



**Azrieli Graduate School
of Jewish Education and Administration**

Master's Degree

**Student Handbook of
Policies and Procedures**

Created and Adopted by the Faculty
Azrieli Graduate School of Jewish Education and Administration

David Schnall, Ph.D., Dean

Moshe Krakowski, Ph.D, Director

Yeshiva University

www.yu.edu/azrieli

MS Student Handbook of Policies and Procedures

Contents

Message from the Dean	4
Message from the Director of the Master's Program	4
Mission Statement	5
History of Azrieli	5
Office of the Master's Programs	5
Students	5
Core Faculty	6
Program Options	7
Traditional Part-Time Master's	7
Accelerated Master's	9
Azrieli Online	10
Azrieli-Revel Dual MS	11
Childhood Education 1-6	12
Adolescence Education 7-12	13
BA/MS Stern College for Women/Yeshiva College	14
REITS Students	15
Eligibility Requirements	16
Application Process	16
Tuition	16
Program Policies and Procedures	17
Advisement	17
General Guidelines	17
Online Registration	18
Add/Drop	19
Financial Holds	19
Auditing	19
Independent Studies	19
Online Courses	19
Deferral of Admission	19
Leave of Absence	19
Summer School	19
Grading System	20

MS Student Handbook of Policies and Procedures

Incomplete Grades	20
Maintenance of Academic Standards	20
Resolution of Problems	21
Review and Appeal Process	21
Grievance Policy and Procedure	21
Grading Authority	22
Procedure for Changing Status	22
Withdrawal	22
Withdrawal From Individual Courses	22
Transferring Credits	22
Application for Graduation	23
School Related Expectations	23
Class Attendance	23
Academic Integrity and Professional Conduct	23
The Sabbath and Holiday Policy	23
Academic Community and Support	24
Student ID Cards	24
Parking	24
Student Contact Information	24
YU Email	24
Course Management Systems	24
Town Hall Meetings	24
General Financial Aid	24
References/Recommendations	24
Important Contacts	25

MS Student Handbook of Policies and Procedures

Message from the Dean

As you review this handbook, you will see the breadth of our curriculum, the expertise of our faculty, the commitment of our students, and the ascendancy of our graduates in this noble profession. These pages are more than course descriptions, degree requirements, and faculty profiles, though you will find that information inside. This is a narrative of the Azrieli experience and an invitation for you to add your voice to the chorus of educators leading our schools and inspiring our children.

The future of the Jewish people is being written in classrooms across North America and around the globe. By championing the nobility of teaching, exacting rigorous standards of excellence, creating dynamic collaborations with our communities, and engaging in dialogue about immutable values, Azrieli students, faculty, and graduates are writing and rewriting that future every day. This is Azrieli.



DAVID J. SCHNALL, Ph.D.

Message from the Director of the Master's Program

Welcome to the Azrieli Graduate School of Jewish Education!

Azrieli is the premier institution for training professional Jewish educators. Our strong research faculty is comprised of experts in curriculum, pedagogy, psychology, supervision, leadership, and cognition. Led by our dean, Dr. David Schnall, our professors provide a rigorous Masters program that is driven by theory while grounded in the real world of classroom teaching. Our Masters program is unique in that we apply world-class expertise in education to the subjects of Jewish education. Students leave our program with more than just generic teaching ability, but also with the knowledge, skills and dispositions to teach *chumash, navi, tefila, Hebrew, gemara and halacha*.

No matter your personal circumstance we have flexible options to meet your needs. Our diverse set of programs includes a traditional night program, a 1-year accelerated program, NY State teacher certification programs, Azrieli - REVEL Dual degree program and a cutting edge online program. Across these options you are sure to find a program that suits your educational goals and personal schedule.

In addition, it is a point of personal pride to me that Azrieli is not only a Masters program, but also a community. Together, our students and faculty create a warm and welcoming learning environment; our students are active participants in the learning process, and our faculty is committed to helping each and every student grow as a teacher.

Please don't hesitate to contact me with questions about the program, any concerns you might have, or just to schmooze about Jewish education. I am, and will be, more than happy to help you in any way I can.

B'Hatzlacha,



Moshe Krakowski

MS Student Handbook of Policies and Procedures

Mission Statement

Azrieli Graduate School of Jewish Education and Administration

Azrieli Graduate School is a premier international center for the training of Jewish educators. Alumni serve at the helm of schools, educational agencies, universities, and communal institutions all over the world.

Our mission is to train a cadre of Torah educators who will relay the rich knowledge and traditions of the Jewish heritage with warmth, joy, and intelligence. Its student body includes teachers and administrators, regardless of institutional or denominational affiliation, who seek to enhance their skills, and competencies while earning an advanced degree in Jewish Education. Our students come from every part of the United States, as well as Canada, Israel, and Europe.

History of Azrieli

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 2001, Azrieli was reconstructed as an independent graduate school with David Schnall, PhD as its founding dean.

Office of the Master's Program

The Office of the Master's Program coordinates all aspects of the master's program. The Director of Master's Program, Dr. Moshe Krakowski, determines, together with the program faculty, the policies, procedures, and curriculum for all course study. Dr. Krakowski is accessible both by phone at (212) 960-5287 and by email at moshe.krakowski@yu.edu. Dr. Krakowski's office is located in Belfer Hall room 304. Susan Rosenberg, Assistant Director, is located in Belfer Hall, Room 311, and can be reached by phone at (212) 960-5400, ex. 5949, fax (212) 960-0184, or by email at srosenb7@yu.edu.

Students

The Master's program is designed in a "student-friendly" manner in which class hours permit the continuation of full-time Jewish education employment. Additionally, the program has a "hands on" approach to learning, in which students are expected to relate theoretical constructs that are developed and explored in class to actual experiences in the field.

MS Student Handbook of Policies and Procedures

Core Faculty

The Azrieli Graduate School Master's Program has an internationally renowned faculty that is dedicated to the mission of shaping the future educational leaders of the Jewish community:

Chaim Feuerman, EdD, Golda Koschitzky Chair in Jewish Education; Leadership, professional development, teacher training and mentoring, teaching methods in Torah SheBaal Peh
Belfer Hall 309, cfeuerman@aol.com

Jeffrey Glanz, EdD, Professor; professional development, supervision of instruction, leadership, curriculum and assessment, Holocaust education
Israel, glanz@yu.edu

Scott J. Goldberg, PhD, Vice Provost for Teaching and Learning; Director, Institute for University-School Partnership; Associate Professor; differentiated instruction, online/blended learning, student support, religious and spiritual development, multilingual literacy, assessment
Belfer Hall 212, sgoldbe@yu.edu

Moshe Krakowski, PhD, Director of Master's Programs, Assistant Professor; Learning and cognition, curriculum design, worldview and epistemology, ultra-Orthodox education, research methods
Belfer Hall 304, moshe.krakowski@yu.edu

Rona Novick, PhD, Professor; Director, Fanya Gottesfeld Heller Doctoral Program; Social emotional learning and bully prevention, student support, early development, special education, family-school partnership
Belfer Hall 305, mnovick1@yu.edu

David Pelcovitz, PhD, Gwendolyn and Joseph Strauss Chair in Jewish Education; Child development, trauma, at-risk children, Jewish values and religious growth
Belfer Hall 317, dpelcovitz@gmail.com

Laya Salomon, EdD, Assistant Professor; Teaching, induction, curriculum, and assessment
Belfer Hall 319, jungreis@yu.edu

David J. Schnall, PhD, Dean, Azrieli Graduate School of Jewish Education and Administration; Organizational management, human resources and development, public policy
Belfer Hall 310, dschnall@yu.edu

Karen Shawn, PhD, Visiting Associate Professor; Holocaust education, resources in education, teacher induction, curriculum development
Belfer Hall 321, shawn@yu.edu

Moshe Sokolow, PhD, Associate Dean, Fanya Gottesfeld Heller Chair in Jewish Education; Judaics, curriculum development, philosophy of education
Belfer Hall 315, msokolow@yu.edu

Ilana Turetsky, EdD, Instructor; Models of Teaching, Differentiated Instruction, Student Teaching (PEP) Seminar, Teaching Bible
Israel, nattel@yu.edu

MS Student Handbook of Policies and Procedures

PROGRAM OPTIONS

Traditional Part-Time Master's Program

MS Jewish Education (Secondary or Elementary)

Purpose

The purpose of the Master's Program is to prepare highly qualified Jewish educators for teaching positions in Jewish day schools and Yeshivot.

Program Structure: Core Requirements and Sequence

The program is geared towards educators currently working part or full time, with all coursework offered in the evenings during the school year, and during the day in the summer semester. The master's is a 36 credit program. A limited amount of coursework may be completed online.

Students should take Learning & Cognition, Ed Psych & Jewish Learning, and Foundations of Jewish Education upon entering the program. Models of Teaching should be taken next as it is a prerequisite for the remaining core courses. Elective courses should not be taken until after these core courses.

The course sequence is illustrated below. Classes that have field hours require 6 hours of classroom-based observation to complement the class. The professor will determine how that time will be spent.

Core Courses (24 credits)			
<i>Course Number</i>	<i>Course Name</i>	<i># of credits</i>	<i># of Field Hours</i>
JED 5000	Learning and Cognition	3 credits	
JED 5010	Ed Psych & Jewish Learning	3 credits	6
JED 5100	Foundations of Jewish Education	3 credits	6
EDU 5210	Models and Methods of Teaching	3 credits	6
JED 5020	Understanding Diverse Learners	3 credits	6
JED 5070	Promoting Jewish Values	3 credits	
EDU 5130	Differentiated Instruction	3 credits	6
Developmental portfolio should be submitted at completion of 18 credits prior to entering PEP.			
EDU 5140	Curriculum and Assessment	3 credits	6
2 Elective Courses in consultation with advisor (3 credits each)			
XXX		3 credits	
XXX		3 credits	
Clinical Practice in the Classroom (6 credits). Cannot begin until all 8 core classes have been completed.			
JED 5551	*Professional Enhancement I (Fall Semester – accompanied by a class that meets once a week.)	3 credits	
JED 5552	Professional Enhancement II (Spring Semester – no class meetings)	3 credits	
Other Requirements			
JED 5700	Portfolio (Capstone project, completed during last semester)	0 credit	
Child Abuse Identification & Reporting Workshop (offered f-2-f every semester)		0 credit	
Violence Intervention Workshop (offered online)		0 credit	
Total		36 credits	

*Note, students fulfilling PEP requirements out of town must consult with the master's program director. For a detailed explanation of the PEP requirements, please refer to the PEP Guidebook.

MS Student Handbook of Policies and Procedures

Summary

1. Complete eight core required courses in the appropriate sequence
2. After six courses, begin developmental portfolio
3. After completing developmental portfolio begin PEP (also often known as student teaching)
4. Complete two electives before or during PEP
5. Complete PEP and final Professional Portfolio
6. Check that you have taken appropriate workshops and graduate.

MS Student Handbook of Policies and Procedures

Accelerated Master's Program

MS Jewish Education (Secondary or Elementary)

Purpose

The purpose of the Accelerated Master's Program is to prepare highly qualified Jewish educators for teaching positions in Jewish day schools and Yeshivot in three semesters, starting fall, spring, and summer.

Program Structure

A full-time commitment to the program is necessary to complete the program requirements. Therefore, candidates should not have a full-time job and should be available to take courses in the afternoons and occasional evenings, as well as be available during the fall and spring semesters for full-time student teaching placements.

Course Requirements and Sequence

Fall/Spring Course Times

Students will take five courses during the fall and spring semesters as follows:

Course 1, 2, & 3: Mondays 10-5 p.m.

Course 4 & 5: Tuesdays 10-3 p.m.

Wednesdays, Thursdays, Fridays: Students will be placed in a Jewish day school classroom for a total of 250 hours of student teaching.

Summer Course Times

Courses will meet twice a week in the morning and early afternoons according to the standard Azrieli summer session calendar (end of June through first week of August). Online courses may be an option.

Fall Semester (15 credits)		
<i>Course Number</i>	<i>Course Name</i>	<i># of credits</i>
EDU 5210	Models and Methods of Teaching	3 credits
JED 5070	Promoting Jewish Values	3 credits
JED 5100	Foundations of Jewish Education	3 credits
JED 5010	Ed Psych & Jewish Learning	3 credits
JED 5551	Professional Enhancement Practicum I (student teaching)	3 credits
Spring Semester (15 credits)		
EDU 5140	Curriculum and Assessment	3 credits
JED 5000	Learning and Cognition	3 credits
JED 5020	Understanding Diverse Learners	3 credits
EDU 5130	Differentiated Instruction	3 credits
JED 5552	Professional Enhancement Practicum II (student teaching)	3 credits
Summer Semester		
Elective Courses in consultation with advisor (3 credits each)		
XXX	Elective	3 credits
XXX	Elective	3 credits
Other Requirements		
JED 5700	Professional Portfolio	0 credit
Child Abuse Identification & Reporting Workshop (offered f-2-f every semester)		0 credit
Violence Intervention Workshop (offered online)		0 credit
Total		36 credits

*Note, for a detailed explanation of the PEP requirements, please refer to the PEP Guidebook.

MS Student Handbook of Policies and Procedures

Azrieli Online Master's Program

MS Jewish Education (Secondary or Elementary)

Purpose

The purpose of the Master's Program is to prepare highly qualified Jewish educators for teaching positions in Jewish day schools and Yeshivot. The program offers the opportunity for students anywhere in the world who live near an accredited and approved Jewish day school or yeshiva and who are able to study online with world-renowned professors of Jewish education at Azrieli in order to earn a master's degree in teaching.

Program Structure: Core Requirements and Sequence

Candidates must have access to computer technologies appropriate for online coursework. Candidates must also live in a community that has an accredited and Azrieli-approved Jewish day school or yeshiva (in which to complete field work and student teaching, PEP). Students who enroll in the online program are expected to complete the program within 3 years of program initiation. Courses are offered online in an asynchronous fashion. Some classes in each course may, at the discretion of the professor, be offered synchronously online.

The master's is a 36 credit program. Students may enter the program in the fall or spring or semesters and will be sent instructions to take an online "test drive" upon admission. Students should take Learning & Cognition, Ed Psych & Jewish Learning, and Foundations of Jewish Education upon entering the program. Models of Teaching should be taken next as it is a prerequisite for the remaining core courses. Elective courses should not be taken until after these core courses.

The course sequence is illustrated below. Classes that have field hours require 6 hours of classroom-based observation to complement the class. The professor will determine how that time will be spent.

Core Courses (24 credits)			
<i>Course Number</i>	<i>Course Name</i>	<i># of credits</i>	<i># of Field Hours</i>
JED 5000	Learning and Cognition	3 credits	
JED 5010	Ed Psych & Jewish Learning	3 credits	6
JED 5100	Foundations of Jewish Education	3 credits	6
EDU 5210	Models and Methods of Teaching	3 credits	6
JED 5020	Understanding Diverse Learners	3 credits	6
JED 5070	Promoting Jewish Values	3 credits	
EDU 5130	Differentiated Instruction	3 credits	6
Developmental portfolio should be submitted at completion of 18 credits prior to entering PEP.			
EDU 5140	Curriculum and Assessment	3 credits	6
2 Elective Courses in consultation with advisor (3 credits each)			
XXX		3 credits	
XXX		3 credits	
Clinical Practice in the Classroom (6 credits). Cannot begin until all 8 core classes have been completed.			
JED 5551	*Professional Enhancement I (Fall Semester – accompanied by a class that meets once a week.)	3 credits	
JED 5552	Professional Enhancement II (Spring Semester – no class meetings)	3 credits	
Other Requirements			
JED 5700	Portfolio (Capstone project, completed during last semester)	0 credit	
Child Abuse Identification & Reporting Workshop (offered f-2-f every semester)		0 credit	
Violence Intervention Workshop (offered online)		0 credit	
Total		36 credits	

*Note, students fulfilling PEP requirements out of town must consult with the master's program director. For a detailed explanation of the PEP requirements, please refer to the PEP Guidebook.

MS Student Handbook of Policies and Procedures

Azrieli-Revel Dual Master's Degree Program

MS Jewish Education (Secondary or Elementary) – Azrieli
 MA Jewish Studies – Bernard Revel

Purpose

The purpose of the Azrieli-Revel Dual Degree (ARDD) program, is designed to provide aspiring Jewish educators with high-level professional preparation in both methods and content, by combining the discipline of pedagogy in Jewish graduate education at Azrieli with the acquisition of a level of expertise in academic Jewish studies at Revel.

Program Structure: Core Requirements and Sequence

The dual master's degree retains the current requirements of both the Azrieli MS and [Revel MA](#), including the total number of credits for each, as well as all comprehensive exams and fieldwork. By being enrolled in this program, students can count 6 credits of their required Azrieli courses toward their Revel degree, and another 6 credits of their Revel courses toward their Azrieli degree (54 credits for both degrees), resulting in a savings of time and tuition. Students should take at least one course in each school every semester. Students should register for REG 9992: Maintenance of Matriculation when not taking a course at Azrieli in any given semester.

The program is geared towards educators currently working part or full time, with all coursework offered in the evenings during the school year, and during the day in the summer semester. The Azrieli master's is a 36 credit program. A limited amount of coursework may be completed online.

Students should take Learning & Cognition, Ed Psych & Jewish Learning, and Foundations of Jewish Education upon entering the program. Models of Teaching should be taken next as it is a prerequisite for the remaining core courses. Elective courses should not be taken until after these core courses. The course sequence is illustrated below. Classes that have field hours require 6 hours of classroom-based observation to complement the class. The professor will determine how that time will be spent.

Core Courses (24 credits)			
<i>Course Number</i>	<i>Course Name</i>	<i># of credits</i>	<i># of Field Hours</i>
JED 5000	Learning and Cognition	3 credits	
JED 5010	Ed Psych & Jewish Learning	3 credits	6
JED 5100	Foundations of Jewish Education	3 credits	6
EDU 5210	Models and Methods of Teaching	3 credits	6
JED 5020	Understanding Diverse Learners	3 credits	6
JED 5070	Promoting Jewish Values	3 credits	
EDU 5130	Differentiated Instruction	3 credits	6
Developmental portfolio should be submitted at completion of 18 credits prior to entering PEP.			
EDU 5140	Curriculum and Assessment	3 credits	6
2 Revel Elective Courses in consultation with advisor (3 credits each)			
XXX		3 credits	
XXX		3 credits	
Clinical Practice in the Classroom (6 credits). Cannot begin until all 8 core classes have been completed.			
JED 5551	*Professional Enhancement I (Fall Semester - accompanied by a class that meets once a week.)	3 credits	
JED 5552	Professional Enhancement II (Spring Semester – no class meetings)	3 credits	
Other Requirements			
JED 5700	Portfolio (Capstone project, completed during last semester)	0 credit	
Child Abuse Identification & Reporting Workshop (f-2-f every semester)		0 credit	
Violence Intervention Workshop (offered online)		0 credit	
Total		36 credits	

*Note, students fulfilling PEP requirements out of town must consult with the master's program director. For a detailed explanation of the PEP requirements, please refer to the PEP Guidebook.

MS Student Handbook of Policies and Procedures

Childhood Education 1-6 Master's Program

MS Childhood Education, NYS Professional 1-6 Certification

Purpose

The purpose of the Childhood 1-6 Master's Program is to further develop the knowledge, skills, and dispositions of pre-service and in-service teachers for careers in teaching at the childhood (grades 1-6) level and leads to professional teacher certification in New York State. **To be eligible for admission, candidates must hold initial state certification.**

The program is founded on an enduring commitment to providing future educational professionals and leaders with exposure to the latest innovative theories of education and best practices in the field so that they develop a respect for knowledge, become scholars of practice and reflective practitioners and demonstrate a concern for all children. The emphasis of this program is to link theory with practice in childhood education with a strong emphasis on clinical experience. Reflecting Yeshiva University's dual mission to serve both the Jewish communities and society at large, graduates of the Childhood Education 1-6 program will assume teaching positions in a wide range of institutions, including Jewish day schools, Yeshivot, and public schools.

Program Structure: Core Requirements and Sequence

The program is 36 credits of advanced study geared toward educators currently holding NYS initial Childhood Education 1-6 certification. All coursework is offered in the evenings during the school year and during the day in the summer semester. Some online coursework is available.

The recommended sequence is illustrated below.

Core Courses (12 credits)			
<i>Course Number</i>	<i>Course Name</i>	<i># of credits</i>	<i># of Field Hours</i>
EDU 6000	Learning and Cognition	3 credits	
EDU 6020	Understanding Diverse Learners	3 credits	15
EDU 6040	Theory & Practice of Second Language Acquisition	3 credits	15
EDU 6140	Advanced Curriculum Development in the Content Areas	3 credits	
Childhood Education Methods Courses (15 credits)			
EDU 6030	Psycho-Social Problems in Schools	3 credits	
EDU 6150	Classroom Assessment in the Content Areas	3 credits	
EDU 6400	Action Research in the Content Areas	3 credits	30
EDU 6130	Differentiated Instruction in the Content Areas	3 credits	15
EDU 6200	Integration of Language Arts & SS with Judaic Studies	3 credits	
Clinical Practice (6 credits)			
EDU 6501	Practica in Childhood Education – Field Work in Literacy	3 credits	50
EDU 6410	Action Research Seminar	3 credits	
Elective		3 credits	
Total		36 credits	

MS Student Handbook of Policies and Procedures

Adolescence Education 7-12 Master's Program

MS Adolescence Education, NYS Initial/Professional 7-12 Certification

Biology, Chemistry, Physics, Mathematics, Social Studies, English, Hebrew

Purpose

The purpose of the Adolescence Education 7-12 program is to further develop the knowledge, skills, and dispositions of pre-service and in-service teachers for careers in teaching at the adolescent level (grades 7-12). The program leads to New York State initial/professional teacher certification in 7-12 biology, 7-12 chemistry, 7-12 physics, 7-12 mathematics, 7-12 social studies, 7-12 English and 7-12 Hebrew. Candidates must have a bachelor's degree, 30 credits in the certification content area with a GPA of at least 3.30, and an acceptable score on the GRE.

The Azrieli Masters of Education in Adolescence Education Program is founded on an enduring commitment to providing future educational professionals and leaders with exposure to the latest innovative theories of education and best practices in the field so they develop a respect for knowledge, become scholars of practice and reflective practitioners, and demonstrate a concern for all children. The emphasis of the 42 credit program is to link theory with practice in adolescence education. Reflecting Yeshiva University's dual mission to serve both the Jewish community and the society at large, graduates of the Azrieli Graduate School Masters of Education Programs assume teaching positions in a wide range of institutions, including Jewish day schools and public schools.

Students will be required to pass all components of the [New York State Teacher Certification Examinations](#), and they will also complete 2 hour workshops in child abuse identification and school violence prevention.

Program Structure: Core Requirements and Sequence

All coursework is offered in the evenings during the school year and during the day for the summer semester. Limited online coursework is available. The recommended sequence is illustrated below.

Core Courses (21 credits)			
<i>Course Number</i>	<i>Course Name</i>	<i># of credits</i>	<i>Field Hours</i>
EDU 7120	Models of Teaching at the Secondary Level	3 credits	10
EDU 7000	Learning & Cognition	3 credits	
EDU 7040	Psycho-Social Problems in Schools	3 credits	
EDU 7140	Curriculum & Assessment at the Secondary Level	3 credits	10
EDU 7020	Understanding Diverse Learners in the Secondary Classroom		
EDU 7130	Differentiated Instruction in the Secondary Classroom		10
EDU 7100	Foundations of Education		
Adolescence Education Methods Courses (12 credits)			
EDU 7040	Theory & Practice of Second Language Acquisition	3 credits	
EDU 7500	Practica in Secondary Education	3 credits	60
XXXX	Secondary Methods Elective	3 credits	
EDU 7050	Secondary Education Curriculum & Methods: Math & Technology or	3 credits	
EDU 7060	Secondary Education Curriculum & Methods: Science & Technology or		
EDU 7070	Secondary Education Curriculum & Methods: Social Studies & Technology or		
EDU 7080	Secondary Education Curriculum & Methods: English/Language Arts & Technology or		
EDU 7200	Secondary Education Curriculum & Methods: Hebrew & Technology		
Clinical Practice (9 credits)			
EDU 7501	Seminar in Student Teaching Grades 7-9	3 credits	20 days
EDU 7502	Seminar in Student Teaching Grades 10-12	3 credits	20 days
EDU 7150	Positive Behavior Support at the Secondary Level	3 credits	
Other Requirements			
EDU 7700	Portfolio (taken last semester)	0 credit	
Child Abuse Identification & Reporting Workshop (offered f-2-f every semester)		0 credit	
Violence Intervention Workshop (offered online)		0 credit	
DASA (Dignity for All Students) NYS Anti-Bullying Workshop		0 credit	
Total		42 credits	

MS Student Handbook of Policies and Procedures

BA/MS Program – Stern College for Women/Yeshiva College

Purpose

The purpose of the BA/MS Program is to prepare highly qualified Jewish educators for teaching positions in Jewish Day Schools and Yeshivot across the country. The program offers candidates a unique opportunity to earn a bachelor's and master's degree in an expeditious yet rigorous manner.

Introduction

Joint bachelor's-master's programs exist between Stern College for Women (SCW) and the Azrieli Graduate School of Jewish Education (AGS) and Yeshiva College (YC) and the Azrieli Graduate School of Jewish Education (AGS). A student admitted to either of these programs may begin graduate study while still an undergraduate.

The graduate courses may count toward the 84 credit undergraduate residency requirement, may count toward both undergraduate requirements and the graduate degree, or may just allow the student to get an early start on graduate study.

Eligibility

Students must have attained senior status and have completed at least 94 credits with a minimum GPA of 3.2.

Credits:

Students who have not yet completed the BA degree may take a maximum of 12 graduate credits whether or not these credits count back toward the undergraduate degree.

Workload:

For SCW students, the graduate courses count in the 7 course maximum workload per semester. For YC students, the graduate courses count in the 17.5 credit maximum workload per semester.

Course Approval:

Once admitted, joint program students wishing to take graduate courses to meet undergraduate requirements must request approval by filing the "Joint Undergraduate-AGS Approval Request" form in consultation with an academic advisor.

Registration:

The undergraduate registrar must register all graduate courses taken within the 12 credit maximum.

Grades:

Grades in graduate courses taken to meet undergraduate requirements will be included in the undergraduate GPA and will be taken into account for awarding honors at graduation and for determining valedictorian. The student must inform the professor at the beginning of the semester that he or she may not receive a grade of Incomplete. Regardless of whether or not the course fulfills a specific requirement toward the BA degree, courses taken on the BA/MA program must be completed and graded in order for the student to be awarded the BA degree.

Fees:

The tuition of full-time (12 credits) undergraduate students covers the cost of the graduate courses. A part-time undergraduate student will be charged undergraduate per-credit charges for the undergraduate courses and graduate per-credit charges for the graduate courses. Graduate tuition will be charged for summer AGS courses.

How to Apply:

1. Submit the attached application to the Undergraduate Registrar and attach two copies of your transcript.
2. Type a personal essay of 3-5 pages, double spaced, detailing your academic and professional goals, including your experience and your interest in Jewish education, and your reasons for applying to Azrieli. Submit either via email to azrieli@yu.edu or mail to: Azrieli Graduate School, 500 West 185th Street, New York, NY 10033.
3. Complete the top portion of the two attached recommendation forms and send them to two university instructors under whom you have studied. Letters of reference should be returned directly to the Azrieli Graduate School at the above address.
4. Upon receipt of the application, essay and reference letters, the graduate school will contact you for an interview. If approved, AGS will mail you a letter of acceptance to the BA-MS program with a copy to the Undergraduate Registrar.

MS Student Handbook of Policies and Procedures

Degrees:

Upon completion of the BA requirements, students must apply for the BA degree through the Office of the Undergraduate Registrar. Upon conferral of the BA degree, the student must notify AGS of their intent to continue in the Master's program and submit an online application, including a \$50 application fee. No additional essay or letters of recommendation are required. The student will receive a letter approving their continuation in the program, provided that the student has maintained a 3.2 GPA in prior AGS coursework.

Upon completion of the graduate program, the student must apply for the MS degree through the Office of the Graduate Registrar.

RIETS Students

We are very proud of the close relationship we enjoy with the RIETS Smichah program. We have worked very closely with the Dean of RIETS, to construct a program which targets the specific needs of the Smichah population, meets their unique schedules and includes generous scholarship assistance.

Smichah students who wish to join the Azrieli Graduate School must follow the standard application process.

MS Student Handbook of Policies and Procedures

ELIGIBILITY REQUIREMENTS

APPLICANTS FOR THE MASTER'S PROGRAM AT AZRIELI GRADUATE SCHOOL MUST HOLD:

- A Bachelor's degree or equivalent from an accredited college or university
- Advanced background in Jewish studies
- Competence in Hebrew

APPLICATION PROCESS

To be considered for admission applicants should:

1. Complete the [online application](#) which includes an essay and \$50 application payable by credit card.
2. Submit two official copies undergraduate transcripts to the AGS office. (Applicants from Yeshiva University do not need to send official transcripts.)
3. Submit two letters of recommendation to the AGS office.
4. Submit a .jpg photo of yourself for your file to: srosenb7@yu.edu
5. Complete an interview with the program director.
6. GRE's or other standardized achievement tests may be required at the discretion of the Dean or the Director of the master's program.

Transcripts and recommendations should be sent to:
Azrieli Graduate School of Education and Administration
Yeshiva University
Wilf Campus – Belfer Hall 311
500 West 185th Street
New York, NY 10033

Priority will be given to applications submitted by the following dates:

Spring semester: November 1

Fall semester: June 1

TUITION AND FEES 2013-2014 *

Azrieli has a generous scholarship policy and generously supports student research.

All Students	\$1030 per credit*
REG 9992: Maintenance of Registration	\$25 per semester*
Registration Fee	\$60 per semester*
Graduation Fee	\$150*

***All fees subject to change**

MS Student Handbook of Policies and Procedures

PROGRAM POLICIES AND PROCEDURES

ADVISEMENT AND ONLINE REGISTRATION

ADVISEMENT

1. Dr Krakowski prefers to meet with you for a brief advisement appointment in person or by phone. You can schedule this by sending an email to Susan Rosenberg, srosenb7@yu.edu.
2. In some cases, you may select the courses you wish to take and send Susan Rosenberg an email, srosenb7@yu.edu, any time before or during the registration period, and Dr. Krakowski will determine whether you are approved or whether you need to meet with him.
3. Upon approval, Dr. Krakowski will give you a Registration Access Code (RAC). Once you have the RAC code, follow the instructions for online registration.
4. If you register for a course that Dr. Krakowski did not approve, you will be removed from that course and you may be closed out of the course you need. Therefore, make sure to be careful when you register on-line.
5. Master's students may not register for any doctoral course without the prior consent of the dean or director.
6. No student may register with more than one "Incomplete" grade on his or her transcript. You will be required to register for *REG 9992 Maintenance of Registration* until all outstanding work is completed and submitted to the professor for a grade change.
7. The maximum number of courses a student can take in a semester is **three**, but most students take two per semester.

All Students **MUST** keep a continuous registration record at Azrieli. If you do not intend to take classes during any semester, **except for summer**, you must register for *REG 9992 Maintenance of Registration*. You may send an email to srosenb7@yu.edu and we will respond with a RAC to register on-line.

All previous balances must be satisfied before you can register for the current semester. If you have a financial hold on your account and cannot register, please contact the [Office of Student Finance](#) at 212-960-5269, accounts@yu.edu.

GENERAL GUIDELINES:

1. New students can choose from:
Foundations of Jewish Education
Learning & Cognition
Educational Psychology & Jewish Learning
In some cases students will also be allowed to take Promoting Jewish Values.
2. *Models of Teaching* may be taken with any of the aforementioned courses in Guideline #1.
3. Returning students, please note *Models of Teaching* is matched with *Understanding Diverse Learners* and should ideally be taken together.
4. Returning students who have already taken *Models of Teaching*, please note that *Differentiated Instruction* is matched with *Curriculum & Assessment* and can be taken together.
5. No student may take *Differentiated Instruction* or *Curriculum & Assessment* without having first taken *Models of Teaching*.
6. Electives, e.g. *Teaching Bible: Prophets*, *Teaching Jewish Studies II*, *Teaching Holocaust*, etc. are considered advanced courses.

MS Student Handbook of Policies and Procedures

7. If you have completed at least 18 credits at the end of this semester, you must send Dr. Krakowski your completed Developmental Portfolio as per Transition Point #1 guidelines (details online). You will be allowed to register for courses during the online registration period. However, if you have not successfully completed your portfolio, your registration may be withdrawn. You will not be allowed to register for PEP until the developmental portfolio has been approved.

8. For those students who are in the old program (entry prior to Fall 2009) *Project Research I - Comps* may **not** be taken without having completed all coursework (excluding PEP) with no “Incompletes.”

9. Students in the new program (beginning after fall, 2009) who are completing their final semester at Azrieli, should register for **“Portfolio.”**

ONLINE REGISTRATION:

Please be sure to have the [course schedule](#) and the RAC# you received during your advisement available.

Go to www.yu.edu/myyu; click on “Faculty, Students and Staff”

Your User ID (the same as your student ID#)

Begins with an “8” or “9”. If you don’t know your ID#, click the following link: [Student ID Retrieval](#). You will be asked to enter your last name and SS#. If you still have trouble obtaining your Student ID# please call ITS at 212-960-5438.

Your PIN:

If this is your first time logging on:

Follow the instructions to reset the PIN. The PIN will need to be 6 numbers. You cannot use 123456 or 111111 as a PIN. A PIN will be sent to the email address you provided on your application. If you have trouble obtaining this PIN, please contact bannerweb@yu.edu.

If you have previously logged on:

Use whatever numbers you chose your first time logging on.

If you forgot your pin but remember your security question

Follow the directions under “Forgot Pin?”

Once you’ve gotten through to the Registration page with your User ID and Pin #

Click on “Student and Financial Aid.”

Click on “Registration.”

Click on “Add/Drop Classes.”

Choose Term (Fall, Spring, Summer)

Use the Registration Access Code (RAC) given to you during advisement.

Proceed through the screens. Once you have entered all the CRNs*, remember to click the “Submit Changes” button.

**CRN is a five digit number that’s individually coded for each course and can be found on the course schedule located on the Azrieli website.*

If you encounter difficulties logging on or registering online, please send an email to Mr. Akiva Koenigsberg, koenigsb@yu.edu, or visit:

Office of the Registrar

500 W. 185th Street, Furst 114

New York, NY 10033

Phone: (212) 960-5274

Monday – Thursday: 9:30 am – 5:00 pm

Friday - 9:30 am - 2:00 pm.

MS Student Handbook of Policies and Procedures

ADD/DROP

Students who wish to add or drop a course following official registration must receive permission from the director/dean for approval and submit an add/drop form to the Azrieli office. In order to avoid financial penalties, the student should be sure to carefully follow the deadlines listed on the academic [calendar](#) for adding or dropping a course. If you register for a course and fail to attend classes, you are responsible for the full tuition fee if the course is not dropped by the appropriate date.

FINANCIAL HOLDS

The registrar's office will not register students with financial holds. The professor is unable to assign a grade to a student who is not registered. Therefore, a student whose registration is not complete will not get a grade even though they may have attended class. If there is a financial hold in effect, students should contact the Student Accounts office, accounts@yu.edu, or 212-960-5269 to have the hold lifted.

AUDITING

Matriculating students may register to audit courses of their choosing (without earning credit) at any time. The charge for auditing a course is equivalent to the cost of 1 credit.

INDEPENDENT STUDIES

Independent studies are infrequently permitted. To apply for one, you may contact the director to discuss your options.

ONLINE COURSES

Online courses are offered every semester primarily for students outside of the NY area. However, pending available class space, students in other programs can in some cases take these classes as well. To participate in an online course, your YU email account is the only email address that can be used for all course correspondence. In addition, online students are expected to review and electronically sign an Academic Honesty and Integrity statement. No more than two (2) online courses are permitted in a semester. The student is responsible for keeping up with online weekly assignments. A grade of "Incomplete" is not an option for an online course and a professor may counsel out an online student who does not keep up with the course.

DEFERRAL OF ADMISSION

If after being admitted, you decide to defer the start of the Azrieli program, you must notify such intent via email to azrieli@yu.edu. You may defer admission up to four semesters after which a new application, along with essay, reference letters and interview will need to be completed for readmission.

LEAVE OF ABSENCE

Students must register every semester to maintain an active status. In any semester that a course is not taken, you must register for REG 9992: Maintenance of Registration. There is a \$25 charge. Failure to do this will be considered having withdrawn from the program and a new application, along with essay, reference letters and interview will need to be completed for readmission.

SUMMER SCHOOL

Azrieli offers two summer sessions. Students cannot take more than 9 credits in summer school classes (summers 1 & 2 combined).

MS Student Handbook of Policies and Procedures

GRADING SYSTEM

Students are graded using letter grades of A, A-, 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	= 4.0
A-	= 3.667
B+	= 3.334
B	= 3.0
B-	= 2.667
C+	= 2.334
C	= 2.0
C-	= 1.667
F	= 0
W	= Withdrawal

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. No incomplete grades will be permitted in online courses. Extensions in f-2-f classes will be allowed only within the following guidelines:

- Incompletes should be considered exceptional, and are extended only with the permission of the instructor. Students are expected to complete their course work in a timely manner.
- Once granted an “incomplete,” the student is responsible to complete the work no later than the last day of the following semester.
- Failure to follow this procedure may result in a grade of “F” or “W” for the incomplete work. Consequently, the student will be required to retake the course in order to proceed in the program.

Note: Students are permitted to carry a maximum of two “incompletes” at any one 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 of the student’s progress.
- 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 will be placed on academic probation until the incomplete course work is satisfactorily completed.

MS Student Handbook of Policies and Procedures

RESOLUTION OF PROBLEMS

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 Master's 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 Master's 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 Master's 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 Master's Program for a review and reconsideration of this decision.
- The Director will designate an ad hoc review sub-committee. This subcommittee 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 Master's program, options of which 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 the Master's program will confirm the decision of the subcommittee, but may modify or clarify the remedial plan of action to ensure compliance with the provisions of this Handbook for the Master's 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 Master's Program, 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 Master's Program and the Ad-Hoc Sub-Committee and may request a personal interview with the student. The Dean's decision shall be final as to whether to review the determination.

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 a member of the faculty.
- If the issue is still unresolved, the student can contact the Director of the Master's 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 as to 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.

MS Student Handbook of Policies and Procedures

GRADING AUTHORITY

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

PROCEDURE FOR CHANGING STATUS

WITHDRAWAL FROM SCHOOL

A student who is withdrawing from the Master's 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 Master's Program and the Azrieli office
- 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.

WITHDRAWAL FROM INDIVIDUAL COURSES

Students who withdraw from individual courses may be subject to financial penalty based on the deadlines designated in the School calendar. Students who fail to fill out a "drop course" form, will receive a "W" on their transcripts as per the calendar date. The following withdrawal procedure should be adhered to:

- Notification and discussion with the instructor
- Filing of an Add/Drop form with the Azrieli office.

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 Master's Program. All withdrawal charges are the responsibility of the student.

TRANSFERRING CREDITS

Credit for work completed at another graduate program from a recognized and accredited institution of higher learning is not automatically granted. The student must send a course description and an official transcript to Azrieli for the credits to be considered. The Dean, the Director of Master's Program and the Office of the Registrar must approve its acceptability and its appropriateness to the Master's degree.

No credit is given for any course transferred from another institution with a grade below B or a P grade. Credits that have been used to fulfill requirements for a degree that has been granted already may not be transferred. Azrieli will consider transfer of a maximum of 6 credits towards the Master's degree; that is, students must complete no less than 30 credits on campus.

Transfer credit can be granted in core areas and electives with the approval of the Director of the Master's program. The request for transfer credits must be initiated by the student after the applicant has been accepted to the master's 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
- Official 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.

MS Student Handbook of Policies and Procedures

APPLICATION FOR GRADUATION

It is the student's responsibility to apply for graduation once their coursework, student teaching (PEP), and professional portfolio are completed. [Graduation forms](#) are submitted to Mrs. Louisa Wolf in Belfer Hall 311. Once payment is submitted to the Finance Office, students should advise Mrs. Wolf, lwolf1@yu.edu. Please note that applications will not be processed without the accompanying fee. Students graduating September, January and May are included in the graduation booklet and may attend the commencement ceremony held in May/June. Diplomas are mailed to the address noted on the graduation application by the Registrar's Office. No degrees are conferred without completing the Application for Graduation and payment of the graduation fee, even if the student does not intend to participate in commencement ceremonies.

SCHOOL RELATED EXPECTATIONS

CLASS ATTENDANCE

Students are expected to attend all classes as scheduled. Students unable to attend a class session are responsible for notifying the classroom instructor that they will be absent. The student is responsible for making up the missed content. More than two absences from a class raises concern as to the student's ability to complete the course requirements and may result in a failing grade for the course at the instructor's discretion.

ACADEMIC INTEGRITY AND PROFESSIONAL CONDUCT

Master's students are expected to show seriousness of intellectual dedication; respect for the views and convictions of others; concern for the impact of advanced knowledge on society at large; regard for instructors, fellow students and the school as a whole; and, above all, adherence to the highest ethical standards in their professional lives. The school is free to dismiss a student at any time for infringement of these standards. Students should be aware that the school will NOT condone plagiarism, falsification, or fabrication in any form and will sanctions such acts of misconduct.

Plagiarism occurs when a student directly copies another's work without citation; and when a student combines the work of different authors into a new statement without reference to those authors. It is also plagiarism to use the ideas and/or work of another student and present them as your own. It is not plagiarism to formulate your own presentation of an idea or concept as a reaction to someone else's work; however, the work to which you are reacting should be discussed and appropriately cited.

Falsification means manipulating, changing or misrepresenting research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

Fabrication means making up data, experiments or other significant information in proposing, conducting, or reporting research.

The submission by a student of any examination, course assignment, or degree requirement is assumed to guarantee that the thoughts and expressions therein not explicitly credited to another are literally the student's own. Evidence to the contrary will result in penalties which may include failure in the course, disciplinary dismissal, or such other penalties as are deemed proper.

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.

MS Student Handbook of Policies and Procedures

ACADEMIC COMMUNITY AND SUPPORT

STUDENT ID CARDS

All new students must obtain an ID card through the [Security office](#) located on 185th Street. ID cards can only be obtained 24-48 hours following the first semester's registration. Students must have their ID cards updated from the library in order to access the online library outside of the campus.

PARKING

Students must contact the [security office](#) directly to arrange for parking.

STUDENT CONTACT INFORMATION

It is the student's responsibility to ensure that their email, phone numbers and mailing address are current. In the case of any changes, the student must notify the [registrar](#), in addition to the Azrieli Office. Women who have not officially changed their names (with the registrar's office) upon getting married, and are official Yeshiva students, must use their maiden names until such time that they officially complete the process. Their YU e-mail and ID#'s remain the same.

YU EMAIL

Every Azrieli student is given a YU email address at the first registration. Students must use the YU email to receive important correspondence from the program and to access the Angel and Moodle Course Management Systems. To find out exactly how the system has listed your name, go to www.yu.edu/findid. You will be prompted to enter your last name and your Social Security number (which is masked as you enter it). When you have the information, you can access your email through [gmail](#) (Google email) by entering your full YU email address as your user name and enter your password.

COURSE MANAGEMENT SYSTEMS

Azrieli uses two methods of accessing course work and corresponding with the professors. Note, students **must use YU assigned email accounts** to access these systems:

[Angel Course Management System](#). For access to the system, a user name and password are necessary. Please contact angelsupport@yu.edu for assistance.

[Moodle](#). Login instructions can be found at <http://yu.edu/azrieli/online-courses/> | For access to this system, your username is the first letter of your first name and then your last name (jsmith). Notifications will be sent to your Azrieli email account (john.smith@mail.azrieli.yu.edu). To gain access to your Azrieli Email account, please contact Academic Computing, 212-960-5438.

TOWN HALL MEETINGS

Several times throughout the semester, the Director will hold optional town hall meetings. The director is then available to address any concern the students may have or the director may choose a specific timely topic. Students are urged to attend to obtain the latest information about the program.

GENERAL FINANCIAL AID

Azrieli Graduate School of Jewish Education and Administration offers generous scholarship assistance. In case of need for additional financial assistance, students should contact: [Office of Financial Aid](#), (212) 960-5269.

REFERENCES / RECOMMENDATIONS

Master's students often request letters of recommendation from faculty for scholarships, honors and awards and jobs. Students should first obtain the permission of 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.

MS Student Handbook of Policies and Procedures

IMPORTANT CONTACTS

If you have questions or need clarification of the issues covered within this handbook, please consult with the office, the faculty and staff of the Master's Program who are prepared to help make your educational experience at the Azrieli Graduate School of Jewish Education and Administration meaningful and fulfilling. It is best to ask than to assume.

Here are some relevant contacts:

Dr. Moshe Krakowski
Director of Master's Programs
Belfer Hall 304
212-960-5287
moshe.krakowski@yu.edu

Mrs. Susan Rosenberg
Associate Director of Master's Programs
Belfer Hall 311
212-960-5400, ex. 5949
srosenb7@yu.edu

Dr. David Schnall
Dean Azrieli Graduate School
Belfer Hall 313
212-960-0186
dschnall@yu.edu

On-Line Support

Matthew B Polaniecki
Educational Technology Specialist
212-960-5400, ex. 5435
matthew.polaniecki@yu.edu

E-Mail Support

Mr. Ben Rodriguez
[Academic Computing](#)
212-960-5438

Registrar's Office

Mr. Akiva Koenigsberg
koenigsb@yu.edu
212-960-5274

Student Accounts

212-960-5399