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

APPLICATION FOR SUBSTANTIVE CHANGE

NAME OF INSTITUTION: _____

PROPOSED DATE OF CHANGE: _____

NATURE OF CHANGE:

(Please check all that apply)

☐ Any change in the established mission or objective of the institution. **See Appendix A**

☐ Any change in legal status, control or ownership of the institution. **See Appendix B**

☐ The addition of courses or programs of study, which 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. **See Appendix C**

☐ The addition of programs of study at a degree or credential level different from that which is included in the institution's current accreditation. **See Appendix C**

☐ A change in the way an institution measures student progress, including whether the institution measures progress in clock hours or credit-hours, semesters, trimesters, or quarters, or uses time-based or non-time-based methods. **See Appendix C**

☐ A substantial increase in the number of clock hours or credit hours awarded, or an increase in the level of credential awarded, for successful completion of one or more programs. **See Appendix C**

☐ An additional location geographically apart from the main campus at which the institution offers at least 50% of the educational program. **See Appendix D**

☐ The acquisition of another institution or any program or location of another institution. **See Appendix E**

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☐ 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. **See Appendix F**

☐ 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. **See Appendix G**

- **Please complete the appropriate form in the appendix indicated on page one of this Application for Substantive Change and provide documentation as required for the specific change requested.**

AIJS may conduct a focused visit to the institution prior to granting approval for the change, depending upon the nature and scope of the proposed change. For all requests for additional locations, a focused visit will be mandatory prior to approval to determine if the institution has the fiscal and administrative capability as well as the faculty, administrative personnel, resources and facilities to operate the additional location with the same level and quality of instruction offered at the main location.

As per AIJS policy, if AIJS determines that the change is a comprehensive change that might significantly impact the quality, character, financial stability and/or administrative capability of the institution, it will require the institution to go through a process similar to re-accreditation that entails a new ISA and comprehensive site visit, culminating with a site visit report and EAC decision.

FORM SUBMITTED BY:

_____ _____

Name of Institutional Officer **Date**

_____

Title