



Policies and Procedures

2017

Revised 03/31/2017

**ASSOCIATION OF INSTITUTIONS
OF JEWISH STUDIES**

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CONFLICT OF INTEREST POLICY:

The AIJS Conflict of Interest policy is designed to avoid actual conflicts, potential conflicts and even the appearance of conflicts of interest in the agency decisions. AIJS conflict of interest policies are relevant to members of the Executive Accreditation Council including Public Members, Site Visit Team chairmen, Site Visit Team members, Members of an Appeals Panel, Members of the AIJS Administrative Staff, Agency representatives and Consultants.

AIJS will not assign any individual as Chairman of a site visit, site team member, reviewer or Appeals Panel Member if the individual is an alumnus of the institution, employee of the institution, a candidate for employment within the recent year, or has been employed by the institution within the past five years, belongs to the governing body of that institution or has belonged to the governing body in the past five years, has a personal, consulting or business relationship with the institution under review that could affect his or her objectivity, or has had a personal, consulting or business relationship with the institution under review, has a material interest in a positive accreditation outcome, has a close relative who is an employee of the institution, board member, current candidate for employment, a student at the institution or is an alumnus of the institution. A close relative includes a spouse, parents, guardian, siblings, or children of the individual or their spouse.

AIJS Staff liaisons will not be assigned to any institutions where they have ever been enrolled as a student, been employed or actively been a part of or are presently being considered for employment.

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EAC members, Site Visit Chairmen, Site Visitors, Members of an Appeals Panel, Members of AIJS Administrative Staff, Agency representatives and Consultants to AIJS may not accept awards, honors or honorary degrees from an institution during the period of their employment/service at AIJS. Members of AIJS Administrative Staff may not serve as consultants to member institutions. Members of AIJS Administrative Staff and agency representatives may not serve as a participating “voting” member of an assessment visit or site visit team; AIJS staff may accompany such teams and review such documents. At visits following actions of warning, probation, or show cause an AIJS staff member may not serve as the sole evaluator. EAC members may not serve as participating members of a site team.

Further, the names and affiliations of prospective site visit teams will be conveyed to an applicant institution in advance of the visit, in order to allow the applicant the opportunity to identify any conflict of interest, actual or perceived.

EAC members, Site Visit Chairmen, Site Visitors, Members of an Appeals Panel, Members of AIJS Administrative Staff, Agency Representatives and Consultants must sign an affidavit indicating that they are aware of the agency’s conflict of interest policies and will act accordingly.

The Chairman of the EAC, at his or her discretion, may disqualify a member of the EAC from participating in the accreditation decision for perceived conflict of interest.

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COMPLAINT POLICIES AND PROCEDURES:

Complaints may be directed to AIJS at the following address/phone number:

Association of Institutions of Jewish Studies
500 West Kennedy Boulevard

Lakewood, NJ 08701-2620
732.363.7330
Email: dginsberg@theaijs.com

Complaints that are received by AIJS concerning an AIJS accredited institution will be handled according to the following procedures:

1. Within 10 days of receipt by AIJS, the complaint is screened to see if it has any face validity and if it is relevant to AIJS' role in accrediting and overseeing the institution.
2. If AIJS determines that the complaint does not fit into AIJS's responsibilities, the complaint will be acknowledged and replied to as being not within the purview of AIJS. As a courtesy, a copy of the complaint will be forwarded to the institution, and the case will be closed.
3. If AIJS determines that the complaint is relevant to its accreditation Standards or policies and falls within AIJS' oversight responsibilities, AIJS will contact the institution and forward the complaint to the institution. AIJS will then allow 30 days for the institution to respond to AIJS. The institution must provide, in its

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response to AIJS, an explanation of its actions, as well as a statement certifying that the followed its own published complaint policy.

4. AIJS will then review the institution's response and complaint policy.
5. If the Institution informs AIJS in its response that the complainant did not follow the complaint policy of the school, AIJS will instruct the complainant to follow the complaint policy of the institution.
6. If the complainant claims to have followed the institution's published complaint policy, and the matter is not resolved to the satisfaction of the complainant, AIJS will make a determination as to whether or not the matter involves issues that question the institution's compliance with its own policies and/or AIJS Standards or policies. AIJS will launch an inquiry into the issue within 10 days. AIJS will ask for documentation from the complainant, substantiating the complaint; and an explanation of the disposition from the institution (which should document how the institution followed its own complaint policy and procedures as well as the steps taken to resolve the complaint.
7. Within 10 days of the receipt of these above materials, a member of the AIJS Administrative Staff, together with the chairman of the Executive Accrediting Council, will review the complaint file to determine if the institution complied with AIJS standards and policies. AIJS will contact the institution and allow the institution the opportunity (30 days) to review the matter and provide an explanation and/or additional information to AIJS.
8. If after receipt of the Institutional response and a review of any additional documentation, AIJS makes a final determination that the institution is not in

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compliance with AIJS standards and/or policies, a formal corrective action plan will be required from the institution within 30 days.

9. If the response is accepted by AIJS, both the complainant and the institution will be so advised and the case will be closed.
10. If the corrective action plan is not accepted by AIJS, the matter will be placed on the agenda of the EAC to determine if an adverse action or other sanction should be initiated against the institution for noncompliance with AIJS' Standards of Accreditation.
11. AIJS will make a good faith effort to address anonymous complaints against an accredited institution or against AIJS itself and treat it in a similar manner to a regular complaint. Obviously, there is no mechanism to respond directly to an anonymous complainant.
12. All complaints received by AIJS regarding an accredited institution will be filed and stored in an easy and accessible manner. Site visitors will be given access to the file of an institution that is being reviewed, and any complaints on file in AIJS will be considered in the final decision of the EAC.

If a written complaint is filed against AIJS directly, the complaint is recorded and acknowledged. Within 10 days of the receipt of the complaint, a member of the AIJS Administrative Staff will review the complaint and submit both the complaint and the review of the complaint to the Chair of the EAC to evaluate the validity of the complaint.

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If the complaint is deemed justified, the EAC will instruct AIJS staff of the appropriate means to resolve the matter and will notify the complainant within 10 days of the review of the complaint. If the complainant is anonymous, no notification is necessary.

If the matter is not resolved to the satisfaction of the complainant, the complainant may bring the matter directly to the EAC, by addressing the complaint to:

Chairman of Executive Accreditation Council
AIJS

500 W. Kennedy Boulevard

Lakewood, NJ 08701-2620

732.363.7300

Email: dginsberg@theaijs.com

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RECORDS MAINTENANCE POLICY:

AIJS maintains complete and accurate records of its review and decision-making activities concerning the institutions it accredits. There is a file for each institution that has applied for accreditation that contains all current activity as well as the complete official record of the last accreditation review of an institution. These documents would include the institution's application for accreditation, the institution's ISA and related documents, the summary of the site visit team, the institution's response to the site visit summary, the accreditation or denial letter and the record of any institutional appeal.

Also part of the institutional file are a record of all complaints received by AIJS against the institution and their resolution, periodic AIJS review reports of the institution, institutional annual reports, special reviews conducted by AIJS and any other pertinent correspondence relating to the accreditation of the institution.

Applications and institutional requests requiring an official action or EAC consideration, such as applications for approval of a Substantive Change, and their disposition, are kept on file going back to the institution's last accreditation cycle.

AIJS maintains recorded minutes of its EAC meetings and membership meetings. AIJS retains the resumes of AIJS EAC members, and the personnel records of the AIJS staff. AIJS financial records including income and expense ledgers, bank statements, payroll registers, tax related documents, insurance related documents, and other agency related paperwork are kept on file, along with copies of AIJS's own annual external audits.

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Also on file is all formal correspondence relevant to AIJS's Standards, all correspondence and submissions regarding AIJS's recognition status with the US Department of Education, and all complaints received against AIJS and their resolution.

The AIJS Bylaws is the legal document of the agency, and is kept on file. The AIJS Handbook is the definitive document of AIJS accreditation procedures. A current copy is on file and available in both hard copy and electronic formats for distribution to interested parties. Also on file and available are the Site Visitor guide, the Guide to Completing the ISA and other policy statements.

The general policy of AIJS is to keep records for a period of five years, except records relating to an institution's accreditation, which must be kept for a period that includes the last full accreditation cycle.

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POLICY ON PUBLIC NOTICE OF ACCREDITATION ACTIONS:

AIJS provides public notice that an institution is being considered for accreditation by the Executive Accreditation Council. The notice, which gives the public an opportunity for third-party comment, is placed in a general circulation newspaper that has a wide and broad national readership with readers who are likely to be concerned with the quality and offerings of post-secondary institutions with programs in traditional Jewish Studies.

AIJS places a prominent public notice therein as well as in a newspaper with wide circulation in the location of the institution when an institution is being considered for accreditation and invites third-party comment.

AIJS will provide special written notice, within 30 days of the decision, of its accrediting decisions to the Secretary of the U.S. Department of Education, appropriate state licensing or authorizing agencies, and other appropriate accrediting agencies. AIJS provides notice to the public of its accrediting decisions by posting the actions on a special notice on the AIJS website.

AIJS will provide special written notice to the US Department of Education and the appropriate State licensing or authorizing agency and appropriate accrediting agencies of a final decision to place an institution on probation, to deny, withdraw, suspend, or

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terminate an institution's accreditation, or any other adverse action, at the same time that it notifies the institution, but no later than 30 days after the final decision.

AIJS will provide special written notice to the US Department of Education and the appropriate State licensing or authorizing agency and appropriate accrediting agencies when an appeal panel upholds an adverse decision, thereby making it a final adverse decision, at the same time that it notifies the institution, but no later than 30 days after the final decision.

AIJS will provide the public with written notice of a final decision to deny, withdraw, suspend, revoke or terminate the accreditation of an institution, or other adverse action, within 24 hours of its notification to the institution. The agency will provide written notice to the public via its website and by placing a prominent notice in a newspaper that has widespread circulation in the Jewish community and in a newspaper that has widespread circulation in the location(s) of the relevant institution(s).

AIJS will make available to the Secretary, the appropriate State licensing or authorizing agency, appropriate accrediting agencies and the public, no later than 60 days after the decision to deny, withdraw, suspend, revoke or terminate the accreditation of an institution, or other adverse action, a statement summarizing the reasons for AIJS's decision, including the official comments by the affected institution in response to agency's decision. If the institution has not commented, AIJS will bring evidence that the affected institution has been offered the opportunity to comment.

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POLICY ON NOTIFICATION OF VOLUNTARY WITHDRAWAL

AIJS will notify the Secretary, the appropriate State licensing or authorizing agency, the appropriate accrediting agencies, and, upon request, the public, if an accredited institution decides to withdraw voluntarily from accreditation, within 30 days of receiving notification from the institution that it is withdrawing voluntarily from accreditation.

POLICY ON NOTIFICATION OF LAPSED ACCREDITATION

AIJS will notify the Secretary, the appropriate State licensing or authorizing agency, the appropriate accrediting agencies, and, upon request, the public, if an accredited institution's accreditation lapses. This notification will be made within 30 days of the date the accreditation lapses.

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POLICY ON ENFORCEMENT OF ACCREDITATION STANDARDS:

AIJS continually monitors its accredited institutions to ensure that they remain in compliance with the accreditation standards. Accredited institutions are required to submit annual reports to AIJS. These annual reports provide the agency with current information relating to AIJS accreditation standards. The annual reports are due to the agency each year by the last day of February of that year.

A monitoring site visit will be held midway through the school's accreditation cycle. A member of AIJS administrative staff, possibly accompanied by a site visitor with particular expertise in areas relating to the mission and type of institution, will visit each accredited institution to 'take the pulse' of compliance to accreditation standards, vibrancy and viability. In particular, they will review the last site visit summary to see how recommendations were attended to. A general walk around, meetings with key institutional academic and administrative personnel, a sample review of students' records, and examination of the institution's measures of student outcomes, will generally be the focus of this visit. The summary of this visit will be shared with the chairman of the EAC who will determine if a follow up visit or action letter is required.

Additionally, AIJS reserves the right to make unannounced visits to its accredited institutions at any point during the accrediting cycle whenever compliance to any of the standards is in doubt.

This monitoring process affords the agency an opportunity to periodically reevaluate the institutions that are accredited. In this way, the agency's decision to grant

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accreditation is not a one-time action. Instead, the agency ensures that it maintains its ongoing responsibility to the public for assuring the quality of the institutions.

If an institution that was accredited by AIJS is subsequently found by the agency to be out of compliance with one or more of its accreditation standards, AIJS will determine if immediate adverse action is warranted. AIJS will immediately initiate adverse action if it is deemed to be necessary to protect educational quality and/or to protect Title IV funds. If it is not deemed to be necessary to take immediate action to protect educational quality or Title IV funds, the institution will be given a deadline by which it must come into compliance. The maximum time frame that can be given is based on the length of its longest program. If the longest program is less than one year, the maximum time frame that the institution will be given to come into compliance is 12 months. At this time, AIJS does not accredit an institution whose longest program is less than one year. If the longest program offered by the institution is at least one year, but less than two years, the maximum time that the institution will be given to come into compliance is 18 months. The time period to come into compliance begins on the date that the institution was notified that it is out of compliance with an AIJS accreditation standard. This time period is known as the corrective period.

If the institution does not come into compliance by the end of the corrective period, AIJS will take immediate adverse action. AIJS can extend the period allowed for achieving compliance, but only for a good cause. Such determinations will only be made for extraordinary situations. Criteria for determining whether or not to grant an extension include circumstances beyond the institution's control such as natural disaster, death or tragedy.

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Extensions for good cause may not exceed 12 months from the end of the corrective period. In the event that AIJS grants an extension for good cause to an institution, AIJS will require the institution to provide a plan of action listing the various steps that the institution is taking to come into compliance and to provide quarterly progress reports.

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**POLICY ON MAKING ACCREDITATION INFORMATION
AVAILABLE TO THE PUBLIC:**

AIJS will maintain and make available to the public written materials describing:

- (1) Each type of accreditation it grants;
- (2) The procedures that institutions must follow in applying for accreditation;
- (3) The standards and procedures it uses to determine whether to grant, reaffirm, reinstate, restrict, deny, revoke, terminate, or take any other action related to each type of accreditation that it grants;
- (4) The institutions that AIJS currently accredits and, for each institution, the year the agency will next review or reconsider it for accreditation.
- (5) The names, academic and professional qualifications, and relevant employment and organizational affiliations of the members of the agency's policy and decision-making bodies; members of any appeals panel, and the agency's principal administrative staff.

The AIJS Handbook is the primary document that outlines the entire scope of AIJS activities. The AIJS Handbook is available to the public on the AIJS website – theaijs.com. The Handbook is also available by written request to AIJS, 500 West Kennedy Blvd., P.O Box 594, Lakewood, NJ 08701. The AIJS Handbook may also be obtained by contacting AIJS staff at (732)719-5091 or (732) 363-7330.

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The AIJS website contains the names of the members of the agency's policy and decision-making bodies, the Executive Accrediting Council. It also lists the agency's principal administrative staff and any appeal panel members, and provides information on how to obtain information regarding the academic and professional qualifications, and relevant employment and organizational affiliations of the members of the EAC, members of any appeals panel, and the agency's principal administrative staff.

Resumes of members of the EAC and members of any appeal panel and the principal administrative staff are on file at the AIJS office and available by written request to AIJS, 500 West Kennedy Boulevard, Lakewood, NJ 08701.

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**POLICY REGARDING DECISIONS OF STATES AND
OTHER AGENCIES**

AIJS may not grant initial or renewed accreditation to any institution if the agency knows or has reasonable cause to suspect that the institution is the subject of any of the following actions: A pending or final action brought by a state agency to suspend, revoke, withdraw or terminate the institution's legal authority to provide postsecondary education in the state, a decision by another recognized agency to deny accreditation, preaccreditation, a pending or final action brought by a recognized accrediting agency to suspend, revoke, withdraw, or terminate the institution's accreditation or preaccreditation, probation or an equivalent status imposed by a recognized agency.

In special circumstances, AIJS may grant accreditation to an institution that is or was the subject of a decision by a recognized agency to deny accreditation or preaccreditation or the subject of a pending or final action brought by a recognized accrediting agency to suspend, revoke, withdraw, or terminate the institution's accreditation or preaccreditation, or the subject of a probation or an equivalent status imposed by a recognized agency, if it provides AIJS with a thorough and reasonable explanation, consistent with its Standards, why the action of the other body does not preclude the agency's grant of accreditation.

In the event that AIJS accepts the explanation and decides to grant accreditation it will provide the Secretary within 30 days of the agency's action with a thorough and reasonable explanation, consistent with its standards, why the action of the other body does not preclude the agency's grant of accreditation.

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If AIJS learns that an institution it accredits is the subject of an adverse action by another recognized accrediting agency, or has been placed on probation or an equivalent status by another recognized agency, it will promptly conduct a comprehensive review of its accreditation of the institution to determine if it too should take adverse action or place the institution on warning or show cause.

Procedures for conducting this comprehensive review are an unannounced visit or a request for documentation regarding the standard for which another agency determined that the institution was not in compliance. AIJS will conduct a comprehensive review of the material and might require a focused site visit to determine if it too should take adverse action or place the institution on warning or show cause.

AIJS will, upon request, share with other appropriate, recognized accrediting agencies, and recognized state approval agencies, information about the accreditation status of an institution and any adverse actions it has taken against an accredited institution.

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SUBSTANTIVE CHANGE POLICIES:

Whenever an institution plans to adopt a substantive change in its governance or academic program, the agency must make a determination whether the change will have a significant effect on the quality, integrity and effectiveness of the institution. Specifically, the institution must demonstrate that it has the programmatic, fiscal and administrative capacity to incorporate the Substantial Change into its current operation while still meeting all of the AIJS Standards for accreditation. Thus, any institution that was granted accreditation must have AIJS approval to implement a Substantive Change.

Procedurally, an institution must submit an Application for Substantive Change, along with documentation supporting the application, and wait for a formal written approval from the EAC.

Once the application is received, AIJS will evaluate the application to determine whether the requested change is minor (Category One), substantial (Category Two) or so fundamental as to question the continued validity of the agency's grant of accreditation (Category Three). Category One changes may be approved based on the initial application and the documentation provided; a Category Two Substantial Change normally require a focused staff visit; and Category Three major changes generally require a focused self-study along with a focused site team visit to the institution.

The definition of substantive change shall include the following types of change:

1. Any change in the established mission or objective of the institution. (Category 3)
2. Any change in legal status, control or ownership of the institution. (Category 3)

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3. The addition of courses or programs of study, that represent a significant departure from existing offerings of educational programs or methods of delivery from those that were offered when AIJS last evaluated the institution. (Category 3)
4. The addition of programs of study at a degree or credential level different from that which is included in the institution's current accreditation. (Category 3)
5. A change from clock hours to credit hours.(Category 2)
6. A substantial increase in number of clock or credit hours awarded for successful completion of a program. (Category 2)
7. An additional location geographically apart from the main campus at which the institution offers at least 50% of the educational program. (Category 1, 2, or 3 depending on the circumstances.)
8. The acquisition of another institution or any program or location of another institution. (Category 3)
9. If an institution enters into a written agreement with a non-Title IV eligible institution to provide more than 25%, but less than 50% of a Title IV eligible institution's educational program. (Category 2). Under no circumstances will AIJS approve a written agreement with a non-Title IV eligible institution to provide more than 50% of a Title IV eligible institution's educational program as this would disqualify the program from being Title IV eligible.
10. The addition of a permanent location at a site at which the institution is conducting a teach-out for students of another institution that has ceased operating before all students have completed their course of study. (Category 2)

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AIJS may determine that other substantive changes, not listed above, significantly affect the operation of the institution and should be added to the list above. Institutions will be notified and given appropriate time to comment, before any such addition will go into effect.

The categories recognize that different levels of evaluation may be appropriate for different type of Substantive Changes. Yet all categories share the requirement that the institution must demonstrate that it has the programmatic, fiscal and administrative capacity to implement the proposed change, while still meeting the AIJS standards for accreditation. Once an Application for a Substantive Change is received and reviewed, the EAC will determine to which category it will be assigned following the guidelines below.

Category One – A minor change is where the EAC determines that the institution’s proposed change does not significantly affect the institution’s accreditation. In this case, AIJS will so advise the institution and approve the substantive change. An example of this category is where the institution requests to expand classroom space to another local geographic area, with no requested changes to the actual program offered.

Category Two – If the EAC determines that the institutions proposed change is more substantial, it will require further steps before the application can be approved. These steps include a staff site visit focused on the proposed substantial change, and a possible request for additional documentation. A business plan may also be requested if significant resources are involved. The EAC will then direct the President to inform the institution of its determination, schedule a staff site visit and request any additional documentation, if applicable. The staff site visitor(s) will visit the institution and prepare an evaluation report detailing how the proposed substantial change may affect the

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institution's compliance with AIJS standards. The EAC will evaluate the staff report and any additional documentation submitted and make a determination as whether to approve the substantive change. An example of this type of substantive change may be the addition of a new program of study which is closely related to current offerings and only requires modest institutional change to implement.

Category Three – A Substantial Change application that is judged to be a fundamental change, such as adding a higher level degree offering in an existing discipline or a new degree program in a new discipline, will require a focused ISA (Self Appraisal) which systematically describes how the institution will continue to meet all of AIJS' Standards after the addition of the Substantive Change. After the submission of the focused ISA, a site team of at least two members will visit the institution in a manner similar to a full accreditation review, albeit with its scope limited to evaluate compliance with all of AIJS Standards as they may be affected by the proposed Substantial Change.

While the procedures above serve as general guidelines for categorizing Substantive Change applications, the EAC may modify the above protocols in specific cases where the EAC feels it would be more appropriate for a particular Substantive Change requested.

After the staff completes its evaluation of a proposed Substantive Change it is placed on the agenda of EAC. The EAC will then consider the application, and a decision will be made as whether to approve or deny the institution's application. The EAC may also defer a decision and require further steps before the application can be considered for approval.

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In certain rare instances, a proposed Substantial Change is deemed to be so fundamental and comprehensive as to question whether the entire current institutional accreditation is still relevant. In such cases AIJS will require a full reevaluation of the institution, similar to a new application for accreditation, before the Substantive Change application can be

approved. Examples of this might include: a change of mission that results in significant changes to other accreditation standards, such as curriculum, faculty, and credentials or, the relocation of an institution to a different state that results in significant change to a number of other accreditation standards such as administration, degrees and credentials (due to state licensing regulations), student body, faculty, and fiscal operation. The relocation of an institution does not automatically require a complete re-evaluation of the institution.

All approvals of substantive change requests are prospective and may not be retroactive. AIJS will notify the institution in writing of its review, approval, and inclusion of the substantive change in the institution's grant of accreditation. AIJS will also notify the U.S. Department of Education of its review, approval, and inclusion of a substantive change in an accredited institution's grant of accreditation

Additional Requirements:

Change of Ownership – The institution must notify the agency of a change in ownership before the transaction goes into effect, and must submit documentation describing the new ownership, and provide documentation of the transfer such as signed contracts or option agreements. In all cases of change in ownership, the agency will conduct a site visit as soon as practical but not later than 6 months after the change in ownership took place.

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Additional Location – If the Substantive Change application is for an Additional Location offering more than 50% of a program, then the location must be visited before the EAC will grant approval for the additional location (for Categories Two and Three), and again within six months after approval; and, for category one - the location must be visited within six months after approval; to determine that the additional location has the personnel, facilities, and resources to offer the program at the new location.

In general, the EAC will not evaluate more than one application for an Additional Location at a time, unless they are all located within 10 miles of the home campus. Determination of which category Additional Locations are assigned to will generally be based on the extent the Additional Location places a strain on existing resources and the geographic and programmatic scope of the additional locations. AIJS has not established a process for the pre-approval of additional locations. Therefore, no additional locations will be pre-approved by AIJS. AIJS monitors the number of additional locations that an institution has to ensure that the quality of the education is not being compromised by the rapid growth of the institution. During an institution's re-accreditation cycle, AIJS will visit all additional locations at which 50% or more of a program is offered to ensure that the quality of the education offered at each additional location.

BRANCH CAMPUS

A Branch Campus is a location of an institution that is geographically apart and independent of the main campus of that institution. A location is considered to be independent of the main campus if the location -- (1) Is permanent in nature; (2) Offers courses in educational programs leading to a degree, certificate, or other recognized educational credential; (3) Has its own faculty and administrative or supervisory organization; and (4) Has its own budgetary and hiring authority.

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Institutions seeking to establish a branch campus must inform AIJS and must undergo a full review for the branch campus which includes an application, a comprehensive business plan, similar to the ISA, that describes the educational program(s) the institution plans to offer; a budget projecting the revenues and expenditures as well as the expected

cash flow at the site; and a description of the operation, management, and physical resources to operate at the branch campus, before the institution is permitted to establish the branch campus. AIJS will review the application and business plan and will give the institution initial approval to establish the branch campus if it determines that the institution has the necessary resources and procedures to operate the branch campus. A follow up comprehensive site visit to the branch campus must take place within six months of the establishment of the branch campus to determine if the institution substantially followed its business plan. A site report from the visit will be forwarded to the Executive Accrediting Council at least 30 days in advance of the next regularly scheduled EAC meeting. The EAC will determine institutional compliance with its business plan as confirmed at the site visit. At the institution's next regularly scheduled accreditation review, the institution must incorporate in its ISA the activities of the branch campus and must demonstrate how those activities and operations comply with AIJS standards.

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POLICY ON TIME FRAME FOR SITE VISIT SUMMARY TO BE SENT TO AN INSTITUTION:

AIJS will provide the institution with a Site Visit Summary after the site visit, which is a report detailing specific observations, recommendations and deficiencies in regards to its compliance with AIJS standards.

The written site visit summary will be forwarded to the institution within 45 days of the site visit. Within 14 days of receiving the site visit summary, the institution must respond in writing accepting the summary. The institution is given the opportunity to make comments on any part of the report that they feel is inaccurate. This response is submitted to the EAC along with the ISA and the Site Visit Summary for consideration before an accrediting decision is made by the EAC.

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POLICY ON TEACH-OUT PLANS AND TEACH-OUT AGREEMENTS:

AIJS will require an institution it accredits to submit a teach-out plan to the agency for approval, upon the occurrence of any of the following events:

- The Secretary notifies AIJS that the Secretary has initiated an emergency action against an institution has initiated an emergency action against the institution
- The Secretary notifies AIJS that the Secretary has initiated an action to limit, suspend, or terminate an institution participating in any title IV, HEA program
- AIJS has withdrawn, terminated or suspended its accreditation or pre-accreditation of the institution;
- The institution has notified AIJS that it plans to cease operations or close a location;
- A state licensing or authorizing body notifies AIJS that the institution's license or legal authorization has been, or will be, revoked.

AIJS may find other reasons to require the institution to submit a teach out plan and to enter into a teach-out agreement with another institution.

AIJS will evaluate the teach-out plan to ensure that it provides for fair and equitable treatment of students who will be affected by the termination of the institution's programs, including notification to students of any additional charges.

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If AIJS approves a teach-out plan that includes a program that is accredited by another recognized accrediting agency, it will notify that accrediting agency of its approval.

AIJS may require the institution to enter into a teach-out agreement with another similar institution as part of its teach-out plan.

Any institution accredited by AIJS that enters into a teach-out agreement, either on its own or at the request of the agency, must submit that teach-out agreement to the agency for approval.

AIJS will only approve an institution's teach-out agreement, if the agreement is with an institution which is accredited by a nationally recognized accrediting agency. It must also provide for the equitable treatment of students by ensuring that the teach-out institution has the necessary experience, stability, resources and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure and scheduling to that provided by the institution that is ceasing operations. In addition, AIJS will only approve an institution's teach-out agreement if the agreement is with an institution that has a publicly disclosed transfer of credit policy that includes a statement of the criteria established by the institution for the transfer of credits earned at another institution, and a list of institutions with which the institution has established an articulation agreement.

The teach-out institution must demonstrate that it can provide students access to the program and services without requiring them to move or travel substantial distances, and that it will provide students with information about additional charges, if any.

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If an institution accredited by AIJS closes without a teach-out plan, or agreement, the agency will work with the U.S. Department of Education and the appropriate state agency, to the extent feasible, to assist students in finding reasonable opportunities to complete their education without additional charge.

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POLICY FOR REVIEW OF AIJS STANDARDS:

AIJS conducts a periodic and systematic review that demonstrates that its accreditation Standards are adequate to evaluate the quality of higher education provided by the institutions it accredits, and relevant to the educational needs of students. This review is conducted at least once every five years, or in response to new federal or state regulations, changing demographics, or some other pressing development. This program of review is comprehensive and examines each of the agency's accreditation Standards and the Standards as a whole.

The review must include all of the agency's relevant constituencies – students, faculty and administration at member institutions, as well as graduates of member institution and employers of graduates of member institutions, and afford them a meaningful opportunity to provide input into the review. Members of the EAC and site visit teams, member institutions, and outside experts and consultants are invited to take part in the review. The information and insights gathered in the review will determine if any modifications of the Standards are needed for measuring the quality of institutions accredited by AIJS.

If at any point during the review of AIJS Standards, the agency determines that it needs to make changes to its Standards, the agency will initiate action within 12 months to make the changes, and will complete that action within a reasonable period of time, generally within 24 months.

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Before finalizing any changes to its Standards, AIJS will provide notice of the proposed changes to all of its relevant constituencies and other parties that have made their interest in accreditation known to the agency. The agency's relevant constituencies, students, members of the faculty and members of the administration at member institutions, as well as graduates of member institution and employers of graduates of member institutions and other interested parties will be given 30 days to comment on the proposed changes, and AIJS will take into account any comments on the proposed changes that are submitted on a timely basis by the relevant constituencies and other interested parties. If there are no significant responses during those 30 days, the changes will become effective within 60 days of their proposal.

If the response suggests a consensus for change to the proposed modification of the Standard, the debated proposals will be discussed at the next meeting of the EAC.

Any changes that are accepted by the EAC will be included in the Handbook which shall then be printed in a new version and distributed to all AIJS member institutions, and published on the AIJS website. All subsequent site visits will be held in accordance to the new Standards.

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POLICY FOR REVIEW AND EVALUATION OF CREDIT HOUR ASSIGNMENTS:

AIJS will review and evaluate credit hour assignments to ensure that institutions that are accredited and those that are seeking accreditation by AIJS assign credit hours for courses offered that conform to the commonly accepted practice of institutions of higher education, as described in Standard 2 of the AIJS Accreditation Standards. Institutions that offer specialized coursework such as Talmudic and Rabbinical Studies would have to conform to the norms of that type of specialized coursework, as described in Standard 2 of the AIJS Accreditation Standards.

The length of the program and each individual course within that program requires an appropriate number of hours to earn credit. The generally accepted calculation for a credit hour is referred to as the “Carnegie Unit,” wherein one credit is awarded for a three hour cluster which generally contains one hour of instructional time and presumes two hours of outside classroom work in the form of preparation, study, research, and writing. AIJS will be looking to see that the institution uses the standardized Carnegie definition or an alternative appropriate measure.

Alternative appropriate measures will be considered when the coursework is more suited to an alternative framework. For instance, in *Bais Medrash* study for Talmudic and rabbinical subjects, *Chavrusa Study* (structured and supervised sessions with a study partner), and *Chabura studies* (several students studying in a cluster with a team leader), are the primary method of learning. Generally, augmented by formal lectures, these sessions contain a balanced mix of joint study of primary texts, followed by research of related sources, critical textual analysis of these sources, formulating hypothesis to address seeming contradictions and inconsistencies, peer review of conclusions, and

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development of original presentations in a group settings. In this context, AIJS will be looking to see that there is a minimum of three hours of such learning activities for each credit in the various modes. AIJS will review course syllabi to see how many hours per week the course meets and how many credits will be awarded for that course over the semester period. The daily schedule and academic calendar will be reviewed to ensure that they are consistent with credit hour assignments and to ensure that the minimum number of hours per credit is fulfilled.

An alternative measure would also be appropriate for schools that use clock hours to measure the length of the program. For these programs, the number of clock hours in a course divided by 37.5 (or divided by 30, if the agency determines that there are 7.5 homework hours for that course) would determine the number of credit hours that can be awarded for that course. This measure is appropriate for programs that do not lead to an Associate Degree, Bachelor's Degree or Professional Degree or Associate level or Bachelor level programs in specialized coursework.

When reviewing an institution's credit hour measures, AIJS will be looking to see that the institution uses the standardized Carnegie definition or alternative appropriate measures that meet the federal definition of a credit hour. AIJS will use the sampling method to do the review and evaluation of an institution's credit hour assignments.

If deficiencies are identified in the institution's determination of credit hours, the following actions will take place:

The institution will be immediately advised that its credit hour assignments appear to be deficient and that it must submit an action plan, within 30 days, to review and

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correct said deficiencies to bring the institution in full compliance with agency standards for credit assignment. The institution should note that reassigning credit hour values may affect eligibility for HEA Programs. Failure of the institution to take the actions described above will result in adverse action by the agency. If non-compliance is found to be systemic or significant, as determined by AIJS, AIJS will immediately refer the institution to the U.S. Secretary of Education as required by regulation.

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**PROCEDURES FOR DEVELOPING AND APPROVING THE AIJS
ANNUAL BUDGET:**

The AIJS budget is to be developed internally, by the agency, with no outside influence or involvement. Procedures for developing the budget are as follows:

In the late summer of each year, the Chief Executive Officer (CEO) of AIJS, with guidance and assistance from the agency's accounting manager and accountant, develops a draft of the budget for the forthcoming fiscal year that will begin January 1, The proposed budget takes into account the historical day to day expenses of the agency, such as salaries of staff members, payroll taxes, travel expenses, insurance, standard operating expenses and other projected needs. Projected expansion in any area of the agency as well as all anticipated or scheduled accreditation activities for the coming year are also taken into consideration. The proposed budget reflects income and revenue from regular fees and dues that will be paid by member institutions. The proposed budget is then circulated to the members of the EAC for review and comment, and voted upon at the next regularly scheduled EAC meeting. Once the proposed budget is ratified by the EAC it is implemented. The CEO regularly performs a budget vs. actual analysis of revenue and expenses, and reports any material variances to the EAC.