Azrieli Graduate School
of Jewish Education and Administration

Fanya Gottesfeld Heller Doctoral Program

PhD in Jewish Education

Doctoral Student Handbook

Yeshiva University

Spring 2022

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Introduction

Doctoral programs typically involve a sequence of courses, research experiences, and culminating exams, theses, or projects. Navigating the requirements, planning, and staying focused on a long-term project is challenging. This handbook has been designed to delineate the tasks and requirements of the Azrieli PhD in Jewish Education. For information on the EdD program, please refer to the EdD handbook.

Throughout the years, policies and procedures have been developed that define and describe the rights and responsibilities of PhD students at the Azrieli Graduate School of Jewish Education and Administration. This handbook details these policies and procedures in one document that can easily be referenced. It is a "living document," since changes are anticipated as new policies and procedures are developed. It is available in both hard copy, and on the AGS website at https://www.yu.edu/azrieli/programs/doctoral.

This handbook provides statements about policies and procedures which are currently operative, and it is intended primarily as a source of information for PhD students. The school, however, reserves the right to change policy and procedures without prior notice and to notify all parties of such changes. It is your responsibility to maintain ongoing contact with the school to remain aware of any and all additions or changes to the basic policies outlined in this handbook.

The Doctoral Program makes every attempt to meet the needs of all types of learners and students. All requests for reasonable accommodations under the Americans with Disabilities Act of 1990 should be made to the Director of the Doctoral Program.

Welcome

A Message from the Dean

Congratulations and welcome! It is my pleasure and honor to serve as Dean of the Azrieli Graduate School of Jewish Education and Administration. I hope to come to know you during your tenure and look forward to sharing in your professional growth.

As dedicated Jewish educators, you have no doubt made significant contributions to the field. It is our hope that the coursework, practicum experiences, research opportunities and numerous other vehicles for learning at Azrieli Graduate School will further empower you to continue and expand your work in Jewish education.

Whether you have experience in administration, curriculum, student support, teaching, or research, we have designed a program to enable your development in Jewish educational research and leadership. Our program has evolved over the years and has always benefitted from student feedback. I invite you to share your impressions, concerns, and suggestions with me.

We recognize that we are partners with our students on a challenging journey. Faculty and staff are highly invested in supporting students' growth. Opportunities for collegial collaboration abound, and I urge you to find time to work with our outstanding faculty whenever possible.

Shortly after beginning at Azrieli, I realized what a remarkable place it is. Welcome, and thank you for joining us for what I am confident will be a highly rewarding experience.

Rona Milch Novick, PhD

A Message from the Director

B'rukhim ha-Ba'im to the *PHD in Jewish Education*, the newest iteration of the Fanya Gottesfeld Heller Doctoral Program of the Azrieli Graduate School of Jewish Education and Administration of Yeshiva University.

The next several years promise to be personally and professionally fulfilling providing we strike the proper balance between the face-to-face touchstone meetings (*mifgashim*), intensive summer institute, and the ongoing on-line assignments. This will require close collaboration on the parts of administration, faculty, students, and support staff and I am looking forward to meeting this challenge cooperatively.

Whenever Rabbi Nechunyah ben HaKannah entered the *beit midrash*, he would recite a brief prayer that not even inadvertent harm result from his actions. And when he exited, he would express satisfaction in his lot (Berakhot 28b).

As Jewish educators invested in serving the broader field, let us, too, pray that we fulfill our responsibilities faithfully and to the best of our ever-increasing abilities, and may we, too, express satisfaction in our lots.

Moshe Sokolow, PhD

UNIVERSITY POLICIES

Equal Opportunity

Yeshiva University has a long-standing commitment to equal opportunity and affirmative action. We apply every good faith effort in achieving nondiscrimination and equality of opportunity in employment and in all spheres of academic life. All University-wide decisions regarding faculty, staff and students are based on equitable and equally applied standards of excellence.
Unlawful harassment procedures have been established, both as a legal obligation under applicable law and as a visible and formal expression of institutional policy. The University's policy is designed to insure that recruitment, hiring, training, promotion, and all other personnel actions take place, and all programs involving students, both academic and non-academic, are administered without regard to race, religion, color, creed, age, national origin or ancestry, sex, marital status, physical or mental disability, veteran or disabled veteran status, genetic predisposition/carrier status, sexual orientation, gender identity and expression, citizenship status, sexual and other reproductive health decisions, or any other characteristic protected by any applicable law, ordinance or regulation. In addition, University policy is designed to maintain a work and academic environment free of harassment and intimidation.

Accreditation

Yeshiva University is accredited by the Commission on Higher Education Middle States Association of Colleges and Schools and by the appropriate professional agencies: the American Psychological Association, the American Bar Association, the Commission on Accreditation of the Council on Social Work Education, the Association of Institutions of Higher Learning for Jewish Education and the National Board of License for Hebrew Teachers. The Master of Science program in Speech-Language Pathology is a Candidate for Accreditation by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language- Hearing Association.

Safety and Security

Yeshiva University takes its responsibility for on-campus security very seriously and makes every effort to offer its students, faculty and staff a safe and comfortable environment by working closely with the local community and with law enforcement agencies. Federal law requires us to make crime statistics available, and you can find them at http://ope.ed.gov/security. Search for Yeshiva University, then click on a particular campus. At the bottom of each page, you can select various categories of crime statistics to view. The University's annual security report also contains policy statements and crime statistics for the University and is available online at http://yu.edu/safety-security/reports/security/ or from a campus Security Department office. You can also contact YU Security at 212-960-5221 for more information.

While we hope that emergency events on campus are unlikely, it is vital to be prepared to react appropriately during emergencies to ensure your safety. To get prepared and learn about emergency response at Yeshiva University, visit our Emergency Readiness website: https://www.yu.edu/safety-security/emergency.

Non-Discrimination and Harassment

Yeshiva University complies with all federal, state and local regulations governing Non-Discrimination and Harassment including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments Act of 1972. In keeping with its long-standing traditions and policies, Yeshiva University provides equal opportunity for faculty, staff and students within admissions and employment, and those seeking access to programs based on individual merit.
University-wide policies and procedures pertaining to discrimination and harassment have been established, both as a legal obligation under applicable law and as a visible and formal expression of institutional policy. The University's Non- Discrimination and Anti-Harassment Policy and Complaint Procedures can be found online at https://www.yu.edu/student-life/resources-and-services/policies. This policy includes information about filing a report, seeking a response and options for confidential disclosure. The University will respond to all complaints promptly, thoroughly, and impartially.
Retaliation is prohibited against anyone who filed and/or participated in the investigation of a complaint, even if the complaint is unsubstantiated. When warranted, the University will take appropriate, corrective action to remedy all violations of this policy, up to and including termination and/or expulsion. Administrative and investigative responsibility relating to enforcement of the policy has been assigned to the University's Title IX Coordinator, Dr. Chaim Nissel, at (646) 592-4201.

Accommodations for Students with Disabilities

The Office of Disability Services assists students with documented disabilities or medical conditions in obtaining reasonable accommodations. Some of the disabilities accommodated include physical, emotional or learning disabilities, ADHD, hearing impairments, and visual impairments. Visit the following website for more information about documentation guidelines and available accommodations: https://www.yu.edu/student-life/resources-and- services/disability-services/students.

Students who wish to request accommodations for a documented disability that affects his/her academic performance and students who suspect that they may have a disability are encouraged to contact the Office of Disability Services:

- Beren Campus: Rochelle Kohn, (646) 592-4132 /rkohn1@yu.edu
- Wilf Campus: Abigail Kelsen, (646) 592-4280 /akelsen@yu.edu

Student Conduct and Student Rights

Please visit https://www.yu.edu/student-life/resources-and-services/Standards-Policies and review the University policies on student conduct and student rights, including:

- Athlete Protection Policy
- Anti-Bullying and Hazing Policy for Students
- Credit Card Marketing Policy
- Drug and Alcohol Policy
- Medical Form
- Requirements for Working with Minors
- Romantic Relationships Policy
- Sexual Assault Student Bill of Rights
- Title IX (Non-Discrimination and Anti-Harassment Policy)

Additional student consumer information can be found at: https://www.yu.edu/oir/student-consumer- information.

Privacy

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (Section 438 of the General Educational Provisions Act, 20 USC 1232g), also known as "FERPA," Yeshiva University has adopted certain policies to protect the privacy rights of its students with respect to their education records. FERPA affords students certain rights of access to their education records. FERPA also limits the persons to whom the University may disclose a student's education records and permits certain disclosure without the student's written

permission. Please visit the Office of the Registrar or its website at https://www.yu.edu/registrar/parents to obtain the Yeshiva University FERPA Policy Statement.

Use of the University's Name

No student or student organization may use the name of the University or any of its components in print or digital/electronic media for any purpose, including identification, without written permission from the Office of the Dean.

A Brief History

David J. Azrieli Graduate Institute of Jewish Education was established in 1983 in recognition of a major gift by the Montreal architect-builder and communal leader, to coordinate Yeshiva University's four graduate programs in Jewish education: Master of Science in Jewish Elementary Education; Master of Science in Jewish Secondary Education; Specialist's Certificate in Administration and Supervision of Jewish Education; and Doctor of Education in Administration and Supervision of Jewish Education. These were previously offered by Ferkauf Graduate School in the Department of Education and the Isidore and Rose Silverstein Department of Jewish Education, named in honor of the beloved parents of Mrs. Estelle Ferkauf. Yeshiva University's long tradition of quality education in this field began during the 1940's with programs at the School of Education and Community Administration.

In 2006, with the generous gift of its namesake, The Fanya Gottesfeld Heller Division of Doctoral Studies of the Azrieli Graduate School of Jewish Education and Administration was dedicated. With enrollment doubling in size, it is now among the leading doctoral programs in Jewish education in the country. To date over 80 graduates have completed their dissertations and moved on to distinguished careers in the profession of Jewish education.

In 2014, two applications to the New York State Education Department resulted in a revision of the Doctorate in Jewish Education to an Executive Model EdD in Jewish Educational Leadership and Innovation and the addition of a PhD in Jewish Education. This latter degree, the PhD, was designed to prepare the future researchers, academics, thought leaders, and policy makers in the field of Jewish education. The degree aims to blend significant exposure to day school leadership with academic research experience.

Program Mission

The Fanya Gottesfeld Heller Division of Doctoral Studies at the Azrieli Graduate School of Jewish Education and Administration offers highly selective programs to prepare leaders of Jewish schools and other Jewish educational agencies and institutions, as well as the future academics, policy makers and researchers in the field. The EdD program is a response to the Jewish community's need for more quality-trained educational leaders, including principals, student support service administrators, and curriculum experts. The PhD program aims to support the development of researchers who will inform the broader field of Jewish education.

Recognizing the importance of situated, applied research, Azrieli PhD students participate in coursework and other experiences that provide the skills, knowledge base and affinities of successful educational leadership. Additionally, PhD students receive extensive coursework and mentorship in research methods and applications. PhD students benefit from the wisdom and guidance of our internationally recognized faculty through an innovative and comprehensive array of courses, collaborative faculty-student research initiatives, as well as academic and professional mentoring.

Office of the Doctoral Program

The Office of Doctoral Studies coordinates all aspects of the doctoral program. The Director of Doctoral Studies, Dr. Moshe Sokolow, determines, together with the program faculty, the policies, procedures, and curriculum for all course study. Dr. Sokolow is accessible both by phone at (646) 592-6353 and by email at msokolow@yu.edu.

The office is supported by Mrs. Marian Reiss, Executive Assistant to the Dean. Her office is located in Belfer Hall, Room 311, and can be reached by phone at (646) 592-6364, email at marian.reiss@yu.edu.

Admissions and Students

Initially, students admitted to the EdD will be invited to apply to transition to the PhD. Generally, however, the PhD program will recruit a small cadre of 3-4 highly qualified and committed students every other year, or as space permits. Candidates who seek academic or policy careers will be accepted, including those with Masters degrees in Jewish education and related fields. Strong connections between AGS faculty and other University departments of Jewish education, as well as research and policy agencies, will provide rich career opportunities for graduates.

The PhD students at AGS may have varied backgrounds in the field of Jewish education but share a commitment to furthering the field through research, teaching, and policy development. Applicants must hold a Master's degree in Jewish Education or related field. Applicants with degrees in related fields may be required to complete specific prerequisite classes at Azrieli or elsewhere once admitted to the Doctoral Program.

To be considered for admission, it is strongly suggested that students have at least two years' experience beyond their Master's degree. Azrieli may, however, selectively admit students directly from a Master's program based on an individual assessment of their readiness to undertake doctoral studies. Application includes providing demographic information, and resume, personal statement, graduate transcripts, and a personal statement. Interviews with two faculty members will also be required.

Although the PhD will generally admit directly into the program, on some occasions and with approval of the Director, students in the EdD program may apply to transfer into the PhD program. To do so, they will need to meet with the director and submit the PhD application and the Transition to the PhD forms (Included in the Appendix). The director may require interviews with faculty members as well.

The *PhD in Jewish Education* blends an annual 5-day Intensive Summer Institute, with 4 three-day face-to-face touchstone meetings (*mifgashim*) spread throughout the Spring and Fall semesters, allowing students to complete their coursework in 3 ½ years. PhD students benefit from collaboration in many courses with EdD students. This integration with practitioners in the field ensures research development that is aligned with the needs of the field.

NB: Admissions to the PhD program will be biennial and the course offerings scheduled accordingly. Students admitted in a particular cohort who are unable to complete their requirements in a timely fashion, may have a substantial wait until those courses are available again.

Faculty

The Fanya Gottesfeld Heller Division of Doctoral Studies has an internationally renowned faculty that is dedicated to the mission of shaping the future educational leaders of the Jewish community:

Scott J. Goldberg, PhD, *Student support, differentiated instruction, multilingual literacy, assessment, special education.*

Moshe Krakowski, PhD, *Culture in schools, curriculum development in Judaic studies, and problem-based learning.*

Rona Novick, PhD, Dean; Raine and Stanley Silverstein Chair in Professional Ethics and Values; *Social emotional learning and bully prevention, student support, early development, special education, family-school partnership.*

David Pelcovitz, PhD, Gwendolyn and Joseph Strauss Chair in Jewish Education; *Child development, trauma, at-risk children, values and religious growth.*

Laya Salomon, EdD**,** Director of Masters' Programs; Associate Professor and Director of Master's Program; *Methods of teaching, differentiated instruction, curriculum, assessment, and classroom management.*

Mark (Mordechai) Schiffman, EdD, Clinical Assistant Professor; *Positive Psychology, Jewish texts and values.*

David J. Schnall, PhD, Dean Emeritus, Azrieli Graduate School of Jewish Education and Administration; *Organizational management, human resources and development, public policy.*

Moshe Sokolow, PhD, Director, Fanya Gottesfeld Heller Doctoral Program; Fanya Gottesfeld Heller Chair in Jewish Education; *Judaic Studies, curriculum development, history and philosophy of education.*

Ilana Turetsky, EdD**,** Instructor; *Differentiated Instruction, Methods of Teaching.*

Program Structure & Program Elements

Program Structure: Core Requirements and Sequence

The PhD program will be full-time, with many participating students receiving support through a research assistantship at AGS. Professionals currently working part time may be considered with special approval. Both in order to ensure that future researchers and policy makers are well aware of the specifics of Jewish Day school administration, all PhD students will participate in courses offered in the EdD program. Coursework is concentrated in three and a half years through a combination of face-to-face touchstone meetings and ongoing online project-based learning throughout the academic year. PhD students will complete research assistantships in faculty research labs for their four years resident in the program. These assistantships will afford one-on-one mentorship, opportunities to participate in all phases of research, and foster students' expertise in an area of Jewish education. Students are expected to co-author conference and publication submissions with faculty and participate in relevant national meetings. Their studies will conclude with the defense of a Doctoral Dissertation, a research project that is expected to contribute to the field of Jewish Education.

Students may take courses in a different sequence but must complete all the coursework in order to graduate. A proposed sequence is provided below.

Courses

Year 1

Summer 1 - 8 credits

Introduction to Educational Research for Jewish School Leaders– 2 credits
Consideration of research questions schools routinely ask – including are students learning, what supervisory support will cultivate the best teachers, which curriculum is most effective, and application of research paradigms that can address them. Using the Stanovich Thinking Straight About Psychology text, issues of research design including reliability, validity, sampling biases, and correlation vs. causation will be explored and applied to actual educational research questions. Particular consideration of research challenges and biases in the Jewish community. Developing library research and reading research skills.

Ecological models, schools as systems – 1 credit
Introduction to systems theory and ecological models of child development through readings of Bronfenbrenner and others. Unique characteristics of the Jewish community and its relationship to Jewish schools will be explored through case material that requires using multiple ecological lenses.

Introduction to Leadership -2 credits
Exploring profiles of various school leaders through case studies and artifact review to determine leadership styles and qualities. Jewish thoughts on and approaches to leadership will be considered. Readings on theories of leadership deepen students' understanding and are paired with independent and group activities aimed at engaging students in reflection on their personal leadership style.

Introduction to Learning and Cognition -1 credit
Readings, viewings and experiential activities to promote consideration of how students learn and think as critical for design of learning and school environments. The types of learning and cognition tapped in Jewish schools, particularly in text based learning will be addressed.

Research Design in Education – 2 credits
Students will attend discussions of various research methods and survey an area of literature, learning to apply a critical and integrative eye. The area of research surveyed will relate to the students' laboratory assignment in the coming semester.

Fall 1 – 10 credits

Ethical and Reflective Leadership of Jewish Schools– 2 credits
Theoretical readings introduce concepts of ethical and reflective leadership. Jewish ethics and secular models will be contrasted. Case-based and problem-based applications allow students to explore practical application of theory to actual school-based challenges.

Educational Leadership for Jewish Schools I – 3 credits
Consideration of teaching models and curricular design, coupled with additional readings and discussions of learning and cognition and unique characteristics of adult learning to support the development of school leaders who are true educational leaders for both secular and religious studies.

Technology and Jewish Education -1 credit
Theoretical readings will challenge students to consider benefits and risks of technology in Jewish day schools and consider how to effectively integrate technology into their practice. The semester project will require inclusion of an appropriate technology application, providing students with hands-on experience with several technology platforms.

Quantitative Research Methods and Research Lab– 4 credits
Students will attend a 3 credit course offered by either the Wurzweiler School of Social Work or Ferkauf School of Psychology (depending on student schedule) and will apply their learning to a lab at AGS. This may include survey and scale development, data collection and analysis, human subjects review, project management and library research and writing.

Spring 1– 10 credits

Administrative Leadership for Jewish Day Schools– 3 credits
Review of recruitment of professionals, legal issues in termination of staff, pragmatics of scheduling and time management, basics of plant management, and safety. Significant units on budgeting, fundraising, public relations and communications. Use of actual cases and problems will develop practical skills and knowledge and consider the unique nature and challenges in Jewish school settings.

Educational leadership for Jewish Day Schools II– 3 credits
This builds on educational leadership I with a focus on team and human resource development, and particularly on mentoring and supervising teachers. Particular challenges in developing skills among Jewish studies faculty will be a primary focus. Students will complete multiple supervision cycles with feedback from peers and faculty, and will plan and execute professional development offerings.

Qualitative Research Methods and Research Lab – 4 credits

Students will attend a 3-credit course offered by either the Wurzweiler School of Social Work or Ferkauf School of Psychology (depending on student schedule) and will apply their learning to a lab at AGS. This may include survey and scale development, data collection and analysis, human subjects review, project management and library research and writing.

Year 2:

Summer 2 – 6 credits

Applied Research and Data Driven Decision Making for Jewish Day Schools – 2 credits
Using an actual school problem, students will learn what action research, program evaluation, and data driven decision making entails. The relative limitations of data availability in Jewish studies vs. secular studies will be considered. Students will explore sources of data, understanding of data, data presentation and analysis strategies and the benefits of using data in the service of educational leadership.

Technology Applications for Jewish Day Schools– 2 credits
Students will use multiple technological formats to address selected Jewish school issues including generating recruitment and fundraising vehicles, creating parent learning materials, supporting struggling learners, enabling collaborative group work.

Legal Mandates and Legal Issues for Jewish School Leaders– 2 credits
Using a case format, students will consider legal mandates that apply in Jewish schools in a variety of domains, including personnel management, discrimination, educational accommodations, child abuse, confidentiality and educational entitlements. Readings and presentations by field experts will enhance learning.

Research Assistantship – 0 credits
Students will be assigned to a faculty supervised research project. As students progress through the program, they will have additional research responsibilities and opportunities, including input on research projects, submissions to national conferences, and development of doctoral research project.

Fall 2- 9 credits

Philosophy and Mission – Considering Context and Goals in Jewish Day Schools- 1 credit
This brief consideration of major educational philosophies in Jewish and secular education offers a context for understanding modern educational models. Students also explore school missions, as stated in formal mission statements, and as embodied in their culture as they embody particular philosophical approaches.

Curriculum Design, Integration and Evaluation in Jewish Day Schools-2 credits
Using the case of a school forced to evaluate and integrate its curriculum, students will consider the role of educational leaders in initiating, supervising and coordinating curricular design and integration across subject areas, as well as evaluation of curricular successes and weaknesses.

Models and Practices of Student Support in Jewish Schools – 3 credits
Using multiple case studies, students will be presented with core ideas and strategic models in inclusion and student support across academic, social, emotional, behavioral and spiritual domains. The benefits of a positive psychology focus, and its consistency with Jewish beliefs will be discussed as a grounded theory approach to student support.

History and Philosophy of Jewish Education – 3 credits
An in-depth academic review of the philosophical and historical trends shaping Jewish education. Consideration of how ancient traditions inform modern practice.

Research Assistantship – 0 credits
Students will be assigned to a faculty supervised research project. As students progress through the program, they will have additional research responsibilities and opportunities, including input on research projects, submissions to national conferences, and development of doctoral research project.

Spring 2 - 6 credits

Spiritual Development and Jewish Schools – 2 credits
Readings on spiritual development are paired with self-exploration and the completion of a spiritual autobiography. How Jewish schools can serve as incubators of spirituality is explored through discussion and case study material.

Social Challenges in Jewish Schools - 1 credit
Addressing issues of bullying, social class distinction and consideration of Jewish schools as social environments will be accomplished through case materials.

Budgeting and Strategic Planning for Jewish Day Schools- 2 credits
Using actual school cases and budgetary challenges facing schools, students will learn paradigms for responsible fiscal management and strategic planning.

Applied Research Strategies– 1 credit
Using a case or problem, students will apply action research, and curriculum and program evaluation to actual problems in school settings

Research Assistantship, Comprehensive Exam and Dissertation

Development– 0 credits
Students continue work in faculty supervised research project. In this semester, students will select an area of focus and complete the Comprehensive Exam in the general area of their planned dissertation research.

Summer 3 – 6 credits

School Change and School Improvement in Jewish Schools – 3
A review of theories of school change and successful school improvement approaches including the Comer Schools, PBIS, National Network of Partnership Schools, and others will help students identify effective mechanisms of school wide change. Through applied problems and cases will address the role of school leaders in supporting change and addressing inevitable roadblocks and challenges. The dialectic of respect for tradition and embracing of new methods that embodies Jewish education will be considered.

Dissertation Proposal Seminar – 3
Students will develop their proposal for the dissertation research, with support in completing the literature review and methodology. Dissertations will be either quantitative or qualitative original studies, or may involve secondary analysis of existing data. Dissertation topics and methodological approaches will be approved by the program director.

Fall 3 – 6 credits

Leadership in Thought and Practice – YU Lead Internship I– 3 credits
Students will be exposed to leaders in the field who will direct them through various reflective exercises, readings and discussions. As they consider effective leadership they will complete tasks and projects in their capacity as leader at their school. Mentors will provide guidance and feedback on students' work.

Board, Community and Family Relationships in Jewish Schools – 2 credits
Effective techniques for governance, alumni development, funder development and family engagement will be explored through readings and application to cases and problems.

Dissertation Seminar II – 1 credit
To assist students in completing their proposal by the end of this semester, students will participate in a seminar focused on their literature review and methodology and data analysis. Dissertation proposal defense must occur prior to the start of the Spring semester.

Research Assistantship – 0 credits
Students will be assigned to a faculty supervised research project. As students progress through the program, they will have additional research responsibilities and opportunities, including input on research projects, submissions to national

conferences, and development of doctoral research project.

Spring 3 – 6 credits

Leadership in Thought and Practice – YU Lead Internship II– 3 credits
Students will be exposed to leaders in the field who will direct them through various reflective exercises, readings and discussions. As they consider effective leadership they will complete tasks and projects in their capacity as leader at their school. Mentors will provide guidance and feedback on students' work.

School Change and School Improvement – II – 3 credits
A capstone course engaging students in applying knowledge and skills regarding curriculum, student support, learning and cognition, supervision of staff, board governance, technology applciations and legal and ethical issues to a complex school change problem.

Research Assistantship – 0 credits
Students will be assigned to a faculty supervised research project. As students progress through the program, they will have additional research responsibilities and opportunities, including input on research projects, submissions to national conferences, and development of doctoral research project.

Years 4 - 5

Dissertation Project Advisement and Research Assistantship– 0 credits
Students work with faculty advisor, committee and peer support team as they proceed through completion of their dissertation. During this time, students serve as senior members of research teams at AGS labs. The goal is to have dissertation research completed in the fall, with additional writing and review in the Spring and final dissertation defense prior to May to allow for graduation at the end of the Spring semester. Students can apply for an extension of 1 year to complete the dissertation, but funding for continued research assistantship may not be available.

Program Elements: Applying for and Achieving Candidacy

After completion of a minimum of 18 credits, PhD students may apply for candidacy, signifying their interest in continuing in the doctoral program and their good faith commitment to complete the requirements for the program.

To apply for candidacy, students should fill out the *Application for Doctoral Candidacy* (see attached form in Appendix B). To be eligible for candidacy, students must meet the following requirements:

- Completion of 18 credits:
- Obtaining a minimum grade of B in all classes

While applying for candidacy, students may continue their coursework. Students granted candidacy will continue to work towards their doctorate, through thecompletion of the advanced courses and research internship and eventually culminating in the students' dissertations. Students declined candidacy or whose life circumstances no longer allow them to commit to completing their program in time will confer with the Director of Doctoral Studies about alternatives, including completing the requirements of the Specialist Certificate in Jewish Education and Administration.

Program Elements: The Capstone Dissertation Project

The doctoral dissertation is the capstone experience of the program. Students are expected to begin the process before completing their coursework and internship. Through courses, internship and other activities of the department students can begin to develop areas of interest, research questions and collections of scholarly works to support their dissertation. Regardless of the form or content students choose for their dissertation, it is expected that it will be a scholarly work, synthesizing existing knowledge and expanding it to create new understandings that will contribute to the field of Jewish education.

The content and process of each doctoral dissertation is unique to the student. What follows is a discussion of the recommended sequence and the required tasks/steps in the process. Going from idea, to proposal, to research to finished dissertation requires considerable effort and time but must be completed within four years of completing coursework. Students who are unable to meet these requirements will receive a specialist certificate. If they wish to continue towards the doctorate, they will need to reapply for admission into the program. Students who have compelling life orprofessional circumstances that make such deadlines untenable, may submit a formal written request for an extension. Such a request must include a timeline for completion specifying appropriate interim goals. Accepted requests will result in a student being placed on probation, and failure to meet timeline goals will void the extension

AGS allows and encourages dissertations from various formats. Regardless of format/topic, the dissertation should include a thorough and critical review of relevant bodies of literature, and a compelling explanation for the methodology/approachchosen to address the research question. Questions posed by the dissertation research should be grounded in theory.

Dissertation topics/formats and methodological approach must be approved by the Director prior to a chair and committee being selected, and before students begin formal work on a dissertation proposal. Determining a chair and selecting a committee is done with the student's input and at the director's discretion.

Quantitative research dissertations:

- Randomized study – controlled application of intervention or approach
- Comparative study – investigation of differential effects of two or moreinterventions or procedures
- Correlational study – theory driven exploration of relationship between twovariables
- Assessment study – development/calibration of a measurement instrument

- Secondary analysis – utilization of existing data to address a theory drivenquestion or issue
- Single subject design including multiple baseline or other accepted form of single subject methodology

Purely descriptive studies are not sufficient for dissertation research.

Qualitative research dissertations:

- Ethnographic study
- Case study
- Interview study

Humanities-style Textual dissertations:

- Thorough scholarly review of Jewish and general sources pertaining to a specific discipline in the day school curriculum
- Integration of prior research on aspects of instruction, and presentation of unique synthesis or new perspective
- Discussion of implications of new or existing scholarship for Jewish education

The Dissertation Process: Recommended and Required Steps

The standard steps are summarized in the table below and described more fully in the accompanying text that follows.

Required	Recommended
	Read materials in area of interest, begin collecting references and consider research questions. Review research of AGS faculty, prior dissertations and other existing data sources to consider potential areas of inquiry.
	Narrow area of interest and read enough material in area to identify a focus area. Consider meeting with faculty with interest/expertise in area orrelated areas.
Complete CCI on-line course and training course.	
Meet with Director to discuss area of interest, the capstone seminar most appropriate for you and potential faculty chair.	
Read and master literature in your area of study. Research questions should evolve from this scholarly review of literature. Review research questions and proposed methodology with Director for approval.	Since much of this reading may later evolve into the proposal and dissertation literature review keep careful records of all references, and create note-taking system.
Take Doctoral Seminar	
Write proposal and submit to chairperson and committee.	Review previous proposals available through the Office of Doctoral Studies. Review Guidelines for Proposals available on the Wurzweiler website.
Proposal Defense – if approved, submit Proposal Approval Form to Doctoral Studies Office	
Submit proposal to CCI and obtain formal CCI Approval	

Conduct research/project If it will be necessary to recruit research subjects, consult with Director, Chair and Institute.	Pilot data collection methods and vehicles, ifappropriate. Consult with statistician for support.
Write dissertation, sharing drafts with chair and committee.	Consult with registrar's office/ re: format for final draft of dissertation.
With support from Doctoral Studies Office, schedule and hold defense.	
Make corrections, prepare and submit final draft.	

Creating the Proposal

To guarantee that dissertations follow acceptable AGS guidelines, all students must gain approval from the director for both the topic area and the methodology to be used. This can be accomplished during or prior to participation in the Capstone Seminar. A capstone committee will be formed with input from the student, chairperson and doctoral program director.

A dissertation proposal must be developed and approved by the student's committee before any data collection or analysis can begin. The proposal sets forth the study questions, hypotheses, research methodology, and practice and/or policy implications of the proposed inquiry grounded by a substantive literature review of relevant theory and empirical studies. Faculty committee members will review the proposal before it is submitted for the proposal defense. Faculty members are well aware of the need for feedback. However, members of your dissertation committee may be working with other students at varying stages in the program.

Therefore, when submitting drafts of chapters to the chair and members of your committee, be sure to allow a 4 week turn around for each version.

The proposal is a form of contract between the faculty and the student. Students should keep in mind that advisors and readers must reach a consensus regarding the merits of the proposal and may require changes at several points in the process oftheir reviews. The high standards of the dissertation proposal and consensus among reviewers increase the probability of subsequent approval of the proposal by the Committee on Clinical Investigations (see below), and of eventual completion of the dissertation, although neither are guaranteed even with a successful proposal defense.

Official approval of the proposal takes place at the proposal defense, with participation of all members of the dissertation committee. Although the committee will have seen the proposal and provided feedback beforehand, the proposal defense allows for agreement as to the nature and extent of the work going forward.

"Guidelines for the Writing of the Dissertation Proposal" (available on the Wurzweiler website) is a well-structured guide to the writing of the proposal which is revised periodically, drawing upon the experience of students and faculty as the basis for modification. Students should refer to this document as they prepare their proposal. All proposals and dissertations must adhere to the APA style. (See: Publication manual of the American Psychological Association [6th ed.]. WashingtonDC: Author.)

Approval by the Committee on Clinical Investigations

After the proposal is approved by the student's dissertation committee, the student must submit it to the Yeshiva University Committee on Clinical Investigations (CCI) to determine whether human subjects who participate in the research are adequately protected against harm as a consequence of their participation and that informed consent has been obtained. All research projects approved in the process mustinclude strict measures to protect the confidentiality of the responses by the human subjects at the time of inquiry and thereafter. Under no circumstances can theresearch commence until the CCI has rendered a decision in writing.

In order to be reviewed by the Committee on Clinical Investigations, it is crucial that all students follow the checklist of all the procedures required by the Committee.

The Dissertation

After the proposal defense and approval by the Committee on Clinical Investigations, work on the capstone dissertation project can begin. The "Guide for the Writing of the Dissertation," which is available on the Wurzweiler website, will serve as an essential tool in the process. (http://yu.edu/wurzweiler/phd-program-social- welfare/resources/)

Given the new knowledge and experience stemming from the actual conduct of the inquiry, the student will update and expand upon the material in the proposal for the dissertation. Students are reminded that faculty members may be working with other students at varying stages in the program. Therefore, when submitting drafts ofchapters to the chair and members of your committee, be sure to allow a 4 week turn around time for each version.).

The Oral Defense of the Dissertation

When the dissertation is approved by the committee, the oral defense can be scheduled. Outside readers, assigned by the Director, with recommendations from the student and chair will also be included.. To allow for scheduling, **a request to schedule a dissertation defense must provide a minimum of four weeks' notice.**

For the defense, the student will be expected to make a brief presentation of the research and respond to questions and comments of the committee and readers. The oral defense will produce further revisions which the student will have approximately 1 month to make. Once the doctoral candidate has successfully defended his or her thesis, and made the appropriate revisions the student may file for graduation for the next graduation ceremony.

See Appendix for necessary forms:
(1) Application for Doctoral Candidacy;
(2) Dissertation Committee Form;
(3) Dissertation Proposal Cover Sheet;
(4) Protocol Submission Checklist;
(5) Final Review of the Doctoral Dissertation Form
(6) Application to PhD program
(7) Transition to PhD program

Program Policies and Procedures

Registration

Students must speak with the Director of the Doctoral Program before each semester to discuss their progress and development within the program and finalize their course selection for the upcoming semester. In addition, students must notify the Director of the Doctoral Program prior to any intended change in their course load during a semester. As part of the registration process, students are required to submit their current mailing address, phone number and email address. In the case of any changes, the student must notify the registrar and the Azrieli Office.

Registered students are assigned a Yeshiva University Mail System (YUMS) email account. Non-registered students, including those who have requested a leave of absence, cannot access those accounts, which are needed to receive correspondence from the program and to access the Canvas Course System. If you prefer to use a different email as your primary email, you must set up your YUMS email account to forward to your primary email address so that you may still receive important communications from the program. This can be done by filling out the *Online Forwarding Form* at http://www.yu.edu/ymail/webforwd.html.

Failure to register

Students who fail to register by the last day to add or drop a course, as specified in the Academic calendar and in the registration materials, will be considered to have withdrawn. In such circumstances, the student is responsible for all charges. It is the responsibility of each student to abide by the registration deadlines.

Grading System

Students are graded using letter grades of A, A-, B+, B, B-, C+, C, C-, F. Students are required to maintain a “B” average overall and in each semester. Each grade has numerical values, as follows:

A+	A	A-	B+	B	B-	C+	C	C-	F, W
4.666	4.0	3.667	3.334	3.0	2.667	2.334	2.0	1.667	0

Grade assignments are solely determined by the individual instructors. Each individual

instructor has the choice of what factors to take into account. This may include but is not limited to, class attendance, participation and class performance.

Incomplete Grades

Students are expected to satisfactorily complete all requirements **before** the last class session of the semester or before the deadlines set by the instructor for submitting final assignments. Extensions will be allowed only within the following guidelines:

- Students are expected to complete their course work within the prescribed time limits. Incompletes will be granted only in exceptional circumstances.
- Students who are granted an "incomplete" for their responsibilities in a given course must file an *Incomplete Grade Form* available in the Azriel Office. It is the student's sole responsibility to complete this form and its associated charge. The form must be signed by the Director of Doctoral Studies.
- Once granted an "incomplete," the student is responsible to complete the work by no later than the last day of the following semester. (Incomplete work from the spring semester must be completed by the end of the following Fall semester.)
- Failure to follow this procedure may result in a grade of F for the incomplete work.

***Note**: Students are permitted to carry a maximum of two "incompletes" at any time during matriculation.*

Maintenance of Academic Standards

Students are required to maintain satisfactory standards of scholastic performance and progress. Any grade less than a B (that is B-, C+, C, C- and F) in a course raises questions as to the student's ability to continue in the program and places the student on academic probation. A student is considered to be in academic jeopardy in any of the following situations, which may lead to a student not qualifying for scholarship or disqualification from the program:

- Degree Candidates must maintain a B average (3.0). If an overall 3.0 average is not maintained in a given semester, the student shall automatically be placed on academic probation and be subject to academic review.
- A student on academic probation must raise his or her overall grade point average to a 3.0 level by the following semester. Failure to achieve the required 3.0 average after being placed on academic probation is grounds for dismissal.
- A student who fails any course (that is receives a grade of F) will be automatically dropped from the program.
- A student who receives 2 "incomplete" grades within one semester will be placed on academic probation until the incomplete course work is satisfactorily completed.
- Students are expected to complete the coursework in 4 years, submit their proposal within 2 years of completing courses, and submit the completed dissertation within 2 years of completing proposal. Extensions may be available in some cases, and only with the approval of the program director.

Review and Appeal Process

If there are questions about the capacity, performance, or the continuation of a student in the Program, these concerns will be brought by a faculty member to the attention of the Director of the Doctoral Program. Such concerns about academic progress and/or suitability for the program may be raised by the faculty whether or not the student is formally on probation.

If it is felt that there are serious questions about the student's performance or continuation in the program, the following procedure is utilized:

- A letter of notice is sent by the Director of the Doctoral Program indicating the nature of the difficulties and the requirements to be met by the student.
- A probationary period may be provided for the student to meet the requirements as set forth in the above-mentioned letter. During this period, there will be regular meetings between the Director of the Doctoral Program and the student designed to help the student to meet the requirements. At approximately the midpoint of the period, an appraisal of progress will be made.
- In the event that the student has not successfully met the requirements specified in the letter of notice, he or she will be dropped from the program. The student who is to be dropped from the program will have the decision conveyed to him or her in writing.
- A student who has been notified in writing that he or she will be dropped from the program may make a request to the Director of the Doctoral Program for a review and reconsideration of this decision.
- The Director will designate an ad hoc review sub-committee. This sub-committee will include members of the faculty as a whole and at least one person who has had no direct participation in the situation under review.
- The Ad-Hoc Sub-Committee may, at its option, request that the student submit relevant documents and/or meet in-person with the committee members. The student may request an in-person meeting.
- The Ad-Hoc Sub-Committee will make a recommendation to the Director of Doctoral Studies, whose options can include upholding the original decision, reversing the original decision, or suggesting a remedial plan of action that details what must be accomplished within a specified timetable to reverse the decision.
- The Director of Doctoral Studies will confirm the decision of the sub- committee but may modify or clarify the remedial plan of action to ensure compliance with the provisions of this Handbook for the Doctorate in Jewish Education, as appropriate.
- If the decision is to uphold the original decision, the student may request in writing that Dean review the action/decision of the Ad-Hoc Sub-

Committee, and the Director of Doctoral Studies, clearly stating the reasons for such a further review. The Dean may grant or deny the request. If the Dean grants the request, he will evaluate all the available materials as to the facts and circumstances, including any recommendation from the Director of Doctoral Studies and the Ad-Hoc Sub-Committee and may request a personal interview with the student. The Dean's decision whether to review the determination shall be final.

Policy and Procedure on Transfer Credits

Credit for work completed at another institution of higher education is not automatically granted. The Dean, the Director of Doctoral Studies must approve its acceptability and its appropriateness to the Doctoral degree.

No credit is given for any course transferred from another institution with a grade below B or with a grade of P. Credits that have been used to fulfill requirements for adegree that has been granted already may not be transferred. *Azrieli will consider transfer of a maximum of 9 credits towards the Doctoral degree; transferring more than 9 credits will require the special permission of the Director and the Dean.*

Transfer credit can be granted in core areas and electives with the approval of the Director of Doctoral Studies. The request for transfer credits must be initiated by the student after the applicant has been accepted to the doctoral program and paid his or her deposit. When requesting transfer credits a student must present in writing:

- Name of institution where the credits were earned
- Course name and course number
- Course description
- Transcript showing that the credits were earned

When all necessary paperwork is received and completed, the materials will be forwarded to the Office of the Registrar. The student will be notified, in writing, by the Office of the Registrar when a decision has been reached. The Office of the Registrar makes the final decision as to whether the credits are transferred.

Auditing

Matriculating students may register to audit courses of their choosing (without earning credit) at any time. The charge for auditing a course is currently $575.00

School Related Expectations – AZRIELI PHD

Attendance

For programs that meet in face-to-face format, students are expected to attend all scheduled classes in their entirety. Students who fail to fulfill this requirement will receive an academic penalty appropriate for the course work missed.

Students may not miss 30% or more of their scheduled class. If a student misses 30% or more of a course during the semester, they will receive a final grade of "F." This grade will be reflected on the student's official university transcript.

If the student is absent because of a disability which is documented with the Office of Disability Services at Yeshiva, falls ill or there are other extenuating circumstances, the student must inform the instructor in advance. The instructor may require appropriate documentation to make any exception to this policy.

Online courses, if live-on-line, have identical attendance requirements to face-to-face courses. Additionally, students are expected to participate with their video camera and sound on. In asynchronous courses, where typical measures of attendance are not relevant, timely engagement with course material is required.

Time Limitations

A student must complete the requirements for the PhD 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. Application for extension beyond these time frames will require permission from the Program Director and Dean to continue their studies. If permitted to continue, these students may be required to take additional, more current, coursework.

Course Load

To be considered a full-time Azrieli School graduate student, the student must be enrolled in at least 6 credits during Fall, Spring and Summer semesters. Students with low academic averages may be subject to restriction on their course load. There also may be financial aid implications for falling below full-time status.

Grades

Students may access their grades at https://www.yu.edu/registrar/registration

To view grades:

Log in with your Banner ID

Click on “Student and Financial Aid”

Click on “Student Records”

Click on “Final Grades” and select the appropriate term

Description of Grades

There are two categories of grades that can be recorded on a student’s transcript. Academic grades note academic achievement in a course of study; administrative grades note a student’s status in a course of study.

ACADEMIC GRADES			
Quality of Performance	**Letter Grade**	**Range %**	**GPA/ Quality Pts.**
Excellent - work is of exceptional quality	**A+**	**100+**	**4.666**
	A	**94-100**	**4**
	A-	**90-93.9**	**3.7**
Good - work is above average	**B+**	**87-89.9**	**3.3**
Satisfactory	**B**	**83-86.9**	**3**
Below Average	**B-**	**80-82.9**	**2.7**
Poor	**C+**	**77-79.9**	**2.3**
	C	**70-76.9**	**2**
Failure	**F**	**<70**	**.000**

Academic Grades:

G - Stopped attending without filing an official withdrawal form (counted as failure)

I - Incomplete

L - Audit (no credit)

W - Withdrawal without penalty or prejudice

Note that credit is given only for grades A through C and P. No credit is given for grades F, G, I, L, N, or W.

P is used for independent study courses and some internship or practicum. Faculty and program director must approve whether a student can take a course graded under the A/P/N option before the student begins the course.

“I” grades may be issued to accommodate unavoidable delays in the completion of course requirements. A student receiving an I grade must have completed at least 50% of the course with a minimum of a B-. The student and faculty must come up with an agreed upon plan and timeline for completion of the coursework. If the course work is not submitted by the agreed upon date, generally no more than one semester following the course, the “I” will be changed to an “F”.

“W” (withdrawal) from a course after the last date to drop a course without permission requires filing an Add-Drop Form with the Office of the Registrar and written permission of the Office of the Dean.

When the numerical value is multiplied by the credit value of a course, the resulting figure is the number of quality points. The student’s average is computed by dividing the number of quality points earned by the total number of credits completed with a grade of A through G. The average is truncated to the third decimal place.

Appeal of Final Grade

A final grade may be changed by the instructor only for a computational error or recording error. In these two instances, the instructor completes a Change of Final Grade Form and the respective program director signs to approve the change and will send to the Office of the Registrar.

If a student believes a grade is incorrect, he/she must first meet with the instructor. Should this meeting be unsatisfactory, and the student would like to officially appeal the grade, the student may next meet with the Program Director. The Program Director will review materials related to the grade appeal and make a final decision.

Prerequisites

In order to receive credit for an undergraduate prerequisite course, a student must have received a C or better in the course. With respect to a graduate prerequisite course, the

student must receive a B or better in the course. A course may not be taken if the student has not received the minimum grade required in a prerequisite course. The student must repeat the prerequisite course, or an acceptable substitution approved by the Program Director.

Transfer of Credit

No more than 9 credits towards the PhD degree may be transferred from other institutions.

Any student who wishes to transfer credit from another institution must submit a Transfer of Credit Form to the Office of the Registrar. This form must be approved and signed by the Program Director. Students must also include an official transcript showing the course they wish to transfer with a final grade and any course descriptions or syllabi for the course. All Transfer of Credit Forms for courses taken at another institution prior to beginning the program should be submitted during the student's first semester, and it is at the discretion of the Program Director to decide which courses may transfer. All Transfer of Credit Forms for courses taken at another institution after the student is enrolled in Azrieli should be submitted during the start of the following semester, and it is at the discretion of the Program Director to decide which courses may transfer.

Only graduate coursework will be accepted as transfer credit. Credit will not be granted for any course transferred from another institution with a grade below B or for a Pass/Fail course. Courses that are transferred will not factor into the student's GPA in the Azrieli program.

Waiver/Substitution of a Required Course

In some cases, where students can show proof of relevant work experience, a Program Director may grant the student a waiver for the required course. Students who wish to receive a waiver for a course requirement or substitute a program elective for a required course must submit a request form to the Office of the Registrar by the end of the student's first semester. Students who are waived from a required course will not receive credit for the course but will no longer have to fulfill that course to meet graduation requirements. There will be no waiver or substitution of courses in the PA or OTD curriculum. Students must complete all courses in the PA and OTD programs.

Registration

Before their first semester, incoming graduate students will be provided with instructions by the school on how to register for their courses. Continuing students will register online through YU Portal (https://insidetrack.yu.edu). Continuing students are expected to register each semester during the specific registration period; registration dates will

be published in the Academic Calendar. Students who register outside of the designated registration period may be subject to late registration fees.

Continuous Status

Students must maintain continuous registration with the program until graduation, including registering for research requirements (as specified by individual programs). Any student who neither registers nor secures an official leave of absence for any semester will be considered withdrawn from the School.

Cross-Campus Registration

In certain cases, and with the permission of the Program Director, students may be eligible to take a course at another Yeshiva University school. The student is responsible for paying tuition to the host school unless a previous agreement is arranged between the host and home school and is approved by the Office of Student Finance. Any student who wishes to take a course at another YU school must notify the Office of the Registrar prior to the beginning of the semester and receive written approval from his/her Program Director and other appropriate YU administrators. The Program Director will indicate if the course counts towards the student's program degree requirements, and if so, which requirement it fulfills. Only graduate level courses can be applied toward the program degree requirements. The host school may require the completion of additional forms.

Course Auditing

Azrieli students may be eligible to audit a course in Azrieli or another YU program with the permission of the Program Director of the other program and other YU administrators. The University does not permit a student to audit or sit in on classes the student is not officially registered for.

Withdrawal from a Course

Students may drop classes through Inside Track from the start of the designated registration period until the "last day to drop a course" as listed on the Academic Calendar. Students will be required to fill out an Add/Drop Form found on the Registrar's website (www.yu.edu/registrar/forms). If permission is granted to withdraw from a course after the allowed date, the course is listed on the permanent record with a grade of "W". Students should be aware of the refund dates for each semester. Students may not receive a full refund for courses dropped even if they are dropped before the "last day to drop a course without a W". See the "Grades" section for more information about Withdrawal.

Consult the Office of Student Finance website for more details about the tuition refund schedule and fees:

https://www.yu.edu/osf/contact

Eligibility for Graduation

In order to be eligible for a degree, students must complete all required coursework and other requirements for the specific program as published in the Academic Catalog for the semester in which the student first enrolled. Students who fail to complete all requirements before the date of degree conferral will need to re-apply for the next possible degree date. Any student who is on probation or does not meet the satisfactory academic performance standards will not be eligible to receive a degree.

Degrees are conferred in September, January, and May each year. A student applies for a degree by filing an Application for Graduation Form in the Office of the Registrar. Students will not be eligible to receive a degree unless they have submitted the Application for Graduation Form by the appropriate deadline as published in the Academic Calendar.

Should the degree not be awarded at that degree date, a new application must be filed prior to the degree date deadlines thereafter until the degree is awarded. Graduation fees paid initially remain valid for two (2) years and need not be paid again unless more than two (2) years elapses between payment and award of degree.

Students are bound by the curriculum that was in effect during the first semester they enrolled in the program. Students are responsible for meeting regularly with their academic advisors and checking their unofficial transcripts to ensure they are on track to graduate.

Diplomas

Diplomas will be mailed to the address students list on the Application for Graduation Form within eight (8) weeks of the degree date. The last name on the student's diploma must match the last name on the student's record at the School. Duplicate or revised diplomas can be secured under certain circumstances. The acceptable reasons for a duplicate diploma request are listed here: https://www.yu.edu/registrar/graduation

More information is available on the Office of the Registrar website at www.yu.edu/registrar

Records and Transcripts

Students may generate unofficial transcripts at no cost in the Office of the Registrar or online at https://www.yu.edu/registrar/registration Current or former students who want official transcripts should visit www.yu.edu/transcript, where they can find information about fees, regulations, and procedures governing the issuance of official transcripts.

No official transcript will be issued for a student unless the student's financial record with the University is completely clear. A student's official records are sent only in the form of a complete transcript. No partial records are sent. Transcripts list courses in progress without grades. Students who believe there is an error in their academic record (e.g., in a grade, average, credit value, or course) must promptly contact the Office of the Registrar (see www.yu.edu/registrar for contact information).

SATISFACTORY PROGRESS POLICIES

Good Academic Standing

All students must maintain a minimum grade point average of 3.0 per semester and cumulatively and must make satisfactory progress toward a degree within the time frames detailed in the "Time Limitations" provision. All students must meet these standards of good academic standing and satisfactory academic progress. Students not meeting these standards may be placed on academic probation and may become ineligible for financial aid. These standards are applicable to all students. They are required for certification by New York State for financial assistance under Section 145-2.2 of the Regulations of the Commissioner of Education and are required by federal regulations to receive aid under Title IV of the Higher Education Act.

Academic Probation and Dismissal

Good Academic Standing: Students are always expected to remain in good academic standing in their respective programs. Not remaining in good academic standing can result in dismissal from the University or probation with the expectation that the student will return to good academic standing by the end of the following semester.

Dismissal at the End of the First Semester: If in the first semester of study, a student earns an "F" grade (fails a course), two "C" grades ("C" or "C+"), or has an overall GPA below 3.0, the student may be dismissed from the program.

Probation: A student who earns an "F" grade (fails a course), two "C" grades ("C" or "C+"), or has an overall GPA below 3.0 in any semester will be placed on academic probation beginning in the following semester (if not otherwise dismissed from the program).

If a student is placed on probation, he/she will receive a letter from the Program Director that outlines the reason for the academic probation and a date for a performance review meeting with the faculty committee. After the meeting, the student will be provided with a letter outlining a success plan by the Program Director, the terms of which must be met by the student, in order to return to good academic standing. The student must sign and return the letter acknowledging his/her understandings and responsibilities.

Where applicable, during their academic probation students may not be permitted to apply for their next externship or internship or attend an externship or internship they already received.

Academic probation may be documented on the student's transcript. Being placed on academic probation may impact a student's financial aid. Please contact the Office of Student Finance for more information.

Dismissal Following Probation: While on probation or afterwards, if a student earns an "F" grade (fails a course), two "C" grades ("C" or "C+") or has an overall GPA below 3.0 for a semester, the student may be dismissed from the program.

Dismissal During the Didactic Year: An OTD or PA student who receives an "F" grade (fails a course) in more than one course in a given semester during the didactic year may be dismissed from the program.

Making Up an "F" grade (failing a course): If a student receives an "F" grade in any of their courses, the student (if not dismissed from the program) must repeat and pass the same course. The grade earned from the repeated course will replace the "F." The "F" will remain on the student's transcript but will not be included in their cumulative GPA.

Leave of Absence

Students who are not registered for academic credits or courses but who expect to return to the university should file for a Leave of Absence. The leave of absence must be approved by the Program Director. To apply for a Leave of Absence the student must fill out and submit a Leave of Absence form to the Office of the Registrar prior to the start of classes for the given semester. Students may apply for a leave of absence for a maximum of 180 days. Students are only eligible for a leave of absence after the completion of one

(1) semester of coursework.

If the need for a leave of absence extends beyond 180 days – taken together or separately – the student must officially withdraw from the School. Students who wish to withdraw must submit an Application for Withdrawal from the School Form, available in the Office of the Registrar. The form should be signed by both the Program Director and Dean.

Please Note: Immigration regulations require that students in F-1 status register and attend school full-time every semester. Please contact the Office of International Students and Scholars (OISS) before dropping below full-time or if you are considering a leave of absence.

Official Withdrawal

If a student chooses to withdraw from their program, they must fill out the Official Withdrawal Form and submit it to the Registrar's Office. If the student is registered for courses at the time of withdrawal, they will be subject to refund amounts as outlined in the academic calendar. Based on the timing of the student's withdraw, the student may receive a W on their transcript. The school's academic calendar may be referenced for specific dates.

Students who are registered for courses at the time of their withdrawal will be subject to the tuition refund rates in effect on the date of their withdrawal. Before the student withdraws from a program, the student must contact the Office of Student Finance regarding deadlines for tuition reimbursement and to address related financial responsibilities.

Procedures for Removal

When it comes to the attention of any member of the University community that a student may pose a threat to the health and safety of themselves and/or others, he/she should immediately take reasonable steps to notify his/her supervisor, the applicable Program Director and/or the Dean of the School. (If so notified, the supervisor and Dean should in turn notify the applicable Program Director.) The Program Director then should take immediate action to assess the nature and magnitude of the threat to the student and to others, which may involve consultation with others including counseling and other relevant support services. In accordance with applicable law and regulations, procedures should be followed to ensure that a student considered for involuntary leave is not subject to an adverse action based on unfounded fears, prejudice, or stereotypes.

A psychological, psychiatric, or medical evaluation by a healthcare provider may be necessary to determine if an involuntary leave of absence is necessary or appropriate. The student may be asked to provide relevant psychological or medical records from his/her healthcare provider.

To the extent practicable, a student whose involuntary leave is under consideration will be informed in person, if practical, or in writing, and will be provided with an opportunity to be heard in an interview with the appropriate counseling staff and/or administrative official prior to any such decision.

A student who is placed on involuntary leave may appeal the decision to the Dean within 10 business days of the decision. The appeal should be in writing and set forth the basis for the appeal. The Dean or his/her designee will review the appeal and his/her decision will be considered final.

In cases of a safety emergency, a student may be removed from the University campus. To the extent practicable, the student will be provided with notice and an opportunity to be heard in an interview with the appropriate counseling staff and/or administrative

official prior to any such decision. The student also may appeal the decision as set forth in the preceding paragraph.

The University reserves the right to make appropriate arrangements regarding the health and safety of the student.

A student placed on involuntary leave must remain off campus for the duration of their leave. A student on involuntary leave may not visit the campus or any other facility owned by the University without written approval from a University official.

The School will notify all relevant parties of the leave of absence and/or removal from campus.

A student's continuance on the rolls of the University; the receipt of academic credits, honors, and awards; graduation; and the conferring of any degree, diploma, or certificate upon a student are entirely subject to the disciplinary powers of the University and to the student maintaining high standards of ethical and academic conduct. A student may be placed on probation or dismissed at the discretion of the Dean at any time for infringement of these standards.

Readmission after Withdrawing from the University

A student who neither registers nor secures an official leave of absence for any semester will be considered to have withdrawn from the School. A student who wishes to resume studies may have to apply for "readmission." Students who withdrew (whether voluntarily or involuntarily) from the School and wish to apply for readmission must follow the regular admissions procedures. Their admission will be subject to the program admissions criteria in effect at the time of application for readmission.

Penalties and Procedures for Violating Academic Integrity Standards

Accordingly, students who act in a dishonest manner by cheating on written exams or plagiarizing are subject to penalty under the following procedures.

Please Note: If a faculty member determines that a student unintentionally misused sources on an assignment, he/she may lower the grade on the assignment in question (including lowering to a grade of "F"). No additional penalty should be imposed.

Notification Process

Any member of the Yeshiva University community may initiate a report of cheating on a written exam or plagiarism. The complainant should report the incident immediately, and no later than 10 days after the incident occurred and should submit an Incident Report Form to the applicable Program Director.

The Program Director will then submit a written copy of the charges (cheating or plagiarism) to the student no later than 10 days after the incident was initially reported.

The student will then have the opportunity to accept or deny responsibility for the actions or challenge the allegations within 5 days after receiving the report documenting the charges.

If the student accepts responsibility for the action, then appropriate academic sanctions will apply including, but limited to, a retake of the exam, reduced credit or zero on an exam, reduced final grade or failing grade, or resubmit assignment paper.

If the student denies the allegations, the Azrieli School Student Advocate will conduct an initial investigation to assess the merits of the case within 10 days after receipt of the student's statement of denial. The Azrieli School Student Advocate is a full-time staff member appointed by the Dean to help students understand academic policies and procedures and to facilitate the initial review of the Academic Integrity process by collecting and reviewing documentation.

Students are not permitted to drop the course in which the alleged incident occurred during or after the pendency of proceedings under this policy.

Initial Review

If the student denies the allegations, the Azrieli School Student Advocate will review all submitted evidence and will meet with the faculty, student, and other relevant parties to determine if the case at hand falls within the scope of an academic integrity violation.

Hearing

If the incident appears to violate academic integrity standards, the Dean will convene a hearing before the Committee on Academic Standards and Integrity (CASI) to determine if the student violated academic integrity standards no later than 30 days after the student formally denied the incident. The CASI will consist of a four- person impartial body appointed by the Dean, including the School Student Service Coordinator, a Azrieli program director, a faculty member, and a student. A non-voting representative from the Office of the Registrar may also be present for the hearing.

The CASI Committee Chair will notify the student in writing of the date, time, and place of the hearing. The student can meet with the Student Advocate for further clarification on the hearing process. The student may bring written materials and witnesses, but no advocates or advisers (including parents and attorneys). The Committee will consider all the facts and circumstances, may ask for further information from the relevant parties, and will determine whether the student committed an academic integrity violation within 10 days after the hearing. The Committee will provide a written summary of the hearing and its findings along with its recommendation for appropriate action to the Dean.

Decision

The Dean may accept, reject, or modify the Committee's recommendation, and will notify the student in writing of the decision.

Appeal

Within 10 days of receipt of the Dean's letter, the student may file an appeal by submitting it in writing to the Provost of Yeshiva University. No appeal will be considered if received after the 10-day deadline. The Provost will consider the merits of the appeal and will consult with the Chair of the CASI. The Provost may interview the student but will not conduct a new hearing. The standard for review will be whether the student received appropriate notice and had an opportunity to be heard (i.e. whether there was a fair hearing), and whether the School followed its procedures. The Provost may designate the Dean of another University graduate or professional school to hear the appeal. The student will receive notice of the decision in writing in a timely fashion, but no later than 3 weeks from the receipt of the appeal. This decision is final.

1 Portions of this definition are adapted from The Council of Writing Program Administrators, "Defining and Avoiding Plagiarism: WPA Statement on Best Policies" (http://www.wpacouncil.org/positions/index.html); Syracuse University, "Academic Integrity Policies and Procedures" (https://psdocs.syr.edu/sudocs/vpcai/finalizeddocs3.pdf); and Washington State University, "Plagiarism: What is it?" (http://www.wsulibs.wsu.edu/plagiarism/what.html).

Records

Copies of the final decision (after appeal) will be sent to the Dean of Azrieli and to the Office of the Registrar and may be documented on official transcript.

Readmission after Dismissal

Students who have been dismissed as a result of a violation of academic integrity standards may apply for readmission after one semester of non-attendance. An application for readmission should be made directly to the Program Director and the Office of Admissions. The application should state the reasons for readmission and include a statement of steps the student has taken or changes he/she has made to merit readmission. Any readmission may require conditions of probation and/or academic or other counseling.

Other Violations of Academic Integrity

In addition to cheating and plagiarism, other examples of academic integrity violations include, but are not limited to:

- Assisting or attempting to assist another student in an act of academic dishonesty.

- Providing papers, essays, research, or other work to aid another student in Intentional Misrepresentation.

- Engaging in unauthorized cooperation with other individuals in completing assignments or examinations.

- Submitting the same assignment, in part or whole, in more than one course, whether at YU or another institution, without prior written approval from both faculty members.

If a student commits one of the above (or similar) violations, the faculty member will propose an appropriate penalty. If the student accepts the proposed penalty, the faculty member will notify the applicable Program Director of the action taken. If the student denies the allegations or contests the penalty, the faculty member will notify the Program Director, who will then convene a hearing of the CASI in accordance with the procedures outlined above.

SOCIAL MEDIA USE

Students are required to adhere to the Social Media Policy established by the University and outlined in the YU Student Technology Resources Use Handbook: https://yuad.sharepoint.com/sites/itsportal/SitePages/Home.aspx

Any student who posts content (on a personal or University website) that is deemed inappropriate and/or a violation of the School's Code of Ethics will be subject to disciplinary action.

GRIEVANCES

Grievance Procedure

Azrieli is committed to a policy of resolving all student grievances through a set of appeal procedures designed to address the student's issue or concern fairly. Students may appeal evaluation decisions by instructors, supervisors, or faculty advisors when they believe they were subject to harassment, discrimination, and unsubstantiated claims of unsatisfactory performance that deviate significantly from standard evaluation procedures used by that instructor, supervisor or faculty advisor. Note that the procedures set forth in the University's Non-Discrimination and Anti-Harassment Policy (Title IX Policy) will apply in connection with alleged violations under such policy.

If a student has a grievance, he/she is assured of due process, respect, and confidentiality. The following procedure should be initiated within the semester in which the problem or incident occurs and no later than 30 days beyond the final day of classes in any given semester.

1. Informal Level: Students should first discuss their grievance with the primary instructor, supervisor, or faculty advisor who is the subject of the grievance. The purpose of this meeting is to clarify the reasons for the decision or action by the instructor, supervisor or faculty advisor and to provide the student with an opportunity to respond to the decision or action. The meeting also provides an opportunity for the student and the instructor, supervisor, or faculty advisor to reach a common understanding of the identified problem(s) and clarify recommendations and the expected timeframe within which problems will be remedied. A follow-up meeting is often scheduled to evaluate compliance with these recommendations. Every effort should be made to resolve grievances at this level and safeguard confidentiality by involving only essential parties.

2. Meet with Program Director: When the student thinks that his/her grievance is still unresolved by the instructor, supervisor, or faculty advisor, the student may arrange a meeting to discuss the grievance with the Program Director. Students are expected to submit written documentation of evidence for their grievance within 30 days of the conclusion of the Informal Level process, and preferably by the final day of classes of the semester in which the problem occurred. Students can consult with the Azrieli Student Advocate for support with this process. The Program Director will review all documentation and will notify the student and relevant instructor, supervisor, or faculty advisor of his/her decision.

3. Committee on Academic Standards and Integrity (CASI): If the Program Director cannot resolve the student's issue, or the student files (within 30 days) a written appeal of a decision made by the Program Director, then the case will be referred to the CASI. The student can consult with the Azrieli School Student Advocate for support with the appeal process. The faculty on the committee cannot be faculty members from the student's program. The student will have the opportunity to orally present the nature of his/her appeal to the committee. The committee will review all documentation and testimony and will notify the Program Director and the student of their decision to grant or deny an appeal or recommendation on disciplinary action on the issue.

4. Review by Dean: Should the CASI not be able to resolve the student's issue, or the student wishes to appeal a decision by CASI, the student must submit a written request (within 30 days of the decision) that the Dean review the action, clearly stating the reasons for such a review. The Dean may grant or deny the request. If the Dean grants the request, he/she will evaluate all the available materials as to the facts and circumstances, including any recommendation from the CASI, and may request a personal interview with the student. The Dean's decision shall be final as to whether to review the determination, and, if so, whether to adhere to the committee's recommendation.

CODE OF ETHICS

Academic Integrity

The submission by a student of any examination, course assignment, or degree requirement is assumed to guarantee that the thoughts and expressions therein not expressly credited to another are literally the student's own. Evidence to the contrary will result in appropriate penalties, described below.

Cheating on Assignments and/or Exams

Cheating is an affront on academic integrity and ethics. Any instance of dishonesty undermines your work and the work of your classmates and the University.

Plagiarism

In defining plagiarism, this policy distinguishes between Intentional Misrepresentation (which is deemed to constitute plagiarism) and Misuse of Sources. These are two clear extremes, but this policy also recognizes that there can be a continuum between them.

Intentional Misrepresentation occurs when a student deliberately uses someone else's language, ideas, or other original (not common knowledge) work without acknowledging the source. Examples include but are not limited to when a student submits an Assignment that: a) is downloaded from an Internet source and/or obtained from a paper mill; b) is obtained from someone else (including another student); c) contains part or all of the writings of another person (including another student), without acknowledgment of the source; or d) contains passages that were cut and pasted from an Internet source, without acknowledgement of the source.

Misuse of Sources is the unintentional misappropriation of the language, ideas, and work of others due to a lack of understanding of the conventions of citation and documentation, including paraphrasing, quoting, and the parameters of common knowledge.

Students are responsible for knowing how to quote from, paraphrase, summarize, and cite sources correctly. However, when a student has attempted to acknowledge a source but has not done so fully or completely, the instructor, perhaps in consultation with other faculty, administrators, or an academic integrity panel, may determine that the issue is Misuse of Sources or unsuccessful writing, rather than Intentional Misrepresentation.[1]

Penalties and Procedures for Violating Academic Integrity Standards

Accordingly, students who act in a dishonest manner by cheating on written exams or plagiarizing are subject to penalty under the following procedures.

Please Note: If a faculty member determines that a student unintentionally misused sources on an assignment, he/she may lower the grade on the assignment in question (including lowering to a grade of "F"). No additional penalty should be imposed.

Notification Process

Any member of the Yeshiva University community may initiate a report of cheating on a written exam or plagiarism. The complainant should report the incident immediately, and no later than 10 days after the incident occurred and should submit an Incident Report Form to the applicable Program Director.

1. The Program Director will then submit a written copy of the charges (cheating or plagiarism) to the student no later than 10 days after the incident was initially reported.
2. The student will then have the opportunity to accept or deny responsibility for the actions or challenge the allegations within 5 days after receiving the report documenting the charges.
3. If the student accepts responsibility for the action, then appropriate academic sanctions will apply including, but limited to, a retake of the exam, reduced credit or zero on an exam, reduced final grade or failing grade, or resubmit assignment paper.
4. If the student denies the allegations, the Azrieli School Student Advocate will conduct an initial investigation to assess the merits of the case within 10 days after receipt of the student's statement of denial. The Azrieli School Student Advocate is a full-time staff member appointed by the Dean to help students understand academic policies and procedures and to facilitate the initial review of the Academic Integrity process by collecting and reviewing documentation.

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If the incident appears to violate academic integrity standards, the Dean will convene a hearing before the Committee on Academic Standards and Integrity (CASI) to determine if the student violated academic integrity standards no later than 30 days after the student formally denied the incident. The CASI will consist of a four-

person impartial body appointed by the Dean, including the Azrieli School Student Service Coordinator, a Azrieli School program director, a faculty member, and a student. A non-voting representative from the Office of the Registrar may also be present for the hearing.

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hearing. The Committee will provide a written summary of the hearing and its findings along with its recommendation for appropriate action to the Dean.

Decision

The Dean may accept, reject, or modify the Committee's recommendation, and will notify the student in writing of the decision.

Appeal

Within 10 days of receipt of the Dean's letter, the student may file an appeal by submitting it in writing to the Provost of Yeshiva University. No appeal will be considered if received after the 10-day deadline. The Provost will consider the merits of the appeal and will consult with the Chair of the CASI. The Provost may interview the student but will not conduct a new hearing. The standard for review will be whether the student received appropriate notice and had an opportunity to be heard (i.e. whether there was a fair hearing), and whether the School followed its procedures. The Provost may designate the Dean of another University graduate or professional school to hear the appeal. The student will receive notice of the decision in writing in a timely fashion, but no later than 3 weeks from the receipt of the appeal. This decision is final.

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Records

Copies of the final decision (after appeal) will be sent to the Dean of the Azrieli School and to the Office of the Registrar and may be documented on official transcript.

Readmission after Dismissal

Students who have been dismissed as a result of a violation of academic integrity standards may apply for readmission after one semester of non-attendance. An application for readmission should be made directly to the Program Director and the Office of Admissions. The application should state the reasons for readmission and include a statement of steps the student has taken or changes he/she has made to merit readmission. Any readmission may require conditions of probation and/or academic or other counseling.

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In addition to cheating and plagiarism, other examples of academic integrity violations include, but are not limited to:

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- Engaging in unauthorized cooperation with other individuals in completing assignments or examinations.
- Submitting the same assignment, in part or whole, in more than one course, whether at YU or another institution, without prior written approval from both faculty members.

If a student commits one of the above (or similar) violations, the faculty member will propose an appropriate penalty. If the student accepts the proposed penalty, the faculty member will notify the applicable Program Director of the action taken. If the student denies the allegations or contests the penalty, the faculty member will notify the Program Director, who will then convene a hearing of the CASI in accordance with the procedures outlined above.

The Sabbath and Holiday Policy

The school calendar is organized so that the educational program does not conflict with the Sabbath and the Jewish Holy Days. See the annual school calendar for a listing of holidays and school closings.

Academic Community and Supports

Academic Advisement

Every semester, students are expected to meet with an assigned faculty adviser or Program Director to discuss their progress in the program, plan future course work, and discuss post- graduation plans. These advisers are the students' academic navigators, keeping students on course to achieve their personal goals. Students should contact their Program Director for more details.

Canvas

Canvas is Yeshiva University's Learning Management System, and all Azrieli School students (both in online and on- campus programs) have access to Canvas. Canvas provides 24/7 support to give students the best experience possible when learning online. Students registered for online courses will be invited to participate in a self-paced, online orientation covering the basics of what they need to know about going to school online.

Career Center

Yeshiva University's Career Center offers students a range of programs and resources, from personalized counseling and career planning to the latest professional search technologies. The Career Center also hosts on- campus recruiting events, career fairs, and information sessions, partnering with employers, alumni, and community supporters to connect students with professional opportunities. In addition, YU faculty offer career mentoring, helping students to identify career options and opportunities for further study.

Counseling Center

The Counseling Center consults with students on a confidential basis, free of charge. Their staff of qualified and caring professionals provide a calm and objective listening ear and can help students address any issues of concern. To learn more, visit www.yu.edu/student-life/counseling.

Disability Services

The Office of Disability Services collaborates with students, faculty and staff to provide reasonable accommodations and services to students who self-identify as having a disability. The Office's goal is to provide access to all campus programs and activities, thereby empowering students with disabilities to actualize their full academic and personal potential. Please visit the following website for more information about

Disability Services, its documentation guidelines and contact information: https://www.yu.edu/student-life/resources-and- services/disability-services/students.

Health Insurance

All Yeshiva University students who are taking at least 1 credit on campus are required to have health insurance. Students may join a health insurance plan through the University, or they may waive this plan if they have their own health insurance. For more information on Health Insurance requirements, contact the Azrieli office at azrieli@yu.edu

Library Services

Yeshiva University's libraries offer a wealth of information and support for advanced learning, research, and scholarly inquiry in an environment dedicated to the open exchange of information. While their primary responsibility lies with the students and faculty of Yeshiva University, the libraries also engage in scholarly, cultural, and artistic interactions with broader communities. Students at any Yeshiva University campus have full access to the entire YU Libraries system. Learn more at www.yu.edu/libraries.

Office of International Students and Scholars

The Office of International Student and Scholar Services (OISS) provides international students and scholars with immigration support and assistance with cultural adjustment, to help you achieve your educational goals. The OISS also acts as a liaison with the U.S. Department of Homeland Security (DHS) to ensure University-wide legal compliance with government immigration regulations and reporting requirements. International students are encouraged to visit the following website for support with their immigration status as a student at Yeshiva University: https://www.yu.edu/international-students.

Office of Student Finance

To be considered for financial aid each student must complete a financial aid application available through the Azrieli office at azrieli@yu.edu.

Parking for Students and Alumni

Students and alumni are eligible for limited parking available at our uptown Wilf Campus. To apply for parking, please fill out and submit the applicable student parking or alumni parking application. Students should also notify parking@yu.edu regarding any adjustments to their parking account, such as vehicle or scheduling changes.

Shuttle Transportation

The Office of Safety and Security provides free intercampus shuttle service in the evenings between the Beren and Wilf campuses and free local shuttle service to campus buildings, local transit hubs, and other approved stops. To access the intercampus shuttle, students need to open an account and sign up at www.yushuttles.com. To view the schedules (for both the local and intercampus shuttles), visit https://www.yu.edu/safety-security/transportation

Financial Aid for Matriculated Students

Azrieli is fully devoted to encouraging career advancement within Jewish education. To this end, generous scholarships of up to 50% are offered to students in good standing and who complete our Financial Aid form. In order to maintain eligibility for this scholarship, a minimum of 6 credits per semester is required.

Doctoral Fellowships

Additionally, doctoral students may apply for highly competitive and prestigious fellowships. Fellows receive full tuition assistance for full-time study and a generous yearly stipend. In addition to their studies, fellows collaborate with faculty members on a variety of school initiatives and provide other instructional or administrative services to the school.

General Financial Aid

In case of need for additional financial assistance, students should contact: Office of Financial Aid, (646) 592-6260.

References / Recommendations

Doctoral students often request letters of recommendation from faculty forscholarships, honors and awards and jobs. Students should first obtain the permissionof the faculty member before providing his/her name as a reference. This is common courtesy. There may be reasons why a faculty member cannot or may not wish to serve as reference. For example, the faculty member may have already provided a reference for another student for the same scholarship or job.

Doctoral Program Events and Milestones

Graduation (Hooding Ceremony)

The convocation is an exciting milestone in which doctoral students are awarded their Ed.D. Azrieli held its first independent graduation ceremony in May 2007. This is a chance for students and their families to take pride and for their accomplishments to be recognized. Hooding will be performed by the student's chairperson.

Resolution of Problems

Grievance Policy and Procedure

The Azrieli Graduate School of Jewish Education and Administration is committed to a policy of resolving all student grievances through a formal set of procedures designed to ensure that the student's issue or concern is fairly resolved.

Procedure:

- If a problem is encountered in the class, the student is expected to take responsible action by talking to the instructor involved.
- If the issue remains unresolved or there is a desire for further clarification, the student should speak with his or her faculty advisor who will be assigned for their research practicum.
- If the issue is still unresolved, the student can arrange to see the Director of the Doctoral Program.
- If the above steps have been taken and the student feels that the issue or problem remains unresolved, the Dean is available, by appointment, for further consultation. Such consultation may be in person or in writing at the Dean's option. The Dean's decision whether to review the matter and the determination of the issues will be final.

The above procedure should be initiated within the semester in which the problem or incident occurs and no later than 30 calendar days beyond the final day of classes in any given semester, when possible.

Grading Authority

A student may appeal a final course grade directly to the Director of the Doctoral Program only after first discussing the matter with the instructor. Upon recommendation of the Doctoral Program Director, the Dean may override a faculty member's grade only if the Dean finds extreme and egregious unfairness or impropriety.

Procedure for Changing Status

Withdrawal

A student who is withdrawing from the Doctoral Program and does not expect to return at some future date is expected to adhere to the following procedure:

- Notification to instructors
- Written notice to the Director of the Doctoral Program
- File an official Withdrawal form, available in the Registrar's office. Completion of this form is necessary for the student's record to bear the notation that an official withdrawal was granted.

Students are responsible for contacting the Office of Student Finances regarding deadlines for tuition reimbursement. Students who withdraw from the program may submit an application to be re-admitted. This will include the online application and any other components of the original application that the program Director would like re-submitted. There is no guarantee of re-admission for students who withdraw from the program.

Withdrawal from Individual Courses

Students may withdraw from individual courses in exceptional situations without penalty based on the deadlines designated in the School calendar. After those dates, a"W" will appear on the transcript. The following withdrawal procedure should be adhered to:

- Notification and discussion with the instructor
- Filing of Program Change and Withdrawal with the Doctoral Office and the Registrar.

Note: *Courses are offered on a planned and sequential basis. Withdrawal from a course should be considered only under special circumstances and with prior consultation of the instructor and/or the Director of the Doctoral Program. In addition, some courses must be taken concurrently, and withdrawal from one will require the withdrawal from another. All withdrawal charges are the responsibility of the student.*

Maintenance of Registration

Students are required to maintain continuous registration with the University untilthey complete all the requirements for a degree. There are three mechanisms for doing so:

- Registering for at least one academic course each semester
- Requesting a Leave of Absence

- Registering for Dissertation Proposal or Doctoral Research, as applicable.

Leave of Absence

- Students who are not taking any course work, but who expect to return at some future date should request a leave of absence. A student should requestthe leave during the semester before the anticipated leave. Upon beinggranted a leave of absence, the student will register for Project Research II. Such leaves are normally granted for a maximum of 12 months. Leaves of absence do not extend the time limits set for the completion of degreerequirements.
- Students are allowed a maximum of two leaves of absence for the entire length of matriculation (two semesters taken separately or together). In extenuating circumstances, students may only exceed the 12 month leave of absence with written permission from both the Director of the DoctoralProgram and the Dean.
- Leaves of absence are only available to students who have **earned credits** at Azrieli Graduate School. Therefore, first semester students are not eligible for a leave of absence. They must withdraw from the School and only apply for readmission when they wish to return or defer enrollment for one semester.
- Granting a leave of absence does not alter or negate the requirements, conditions, or expectations in effect at the time the leave was approved.Upon returning from an official leave, a student is subject to the course requirements in place at the time of readmission.
- A student who neither registers nor secures an official leave of absence for any semester will be considered to have withdrawn from the School. A student who wishes to resume studies will be required to apply for readmission.

Change of Address

Students who change their home or local residences are required to notify the Azrieli office of the change of address within 10 days by filing a *Notification of Change of Address Form*. A student is responsible for all mail sent to the old address if the University has not been so notified.

Change of Name

Students who undergo a legal name change are required to notify the Azrieli office and the Registrar using this Request of Name Change form here:
https://www.yu.edu/sites/default/files/inline-files/YU_Change%20of%20Name%20Form%202022_0.pdf

Epilogue

If you have questions or need clarification of the issues covered within this handbook,be sure to consult with the Office of Doctoral Studies The faculty and staff of the Doctoral Program are prepared to help make your educational experience at theAzrieli Graduate School of Jewish Education and Administration meaningful and fulfilling. Here is some relevant contact information:

Dr. Rona M. Novick, Dean
Belfer Hall 313
rnovick@yu.edu

Dr. Moshe Sokolow, Director of Doctoral Studies Belfer Hall 315
msokolow@yu.edu

Office of Doctoral Studies
Belfer Hall 311
(646) 592-6350
azrieli@yu.edu

UNIVERSITY POLICIES Equal Opportunity

Yeshiva University has a long-standing commitment to equal opportunity and affirmative action. We apply every good faith effort in achieving nondiscrimination and equality of opportunity in employment and in all spheres of academic life. All University-wide decisions regarding faculty, staff and students are based on equitable and equally applied standards of excellence.

Unlawful harassment procedures have been established, both as a legal obligation under applicable law and as a visible and formal expression of institutional policy. The University's policy is designed to insure that recruitment, hiring, training, promotion, and all other personnel actions take place, and all programs involving students, both academic and non-academic, are administered without regard to race, religion, color, creed, age, national origin or ancestry, sex, marital status, physical or mental disability, veteran or disabled veteran status, genetic predisposition/carrier status, sexual orientation, gender identity and expression, citizenship status, sexual and other reproductive health decisions, or any other characteristic protected by any applicable law, ordinance or regulation. In addition, University policy is designed to maintain a work and academic environment free of harassment and intimidation.

Accreditation

Yeshiva University is accredited by the Commission on Higher Education Middle States Association of Colleges and Schools and by the appropriate professional agencies: the American Psychological Association, the American Bar Association, the Commission on Accreditation of the Council on Social Work Education, the Association of Institutions of Higher Learning for Jewish Education and the National Board of License for Hebrew Teachers. The Master of Science program in Speech-Language Pathology is a Candidate for Accreditation by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language- Hearing Association.

Safety and Security

Yeshiva University takes its responsibility for on-campus security very seriously and makes every effort to offer its students, faculty and staff a safe and comfortable environment by working closely with the local community and with law enforcement agencies. Federal law requires us to make crime statistics available, and you can find them at http://ope.ed.gov/security. Search for Yeshiva University, then click on a particular campus. At the bottom of each page, you can select various categories of crime statistics to view. The University's annual security report also contains policy statements and crime statistics for the University and is available online at http://yu.edu/safety-security/reports/security/ or from a campus Security Department office. You can also contact YU Security at 212-960-5221 for more information.

While we hope that emergency events on campus are unlikely, it is vital to be prepared to react appropriately during emergencies to ensure your safety. To get prepared and learn about emergency response at Yeshiva University, visit our Emergency Readiness website: https://www.yu.edu/safety-security/emergency.

Non-Discrimination and Harassment

Yeshiva University complies with all federal, state and local regulations governing Non-Discrimination and Harassment including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments Act of 1972. In keeping with its long-standing traditions and policies, Yeshiva University provides equal opportunity for faculty, staff and students within admissions and employment, and those seeking access to programs based on individual merit.

University-wide policies and procedures pertaining to discrimination and harassment have been established, both as a legal obligation under applicable law and as a visible and formal expression of institutional policy. The University's Non- Discrimination and Anti-Harassment Policy and Complaint Procedures can be found online at https://www.yu.edu/student-life/resources-and-services/policies. This policy includes information about filing a report, seeking a response and options for confidential disclosure. The University will respond to all complaints promptly, thoroughly, and impartially.

Retaliation is prohibited against anyone who filed and/or participated in the investigation of a complaint, even if the complaint is unsubstantiated. When warranted, the University will take appropriate, corrective action to remedy all violations of this policy, up to and including termination and/or expulsion. Administrative and investigative responsibility relating to enforcement of the policy has been assigned to the University's Title IX Coordinator, Dr. Chaim Nissel, at (646) 592-4201.

Accommodations for Students with Disabilities

The Office of Disability Services assists students with documented disabilities or medical conditions in obtaining reasonable accommodations. Some of the disabilities accommodated include physical, emotional or learning disabilities, ADHD, hearing impairments, and visual impairments. Visit the following website for more information about documentation guidelines and available accommodations: https://www.yu.edu/student-life/resources-and-services/disability-services/students.

Students who wish to request accommodations for a documented disability that affects his/her academic performance and students who suspect that they may have a disability are encouraged to contact the Office of Disability Services:

- Beren Campus: Rochelle Kohn, (646) 592-4132 /rkohn1@yu.edu
- Wilf Campus: Abigail Kelsen, (646) 592-4280 /akelsen@yu.edu

Student Conduct and Student Rights

Please visit https://www.yu.edu/student-life/resources-and-services/Standards-Policies and review the University policies on student conduct and student rights, including:

- Athlete Protection Policy
- Anti-Bullying and Hazing Policy for Students
- Credit Card Marketing Policy
- Drug and Alcohol Policy
- Medical Form
- Requirements for Working with Minors
- Romantic Relationships Policy
- Sexual Assault Student Bill of Rights
- Title IX (Non-Discrimination and Anti-Harassment Policy)

Additional student consumer information can be found at: https://www.yu.edu/oir/student-consumer-information.

Privacy

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (Section 438 of the General Educational Provisions Act, 20 USC 1232g), also known as "FERPA," Yeshiva University has adopted certain policies to protect the privacy rights of its students with respect to their education records. FERPA affords students certain rights of access to their education records. FERPA also limits the persons to whom the University may disclose a student's education records and permits certain disclosure without the student's written permission. Please visit the Office of the Registrar or its website at https://www.yu.edu/registrar/parents to obtain the Yeshiva University FERPA Policy Statement.

Use of the University's Name

No student or student organization may use the name of the University or any of its components in print or digital/electronic media for any purpose, including identification, without written permission from the Office of the Dean.

Program Codes

All programs are registered by the New York State Education Department and meet its educational requirements.

Appendix

Application for Doctoral Candidacy

Dissertation Committee Form Dissertation Proposal Cover SheetProtocol Submission Checklist

Final Review of the Doctoral Dissertation Form

Application for PhD

Transition to PhD Program

AZRIELI GRADUATE SCHOOL
OF JEWISH EDUCATION AND ADMINISTRATION

YESHIVA UNIVERSITY

500 West 185th Street, BH-311· New York, NY 10033
Tel. 212-960-0186 · Fax. 212-960-0184

APPLICATION FOR DOCTORAL CANDIDACY

Name: _____ **ID#:**_____

Address: _____

Phone: _____ **Cell:** _____

Email: _____

I am applying for candidacy in the specialization of:

☐ Educational Leadership ☐ Psychology of Student Support ☐ Curriculum & Development

In order to be considered for candidacy, please provide a transcript confirming that you have completed the following requirements:

- **Research Practicum:** Semesters Taken:_____ _____
- **Comprehensive Exam I:** Date Taken: _____

_____ _____

Student's Signature *Date*

For Office Use Only

Candidacy Granted ☐ ☐Candidacy Deferred ☐d

Candidacy Denied

Director of Doctoral Program's Signature	*Date*

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DISSERTATION COMMITTEE FORM

Name: _____ YU ID:

Address: _____ City/State/Zip: ___-_____

Home Phone: _____ Work Phone: _____

Fax: _____ Email: _____

Specialization: (please check one)

- ☐ Educational Leadership
- ☐ Curriculum & Instruction
- ☐ Psychology of Student Support

Planned Title ofDissertation: _____

_____

By signing below, each of the following people agrees to serve as a member on the committee for the aforementioned dissertation (Please print name, degree, and affiliation, then sign):

Member Name (please print)	*Degree (e.g. Ed.D., Ph.D.)*	*Affiliation*	*Signature of Member*
Member Name (please print)	*Degree (e.g. Ed.D., Ph.D.)*	*Affiliation*	*Signature of Member*

By signing below, the following person agrees to serve as the chair and have the above people serve as members of the committee for the aforementioned dissertation.

Chair Name (please print)	*Degree (e.g. Ed.D., Ph.D.)*	*Affiliation*	*Signature of Member*

Candidate's Signature *Date*

Doctoral Program Director's Signature *Date*

This form will be filed in the candidate's permanent file when completed. Please return the completed form to theDirector of Doctoral Studies at the Azrieli Graduate School.

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Tel. 212-960-0186 · Fax. 212-960-0184

DISSERTATION PROPOSAL COVER SHEET

Name: _____ YU ID:

Address: _____ City/State/Zip: _____

Home Phone: _____ Work Phone: _____

Fax: _____ Email: _____

Specialization: (please check one)

- ☐ Educational Leadership Curriculum & Instruction
- ☐ Psychology of Student Support

Proposed Title of Dissertation: _____

_____

Research Design: (please check one)

- ☐ Experimental
- ☐ Survey/Research
- ☐ Quasi Experimental
- ☐ Qualitative Field Research
- ☐ Historical/Philosophical
- ☐ Curricular/Instructional
- ☐ Other: *(specify)* _____

The signatures below certify the following:

1. The Dissertation Committee has met at least once with the candidate and approves the attached proposal for review.
2. The Dissertation Committee endorses the human subjects statement and procedures the candidate has detailed, and a copy of the complete proposal has been transmitted to the University Committee on Clinical Investigations according to their procedures. All proposals involving human subjects must be reviewed and approved by the Committee on Clinical Investigations before the collectionof data may begin.

Member Name (please print)	*Degree (e.g. Ed.D., Ph.D.)*	*Affiliation*	*Signature of Member*

		tion	
Member Name (please print)	*Degree (e.g. Ed.D., Ph.D.)*	*Affiliation*	*Signature of Member*
Chair Name (please print)	*Degree (e.g. Ed.D., Ph.D.)*	*Affiliation*	*Signature of Member*

Candidate's Signature *Date*

Doctoral Program Director's Signature *Date*

Please attach this as the cover sheet when you submit your accepted proposal to theDirector of Doctoral Studies at the Azrieli Graduate School.

Albert Einstein College of Medicine of Yeshiva UniversityJack & Pearl Resnick Campus
Belfer Educational Center for Health Sciences, Room 1002 1300 Morris Park Avenue, Bronx, NY 10461

Committee On Clinical Investigations
(Institutional Review Board)

Phone: (718) 430-2237
Fax: (718) 430-8817

Protocol Submission Checklist

- ☐ Complete Collaborative Institutional Training Initiative (CITI) at http://www.citiprogram.org. See http://www.aecom.yu.edu/cci/page.aspx?id=9746 for more information.
- ☐ Write the protocol. See the following two links for guidance:
  - Research Protocol Design Criteria – Outline of the required elements of research protocol design. http://www.aecom.yu.edu/cci/page.aspx?ID=9774
  - Protocol Element Checklist - To be used as a checklist guide in the review of your protocol, prior to submission to the Committee on Clinical Investigations. This document will assist the investigator in ensuring that all of the research protocol design criteria are met. http://www.aecom.yu.edu/cci/page.aspx?ID=9776
- ☐ Attend a PATS Training. See the schedule, registration, and more information at http://www.aecom.yu.edu/cci/page.aspx?ID=9650
- ☐ Determine review type. See the following links for guidance:
  - Exempt Research – http://www.aecom.yu.edu/cci/page.aspx?ID=9780
  - Expedited Research – http://www.aecom.yu.edu/cci/page.aspx?ID=9782
  - Full Review – http://www.aecom.yu.edu/cci/page.aspx?ID=9784Complete Application
- ☐
  - Exempt Application: See the definition of Exempt Research at http://www.aecom.yu.edu/cci/page.aspx?ID=9780
  - Chart Review/Database Study Application: Study Examples: Medical Records review, Hospital Databases, Public Database, Data Analysis, etc.
  - Behavioral/Observational Study Application: Study Examples: School based research, or research using Focus Groups or questionnaires, etc.
  - Specimen Study Application: No direct research intervention by PI. Study Examples: research on leftover specimens, identifiable previously collected specimens, prospective specimens, etc.
  - Clinical Research Study Application: Direct research intervention by PI. Study Examples: blood drawing, MRI's, radioisotopes, drugs, or devices, etc.
- ☐ Prepare recruitment tools/methods. These may include consent/assent forms, waivers of consent of written documentation of consent, Dear Parent/Participant letters, advertisements, etc.
- ☐ Submit the materials for review. See http://www.aecom.yu.edu/cci/page.aspx?ID=9772 for submission requirement details.
- ☐ CCI Process
  - Audit
  - Review
    - Internet security verification
  - Approval
- ☐ Receive approval letter – research may begin.Ongoing Monitoring:
- ☐
  - Amendments – Any changes to your protocol must be submitted to the CCI for review and approval.
  - Progress Reports – Annual updates regarding the status of the protocol are required for Full and Expedited Review protocols.
  - Research Records – The regulations require that research records must be maintained by the Investigator and stored forspecific amounts of time.

All Applications are submitted online here https://www.yu.edu/azrieli/programs/doctoral

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500 W. 185th Street, Belfer Hall 311, New York, NY 10033
212.960.0186 • 212.960.0184 (fax) • azrieli@yu.edu
www.yu.edu/azrieli

Instructions for Completing the Application for Admission to the PhD Program

1. This application must be filled out carefully. Applications improperly or incompletely filled out will be returned. Be sure to indicate the semester for which you wish to be admitted.

2. An application is not considered complete until all required documents have been received by Azrieli Graduate School. A completed application consists of:

    - Application and Foreign Student Questionnaire (if applicable)
    - Application Fee Form and check/money order in the amount of $50 made out to Yeshiva University
    - Personal Essay (3-5 pages, double-spaced)
    - Letters of Recommendation (2)
    - Official Transcripts (2 copies of each) *Not required of current Azrieli students
    - Recent color photograph (passport sized – 2x2)

3. Students who may require temporary F-1 or J-1 visa should complete the Foreign Student Questionnaire at the end of the application.

4. We accept personal checks or money orders for the $50 application fee. Application fees are not refundable or creditable.

5. A personal essay detailing your academic and professional goals, including your experience and your interest in Jewish education, and your reasons to applying to AGS, is required for admission to the PhD program. The essay should be 3 to 5 pages in length, double-spaced.

6. Please send us a recent passport sized color photograph with your application.

7. Please enter your name in the appropriate places on the recommendation form, print two copies, sign and date them, and send the copies to two university instructors under whom you have studied. If you have been employed as an administrator, teacher or informal educator, you may substitute one school or community official with whom you have worked. All letters of reference should be returned to the address listed above.

8. A Social Security Number (SSN) must appear on your application for admission. If you do not have a SSN, it will be necessary for you to secure one immediately. Inquire at the nearest Social Security office, which you will find in your telephone book under "United States Government – Social Security Administration". You need not be employed or be a citizen or resident of the US to secure a number.

9. Please have two official copies of the transcript records sent directly to the Office of Admission from each undergraduate and graduate institution attended, excluding schools of Yeshiva University. This applies even if transfer credit for work done at such institutions is not expected or sought. If this application is submitted in the middle of a semester during which the applicant is in attendance at another school, he/she should wait until the end of the term to have transcripts

sent. They should be ordered at once and supplements (in duplicate) should be requested upon completion of the term.

PLEASE NOTE: YESHIVA UNIVERSITY'S ABILITY TO OFFER THIS PROGRAM TO RESIDENTS OF PARTICULAR JURISDICTIONS MAY DEPEND ON APPROVAL OF STATE AND OTHER APPLICABLE REGULATORS. PLEASE CONTACT AGS FOR FURTHER INFORMATION.

Once you have submitted your application in its entirety, we will be in touch with you to schedule an interview.

UNDER ITS ADMISSION POLICY THE UNIVERSITY ENCOURAGES APPLICATIONS FROM QUALIFIED STUDENTS REGARDLESS OF SEX, RELIGION, AGE, RACE, DISABILITY, MARITAL STATUS, COLOR, OR NATIONAL ORIGIN.

YESHIVA UNIVERSITY

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212.960.0186 • 212.960.0184 (fax) • azrieli@yu.edu
www.yu.edu/azrieli

Application for Admission to the PhD Program

Please read the instructions on the previous page before filling out this form.

Date of Application: _____ For Admission in _____

Have you attended or applied to Azrieli Graduate School prior to filling out this application? ☐ Yes ☐ No

If yes, please specify dates of application or attendance: _____

Last: _____ Social Security #: _____

First: _____ Date of Birth: _____

Middle: _____ Place of Birth: _____

Maiden: _____ Citizen of: _____

Mobile: _____ Home: _____

Email: _____

HOME ADDRESS

Address: _____

City: _____

MAILING ADDRESS (IF DIFFERENT FROM HOME ADDRESS)

Address: _____

City: _____

State: _____ State: _____

Zip: _____ Zip: _____

Country: _____ Country: _____

EMPLOYER INFORMATION

Position/Title: _____

Business Name: _____

Address: _____

Phone: _____

PROFESSIONAL REFERENCE 1

Name: _____

Title: _____

Business Name: _____

Address: _____

PROFESSIONAL REFERENCE 2

Name: _____

Title: _____

Business Name: _____

Address: _____

Yeshiva University's ability to offer this program to residents of particular jurisdictions may depend on approval of state and other applicable regulators.
Please contact AGS for further information.

List in chronological order, starting with the most recent experience, all full-time or part-time jobs you have held in the last 10 years.

EMPLOYMENT HISTORY

Institution Name: _____

Address: _____

Dates Employed: _____

Title: _____

Institution Name: _____

Address: _____

Dates Employed: _____

Title: _____

Institution Name: _____

Address: _____

Dates Employed: _____

Title: _____

List in chronological order all institutions of higher education you have attended.

HIGHER EDUCATION ATTENDANCE

Institution Name: _____ City/State: _____

Dates Attended: _____ Major: _____

Degree Received: _____ Degree Date: _____

GPA: _____

Institution Name: _____ City/State: _____

Dates Attended: _____ Major: _____

Degree Received: _____ Degree Date: _____

GPA: _____

Institution Name: _____ City/State: _____

Dates Attended: _____ Major: _____

Degree Received: _____ Degree Date: _____

GPA: _____

List your Jewish education in chronological order beginning with high school.

School Name: _____

Address: _____

Dates Attended: _____

School Name: _____

Address: _____

Dates Attended: _____

School Name: _____

Address: _____

Dates Attended: _____

FOREIGN STUDENT QUESTIONNAIRE

International applicants who will require a student visa (F-1 or J-1) to study in the United States must complete this form and return it with the application for admissions.

Last: _____ Social Security #: _____

First: _____ Date of Birth: _____

Middle: _____ Place of Birth: _____

Maiden: _____ Citizen of: _____

HOME ADDRESS		MAILING ADDRESS (IF DIFFERENT FROM HOME ADDRESS)	
Address:	_____	Address:	_____
City:	_____	City:	_____
State:	_____	State:	_____
Zip:	_____	Zip:	_____
Country:	_____	Country:	_____

Person to contact locally in case of emergency:

Name: _____

Address: _____

Phone: _____

If you are in the US now, which visa do you hold? : _____

If you plan to come to the US under a category other than student status, which visa will you hold? _____

Passport# (if applicable): _____ Expiration Date: _____

Applicants whose native language is not English must arrange to take the TOEFL exam before they can be admitted to Yeshiva University.

If English is not your native language, please answer the following questions.
If English is your native language, please proceed to the next section.

Have you taken the Test of English as a Foreign Language? (TOEFL) ☐ Yes Test Date: _____ ☐ No

Have you arranged for your TOEFL scores to be sent to Yeshiva University? ☐ Yes ☐ No

Are you enrolled in a full-time course of English language study? ☐ Yes ☐ No

If yes, where? _____ Date of completion: _____

Do you now attend or have you ever previously attended any American schools? ☐ Yes ☐ No
If yes, please list school name, address, and dates of attendance below.

School Name: _____

Address: _____

Dates Attended: _____

School Name: _____

Address: _____

Dates Attended: _____

Please note: Yeshiva University will not release an I-20 form until the student has completed all financial arrangements with the Office of Student Finance.
Foreign students should direct inquiries regarding all matters other than admission to the International Student advisor, 500 W. 185th Street, New York, NY 10033-3201, (212) 960-5480, Fax (212) 960-5482.

YESHIVA UNIVERSITY
Office of Student Finance

APPLICATION FEE FORM

For admission to the Azrieli Graduate School PhD Program

To be filled out by applicant and submitted with $50 application fee.

Last: _____
First: _____
Middle: _____
Maiden: _____

Social Security #: _____
Date of Birth: _____
Place of Birth: _____
Citizen of: _____

HOME ADDRESS

Address: _____
City: _____
State: _____
Zip: _____
Country: _____

MAILING ADDRESS
(IF DIFFERENT FROM HOME ADDRESS)

Address: _____
City: _____
State: _____
Zip: _____
Country: _____

Have you attended or applied to Azrieli Graduate School prior to filling out this application?

☐ Yes
☐ No

If yes, please specify dates of application or attendance: _____

EMPLOYER INFORMATION

Institution: _____
Address: _____
Phone: _____
Title: _____

For Office Use Only

$50 application fee received on: _____

Sent to OSF: _____

By: _____

YESHIVA
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www.yu.edu/azrieli

REQUEST FOR LETTER OF RECOMMENDATION

To Applicant:

Below, print your name and address and give the form to the person whose recommendation you are seeking (former professor, principal, supervisor, or other individual who knows you professionally), with a stamped envelope addressed to the above.

Name: _____

Address: _____

Please select one of the following statements below, then print the form, include your signature and submit to the person from who you are requesting a letter of recommendation.

☐ I authorize the release of a candid evaluation to assist in the admission process and should I enroll for counseling or other educational purposes of Azrieli Graduate School (AGS) I understand that the material will be kept confidential from both me and the public, and waive any right of access that I might have by law. I further understand that AGS does not require me to execute this waiver and is willing to review my application without it.

☐ I authorize the release of a candid evaluation but choose not to waive my right to examine this form should I enroll as a student at Azrieli Graduate School.

Signature: _____ Date: _____

To Person Submitting Recommendation:

The person named above is applying for admission to the PhD Program in Jewish Educational Leadership and Innovation at Azrieli Graduate School of Yeshiva University. On your institution's letterhead, please express your candid evaluation, indicating how long you have known the applicant, in what capacity, and whether or not you consider him/her capable of pursuing a PhD degree in Jewish education. Please be as specific and frank as possible regarding the applicant's intellectual ability, personality traits, and study habits. Please note the applicant's response to the release authorization section above.

Name: _____ Title: _____ Institution: _____

Signature: _____ Date: _____

Yeshiva University
AZRIELI GRADUATE SCHOOL OF JEWISH EDUCATION AND ADMINISTRATION

CURRENT ED.D. STUDENTS: INTENTION TO TRANSITION TO THE PH.D. PROGRAM

Name _____ Date _____
Date of Admission to EdD _____
Number of credits that will be completed by upcoming September _____
I would like to transition to the PhD because:

Please describe your career goals and how a PhD, as opposed to an EdD, would best serve to advance them.

Please describe any prior research experience or publication.

Return to: msokolow@yu.edu