to the University.

Maximum Allowable Units/Credits

Students who fail to complete a program before reaching the maximum allowable number of units/credits attempted will be terminated from the program. Credits or units counted as units/credits attempted per evaluation period include units/credits transferred into the program, units/credits completed, courses receiving letter grades of D or F (that are not repeated for credit), and courses designated on the transcript as "I" and "W." The maximum allowable number of units/credits that may be attempted for each program is:

- | | |
|---|---------------------|
| • Bachelor of Arts in Early Childhood Education | 90 units/credits |
| • Master of Arts in Education in Early Childhood Education | 57 units/credits |
| • Master of Arts in Education in
Early Childhood Special Education and Inclusion | 60 units/credits |
| • Doctorate in Education in Early Childhood Education Leadership | 83.25 units/credits |
| • Doctorate in Education in Jewish Education and Communal Leadership | 83.25 units/credits |
| • Master of Arts in Rabbinic Studies | 270 units/credits |

Minimum Unit Completion Requirements

To maintain Satisfactory Academic Progress, all students must complete (i.e., pass with a grade of C- or above for undergraduate, C or above for graduate level programs) a minimum number of units/credits within a certain period depending on their program and enrollment status.

BACHELOR OF ARTS IN EARLY CHILDHOOD EDUCATION

The minimum unit/credit completion requirement per academic year (three semesters) for each enrollment status is as follows:

- Full-time (10 or more units/credits per term)*: 30 units/credits
- Part-time (6-8 units/credits per term): 15 units/credits
- Less-than-part-time: less than 6 units/credits per term

MASTER OF ARTS IN EDUCATION IN EARLY CHILDHOOD EDUCATION, MASTER OF ARTS IN EDUCATION IN EARLY CHILDHOOD SPECIAL EDUCATION AND INCLUSION

The minimum unit/credit completion requirement per academic year (three semesters) for each enrollment status is as follows:

- Full-time (6-8 units/credits per term)*: 18 units/credits
- Part-time (3-4 units/credits per term): 9 units/credits
- Less-than-part-time: less than 9 units/credits per term

DOCTORATE IN EDUCATION IN EARLY CHILDHOOD EDUCATION LEADERSHIP, DOCTORATE IN EDUCATION IN JEWISH EDUCATION AND COMMUNIAL LEADERSHIP

The minimum unit/credit completion requirement per academic year (three semesters) for each enrollment status is as follows:

- Full-time (4.5-8 units/credits per term): 13.5 units/credits
- Part-time (2-4 units/credits per term): 6 units/credits
- Less-than-part-time: less than 2 units/credits per term

MASTER OF ARTS IN RABBINIC STUDIES

The minimum unit/credit completion requirement per academic year (two semesters) for each enrollment status is as follows:

- Full-time (6 units/credits per term)*: 12 units/credits
- Part-time (3 units/credits per term): 6 units/credits
- Less-than-part-time: less than 6 units/credits per year

*Students wishing to enroll in fewer than 12 units/credits per year must request approval by their Academic Advisor and submit a Multiple Petition Form with the Office of Registrar Services. Students who need fewer than 12 units/credits to complete their program may register for said units/credits through the Office of Registrar Services.

Satisfactory Academic Progress & Financial Aid

Federal regulations require all institutions that participate in Title IV aid programs to define and monitor satisfactory academic progress (SAP) for all financial aid recipients. The standards must meet all Federal requirements and be equal to or more stringent than the SAP standards for non-financial aid recipients. All students, regardless of whether they receive financial aid or not, are required to meet both qualitative and quantitative standards for Satisfactory Academic Progress while attending American Jewish University. This policy ensures that students are progressing through their programs of study and identifies students who may be at risk of failing. Refer to the respective headings in this section of the academic catalog:

- Grade point average (GPA) requirements.
- Minimum unit/credit completion requirements.
- Maximum allowable units/credits.

SAP DEFINED

Undergraduate students with a cumulative GPA (Grade Point Average) of less than 2.0, or graduate students with a cumulative GPA of less than 3.0 in their active program of study or students that have completed less than 66.66% of their cumulative attempted units/credits in their active program of study have not met the minimum requirements for Satisfactory Academic Progress (SAP) for that program. For

Academic purposes, SAP is reviewed at the end of each semester. For Financial Aid recipients, SAP is reviewed for Financial Aid eligibility at the end of each semester.

All students are monitored for SAP at the end of each semester, including summer semesters when enrolled. AJU has distinct policies for SAP for Financial Aid and Registrar Services. All students are monitored for SAP through both the Office of Financial Aid and Office of Registrar Services. A student may be concurrently placed on Academic Probation with the Office of Registrar Services and SAP Financial Aid Warning with the Office of Financial Aid. More information on the differences is further discussed below in the header Satisfactory Academic Progress: Financial Aid & Academic Implications.

The institution checks SAP annually; the third semester cannot automatically be used as a probationary semester unless the students are appealing at the end of the academic year and then have an approved appeal to be on probation for the subsequent semester. The student probation, warning, and appeal will apply for the next semester in which the student is enrolled. This is regarding appealing Financial Aid due to SAP. For Academic SAP, this is checked every semester and places students on Probation the subsequent term. More information on the differences is further discussed below in the header Satisfactory Academic Progress: Financial Aid & Academic Implications.

Students who do not maintain SAP will receive a letter and email from the Office of Registrar Services, indicating any deficiencies, the actions required to resume meeting SAP, and the time in which these actions must be completed. Students receiving financial aid who are not maintaining SAP will also receive a letter via email from the Office of Financial Aid, indicating any deficiencies, the actions required to resume meeting SAP, and the time in which these actions must be completed. Students receiving such letters are strongly advised to speak to their Academic Advisors as soon as possible.

The following SAP standards must be met:

1. Cumulative Grade Point Average (GPA) – Qualitative Component

- Students must be in good academic standing to receive federal financial aid. This means a student must meet the following minimum cumulative GPA requirements:
 1. Undergraduate students are required to maintain a 2.0 GPA.
 2. Graduate students are required to maintain a 3.0 GPA.
 3. Certain merit-based award recipients must have a minimum of a 3.0 GPA to renew their scholarship.

2. Minimum Completion Rate for Attempted Unit Hours – Pace (Quantitative) Component

- Students must demonstrate progress by accumulating academic units/credits at a rate that indicates graduation in a timely manner. A student who is not progressing towards graduation at the defined Completion Rate will not receive federal financial aid regardless of GPA.
- Students must complete at least 66.66% percent of all cumulative attempted unit hours in order to be eligible for federal financial aid. The cumulative attempted unit hours include all transfer units/credits accepted by American Jewish University and noted on the academic transcript.

- The following designations are considered to be attempted credit hours but are not considered to be successfully completed: “W,” “I,” “NG,” and “F” grades.
- Courses repeated for any reason will be counted as attempted unit hours for determining the calculation of GPA used for SAP. Repeated courses with passing grades will not be counted as completed/earned units/credits unless they would also appear on the academic transcript.

3. Degree Completion Maximum Time Frame

- The maximum timeframe for completion of undergraduate and graduate degree programs may not exceed 150 percent of the length of the program.

Satisfactory Academic Progress: Financial Aid & Academic Implications

AJU has distinct policies for SAP for Financial Aid and Registrar Services. All students are monitored for SAP through both the Office of Financial Aid and Office of Registrar Services. A student may be concurrently placed on Academic Probation with the Office of Registrar Services and SAP Financial Aid Warning with the Office of Financial Aid. The following information details the specific policies regarding SAP Financial Aid Warning, SAP Academic Probation, and SAP Academic Termination.

SAP FINANCIAL AID WARNING

A student who fails to maintain the cumulative GPA and/or meet Pace (Completion Rate) standards is automatically placed on Federal Financial Aid Warning for the next registered semester.

- A student will receive an email to their AJU email address regarding the Satisfactory Academic Progress standards that must be met by the end of the warning period in order to retain eligibility for future federal financial aid.
- If the student is still not making Satisfactory Academic Progress after the warning period, the student will become ineligible for federal financial aid until all SAP standards are once again met and will be placed on Federal Financial Aid Probation. Notifications to students will be sent via email to their AJU email address regarding the Satisfactory Academic Progress standards that must be met by a specific term in order to retain eligibility for financial aid.

Any student that does not meet the minimum requirements for SAP at the end of the Financial Aid Warning payment period/semester will be ineligible for federal financial aid and placed on Financial Aid Probation. Students will receive an electronic notification detailing the appeal process for mitigating circumstances. Appeal process is described in detail below under the header Appeal Process SAP Financial Aid.

SAP ACADEMIC PROBATION

Students that fail to meet SAP for one consecutive semester are placed on SAP Academic Probation and required to attend mandatory academic advising by their Academic Advisor. An academic plan will be created and must be followed by the student. Students that fail to meet SAP Academic Probation for the

proceeding semester after being placed on SAP Academic Probation are subject to SAP Academic Termination and may be dismissed from the program.

Students on SAP Academic Probation will be placed on SAP Financial Aid Probation and are ineligible for financial aid unless the SAP Financial Aid Probation status is appealed; appeals may be approved or denied. Students appealing to the SAP Financial Aid Probation status with Financial Aid must submit an appeal to Financial Aid for review. Approved appeals will result in a reinstatement of the students' financial aid eligibility. Students whose appeals have been accepted will be notified by email to their AJU email address of SAP Financial Aid Probation Appeal status. Students in SAP Financial Aid Probation Appeal status that fail to follow their academic plan will lose their eligibility for student financial assistance and will be dismissed from attendance. The appeal process is described in detail below under the header Appeal Process SAP Financial Aid.

SAP ACADEMIC TERMINATION

Students that fail to meet SAP for two consecutive semesters are reviewed to see whether the academic plan was met. Students that fail to meet the requirements specified in their academic plan will no longer be eligible for student financial assistance and will be terminated from their program of study at AJU.

Students who wish to re-enroll after SAP academic termination must petition for reinstatement and, if approved, may be subject to a waiting period and may also be required to create and adhere to an academic plan through the School's Dean and/or the Office of Academic Affairs prior to returning to AJU. See header Reinstatement to American Jewish University for more information.

Students wishing to appeal the SAP academic termination must appeal with both the Office of Academic Affairs and Office Financial Aid (if receiving financial aid). Students must submit an appeal to both the Office of Academic Affairs and Office Financial Aid for review. Approved appeals will result in a reinstatement of the student's academic program and financial aid eligibility. Students whose appeals have been accepted will be notified by email to their AJU email address of SAP Financial Aid Probation Appeal status and SAP Academic Termination Appeal status in separate communications from the respective Offices. Students in SAP Appeal status that fail to follow their academic plan will lose their eligibility for student financial assistance and will be dismissed from attendance. The appeal process is described in detail below under the header Appeal Process SAP Financial Aid. For SAP Academic Termination Appeals, see header Grade/SAP Academic Status Apparel Policy and Procedure.

APPEAL PROCESS FOR SAP FINANCIAL AID

Any student that does not meet the minimum requirements for SAP at the end of the Financial Aid Warning payment period/semester will be ineligible for federal financial aid. Students will receive an electronic notification detailing the appeal process for mitigating circumstances. A student has the right to appeal to the loss of financial aid eligibility if mitigating circumstances (events totally beyond the student's control) occurred during the proceeding payment period/semester:

Some examples of appealable circumstances include serious illness or injury of the student; serious illness, injury or death of an immediate family member; being a victim of a violent crime or house fire.

- The student must submit the SAP Financial Aid Appeal Form to the Office of Financial Aid along with supporting documentation prior to the Withdrawal date listed on the [Academic Calendar](#). Appeals received after the deadline may not be approved. To obtain the form, please contact financialaid@aju.edu.
- A student can only submit an appeal for the semester directly following their Warning period.
- Appeals are only granted once per a student's academic career at AJU.
- A student must be registered for courses during the semester/term they are submitting the appeal for. Appeals will not be considered for students that have dropped or resigned from all courses prior to the financial aid census date.
- A student is responsible for all tuition and fee charges at the time the balance is due, even if they are planning to appeal or are waiting for a response for the SAP Financial Aid Appeal. This is in alignment with the [Obligation for Payment](#) policy.
- The decision of the SAP Financial Aid Appeal is final, and students will receive an email to their AJU email address regarding the outcome of the appeal.
- A student who successfully appeals the loss of their financial aid termination will be placed on Financial Aid Probation for the following payment period/semester. The student will receive an email from their AJU email address regarding the SAP standards that must be met by the following payment period/semester in order to retain financial aid eligibility. Should the student not meet the SAP standards at the conclusion of the financial aid probation period, the student will become ineligible for federal financial aid until SAP standards are met.
- If it is determined that it would take more than one semester/term in order to regain good SAP standing, a student may be placed on an Academic Plan or Federal Financial Aid Contract for Satisfactory Academic Progress. This contract will outline what milestones must be met each term or semester in order to retain financial aid eligibility. The signed contract must be returned before any federal aid can be reinstated.

Incomplete & Financial Aid

For the complete Incomplete policy and procedures to request an Incomplete, please go to the header Incompletes from section: Grades & University Records.

Students must submit petitions no later than the last day of class of a given semester. Petitions will not be accepted beyond this date. If a grade of incomplete is authorized, students may then submit work up to thirty (30) calendar days from the Monday after the final class of the semester. Work submitted during this period will be included in a determination of the student's final grade for the course. Candidates for graduation from any program may not petition for incompletes in their final semester prior to graduation.

Incompletes will be counted as attempted but not completed hours and will not be included in the calculation of GPA until a final grade for the course has been issued. A student who fails to complete all required assignments and examinations by the end of the Incomplete deadline will receive a grade calculated based on the work completed against all works required for the course. When a grade has

been issued, the grade change will be counted as attempted and completed hours and will be included in the calculation of GPA.

Course Repeats & Financial Aid

For the complete Minimum Grades Policies and Course Repeats, please go to the headers Minimum Grades Policy and Repeat and Drop Policy from section: Grades & University Records

Graduate Students

Students pursuing a graduate degree must maintain a minimum 3.0 (B) average in their program and the cumulative grade point average. No grade below a C can be counted in their program. Any grade of C- or below in their program must be repeated after an approved course repeat form has been filed. If the student does not receive a C or better on the second attempt, the student may be subject to disqualification from the program.

A maximum of 6 credits may be repeated at the graduate level. Only one repeat per course is permitted for improving the grade, with the higher of the two grades counted in the student's GPA. All grades for the course will remain on the student's official transcript. During a third enrollment, the credits attempted, and any grade points earned will be considered with all other grade points earned for the course.

Undergraduate Students

Only one repeat per course (e.g., grade forgiveness) is permitted for improving the grade with the higher of the two grades counted in the student's GPA. All grades for the course will remain on the student's official transcript. During a third enrollment, the credits attempted, and any grade points earned will be considered with all other grade points earned for the course.

In all cases, for undergraduate and graduate students, while the first grade will no longer factor into a student's GPA, it will still appear on their transcript with credits next to the course title. Beyond the situations above, all grades will be recorded and counted in the GPA and SAP (for financial aid) and will have no bearing upon academic and financial aid probations. That is, a student will not be retroactively removed from academic or financial aid probation on the basis of any retaken classes.

2026-2027 Tuition & Fees Schedule of Charges

TUITION FOR THE 2026-2027 SCHOOL YEAR

Masor School for Jewish Education and Leadership - Degree Programs

Program	Credits in Program	Cost Per Semester	Total Program Tuition
Doctorate in Education in Early Childhood Education Leadership (EdD ECEL) - Cohort I - Fall 2023 Start	52.00	\$4,500.00	\$36,000.00
Doctorate in Education in Early Childhood Education Leadership (EdD ECEL) - Cohort II - Fall 2024 Start	55.50	\$4,687.50	\$37,500.00
Doctorate in Education in Early Childhood Education Leadership (EdD ECEL) - Cohort III - Fall 2025 Start	55.50	\$5,812.50	\$46,500.00
Doctorate in Education in Early Childhood Education Leadership (EdD ECEL) - Cohort IV - Fall 2026 Start	55.50	\$6,278.00	\$50,220.00
Doctorate in Education in Jewish Education and Communal Leadership (EdD JECL) - Cohort I- Fall 2025 Start	55.50	\$5,812.50	\$46,500.00
Doctorate in Education in Jewish Education and Communal Leadership (EdD JECL) - Cohort II - Fall 2026 Start-	55.50	\$6,278.00	\$50,220.00
Master of Arts in Education in Early Childhood Special Education and Inclusion (MAEd ECSEI) - Class of 2028/New	40.00	\$12,558.00	\$62,790.00
Master of Arts in Education in Early Childhood Special Education and Inclusion (MAEd ECSEI) - Class of 2027/Returning	40.00	\$11,960.00	\$59,800.00
Master of Arts in Education in Early Childhood Education (MAEd ECE) - Class of 2028/New	38.00	\$12,558.00	\$62,790.00
Master of Arts in Education in Early Childhood Education (MAEd ECE) - Class of 2027/Returning	38.00	\$11,960.00	\$59,800.00
Bachelor of Arts in Early Childhood Education (BA ECE) - Class of 2028/New	60.00	\$3,850.00	\$23,100.000
Bachelor of Arts in Early Childhood Education (BA ECE) - Class of 2027/Returning	60.00	\$3,666.67	\$22,000.00

Masor School for Jewish Education and Leadership - Non-Degree Programs for-credit

	Cost Per Course
Masor Extension Program	\$655.00
Jewish Learning Experience Program	\$1,310.00

Ziegler School of Rabbinic Studies

Program	Cost Per Semester	Cost Per Credit	Cost Per Year
Master of Arts in Rabbinic Studies (MARS) - 6 to 23 Credits	\$4,120.00		\$8,240.00
Master of Arts in Rabbinic Studies (MARS) - 1 to 5.5 Credits or over 23 Credits		\$680.00	
Ziegler Extension Program (auditing only)		\$226.67	
Ziegler Extension Program (non-degree program)		\$680.00	

Mandatory Fees

	Per Semester
Degree Programs - Registration Fee	\$75.00
Non- Degree Programs - Registration Fee	\$45.00
Degree Programs - Student Services Fee	\$365.00 ¹
Doctoral Student Fee (EdD only)	\$500.00

¹ Masor School 2023 & 2024 Returning Students Only

Administrative Fees

Masor School Application for Admissions	\$50
Ziegler School Application for Admissions	\$100
Masor School & Ziegler School Tuition Deposit	\$200 (non-refundable, deposit will be applied towards tuition balance)
Ziegler School Israel Exemption Fee	\$1,500
Transcript Request Fee	\$15 per transcript
Replacement Diploma	\$25 per copy
Masor School Graduation Fee	\$150
Ziegler School Graduation/Ordination Fee	\$500

Course-Related Fees and Materials:

Some courses may require students to purchase textbooks, course materials, supplies, equipment, or pay additional course-related fees. Information regarding required and recommended textbooks and other course materials, including available pricing information, is provided through AJU-designated course and registration resources, as applicable, and may also be provided in the applicable course syllabus. Course material costs may vary based on publisher pricing, availability, edition, or other factors. Students are encouraged to review available course and course material information before registering for a course.

Please contact the AJU Registrar at registrar@aju.edu with questions regarding course-related fees or course-material requirements. For estimated Cost of Attendance and estimated fees, please refer to the Financial Aid & Tuition, Cost of Attendance section on the AJU website <https://aju.edu/financial-aid-tuition/>.

Obligation for Payment Policy:

Registering for classes constitutes a legal financial obligation. You will be held liable if you do not follow proper procedures to change or cancel your registration through the Office of Registrar Services at registrar@aju.edu. By registering for classes, you agree to be held responsible for all tuition and fees. This includes (but is not limited to) payments denied by student loan lenders, agencies of the United States government and foreign government agencies.

Tuition and fees for all students are due, in full, by the settlement deadline outlined in your statement by AJU's Accounting Department. Failure to make payments of any indebtedness to AJU may be considered sufficient cause to:

- 1) suspend AJU services and privileges
- 2) withhold your diploma or certificate
- 3) drop you from any preregistered courses for the upcoming semester
- 4) withdraw you from the institution
- 5) assign you to a collection agency
- 6) report you to a credit bureau

This policy will also be equally enforced against debts discharged through bankruptcy.

Outstanding Balances and Student Registration

If you have registered for classes during any term, you agree to be held responsible for all tuition, fees, and any associated costs as a result of registration or receipt of services. You will not be permitted to register for classes in a new term until you have cleared any outstanding financial obligations to AJU. Failure to register into the new semester could result in being withdrawn from the institution. All students must clear any delinquent financial obligations for the current term within seven (7) days after the start of the new semester for permittance to remain enrolled in classes. Please contact the Student Billing Office at studentbilling@aju.edu to understand your payment options. AJU reserves the right to enforce such policies.

Please contact the Student Billing Office to understand your payment options.

Student Billing Process

Students will receive a billing statement to complete tuition payment shortly following registration for each term. Students will have the ability to pay their invoice online via credit card or ACH/e-check, as well as to provide access for online payment to third-party payors (employers, parents/guardians, external scholarships, synagogues). Students may authorize within their admissions application and/or notify the AJU Billing Office at studentbilling@aju.edu, if they would like AJU to directly invoice a third-party payor.

Payment Deadlines for the Jewish Learning Experience program:

- For courses that start in Fall: Payment must be made in full or a payment plan set up by November 15, 2026.
- For courses that start in Spring: Payment must be made in full or a payment-plan set up by February 15, 2027.

Late Payment Fees

Late payment fees will be assessed for delinquent tuition and fees payments not received within 30 days after registration or by the payment due date as described in the academic calendar, based on whichever comes first. It is your responsibility to contact the Student Billing Office to understand your payment options. AJU reserves the right to enforce such policies. Student Billing may be contacted at student.billing@aju.edu.

- Degree Programs: A late payment fee of \$500 will be applied for each missed payment due date for all students enrolled in a degree program.
- Non-Degree Programs: A late payment fee of \$50 will be applied for non-degree programs.

Late Registration Fees/ Late Enrollment Agreement Fee Schedule

Please refer to the Academic Calendar for specific registration dates for each term. Students are subject to being debited the following late registration fees based upon date of registration or a late enrollment agreement fee based on date of signing semesterly Enrollment Agreement. These fees are inclusive of students who were not permitted to register due to outstanding financial balances.

- 1 week after the registration period: \$100.00
- 2 weeks after the registration period: \$250.00 (\$100 1-week late registration fee + \$150 for additional week late registration)
- 4 weeks after the registration period: \$500.00 (\$100 1-week late registration fee + \$150 for 2-week late registration fee + \$250 for 4-week late registration)

Student Billing

Payment Plans

AJU offers the following payment plan options. Each payment plan applies to the balance due for a specific semester. The administrative fee is due at the time the payment plan is activated. If a payment plan is activated after the start of a term, the student will be responsible for any past installments due from the initial payment due date.

Please contact studentbilling@aju.edu for more information or to set up a payment plan.

PLAN	PAYMENT SCHEDULE	ADMINISTRATIVE FEE
3 Monthly Payments	Monthly	\$30
6 Monthly Payments ²	Monthly	\$60
6 Bi-weekly Payments	Bi-weekly (every other week)	\$40
12 Bi-weekly Payments ¹	Bi-weekly (every other week)	\$60

¹ This plan is not available for students in their last semester of studies or students enrolled in the Jewish Learning Experience (JLE) program.

² This plan is not available for students in their last semester of studies or students in non-degree seeking programs.

Payment Options

AJU accepts payment by credit card or e-check through the Populi Student Information System. Online credit card payments are subject to a 3% convenience fee.

Alternatively, checks may be mailed to AJU at the following address. In the Memo, please provide the following note "Payment for FIRST NAME, LAST NAME- AJU Student" to ensure that the payment is credited to the correct student:

American Jewish University
ATTN: Accounting Department
5000 Van Nuys Blvd, STE 400
Sherman Oaks, CA 91403 United States

Full-Time Student Definition

For federal and state programs, "Full-Time" study means at least 12 credits per semester for undergraduate students, and at least 6 credits per semester for graduate students.

Part-time students may be eligible for some aid programs on a pro-rata basis.

Academic Policies & Procedures



Institutional Assessment

The University regularly engages in assessment and research to determine the adequacy and future needs of its programs. Assessment is conducted at the institutional, program and course levels to monitor and improve student learning at all of these levels within the University. Faculty are regularly engaged in these processes to ensure academic rigor and curricular organization.

Expected Classroom Behavior

Students are expected to engage in classroom activities in a manner that demonstrates respect for instructors, classmates, and the learning environment. Classroom conduct expectations apply in in-person, online, and hybrid learning environments. Minor incidents of incivility will be dealt with by direct communication between the student(s) involved and the instructor.

Students who, either voluntarily or involuntarily, behave in a significantly disruptive manner so as to compromise the ability of an instructor to teach and/or of other students to learn, may, at the discretion of the instructor, be asked to leave the classroom. If the student is banned from attending the course for the remainder of the semester, they will be administratively withdrawn from the course. The instructor must immediately notify the program's dean(s) and the University's Student Conduct Liaison. Such actions may also be subject to review under the University Honor Code and Student Code of Conduct.

The student has the right to receive an email from the course instructor explaining the reasons for their dismissal. Additionally, the student may appeal the decision to the Student Conduct Liaison in accordance with applicable Student Grievance Procedures. The decision made by the Student Conduct Liaison is final and cannot be further appealed.

Disruptive behavior includes, but is not limited to: inappropriate talking; repeated interruptions; inappropriate emotional outbursts; behavior that interferes with the learning environment; being under the influence of alcohol or drugs in a manner that disrupts University activities; using threatening, abusive, or offensive language; disrespecting an instructor or other community member; demanding an unreasonable amount of an instructor's attention; or verbal or physical threats or acts of violence.

Student Technology at AJU

Technology Requirements & Resources

Each student at American Jewish University must have a device that allows for access to our Learning Management System (LMS) and corresponding materials. This is a requirement of enrollment at American Jewish University. AJU has made every effort to ensure that this material is available on a multitude of different devices/operating systems.

You may need to have access to the following technology for any of your courses:

- Computer or tablet (see below for specifications on minimum hardware)
- Reliable internet connection for device/computer (wi-fi or ethernet recommended)

- Built-in or external speakers, headphones, or similar audio playback.
- Canvas learning management system (LMS)
- Google Chrome or Mozilla Firefox web browser
- Word-processing software (the full Microsoft Office 365 is available for students to download, courtesy of AJU, upon enrollment in an accredited program)
- Additional tools may be required for courses in this program. Review the syllabus for information on required materials and tools.

You may need to be proficient with performing the following tasks:

- Navigating the Canvas LMS
- Accessing links to videos and websites
- Creating and saving documents

Distance Education Students

Much of AJU's course and curricular content for distance education programs is delivered in an electronic format, so each student must possess a device that allows for access to the Zoom videoconferencing tool, Canvas by Instructure Learning Management System (LMS), AJU emails through Microsoft, and corresponding course materials. A computer or laptop device is a requirement of enrollment in distance education programs at American Jewish University.

Device Recommendations

Apple Devices:

- iPad (iPad2 or newer recommended*)
- iPad Mini (Retina display suggested*)
- iPhone (4s or newer recommended*)
- iOS 7 or above is recommended.

*All device versions are technically compatible with the delivery application. However, older devices may be limited by memory and CPU requirements of a given book/file size. It is likely that students with iOS devices pre-iPad 2/iPhone 4 may experience diminished functionality of the delivery application.

Android Devices:

Phone & tablet devices utilizing the Android OS are compatible with the delivery application. Due to the wide variety of manufacturers and models, a standardized list of actual devices cannot be issued. Android OS 4.4 or above is recommended.

Desktop Readers (Mac and Windows):

These desktop reader applications require Adobe AIR to be installed and current on the machine. All tech specifications are related to same minimum requirements for Adobe AIR installation:
<http://www.adobe.com/products/air/tech-specs.html>.

Windows

2.33GHz or faster x86-compatible processor, or Intel Atom™ 1.6GHz or faster processor for netbook class devices Microsoft® Windows Vista® Home Premium, Business, Ultimate, or Enterprise (including 64 bit editions) with Service Pack 2, Windows 7, or Windows 8 Classic 512MB of RAM (1GB recommended).

Mac OS

Intel® Core™ Duo 1.83GHz or faster processor Mac OS X v10.7, v10.8, or v10.9 512MB of RAM (1GB recommended)

Questions about your device's specifications and requirements may be directed to our IT Department at support@xoverture.com. For all other inquiries, please contact your School Dean or the Academic Affairs Office at academicaffairs@aju.edu.

Additional Technology & Support

Zoom

Zoom is a videoconferencing tool that your instructor may use to host optional synchronous class meetings or individual office hours with students. Be sure to download the Zoom application before starting your course. Check out the Zoom Getting Started Guide for questions or help resources.

Support

As a student at American Jewish University, you may need to contact the AJU Help Desk for technical questions by emailing support@circlemsp.com.

Distance Education – Etiquette & Discussions

Communicating online can be very different from the communication styles we are used to employing in the classroom. Consider the following expectations when communicating in our online environment:

Do...

- Ask questions and engage in conversations as often as possible.
- Be patient and respectful of others and the ideas they post online.
- Be prepared to wait for a response - you may not receive an immediate response.
- Contact the instructor to report inappropriate or offensive communications.
- Allow up to 48 hours for instructor's response.
- Allow up to 72 hours for grade feedback.
-

Do NOT...

- Use inappropriate language, this includes, but is not limited to, the use of curse words and offensive terms.
- Post inappropriate materials.

- Post in ALL CAPS, use abbreviations, or use informal language.
- Send or respond to heated messages.

Student Obligations

Under the Honor Code, students have a twofold obligation: individually, they must not violate the code, and as a community, they are responsible to see that suspected violations are reported. Where the Honor Code is concerned, an individual's obligation to the entire student body as a whole and the reputation of the University transcend any reluctance to report another student.

Courses of Action

Students found to be in violation of the Honor Code or other University student conduct policies may be subject to academic penalties and/or dismissal from their academic programs, pursuant to decisions to be made by the instructor, the program chairperson or other administrators. Students may appeal these decisions as outlined in the Student Handbook.

Any student dismissed from the University for a violation of academic integrity, policy, or rule of conduct may apply for readmission by contacting the Office of Admissions. In evaluating this reapplication, the admissions committee will consult with the individual(s) who originally made the decision to dismiss.

AJU Grievances and Complaints

The purpose of the grievance procedure is to provide a process for resolving student complaints related to academic matters, student services, administrative concerns, and alleged violations of University policies, including the University Honor Code and Student Code of Conduct.

Individuals may submit complaints anonymously. However, anonymous complaints must contain sufficient information and/or specific examples for AJU to determine whether review or investigation is possible. Anonymous complaints may limit AJU's ability to provide information regarding the outcome. AJU's ability to investigate, respond, or provide a resolution may be limited when the Reporting Party's identity is unknown or when insufficient information is provided.

All grievance submissions and supporting documentation will be received and reviewed by the Student Conduct Liaison in the Office of Academic Affairs.

To complete the Student Grievance Form, please visit: <https://bit.ly/studentgrievance>.

A PDF version of the form may be downloaded and submitted by email to academicaffairs@aju.edu

Questions and Complaints

Students are encouraged, but not required, to submit questions or complaints regarding American Jewish University to academicaffairs@aju.edu or through the AJU Student Grievance Form.

Any questions a student may have that have not been satisfactorily addressed by the institution may be directed to the Bureau for Private Postsecondary Education.

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Website: www.bppe.ca.gov

Toll free: (888) 370-7589 / Phone: (916) 574-8900

Fax: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 (toll-free) or by completing a complaint form, which can be obtained on the bureau's website: www.bppe.ca.gov.

Information and Resources on Accessibility for Students with Disabilities

AJU is committed to providing equal access to students with disabilities participating in AJU's **educational programs or activities**. ***AJU prohibits discrimination based on actual or perceived disability and provides equal access to people with disabilities, including through considerations for universal design and reasonable accommodations.***

Request Accommodation

Students with disabilities may request accommodations to facilitate equal access to their classes or other educational programs or activities at AJU.

Reasonable accommodations are modifications or adjustments that remove barriers and facilitate equal access for students with disabilities to AJU's educational programs or activities, including, for example, classes, practicums, and student group activities. Reasonable accommodations may include modifications to academic requirements or the structure of course examinations as well as the provision of auxiliary aids. Reasonable accommodations are adaptable to a student's need in light of the particular structure and expectations of the program and activity. Reasonable accommodations do not alter essential course requirements or academic standards, impose an undue burden on the institution, or risk the health or safety of the person or others.

AJU respects a student's right to confidentiality regarding their disability and requested accommodations. AJU will keep information related to a student's accommodation request confidential consistent with the Family Educational Rights Privacy Act (FERPA) and AJU policy, which designates student disability documentation and records as private educational records.

To request accommodations, students may contact AJU's 504 Coordinator, Elizabeth Honig by email elizabeth.honig@aju.edu, or phone 310-440-1507. For additional information on the accommodations process, please review the information available on AJU's [Current Students](#) page (under "Disability Services").

Report a Campus Access Barrier

AJU is committed to providing an accessible and inclusive learning and work environment. To report a physical or digital access barrier, submit a report summarizing the barrier using the [Website Accessibility Complaint/Request Form](#), or directly to AJU's 504 Coordinator, Elizabeth Honig by email elizabeth.honig@aju.edu, or phone 310-440-1507. To otherwise raise a disability concern, students may also contact the 504 Coordinator.

Report Discrimination, Harassment, or Retaliation Related to Disability

A student, prospective student, employee or member of the public who wishes to report potential discrimination, harassment, or retaliation based on actual or perceived disability as well as other Protected Characteristics, may contact AJU's Title IX Coordinator as noted above.

Additional Resources on Accessibility

For additional information on accessibility at AJU, visit AJU's [Current Students](#) page (under "Disability Services"), and [Title IX and Commitment to Diversity](#) page.

Health Insurance Policy

American Jewish University does not provide health insurance or charge a health services fee. Students are responsible for obtaining and maintaining appropriate health insurance coverage for the duration of their studies. Students are strongly encouraged to maintain health insurance coverage; however, proof of coverage is not required for enrollment.

The resources listed below are provided for informational purposes only to assist students in exploring health insurance options. This list is not comprehensive and does not constitute an endorsement or recommendation by the University.

Domestic Students

1. Health Insurance Marketplace®: <http://www.healthcare.gov/get-coverage/>
2. Coverage through a Parent's Plan (until age 26): <https://www.healthcare.gov/young-adults/children-under-26/>

Domestic Students residing in California

1. Medi-Cal eligibility and application (via Covered California or county programs): <https://www.coveredca.com/get-started/>
2. Covered California Health Insurance Marketplace: <https://www.coveredca.com/apply/>

International Students – Examples of Insurance Resources

The following organizations are provided as examples of possible resources for international students. AJU does not endorse, recommend, or guarantee coverage from any listed provider.

1. Compass Student Insurance: <https://www.studenthealthusa.com/>

2. Cultural Insurance Services International: <https://www.culturalinsurance.com/>
3. International Student Insurance: <https://www.internationalstudentinsurance.com/>
4. International Student Protection: <https://acienroll.azurewebsites.net/isp/>
5. ISO Insurance: <https://www.isoa.org/>
6. PSI Health Insurance: <https://www.psiservice.com/>

Privacy Rights of Students and Education Records (FERPA)

The Family Educational Rights and Privacy Act or FERPA is a federal privacy law that gives postsecondary students certain protections regarding their education records. FERPA protects the privacy of a student's education records, which are records directly related to a student and maintained by the University or by a party acting on its behalf. Education records may include academic records, transcripts, grades, class schedules, disciplinary records, financial aid records, and other records maintained by the University that are directly related to the student.

FERPA permits institutions to disclose certain information designated as “directory information” without a student’s prior written consent, unless the student has exercised their right to restrict the disclosure of such information. American Jewish University has designated the following categories of information as directory information: student name; address, including electronic mail address; telephone number; school or program of enrollment; class level or student status; major field of study; current enrollment status; participation in officially recognized activities; photographic, video, or electronic images; degrees, honors, and awards received; dates of attendance; and most recent educational institution attended. Students have the right to request that the University not disclose directory information. Students wishing to restrict the release of directory information must submit a written request to the Office of Registrar Services. Such requests may be submitted at any time; however, the University cannot be responsible for materials already published or distributed before the request was received.

Education records protected by FERPA are generally not disclosed without the student’s consent, except as permitted under FERPA. Students may authorize the University to disclose specified education records to designated individuals, such as a parent, spouse/partner, or other individual, by providing written consent. Such consent must be signed and dated and must specify the records to be disclosed, the purpose of the disclosure, and the recipient. Under FERPA regulations, the University may disclose education records to the parents of a student who is claimed as a dependent for federal tax purposes without the student's consent, as permitted under FERPA, after appropriate verification of dependency.

In addition, FERPA gives students the right to inspect, review, and request amendments to a student's education records. The University provides annual notification to students of their rights under FERPA. For further information and instructions regarding your FERPA rights, please review the following notice:

STUDENT RIGHTS AND EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review their education records within 45 days after the day the University receives a request for access.** Students who wish to inspect their education records (with the exception of those specifically exempted by Part 99 of Title 34 of the Code of Federal Regulations) should submit a written request to the Office of Registrar Services that identifies as precisely as possible the record(s) they wish to inspect. The Office of Registrar Services, or another appropriate University official, will make arrangements for access and notify the student of the time and place where the records may be inspected. FERPA provides the right to inspect and review education records. Copies will ordinarily be provided only when failure to provide a copy would effectively prevent the student from exercising this right. When a record contains information about more than one student, the student may inspect and review only the records related to them. Students also have the right to inspect and review the record of requests for access to and disclosures of personally identifiable information from their education records maintained by the University, except as permitted under FERPA.
2. **The right to request amendment of a student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the University to amend a record should write the Office of Registrar Services, clearly identify the part of the record the student wants changed and specify why it should be changed. If the University decides not to amend the record as requested, the Office of Registrar Services will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing (per 34 CFR 99.21–99.22). Note, the right to challenge the contents of an education record may not be used to question substantive educational judgments that have been correctly recorded or to contest the assignment of a grade.
3. **Students have the right to request that the University not disclose directory information.** Among the circumstances in which disclosure is permitted without consent are these:
 - a. Personally identifiable information (PII) includes information that identifies a student or that would make the student's identity easily traceable, as defined by FERPA. Education records and personally identifiable information obtained from those records may be disclosed without the student's consent to University officials with legitimate educational interests. Access is limited to education records necessary for the University official to fulfill their professional responsibilities. A University official is a person employed by the University in an administrative, supervisory, academic, research, or staff position; a person or company with whom the University has contracted to perform an institutional service or function that the University would otherwise use employees to perform and who is subject to FERPA requirements regarding the

use and redisclosure of education records; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another University official in performing their tasks.

- b. "Directory information" may be disclosed without prior consent unless the student has restricted disclosure. The University has designated the categories listed above as directory information. Students have the right to request nondisclosure of directory information. Such requests may be made at any time; however, the University cannot be responsible for materials already published or distributed before the request was received.
- c. Education records and personally identifiable information obtained from those records may, upon request, be disclosed without the student's consent to officials of another school in which the student is enrolled or seeks or intends to enroll.
- d. The University may disclose education records to the parents of a dependent student without the student's consent, as permitted under FERPA, provided the University has verified the student's dependency status. Graduate and professional students are generally not claimed as dependents; therefore, the University normally requires written student consent unless another FERPA exception applies.
- e. The University may disclose education records or personally identifiable information when necessary to address a health or safety emergency and consistent with FERPA requirements.
- f. The University will make reasonable efforts to notify the student before complying with a judicial order or subpoena, unless FERPA or applicable law prohibits notification.
- g. Education records may be disclosed to organizations conducting studies for or on behalf of the University for purposes permitted under FERPA, provided applicable FERPA requirements, including written agreements and use limitations, are satisfied.
- h. Certain records are excluded from the definition of education records under FERPA, including records maintained solely in an individual's personal capacity, law enforcement records maintained by a law enforcement unit for law enforcement purposes, employment records maintained solely in connection with employment, and treatment records as defined by FERPA.
- i. Information concerning other exceptions is available from the Office of Registrar Services.

4. **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.** The name and address of the office that administers FERPA is:

Student Privacy Policy Office (SPPO)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Website: <https://studentprivacy.ed.gov/>

Program Withdrawal from the University

The digital form to Withdraw from American Jewish University is available from the Office of Registrar Services via email to registrar@aju.edu. A student who wishes to withdraw from the University must submit a withdrawal form from the Office of Registrar Services, specify which semester will be their last semester, and obtain all necessary authorizations. The last date of attendance (LDA) for withdrawals will be calculated based on user-activity for online or distance education students or determined based on last date of attendance of in-residence/on-campus courses for the last term they attended.

Adding/Dropping/Withdrawing from Courses

Digital forms for adding, dropping, or withdrawing from a course are available from the Office of Registrar Services via email to registrar@aju.edu. All such requests require authorization from the student's academic advisor prior to processing. Students may add or drop a course during the drop/add period as described in the [Academic Calendar](#). Courses dropped during the drop/add period will not appear on a student's transcript.

After the drop/add period, students may withdraw from courses up until the sixth week of the semester only with prior authorization from the instructor and their academic advisor. Students will receive a grade of "W" on their transcript for these courses. A grade of "W" will display as attempted credits and will not impact the term grade point average (GPA).

Only medical or emergency withdrawals (described below) are allowed after the sixth week of the semester. Except for a medical or an approved emergency withdrawal, withdrawal from a course after the sixth week of classes is not permitted; students who stop attending a class after the sixth week will receive a grade of F for that course, which will be factored into their GPA. The Office of Registrar Services notifies the Office of Financial Aid of late withdrawals. Any exceptions to these policies must be approved by the Dean of the Program.

Administrative Withdrawal

If a student's behavior disrupts the learning environment and is not consistent with graduate-level academic expectations or the University Honor Code and Student Code of Conduct, the instructor may remove the student from the course. If the student is prohibited from attending the course for the remainder of the semester, the student will be administratively withdrawn from the course. The instructor must promptly notify the program dean(s) and the University's Student Conduct Liaison.

The student has the right to receive written notice from the course instructor explaining the reasons for the administrative withdrawal. The student may appeal the decision to the Student Conduct Liaison in accordance with applicable University procedures. The decision of the Student Conduct Liaison is final.

A student may be subject to administrative withdrawal from the University for violations of the Honor Code, Student Code of Conduct, academic dishonesty, or behavioral or non-academic matters when the University determines that the student's continued enrollment poses a threat to the health or safety of the student or others or is likely to cause a significant disruption to the academic environment or University community.

A student may be withdrawn from a program for reasons including but not limited to the following:

- Violation of the Student Code of Conduct or other University policies.
- Failure to pay tuition or fees.
- Failure to register for courses required for continued progress in the program.
- Failure to maintain satisfactory academic progress for two consecutive semesters.

Students who do not register for or return for the next consecutive academic term may be institutionally withdrawn from the University for failure to maintain active enrollment. Students enrolled in online or distance education courses who fail to participate academically for more than two consecutive weeks without notifying the University of an approved absence may be institutionally withdrawn at the discretion of the appropriate dean. This policy applies to all students, except those on an approved Leave of Absence.

For students who withdraw, the Last Date of Attendance (LDA) will be determined based on documented academic activity. For students enrolled in online or distance education courses, the LDA will be based on the student's last documented academic participation. For students enrolled in on-campus courses, the LDA will be based on the student's last recorded attendance in the applicable term.

Medical/Emergency Withdrawals

Any student seeking a medical or emergency withdrawal from AJU must secure the appropriate approvals through AJU's petition process. Medical or emergency withdrawals may be granted based on certain documented, extenuating emergency or medical circumstances. The petition may be granted only if all required approvals are obtained. The last date of attendance (LDA) for withdrawals will be calculated based on user-activity for online or distance education students or determined based on last date of attendance of in-residence/on-campus courses. Students will receive a grade of "W" on their transcript for these courses. A grade of "W" will display as attempted credits and will not impact the term grade point average (GPA).

Digital petition forms are available from the Office of Registrar Services via email at registrar@aju.edu. A completed form, along with verifying documentation (i.e.: from the student's personal physician), should be uploaded within the form submission. The Office of Registrar Services will submit the request to the Academic Program Dean for initial approval. If approved, the request will then be submitted to the Office of Academic Affairs for review by the Vice President of Academic Affairs. All medical withdrawal petitions must be approved by the Vice President of Academic Affairs and the Academic Program Dean. Normally, a medical or emergency withdrawal constitutes complete withdrawal from the University for one semester up to one academic year. A partial medical withdrawal may be granted if sufficient medical grounds exist, and specific documentation is provided by the student's physician. A partial medical withdrawal includes withdrawing from individual courses when documentation demonstrates that the student will be unable to compete with the specific class requirements.

ZSRS and MSJEL students who are granted a medical withdrawal from the university during the first two weeks of the semester are eligible for a 100% tuition and fees refund. ZSRS and MSJEL students who are granted a medical withdrawal from the university during the third through sixth weeks of the semester are eligible for a 50% refund.

In all cases where a student either does not appropriately request a withdrawal or is not granted one, they will be held to the standard requirements of a course and/or program. If a medical withdrawal is granted, a medical reevaluation from the student's personal physician may be required for re-enrollment. Students who withdraw from the University for more than one year may be required to reapply to the University.

Leave of Absence

Leave of absence requests are completed via digital form with the Office of Registrar Services. An Approved Leave of Absence is a leave from the University for one full semester or session (or up to one year for Rabbinical students) that has been approved through the petition process. Extensions may be granted in accordance with this policy. A leave of absence may be granted by petition to students maintaining satisfactory academic progress and have no outstanding balances with the Student Billing and Accounting Offices. An Unapproved Leave of Absence occurs when a student ceases enrollment without receiving prior approval for a leave of absence.

The petition must be approved by the appropriate academic advisor and submitted to the Office of Registrar Services. Approval of a request for a leave of absence is not automatic. Students on an approved leave of absence are not eligible to receive financial aid while they are not enrolled. Any student who has received a Federal Stafford Loan and takes a six-month leave of absence will enter the grace period and/ or begin repayment on the loan because the six-month leave exceeds the federal government's 180-day maximum for an approved leave of absence per 12-month period.

Students are expected to return to active enrollment at the conclusion of an approved leave of absence. Requests to extend an approved leave of absence must be submitted in writing to the Office of Registrar Services before the approved return term and are subject to institutional review and approval. Extensions, if approved, may not exceed one additional semester or session. Students who do not return by the approved return term, or by the end of an approved extension, will be administratively

withdrawn from American Jewish University. Students who are administratively withdrawn may be required to apply for readmission in accordance with AJU's readmission policies.

Any student considering a leave of absence is strongly encouraged to discuss the request in advance with their academic advisor and the Financial Aid Office.

Withdrawal From the University

A student who wishes to withdraw from the University must submit a withdrawal form from the Office of Registrar Services, specify which semester will be their last semester, and obtain all necessary authorizations. Digital petition forms are available from the Office of Registrar Services via email at registrar@aju.edu.

Grades and University Records



Students and Grades

Students are responsible for checking their grades each semester. Any discrepancies must be reported, in writing, to the Office of Registrar Services within six months from the date the grades are issued. Please refer to the Grade Appeal process located in this Catalog for more information.

Grade Point Scale

For computing grade point average, the numerical equivalents are as follows:

Minimum Percentage	Maximum Percentage	Letter Grade	Grade Points for GPA
97.00	100	A+	4.00
93.00	96.99	A	4.00
90.00	92.99	A-	3.70
87.00	89.99	B+	3.30
83.00	86.99	B	3.00
80.00	82.99	B-	2.70
77.00	79.99	C+	2.30
73.00	76.99	C	2.00
70.00	72.99	C-	1.70
67.00	69.99	D+	1.30
63.00	66.99	D	1.00
60.00	62.99	D-	0.70
0.00	59.99	F	0.00

The Grading System – UG Programs and the Bachelor of Arts in Early Childhood Education

Undergraduate-level Grades are defined as follows: A to A+, excellent; B, good; C, satisfactory; D, poor; F, failure; I, incomplete (see separate section of Catalog for more information); W, withdrawal without penalty; P, passing; and IP, course still in progress (usually two semester courses of which one semester has been completed). Grades of P and W are not included in the grade point average. A C- is the lowest passing grade for all undergraduate courses.

Minimum Grades Policy – Undergraduate Programs

Undergraduate students must receive a grade of “C-” or better in all courses. In a case where a student receives a grade lower than “C-” in a required course, the course must be repeated and passed with a grade of a “C-” or above. The original grade will continue to appear on the student’s transcript but will not count toward degree requirements or the calculation of the cumulative GPA for graduation purposes.

BAECE students must maintain at least a “C” average (2.0 grade point average), both cumulative and per semester, to remain in good academic standing. Students who drop below the minimum average will be

placed on academic probation for one semester. Students who do not achieve a “C” average (2.0 grade point average) during the probationary semester may be dismissed from the University, at the discretion of the Dean.

The Grading System – Graduate Programs in the Masor School

Grades are defined as follows: A to A+, excellent; B, good; C, satisfactory; D, poor; F, failure; I, incomplete (see separate section of Catalog for more information); W, withdrawal without penalty; P, passing; and IP, course still in progress (usually two semester courses of which one semester has been completed). Grades of P and W are not included in the grade point average. A C- is the lowest passing grade for all undergraduate courses.

For graduate students in the Masor School for Jewish Education and Leadership, a grade of C is the minimum passing grade. When a student receives a grade lower than a B in any course, the School Dean will review the case and may require that the student demonstrate competency in additional ways. Each program will develop and publish its own guidelines for determining competency.

Minimum Grades Policy – Masor School for Jewish Education and Leadership Graduate Programs

Graduate students must receive a grade of “C” or better in all courses. In a case where a student receives a grade lower than “C” in a required course, the course must be repeated and passed with a grade of a “C” or above. The original grade will continue to appear on the student’s transcript but will not count toward degree requirements or the calculation of the cumulative GPA for graduation purposes.

All graduate Masor School students must maintain a “B” average (3.0 grade point average), both cumulative and per semester, to remain in good academic standing. Students who drop below the minimum average will be placed on academic probation for the immediate succeeding semester. Students who do not achieve a “B” average (3.0 grade point average) during the probationary semester may be dismissed from the University, at the discretion of the Dean.

The Grading System – Ziegler School of Rabbinic Studies

Grades are defined as follows: A, excellent; B, good; C, satisfactory; D, poor; F, failure; I, incomplete (see separate section for more information); W, withdrawal without penalty; P, passing; and IP, course still in progress (usually two semester courses of which one semester has been completed).

Grades of P and W are not included in the grade point average. For students in the Ziegler School, a grade of C is the minimum passing course grade. When a student receives a grade lower than a B in any course, the School Deans will review the case and may require that the student demonstrate competency in additional ways. Each program will develop and publish its own guidelines for determining competency.

Minimum Grades Policy – Ziegler School of Rabbinic Studies

Students enrolled in the Ziegler School of Rabbinic Studies must receive a grade of “C” or better in all courses. In a case where a student receives a grade lower than “C,” the course must be repeated. The original grade will continue to appear on the student’s transcript but will not count toward degree requirements or the calculation of the cumulative GPA for graduation purposes.

All graduate students must maintain a “B” average (3.0 grade point average), both cumulative and per semester, to remain in good academic standing. Students who drop below the minimum average will be placed on academic probation for the immediately succeeding semester. Students who do not achieve a “B” average (3.0 grade point average) during the probationary semester may be dismissed from the university, at the discretion of the Deans office.

Credit Hour Policy

American Jewish University measures the academic weight of courses based on a credit-hour/credit-unit. A credit-hour is defined as an institutionally established equivalency of the amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than:

- One clock-hour of classroom or direct faculty instruction and a minimum of two clock-hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph one (1) of this definition for other academic activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Credit Hour Overview

For traditional lectures and seminars, a 1.0 credit class meets fifty (50) minutes per week over the course of the semester. A semester at AJU is fifteen (15) weeks long, including a one-week final exam period. All instructors are mandated to meet their classes during this final exam period. To account for instruction days lost due to observed Jewish holidays, AJU instructors have been tasked to make-up instruction through a variety of means including but not restricted to online instruction, field work, conferences, and additional assignments.

Clinical experiences or academic internships

A 3.0 credit internship is approximately equivalent to a ten-hour (10hrs) per week commitment and a 6.0 credit internship is approximately equivalent to a twenty-hour (20hrs) per week commitment. To receive 3.0 credits for the internship, a student should complete a minimum of one-hundred fifty (150) hours in a semester. To receive 6.0 credits for the internship, a student should complete a minimum of three hundred (300) hours in a semester.

Laboratory classes

Typically meet one hundred (100) minutes or more per week per 1.0 credit hour.

Clock-Hour Overview

The Department of Education has defined a “clock hour” to include synchronous or asynchronous class, lecture, or recitation where there is an opportunity for direct interaction between instructors and students. As part of the definition of a “clock hour” is a period of time consisting of (1) a fifty (50) to sixty (60) minutes of class, lecture, or recitation in a sixty (60) minute period; (2) a fifty (50) to sixty (60) minute faculty-supervised laboratory, shop training, or internship in a sixty (60) minute period; or (3) sixty (60) minutes of preparation in a correspondence course.

For distance learning, the Department of Education adds that a “clock hour” may include fifty (50) to sixty (60) minutes of active participation in an asynchronous learning activity involving academic engagement activity in which a student interacts with technology that can monitor and document the amount of time that the student participates in the activity.

Incompletes

A student who fails to complete all required assignments and examinations by the end of the semester will receive a grade based on the work completed by the end of the finals period. When unusual circumstances make it impossible to fulfill the requirements on time, and when a student is doing passing work, the student may petition for a grade of incomplete (I) in a course. The student must obtain authorization from the instructor and student’s academic advisor and submit a petition form to the Office of Registrar Services. Students must submit petitions no later than the last day of class of a given semester. Petitions will not be accepted beyond this date. If a grade of incomplete is authorized, students may then submit work up to thirty (30) calendar days from the Monday after the final class of the semester. Work submitted during this period will be included in a determination of the student’s final grade for the course. Candidates for graduation from any program may not petition for an incomplete in their final semester prior to graduation.

Incompletes will be counted as attempted but not completed hours and will not be included in the calculation of GPA until a final grade for the course has been issued. A student who fails to complete all required assignments and examinations by the end of the Incomplete deadline will receive a grade calculated based on the work completed against all works required for the course. When a grade has been issued, the grade change will be counted as attempted and completed hours and will be included in the calculation of GPA.

Transcripts

Students may request official transcripts by completing the [Online Transcript Request Form](#). Official transcripts will reflect all courses taken by the student at the University. Transcripts will be issued upon application at the cost of \$15.00* for each copy.

**All fees are subject to change without notice.*

Students and Grades

Students are responsible for checking their grades each semester. Any discrepancies must be reported, in writing, to the Office of Registrar Services within six months from the date the grades are issued. Please refer to the Grade Appeal process located in this Catalog for more information.

Undergraduate Programs - Dean's List and Graduation with Honors

Inclusion on the Dean's List is awarded to full-time undergraduate students who earn a GPA of 3.6 or higher in any given semester.

Undergraduate students may graduate with the following honors based on the following cumulative GPAs:

- 3.4 Cum Laude (with honors)
- 3.6 Magna Cum Laude (with high honors)
- 3.8 Summa Cum Laude (with highest honors)

Repeat and Drop Policy

In all cases, while the first grade will no longer factor into a student's GPA, it will still appear on their transcript with credits next to the course title. Beyond the situations above, all grades will be recorded and counted in the GPA and SAP (for financial aid). The above will have no bearing upon academic and financial aid probations. That is, a student will not be retroactively removed from academic or financial aid probation on the basis of any retaken classes.

In case a student enrolls in a course at another institution, both academic policies will pertain. In case of a conflict between the two institution's policies, AJU policies will determine consideration for AJU transcripts and credit. For more information on SAP, please refer to Satisfactory Academic Progress in the Financial Aid section of this Catalog.

Graduate Students

Graduate students pursuing a graduate degree must maintain a minimum 3.0 (B) average in their program and the cumulative grade point average. No grade below a "C" can be counted in their program. Any grade of "C-" or below in their program must be repeated. If the student does not receive a "C" or better on the second attempt, the student may be subject to disqualification from the program. A maximum of 6 credits in the formal program may be repeated at the graduate level.

Undergraduate Students

Only one repeat per course (e.g., grade forgiveness) is permitted for improving the grade with the higher of the two grades counted in the student's GPA. All grades for the course will remain on the student's official transcript. If the student does not receive a "C-" or better on the second attempt, the student may be subject to disqualification from the program. A maximum of 6 credits in the formal program may be repeated at the undergraduate level.

Maximum Allowable Units/Credits

Students who fail to complete a program before reaching the maximum allowable number of units/credits attempted will be terminated from the program. Credits or units counted as units/credits attempted per evaluation period include units/credits transferred into the program, units/credits completed, courses receiving letter grades of D or F (that are not repeated for credit), and courses designated on the transcript as “I” and “W.” The maximum allowable number of units/credits that may be attempted for each program is:

- | | |
|---|---------------------|
| • Bachelor of Arts in Early Childhood Education | 90 units/credits |
| • Master of Arts in Education in Early Childhood Education | 57 units/credits |
| • Master of Arts in Education in
Early Childhood Special Education and Inclusion | 60 units/credits |
| • Doctorate in Education in Early Childhood Education Leadership | 83.25 units/credits |
| • Doctorate in Education in Jewish Education and Communal Leadership | 83.25 units/credits |
| • Master of Arts in Rabbinic Studies | 270 units/credits |

Doctoral Students – Time Limitation Policy

Doctoral students must complete the requirements for their EdD coursework within 4 years and submit their dissertation proposal no more than 1 year beyond completion of coursework. The final dissertation defense must occur within 2 years of the defense. Extensions beyond these time frames will require permission from the Dean to continue their studies. If permitted to continue, these students may be required to take additional, more current, coursework.

Minimum Unit Completion Requirements

To maintain Satisfactory Academic Progress, all students must complete (i.e. pass with a grade of “C-” or above for undergraduate, “C” or above for graduate level programs) a minimum number of units/credits within a certain period of time depending on their program and enrollment status. Minimum unit completion requirements for each program and status are listed below.

BACHELOR OF ARTS IN EARLY CHILDHOOD EDUCATION

The minimum unit/credit completion requirement per academic year (three semesters) for each enrollment status is as follows:

- Full-time (10 or more units/credits per term)*: 30 units/credits
- Part-time (6-8 units/credits per term): 15 units/credits
- Less-than-part-time: less than 6 units/credits per term

MASTER OF ARTS IN EDUCATION IN EARLY CHILDHOOD EDUCATION, MASTER OF ARTS IN EDUCATION IN EARLY CHILDHOOD SPECIAL EDUCATION AND INCLUSION

The minimum unit/credit completion requirement per academic year (three semesters) for each enrollment status is as follows:

- Full-time (6-8 units/credits per term)*: 18 units/credits
- Part-time (3-4 units/credits per term): 9 units/credits
- Less-than-part-time: less than 9 units/credits per term

DOCTORATE IN EDUCATION IN EARLY CHILDHOOD EDUCATION LEADERSHIP, DOCTORATE IN EDUCATION IN JEWISH EDUCATION AND COMMUNIAL LEADERSHIP

The minimum unit/credit completion requirement per academic year (three semesters) for each enrollment status is as follows:

- Full-time (4.5-8 units/credits per term): 13.5 units/credits
- Part-time (2-4 units/credits per term): 6 units/credits
- Less-than-part-time: less than 2 units/credits per term

MASTER OF ARTS IN RABBINIC STUDIES

The minimum unit/credit completion requirement per academic year (two semesters) for each enrollment status is as follows:

- Full-time (6 units/credits per term)*: 12 units/credits
- Part-time (3 units/credits per term): 6 units/credits
- Less-than-part-time: less than 6 units/credits per year

*Students wishing to enroll in fewer than 12 units/credits per year must request approval by their Academic Advisor and submit a Multiple Petition Form with the Office of Registrar Services. Students who need fewer than 12 units/credits to complete their program may register for said units/credits through the Office of Registrar Services.

Course Exception Appeal Policy and Procedure – the Masor School

Students enrolled in the Masor School for Jewish Education and Leadership (MSJEL) degree programs are enrolled in cohort-based, locked-step learning. This means that all courses are considered degree/program requirements and must be taken in their order of offering. Exceptions may occur due to the following reasons: 1) leaves of absences, 2) failed courses or needing to repeat a previously failed course, 3) appealing to the MSJEL Dean for an exception to be made on program/course requirements.

Students may file an appeal to disenroll/drop/withdraw from any required courses for their program/degree requirement. Students must submit documented evidence that demonstrates that the student has completed the applicable course equivalent. Students whose appeals have been accepted will be notified by email to their AJU email address. If applicable, the Office of Financial Aid will also be notified of the appeal update to determine the implications the approved appeal has on financial aid eligibility.

Students who file an appeal after 15 days since the start of the current/active semester may be responsible for 100% tuition of courses, including the course they are appealing. Additionally, students

who file an appeal after the sixth week since the start of the current/active semester will receive a grade of W for Withdrawal on the appealed course even if the appeal request is approved.

The following outlines the Course Exception Appeal process:

1. Within 15 days of the current/active semester, the student must directly appeal the status to the Dean in writing. This appeal must be in writing and must include a letter explaining why an exception should be made to program/course requirements. Students will need to submit documented evidence that demonstrates that the student has completed the course equivalent at the appropriate grade level. Evidence may include transcripts, syllabus, course description, etc. During the review process, it is expected that the student participates and will remain enrolled in the course they are appealing to drop from.
2. If there is no satisfactory resolution at the Dean level, the student may appeal to the Vice President of Academic Affairs within 15 days of receiving a response back from the Dean. The decision of the Vice President of Academic Affairs cannot be appealed.
3. If there is no satisfactory resolution at the Vice President of Academic Affairs level, the student must submit a grievance to the Bureau for Private Postsecondary Education. An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; www.bppe.ca.gov. Telephone: 916-431-6924; FAX: 916-263-1897.

Grade/SAP Academic Status Appeal Policy and Procedure

While the University supports the right of faculty to assign grades that they deem appropriate, a student who receives a grade that they believe to be inaccurate or legitimately unwarranted may file a grade appeal. Students may also file an appeal concerning their Satisfactory Academic Progress within their program. Students whose appeals have been accepted will be notified by email to their AJU email address. If applicable, the Office of Financial Aid will also be notified of the appeal update to determine the implications the approved appeal has on financial aid eligibility.

For Financial Aid eligibility appeals, please go to Appeal Process for SAP Financial Aid.

The following outlines the process:

GRADE APPEALS

1. Within 15 days after the beginning of the subsequent semester after which the grade in question is assigned, the student must directly appeal the grade *to the instructor in writing*. The instructor will have 15 days to respond to the student in writing.
2. If there is no satisfactory resolution, the student may appeal to the Department Chair within 7 days after receiving a response back from the instructor. (Note: If the Department Chair is the instructor or if there is no Instructor, this step is skipped. If the Dean or the Vice President of Academic Affairs is the instructor, steps 2 and 3 are skipped. If there is no Department Chair, this step is skipped.) This appeal must be in writing and must include a cover letter explaining

why the grade is inaccurate or legitimately unwarranted along with any supporting documentation (including the written appeal to the instructor and any instructor response).

3. If there is no satisfactory resolution at the Department Chair level, the student may appeal to the Dean within 15 days of receiving a response back from the Department Chair (or within 15 days of hearing back from the instructor if the instructor is the Department Chair or there is no Department Chair).
4. If there is no satisfactory resolution at the Dean level, the student may appeal to the Vice President of Academic Affairs within 15 days of receiving a response back from the Department Chair. The decision of the Vice President of Academic Affairs cannot be appealed unless they are the instructor of record, in which case the grade may only be appealed to the President of the University within 7 days after receiving a written response from the Vice President of Academic Affairs.

SAP ACADEMIC STATUS APPEALS

4. Within 15 days after the beginning of the subsequent semester after which the SAP Academic Probation is assigned, the student must directly appeal the status to the Dean in writing. This appeal must be in writing and must include a cover letter explaining why the SAP Academic Probation status is inaccurate or legitimately unwarranted along with any supporting documentation.
5. If there is no satisfactory resolution at the Dean level, the student may appeal to the Vice President of Academic Affairs within 15 days of receiving a response back from the Dean. The decision of the Vice President of Academic Affairs cannot be appealed.
6. If there is no satisfactory resolution at the Vice President of Academic Affairs level, the student must submit a grievance to the Bureau for Private Postsecondary Education. An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; www.bppe.ca.gov. Telephone: 916-431-6924; FAX: 916-263-1897.

Class Participation and Attendance

Class Participation and Attendance – Masor School Students

Courses in the Masor School are delivered in an online blended environment, which includes weekly asynchronous and synchronous (Zoom) sessions and activities. Students are expected to attend the synchronous sessions on a weekly basis as part of attendance and participation for each course. It is the responsibility of the student to contact their professor(s) in advance if they are unable to attend a synchronous session for the corresponding week. It is at the professor's discretion to distinguish between excused and unexcused absences, and such a policy will be noted in their syllabus. Excessive absences from synchronous sessions may impact the final grade for any given course.

Class Participation and Attendance – Ziegler School Students

The Ziegler School is an in-person program. If you must miss a class due to illness or an emergency, it is your responsibility to master all material covered during your absence. Instructors are not expected to repeat important information; however, you may choose to seek assistance from a classmate at their discretion. In some cases, absences may result in deductions in your final grade. Tests or quizzes may be rescheduled only with prior approval from the instructor, arranged in advance. To comply with federal privacy laws, intellectual property regulations, and other applicable regulations, recording Ziegler classes* or attending remotely (e.g., via videoconferencing or Zoom) is prohibited.

* Unless a student has been approved to record class instruction (such as lectures, verbal instructions for assignments/exams, etc.) as an accommodation for their disability status. The accommodation request must be made to the Section 504 Coordinator, Elizabeth "Liz" Honig at Elizabeth.Honig@aju.edu, who will undertake a review and determine whether the student is eligible to receive the requested accommodation. The student's request and supporting documentation must demonstrate that the ability to record class instruction is a necessary learning aid that would lessen or ameliorate the effects of a student's qualifying disability.

Satisfactory Academic Progress

Satisfactory Academic Progress & Financial Aid

Federal regulations require all institutions that participate in Title IV aid programs to define and monitor satisfactory academic progress (SAP) for all financial aid recipients. The standards must meet all Federal requirements and be equal to or more stringent than the SAP standards for non-financial aid recipients. All students, regardless of whether they receive financial aid or not, are required to meet both qualitative and quantitative standards for Satisfactory Academic Progress while attending American Jewish University. This policy ensures that students are progressing through their programs of study and identifies students who may be at risk of failing. Refer to the respective headings in this section of the academic catalog:

- Grade point average (GPA) requirements.
- Minimum unit completion requirements.
- Maximum allowable units/credits.

SAP DEFINED

Undergraduate students with a cumulative GPA (Grade Point Average) of less than 2.0, or graduate students with a cumulative GPA of less than 3.0 in their active program of study or students that have completed less than 66.66% of their cumulative attempted units/credits in their active program of study have not met the minimum requirements for Satisfactory Academic Progress (SAP) for that program. For Academic purposes, SAP is reviewed at the end of each semester. For Financial Aid recipients, SAP is reviewed for Financial Aid eligibility at the end of each year.

All students are monitored for SAP at the end of each semester, including summer semesters when enrolled. AJU has distinct policies for SAP for Financial Aid and Registrar Services. All students are monitored for SAP through both the Office of Financial Aid and Office of Registrar Services. A student may be concurrently placed on Academic Probation with the Office of Registrar Services and SAP Financial Aid Warning with the Office of Financial Aid. More information on the differences is further discussed below in the header Satisfactory Academic Progress: Financial Aid & Academic Implications.

Students not maintaining SAP will receive a letter and email from the Office of Registrar Services, indicating any deficiencies, the actions required to resume meeting SAP, and the time in which these actions must be completed. Students receiving financial aid who are not maintaining SAP will also receive a letter from the Office of Financial Aid, indicating any deficiencies, the actions required to resume meeting SAP, and the time in which these actions must be completed. Students receiving such letter are strongly advised to speak to their Academic Advisors as soon as possible.

The following SAP standards must be met:

1. Cumulative Grade Point Average (GPA) – Qualitative Component

- Students must be in good academic standing to receive federal financial aid. This means a student must meet the following minimum cumulative GPA requirements:

1. Undergraduate students are required to maintain a 2.0 GPA.
2. Graduate students are required to maintain a 3.0 GPA.
3. Certain merit-based award recipients must have a minimum of a 3.0 GPA to renew their scholarship.

2. Minimum Completion Rate for Attempted Unit House – Pace (Quantitative) Component

- Students must demonstrate progress by accumulating academic units/credits at a rate that indicates graduation in a timely manner. A student who is not progressing towards graduation at the defined Completion Rate will not receive federal financial aid regardless of GPA.
- Students must complete at least 66.66% percent of all cumulative attempted unit hours in order to be eligible for federal financial aid. The cumulative attempted unit hours include all transfer units/credits accepted by American Jewish University and noted on the academic transcript.
- The following designations are considered to be attempted credit hours but are not considered to be successfully completed: “W,” “I,” “NG,” and “F” grades.
- Courses repeated for any reason will be counted as attempted unit hours for determining the calculation of GPA used for SAP. Repeated courses with passing grades will not be counted as completed/earned units/credits unless they also appear on the academic transcript.

3. Degree Completion Maximum Time Frame

- The maximum timeframe for completion of undergraduate certificate or degree programs may not exceed 150 percent of the length of the program. This provision does not apply to graduate programs.
- There is no specific federal financial aid policy regarding maximum time frame for degree completion for graduate and professional students.

Satisfactory Academic Progress: Financial Aid & Academic Implications

AJU has distinct policies for SAP for Financial Aid and Registrar Services. All students are monitored for SAP through both the Office of Financial Aid and Office of Registrar Services. A student may be concurrently placed on Academic Probation with the Office of Registrar Services and SAP Financial Aid Warning with the Office of Financial Aid. The following information details the specific policies regarding SAP Financial Aid Warning, SAP Academic Probation, and SAP Academic Termination.

SAP FINANCIAL AID WARNING

A student who fails to maintain the cumulative GPA and/or meet Pace (Completion Rate) standards is automatically placed on Federal Financial Aid Warning for the next registered semester.

- A student will receive an email from their AJU email address regarding the Satisfactory Academic Progress standards that must be met by the end of the warning period in order to retain eligibility for future federal financial aid.
- If the student is still not making Satisfactory Academic Progress after the warning period, the student will become ineligible for federal financial aid until all SAP standards are

once again met. Notifications to students will be sent via email to their AJU email address regarding the Satisfactory Academic Progress standards that must be met by a specific term in order to retain eligibility for financial aid.

Any student that does not meet the minimum requirements for SAP at the end of the Financial Aid Warning payment period/semester will be ineligible for federal financial aid. Students will receive an electronic notification detailing the appeal process for mitigating circumstances. The appeal process is described in detail below under the header Appeal Process SAP Financial Aid.

SAP ACADEMIC PROBATION

Students that fail to meet SAP for one consecutive semester are placed on SAP Academic Probation and required to attend mandatory academic advising by their Academic Advisor. An academic plan will be created and must be followed by the student. Students that fail to meet SAP Academic Probation for the proceeding semester after being placed on SAP Academic Probation are subject to SAP Academic Termination and may be dismissed from the program.

Students on SAP Academic Probation will be placed on SAP Financial Aid Warning and are ineligible for financial aid unless the SAP Financial Aid Warning status is appealed; appeals may be approved or denied. Students appealing for the SAP Financial Aid Warning status with Financial Aid must submit an appeal to Financial Aid for review. Approved appeals will result in a reinstatement of the student's financial aid eligibility. Students whose appeals have been accepted will be notified by email to their AJU email address of SAP Financial Aid Warning Appeal status. Students in SAP Financial Aid Warning Appeal status that fail to follow their academic plan will lose their eligibility for student financial assistance and will be dismissed from attendance. The appeal process is described in detail below under the header Appeal Process SAP Financial Aid.

SAP ACADEMIC TERMINATION

Students that fail to meet SAP for two consecutive semesters are reviewed to see whether or not the academic plan was met. Students that fail to meet the requirements specified in their academic plan will no longer be eligible for student financial assistance and will be terminated from their program of study at AJU.

Students who wish to re-enroll after SAP academic termination must petition for reinstatement and, if approved, may be subject to a waiting period and may also be required to create and adhere to an academic plan through the School's Dean and/or the Office of Academic Affairs prior to returning to AJU. See header Reinstatement to American Jewish University for more information.

Students wishing to appeal the SAP academic termination must appeal with both the Office of Academic Affairs and Office Financial Aid (if receiving financial aid). Students must submit an appeal to both the Office of Academic Affairs and Office Financial Aid for review. Approved appeals will result in a reinstatement of the student's academic program and financial aid eligibility. Students whose appeals have been accepted will be notified by email to their AJU email address of SAP Financial Aid Warning

Appeal status and SAP Academic Termination Appeal status in separate communications from the respective Offices. Students in SAP Appeal status that fail to follow their academic plan will lose their eligibility for student financial assistance and will be dismissed from attendance. The appeal process is described in detail below under the header Appeal Process SAP Financial Aid. For SAP Academic Termination Appeals, see header Grade/SAP Academic Status Appeal Policy and Procedure.

APPEAL PROCESS FOR SAP FINANCIAL AID

Any student that does not meet the minimum requirements for SAP at the end of the Financial Aid Warning payment period/semester will be ineligible for federal financial aid. Students will receive an electronic notification detailing the appeal process for mitigating circumstances. A student has the right to appeal to the loss of financial aid eligibility if mitigating circumstances (events totally beyond the student's control) occurred during the proceeding payment period/semester:

Some examples of appealable circumstances include serious illness or injury of the student; serious illness, injury or death of an immediate family member; being a victim of a violent crime or house fire.

- The student must submit the SAP Financial Aid Appeal Form to the Office of Financial Aid along with supporting documentation prior to the Withdrawal date listed on the [Academic Calendar](#). Appeals received after the deadline may not be approved. To obtain the form, please contact financialaid@aju.edu.
- A student can only submit an appeal for the semester directly following their Warning period.
- Appeals are only granted once per a student's academic career at AJU.
- A student must be registered for courses during the semester/term they are submitting the appeal for. Appeals will not be considered for students that have dropped or resigned all courses prior to the financial aid census date.
- A student is responsible for all tuition and fee charges at the time the balance is due, even if they are planning to appeal or are waiting for a response for the SAP Financial Aid Appeal. This is in alignment with the [Obligation for Payment](#) policy.
- The decision of the SAP Financial Aid Appeal is final, and students will receive an email to their AJU email address regarding the outcome of the appeal.
- A student who successfully appeals the loss of their financial aid termination will be placed on Financial Aid Probation for the following payment period/semester. The student will receive an email from their AJU email address regarding the SAP standards that must be met by the following payment period/semester in order to retain financial aid eligibility. Should the student not meet the SAP standards at the conclusion of the financial aid probation period, the student will become ineligible for federal financial aid until SAP standards are met.
- If it is determined that it would take more than one semester/term in order to regain good SAP standing, a student may be placed on an Academic Plan or Federal Financial Aid Contract for Satisfactory Academic Progress. This contract will outline what milestones must be met each term or semester in order to retain financial aid eligibility. The signed contract must be returned before any federal aid can be reinstated.

Pass/Fail Option

Students may not take courses on a Pass/Fail basis, except for those courses offered only on a Pass/Fail basis (such as Colloquium, Capstone, etc.). A Pass will be awarded for a “C” or above for both undergraduate and graduate classes. Grades below these minimums will be recorded as an “F” and will be calculated as such in the GPA.

Independent Study

Students may earn credits through independent study with permission granted for special study projects not covered in the general course offerings. Independent study criteria must be approved, in writing, by the instructor overseeing the independent project, the student’s advisor and the Dean of the student’s program. A detailed outline of the project, including material to be covered, bibliography, written work to be submitted, etc., must then be submitted to the academic advisor. All independent study courses must be documented using the Independent Study contract available by emailing the Office of Registrar Services at registrar@aju.edu and signed (either by-hand or electronically) by the instructor, academic advisor, and the Dean. This form shall be processed by the Office of Registrar Services by the deadline for adding classes in the semester in which the Independent Study is to be taken.

Students may not take existing courses by independent study. No more than 12 credits of independent study will be counted toward degree requirements unless special permission to do so has been given (such as in an Individualized Major where classes needed may not be offered). No more than 12 credits of independent study will be counted toward degree requirements unless special permission to do so has been given. A student may only take one independent study per semester unless special permission is given to do more than one per semester. Please note that AJU and its faculty are under no obligation to offer any independent studies at all.

Auditing Courses

Pending permission of the instructor and the Deans of the School(s) for the class, students may audit courses or enroll in them without receiving credit or grade point average calculation. Students who are admitted to the university and are enrolled in courses for credit may elect audit courses.

Students who audit courses pay full registration and tuition fees for the courses they audit. Audited courses are not given earned credit hours or regular grades. The notation of “AU” or “AUD” will be recorded for auditors on the students’ official record for those who participate in all regular class activities. Auditors are not obligated to prepare formal assignments, write papers, or take quizzes, tests, or examinations; they are expected to attend class regularly and to complete all reading assignments. With the permission of the instructor, however, they may perform these activities and receive an informal evaluation of their work. If auditing students do not prepare the assignments, instructors have the right to bar them from attending class.

Auditors wishing to enroll in the University for credit must be admitted students. After the deadline to declare audit, or withdraw, students may not change their status in a course from that of a regularly enrolled student to that of an auditor or vice versa.

Residency/Transfer of Credit Requirement

American Jewish University will make appropriate efforts to acknowledge work completed at other institutions of higher learning or previous training that may be eligible for transfer equivalency. Credits from other institutions, should they be accepted, may be applied only in pursuit of degrees at the University. Credits may be transferred for courses applicable to the degree for which a student has earned a grade of “C” or above at an accredited institution. Determination of transferability of credit is at the discretion of the Dean.

Academic Integrity Policy

Academic integrity is essential to collegial pursuit of truth and knowledge and gives the University community credibility. The principles of academic integrity demand the commitment of all students. Academic dishonesty is viewed at the University as a serious offense and will not be tolerated. The University expects the highest standards of integrity from all undergraduate and graduate students in the performance of academic assignments and research as well as campus and community involvement. Moreover, the University requires the cooperation of its students in creating an environment that is conducive to everyone’s learning. Academic integrity includes, but is not limited to:

- Arriving and departing class on time;
- Attending class regularly;
- Being prepared for class work and discussion;
- Participating in class discussions in a way that doesn’t discriminate against or harass peers or instructors and that respects the free inquiry of others;
- Refraining from disruptive behavior (i.e., talking, noises from electronic devices, coming and going during class, sleeping during class);
- Refraining from attending class under the influence of alcohol or illegal substances; and
- Adhering to specific classroom standards set forth by the instructor and the University Code of Conduct

Academic dishonesty refers to forms of cheating which result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Dishonesty in work, whether on quizzes, laboratory work, papers, examinations, etc., and regardless of the learning environment or modality of instruction, is regarded as a serious offense and may result in failure in the course, academic probation as well as suspension or expulsion from the University. Anyone who willfully assists another in the breach of integrity is held equally responsible and subject to the same penalty.

Academic dishonesty includes, but is not limited to: cheating, fabrication, plagiarism, abuse of resources, forgery of documents or assisting in academic dishonesty (i.e., any individual who authors papers for students they are assisting). AJU assumes the academic integrity of its students. In cases where academic integrity is in question, the following definitions and policies apply:

(1) Cheating is using, attempting or including any information that does not belong to the student in any academic exercise. Examples of cheating are: copying homework from another student, copying another

student's test or using an unauthorized "cheat sheet".

(2) Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise. Plagiarism includes failing to provide in-text and works cited citation(s) for any outside sources.

Plagiarism also includes using the original or similar language of a source without quotations.

Modifications and rephrasing do not reduce the requirement for providing a citation. Any source material must be phrased in a student's own language, or it must be quoted. This also applies to information obtained electronically from the internet as well as print sources.

(3) Fabrication is the falsification or intervention of any information or citation in any academic exercise such as making up a source, giving an incorrect citation or misquoting a source.

(4) Forgery of documents is the unauthorized alteration or construction of any document.

(5) Assisting in academic dishonesty is the unauthorized collaboration of individual work

Sanctions

Faculty members have the right and responsibility to impose course-related sanctions for violations of academic integrity that occur in a course they teach. When an instructor perceives that a violation of academic integrity has occurred, the instructor is expected to consult with the student first in order to determine if a violation has occurred. When the instructor imposes the course sanction (i.e., failing grade on the assignment or failing course grade), the instructor will report the action to the Office of Student Affairs in order to emphasize the seriousness of the violation and the University's commitment to academic integrity.

Appeals

A student who receives an unfavorable judgment may appeal the decision to the Vice President of Academic Affairs within seven (7) calendar days of receiving the outcome. The appeal must be in writing and based upon one of the following elements in order for the appeal to be reviewed:

(1) Substantial evidence did not exist.

(2) Sanction is disproportionate to the offense.

(3) New evidence has come to light.

It is the responsibility of the student to provide all supporting evidence with their written appeal. In cases where the sanction is immediate suspension or expulsion from the University, the decision is made and communicated to the student by the Vice President of Academic Affairs and thus, is not eligible for appeal.

American Jewish University Honor Code

As an educational institution fundamentally concerned with the free exchange of ideas, American Jewish University depends upon the academic integrity of each member of its community. In the spirit of this free exchange, students, faculty, administrators, and staff recognize the necessity of honesty, integrity, mutual respect, and personal responsibility in all aspects of University life.

American Jewish University is committed to sustaining its institutional values of integrity, respect, decency, compassion, accountability, and care for others. Consistent with its mission as a Jewish institution of higher learning, the University seeks to foster an environment in which ethical conduct, respect for human dignity, and responsibility toward the community are integral to both academic and personal development.

The Honor Code reflects these values by establishing expectations for academic honesty and responsible conduct. It is founded on the principle that individual rights must be balanced with each community member's responsibility to preserve a safe, respectful, and inclusive learning environment.

Every member of the AJU community shares responsibility for upholding these standards. Members of the University community are encouraged to report known or reasonably suspected violations. The University may report honor code violations to law enforcement authorities when appropriate. Students are expected not only to conduct themselves with honesty and integrity, but also to report conduct that reasonably appears to violate this Honor Code or the Student Code of Conduct.

A. Student Responsibilities

Students are expected to:

- Act honestly and ethically in all academic work.
- Respect the rights, dignity, and property of others.
- Foster an environment that supports learning, civil discourse, and mutual respect.
- Comply with all University policies and procedures.
- Cooperate with University officials acting within the scope of their responsibilities.
- Report known or reasonably suspected violations of this Honor Code or the Student Code of Conduct.
- Refrain from retaliation against anyone who reports misconduct or participates in a University investigation.

B. Academic Integrity

Academic integrity is fundamental to the educational mission of American Jewish University.

Students are expected to complete all academic work honestly and may not engage in academic dishonesty, including but not limited to:

- Cheating on examinations or assignments;

- Plagiarism;
- Fabrication or falsification of information;
- Unauthorized collaboration;
- Unauthorized use of artificial intelligence, automated writing tools, or other technologies when prohibited by the instructor or course requirements;
- Misrepresentation of another person's work as one's own; or
- Any other conduct intended to gain an unfair academic advantage.

Violations of academic integrity may result in academic sanctions, student conduct sanctions, or both.

C. Community Conduct

Students are expected to conduct themselves in a manner that supports the University's educational mission and promotes a safe, respectful, and inclusive community.

- Conduct inconsistent with these expectations includes, but is not limited to:
- Physical or verbal abuse;
- Harassment, intimidation, or bullying;
- Threats or acts of violence;
- Theft, vandalism, or destruction of property;
- Disruption of University activities;
- Unauthorized access to University facilities or systems;
- Possession or misuse of prohibited weapons or illegal drugs;
- Hazing;
- Knowingly providing false information to the University;
- Retaliation against individuals participating in University processes; and
- Violations of any provision of the Student Code of Conduct.

Certain conduct, including discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation based upon protected status, is governed by the University's Policy on Prohibition of Sex Discrimination and other applicable nondiscrimination policies and may be addressed under those procedures. The University may report conduct violations to law enforcement authorities when appropriate.

D. Responsibility to Report

Members of the AJU community are encouraged to report conduct that may violate University policy. Reports may be submitted to the Office of Academic Affairs or through the University's Student Grievance process.

The University prohibits retaliation against any individual who, in good faith:

- reports suspected misconduct;

- participates in an investigation;
- serves as a witness; or
- otherwise assists in the resolution of a complaint

E. Commitment to Fair Process

American Jewish University is committed to resolving allegations of misconduct through procedures that are fair, impartial, and respectful of the rights of all parties.

Individuals accused of violating University policy are presumed not responsible unless responsibility is established through the applicable University process. All participants are expected to cooperate honestly with investigations while maintaining appropriate confidentiality.

Grievances and Complaints – University Honor Code, Student Code of Conduct, and Student Grievance Procedures

PURPOSE

- The purpose of this procedure is to establish guidelines and standards for receiving, reviewing, investigating, and resolving student grievances, complaints, and student conduct matters involving members of the American Jewish University (AJU) community.
- This procedure establishes due process protections and safeguards to ensure that complaints are handled fairly, consistently, and in alignment with AJU's mission, values, and institutional policies.
- This procedure applies to complaints involving students, faculty, administrators, and staff, or AJU community in general, including:
 - a. student complaints against faculty, administrators, or staff;
 - b. complaints by faculty, administrators, or staff concerning student conduct;
 - c. student-to-student complaints;
 - d. university-initiated concerns regarding alleged student misconduct.
- Complaints involving one employee alleging misconduct, workplace concerns, or performance concerns involving another employee are outside the scope of this procedure and shall be referred to the Office of Human Resources (hr@aju.edu).

STUDENT GRIEVANCE SUBMISSION PROCESS

- Students may submit grievances or complaints regarding academic matters, student services, administrative concerns, alleged violations of University policies, or conduct that adversely affects their educational experience.
 - a. If a grievance submitted involves a policy outside of the Office of Academic Affairs' oversight, the Office of Academic Affairs will coordinate with the appropriate AJU individuals or offices to ensure the grievance is addressed under the applicable policy or procedure.

- Individuals may submit complaints anonymously. However, anonymous complaints must contain sufficient information and/or specific examples for AJU to determine whether review or investigation is possible. Anonymous complaints may limit AJU's ability to provide information regarding the outcome. AJU's ability to investigate, respond, or provide a resolution may be limited when the Reporting Party's identity is unknown or when insufficient information is provided.
- All grievance submissions and supporting documentation will be received by the Student Conduct Liaison in the Office of Academic Affairs or another designated University official. The Student Conduct Liaison will conduct an initial review to determine the appropriate process, responsible office, and administrator for resolution.
- To complete the Student Grievance Form, please visit: <https://bit.ly/studentgrievance>
 - a. A PDF version of the form may be downloaded and submitted by email to: academicaffairs@aju.edu.

GRIEVANCE SEQUENCE

- Complaint submitted.
- Initial review and jurisdiction determination.
- Informal resolution (when appropriate).
- Investigation.
- Written determination.
- Sanctions or remedies, if applicable.
- Appeal (when appropriate).
- Final decision (when appropriate).

QUESTIONS AND COMPLAINTS

- Students are encouraged, but not required, to submit questions or complaints regarding American Jewish University through the Office of Academic Affairs at: academicaffairs@aju.edu or through the AJU Student Grievance Form.
- Students may also seek assistance from the Student Conduct Liaison to understand the grievance process, determine whether another University procedure applies, or identify the appropriate office for resolution.
- Students may withdraw a grievance at any stage of the process. However, AJU reserves the right to continue reviewing a matter when necessary to address safety concerns, legal obligations, or University policy requirements.

EXTERNAL COMPLAINT PROCESS

- Any questions or complaints a student may have that have not been satisfactorily addressed through AJU's internal processes may be directed to the Bureau for Private Postsecondary Education (BPPE).

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Website: www.bppe.ca.gov

Toll Free: (888) 370-7589

Phone: (916) 574-8900

Fax: (916) 263-1897

- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 (toll-free) or by completing a complaint form available on the Bureau's website.

Preamble

- A. As an educational institution fundamentally concerned with the free exchange of ideas, American Jewish University depends upon the academic integrity and responsible conduct of each member of its community. In the spirit of this free exchange, students and faculty recognize the necessity of academic honesty and the responsibility of maintaining an environment based upon respect, integrity, personal responsibility, and care for others.

Because AJU is committed to sustaining its institutional values and its mission as a Jewish institution of higher learning, members of the University community are expected to demonstrate conduct consistent with respect, dignity, and concern for others.

The Honor Code of American Jewish University reflects the importance of academic integrity, personal responsibility, and maintaining a community in which conflicts are addressed fairly and constructively.

- B. The Honor Code of American Jewish University was originally developed through collaboration among students, faculty, and administrators and reflects the shared responsibility of all members of the University community to uphold institutional values.

Students have a responsibility not only to comply with University policies but also to report suspected violations when appropriate. The responsibility to maintain the integrity and reputation of AJU should be balanced with respect for fairness, due process, and the rights of all parties involved.

- C. American Jewish University recognizes that concerns may arise between students and other members of the University community. The University is committed to providing a fair, transparent, and accessible process for addressing complaints while protecting the rights, privacy, and dignity of all individuals involved.

Student Rights and Responsibilities

A. Student Rights

- I. Every student attending American Jewish University is entitled to the freedoms of speech, assembly, association, and expression as defined within the context of University policies.
- II. Individuals who report concerns in good faith will not be disciplined solely because an allegation is not substantiated.
- III. The University has a responsibility to maintain an educational environment that supports these freedoms while establishing reasonable expectations regarding conduct necessary for the orderly operation of the institution.

B. Right to a Fair Process

- I. Every student has the right to a fair and impartial process when involved in a grievance or conduct proceeding.
- II. For alleged Honor Code or Student Code of Conduct violations, students are entitled to:
 - i. notice of the allegations;
 - ii. an opportunity to respond;
 - iii. an opportunity to present relevant information;
 - iv. consideration of evidence under a preponderance of the evidence standard
 - v. an appeal process when applicable.
- III. A student accused of violating the Student Code of Conduct shall be presumed not responsible unless responsibility is established through the applicable process.
- IV. Any University official participating in a grievance or conduct matter shall recuse themselves if they have a conflict of interest or bias that would materially affect impartiality. AJU may appoint an alternate decision-maker when necessary.
- V. AJU will provide reasonable accommodations during grievance and conduct proceedings for qualified individuals with disabilities consistent with applicable law.

C. Confidentiality

- I. AJU will maintain confidentiality of grievance and conduct matters consistent with FERPA, applicable law, and University policy.
- II. Information may be disclosed when:
 - i. necessary to conduct an investigation;
 - ii. necessary to provide due process;
 - iii. required or permitted by law;
 - iv. necessary to address safety concerns;
 - v. otherwise authorized by University policy.
- III. Student records shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA).
- IV. Records involving employees shall be maintained separately from student disciplinary records and handled consistent with applicable personnel

confidentiality requirements.

D. Right to an Education

- I. Students possess the right to an education and equal opportunity to learn. AJU is responsible for providing appropriate academic resources, instructional support, and procedures that promote student success.

E. Non-Discrimination and Non-Retaliation

- I. American Jewish University prohibits discrimination, harassment, and retaliation.
- II. Students who believe unlawful discrimination, harassment, retaliation, or sex-based misconduct has occurred should contact the appropriate University office, including the AJU Title IX Coordinator (titleix@aju.edu) when applicable.
- III. AJU prohibits retaliation against any student or member of the University community who:
 - i. submits a complaint;
 - ii. participates in an investigation;
 - iii. provides information;
 - iv. supports another individual involved in a grievance process.
- IV. Retaliation may constitute a separate violation of University policy.

F. Community Responsibilities

- I. All members of the University community participating in a grievance or complaint process are expected to:
 - i. provide truthful information;
 - ii. cooperate with the process;
 - iii. maintain confidentiality consistent with University policy and applicable law;
 - iv. avoid retaliation or interference with the process.

Definitions

For purposes of this procedure, the following definitions apply:

A. Complaint/Grievance:

- I. A complaint or grievance is a formal allegation that a member of the University community has:
 - i. acted in violation of University policies or procedures;
 - ii. engaged in conduct that is unauthorized, unjustified, unethical, discriminatory, harassing, or inconsistent with University expectations;
 - iii. improperly applied University policies or procedures; or

- iv. taken an action or failed to take an action that adversely affects the rights, status, privileges, or educational experience of another member of the University community.
- B. Reporting Party:
 - I. The individual who submits a complaint, grievance, or report of alleged misconduct.
- C. Respondent:
 - I. The individual, group, or University unit whose actions, decisions, or omissions are the subject of a complaint or grievance.
- D. Appropriate Administrator:
 - I. The administrator responsible for reviewing and resolving a complaint based on the role of the Respondent. The Appropriate Administrator may consult with Human Resources, Academic Affairs, Student Affairs, or other offices as appropriate. Examples include:
 - i. Faculty Respondent (including instructors, adjunct faculty, teaching assistants, or academic advisors): School Director, Dean, Provost, or designee.
 - ii. Staff Respondent: Supervisor, Dean, Vice President, or appropriate administrator responsible for the department or unit.
 - iii. Administrator Respondent: The administrator's supervisor, appropriate Vice President, or other designated University official.
- E. Student Conduct Liaison:
 - I. The Student Conduct Liaison is the designated University official responsible for coordinating student grievance and conduct processes, including intake, procedural guidance, communication with parties, and coordination of investigations or hearings. The Student Conduct Liaison may serve as an investigator or process coordinator. The Student Conduct Liaison may perform multiple procedural roles unless doing so would create a conflict of interest or compromise the fairness of the process. When circumstances require additional neutrality, independence, or expertise, AJU may designate another qualified University official to conduct the investigation or make the final determination.
- F. University Community Member:

- I. A member of the University community includes:
 - i. students;
 - ii. faculty;
 - iii. academic personnel;
 - iv. administrative personnel;
 - v. staff;
 - vi. members of the Board of Directors;
 - vii. individuals participating in University programs or activities.

G. Employee-to-Employee Complaints:

- I. Complaints involving one employee alleging misconduct, workplace concerns, harassment, discrimination, or performance issues involving another employee are outside the scope of this procedure and shall be referred to the Office of Human Resources (hr@aju.edu).

H. Days:

- I. Unless otherwise stated, "days" means business days when AJU is open and operating.

AJU Student Code of Conduct:

- A. Violations of University policies, including the Honor Code, Student Code of Conduct, and applicable University procedures, may result in educational interventions, disciplinary action, or other appropriate responses. Procedures governing reports, investigations, sanctions, and appeals are outlined in the applicable University policies and procedures. Any student at American Jewish University may be found responsible for violating the Honor Code or Student Code of Conduct for one or more of the following reasons. Reports of alleged student misconduct may be submitted by students, faculty, administrators, staff, or other members of the University community. A student may be found responsible for:
 - I. Academic dishonesty.
 - II. Forgery, alteration, misuse of University documents, records, identification, or knowingly furnishing false information.
 - III. Misrepresentation of oneself or a student organization as an agent of American Jewish University.
 - IV. Obstruction or disruption, on or off University property, of:
 - i. the educational process;

- ii. administrative processes;
 - iii. University functions;
 - iv. classroom activities;
 - v. University-sponsored events.
- V. Physical or verbal abuse, on or off University property, toward any member of the University community or members of their family, or threats of such abuse.
- VI. Theft of, or intentional damage to, University property or property belonging to a member of the University community.
- VII. Unauthorized entry into, unauthorized use of, or misuse of University property.
- VIII. Sale, possession, or use of dangerous drugs, restricted drugs, illicit drugs, or narcotics in violation of applicable law. Exceptions may apply when substances are lawfully prescribed or used for authorized academic or research purposes.
- IX. Possession or use of explosives, dangerous chemicals, or deadly weapons on University property or at University-sponsored events.
- X. Engaging in lewd, indecent, or obscene conduct on University property or at University-sponsored events.*
- XI. Hazing any member of the University community.*
- XII. Engaging in conduct, including conduct of a sexual nature, that is intimidating, demeaning, harassing, coercive, abusive, or that violates another person's privacy.*

*(Actions of this nature may also violate AJU's Policy on Prohibition of Sex Discrimination, and therefore may be adjudicated through a separate process under AJU's Procedures on Prohibition of Sex Discrimination).

- XIII. Creating a fire, safety, or health hazard.
- XIV. Unauthorized use of computer systems, access codes, or technology resources to access restricted information, property, or areas of the University.
- XV. Making an accusation that is intentionally false or made with reckless disregard for the truth against any member of the University community.
- XVI. Soliciting, assisting, or encouraging another person to engage in conduct that would violate the Student Code of Conduct.
- XVII. Failure to report known Honor Code violations committed by fellow students.

Standards of Academic Integrity

The term "academic dishonesty" includes, but is not limited to, the following:

A. Examination Behavior:

- I. Unless expressly permitted by the instructor, unauthorized assistance during an examination constitutes academic dishonesty:
 - i. communicating with another student during an examination;
 - ii. copying material from another student's examination;
 - iii. allowing another student to copy examination material;

- iv. using unauthorized notes, calculators, internet resources, artificial intelligence tools, or other prohibited assistance.
- B. Fabrication
 - I. Intentional falsification, invention, or alteration of information used in an academic exercise constitutes academic dishonesty.
 - II. Examples include inventing or altering research data; falsifying citations or sources; submitting altered academic work as though it were unchanged.
- C. Plagiarism:
 - I. Plagiarism is representing another person's words, ideas, or work as one's own.
 - II. Plagiarism includes failing to provide appropriate citations; using another person's language without quotation or attribution; submitting copied or improperly paraphrased material; using uncited electronic or online sources.
 - III. Plagiarism also includes using the original or similar language of a source without quotations. Modifications and rephrasing do not reduce the requirement for providing a citation. Any source material must be phrased in a student's own language or it must be quoted. This also applies to information obtained electronically from the internet as well as print sources.
- D. Other Forms of Academic Dishonesty:
 - I. Other forms of academic dishonesty include but are not limited to:
 - i. submitting work written by another person;
 - ii. submitting the same work for multiple courses without permission;
 - iii. obtaining an examination in advance without authorization;
 - iv. altering academic records outside official University procedures;
 - v. allowing another person to complete academic work or examinations on one's behalf.

Student Grievance and Complaint Procedures

- A. Student Complaints Against Faculty, Administrators, or Staff
 - I. A student may submit a grievance when they believe that a faculty member, administrator, or staff member has:
 - i. violated University policies or procedures;
 - ii. acted in an unauthorized, unjustified, or unethical manner;
 - iii. applied University policies inconsistently or unfairly;
 - iv. engaged in conduct that negatively affects the student's educational experience.
 - II. A student grievance is not intended to replace academic judgment, employee supervision, or processes specifically established for other matters.
- B. Informal Resolution
 - I. Students are encouraged to seek informal resolution when appropriate. Informal resolution may include:
 - i. discussion with the Respondent;

- ii. consultation with the Respondent's supervisor;
 - iii. assistance from Academic Affairs;
 - iv. assistance from the Student Conduct Liaison.
 - II. Students should not seek informal resolution when a complaint involves the following grievances. In such cases, students should report the matter via the Student Grievance and Complaint Procedures. This includes:
 - i. discrimination;
 - ii. harassment;
 - iii. retaliation;
 - iv. threats;
 - v. safety concerns;
 - vi. circumstances where direct communication is inappropriate.
 - III. If a student is uncertain whether informal resolution is appropriate or whether an incident should be reported directly, the student should consult with the Student Conduct Liaison for guidance.
- C. Formal Student Grievance Submission
- I. A student wishing to initiate a formal grievance shall submit the AJU Student Grievance Form to the Office of Academic Affairs.
 - II. The grievance should include:
 - i. the identity of the Respondent, when known;
 - ii. a description of the alleged conduct;
 - iii. relevant dates and circumstances;
 - iv. supporting documentation, witness testimonial, or information;
 - v. requested resolution, if applicable.
 - III. A grievance should normally be submitted within 180 calendar days of the alleged action. AJU may consider late submissions when circumstances warrant.
- D. Initial Review
- I. Upon receipt of a grievance, the Student Conduct Liaison shall determine:
 - i. whether the student has standing to submit the grievance;
 - ii. whether the matter falls within this procedure;
 - iii. whether another University process applies;
 - iv. whether timely notification of law enforcement authorities is appropriate;
 - v. the appropriate administrator responsible for review.
 - II. If a grievance does not fall within this procedure, the Student Conduct Liaison will refer the matter to the appropriate office.
- E. Faculty, Administrator, or Staff Complaints Against Students
- I. Complaints alleging violations of the Student Code of Conduct may be initiated by:

- i. faculty;
 - ii. administrators;
 - iii. staff;
 - iv. other members of the University community.
- II. The Office of Academic Affairs shall review the allegation and determine whether a conduct investigation or other response is appropriate.

F. Student-to-Student Complaints

- I. Complaints involving alleged misconduct by another student shall generally be handled through the Student Conduct Code process.
- II. Depending on the nature of the complaint, matters may also be referred to another University procedure, including procedures addressing discrimination, harassment, retaliation, or sex-based misconduct.

G. Referral of Complaints Outside This Procedure

- I. The following matters shall be referred to the appropriate office:

Complaint Type	Department	Contact
Employee-to-employee complaints	Office of Human Resources	hr@aju.edu
Discrimination, harassment, retaliation, or sex-based misconduct	Title IX Coordinator, Morgan Dyrek	titleix@aju.edu
Grade disputes and academic appeals for grades	Office of Registrar Services	registrar@aju.edu
Financial aid matters	Office of Financial Aid	financialaid@aju.edu
FERPA concerns	Office of Registrar Services	registrar@aju.edu
Student billing or financial account matters	Office of Student Billing	studentbilling@aju.edu
Disability services matters	Section 504 Coordinator, Liz Honig	disabilityservices@aju.edu
Employee performance concerns	Appropriate supervisor	

Interim Measures

A. Purpose of Interim Measures

- I. Interim measures may be implemented when necessary to protect the safety, security, educational environment, or operations of the University while a complaint or conduct matter is under review.
- II. Interim measures are not disciplinary sanctions and do not represent a determination that a policy violation has occurred.

B. Student Conduct Interim Measures

- I. The Student Conduct Liaison, in consultation with the AJU Provost or designee, may impose interim restrictions or suspension of a student when reliable information indicates that the student's continued presence on campus or participation in University activities may:
 - I. pose a threat of harm to themselves or others;
 - II. create a substantial disruption to University operations;
 - III. interfere with the educational environment.
- II. Interim measures may include, but are not limited to:
 - I. no-contact directives;
 - II. temporary restrictions from University programs or activities;
 - III. changes to academic arrangements;
 - IV. temporary removal from specific locations;
 - V. temporary suspension from University activities.

C. Employee-Related Interim Measures

- I. When a complaint involves a faculty member, administrator, or staff member, interim measures may be implemented by the appropriate administrator in consultation with Human Resources when appropriate.

D. Notice of Interim Measures

- I. When interim measures are imposed, the affected party will receive written notice describing:
 - I. the interim measure;
 - II. the reason for the measure;
 - III. the effective date;
 - IV. the process for requesting review, when applicable.
- II. A student subject to an interim suspension or restriction may appeal the interim action to the Rector within five (5) business days of receiving notice. The Rector will consult with the AJU Chief Operating Officer and/or the TIX Coordinator, for a review and decision of the appeal with notice to the student within three (3) business days.
- III. Interim measures remain in effect until:
 - I. the matter is resolved;
 - II. the appeal is decided;
 - III. the Student Conduct Liaison and appropriate administrator determine that the circumstances requiring the measure no longer exist.

Investigation and Resolution

A. General Investigation Procedures

- I. The University may conduct an investigation when a complaint or report provides sufficient information indicating that a University policy may have been violated.

- II. An investigation may include:
 - i. interviews with involved parties;
 - ii. interviews with witnesses;
 - iii. review of documents and records;
 - iv. review of relevant communications or other evidence;
 - v. requests for written statements.
- III. The investigator shall remain neutral and impartial throughout the process.
- IV. The investigator shall determine whether:
 - i. the available information supports the allegations;
 - ii. University policy was violated;
 - iii. corrective action, educational measures, or other remedies are appropriate.

B. Standard of Review

- I. Unless another University policy provides a different standard, determinations under this procedure shall be made using a preponderance of the evidence standard. This means that the information available must demonstrate that it is more likely than not that a policy violation occurred.

C. Student Conduct Resolution Process

- I. AJU will make reasonable efforts to complete investigations promptly. Complex matters may require additional time.
- II. At the conclusion of a student conduct investigation, the Student Conduct Liaison or designated decision-maker shall issue a written determination and a Final Report.
- III. The written determination shall include:
 - i. the allegations reviewed;
 - ii. the relevant findings of fact;
 - iii. whether a policy violation occurred;
 - iv. the rationale supporting the determination;
 - v. any sanctions or educational outcomes imposed;
 - vi. information regarding appeal rights.
- IV. The Final Report shall generally be issued within fifteen (15) business days after completion of the investigation, unless circumstances require additional time.

- D. Student Grievance Resolution Process Involving Faculty, Administrators, or Staff
- I. At the conclusion of a student grievance investigation involving an employee, the investigator shall prepare a written report containing:
 - i. the nature of the grievance;
 - ii. relevant factual findings;
 - iii. supporting information considered;
 - iv. whether University policy or procedures were implicated;
 - v. recommendations for resolution, when appropriate.
 - II. The report shall be provided to the Appropriate Administrator for final review and action.
 - III. The Appropriate Administrator shall determine the appropriate resolution, which may include:
 - i. no finding of policy violation;
 - ii. informal resolution;
 - iii. clarification or correction of procedures;
 - iv. educational or administrative remedies;
 - v. referral to Human Resources;
 - vi. other appropriate action consistent with University policies.
 - IV. Personnel decisions remain the responsibility of the appropriate administrator and Human Resources and shall be handled in accordance with applicable employment policies.

Decision and Outcomes

- A. Student Conduct Outcomes
- I. If a student is found responsible for one or more violations of AJU's Student Code of Conduct, sanctions may be imposed based on:
 - i. the nature and severity of the violation;
 - ii. the impact on the University community;
 - iii. prior conduct history;
 - iv. the student's willingness to accept responsibility;
 - v. other relevant circumstances.
 - II. Possible sanctions include, but are not limited to:
 1. Warning: Written notice that a student has engaged in prohibited conduct. The warning informs the student that continuation or repetition of the conduct may result in more serious disciplinary action.
 2. Censure: A formal written reprimand for violating University policy. Censure is more serious than a warning and may specify that any further violation of University policy could result in additional or more serious disciplinary action.

3. **Disciplinary Probation:** A formal disciplinary status imposed for a specified period. During probation, a student may remain enrolled but may have certain privileges or activities restricted. Restrictions may include limitations on student leadership positions, University-sponsored activities, student employment opportunities, or other privileges. Further violations during the probationary period may result in more serious disciplinary action.
4. **Suspension:** Exclusion from AJU programs, activities, classes, or University premises for a specified period. Notice of this action will remain in the student's conduct file and will be permanently recorded on the student's academic transcript. Suspension may include conditions for return.
5. **Expulsion:** Permanent termination of student status and exclusion from University programs, privileges, and activities. This action will be permanently recorded on the student's academic transcript.
6. **Revocation of Admission and/or Degree:** Admission or a degree awarded by AJU may be revoked for fraud, misrepresentation, serious misconduct, or other violations of University policy.
7. **Withholding Degree:** AJU may withhold awarding a degree until completion of the conduct process or required sanctions.
8. **Educational or Restorative Measures:** Additional requirements may include: educational assignments; counseling referrals; training; service activities; other corrective measures.
9. **Multiple Sanctions:** More than one sanction may be imposed for a single violation.

B. Employee-Related Outcomes

- I. When a complaint involves faculty, administrators, or staff, outcomes may include:
 - i. no finding of policy violation;
 - ii. informal resolution;
 - iii. recommended corrective measures;
 - iv. clarification of expectations or procedures;
 - v. referral to the appropriate supervisor or Human Resources;
 - vi. other administrative remedies.
- II. Personnel actions are confidential and will be handled consistent with applicable law, University policy, and employment procedures.

Appeal Process

A. Student Conduct Appeals

- I. A student found responsible for a violation of the Student Code of Conduct may appeal the decision within fourteen (14) business days of receiving the Final Report.
- II. A student must notify the Office of Academic Affairs of their decision to appeal prior to submitting their formal written appeal. The Student Conduct Liaison shall appoint a designee and will send notice to the student of the appointed designee within five (5) business days of receiving the notice. The student will then submit the formal written appeal to the designee.
- III. The burden is on the appealing party to demonstrate that one or more appeal grounds exist.
- IV. The appeal must be submitted in writing to the appointed designee and must identify one or more of the following grounds:
 - i. substantial new information;
 - ii. significant procedural error;
 - iii. disproportionate sanction.
- V. The appointed designee shall determine whether the appeal may be resolved on the written record or whether a hearing is necessary.
- VI. Appeals are not intended to provide a new investigation or rehearing of the matter.

B. Appeal Grounds

- I. Substantial New Information
 - i. New information may be considered when:
 - a) it was unavailable during the original investigation;
 - b) it could reasonably affect the outcome;
 - c) it was not withheld intentionally by the appealing party
 - ii. The appeal must describe the new information and explain its potential impact.
- II. Significant Procedural Error
 - i. A procedural error may serve as grounds for appeal when it materially affected the outcome.
 - ii. Examples include:
 - a) failure to follow required procedures;
 - b) demonstrated bias;
 - c) significant deviation from established processes.
- III. Disproportionate Sanction
 - i. A student may appeal when the sanction imposed is substantially disproportionate to the nature of the violation.
 - ii. The appeal must explain why the sanction is unreasonable based on the circumstances.

- C. Review of Appeal
 - I. The appeal shall be reviewed by an appropriate appeal authority designated by AJU.
 - II. The appeal authority may:
 - i. affirm the original decision;
 - ii. modify the sanction;
 - iii. return the matter for further review;
 - iv. require correction of procedural errors
 - III. The appeal decision shall be final.
- D. Student Grievance Appeals Involving Employees
 - I. When a student grievance involves a faculty member, administrator, or staff member, the student may appeal the final determination within fourteen (14) business days when there is:
 - i. significant procedural error;
 - ii. substantial new information;
 - iii. evidence that the process was not conducted fairly.
 - II. Employee-related appeals shall be reviewed by an administrator designated by AJU who is not directly involved in the original decision.
 - III. The appeal review shall be limited to the record and grounds identified in the appeal.

Hearing Process for Student Conduct Appeals

- A. Purpose of Hearing
 - I. When applicable, a hearing may be conducted as part of a student conduct appeal process.
 - II. A hearing is a fact-finding and review process and is not intended to function as a judicial proceeding.
- B. Hearing Board Composition
 - I. A Hearing Board shall consist of three members selected by AJU.
 - II. Members shall be selected to avoid conflicts of interest and may include faculty, administrators, staff, or other qualified University representatives.
 - III. The appointed designee shall coordinate the hearing but shall not vote on the outcome.
- C. Advisors
 - I. The Reporting Party and Respondent may each have one advisor present for support. Should either party wish to invite a personal advisor, they must convey this request in writing to the appointed designee at least three (3) business days in advance of the hearing date, and the appointed designee must approve this request in writing
 - II. An advisor:
 - i. may not directly participate;

- ii. may not question witnesses;
 - iii. may not present arguments on behalf of a party.
 - III. Advisors may include legal counsel; however, advisors may not actively participate unless otherwise required by law or authorized by the University.
- D. Hearing Procedures
- I. The Hearing Board may:
 - i. review the written record;
 - ii. ask questions of involved parties;
 - iii. consider relevant evidence;
 - iv. hear statements from witnesses.
 - II. The Hearing Board may determine whether information or witnesses are relevant to the matter.
 - III. A Respondent who fails to appear at the hearing will be deemed to have abandoned their request for an appeal, unless they can demonstrate that an extraordinary circumstance beyond their control prevented their appearance.
 - IV. The hearing will be recorded manually or by a recording device.
 - V. The appointed designee will present an overview of the allegations which will summarize the hearing to come.
 - VI. The Reporting Party and then the Respondent may present a short opening statement if they choose.
 - VII. The Hearing Board may ask questions of the Reporting Party and the Respondent.
 - VIII. The appointed designee will call witnesses. Witnesses are expected to provide truthful information. Witnesses may give a statement, or they may choose to just respond to questions posed to them by the Hearing Board. The Hearing Board has absolute discretion to decide upon a format for the hearing and determine which witnesses are relevant to the outcome determination. A Hearing Board may decline to hear from a witness where they conclude that the information is not necessary for their outcome determination.
 - IX. Throughout the proceeding, the parties may refer only to evidence included in the Final Report or submitted as part of the written appeal; no additional information may be introduced.
 - X. The Reporting Party and then the Respondent may present a short closing statement if they choose.
 - XI. The appointed designee will then summarize the next steps of the judicial process.
- E. Hearing Outcome
- I. The Hearing Officer will strive to issue the Final Report within fourteen (14) business days of the hearing.
 - II. Following review, the Hearing Board shall issue a written determination that includes:

- i. findings of fact;
 - ii. determination regarding policy violation;
 - iii. rationale;
 - iv. any modification to sanctions.
- III. The decision of the Hearing Board shall be final.

Record Maintenance

- A. The Office of Academic Affairs shall maintain records related to student grievances and conduct proceedings in accordance with:
 - I. FERPA;
 - II. applicable law;
 - III. University record retention requirements
- B. Student conduct records and employee-related grievance records shall be maintained separately.
- C. Access to records shall be limited to individuals with a legitimate educational, administrative, or legal need to know.
- D. AJU may maintain aggregate reports regarding complaints and resolutions while protecting individual confidentiality.

Termination from a Program or Dismissal

A student may be terminated from a program for reasons including but not limited to the following:

- 1. Violation of Honor Code policies
- 2. Violation of Student Conduct policies
- 3. Failure to pay tuition or fees
- 4. Continuous absence from a program
- 5. Two consecutive semesters of non-satisfactory academic progress (SAP).

Reinstatement to American Jewish University

Terminated students wishing to return to AJU must apply for reinstatement. Requests for reinstatement will be reviewed by the Deans and/or management. Decisions will be made based on the reason for termination, the needs of the University and students as well as the student's overall performance. Reinstatement to the University may be contingent upon adherence to conditions and/or plans as stipulated by AJU, such as academic or payment plans, safe conduct provisions, etc. Failure to adhere to these conditions/plans may result in termination from the program. Students who have been terminated from a program for SAP are not eligible to continue in said program.

Students in such situations may reapply as a new student for admission to said programs after a minimum two-year hiatus. Students who have been inactive for five or more years may be required to complete an application for admission for consideration. Program requirements are revised periodically in response to changes in standards and in an effort to provide the best education possible. As such, prior to re-enrolling, returning students should meet with the program Dean for a degree audit

evaluation. The Dean will assess which courses completed previously are relevant to the current program as well as which requirements remain in order for the student to graduate.

Financial Aid Readmitted Students

If a student is academically dismissed for any semester and then is readmitted to the University, financial assistance will not be reinstated until the student's AJU cumulative GPA is raised to a minimum of 2.0 for undergraduate students, 3.0 for graduate students.

Likewise, previous aid recipients who financial aid eligibility has been lost via Warning and/or Probation will not be eligible for reinstatement until their AJU cumulative GPA is raised to a minimum of 2.0 for undergraduate students, 3.0 for graduate students.

Students who are seeking either form of financial aid reinstatement are required to meet with an Academic Advisor to confirm classes, units/credits, and the minimum requirements to remain eligible by the end of a specified conditional period. The meeting must be completed before the end of the drop/add period for the initial conditional term. Confirmation and documentation of the meeting with Academic Advising, including minimum grade(s) and units/credits required, must be submitted to the Office of Financial Aid before financial aid reinstatement will be considered.

Student Resources



Academic Calendar

Academic calendars are published online approximately six months before the start of the new academic year. Students are responsible for adhering to the deadlines included in these calendars, and for keeping track of amendments to these calendars. <https://www.aju.edu/current-students/>

Registration

Registration procedures vary by academic program.

Students enrolled in the Masor School for Jewish Education and Leadership are registered for courses by the University in accordance with their program requirements and academic progression. Students should review their course schedules and promptly notify their academic advisor or the Office of Registrar Services of any questions or concerns.

Students enrolled in the Ziegler School of Rabbinic Studies are responsible for registering for their courses during the registration periods published in the Academic Calendar. Prior to registration, students are required to meet with their academic advisor to review and approve their course selections. Students should contact their academic advisor to schedule an advising appointment and consult the Office of Registrar Services for registration procedures and deadlines.

Students may have a registration hold placed on their account for reasons such as an outstanding financial balance, an incomplete enrollment agreement, or other unmet requirements. Students must resolve all registration holds and meet any outstanding requirements before they can register for courses.

Students who do not register by the published deadlines may be subject to late registration fees. Applicable deadlines and fee schedules are published in the Academic Calendar.

Final Examinations

It is the prerogative of the instructor to determine whether a final examination and/or a term paper and/or final presentation shall be required in any given course. If a final exam is not given, instructors must still meet their classes at the scheduled final exam period. If a final examination is given, it must be given on the day and time advertised in the Final Exam Schedule. Students are expected to be present for regularly scheduled final examinations unless, because of illness or other unavoidable circumstances, a student finds it impossible to report for a final examination at the scheduled time. In this case, the student must inform the instructor as well as the appropriate academic Dean or program director in advance and petition for permission to take a makeup examination. Students who are scheduled for more than three exams in a single day or who are scheduled for conflicting exams may request a rescheduling. To do so, students should confer with the Dean of their program.

All Course Listing

For undergraduate course descriptions in ART, BIO, BUS, COR, HIS, LCM, NSC, PHL, POL, PSY and graduate courses in MAT and MAED, please defer to Academic Catalogs prior to 2022.

Masor School for Jewish Education and Leadership

Undergraduate Level Courses

Jewish Learning Experience Course Descriptions

JST 311 INTRODUCTION TO JEWISH BIBLICAL TEXTS

LECTURE 3 CREDITS. In this class, students will engage with some of the more complicated texts in our tradition - those which either show sides of our biblical ancestors in a less than positive way, or stories which include content that is seemingly contradictory to our current connection to our tradition. Students will begin by learning about our tradition of storytelling, documentary hypothesis and ensuring that all voices are represented and heard. The ultimate goal is for students to develop the ability to find meaning in all parts of our tradition (even and maybe even most importantly, the complicated ones) and for them to continue to sharpen their skills at reading and interpreting Jewish texts.

JST 313 INTRODUCTION TO THE HISTORY, CULTURE, AND PEOPLE OF ISRAEL

LECTURE 3 CREDITS. Israel's history, culture and people have always been and will continue to be distinctly nuanced and complex. This course will present historical events and statistics pertaining to Israel and teach students how to critically analyze a wide range of subject matter, perspectives, and experiences. Topics include the founding of the State of Israel, a timeline of Jewish history in the region, the various versions of Zionism, and the path to becoming an independent country. The course will also explore the multiple wars and attempts at peace which have changed the evolving, contested boundaries of the country. A survey of the lived experiences of Israelis and Palestinians from diverse religious and cultural backgrounds as well as the food, culture, language, art, and poetry which have contributed to a multifaceted society will be discussed.

JST 325 CONTEMPORARY HALACHA: JEWISH ETHICS

LECTURE 3 CREDITS. In this class, students will explore Jewish ethics - both the context and time in which they were lived and practiced as well as the way we understand these ancient laws in our lives today. Over the course of the year, students will spend time exploring kashrut, Shabbat, medical ethics, property laws and social responsibility, starting with the original text, exploring what our ancient commentators thought about these laws and then assessing what these laws look like in modern day. The ultimate goal is for students to develop an understanding of these fundamental pieces of our tradition and determine how they might apply the underlying values to challenging ethical decisions in their own lives.

JST 328 INTRODUCTION TO COMMUNITY DIALOGUE

LECTURE 3 CREDITS. In this class, students will explore the developmental foundations of what it means to be together in community, during both good times and challenging times. Using the story about maklochet l'shem shemayim (argument for the sake of heaven), students will explore a variety of philosophies and methodologies tied to creating and engaging in community. Students will also explore some of the skills needed to engage with other community members in a positive and productive way including understanding our own strengths and triggers, attuned listening and learning how to achieve a win-win feeling at the end of a discussion. The ultimate goal is for students to develop an understanding of the study of Talmud, as well as how they might utilize the skills and strategies they have learned in real-life difficult conversations.

JST 358 A HISTORY OF JEWISH IMMIGRATION / THE JEWISH IMMIGRANT EXPERIENCE

LECTURE 3 CREDITS. In this class, students will explore the idea of immigration as a Jewish narrative. Beginning with the more well-known instances of moving from one place to another - Abraham and Sarah's journey and the Exodus from Egypt - students will explore what logistics, emotions, joys and struggles go into transitioning to a new place. Students will learn about the first Jewish communities in the US, explore immigration from Europe to the United States in the 1900s, the waves of Aliyah to Israel, emigration from Ethiopia, Russia and Iran and immigration to countries in Asia. In each instance, students will reflect on what aspects are similar to the journeys that our biblical ancestors took, and which are related directly to the time and context in which they occurred.

PHL 210 INTRODUCTION TO JEWISH PHILOSOPHY

LECTURE 3 CREDITS. The goal of this course is to introduce students to some of the most important thinkers and issues in modern Jewish philosophy. This includes both analyzing and synthesizing the frameworks of these great thinkers, but also honing one's ability to analyze an argument philosophically, identifying strengths and weaknesses and seeing its implications. Finally, students will learn how to apply both the learned content and their own perspective to texts from our Jewish tradition.

BAECE and Masor School Extension

ASTR 100 INTRODUCTION TO ASTRONOMY

LECTURE 3.0 CREDITS This is an introductory course in astronomy that covers the basic principles of astronomy via physics. The course surveys all aspects of astronomy from ancient theories of astronomy to the most recent discoveries, from right here on Earth, our Solar System, to stars, galaxies, and the entire universe. The course will also discuss some of the as yet unsolved mysteries, such as dark matter, dark energy, and the possible existence of intelligent life in the universe.

BIO 100 FUNDAMENTALS OF BIOLOGY

LECTURE 3.0 CREDITS This course is a non-majors life science course. This course is designed to give students a clear understanding of how living systems work and why biology matters in everyday life. This course emphasizes real-world relevance thereby helping students connect biological ideas to health, the environment, technology, and society. Students will explore major themes such as the structure and

function of cells, the flow of energy through ecosystems, the principles of evolution, and the incredible diversity of life on Earth. This course also highlights how humans interact with and impact the natural world. Topics including climate change, biotechnology, and conservation will be examined.

BIO 100L FUNDAMENTALS OF BIOLOGY LAB

LAB 1.0 CREDIT This course is the laboratory accompaniment to BIO 100 – Fundamentals of Biology. This course is designed to give students a clear understanding of how living systems work and why biology matters in everyday life via an experiential format. By completing simulated lab activities, students will explore major themes such as the structure and function of cells, the flow of energy through ecosystems, the principles of evolution, and the incredible complexities of the human body. The simulations also highlight how humans interact with and impact the natural world. Topics including climate change, biotechnology, and ecology will be explored.

EDU 300 INFANT TODDLER DEVELOPMENT AND LEARNING

LECTURE 4 CREDITS This course reviews major theories of development and connects them to observed behaviors of infants and toddlers in the physical, social, emotional, cognitive and language domains. The course emphasizes knowledge and application of various techniques for observing and recording the behavior of young children in Jewish early childhood settings. Exploration of both formal and informal ways of presenting information to parents is also covered.

EDU 301 CHILD GROWTH & DEVELOPMENT

LECTURE 4 CREDITS Understand how children develop physically, cognitively, socially, emotionally, and culturally within a Jewish community; understand how children acquire language and creative expression; understand the links between development and learning; understand the roles and responsibilities of parents, educators, and caregivers; understand the environmental, biological, social and cultural influences on growth and development. Special attention will be given to development within a Jewish community and how religion, culture, Hebrew/second language and Torah guides our understanding of such.

EDU 302 PRACTICUM WITH INFANTS AND TODDLERS

PRACTICUM 2 CREDITS This course is asynchronous and taken alongside EDU 300: Working with Infants and Toddlers. In this course, students will observe and work with infants or toddlers to practice implementing their learning from the infant and toddler development course. This includes the application of developmental theories of attachment and stages of development as they relate to Piaget, Erikson, Bowlby, Vygotsky, to name a few. Students will also put into practice choosing developmentally appropriate materials for the various infant and toddler environments.

EDU 303 INTRODUCTION TO THE ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS

LECTURE 4 CREDITS This class covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examine administrative tools,

philosophies and techniques needed to organize, open, and operate an early care and education program.

EDU 304 COLLABORATION AND ADAPTATIONS FOR SPECIAL NEEDS IN ECE

LECTURE 4 CREDITS This course introduces students to various categories of disabilities, legal and historical foundations for special education services, as well as opportunities to identify, evaluate/assess and implement strategies for modifications or adaptations for exceptional children within a community of collaboration and inclusion. Focus will also be made on Jewish ethics regarding inclusion of children and families in Jewish rituals.

EDU 305 PRACTICUM WITH SPECIAL NEEDS IN ECE

PRACTICUM 2 CREDITS This course is asynchronous and taken alongside EDU 304: Collaborations and Adaptations for Special Needs in ECE. It will provide students with an opportunity to learn about the IEP process and to explore identification, diagnosis and treatment for a child with a special need. Students will help to plan, implement and evaluate strategies for modifications for a child as well as to assist in determining other activities and events that may require modifications. An emphasis will be placed on ensuring family inclusion.

EDU 306 LANGUAGE AND LITERACY DEVELOPMENT

LECTURE 4 CREDITS This course will provide a critical examination of how to help children develop pre-reading and pre-writing skills, read and write, particularly in ELL contexts. During this course, students will have opportunities to examine a variety of issues related to teaching literacy to young children, including oral/written language development, emergent literacy/biliteracy, reading fluency, reading comprehension, phonics and vocabulary development, early writing acquisition, differentiation of instruction, children's literature, assessment in early literacy, effective reading/writing strategies, parental involvement, and reading-writing connections. Course will cover both English and Hebrew language acquisition. Also, different theories and philosophies regarding children's language/literacy development will be addressed. Developmentally appropriate practices will be also integrated throughout the course.

EDU 307 INTRODUCTION TO WORKING WITH YOUNG CHILDREN: CURRICULUM, PLAY, AND PEDAGOGY

LECTURE 4 CREDITS This course will address the importance of play in the growth and development of young children ages 0 to 5. In addition, an overview of play theories as they apply to the total development of young children ages 0 to 8 will be discussed. Special attention is given to organized play experiences through arranging and scheduling developmentally appropriate learning opportunities through play for young children in private and public care settings.

EDU 308 COGNITIVE DEVELOPMENT

LECTURE 4 CREDITS The goal of this course is to provide an understanding of how children's thinking develops from infancy on. We will discuss the content of children's knowledge across a variety of domains and evaluate the major theories and explanations for intellectual growth. We will review and evaluate both classic findings and state-of-the-art research on cognitive development.

EDU 309 STEM EDUCATION AND EXPERIENCES IN ECE

LECTURE 4 CREDITS This course is designed for early childhood educators and specialists. Through special topics, the course explores the development of science, technology, engineering, and mathematical curiosity in young children. Emphasis is placed on incorporating STEM with Judaic topics.

EDU 310 PRACTICUM: PLANNING, IMPLEMENTING, AND EVALUATING LESSON PLANS FOR YOUNG CHILDREN

PRACTICUM 2 CREDITS In this course, you will be practically applying the information you are learning from your EDU 314 and EDU 309 courses. Students will assess the need for curriculum in early childhood, look at how young children learn, and how early educators can best support young children's development through curriculum planning.

EDU 311 CREATIVE EXPERIENCES FOR YOUNG CHILDREN

LECTURE 4 CREDITS An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. Creative activities will be planned and presented for all activity areas, including art, movement, music, language, science, mathematics and social studies, in addition to holidays and seasonal activities for young children. Emphasis is placed on appropriate use of all resources, including time, materials and environment, as they apply to creative activities in Jewish programs.

EDU 312 PRACTICUM: PLANNING LITERACY BASED ACTIVITIES FOR YOUNG CHILDREN

PRACTICUM 2 CREDITS This asynchronous practicum course will be taken alongside EDU 306: Language and Literacy Development. The course focuses on language and literacy with special attention given to creating a print-rich environment, creating lessons for speaking, listening, writing and reading in early childhood education. Students will work with children individually, in small groups and with full class to ensure that all children are developing mastery of print and other forms of language and literacy.

EDU 313 PARTNERING WITH FAMILIES AND THE COMMUNITY

LECTURE 4 CREDITS This course is designed to provide students with the knowledge and skills needed to work successfully with families, caregivers, community members and more both within a school setting as well as outside of the school walls. The focus will be on strengthening adult-child relationships and parent staff relationships in home, school, and community settings. An awareness of strategies in developing positive and supportive relationships with families of young children with special needs, including the legal and philosophical basis for family participation; family-centered services; and

strategies for working with socially, culturally, and linguistically diverse families will be included. Family involvement in early childhood programs and parent education will be stressed.

EDU 314 THE INDOOR AND OUTDOOR ENVIRONMENTS: A CLASSROOM VIEW

LECTURE 4 CREDITS This course will offer a broad perspective and exploration of early childhood environments, emphasizing the relationships between the children's learning, adult engagement, and the environment. Students will expand their current views and ideas about children's education by investigating and discussing the images of children in relation to our indoor/outdoor spaces; encountering when and how the environment acts as a teacher; building a curriculum in harmony with the surroundings; creating a sense of belonging; and discovering how to pay close attention to details in the environment in order to transform the way we live, think, interact, and learn together.

EDU 315 BEHAVIOR AS COMMUNICATION

LECTURE 4 CREDITS This course is designed to provide the student with an understanding of young children's behavior. The course will provide the student underlying causes of problem behavior, foundations for developmentally appropriate child guidance, various caregiving styles, specific positive strategies to support children and the environment effectively. Students will have opportunities to address real-life situations and explore how they relate to theory.

EDU 317 PRACTICUM: LEADING CLASSROOM EXPERIENCES

PRACTICUM 2 CREDITS This course is taken alongside EDU 311: Creative Experiences for Young Children and 307: Introduction to Working with Young Children; Curriculum, Play, and Pedagogy, and focuses on the skills a teacher needs to manage a classroom by themselves. With guidance of their mentor teacher, students will assume a lead role in planning, implementing, and evaluating classroom design, curriculum, and activities.

EDU 318 PRACTICUM: LEADING PARENT EDUCATION

PRACTICUM 2 CREDITS This asynchronous course aligns with EDU 313: Partnering with Families and Community and EDU 315: Behavior as Communication courses. This fieldwork experience is designed to allow students to identify a need and then provide a parenting education activity that will help parents and caregivers of young children learn and develop skills to guide children's growth and behavior more effectively. An emphasis will be placed on ensuring family inclusion.

EDU 399 INDEPENDENT STUDY

INDEPENDENT STUDY 1 CREDIT

MATH 105: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

LECTURE 3.0 CREDITS This course introduces students to mathematical concepts and quantitative reasoning for personal, civic, academic, and professional decision-making. Students will use formulas, units, functions, percentages, growth models, financial models, probability, and statistics to interpret and solve real-world problems. Topics include mathematical modeling, interpreting formulas, geometry

and measurement, dimensional analysis, linear models, correlation, regression, percentages, exponential growth, savings, annuities, loans, sets, probability, counting, descriptive statistics, data displays, and the normal distribution. Emphasis is placed on developing, presenting, using, and critiquing quantitative arguments; evaluating quantitative claims from public sources; reading graphs from news and research; using data to support decisions; analyzing risk and uncertainty; and using spreadsheet-based models to investigate applied problems. The course is designed to strengthen students' ability to apply mathematics and statistics beyond routine computation. Weekly quantitative reasoning discussions and applied activities ask students to interpret formulas, critique numerical claims, evaluate graphs and data displays, model financial and growth scenarios, analyze risk, and communicate conclusions clearly. Selected activities may require students to build or interpret simple spreadsheets using Excel, Google Sheets, or a comparable tool.

Graduate Level Courses

For course descriptions concerning the Master of Arts in Education (MAEd), Certificate in Jewish Education, or the Master of Arts in Teaching (MAT), please defer to Academic Catalogs prior to 2023.

MAED in Early Childhood Education

EDU 600 THEORIES OF CHILD DEVELOPMENT

LECTURE 3 CREDITS Familiarizes students with the foundational theories of human development, current research directions in developmental psychology, major developmental perspectives and research approaches in developmental psychology and issues surrounding diversity, emphasizing an ecosystemic model of thinking about and understanding children and their development. In addition to the previous topics, the following areas will be discussed: the history of childhood; developmental theories and appropriate practices in education; play as a medium for learning and development; and the field of discipline particularly as it relates to development, behaviors and considering temperament in children.

EDU 601 PRACTICUM I

2 CREDITS Practicum courses serve as a laboratory for students to experiment with and practice the skills and models encountered in their coursework. Actual number of hours will vary for working professionals pursuing the degree. The students are assigned mentors that will support them throughout their master's program and work on personal, professional, and civic goals towards becoming leaders and advocates in the Jewish early childhood profession.

EDU 610 ADDRESSING SPECIAL NEEDS IN THE JEWISH ECE PROGRAM

LECTURE 3 CREDITS This course focuses on how to address, include and support families and children with special education needs. Emphasis will be placed on both ends of the special education spectrum from children with disabilities to those on the gifted end. Best teaching practices will be investigated, observed and applied. Finally, this course will examine legal trends related to Individuals with Disabilities Education Act (IDEA) and Individualized Educational Plans (IEP), Individualized Family Service Plans (IFSP), regional centers and public schools' role in identification and assistance for special needs, the

Free and Appropriate Education requirement (FAPE), the Least Restrictive Environment (LRE) requirements and more.

EDU 611 PRACTICUM II

PRACTICUM 2 CREDITS Practicum courses serve as a laboratory for students to experiment with and practice the skills and models encountered in their coursework. The actual number of hours will vary for working professionals pursuing the degree. The students are assigned mentors that will support them throughout their master's program and work on personal, professional, and civic goals towards

EDU 620 CREATING CURRICULUM IN A JEWISH EARLY CHILDHOOD DEVELOPMENT PROGRAM

LECTURE 3 CREDITS Study of the philosophies, history, and development of early childhood programs. Review how existing program types meet the needs of the preschool child and teacher, as well as the criteria of a quality learning environment. Emphasizes relationships between teacher and child. Includes field observations.

EDU 621 PRACTICUM III

PRACTICUM 2 CREDITS Practicum courses serve as a laboratory for students to experiment with and practice the skills and models encountered in their coursework. Actual number of hours will vary for working professionals pursuing the degree. The students are assigned mentors that will support them throughout their master's program and work on personal, professional, and civic goals towards becoming leaders and advocates in the Jewish early childhood profession.

EDU 630 THE JEWISH CALENDAR IN THE EARLY CHILDHOOD EDUCATION SETTING

LECTURE 3 CREDITS Jewish early childhood programs are often led by the Jewish calendar, holidays, celebrations and customs. This course will cover the entire Jewish year as well as celebrations, customs and traditions to help guide students to move beyond ordinary rote planning and into high quality intentional use of the Jewish calendar for teaching and programming.

EDU 631 PRACTICUM IV

PRACTICUM 2 CREDITS Practicum courses serve as a laboratory for students to experiment with and practice the skills and models encountered in their coursework. Actual number of hours will vary for working professionals pursuing the degree. The students are assigned mentors that will support them throughout their master's program and work on personal, professional, and civic goals towards becoming leaders and advocates in the Jewish early childhood profession.

EDU 650 CHILDREN AND FAMILIES EXPERIENCING STRESS AND TRAUMA

LECTURE 3 CREDITS This course will examine many of the common and more serious cause - effect relationships of stress within children, including home, school, medical and other stressors. Theoretical treatment approaches will be introduced as well as emphasis for the development of practical skills for parents and teachers.

EDU 660 RESEARCH METHODS

LECTURE 3 CREDITS This course focuses on the fundamentals of research methods and design. Students will learn about the various research methods used in education and psychology and understand the nuances of conducting a valid and reliable research study. Students will review several research articles, each using a different research design, to become familiar with various research methods. Students will also learn the various steps in the research process from idea formulation to design planning, data collection, data analysis, and interpretation. The class involves a class-wide research project that will provide the data for statistical analysis and the subject matter for writing a research paper. In all areas, an emphasis will be placed on research involving children and families.

EDU 670 PROFESSIONAL DEVELOPMENT, ADULT SUPERVISION AND LEADERSHIP

LECTURE 3 CREDITS This course provides a seminar on effective leadership in Early Childhood Education. Special attention will be devoted to professional development of teachers and administration, adult supervision, mentoring adults and child advocacy. Additionally, students will examine types of leadership models and theories of management. Finally, this course will examine policy-making processes and procedures that impact children, families, communities, and schools.

EDU 680 OBSERVATION, ASSESSMENT AND RELATIONSHIPS WITH PARENTS

LECTURE 3 CREDITS This course explores the importance of family engagement and how it leads to student success in school. Students will learn about partnering with families, using observations and assessments of children, in helping support the learning and development of the children they work with, as well as their shared responsibility between home and school. This ability to develop positive relationships with parents and families is an integral part of becoming a proficient educator. Students will read and discuss research which links the relationship between family engagement and positive educational outcomes. Students will also learn and practice communication methods with parents and guardians, taking into consideration multiple challenging situations as well as maintaining positive relationships.

EDU 685 EQUITY, DIVERSITY, AND SOCIAL POLICY IN EARLY CHILDHOOD EDUCATION

LECTURE 3 CREDITS This course is designed to provoke questions and possible solutions to complex social problems that impact early care and education, children and families. As diversity as well as discrimination and exclusion are simultaneously present in today's society, it is imperative that we recognize the value of difference in enriching our lives and in preparing us to work effectively and ethically with families and children. In this course, we will examine the benefits and challenges of implementing an anti-bias framework in the early childhood context and its relationship to enhancing our partnerships and communication with families. Active engagement in dialogue and reflection will contribute to the evolving professional identities of students as they explore the topics of culture, family, identity, diversity, gender, and race and examine US social policies and their potential unintended consequences. We will explore how social media, news organizations, politics and socio-economic factors affect families, young children, and early childhood education.

EDU 690 CAPSTONE PROJECT

3 CREDITS Students will work to develop one or more artifacts, books, manuals, or other materials to present to the field of early childhood education.

MAED in Early Childhood Special Education and Inclusion

EDU 603 INTRODUCTION TO TEACHING DIVERSE ECE LEARNERS

LECTURE 3 CREDITS This course provides an introduction to special education in early childhood settings. Introduces the variations in development of children including those with special needs ages birth through eight. It further explores rapid brain development and the critical importance of early detection and intervention in shaping lifelong outcomes for children. Educators will gain a deep understanding of brain architecture and plasticity during these formative years, the impact of early experiences, and how early detection and intervention can significantly influence a child's cognitive, emotional, and social development. The course will also examine the long-term effects of early interventions and appropriate resources. By integrating brain science, developmental psychology, and practical strategies, educators will learn how to support children with developmental delays and contribute to their success in educational settings and beyond.

EDU 604 THE ACRONYMS OF SPECIAL EDUCATION: UNDERSTANDING IFSP, IEP, IDEA 504 AND MORE

LECTURE 3 CREDITS This course explores major theories of learning in culturally, linguistically, ability, and socioeconomically diverse early childhood education contexts. Focuses on identifying developmentally effective approaches, instructional strategies, and tools to connect with children and families that positively influence young children's learning. Emphasizes anti-biased curriculum and considers advocacy pathways for early childhood educators.

EDU 605 ECSEI PRACTICUM I

PRACTICUM 2 CREDITS Practicum courses serve as a laboratory for students to experiment with and practice the skills and models encountered in their coursework. The actual number of hours will vary for working professionals pursuing the degree. The students are assigned mentors that will support them throughout their master's program and work on personal, professional, and civic goals towards becoming leaders and advocates in the Jewish early childhood special education and inclusion profession.

EDU 613 RESEARCH METHODS IN ECE SPECIAL EDUCATION

LECTURE 3 CREDITS This course focuses on the fundamentals of research methods and design. Students will learn about the various research methods used in education and psychology and understand the nuances of conducting a valid and reliable research study. Students will review several research articles, each using a different research design, to become familiar with various research methods. Students will also learn the various steps in the research process for my dear formulation to design planning, data collection, data, analysis, and interpretation. This course involves a class wide research project that will provide the data for statistical analysis and the subject matter for writing a research paper. In all areas,

emphasis will be placed on research involving children with special needs, neurodiversity, or other atypical development issues.

EDU 614 JEWISH VALUES AND EDUCATIONAL PHILOSOPHIES OF INCLUSION

LECTURE 3 CREDITS The Torah states that we are all "created in the Image of God." As such, this course will provide students with the Jewish values and ethics related to educating and caring for those with special needs.

EDU 615 ECSEI PRACTICUM II

PRACTICUM 2 CREDITS Practicum courses serve as a laboratory for students to experiment with and practice the skills and models encountered in their coursework. The actual number of hours will vary for working professionals pursuing the degree. The students are assigned mentors that will support them throughout their master's program and work on personal, professional, and civic goals towards becoming leaders and advocates in the Jewish early childhood special education and inclusion profession.

EDU 623 COLLABORATION WITH FAMILIES AND COMMUNITY PARTNERS IN ECE SPECIAL EDUCATION

LECTURE 3 CREDITS This course is designed to provide specialized content and procedural strategies related to the provision of family-centered early intervention for infants, toddlers, and young children who are at-risk or have developmental delays or disabilities. Students examine techniques for providing family-centered early intervention. Emphasis will be placed on the collaborative development, implementation, and evaluation of the Individualized Family Service Plan (IFSP) As the framework for early intervention.

EDU 624 ADMINISTRATION AND SUPERVISION OF AN INCLUSION PROGRAM IN ECE

LECTURE 3 CREDITS Effective strategies for personnel management and leadership in inclusive early care educational settings. Topics include legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early childhood education program.

EDU 625 ECSEI PRACTICUM III

PRACTICUM 2 CREDITS Practicum courses serve as a laboratory for students to experiment with and practice the skills and models encountered in their coursework. The actual number of hours will vary for working professionals pursuing the degree. The students are assigned mentors that will support them throughout their master's program and work on personal, professional, and civic goals towards becoming leaders and advocates in the Jewish early childhood special education and inclusion profession.

EDU 633 ECE SPECIAL EDUCATION CURRICULUM AND INSTRUCTION

LECTURE 3 CREDITS This course provides students with an overview of how to establish a high-quality early intervention program, embed learning opportunities throughout the day, modify and adapt

curriculum and environments for diverse learners, effectively employ child-focused instructional strategies, and nurture human self-efficacy.

EDU 634 THERAPEUTIC INTERVENTIONS IN ECE

LECTURE 3 CREDITS This course consists of 4 one-unit sections. The first section covers pediatric occupational therapy. The second section covers speech and language therapy. The third section covers therapeutic companion services such as Board-Certified Behavior Analyst (BCBA) and other therapeutic interventions such as behavioral therapy, social skills, and more.

EDU 635 ECSEI PRACTICUM IV

PRACTICUM 2 CREDITS Practicum courses serve as a laboratory for students to experiment with and practice the skills and models encountered in their coursework. The actual number of hours will vary for working professionals pursuing the degree. The students are assigned mentors that will support them throughout their master's program and work on personal, professional, and civic goals towards becoming leaders and advocates in the Jewish early childhood special education and inclusion profession.

EDU 643 CURRENT TRENDS IN SPECIAL EDUCATION AND INCLUSION

LECTURE 3 CREDITS This course is an advanced study of pertinent topics related to federal, state, and local agencies and their role in early childhood special education. Students will also examine the preparation of teachers of exceptional children and integrate knowledge to a critical problem in their own practice.

EDU 644 CAPSTONE

3 CREDITS Students will work to develop one or more artifacts, books, manuals, or other materials to present to the field of early childhood special education.

EDU 645 ECSEI PRACTICUM V

PRACTICUM 2 CREDITS Practicum courses serve as a laboratory for students to experiment with and practice the skills and models encountered in their coursework. The actual number of hours will vary for working professionals pursuing the degree. The students are assigned mentors that will support them throughout their master's program and work on personal, professional, and civic goals towards becoming leaders and advocates in the Jewish early childhood special education and inclusion profession.

EdD in Early Childhood Education Leadership

EDU 700 FOUNDATIONS OF DOCTORAL STUDIES

LECTURE 4 CREDITS This is an introductory course to orient students to doctoral studies in Early Childhood Education, what it means to be a scholar in a particular subject matter, and the requirements for an EdD in ECE. Critical thinking skills, scholarly writing, empirical research, and ethics are discussed. This course is reading-intensive with an emphasis on being able to articulate the ideas presented in the

readings through discussions and writing so that students are equipped for the rigors of doctoral studies, what it means to be a researcher, and success in completing a dissertation.

EDU 701 CURRENT TRENDS IN EARLY CHILDHOOD EDUCATION RESEARCH

LECTURE 4 CREDITS This course is designed to provide doctoral students with access to current trends in early childhood research. This will include a focus on the various elements of early childhood education, including pedagogy & curriculum, child development, child psychology, preschool, families & parenting, and non-developmental perspectives on early childhood.

EDU 703 PHILOSOPHY OF JEWISH EDUCATION

LECTURE 4 CREDITS In this course, we will assume a philosophical disposition to critically examine a wide variety of visions of education and learn to articulate our own visions of education. This course builds on the philosophical questions visited in previous coursework on pedagogy and curriculum design, offering a broader examination of the competing purposes of Jewish education. We will gain exposure to and practice in using philosophical language and argument to create a vision-driven approach to education.

EDU 704 RESEARCH METHODS I: QUALITATIVE METHODS

LECTURE 4 CREDITS The aim of this course is to acquaint students with qualitative research methodologies. To this end, a blend of informative, interactive, and practical techniques will be employed to teach students relevant knowledge and abilities associated with qualitative research. Throughout the course, students will be expected to undertake their own qualitative study by individually collecting data, analyzing it in small groups, and presenting the outcomes of their analysis. Additionally, students will be required to submit their interview guides, interview transcripts, codebooks, and analytical products for evaluation. Moreover, students will be assessed based on their in-class participation and their final presentation. Ultimately, by the conclusion of the course, students will acquire proficiency in formulating appropriate qualitative research questions, conducting qualitative data collection through interviews and focus group discussions, and scrutinizing qualitative data. Students will also be exposed to diverse approaches to presenting qualitative research findings and gain insight into the various practical applications of qualitative data. This course encompasses both qualitative data collection and analysis as well as writing objectives.

EDU 705 RESEARCH DESIGN

LECTURE 2 CREDITS This doctoral course in early childhood education focuses on research methods and research design. It emphasizes the conceptualization of a research design, the selection of a study design, and information-gathering and analytical strategies, such as case studies, experimental and quasi-experimental design, survey methods, open-ended interviewing, and observation. The course also addresses how to develop and use a conceptual framework to ensure that the gathered information is relevant and valuable in answering questions that may arise in a thesis or policymaking. Accordingly, the course concentrates on defining early childhood issues and suitable research questions, constructing basic conceptual models, operationalizing concepts into variables, comprehending the types of study designs and data collection methodologies available to understand early childhood education problems, and creating an overall strategy for research design and execution. Each student will need to make some basic decisions about their dissertation topic as part of the course. As an early childhood education

practitioner, one will be required to identify and consider authoritative research to understand early childhood issues. Thus, the course will be taught in the context of developing ideas for the dissertation. The course includes a series of assignments where students develop and use study designs and data collection methodologies to define a research topic and write a research proposal on that topic. The course format combines lecture, group exercises, and discussion.

EDU 707 DEFINING "QUALITY" IN ECE PROGRAMS

LECTURE 2 CREDITS Professionals, parents, policymakers, and researchers all agree that quality in early childhood education is critical for positive outcomes of these programs. However, the precise and consistent definitions of what constitute quality has evaded the field since its inception. This course will examine quality in early childhood structure such as teacher qualifications, professional development plans, and class size. The physical environments such as materials, apparatus, furniture, and other elements. The curricular environment such as activities, planning, assessments, and curriculum models. The temporal environment includes scheduling, hours of operation, activity duration, and use of time. The interpersonal environment includes teacher-child interactions, teacher-teacher interactions, teacher-administration interactions, and program-family interactions.

EDU 708 RESEARCH METHODS II: QUANTITATIVE METHODS

LECTURE 4 CREDITS The primary objective of this course is to equip students with an understanding of statistical concepts and procedures essential for reading, understanding, synthesizing, and ultimately conducting accurate statistical analysis and applying quantitative methods in educational research. Students will gain knowledge through a combination of assigned readings, discussion, practical experience in utilizing a computer program for data analysis, and hands-on application activities. As part of the course requirements, students will be expected to identify and report on the quantitative methods employed in published research articles, collect, and analyze data using the Statistical Package for Social Sciences (SPSS), and produce written reports on methodology and findings.

EDU 709 LEADING FOR SOCIAL CHANGE IN EARLY CHILDHOOD EDUCATION

LECTURE 4 CREDITS This course is an introduction to and survey of major historical and contemporary theories of educational leadership. Through this lens, students will learn how to evaluate dilemmas, problems, and critical incidents that typically occur in educational settings to master leadership theories and apply them to educational settings. Additionally, students will use research and theory to engage in research-based conversations about educational leadership, Jewish early childhood education, and enhance practical wisdom.

EDU 710 DESIGN FOR DISSERTATION

LECTURE 2 CREDITS This course provides students with the opportunity to master advanced writing and research competencies needed to be prepared to successfully complete the dissertation writing process. In particular, this course focuses on academic writing, understanding data collection procedures, and completion of chapters 3, 4, and 5 of the EdD dissertation in practice.

EDU 711 LEADING TO PROMOTE LEARNING

LECTURE 4 CREDITS In this course, we will explore the optimal ways in which adults and children can learn. We will center our attention on various curriculum models, delivery methods, learning environments, and assessment techniques.

EDU 712 EDUCATION FINANCE AND POLICY IN ECE

LECTURE 4 CREDITS This course focuses on using economic theory, econometric methods, and related social science research to examine economic issues in early childhood education. The course begins with exploring theories and research that view education as an investment in future productivity, evaluating the value of early education and returns to it. The production of education is then studied, taking into account different inputs and the role of education in domestic and global economic growth. Early childhood education is analyzed with emphasis on current policy debates. The course also discusses the organization of early childhood education and the use of incentives to improve educational effectiveness. Research on early childhood education markets such as Head Start and Early Head Start, school quality, and choice, and the impact of family peers and educational environments is explored, followed by an examination of early childhood education reforms and efforts to increase accountability. While econometric methods play a significant role in assessing early childhood educational policies and interventions, this course draws on interdisciplinary perspectives and current issues to enrich discussions.

EDU 713A DISSERTATION PRACTICUM

LECTURE 2 CREDITS Faculty guided independent study leading to the development and writing of a dissertation literature review and study focused on either theoretical or applied research.

EDU 713B DISSERTATION PRACTICUM

LECTURE 2 CREDITS Prerequisite: EDU 713A and successful dissertation proposal defense. A continuation of EDU 714A. Faculty guided independent study leading to the development and writing of a dissertation literature review and study focused on either theoretical or applied research.

EDU 714 CONCEPT PAPER

LECTURE 6 CREDITS Students will work with faculty and dissertation advisors to create the foundation of their dissertation including the problem statement, research questions, methodology and steps needed to finalize these.

EDU 715 APPLIED DISSERTATION RESEARCH

LECTURE 6 CREDITS Prerequisite: EDU 713A and EDU 713B. This course is the final course that brings the dissertation process to a close. Prior to this course students will have studied research methods and design. They will have completed the research design, literature review, and methodologies sections of the dissertation. In the previous semester, once students' concept paper was approved, students will have begun to collect data for their study. This final semester will be the closure of data collection, the writing of the dissertation itself, and conclude with the defense of the dissertation.

EDU 722 DOCTORAL INTENSIVE

LECTURE 1.5 CREDITS The Doctoral Intensive is a mandatory in-person learning experience at the AJU Brandeis Bardin campus in Simi Valley, CA. Students will gain an in-depth understanding of how a research proposal is formed, the steps necessary to compose a hypothesis, and how the Institutional Review Board reviews proposals. Students will also work individually and in groups on research related provocations. Opportunities for Jewish study will also be afforded.

EDU 799 EDD INDEPENDENT STUDY

INDEPENDENT STUDY 4 CREDITS

EdD in Jewish Education and Communal Leadership

EDU 700 FOUNDATIONS OF DOCTORAL STUDIES

LECTURE 4 CREDITS This is an introductory course to orient students to doctoral studies, what it means to be a scholar in a particular subject matter, and the requirements for an EdD. Critical thinking skills, scholarly writing, empirical research, and ethics are discussed. This course is reading-intensive with an emphasis on being able to articulate the ideas presented in the readings through discussions and writings so that students are equipped for the rigors of doctoral studies, what it means to be a researcher, and success in completing a dissertation.

EDU 703 PHILOSOPHY OF JEWISH EDUCATION

LECTURE 4 CREDITS In this course, we will assume a philosophical disposition to critically examine a wide variety of visions of education and learn to articulate our own visions of education. This course builds on the philosophical questions visited in previous coursework on pedagogy and curriculum design, offering a broader examination of the competing purposes of Jewish education. We will gain exposure to and practice in using philosophical language and argument to create a vision-driven approach to education.

EDU 704 RESEARCH METHODS I: QUALITATIVE METHODS

LECTURE 4 CREDITS The aim of this course is to acquaint students with qualitative research methodologies. To this end, a blend of informative, interactive, and practical techniques will be employed to teach students relevant knowledge and abilities associated with qualitative research. Throughout the course, students will be expected to undertake their own qualitative study by individually collecting data, analyzing it in small groups, and presenting the outcomes of their analysis. Additionally, students will be required to submit their interview guides, interview transcripts, codebooks, and analytical products for evaluation. Moreover, students will be assessed based on their in-class participation and their final presentation. Ultimately, by the conclusion of the course, students will acquire proficiency in formulating appropriate qualitative research questions, conducting qualitative data collection through interviews and focus group discussions, and scrutinizing qualitative data. Students will also be exposed to diverse approaches to presenting qualitative research findings and gain insight into the various practical applications of qualitative data. This course encompasses both qualitative data collection and analysis as well as writing objectives.

EDU 705 RESEARCH DESIGN

LECTURE 2 CREDITS This doctoral course focuses on research methods and research design. It emphasizes the conceptualization of a research design, the selection of a study design, and information-gathering and analytical strategies, such as case studies, experimental and quasi-experimental design, survey methods, open-ended interviewing, and observation. The course also addresses how to develop and use a conceptual framework to ensure that the gathered information is relevant and valuable in answering questions that may arise in a thesis or policymaking. Accordingly, the course concentrates on defining issues and suitable research questions, constructing basic conceptual models, operationalizing concepts into variables, comprehending the types of study designs and data collection methodologies available to understand creating an overall strategy for research design and execution. Each student will need to make some basic decisions about their dissertation topic as part of the course. Students will be required to identify and consider authoritative research to understand issues. Thus, the course will be taught in the context of developing ideas for the dissertation. The course includes a series of assignments where students develop and use study designs and data collection methodologies to define a research topic and write a research proposal on that topic. The course format combines lecture, group exercises, and discussion.

EDU 708 RESEARCH METHODS II: QUANTITATIVE METHODS

LECTURE 4 CREDITS The primary objective of this course is to equip students with an understanding of statistical concepts and procedures essential for reading, understanding, synthesizing, and ultimately conducting accurate statistical analysis and applying quantitative methods in educational research. Students will gain knowledge through a combination of assigned readings, discussion, practical experience in utilizing a computer program for data analysis, and hands-on application activities. As part of the course requirements, students will be expected to identify and report on the quantitative methods employed in published research articles, collect, and analyze data using the Statistical Package for Social Sciences (SPSS), and produce written reports on methodology and findings.

EDU 710 DESIGN FOR DISSERTATION

LECTURE 2 CREDITS This course provides students with the opportunity to master advanced writing and research competencies needed to be prepared to successfully complete the dissertation writing process. In particular, this course focuses on academic writing, understanding data collection procedures, and completion of chapters 3, 4, and 5 of the EdD dissertation in practice.

EDU 713A DISSERTATION PRACTICUM

LECTURE 2 CREDITS Faculty guided independent study leading to the development and writing of a dissertation literature review and study focused on either theoretical or applied research.

EDU 713B DISSERTATION PRACTICUM

LECTURE 2 CREDITS Prerequisite: EDU 713A and successful dissertation proposal defense. A continuation of EDU 714A. Faculty guided independent study leading to the development and writing of a dissertation literature review and study focused on either theoretical or applied research.

EDU 714 CONCEPT PAPER

LECTURE 6 CREDITS Students will work with faculty and dissertation advisors to create the foundation of their dissertation including the problem statement, research questions, methodology and steps needed to finalize these.

EDU 715 APPLIED DISSERTATION RESEARCH

LECTURE 6 CREDITS Prerequisite: EDU 713A and EDU 713B. This course is the final course that brings the dissertation process to a close. Prior to this course students will have studied research methods and design. They will have completed the research design, literature review, and methodologies sections of the dissertation. In the previous semester, once students' concept paper was approved, students will have begun to collect data for their study. This final semester will be the closure of data collection, the writing of the dissertation itself, and conclude with the defense of the dissertation.

EDU 720 VISIONARY LEADERSHIP AND VISIONARIES: LEADERSHIP AT THE INTERSECTION OF TRADITION AND INNOVATION

LECTURE 4 CREDITS This course explores both the history and future of Jewish education. Topics will include influential leaders who have and continue to shape the arc of Jewish life and civilization. Emphasis will be placed on what constitutes transformative leadership, and how to integrate Jewish ideals into leadership initiatives. The works of current Jewish leaders and visionaries will be examined to determine their efficacy in building successful initiatives.

EDU 721 ACCOUNTABILITY: CREATING AN EVIDENCE-BASED CULTURE

LECTURE 2 CREDITS This course examines how the domain of accountability helps elevate an institution's quality and sense of community. Students will delve into theories and the practical application of accountability issues in myriad institutions. Focus will be paid to helping institutional leaders understand, assess, and manage the increasingly complex demands of accountability. We will further discuss the intersection of accountability and institutional cultures.

EDU 722 DOCTORAL INTENSIVE

LECTURE 1.5 CREDITS The Doctoral Intensive is a mandatory in-person learning experience at the AJU Brandeis Bardin campus in Simi Valley, CA. Students will gain an in-depth understanding of how a research proposal is formed, the steps necessary to compose a hypothesis, and how the Institutional Review Board reviews proposals. Students will also work individually and in groups on research related provocations. Opportunities for Jewish study will also be afforded.

EDU 723 LEADING CHANGE

LECTURE 4 CREDITS This course is an introduction to and survey of major historical and contemporary theories of educational and organizational leadership. Through this lens, students will learn how to evaluate dilemmas, problems, and critical incidents that typically occur in organizational settings to master leadership theories and apply them to these settings. Additionally, students will use research and theory to engage in research-based conversations about leadership and Jewish organizations to enhance practical wisdom.

EDU 724 ECONOMICS OF ORGANIZATIONAL TRANSFORMATION AND DEVELOPMENT

LECTURE 4 CREDITS This course develops the skills and knowledge to operationalize workplace and organizational change through an economic lens. Examination of resource allocation-development through the understanding of how to identify and implement economic change will be reviewed.

EDU 725 ORGANIZATIONAL FINANCE AND POLICY

LECTURE 4 CREDITS This course will help students assess the extent to which their mission, vision and priorities are as a leader in their organization's financial resources. Students will have the opportunity to consider a research-based policy or initiative that they would like to integrate into their practice and build a case for how it will be funded, from design through implementation.

EDU 799 EDD INDEPENDENT STUDY

INDEPENDENT STUDY 4 CREDITS

Ziegler School Of Rabbinic Studies Course Descriptions

Graduate Level Courses

Master of Arts in Rabbinic Studies

BIB 506 INTRODUCTION TO THE BIBLE

LECTURE 3 CREDITS The Hebrew Bible is a complex collection of writings composed centuries ago by people whose problems, interests, and ways of life were often very different from our own; yet, its influence permeates many aspects of contemporary religious faith communities as well as general Western culture. Much in contemporary law, literature, art, morals, and religion reflect its books as these have come to be interpreted.

BIB 509 OVERVIEW OF TORAH I

LECTURE 3 CREDITS This course is intended as an introduction to the contents, narrative and legal, of the books of Deuteronomy, Numbers and Leviticus. Selected readings from the English Torah text will be reviewed and discussed in detail in class sessions. Students will also be exposed to the critical methodologies employed by modern scholars in studying the Torah text.

BIB 510 OVERVIEW OF TORAH II

LECTURE 3 CREDITS This course is intended as an introduction to the contents, narrative and legal, of the books of Genesis and Exodus. Selected readings from the English and Hebrew text will be reviewed and discussed in detail in class sessions. Bible 509 is a prerequisite for this course.

BIB 518 LIVING IN THE WEEKLY PARSHAH: FROM TORAH TO LIFE

LECTURE 2 CREDITS Students take this course their final semester before ordination. It is an opportunity for synthesizing and utilizing skills and knowledge which they have acquired through their school career. This course exposes students to a variety of early modern and contemporary tools that rabbis can use in

their study of the Chumash. The students also review of the resources available for the preparation and development of meaningful lessons and derashot.

BIB 525 PARSHANUT

LECTURE 3 CREDITS Students will gain familiarity with the exegetical methodologies of the traditional commentators from the medieval and early modern eras, including how these commentators were influenced by the general intellectual trends of the periods in which they lived. Students will learn to translate, understand, and explain comments by medieval Torah commentators and come to appreciate the methodology of each commentator within its historical and intellectual context. Students will experience how the commentaries enter into dialogue with each other as they interpret the Torah and learn to use the ideas of the commentators in their own study, teaching, and preaching.

BIB 527 HAFTAROT (PROPHETS)

LECTURE 3 CREDITS Students will become familiar with the content and interpretative options relating to the prophetic and other texts that constitute the Haftarat read in the synagogue during the liturgical year. Students will also learn about the role of the prophet in ancient Israel and the various prophetic genres. Students will explore how those prophetic precedents can infuse their own spirit with vitality and some urgency.

BIB 528 NEVI'IM & KHETUVIM

LECTURE 3 CREDITS This class will complete the introductory survey courses in Bible with a focused exploration of the second and third sections of the Tanakh, with particular attention paid to those prophetic and poetic materials in these sections that have been utilized for Jewish liturgical purposes (Haftarot, liturgical psalms, etc).

BIB 530 DEUTERONOMY: LAW, INNOVATION, AND MOTIVATION

LECTURE 3 CREDITS This course will focus on Deuteronomy's uniqueness both regarding its innovative legal traditions and its extensive rhetoric for motivating Israelites to adhere to its traditions. Students will explore the Hebrew text, along with traditional Jewish commentaries.

BIB 567 BIBLICAL RITES AND RITUALS

LECTURE 3 CREDITS In this course, students will explore the ethical and religious values found in selected ritual and legal chapters in Leviticus, Numbers, and Deuteronomy. Students will draw upon our study and discussion to consider how these ideas resonate in contemporary life. Class assignments will include close textual study, reading selected traditional and modern Jewish commentaries, and oral presentations.

BIB 569 MEGILLOT AND JONAH

LECTURE 3 CREDITS This course is intended to provide a familiarity with the Five Megillot in Hebrew and in English as well as engagement to develop an approach to the Megillot that is relevant, wise, and spiritual. Students will plumb the plot and themes of these books to address issues of contemporary Jewish life, develop a suitable hermeneutic of Bible and the practical skill of mediating Jewish tradition in a pluralistic, contemporary world, while exploring issues facing the Jewish community, humanity, and the planet.

EDU 567 CREATING SACRED COMMUNITIES

LECTURE 3 CREDITS The seminar itself will follow a model of “doing synagogue differently” that was pioneered by Synagogue 2000 (now Synagogue 3000) over the course of ten years of work with nearly 100 congregations of all denominations. Students will read widely in the developing literature in “synagogue transformation.” They will meet guest speakers who are working on the frontlines of the most exciting initiatives to re-invigorate synagogue life. And, when possible, they will travel to Orange County to do a site visit at one of the more famous “megachurches,” Saddleback Church.

HEB 508 HEBREW GRAMMAR AND COMPREHENSION

LECTURE 4 CREDITS This course is designed for students who already possess some knowledge in reading and writing Hebrew. The focus of this 3-unit course is on developing additional proficiency in all aspects of Hebrew grammar, syntax, verbal conjugation, translation, and reading comprehension. It does not cover conversational Hebrew.

HEB 509 HEBREW GRAMMAR AND COMPREHENSION

LECTURE 3 CREDITS A continuation of HEB 508. This course is designed for students who already possess some knowledge in reading and writing Hebrew. The focus of this 3-unit course is on developing additional proficiency in all aspects of Hebrew grammar, syntax, verbal conjugation, translation, and reading comprehension. It does not cover conversational Hebrew.

HEB 510L HEBREW READING LAB

LAB 1 CREDIT All Ziegler students must take a Hebrew reading lab to help improve their reading skills. Once you show that you can read Hebrew fluently, you won’t need to take the lab anymore. This applies to the first four semesters (or two semesters if you’re in the full program) to reach the required level.

HEB 511 HEBREW FOR READING COMPREHENSION I

LECTURE 4 CREDITS This course focuses on biblical Hebrew and emphasizes the phonology and the morphology of the language. Students read selections of narrative biblical texts, both abridged and in the original language. Prerequisite: The equivalent of a one-year university level course in modern Hebrew.

HEB 512 HEBREW FOR READING COMPREHENSION II

LECTURE 4 CREDITS A further exploration of the morphology of classical Hebrew with reference to both the biblical and rabbinic dialects. Students read narrative biblical texts in the original language as well as various vocalized and unvocalized texts composed in rabbinic Hebrew. Prerequisite: Hebrew 511.

HEB 513 HEBREW FOR READING COMPREHENSION III

LECTURE 4 CREDITS This course includes an introduction to the syntax of biblical and rabbinic texts and the differences between the two dialects. Students will also review the grammar of Babylonian Aramaic. Students read prophetic/poetic biblical texts, unvocalized texts in rabbinic Hebrew, and Aramaic selections from the Babylonian Talmud. Prerequisite: Hebrew 512.

HEB 514 HEBREW FOR READING COMPREHENSION IV

LECTURE 4 CREDITS A further exploration of the syntax of biblical and rabbinic texts and the differences between the two dialects. Students will read prophetic/poetic biblical texts, unvocalized texts in rabbinic Hebrew, and selected academic articles written in modern Hebrew. Prerequisite: Hebrew 513.

HIS 520 SURVEY OF JEWISH HISTORY

LECTURE 3 CREDITS This course surveys over two millennia of Jewish history, starting from the restoration of Jewish life and governance in the Land of Israel in the 6th century B.C.E until the first stirrings of the modern era. In particular, students will be challenged to investigate the ways in which Jews dynamically interacted with their host cultures and negotiated the profound changes that shook their particular communities in response to ever-changing conditions.

HIS 521 ISSUES OF MODERNITY

LECTURE 3 CREDITS This course picks up the narrative of Jewish history at the cusp of modernity and carries it towards contemporary Jewish events. In-depth examinations of particular issues in the modern Jewish experience and how they continue to resonate will be discussed. In particular, students will be challenged to investigate the ways in which Jews dynamically interacted with their host cultures, negotiated the profound changes that shook their particular communities and the world at large, and fostered manifold new identities.

PHL 512 INTRODUCTION TO JEWISH PHILOSOPHY

LECTURE 3 CREDITS The course is an introduction to an understanding of Jewish philosophy, to some of the major thinkers in Jewish Philosophy, and an exposure to the methods of Jewish philosophy in ancient and medieval periods. It traces Jewish thought from the Bible to the Rabbis to the medieval period. It also covers major themes in Jewish philosophy, as illustrated by representative readings of modern and contemporary Jewish philosophers. The topics include God, the problem of evil, revelation, the authority of Jewish law, the ideology of modern Jewish religious movements, Jewish moral goals, concepts of salvation and afterlife, Zionism, and prayer. Students read various philosophers, compare their approaches to a given topic, and evaluate their views as to their philosophical soundness and their Jewish relevance. Through this pedagogy, students learn how to evaluate arguments.

PHL 513 KABBALAH, HASIDUT, MUSAR

LECTURE 3 CREDITS Kabbalah, Hasidut, Musar: Literature & Philosophy. An introduction to Hasidic, Musar and Kabbalistic literature. This course will analyze the role of these bodies of literature in Jewish history. In many ways, it is both a practical rabbinics course and a text course that provides exposure to commentaries from the Hasidic and Musar communities while giving students practical experience in delivering Divrei Torah and utilizing the rich corpus of Jewish mystical and contemplative spirit to enhance their own.

PHL 551 LITURGY: HISTORY, DEVELOPMENT & THEORY

LECTURE 3 CREDITS This class will examine Jewish liturgy through two prisms – a chronological survey of its development historically and diachronically by looking at the theology expressed in particular prayers, siddurim, and to be found in the structure of the liturgy itself.

PHL 553 CONSERVATIVE JUDAISM I

LECTURE 4 CREDITS This course is an integration of the three primary areas in which Conservative Judaism's worldview and perspective offer a unique and important take on Jewish tradition and faith. Looking at the theological perspectives and insights of the leaders of the Movement, at the theories of law and their application, and at the pervasive impact of ethics, students will have a solid perspective with which to identify and through which they can face the issues confronting the Jewish world today.

PHL 556 CONSERVATIVE JUDAISM II

LECTURE 4 CREDITS This course is an integration of the three primary areas in which Conservative Judaism's worldview and perspective offer a unique and important take on Jewish tradition and faith. Looking at the theological perspectives and insights of the leaders of the Movement, at the theories of law and their application, and at the pervasive impact of ethics, students will have a solid perspective with which to identify and through which they can face the issues confronting the Jewish world today.

PHL 562 ISSUES OF JUSTICE

LECTURE 2 CREDITS This course is designed to create a space within the curriculum at Ziegler in which the learning and conversation is centered on issues of justice. It will also focus students to develop a set of concepts or principles and a vocabulary, which can be transported, translated and deployed beyond the walls of this classroom and institution. The goal is to start a conversation here, which can also be engaged in outside this community and this institution. The direct practice of this course will be to engage issues of justice through and around sugyot in the Bavli.

PHL 563 LITURGY: HALAKHAH

LECTURE 3 CREDITS This class will familiarize the student Jewish liturgy as an expression of halakhic priorities, categories, values, and parameters. Given that the Siddur begins as a teshuvah and is an exemplar of rabbinic rules of prayer, this course will illumine the halakhic dynamic that launched the Siddur and continues to shape its contours and its development.

PRS 501 SENIOR SEMINAR

SEMINAR 3 CREDITS This workshop gives graduating senior an opportunity to reflect on their internship experiences. It also prepares them for the job search and interviewing process and other final aspects of leaving school and entering the professional world of the rabbi. The students are given an opportunity to assimilate the experiences they have accumulated over their five-year program in rabbinical school. They are also given the specific tools needed to be effective in a job interview, to write a resume, to be aware of the elements of the job search process, from application to contract negotiation.

PRS 505 FIELD PLACEMENT I

0 CREDITS This Field Placement is an introduction to the rabbinic roles in Jewish federations and a variety of other Jewish agencies. Under the supervision of a mentor, students observe and learn about the work rabbis perform in Jewish organizations as well as the nature of rabbinic relationships with staff and lay people.

PRS 506 FIELD PLACEMENT II

0 CREDITS This Field Placement is an introduction to the rabbinic roles in congregations, educational institutions, and Jewish agencies. Under the supervision of a mentor, students observe and learn about the work rabbis perform in these diverse Jewish organizations as well as the nature of rabbinic relationships with staff and lay people.

PRS 507 SYNAGOGUE SKILLS IN MINYAN

SEMINAR 1 CREDIT Students are required to obtain a certain skills set each year prior to ordination in insure that they have the necessary skills to be shlichei tzibbur and baalei koreh of Torah, Haftarot and Megillot. The skills that students are expected to acquire each year are sequentially determined based on level of difficulty and frequency of appearance in the synagogue service. They are skills the students will use as they participate in the Ziegler Minyanim.

PRS 508 FIELD PLACEMENT III

0 CREDITS This Field Placement is an introduction to the rabbinic roles in congregations, educational institutions, and Jewish agencies. Under the supervision of a mentor, students observe and learn about the work rabbis perform in these diverse Jewish organizations as well as the nature of rabbinic relationships with staff and lay people.

PRS 509 INTRODUCTION TO TEFILAH SKILLS

LECTURE 1 CREDIT Students will learn and practice prayer skills necessary to lead weekday and shabbat services. The best way to learn and to build confidence in learning services is to actually lead them! To that end, this is a practical class that will build all the skills necessary to lead meaningful weekday and shabbat services, and will provide direction for learning Festival and High Holidays services. Students are required to lead five different prayer services during the Semester IRL. (In real life)

PRS 510 HOSPITAL CHAPLAINCY

1 CREDIT This training course is an intensive educational experience that will provide an introduction to religious counseling in a hospital setting. Supervised experiences in pastoral counseling will be supplemented by class sessions dealing with methods of pastoral counseling as well as the issues of illness and healing.

PRS 520 PASTORAL COUNSELING I

LECTURE 2 CREDITS This course covers some basic aspects of psychology essential to understanding the challenges of rabbinic counseling (the unconscious, transference, and counter-transference); effective strategies in dealing with mental illness and the mental health system; pastoral counseling to the sick, dying and bereaved; and drug addiction and alcoholism.

PRS 521 PASTORAL COUNSELING II

LECTURE 2 CREDITS This course will address issues of group process (e.g., on boards and committees); rabbinic counseling on family life (marriage and parenting); understanding and helping non-normative

congregants (divorced, childless, homosexual); conversion and intermarriage; and mental health for the rabbi and the rabbinic family.

PRS 530 HOMILETICS I

LECTURE 3 CREDITS An important element of a rabbi's work is effective public speaking. This course allows the students to draw on the vast corpus of knowledge and experience they have gained while in rabbinical school to write derashot and sermons. It also refines the public speaking skills they have acquired up until this point. The course also gives the students the opportunity to critique a variety of forums (synagogue services, published sermons, sermons they have heard, etc.). This helps the students to critique and improve their own public homiletical skills. Throughout the course of two semesters, students will draw upon a variety of traditional and modern sources to create and deliver sermons and derashot. The course helps students to understand the art of rabbinic speaking including subject matter, style, resources, and how to deal with difficult topics. The Professor and classmates critique these presentations. Students also review synagogue services, write a prayer commentary or an original prayer, and rabbinic letters.

PRS 531 ADVANCED HOMILETICS II

Lecture 3 Credits As one of the last courses of the rabbinical school program, this course is devoted to assisting students in making the transition from the role of student to the role of rabbi.

PRS 533 ADVANCED HOMILETICS

LECTURE 3 CREDITS The second of a two-course introduction to the art of rabbinic speaking and other forms of communication with an emphasis on the selection of subject matter, style, available resources and how to deal with difficult topics. Students present their own short homilies and full sermons and critique those of fellow students. The second semester of homiletics will focus on a wide range of rabbinic relationships in which communication play a significant role, and will train students to gain skill with different type of communication and teaching/speaking: social media, media, pocket Torah, bulletin messages, spoken word in counseling, etc.

PRS 548 EDUCATION LEADERSHIP

LECTURE 3 CREDITS The very word "Rabbi" means "my teacher." This seminar will explore ways a rabbi functions as an educational leader and teacher. With readings, meetings with guest rabbis and educators, and sharing your own experiences in a variety of educational settings - congregations (adult learning), schools (day and afternoon), Hillels (college students), and camps (kids and counselors), students will explore the rabbi's role as educator, supervisor, and institutional leader, developing skills in curriculum visioning, teaching and other instruction, and community engagement. Through case studies and applied learning, the course equips future rabbis to lead dynamic, mission-driven educational experiences.

PRS 552 JEWISH LIFECYCLES

LECTURE 3 CREDITS This seminar explores the integration of the academic, professional and personal dimensions of begin a rabbi. It focuses on the life-cycle rituals, with special emphasis on the concept of Covenant implicit in each of them. Students explore the role of the rabbi at the key moments of

personal, family and communal life, and how rabbis bring together the wisdom of the tradition with the insights of contemporary theories of individual and family psychology.

PRS 585 RABBI AS MANAGER

LECTURE 3 CREDITS Synagogue rabbis, camp rabbis, Hillel rabbis, and a wide variety of organizational rabbis are often called upon to lead and manage institutions. This course is designed to combine Jewish values and philosophy with skills for the “hands on” leadership and management of Jewish organizations.

PRS 590 RESIDENCY SEMINAR

LECTURE 3 CREDITS Students spend the final year of their rabbinic training off campus in a residency program at a synagogue, a school or other Jewish organization. The purpose of the residency is to provide students with a hands-on experience in the rabbinic field of their choice. Periodic virtual meetings are conducted with the program's residency supervisor and other students to analyze and reflect on their experiences. This is a seminar designed to assist students in developing professional skills and as a clinic that helps students process and grow in their professional work incorporating field experts, reflective practice, and skills building assignments.

RAB 501 INTRO TO RABBINIC LITERATURE

LECTURE 6 CREDITS This course is an intensive introduction to the various genres of rabbinic text in both English and Hebrew, with a focus on Tannaitic (@10-220 C.E.) material. In the spirit of Tradition and Change, it is important to see where we started in order to understand, and possibly to change, where we are today and tomorrow. Along with Tanakh, the various texts of rabbinic literature form the foundation of our Judaism. Initially, texts will be presented in English so that students gradually become comfortable with the range of rabbinic genres. Hebrew texts will be introduced later in the semester. Students will practice reading out loud with accuracy and appropriate inflection, and translating texts literally and into good idiomatic English, while developing a resource list of general vocabulary and technical terms. Students will also gain basic skills in the decoding of rabbinic texts, and practice applying those texts to contemporary spiritual and social life.

RAB 503 FINDING MEANING IN JEWISH TEXT

LECTURE 2 CREDITS This course is designed for those students who could benefit from focused time for reading and decoding representative Jewish texts from a range of times and genres, focusing on the classical texts of Rabbinic Judaism. We will gain facility reading out loud and analyzing the way rabbinic thought integrates practice and narrative to create a religious edifice of mitzvot and emunah. We will keep open hearts and seeking minds, attentive to the whispers of the Holy One through these sacred writings.

RAB 507 INTRODUCTION TO HALAKHAH

LECTURE 3 CREDITS This course is an introduction to the nature of Jewish law, as reflected in classical Jewish sources and in modern practice, with special attention to the practices of the Conservative movement. Specific topics covered include: The Sabbath, Festivals and Fast Days, Laws of Dietary Laws and a combination of relevant modern legal issues students must be familiar with. Students are presented with an overview of the structure of the literature of the halakhah. They are required to read

specific passages from various halakhic texts, which are then synthesized through class discussion. Students are also responsible for doing independent reading of Klein (see below), which they are tested on throughout the semester. At various points throughout the semester students are also introduced to the major legal texts of the tradition and taught to navigate their pages.

RAB 509 MISHNAH & TOSEFTA

LECTURE 6 CREDITS The first Rabbinics text course is an introduction to Mishnah and Tosefta. The student learns how to parse a Mishnaic text-literally in regards to syntax and grammar of Rabbinic Hebrew; and also how to understand the style and sense of Mishnah. The same is true for Tosefta. The student then learns to understand the relationship between Mishnah and Tosefta in individual chapters. Chapters of Mishnah from various tractates and orders are studied, and the student is taught to recognize technical terms, and to be able to distinguish between layers or voices in a Mishnaic text. The student is also trained to use the popular dictionaries often utilized in rabbinic literature. At the same time the student acquires an overview of the historical background of these texts, and discussions of the development of Mishnah and Tosefta from secondary literature. This discussion is brought to bear in the classroom when appropriate. Students prepare for their classes in hevruta while supervised in the Beit Midrash.

RAB 510 TALMUD WITH RASHI

LECTURE 6 CREDITS The first in the sequence of Talmud course begins the process of introducing the student to the argumentation, syntax, language, and thought process of a Talmudic sugya. This is the course in which major emphasis is placed on Aramaic grammar; dividing of sugyot into questions and answers; understanding the way language functions: Aramaic vs. Hebrew; identifying the layers of sugyot (tannaitic, amoraic, stammaitic); beginning to understand Talmudic rhetoric, i.e. “technical terms”; and beginning to understand Rashi and his method.

RAB 511 TALMUD WITH RASHI I

LECTURE 6 CREDITS Building on and, to some extent, assuming the students’ knowledge of sugyot from RAB 510, this course continues the above description (RAB 510) and seeks to add the following goals: Enhance the student’s ability to handle Talmudic texts; give the student a better understanding of Talmud by teaching within one chapter of one tractate rather than selected sugyot; introduce the student to the commentaries of the Tosfetan school.

RAB 512 TALMUD WITH COMMENTARIES II

LECTURE 6 CREDITS Building on the students’ engagement with Rashi and Tosafot, this fourth rabbinics-text course introduces the student to the more sophisticated and complicated legal and theoretical argumentation of the medieval commentators. Especial emphasis is placed on the pre- and post-Toseftan Spanish commentary tradition. At the same time, the student is made aware of the ways in which contemporary academic commentators grapple with some of the same sugyot and issues in different ways and with different methodologies.

RAB 514 ADVANCED TALMUD

LECTURE 3 CREDITS This advanced Talmud class will focus on Bavli Moed Katan, Chapter 3. Over the first three sessions, we’ll begin by reading the entire Mishnah tractate of Moed Katan, together with Hanoch

Albeck's classic commentary, before turning to study ten selected sugyot from the third chapter of the Bavli on Moed Katan. These sugyot encompass both halakhic and aggadic material on death and mourning, including: (1) the ritual obligations of mourners and how they are modified when mourning practices come into conflict with the communal demands of Shabbat and festivals; (2) the community's obligations toward mourners; and (3) mourning customs and broader religious insights drawn from the deaths of some of the most esteemed Amoraim

RAB 517 INTRODUCTION TO CODES

LECTURE 3 CREDITS This course is designed to introduce students to the major codes of Jewish law and their place within the halakhic system. We will explore the circumstances that led to the development of legal codes in the medieval period as well as the composers of said texts, their approaches to halakha as it is reflected in their works and the reception history of the primary codes of Jewish law.

RAB 519 AGGADAH AND MIDRASH HALAKHAH

LECTURE 6 CREDITS Students will be introduced to the various genres of Aggadah as found in a variety of rabbinic texts. Through the study of these texts, students gain facility in the reading of rabbinic texts and will also explore how these texts have been used exegetically. Students will also explore how aggadic approaches can create pathways for contemporary creativity and diverse voices.

RAB 520 LEGAL CONCEPTS AND RABBINIC INTERPRETATION

LECTURE 6 CREDITS Students will continue to sharpen their skills in the reading of Tannaitic literature. Students will begin to acquire the basic skills necessary for studying the Babylonian Talmud in the original. Special emphasis will be placed on exposing students to major concepts and methods of argumentation and how halakhic jurisprudence can shape and elevate their own Jewish practice and thought.

RAB 521 TALMUD WITH COMMENTARIES

LECTURE 6 CREDITS The primary goal of this course is to continue developing the skills necessary for the study of the Babylonian Talmud and the commentary of Rashi, and to begin adding some rishonic commentaries to the discussion. Emphasis in this class will be placed on developing understanding and familiarity with the structure and internal logic of Talmudic sugyot; common talmudic terminology; the difficulties and ambiguities in the talmudic text which give rise to commentary, as well as the various methods and vocabulary of different commentators.

RAB 523 ETHICAL PRINCIPLES IN RABBINIC LITERATURE

LECTURE 3 CREDITS An in-depth study of Talmudic and other rabbinic texts relating specifically to personal and communal ethics. By exploring rabbinic texts relating specifically to personal and communal ethics, students will have an opportunity to hone their text skills, expand their access to rabbinic ethical wisdom, and grow in the understanding and application of moral theory.

RAB 524 MIDRASH AGGAHAH

LECTURE 3 CREDITS An introduction to the various texts found in the collections known as Midrash Rabbah which include commentaries on the five books of the Torah as well as on the five Megillot.

Students will gain insight into how the Sages used the Midrashic method to cull out sermonic lessons from the biblical text. The Midrashic texts will be studied in their original language.

RAB 536 TEXT AS SPIRITUAL MENTOR 1

LECTURE 2 CREDITS This course is guided to enable rabbis-to-be the use of primary sources as spiritual mentors. During the studying process, students are expected to define for themselves their roles as rabbis and teachers while articulating the strengths and weakness of different models of leadership. The primary tool for achieving these goals is in-depth learning of rabbinic and chassidic sources. We will allow the text to function as a spiritual mentor and in such a way experience the power of such engagement with text in a direct manner. We will observe how different texts avail themselves to alternate modes of leadership and intervention. The sources with both support and challenge us as we progress. A second venue of exploration will be based on personal presentations and the presence of TEXT in our lives. The emphasis will be on the texts that have molded us into being the person we are today.

RAB 537 TEXT AS SPIRITUAL MENTORING II

LECTURE 2 CREDITS Continuation of RAB 536. This course is guided to enable rabbis-to-be the use of primary sources as spiritual mentors. During the studying process, students are expected to define for themselves their roles as rabbis and teachers while articulating the strengths and weakness of different models of leadership. The primary tool for achieving these goals is in-depth learning of rabbinic and chassidic sources. We will allow the text to function as a spiritual mentor and in such a way experience the power of such engagement with text in a direct manner. We will observe how different texts avail themselves to alternate modes of leadership and intervention. The sources with both support and challenge us as we progress. A second venue of exploration will be based on personal presentations and the presence of TEXT in our lives. The emphasis will be on the texts that have molded us into being the person we are today.

RAB 538 SUGYOT

LECTURE 6 CREDITS This course is an integration of high-level Talmud study with selected sugyot (Talmudic passages) that are: 1) directly relevant to current trends in modern Judaism and, 2) the foundational sources for essential areas of Jewish thought and law. Topics may include but are not limited to: Authority in halakhah, Theodicy, verbal deception, communal hierarchy and more. Special attention will be paid to both the literary structure of the passages studied as well as traditional Talmudic paradigms. Each student will be expected to present an original comprehensive analysis of one sugya during the course of the semester related to a pertinent topic in Jewish life. This course will be a combination of hevruta study in the Beit Midrash and class time going over the passages previously prepared.

RAB 544 ADVANCED HALAKHAH

LECTURE 3 CREDITS This course is designed to allow students to study halakhah regarding key areas of Jewish life and practice. To do so, we will be using the Shulkhan Arukh as the primary text, along with its commentators and other halakhic sources. Throughout the course, students will be encouraged to think about how the practices described in these texts are (or are not) reflected in current practice, what the

principles underlying the halakhot might suggest about how we understand sacred time, physical space, intentionality, and the larger purpose behind the specific observances of Shabbat and Festivals.

RAB 563 LITURGY: HALAKHAH

LECTURE 3 CREDITS This class will familiarize the student Jewish liturgy as an expression of halakhic priorities, categories, values, and parameters. Given that the Siddur begins as a teshuvah and is an exemplar of rabbinic rules of prayer, this course will illumine the halakhic dynamic that launched the Siddur and continues to shape its contours and its development.

RAB 573 ADVANCED MIDRASH

LECTURE 3 CREDITS Beyond the standard collections of Midrash Halacha and Midrash Aggadah, there are many other Midrashic collections that were formulated both during the Rabbinic period and beyond. Students will be exposed to a variety of these collections and will gain fluency in reading these texts and insight into the exegetical methodologies employed.

RAB 575 TEACHING RABBINIC TEXTS

LECTURE 3 CREDITS Jewish education is a serious issue today - getting Jews learning may be the make or break issue facing Conservative Judaism's future. This course will take the students' mastery of rabbinic literature and offer paths to apply this mastery and love in teaching it to laypeople. Special attention will be paid to choosing appropriate texts, presentation of materials, creating successful learning environments, and how to introduce our laity to the beauty of rabbinic literature. Classes will be a mixture of the professor modeling the teaching the selected rabbinic texts from our major literary sources (Talmud, Midrash, Kabbalah, Codes etc.) and students presenting a model class designed for laypeople. Learning will emanate from hands-on teaching and thoughtful critique by classmates and professionals.

RAB 589 BEIT MIDRASH

1 CREDIT

RAB 593 ARAMAIC INTENSIVE

LECTURE 2 CREDITS

RAB 599 INDEPENDENT STUDY

3 CREDITS

TSM 560 THEOLOGICAL RESPONSES TO LIFE'S UNFAIRNESS

LECTURE 3 CREDITS This course will explore Jewish responses to the problem of unfairness in life, often referred to as "the problem of evil."

TSM 561 RABBI AS STORYTELLERS

LECTURE 3 CREDITS In this seminar, we will approach the rabbis of Talmud and midrash as storytellers and explore the rich vein of modern scholarship on rabbinic literature and narrative. What kinds of narratives do rabbis tell, for what purposes do they turn to narrative, and how do they shape their narratives – and what do their stories mean for us as the heirs and transmitters of their legacy and Torah. How might rabbinic stories shape our own Torah?

TSM 570 THEMATIC SEMINAR

LECTURE 3 CREDITS As meditation is to an Eastern religious worldview, so prayer is to Judaism: the human act that expresses the basic statement of what the religion is all about. In order to understand mystical prayer practices, one needs familiarity with such concepts as *devekut*, *hishtavut*, *kavvanah* and *hitbodedut*. Then, the pursuit of these ideals has to dovetail with the liturgy, and the demands of *halakhah*. This has been the essential task of contemplative prayer, from its first definition in the Talmud, through the expressions of the philosophical tradition and Kabbalah, into the differing interpretations of Hasidism and the traditions of the Mizrahi kabbalists. Together with the developing tradition of Jewish meditation, this course will consider the component elements of Jewish mystical prayer.

TSM 587 HISTORY OF ANTI-SEMITISM

LECTURE 3 CREDITS There is a widespread consensus in the Jewish community and in the media, among political analysts and social activists that antisemitism is on the rise today. Future Rabbis must know how to analyze the problem, understand its scope, its roots, what is unique about contemporary antisemitism and how it is both similar and different than previous manifestations of antisemitism. They must also be able to speak knowledgeably to the Jewish community, to fellow clergy, to political and intellectual leadership and to the general community about the problem and what can be done about it.

TSM 589 HASIDISM

LECTURE 3 CREDITS This introductory course will examine Hasidism from within and without, subjectively and objectively, in theory and in practice. We will study the primary teachings of the central Hasidic masters, from the origins of the movement to the present day. We will engage in close textual analysis of primary sources as a means of noting the evolution of Hasidic thought and the movement's canon. We will explore the teachings of the central masters and dispassionately address the history of late Hasidism in the new world and in Israel. As with the course in Kabbalah, the later portions of the course will give way to social history as we address the postwar vicissitudes of the movement as Hareidi identity grew and became a factor in the general Jewish community. The course will also examine Jewish Renewal as a late neo-Hasidic phenomenon and attempt to locate it within the iconoclastic, irruptive Hasidic tradition.

TSM 588 QUEER TORAH

LECTURE 3 CREDITS A practical exploration of queerness and Torah and how they inform one another to help us be better rabbis. Learning will be grounded in text, alive with experience, and sparkling with imagination.

TSM 591 THE MAKING OF A SAGE: PIRKEI AVOT AND COMMENTARIES

LECTURE 3 CREDITS This course will consider the work of Mishnah Avot (aka Pirkei Avot) as a classical rabbinic composition, and as a guide for the rabbinate. We will explore the text's provenance, reception and interpretation in classical and modern commentaries, as well as how the foundational rabbinic principles and ethics articulated in Avot contributed to the making of a sage in antiquity and how it might guide the contemporary rabbi.

TSM 593 JUDAISM AND BIOETHICS

LECTURE 3 CREDITS This course explores the ethical issues involved in the following topics through secular and Jewish approaches to them: (1) The physician-patient relationship: the duties of physicians and patients; models of the physician-patient relationship; truth-telling and confidentiality; informed consent; medicine in a multicultural society. (2) Contested therapies and biomedical enhancement. (3) Human and animal research. (4) The end of life: preparing for death; defining death; removal of life support in dying patients; aid in dying; suicide; organ transplantation. (5) The beginning of life: preventing pregnancy through birth control or abortion; artificial reproductive techniques; embryonic stem cell research; genetic testing and interventions. (6) The distribution of health care.

TSM 595 CONCENTRATION PROJECT

3 CREDITS As in the current curriculum, in fall of Year Five, students have the option to complete a final project, subject to the approval of the Ziegler Steering Committee. That project will be text based, demonstrating both mastery of the field and also ability to apply the rich textual heritage of that field to the spiritual, ethical, practical and historical concerns of today's Jews. It can be a research paper, a creative project, an annotated curriculum, or a comprehensive exam on an agreed body of reading. Parameters for the culminating project will be set by the Steering Committee in dialogue with the student, and will be designed to demonstrate understanding, recall, mastery, the use of primary texts, and synthetic creativity.

TSM 597 JUDAISM AND ETHICS: THEORY & PRACTICE

LECTURE 3 CREDITS This course will study Jewish ethical theories from the Bible to contemporary times, advancing a variety of ways to define and nurture a moral person and to plumb the Jewish tradition for moral guidance. It will address both Jewish moral theories and Jewish moral practice. On the theoretical side, it will introduce students to a wide variety of ways in which the Jewish tradition has been read to produce moral guidance, both on the broad issues of what kind of person should I strive to be and what kind of society should I strive to create and also on some specific moral topics.

TSM 598 INDEPENDENT STUDY (ISREAL AND ZIONISM)

LECTURE 3 CREDITS

TSM 599 INDEPENDENT STUDY (THEMATIC SEMINAR)

LECTURE 3 CREDITS

AJU Administration

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