



2026 – 2027
STUDENT HANDBOOK



Dear AJU Students,

Welcome to American Jewish University(AJU)! AJU is a dynamic institution that includes our accredited University programs, the Maas Center for Jewish Journeys, the Brandeis-Bardin campus with year-round programming including Camp Alonim and Brandeis Camp Institute, and the recently launched 2050 Institute.

Whether you are joining us on campus or engaging with us wherever you are in the world, we invested in your education and in your future communal leadership. At AJU, we believe that the Jewish future is shaped by those who choose to learn, lead, teach, and create. Our mission is singularly focused on the Jewish future: inspiring and educating the next generation of leaders, educators, rabbis, and professionals, and creating innovative and engaging pathways to learning and living Jewishly.

We are living in a moment when the future of Jewish life requires imagination, courage, and commitment. Identity must be chosen, community must be built, and leadership must be formed intentionally. AJU exists to help you develop the knowledge, skills, and connections needed to contribute to a vibrant Jewish future.

The Student Handbook reflects our shared commitment to creating an environment grounded in respect, integrity, curiosity, and responsibility. It describes your rights and responsibilities as a member of the AJU community and provides guidance on the standards and expectations that allow all students to learn and thrive together.

A university community is defined not only by what we study, but by how we treat one another. Whether you are interacting in a classroom, on campus, or through our online learning spaces, your actions contribute to the character and strength of AJU. Our community is healthiest when each person brings a spirit of respect, compassion, and engagement.

We are grateful that you have chosen to be part of AJU's ongoing journey of transformation. Together, we will continue building a community where Jewish learning is meaningful, leadership is inspired, and connection extends beyond traditional boundaries.

I look forward to welcoming you to the AJU community and accompanying you throughout your educational journey.

Best regards,
Jay Sanderson, President
American Jewish University

Table of Contents

AJU 2026-2027 Academic Calendar	6
Mission Statement	7
Accreditation	7
AJU Campuses	7
Institutional Learning Outcomes	8
Academic Freedom Statement.....	8
University Right to Update Policies	9
No Guarantee of Employment.....	9
Licensure/Credential	9
Transferability of Credits	10
Campus Safety	10
Drug-Free Campus.....	10
Diversity Statement.....	11
Title IX	11
Information and Resources on Accessibility for Students with Disabilities.....	13
AJU Administrative Departments Directory	14
AJU Grievances and Complaints	15
American Jewish University Honor Code.....	16
Student Rights and Responsibilities	21
AJU Student Code of Conduct.....	24
Standards of Academic Integrity	25
Student Grievance and Complaint Procedures.....	26
American Jewish University FERPA Policy	36
Vaccination & Immunization Policy.....	38
Respiratory Illness Guidance	39
Health Insurance Policy.....	39
Psychological Services	40
Student Registration.....	41
Financial Obligation for Payment Policy	41
Outstanding Balances and Student Registration Policy	42
Late Payment Fees.....	42

Library Services	42
Student Technology Policies.....	43
Unauthorized Recording Policy	44
Class Participation and Attendance Policies	44
Ziegler School of Rabbinic Studies – Remote Teaching Policy	45
Policies for AJU Doctoral Students	46
Disruptive Conduct and Community Impact Policy.....	47
Alcohol and Drug Policy.....	48
Violence Prevention	48
Reporting to the Title IX Coordinator	48
Assault and Bullying.....	49
Harassment Policy	49
Harm To Person(s)/Threats/Hazing	49
Profanity/Obscenity	50
Expected Classroom Behavior	50
Disorderly Conduct.....	51
Failure To Cooperate	51
University Policies and Regulations/Federal and State Laws	51
Non-Compliance	52
Academic Policies	53
Maximum Allowable Units	53
Minimum Unit Completion Requirements.....	53
Class Schedule Changes (Add/Drop/Withdraw)	54
Administrative Withdrawals	55
Medical/Emergency Withdrawals	56
Leave of Absence.....	57
Withdrawal From the University	57
Students and Grades.....	58
Course Repeat and Drop Policy	59
Pass/Fail Option	60
Independent Study.....	60
Auditing Courses	60

Incompletes	61
Satisfactory Academic Progress (SAP)	61
Grade Appeal Procedure	63
Academic Integrity	64
Artificial Intelligence Policies	65
Copyright Policy	67
Wireless Network Policy	68
Electronic Mail Policy	69
Student Handbook Acknowledgment and Resources	71

Legend	Holidays- AJU Closed
	Holidays- Some Closures
	Holidays- No Closures
	Financial Deadlines
	Academic Deadlines
	Term Start/End
Schools	Graduation/Ordination
	AJU All Schools & Academic Programs
	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. 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
	25	Fri	Erev Sukkot. No MSJEL classes. Administrative and ZSRS open regular business hours.	AJU
October 2026	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
	21-24	Mon-Thur	Administrative Offices open during regular business hours.	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	academicaffairs@aju.edu	310-440-1539
IT Support	support@circlemsp.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
	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)
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

Mission Statement

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

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.

AJU Campuses

Brandeis-Bardin Campus

1101 Peppertree Lane
Brandeis, CA 93064

Administrative Offices

5000 Van Nuys Blvd, Suite 400
Sherman Oaks, CA 91403

Ziegler School of Rabbinic Studies

350 S. Beverly Drive, Suite 200
Beverly Hills, CA 90212

Notice of Applicability and Updates: This AJU Student Handbook applies to Academic Year 2026–2027: August 30, 2026 – August 31, 2027. Additions and changes to the Student Handbook may occur from time to time. Students are responsible for reviewing the most current version, which is available on the Student Handbook webpage at: <https://www.aju.edu/current-students/student-handbook>. In the event that the academic year of this Handbook does not align with the current school year, the most recently published version will be considered the authoritative source for the University's current policies and procedures.

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 the 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.

Academic Freedom Statement

AJU is committed to cultivating a serious and scholarly environment in which AJU students, faculty, staff, and affiliates can earnestly engage with complex and challenging ideas without fear of reprisal. As is articulated in our Diversity Statement, we, as a Jewish institution, are particularly attentive to the broad range of ideas, intellectual traditions, political approaches, and observance customs within and across the various sects of Judaism that our University engages and serves. More broadly, our faculty, administrators, and staff are united to ensure that robust scholarly exchange in all of our programs exists in the context of respectful dialogue, such that all students (regardless of race, ethnicity, religious belief, sexual orientation, gender, class, physical (dis)ability, and age) are empowered to pursue their quest for knowledge as well as personal and professional development.

University Right to Update Policies

American Jewish University reserves the right to revise, delete, supplement, or otherwise amend any policies or procedures contained in this Handbook at any time and without prior notice. Such changes become effective as determined by the appropriate University authorities and may apply to both prospective students and those currently enrolled. This Handbook is intended for informational purposes only and does not constitute a contract between the University and any student or staff member.

No Guarantee of Employment

American Jewish University does not guarantee employment, licensure, professional placement, or career advancement as a result of enrollment in or completion of any University program. AJU is committed to supporting students through academic advising, professional development resources, and guidance designed to assist students in pursuing their career goals. For more information, students may contact their academic School and/or Dean.

Licensure/Credential

All degree programs and certificates offered at American Jewish University are not designed to lead to professional licensure, credential, or certification.

Professional Licensure and Certification Disclosure for Distance Education Programs

AJU's distance education programs 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.

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.

Campus Safety

American Jewish University is committed to providing and maintaining a safe and secure environment for students, faculty, staff, and visitors. The University takes seriously the prevention of crime, emergency preparedness, and planning for natural disasters and other potential threats to the campus community.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), AJU annually publishes campus crime statistics and the Annual Security Report, which includes information about campus safety policies, crime prevention, emergency response procedures, and crime statistics. If a crime occurring on property owned or controlled by AJU is reported to the University, information about the incident may be included in Clery Act reporting requirements without identifying the reporting individual or victim, except as otherwise required by law.

Additional information, including the Annual Security Report and, if applicable, the Annual Fire Safety Report, is available [here](#).

Drug-Free Campus

American Jewish University is committed to maintaining a drug-free campus in compliance with applicable federal and state law, including the Drug-Free Schools and Communities Act. The unlawful manufacture, distribution, dispensing, possession, sale, use, or gift of illicit drugs on University property or in connection with any University-sponsored or University-affiliated activity.

Students may not attend University activities while under the influence of alcohol or illicit drugs. Illicit drugs include, but are not limited to, marijuana (as prohibited under federal law), cocaine, heroin, methamphetamine, amphetamines, barbiturates, LSD, PCP, and substances commonly referred to as designer or club drugs. Prescription medications are permitted only when used by the individual for whom they were prescribed and in accordance with the prescribing healthcare provider's directions.

Students who violate this policy are subject to disciplinary action, up to and including suspension or expulsion, referral to law enforcement authorities when appropriate, and/or referral to educational, counseling, treatment, or rehabilitation programs. Violations of this policy may also constitute violations of the University's Alcohol and Drug Policy, Student Code of Conduct, and Honor Code, as applicable.

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](#)).

Title IX

Notice of Nondiscrimination:

American Jewish University ("AJU" or the "University") does not discriminate in admission or application for admission, employment or application for employment, or in any of its educational programs or activities on the basis of actual or perceived race (including ancestry, ethnicity, and ethnic characteristics), color, sex, sex stereotypes, religion (including religious dress and grooming practices), national origin (including language and citizenship), age (40 years and over in the employment context), parental, marital, or familial status, medical condition (including cancer and genetic characteristics), pregnancy or related conditions (including childbirth, false pregnancy, termination of pregnancy, or recovery), physical or mental disability, military or veteran status (service in United States Armed Forces only), sexual orientation, gender, gender identity, gender expression, genetic information, status as a victim of sexual assault, domestic violence, or stalking, and any other status protected from discrimination under federal, state, or local law, regulation, or ordinance

(Protected Characteristics), as required by: Title IX of the Education Amendments of 1972 and its implementing regulations, 20 U.S.C. § 1681 et seq.; Title III of the Americans with Disabilities Act of 1990, as amended in 2008; Section 504 of the Rehabilitation Act of 1973; Title VI and VII of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; the California Fair Employment and Housing Act; and other federal, state, and local laws, regulations, or ordinances that prohibit discrimination, harassment, and/or retaliation.

AJU prohibits discrimination or harassment on the basis of any Protected Characteristic as identified above.

AJU also prohibits related retaliation against any individual for the purpose of interfering with any right or privilege secured by University policy or law, or because the individual makes a good faith report or complaint, testifies, assists, participates, or refuses to participate in any manner in an investigation, proceeding, or hearing under the University's Policies and Procedures on Prohibition of Sex Discrimination and/or Prohibition of Unlawful Discrimination, Harassment, and Retaliation.

These Policies apply to all AJU students, faculty, and staff. These Policies, Procedures, and a Fact Sheet summarizing these documents are available below and may be updated from time to time:

- [Policy on Prohibition of Sex Discrimination](#)
- [Procedures on Prohibition of Sex Discrimination](#)
- [Policy on Prohibition of Unlawful Discrimination, Harassment, and Retaliation](#)
- [Procedures on Prohibition of Unlawful Discrimination, Harassment, and Retaliation](#)
- [Fact Sheet: AJU Policies and Procedures on Prohibited Conduct](#)
- AJU's previous Sexual Misconduct Policy & Procedures (Title IX) can be found [here](#).

Reporting Discrimination, Harassment, and/or Retaliation:

There are numerous ways to report discrimination, harassment, and/or retaliation prohibited by these Policies and Procedures.

Individuals could also use the [online reporting form](#) to make a report. Anonymous reports could be made using this form. A fillable PDF version of the form is also [available here](#), which can be emailed to titleix@aju.edu.

Morgan Dyrek
Title IX Coordinator

5000 Van Nuys Blvd. Suite 400
Sherman Oaks, CA 91403
Phone: 310-440-1571

Email: titleix@aju.edu or morgan.dyrek@aju.edu

Please direct all inquiries about Title IX and AJU's Policies, Procedures, or the prohibitions against discrimination, harassment, and retaliation on the basis of Protected Characteristics to the Title IX Coordinator at titleix@aju.edu.

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 an Accommodation

Students with disabilities may request an accommodation 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.

AJU Administrative Departments Directory

All school extensions may be reached by dialing (310) 476-9777 and then entering the extension when prompted.

Department	Extension / #	Email
Office of Academic Affairs	1539	academicaffairs@aju.edu
Grievances, Student Conduct Liaison	1539	academicaffairs@aju.edu
Office of Registrar Services	1519	registrar@aju.edu
Office of Financial Aid	1500	financialaid@aju.edu
Disability Services, Section 504 Coordinator, (Elizabeth Honig)	1507	disabilityservices@aju.edu
Office of Student Accounts/Billing	1595	studentbilling@aju.edu
Ostrow Academic Library	1238	library@aju.edu
Title IX Coordinator, (Morgan Dyrek)	1571	titleIX@aju.edu

AJU School Directory

All school extensions may be reached by dialing (310) 476-9777 and then entering the extension when prompted.

School	Name & Title	Email	Extension / #
Ziegler School of Rabbinic Studies	Admissions	ziegler.admissions@aju.edu	1248
Ziegler School of Rabbinic Studies	Rabbi Cheryl Peretz, Interim Dean	cperetz@aju.edu	1213
Ziegler School of Rabbinic Studies	Drew Brown, Senior Coordinator	drew.brown@aju.edu	1248

Masor School for Jewish Education and Leadership	Admissions	admissions@aju.edu	1279
Masor School for Jewish Education and Leadership	Dr. Jay Greenlinger, Dean	jay.greenlinger@aju.edu	1568
Masor School for Jewish Education and Leadership	Dr. Tamar Andrews, Senior Director	tamar.andrews@aju.edu	
Masor School for Jewish Education and Leadership	Dr. Sharon Bacharach, Associate Director of Academic and Faculty Services	sharon.bacharach@aju.edu	1565
Masor School for Jewish Education and Leadership	Valentina Quezada, Assistant Director of Youth Programs	valentina.quezada@aju.edu	1572
Masor School for Jewish Education and Leadership	Tamika DeCambra, Senior Coordinator	tamika.decambra@aju.edu	1214

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.

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.

I. 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.

II. 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.

III. 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.

IV. 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.

V. 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.

VI. 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	

VII. 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.

VIII. 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.

IX. 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.

X. 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.

XI. 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.

XII. 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.

American Jewish University FERPA Policy

YOUR RIGHTS UNDER 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/>

American Jewish University Policies

Vaccination & Immunization Policy

American Jewish University does not require vaccinations for enrollment. The University complies with applicable federal, state, and local laws and regulations related to student health requirements.

Students are encouraged to make informed decisions regarding their health and wellness. For additional information on immunizations and preventive care, students may consult the Centers for Disease Control and Prevention (CDC) at <https://www.cdc.gov>.

Respiratory Illness Guidance

AJU is committed to supporting the health and well-being of its community. In-person students who are ill with a respiratory condition, including but not limited to influenza, COVID-19, or other contagious illnesses, are encouraged to remain at home when experiencing fever or significant symptoms.

Students are encouraged to follow current Centers for Disease Control and Prevention (CDC) guidance regarding isolation, return to activities, and preventive measures. Students are encouraged to return to in-person activities when symptoms are improving and they have been fever-free for at least 24 hours without the use of fever-reducing medication.

Upon returning to campus or participating in in-person activities, students are encouraged to take appropriate precautions, including the use of masks when experiencing lingering symptoms and practicing good hygiene such as frequent handwashing.

Students should communicate absences due to illness to their instructors or school dean as appropriate.

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/>

Psychological Services

American Jewish University provides academic advising and academic support through its academic schools and programs, including the Masor School for Jewish Education and Leadership, the Ziegler School of Rabbinic Studies, and the Jewish Learning Experience. The University does not provide on-campus mental health or psychological counseling services and does not employ licensed mental health professionals to provide counseling to students enrolled in its academic programs.

Degree-seeking students may access mental health support through TimelyCare.

All students may also seek services through community providers such as Maple Counseling Center.

Questions regarding available student support resources should be directed to the Office of Academic Affairs at academicaffairs@aju.edu.

TimelyCare Services

AJU has partnered with [TimelyCare](#) to offer virtual health and wellbeing services for degree-seeking students of the Masor School for Jewish Education and Leadership (BA, MA, and EdD students) and the Ziegler School of Rabbinic Studies (MA students). Through either a mobile app or internet website, TimelyCare provides 24/7 access to virtual care from anywhere in the United States at no cost.

Students do not need insurance to access TimelyCare services. Students are able to meet virtually with a provider for acute, in the moment needs or on-going mental health support. Whether you're feeling a little down, anxious, or overwhelmed, you can talk to a licensed provider to get the care you need via phone or secure video visits.

Available Services:

- **TalkNow:** 24/7, on-demand access to a mental health professional to talk about anything at any time.
- **Scheduled Counseling:** Scheduled options to speak to a licensed counselor (up to 12 visits per year) - evening and weekend appointments are available.
- **Self-Care Content:** Guided self-care content, including yoga and meditation sessions, as well as group conversations with providers on a variety of health and well-being topics.

How to Access Care

Students can go to timelycare.com/aju to register with their name and school email address. Once a student is registered, they can then have visits from any web-enabled device – smartphone, laptop, or desktop.

Maple Counseling Services

The Jewish Federation has recently entered into a partnership with Maple Counseling, a longstanding Los Angeles counseling services center. The goal of this partnership is to provide Jewish community members with affordable mental health support. Individuals residing in California may contact Maple to access therapy sessions at no more than \$25 per session. Additionally, Maple employs so-called Coverage Counselors who can assist you in navigating private or public insurance to secure external mental health professionals.

For more information on TimelyCare and Maple Counseling Services visit the following AJU website: <https://www.aju.edu/current-students/psychological-services>

Student 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 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.

Financial 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 Student Billing Office. 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

Outstanding Balances and Student Registration Policy

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.

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.

Library Services

The collections of the Ostrow Academic Library include print and e-books, print and e-journals, online databases and DVDs. Additional materials may be obtained through Interlibrary Loan. Digital resources may be accessed [here](#). The library catalog and e-materials may be accessed via the university website. For assistance with creating or managing a library account, students may contact the circulation desk in person, by phone at 310-440-1238, or by email at library@aju.edu. For reference help, contact our reference specialist in person, by phone at 310-440-1518, or by email at refdesk@aju.edu.

Student Technology Policies

AJU Email Address

Students are assigned an AJU email address upon enrollment. Official University communications, including notices, deadlines, academic information, and administrative updates, are sent only to students' AJU email accounts. Students are responsible for regularly monitoring their AJU email accounts and are accountable for information communicated through those accounts.

The misuse of email systems, including malicious, harassing, or unauthorized communications, is prohibited and may constitute a violation of the University Honor Code, Student Code of Conduct, or other applicable University policies.

Student Technology Access and Digital Skills Requirements

Students at American Jewish University must have access to a device that supports use of the Learning Management System (LMS) and access to required course materials. Access to appropriate technology is a requirement of enrollment. AJU works to ensure that course materials and learning resources are accessible through a variety of supported devices and operating systems.

Students should have access to the following technology:

- Computer or tablet capable of accessing course materials (see Student Technology at AJU in the Catalog for recommended hardware specifications)
- Reliable internet connection (Wi-Fi or ethernet connection recommended)
- Built-in or external speakers, headphones, or similar audio equipment
- Canvas by Instructure Learning Management System (LMS)
- A current, supported web browser (such as Google Chrome or Mozilla Firefox)
- Word-processing software (Microsoft Office 365 is available for students to download at no additional cost upon enrollment in an academic program)
- Additional technology tools or software required for specific courses, as identified in course syllabi.

Students are expected to be proficient in the following basic technology skills:

- Navigating the Canvas LMS
- Accessing online resources, including videos and websites
- Creating, editing, saving, and submitting electronic documents

Technology Requirements for Distance Education Students

Distance education students must have access to technology that supports participation in online courses and access to required course materials. Distance education coursework may require the use of Zoom videoconferencing, Canvas by Instructure Learning Management System (LMS), AJU email through Microsoft Outlook, and other digital learning tools.

A computer or laptop capable of supporting these technologies is required for enrollment in distance education programs at American Jewish University.

Unauthorized Recording Policy

To protect privacy and support a respectful learning environment, audio, video, or photographic recording of any interaction, meeting, or instructional activity is prohibited without the explicit consent of all individuals involved. This includes, but is not limited to, meetings with faculty during office hours, meetings with staff or administrators, and classroom instruction in in-person, hybrid, or virtual formats.

Recording of any class session or meeting using built-in platform tools, external devices, or third-party applications is prohibited unless explicitly authorized by the instructor or University or approved as a formal accommodation through AJU's Disability Services. Unauthorized recording or unauthorized sharing of recordings may violate California law where there is a reasonable expectation of privacy and may also constitute a violation of the Family Educational Rights and Privacy Act (FERPA) due to the potential inclusion of personally identifiable student information.

Masor School for Jewish Education and Leadership Exception

In alignment with Masor School's academic practices, instructors may record synchronous class sessions (video and/or audio) for instructional purposes. These recordings are made available exclusively to registered Masor School students through the secure Canvas Learning Management System (LMS).

All class recordings must be stored in the AJU-approved secure cloud environment and may only be accessed within the designated Canvas course. Recordings may capture audio and video of classroom activity, including student participation, and should be treated as confidential instructional materials.

Students and instructors should be aware that class sessions may be recorded and should conduct themselves accordingly. Students approved through AJU Disability Services may also be permitted to record class sessions for personal academic use only.

Recorded materials are protected under applicable copyright law and may not be reproduced, published, or distributed without the explicit permission of the instructor. Recorded lectures and class sessions may not be shared with individuals who are not registered in the course without prior written consent from the instructor or University.

Class Participation and Attendance Policies

Masor School for Jewish Education and Leadership 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.

Ziegler School of Rabbinic Studies

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 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.

Ziegler School of Rabbinic Studies – Remote Teaching Policy

With approval from the Ziegler Dean or Vice Dean, Ziegler professors may teach remotely via videoconferencing technology (such as Zoom) when an unforeseen circumstance—such as illness, unexpected travel delays, a bereavement, or another compelling reason—prevents in-person attendance. In such cases, students in the Ziegler professor's class, in accordance with the Ziegler Attendance Policy for students, will gather in-person in a Ziegler School classroom, with the professor joining remotely via Zoom—either displayed on a large screen in the classroom or with students individually joining via Zoom on their personal devices.

Once approval is granted by a dean, the professor, if choosing to Zoom in via being on a large screen in the classroom, should notify the Ziegler administrative assistant to ensure that the videoconferencing technology is functioning properly for students in the classroom. If the Ziegler admin assistant is not available, then the professor should check in with a Ziegler School dean regarding the operationalization of their remote teaching.

If the remote arrangement is to exceed two weeks, additional approval from the University's Chief Academic Officer is required.

The Ziegler professor should not record the Zoom session. Likewise, students joining via Zoom on their personal devices should be instructed not to record the session unless they have an accommodation approved by the Section 504 Coordinator.

Policies for AJU Doctoral Students

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 units with AJU. The mandatory in-residence courses include EDU 703 Philosophy of Jewish Education (4 units), EDU 722 Doctoral Intensive (2 units), and EDU 710 Design for Dissertation (6 units). 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 defense. Extensions beyond these time frames will require permission from the Senior Director and Dean to continue their studies. If permitted to continue, these students may be required to take additional, more current, coursework.

Disruptive Conduct and Community Impact Policy

AJU is committed to maintaining a safe, respectful, and inclusive environment that supports academic and co-curricular engagement across all University settings, including in-person, online, and hybrid spaces. In alignment with the AJU Honor Code and Student Code of Conduct, the University does not tolerate behavior that disrupts or interferes with the educational experience, University operations, or the well-being of community members. The University may include timely notification of law enforcement authorities when appropriate. Violating any provision of this policy may also be subject to violation of the Honor Code or Student Code of Conduct.

Disruptive conduct includes, but is not limited to, behavior that interferes with an instructor's ability to conduct class or educational activities; disrupts the learning environment in physical or virtual classrooms; interferes with co-curricular or recreational activities; or impedes the normal operations or mission of the University. This also includes repeated or ongoing patterns of inappropriate, hostile, harassing, intimidating, or disruptive behavior directed toward any member of the AJU community, or behavior that negatively impacts University operations or activities.

Individuals present during a disruption, whether physically or in virtual spaces, whose behavior incites, contributes to, or perpetuates the disruption may also be found in violation of this policy.

Social Media

Students are encouraged to use social media and participate in online communities in a responsible and constructive manner. The following guidelines are recommended:

- A. **Consider the Impact:** Be mindful of the potential impact of online interactions, including friending, following, or engaging with others. Content shared online may be visible to unintended audiences.
- B. **Do No Harm:** Use of social media must not violate University policies, applicable laws, or the rights and safety of other individuals.
- C. **Representing AJU:** Students are members of the AJU community, and content shared online may be associated with their identity as students. Content shared on social media may become public or accessible beyond the intended audience. If content is not appropriate for face-to-face or telephone communication, it may not be appropriate for social media.
- D. **Privacy and FERPA Compliance:** Students must comply with applicable privacy laws and University policies, including the Family Educational Rights and Privacy Act (FERPA). Students may not share, disclose, or publish education records or personally identifiable information obtained from University records about other students without appropriate authorization. There is no expectation of privacy on social media platforms, and posted content may be copied, shared, archived, or indexed by search engines even after deletion.
- E. **Respectful Conduct:** Students should not post content that includes ethnic, racial, or religious slurs; targeted harassment; threats; sexually explicit or obscene material; or other content or behavior inconsistent with University community standards. Students should also respect the privacy of others and exercise sensitivity when discussing potentially sensitive topics.
- F. **Use of AJU Name and Branding:** The AJU name, logo, and other institutional identifiers may not be used to imply endorsement or affiliation with any product, cause, political party, or

candidate without authorization. Unauthorized use of University intellectual property is prohibited.

Alcohol and Drug Policy

Students under the age of 21 are not permitted to consume alcohol. Public intoxication, disruptive behavior related to alcohol consumption, or behavior that endangers the health or safety of oneself or others is not permitted. Violating any provision of the Honor Code or Student Code of Conduct while under the influence of alcohol is also a violation of this policy.

Students are expected to comply with all federal, state, and local laws. *Marijuana remains subject to federal restrictions, regardless of state legalization or medical authorization.* The use, possession, manufacture, or sale of illicit drugs, the misuse of prescription drugs or other legal substances, and the possession of drug paraphernalia is prohibited on campus. Violating any other provision of the Honor Code while under the influence of any illegal or illegally obtained drug is also a violation of this policy.

AJU does not tolerate the misuse or abuse of alcohol or drugs. Students are encouraged to participate in campus events and programs related to drug and alcohol awareness. Students found to have violated this policy or applicable laws regarding alcohol or drug use are subject to disciplinary action, which may range from educational interventions and treatment requirements to suspension or expulsion, depending on the nature and severity of the violation. AJU is obligated to report the illegal sale or distribution of drugs to law enforcement authorities. In certain circumstances, the following amnesty provision applies.

To encourage reporting, an individual who makes a good faith report of sex discrimination, unlawful discrimination, harassment, or retaliation directed toward them or another person, or who participates in an investigation as a witness, will not be subject to disciplinary action by AJU for a violation of the Alcohol and Drug Policy that is disclosed as part of the report or investigation, unless AJU determines that the violation was serious or placed the health or safety of others at risk.

Violence Prevention

The University will promptly respond to threats or acts of violence. The University's response may include timely notification of law enforcement authorities when appropriate. The University will take strong disciplinary action, up to and including expulsion or legal action, as appropriate. Students are encouraged to participate in campus events and programs designed to increase awareness of violence prevention.

Reporting to the Title IX Coordinator

If adverse actions such as assault, bullying, harassment, physical harm or threats of physical harm, hazing, profanity or obscenity, or disruptive, lewd, or obscene behavior are directed toward an individual because of a Protected Characteristic, these actions should be reported promptly to the

Title IX Coordinator (phone: 310-440-1571; email: titleIX@aju.edu). Such reports are reviewed and addressed under the applicable University policies and procedures governing sex discrimination and unlawful discrimination, harassment, and retaliation.

Assault and Bullying

Any physical altercation, verbal threats, or harassment should be reported promptly to the appropriate University office, including the Office of Academic Affairs or the Title IX Coordinator if the conduct could have been on the basis of Protected Characteristics, as applicable. Incidents may include, but are not limited to, conduct occurring through text messages, email, voicemail, social media, or other electronic communications. Such incidents are considered extremely serious and should be reported immediately. Conduct prohibited under this policy may also constitute a violation of the University Honor Code and Student Code of Conduct and may be addressed through applicable University conduct procedures.

Harassment Policy

Harassment may include physical abuse, verbal abuse, electronic abuse, threats, intimidation, coercion and/or other conduct that threatens or endangers the health or safety of any person. Speech protected by the First Amendment is not a violation of this provision. The University evaluates allegations of harassment consistent with applicable law and recognizes protections for constitutionally protected expression. Fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech and may result in University action. Each allegation of a violation under this provision shall be reviewed with these factors in mind. Telephone or electronic harassment includes repeated, abusive, threatening, or obscene communications, including phone calls, text messages, emails, or online communications intended to intimidate, threaten, or substantially interfere with another person's ability to participate in University activities. Students found responsible for, or associated with, the harassment of a student, are subject to University disciplinary action. If a student receives a threatening call, repeated harassing communications, or experiences any other form of harassment, they should immediately contact the Office of Academic Affairs. Conduct prohibited under this policy may also constitute a violation of the University Honor Code and Student Code of Conduct and may be addressed through applicable University conduct procedures. Allegations of harassment that implicates protected characteristics are reviewed through AJU's Title IX Coordinator.

Harm To Person(s)/Threats/Hazing

Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another person, or which cause reasonable apprehension of physical harm are prohibited. Any conduct that threatens to cause harm to people or creates hazardous conditions for persons is also prohibited.

Hazing is an act which endangers the mental or physical health or safety of a student, or which defaces, damages, destroys, or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim is not a defense. Failure to intervene, report, or otherwise prevent hazing when reasonably able to do so may also constitute a violation of this policy.

Psychological hazing is any act likely to compromise a student's dignity, cause embarrassment or shame, make a student the object of ridicule or malicious amusement, or inflict psychological or emotional harm. Such conduct is expressly prohibited.

Students engaging in these behaviors will face sanctions including, but not limited to administrative probation, suspension, or expulsion from the University. Conduct prohibited under this policy may also constitute a violation of the University Honor Code and Student Code of Conduct and may be addressed through applicable University conduct procedures. AJU will provide hazing prevention training and will publish an annual report of any organizations found responsible for hazing, regardless of whether they are formally recognized by the University, as required by the Stop Campus Hazing Act.

Profanity/Obscenity

The use of rude, vulgar, indecent, or obscene verbal or written expressions (including via electronic media), while protected to some degree by the First Amendment, is considered detrimental to the community environment and not condoned.

The use of profanity, abusive language, or obscene expressions directed at University faculty, staff, or other community members in a manner that is threatening, harassing, or disruptive to University operations may result in disciplinary action. Such actions may also be subject to review under the University Honor Code and Student Code of Conduct.

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.

Disorderly Conduct

Disorderly conduct that interferes with University operations or University-sponsored functions, to comply with the lawful and reasonable requests of University administrators, faculty, or staff acting in the performance of their duties; avoidance of or refusal to cooperate with the conduct or disciplinary process; or verbally threatening, abusing, or harassing University officials in the performance of their duties is prohibited. Such conduct may constitute a violation of including but not limited to disruptive, lewd, or obscene behavior, public intoxication, and fighting, is prohibited. Such conduct may constitute a violation of the University Honor Code and Student Code of Conduct and may result in disciplinary action.

Failure To Cooperate

Failure to comply with the lawful and reasonable requests of University administrators, faculty, or staff acting in the performance of their duties; avoidance of or refusal to cooperate with the conduct or disciplinary process; or verbally threatening, abusing, or harassing University officials in the performance of their duties is prohibited. Such conduct may constitute a violation of the University Honor Code and Student Code of Conduct and may result in disciplinary action.

University Policies and Regulations/Federal and State Laws

Students are responsible for complying with University policies, rules, and regulations, as well as applicable federal, state, and local laws. Violations may result in disciplinary action and sanctions, up to and including suspension or expulsion, depending on the nature and severity of the violation. All students are responsible for abiding by University policies, including residential life policies when applicable to students living in University housing or participating in University activities.

Violations of federal, state, or local laws may result in University action, including interim measures or restrictions, while the matter is reviewed in accordance with applicable University procedures.

Non-Compliance

Failure to comply with reasonable instructions or requests, or failure to respond to an official summons from University officials acting in the performance of their duties, may result in a disciplinary referral to the appropriate University office. Failure to appear for scheduled disciplinary appointments or hearings may be considered non-compliance and may result in additional disciplinary action.

Failure to comply with University policies may result in disciplinary action and appropriate sanctions.

Applicable Policies and Procedures

Please refer to the following University policies and procedures applicable to students at AJU:

- [Policy on Prohibition of Sex Discrimination](#)
- [Policy on Prohibition of Unlawful Discrimination, Harassment, and Retaliation](#)
- [Policy on Accommodations for Persons with Disabilities](#)

Academic Policies

Maximum Allowable Units

Students who fail to complete a program before reaching the maximum allowable number of units attempted will be terminated from the program. Credits or units counted as units attempted per evaluation period include units transferred into the program, units 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 that may be attempted for each program is:

- | | |
|---|-------------|
| • Bachelor of Arts in Early Childhood Education | 90 units |
| • Master of Arts in Education in Early Childhood Education | 57 units |
| • Master of Arts in Education in Early Childhood Special Education
and Inclusion | 60 units |
| • Doctorate in Education in Early Childhood Education Leadership | 83.25 units |
| • Doctorate in Education in Jewish Education and Communal Leadership | 83.25 |
| • Master of Arts in Rabbinic Studies | 270 units |
| • Master of Business Administration | 54 units |

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 and 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 within a certain period depending on their program and enrollment status.

Bachelor of Arts in Early Childhood Education

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

- Full-time (10 or more units per term)*: 30 units
- Part-time (6-8 units per term): 15 units
- Less-than-part-time: less than 6 units 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 completion requirement per academic year (three semesters) for each enrollment status is as follows:

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

Doctorate in Education in Early Childhood Education Leadership, Doctorate in Education in Jewish Education and Communal Leadership

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

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

Master of Arts in Rabbinic Studies

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

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

Master of Business Administration

The minimum unit completion requirement per academic year (six terms) for each enrollment status is as follows:

- Full-time (6 units per term)*: 36 units
- Part-time (3 units per term): 18 units
- Less-than-part-time: less than 9 units per year

*Students wishing to enroll in fewer than 12 units 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 to complete their program may register for said units through the Office of Registrar Services.

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.

Class Schedule Changes (Add/Drop/Withdraw)

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.

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 units with AJU. The mandatory in-residence courses include EDU 703 Philosophy of Jewish Education (4 units), EDU 722 Doctoral Intensive (2 units), and EDU 710 Design for Dissertation (6 units). Additional required courses may be assigned based on transcript evaluation and review.

Administrative Withdrawals

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 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 and Associate Provost for approval. 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 SJEL 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.

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.

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 the [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)

Minimum Grades Policy – Masor School for Jewish Education and Leadership 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.

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 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 Dean.

Minimum Grades Policy – School of Enterprise Management & Social Impact

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, or an or an equivalent course, in the sole discretion of the school's dean, must be completed 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 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 Dean.

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.

Course 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 units in the formal program may be repeated at the graduate level.

Undergraduate Students in the Masor School for Jewish Education and Leadership

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 units in the formal program may be repeated at the undergraduate level.

Pass/Fail Option

All 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 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). 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.

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 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.

Satisfactory Academic Progress (SAP)

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.

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 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 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 met 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 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 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 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.

Grade Appeal 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. The following outlines the process:

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 Director within 7 days after receiving a response back from the instructor. (Note: If the Department Director is the instructor or if there is no Instructor, this step is skipped. If the Dean or the AJU Provost is the instructor, steps 2 and 3 are skipped. If there is no Department Director, 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 Director level, the student may appeal to the Dean within 15 days of receiving a response back from the Department Director (or within 15 days of hearing back from the instructor if the instructor is the Department Director or there is no Department Director).
4. If there is no satisfactory resolution at the Dean level, the student may appeal to the AJU Provost within 15 days of receiving a response back from the Department Director. The decision of the AJU Provost 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 AJU Provost.

Academic Integrity

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 Academic 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 AJU Provost within seven (7) calendar days of receiving the outcome. The appeal must be in writing and based upon one of the following elements 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 AJU Provost and thus, *is not eligible* for appeal.

Artificial Intelligence Policies

Masor School for Jewish Education and Leadership - Policy on the Utilization of Artificial Intelligence (AI) Tools

This policy describes the ethical and appropriate use of generative artificial technologies (AI). The Masor School's primary goal is to ensure that students experience meaningful learning opportunities while protecting the academic integrity, quality, and excellence of its programs. Rather than discouraging the use of AI, the following policy is intended for the Masor School to use as guidance on using AI and approved-AI tools in an appropriate, safe, and ethical manner.

Masor School Policy on Using AI Tools

The Masor School allows the use of AI tools to support the learning environment. However, the following principles should be adhered to:

1. **AI should be used as a tool and not as a replacement for learning.** Students should utilize AI to enhance their learning experiences and not to replace or bypass the educational experience of students using their own thinking, analysis, writing, or engagement with course

material.

2. **Academic integrity must be adhered to as listed in the AJU Student Handbook.** Students who are found to have presented AI work as original work without proper citation or attribution may be found in violation of AJU's academic integrity policy.
3. **Students must disclose when AI is utilized.** The use of AI, especially when used for content generation, substantive revision, or analytical development, should be disclosed and/or properly cited. Routine or surface-level assistance (such as grammar checks or minor sentence-level polishing) does not require disclosure.
4. **Faculty have the option to enable AI-detection software in the Canvas LMS for any text entry or file upload written assignments.** AJU provides faculty with the ability to enable Turnitin Originality in the Canvas LMS for written assignments. Turnitin Originality provides students, instructors, and administrators with the tools and ability to identify unoriginal work while revealing insights. It helps students understand the importance of integrity, guiding them to avoid plagiarism and maintaining AI ethics, while also fostering their original thinking skills.
5. **Faculty will determine acceptable uses of AI within their courses and will address violations in accordance with the AJU academic integrity policy.** Students risk violating the AJU academic integrity policy and, at the professor's discretion, may fail the assignment, the course, may be required to provide more work in a different format, or may be requested to resubmit the work in violation.
6. **Data Privacy and Confidentiality**
Care must be taken when using (AI) tools, particularly when such tools are used to analyze recordings or other materials that include information about identifiable individuals. Students who utilize AI to analyze or summarize recorded lectures, participant interviews, or other recordings of others are encouraged to use AI tools provided by AJU.

If a student chooses to use an AI tool that is not provided by AJU, the student is responsible for understanding how data submitted to that tool may be stored, retained, or used, including whether it may be accessible to non-AJU users.

In all uses of AI—whether involving recordings or other forms of content—students must maintain the confidentiality of the Personally Identifiable Information (PII) of others, consistent with AJU policies and applicable data-privacy requirements.

Ziegler School of Rabbinic Studies – Artificial Intelligence (AI) Policy

We at Ziegler recognize that AI is a part of our lives and the lives of our students. Ziegler wants to embrace AI as a tool to aid students in their work and as a tool for faculty to use in their pedagogy. To this end, we as faculty will endeavor to improve our own pedagogical skills in regard to AI; we will introduce AI into our classrooms to the extent that it is feasible and facilitates the achievement of learning outcomes and that we are comfortable with it, and we will endeavor to make AI a positive part of our students' learning experience. To facilitate these goals, the administration will provide faculty with training on the various AI tools and capabilities with which we might engage. We expect students to use AI in their work judiciously. Whenever a student hands in a written assignment, we will expect the student to acknowledge either that they have or have not used AI, and if they have used AI, in what ways they used it. We will remind students of the problem of confabulation or hallucination on AI and that they must correct for that by ensuring that sources and texts used and/or cited actually

exist and are correct. It remains the prerogative of the professor to prohibit use of AI for a particular assignment of for the entire class.

Copyright Policy

The American Jewish University community respects the intellectual property of others, regardless of the medium by which it is transmitted. This is a cornerstone of academic integrity. We prohibit the use of unauthorized distribution of copyrighted material, which is subject to both civil and criminal penalties as well as University procedures.

Distributing copyrighted materials using peer-to-peer or file-sharing programs is illegal and the University uses technological solutions to deter this activity. Still, the University regularly receives notices of copyright violations and is required by law to take action. Common consequences include loss of network access and referral to the Office of Academic Affairs.

Procedures

The American Jewish University (AJU) does not scan its networks for copyright violations but is required by federal law to respond to notifications of copyright violations on its networks. AJU generally addresses copyright violations with a “three strikes” procedure. It also recognizes that, depending on the situation, a single offense may be sufficient for immediate suspension or termination of network services and access privileges, and for names of violators to be referred to the appropriate authorities for criminal or civil prosecution.

First Notification

The first-time notification is received that a computer on the AJU network is associated with the downloading or distribution of copyrighted materials, an email is sent to the user registered to that computer (or, sometimes, to a departmental system administrator) informing him or her of the notification. The user has two business days to respond and either demonstrate that the notification was unwarranted (by showing, for instance, that the materials were not copyrighted, or that the use qualified for a legal exception) or indicate that no more unauthorized downloading or distribution will take place any notification is shown to be unwarranted, no record of it is kept.

If the user does not respond within two days and/or if unauthorized use of copyrighted materials continues, network access is suspended (the user’s network connection is disabled) until the situation is resolved. Email and other accounts are not disabled. The appointing or sponsoring authority of faculty, staff, or sponsored affiliates is informed of this first notification.

Second Notification

On the second notification, the user will have their network access suspended immediately. The user is required to submit a signed certification page that states that the user understands copyright laws and the ramifications of a subsequent offense or to demonstrate that the notification was unwarranted.

Network access will be restored no sooner than two business days after receipt of the certification page. The appointing or sponsoring authority of faculty, staff or sponsored affiliates is informed of this second notification.

Third Notification

If after completion of the educational requirement a third notification is received, network access shall be suspended immediately. The user is again informed by email of the notification. Cases involving students are sent to the Office of Academic Affairs. Network access is not restored, if at all, until the case is adjudicated and decided by the appointing authority. The appointing authority can impose whatever sanctions—including termination of network access, probation, suspension or expulsion.

The existence and imposition of University sanctions do not protect members of the campus community from any legal action by external entities or the University itself.

Wireless Network Policy

American Jewish University provides wireless network access to support academic, administrative, and University-related activities. By accessing the University's wireless network, users agree to comply with this policy, applicable University policies, and all applicable laws.

AJU's IT Department is responsible for the design, installation, operation, maintenance, and management of University wireless network infrastructure. Wireless network users may not install or operate unauthorized wireless access points or networking equipment on University property.

AJU is responsible for maintaining University wireless access points and the network infrastructure to which they are connected. Users are responsible for the purchase, maintenance, operation, and support of their personal devices and wireless adapters used to access the network.

To maintain reliable, secure, and efficient network operations, the University may restrict certain network services, ports, protocols, or activities that negatively affect network performance, security, or availability.

Because network resources are shared, users must ensure that their use of University wireless services does not create excessive network traffic or interfere with other users' access to network resources.

Wireless Network User Responsibilities

Wireless network users must:

1. Respect the integrity, security, and availability of University computer systems and networks.
2. Respect the privacy and security of other computer users.
3. Follow University technology policies, procedures, and applicable laws.

Prohibited Uses

Users may not:

1. Access, examine, modify, or attempt to access or modify another user's private files, accounts, or electronic communications without authorization.
2. Harass, threaten, or interfere with other University computer users.
3. Use software, devices, or other methods that disrupt, overload, or degrade network performance.
4. Connect unauthorized equipment or devices to the University network.
5. Attempt to bypass network security measures or access controls.
6. Knowingly transmit viruses, malware, or other harmful code.

Violations of this policy may result in restriction or loss of network access and may constitute violations of the University Honor Code, Student Code of Conduct, or other applicable University policies.

Non-Confidentiality

Users should not assume that information stored on University systems or transmitted through University networks is private or confidential. The University may access, review, or monitor information stored on University systems when necessary for system maintenance, security, compliance, troubleshooting, or in response to suspected violations of University policies or applicable laws. Access to user information will be conducted in accordance with applicable University policies and legal requirements.

Security and Privacy

Users are responsible for protecting the security of their personal devices, accounts, files, and information when accessing University network services. Users should take appropriate precautions, including maintaining secure passwords, using updated software, and protecting their devices from unauthorized access.

The University takes reasonable measures to maintain the security and reliability of its network systems; however, users are responsible for safeguarding personal information and devices connected to the University network.

Network Access and Misuse

Access to the University wireless network is a privilege provided to support academic and University-related activities. The University may restrict or suspend network access for users who misuse network resources, compromise security, interfere with network operations, or violate University policies.

Improper use of the wireless network, intentional damage to network infrastructure, or other violations of this policy may result in temporary or permanent loss of wireless network access and may constitute violations of the University Honor Code, Student Code of Conduct, or other applicable University policies.

Electronic Mail Policy

American Jewish University recognizes that electronic mail (email) is an essential communication tool for academic, administrative, and University-related activities. The University supports responsible

use of email consistent with principles of academic freedom, privacy, security, and respectful communication.

This policy establishes expectations for appropriate use of AJU email services and applies to all students, faculty, staff, and authorized University affiliates who use University-provided email accounts or services.

AJU Email Accounts

All enrolled students are assigned an AJU email account. Official University communications, including academic notices, administrative information, deadlines, schedules, and other important announcements, will be sent to students' AJU email addresses.

Students are responsible for regularly checking their AJU email accounts and are accountable for information communicated through official University email channels.

Students are responsible for maintaining the security of their email accounts, including protecting passwords and preventing unauthorized access. Email accounts may not be shared or used by another individual. Technical questions regarding AJU email accounts should be directed to AJU's IT Department, CircleMSP IT Support, at support@circlemsp.com.

Appropriate Use of Email

AJU email services are provided for educational, administrative, and University-related purposes. Users are expected to use email in an ethical, respectful, and responsible manner consistent with University policies and applicable laws.

Email users must:

1. Protect the security and integrity of University email systems.
2. Respect the privacy and rights of other users.
3. Avoid communications that violate University policies or applicable laws.
4. Ensure that messages accurately represent the sender's identity and authority.

Privacy and Confidentiality

The University does not routinely monitor individual email communications. However, users should not assume that email communications are completely private or confidential.

The University may access or review email communications when necessary for system maintenance, security, legal compliance, protection of health or safety, investigation of suspected violations of University policies, or other legitimate University purposes.

Prohibited Email Uses

Prohibited uses of AJU email include, but are not limited to:

1. Using email in violation of federal, state, or local laws.
2. Sending harassment, threats, intimidation, obscene material, discriminatory content, or other communications that violate University policies.
3. Sending unsolicited mass email, spam, chain messages, or unauthorized group communications.

4. Representing oneself as speaking on behalf of the University or any University unit without authorization.
5. Misrepresenting identity or using another person's account or credentials.
6. Using email for unauthorized commercial activities, fundraising, or political campaign activities.
7. Sending malicious content, including malware, phishing attempts, viruses, or communications intended to disrupt University systems.

Enforcement

Violations of this policy may result in restriction or loss of email privileges, disciplinary action under the University Honor Code or Student Code of Conduct, and/or referral to appropriate authorities when required.

Student Handbook Acknowledgment and Resources

Student Responsibility

American Jewish University is committed to providing a learning environment that supports academic excellence, personal growth, respectful engagement, and the well-being of the University community. Students are expected to familiarize themselves with the policies, procedures, and expectations outlined in this Student Handbook and to uphold the standards of conduct and responsibility established by the University.

The policies and procedures contained in this handbook are intended to provide guidance regarding student rights, responsibilities, academic expectations, University resources, and community standards. Students are responsible for complying with all applicable University policies, as well as federal, state, and local laws.

Questions and Support

Students seeking clarification regarding handbook policies or University procedures may contact the appropriate office:

Office of Academic Affairs

For academic policies, student support, the contributions of each student and recognizes that a strong academic community depends on mutual respect, integrity, inclusion, and engagement. Students are encouraged to participate fully in the intellectual, cultural, and community life conduct matters, and general student concerns.

academicaffairs@aju.edu

Office of the Registrar

For registration, enrollment, transcripts, and academic records matters.

registrar@aju.edu

Title IX Coordinator

For reports or questions regarding sex discrimination, unlawful discrimination, harassment, and retaliation.

titleIX@aju.edu | 310-440-1571

Student Disability Services / Section 504 Coordinator

For disability-related accommodations and accessibility support.

disabilityservices@aju.edu

Campus Technology Support

For technology access, email, and learning platform support.

support@circlemisp.com

Welcome to the AJU Community

American Jewish University values the contributions of each student and recognizes that a strong academic community depends on mutual respect, integrity, inclusion, and engagement. Students are encouraged to participate fully in the intellectual, cultural, and community life of the University.

We look forward to supporting your educational journey at AJU.