



ASSOCIATION OF INSTITUTIONS
OF JEWISH STUDIES

500 West Kennedy Blvd. Lakewood, NJ 08701
P 732-363-7330 F 732-415-8198 E info@theaijs.com

Annual Report

Name of Institution: _____

Address: _____

Name and title of person filling out this report: _____

Date submitted: _____

AIJS must ensure sustained compliance with its Standards, and has developed this annual report for this purpose. This report is due February 28.

Please attach the following documents to this report:

- Financial Statements that include a balance sheet and a statement of revenue and expenditures for the *most recently completed fiscal year filed*.
- Current School Catalog
- Copies of any PR material sent via email, mail, or printed during the last 12 months.

Please complete the following questions:

1. **List the names and titles and contact numbers for key officials at your school:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. STUDENT ROSTERS

Please attach student rosters from the prior and current years labeled accordingly.

3. STUDENT OUTCOME

A. Check off the two outcomes from the list below that your institution has identified as suitable outcomes, and fill in the percentages on the blank line next to each outcome you select.

Retention Rate _____

- Identify the cohort - specific incoming class of students at the institution
- Track the students in the second year of the program
- Calculate the number of students from that cohort who enrolled in the second year of the program (identify percentage achieved)

Completion/ Graduation Rate _____

- Identify the cohort - specific incoming class of students at the institution
- Track the students through the program
- Calculate the number of students from that cohort who completed the program (identify percentage achieved)

Acceptance to Graduate Programs _____

- Identify the cohort of a recent graduating class at the institution
- Identify each graduate or professional program that students in that cohort were accepted to and track which students who were admitted to each program
- Calculate the total number of students from that cohort who were accepted to graduate or professional programs (identify percentage achieved)

Acceptance to Advanced Schools/ Programs _____

- Identify the cohort from recent entering classes at the institution
- Identify each advanced school/ program that students in that cohort were accepted to and track which students who were admitted to each program
- Calculate the total number of students from the cohort who enrolled in advanced programs (identify percentage achieved)

Employment in Positions Related to the Field of Study _____

- Identify the cohort of a recent graduating class at the institution
- List each student and his/her related employment
- Calculate the total number of students from the cohort who obtained employment in positions related to their field of study (identify percentage achieved)

Combined Completion and Transfer to Other Post-secondary Institutions _____

- Identify the cohort - specific incoming class of students at the institution
- Track the students through the program
- Calculate the number of students from that cohort who completed the program
- Calculate the number of students from that cohort who transferred from the institution to other postsecondary institutions
- Calculate the combined total number of students from that cohort who completed the program or transferred to other postsecondary institutions (identify percentage achieved)

B. Assessment of the selected outcomes from section A:

1. Do the outcome percentages indicate that your institution is meeting its institutional goals? **Yes / No**
2. Will you be making any changes to your program(s) based on the outcomes you selected? **Yes / No**

If yes, please describe:

3. Explain any significant fluctuation in this year's outcomes compared to prior year's:

C. Attach the spreadsheets or other data supporting outcomes selected. Please check off that you have attached supporting documentation for the two outcomes selected in section A.

Please refer to the AIJS website for further information regarding AIJS Outcomes and Benchmarks.

4. **Were any complaints filed in the last 12 months? Yes No**

If yes, please provide a copy of the complaint(s) and your school's response.

Please be advised that, as per AIJS policy described in the AIJS Handbook in the section entitled Substantive Change, any substantive change listed in that section of the AIJS Handbook requires written approval from AIJS before the change can be effective. To request approval for a substantive change, institutions must submit an Application for Substantive Change form to AIJS. The form can be downloaded from the AIJS Website (theAIJS.com) or requested from AIJS.