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WELCOME!

Graduate Professional Studies (GPS) at Brandeis University, is pleased to welcome you. This handbook will answer many of your questions as you prepare for courses at Brandeis University. It will familiarize you with important telephone numbers, campus services, special resources, academic regulations, and your rights and responsibilities as a student.

If you have questions or would like to request further information, please contact us at: 781-736-8787, or gps@brandeis.edu

Please visit us at: www.brandeis.edu/gps

OVERVIEW

In 1992, the Rabb School of Continuing Studies was named in honor of Norman S. and Eleanor E. Rabb in recognition of more than four decades of support for Brandeis University.

With three divisions — Graduate Professional Studies, Summer School, and the Osher Lifelong Learning Institute at Brandeis — the Rabb School seeks to serve lifelong learners by supporting the University in its mission of providing open inquiry and outstanding teaching in a world of challenging social and technological transformation.

In 1997, the Division of Continuing Studies, now Graduate Professional Studies, was established in the Rabb School specifically to extend the opportunity for excellent, applied professional education at the graduate level to a more diverse, part-time, working-adult population. All degree programs are professionally oriented, applied in nature (combining requisite theory with the practical application of learned material), and taught by expert adjunct instructors who are practitioners of their subject matter in their professional lives.

Programs in applied, professional fields are offered at Graduate Professional Studies in the Rabb School and are overseen by the Rabb School Council, made up of faculty representing the other schools in the University and chaired by a full-time faculty member.

New programs, as well as substantive changes to the curriculum, are reviewed for approval by the Rabb School Council and as necessary by both the Council of the Graduate Professional Schools and the Academic Affairs Committee of the Board of Trustees.

Currently, Graduate Professional Studies in the Rabb School offers 10 master’s degree programs, requiring 10 three-credit courses, and a graduate certificate program, requiring 5 three-credit courses, in applied fields:

- Master of Software Engineering (est. 1997)
- Master of Science in Bioinformatics (est. 2002)
- Master of Science in Project and Programs Management (est. 2003)
- Master of Science in Information Technology Management (est. 2005)
- Master of Science in Information Security (est. 2008)
- Master of Science in Health and Medical Informatics (est. 2010)
- Master of Science in Strategic Analytics (est. 2013)
- Master of Science in Instructional Design and Technology (est. 2014)
- Master of Science in Digital Marketing and Design (est. 2015)
- Master of Science in User-Centered Design (est. 2015)
- Graduate Certificate in Learning Analytics (est. 2015)

Programs in Graduate Professional Studies were traditionally offered on-campus part-time in the evening, in three 10-week terms, year-round. Given the Rabb School’s commitment to making graduate, credit-bearing and professionally oriented academic resources at Brandeis University available to as many qualified part-time students as possible, the division gradually expanded into online learning, receiving the New England Association for Schools and Colleges’ approval for its first online credential (Graduate Certificate in Software Engineering) in 2004. Gradually, on-campus courses were phased out and now all programs are offered completely online.

In addition, Graduate Professional Studies collaborates with corporate partners and welcomes corporate-sponsored students in online courses.

**ACADEMIC REGULATIONS**

*Academic Standing*

Prior to filing a formal application, students may take up to two graduate courses, thereby determining whether a commitment to both the chosen field and program is appropriate for them. It is standing policy that a course graded below B – may not be applied toward a degree, regardless of when it is taken. Students are allowed a maximum of 12 courses to complete a 10-course master's degree, and a maximum of seven courses to complete a 5-course graduate certificate.

Given the part-time nature of all Graduate Professional Studies’ programs, and recognizing that working people frequently encounter unanticipated life experiences, students may take up to five years to complete a 10-course program. (Most students complete their master’s degree in less than three years.) Students may take up to three years to complete a 5-course graduate certificate.

Students may take classes without matriculating into a master’s degree program or graduate certificate program. Students are allowed to take up to two courses prior to applying for a master’s degree or graduate certificate program. The completion of courses as a non-matriculated student does not guarantee acceptance into a program, nor does it guarantee courses will satisfy degree requirements. We strongly encourage students to apply as soon as possible to ensure that all courses completed will fulfill degree requirements, thus leading to graduation.

**REGISTRATION INFORMATION**

*How to Register for Courses*

Students can register online at [www.brandeis.edu/gps/current-students/student-briefcase/register-for-courses.html](http://www.brandeis.edu/gps/current-students/student-briefcase/register-for-courses.html), or fill out the course registration form at [www.brandeis.edu/gps/register/policies.html](http://www.brandeis.edu/gps/register/policies.html) and email it to Graduate Professional Studies’ office. Please note that all course registrations must be accompanied by payment.
**Student Personal Information**

It is a student’s responsibility to notify Graduate Professional Studies of any changes in name, address, phone number or email address while enrolled at Brandeis University. It is extremely important that up-to-date contact information is on file so that students may be contacted. Students can update their information by logging into Sage or by contacting GPS at 781-736-8787 or gps@brandeis.edu.

**Tuition Payment Information**

Tuition payment is required at the time of registration. Registrations will not be processed without full payment. Visa, MasterCard, Discover, American Express, personal checks and electronic bank draft are acceptable methods of payment. For a summary of current rates of tuition and fees please visit the Graduate Professional Studies’ website at: www.brandeis.edu/gps/future-students/Get-started/view-tuition-information.html

**Fees and Expenses**

The following tuition and fees are in effect for the 2015-16 academic year. These figures are subject to annual revision by the Brandeis University Board of Trustees.

Payment of tuition occurs per course registration and must be submitted in full in order for the registration to be complete. Late registration is permitted on a space-available basis, the week before courses begin, and carries a late fee.

- Tuition per three-credit course: $3,225
- Late registration fee: $70 (in addition to the fees above)

**Other Fees**

- Course materials fee (dependent on course needs): $25-$100
- Application fee for admission to a degree/certificate program: $50
- Application to graduate fee: $100

**Refunds**

Students who wish to cancel their registration and receive a tuition refund must state their intention to withdraw by withdrawing from their course. Tuition will be refunded according to the following schedule:

- Withdrawal before the first day of the term, 100 percent refund
- Withdrawal in the first course week (between the first and seventh day of the term), 75 percent refund
- Withdrawal in the second course week (on or after the eighth day of the term), no refund
- Late Registration Fees are nonrefundable in all cases

Graduate Professional Studies complies with all applicable refund policies of the state where an online learning student resides. Graduate Professional Studies will calculate any applicable refunds in accordance with such state regulations as listed here at: (www.brandeis.edu/gps/assets/img/state%20refund%20and%20complaint%20policy/state-refund-policy.pdf).

In compliance with federal law, special refund arrangements apply to students receiving federal financial aid under Title IV (i.e. Federal Direct Stafford and PLUS Loans). Contact the Office of Student Financial Services for additional information.
Financial Aid Information
Graduate Professional Studies does not offer financial assistance in the form of Federal Work-Study, scholarships, teaching assistantships or other grants.

Federal Loans:
Graduate Professional Studies’ students may be eligible for federal loans as long as they are enrolled in a master's degree program, registered for at least two courses each term and actively working toward completing their degree requirements. A variety of federal loan programs, including the Federal Direct Unsubsidized Stafford Loan and the Federal Direct Graduate PLUS Loan, may be available to Graduate Professional Studies’ students who meet the above enrollment criteria. The Unsubsidized Stafford Loan is not need or credit based, however, the Graduate PLUS Loan is credit based.

All students who wish to apply for financial aid must complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). When completing the FAFSA form, students should list Brandeis University (federal code 002133) as a recipient of the data.

Students requesting financial aid also must complete a Federal Direct Stafford Loan Application for Graduate Professional Studies. This form must be submitted to the Office of Student Financial Services before the start of the term so that loan funds may be applied.

Only the Federal Direct Unsubsidized Stafford Loan is available to Graduate Professional Studies students. Applicants must file the Free Application for Federal Student Aid to qualify for this loan. Graduate students may borrow up to a maximum of $20,500 a year, not to exceed the cost of attendance, with an aggregate maximum of $138,500, with no more than $65,500 in subsidized loan funds.

Repayment of a Stafford Loan begins six months after the borrower ceases to be enrolled at least half-time. The standard repayment period is 10 years, during which time interest is charged. (Please go to [www.studentloans.gov](http://www.studentloans.gov) for information about alternate repayment plans.) Students are required to pay the interest during the in-school period, or have it capitalized and added to the loan balance, for the unsubsidized loan.

The terms for the above loan programs are subject to federal legislation, regulations and other guidance, and may change. Students wishing to apply for loans should contact the Office of Student Financial Services for application materials.

The Graduate PLUS Loan is a federal loan that allows graduate students to borrow up to their total cost of education minus any financial aid received. The student must pass an independent credit review. Go to [www.studentloans.gov](http://www.studentloans.gov) to apply for this loan. [www.brandeis.edu/sfs/pdfs/2015-16%20GPS%20Stafford%20Request.pdf](http://www.brandeis.edu/sfs/pdfs/2015-16%20GPS%20Stafford%20Request.pdf)

If a student would like to apply for a Graduate PLUS Loan in addition to the Stafford Loan, they can follow the instructions on the Office of Student Financial Services’ webpage: [www.brandeis.edu/sfs/loans/GradPLUSAppIns.html](http://www.brandeis.edu/sfs/loans/GradPLUSAppIns.html)
Private Loans:
Students who are enrolled in only one class a term, or who take classes as a non-degree student, may still be eligible for private loans. Private loans are always credit based. To see which loan programs you could be eligible for, we recommend using the website https://borrowsmart.afford.com/brs/ to compare loan options.

Contact Information:
For more information about loan options and eligibility, please contact Linna Tran in the Office of Student Financial Services at ltran@brandeis.edu or 781-736-8754. We also highly suggest reviewing the Graduate and Professional Studies Financial Aid Instruction Sheet form for detailed loan application instructions.

Additional Satisfactory Academic Progress Requirement for Students Receiving Financial Aid

Federal regulations require that a student receiving federal assistance make satisfactory academic progress in accordance with standards set by the University. Graduate Professional Studies is responsible for monitoring academic progress within its graduate programs. To receive federal funding, a student must successfully complete two courses (B- or higher) in each semester in which he or she receives federal loans. If he or she fails to successfully complete two courses in a term in which he or she receives federal loans, he or she will be allowed to receive federal loans for the next term but will be placed on probation. If he or she fails to successfully complete two courses during the probationary semester, he or she will lose eligibility for federal loans from this point forward. A student may submit an appeal if there is extenuating circumstances that prevented him or her from successfully completing coursework for two subsequent terms.

Students enrolled in a graduate certificate program are not eligible to receive federal loans.

Employer Reimbursement
Many employers offer some form of tuition reimbursement to employees. Contact your company to determine tuition benefits. Please be advised that tuition reimbursement constitutes a private arrangement between employer and employee. Full payment of tuition and fees must be received at the time of registration, regardless of the terms of such an arrangement between the employer and employee. If a student needs a financial statement for reimbursement purposes, they may submit a request online using the Request Itemized Statement Form.

GETTING CONNECTED

UNet
A UNet account is a single username and password that is assigned to all Brandeis’ students to access Brandeis e-mail, LATTE, and Sage. A UNet account will be assigned to each student after the first registration.

As part of the UNet account, students are offered UNet home space for personal network-based file storage. Students can use it to back up files, share files with others by publishing to the web, or move files from one computer to another.
**Brandeis E-mail Account**

A UNet account serves as a student’s personal Brandeis e-mail account. A Brandeis University assigned student e-mail account is the official means of communication by the University. It is important for students to check the account daily, especially while each term is in progress. A student is responsible for being aware of all information sent to their Brandeis e-mail address.

Student Advisors and/or Instructors will contact students via the student’s Brandeis e-mail address.

Students may check their Brandeis email using the web-based system, which can be accessed at [http://go.brandeis.edu/gmail](http://go.brandeis.edu/gmail).

Students may set their UNet email address to forward mail to any of their existing email addresses, and edit password reset challenge questions. Please refer to the "Identity Self-Service" link on the UNet Account Tools page for more information: [https://identity.brandeis.edu/identity/index](https://identity.brandeis.edu/identity/index).

Students are still responsible for all the information, including all attachments, sent to their university email account, if the email forwarding option is selected.

More information on using a UNet ID and other online resources are available on the GPS website at: [www.brandeis.edu/gps/resources/academic-information.html](http://www.brandeis.edu/gps/resources/academic-information.html)

**LATTE**

LATTE (Learning and Teaching Technology Environment) is Brandeis University's online learning environment. LATTE is used by instructors to share readings and multimedia; accept assignments; and organize online discussions with students. In order to access LATTE students must have a UNet account. To access LATTE for the first time follow the directions found at [http://latte.brandeis.edu](http://latte.brandeis.edu).

Helpful tutorials to guide students in navigating and accessing information from LATTE are available at: [http://lts.brandeis.edu/courses/newlatte/students/index.html](http://lts.brandeis.edu/courses/newlatte/students/index.html)

**Sage**

Sage is Brandeis University’s student database which provides students, instructors and staff access to administrative and academic applications. Student may access Sage by visiting [sage.brandeis.edu](http://sage.brandeis.edu) and logging in with their UNet ID and password.

Sage allows students to:
- Register for courses
- Add/Drop courses
- Make Online payments
- Request a refund
- View course schedules
- Update personal information
- View grades
- View unofficial transcripts
- Request official transcripts

Online step-by-step tutorials are available at [https://secureweb.brandeis.edu/sage/help/index.html](https://secureweb.brandeis.edu/sage/help/index.html)
to assist students in navigating Sage.

## COURSE INFORMATION

### Online Learning
Graduate Professional Studies offers applied master’s degrees and a graduate certificate, solely online. Online learning (OL) courses are internet-based, innovative and flexible. Courses are presented in LATTE, Brandeis University's online learning environment, and organized around a ten-week schedule. Students have direct contact with instructors and peers on a daily basis, using such tools as discussion forums, learning resources and other features offered in a customized learning management system. All online learning courses are asynchronous meaning there is no requirement that students participate on specified days or times, only that students meet the requirements defined in the syllabus for each course week. LATTE courses will be inaccessible four weeks after the end of the term.

Graduate Professional Studies’ instructors participate in extensive training in online teaching and learning methods. Course policies, procedures, and standards ensure that courses deliver the same course quality and outcomes as on-campus course equivalents.

Specific information about online learning may be found on the Online Learning page of the website at: [www.brandeis.edu/gps/about/online-learning](http://www.brandeis.edu/gps/about/online-learning)

### Online Learning Resources
Graduate Professional Studies is committed to providing support and resources to all students enrolled. The online learning section of the website at [http://www.brandeis.edu/gps/current-students/go-to-class](http://www.brandeis.edu/gps/current-students/go-to-class) elaborates on:

- Technical Requirements
- LATTE Help Desk

### Online Learning Student Orientation
Graduate Professional Studies offers a free non-credit, self-directed online learning (OL) orientation course in LATTE, available to registered students near the start of each term.

The course covers topics such as Graduate Professional Studies’ approach, standard course structure, LATTE features, online learning techniques, and links to related resources.

By completing this course, students will be able to:

- Prepare for the first week of their Graduate Professional Studies course by ensuring that they have all of the required materials and access to the appropriate systems such as Brandeis email, LATTE, and Sage.
- Find and adhere to important student policies and procedures, including those related to Academic Integrity.
- Participate effectively and appropriately in Graduate Professional Studies’ OL discussions, with a strong understanding of our approach and our expectations of students.
- Navigate a Graduate Professional Studies course in LATTE to find specific types of course
materials and activities.
- Use LATTE efficiently to post to discussion forums, track unread posts, submit assignments, retrieve graded work and edit their profile settings (including the student’s time zone as applicable).
- Access an Adobe Connect room, configure audio/video and practice communicating in the tool.
- Apply time management techniques and other best practices to increase student’s success.
- Work effectively within student groups.
- Find resources and support in the areas of LATTE, UNet, online libraries, advising, and other student services.

**Degree Tracks**

Students seeking a professional focus in some of our degree programs may choose to follow a specific set of courses, or tracks that focuses in a particular area of interest. These tracks are informal and intended to help students customize their education by selecting electives, which closely align with their professional goals. Students should work closely with their designated student advisor to outline course sequence and scheduling. Any student potentially seeking the sequential degree option should work closely with their student advisor to avoid any overlap of courses.

**Dropping a Course/Refund Schedule for Tuition:**

Students who wish to cancel their registration and receive a tuition refund must state their intention to withdraw by withdrawing from their course. Tuition will be refunded according to the following schedule:

- Withdrawal before the first day of the term, 100 percent refund
- Withdrawal in the first course week (between the first and seventh day of the term), 75 percent refund
- Withdrawal in the second course week (on or after the eighth day of the term), no refund
- Late Registration Fees are nonrefundable in all cases

**Course Drop on or after the second Wednesday of the term:**

A student may drop a course after the second Wednesday of the term and up until the close of the sixth week of the term (with no refund, as noted above). A student may drop a course after the start of the second course week and up until the close of the sixth week of the term. A “W” will be noted on the student’s transcript to reflect the withdrawal from the course. (Refer to the full refund policy noted in the Student Handbook.)

A student may drop the same required course no more than twice, and a student may drop no more than six courses during the course of completing their program requirements. After the fourth drop, the student will be placed on academic warning.

If a student is eligible to receive a refund according to the schedule listed above and wishes to have that amount refunded directly to them, the student needs to make a request in writing. Graduate Professional Studies cannot release student funds in the form of a tuition refund unless we receive notification from the student. Otherwise, the amount will remain on the student's account as a balance in the student's favor to be applied towards a tuition payment for a future term. Once notification is received from the student, by submitting a Credit Release Form accessible directly in Sage, a refund in the form of a check or via direct deposit will be processed. Refund amounts cannot be made directly to a credit card. The refund process may
take up to 10 business days.

When applicable, refund policies of the state where online learning students reside will be used to calculate any applicable refunds. State specific refund policies can be found at: www.brandeis.edu/gps/assets/img/state%20refund%20and%20complaint%20policy/state-refund-policy.pdf

**Grades**

Graduate students are expected to maintain records of distinction in all courses. A grade below B- will not be counted toward a master’s degree or graduate certificate. Students are allowed a limit of up to 12 graduate courses to complete a 10-course master’s degree program or 7 for a 5-course graduate certificate program. Please note that courses taken prior to official acceptance are included in this policy.

If a grade below B- is received in a required course then the course must be retaken. If a grade below B- is also received on the second attempt, then the student’s status within the program will be reevaluated by Graduate Professional Studies with possible withdrawal from the program.

If a grade below B- is received in an elective course, the student has the option of enrolling in a different elective course.

At the close of each term, students may access grades by logging in to Sage with their UNet ID.

The following grades will be used, with plus or minus where appropriate:

- **A** Excellent
- **B** Good
- **C, D, E** Unsatisfactory
- **EI** Authorized Incomplete of Course Work *

* Instructors will change this to a letter grade once the student makes up incomplete work.

Instructors use the same criteria for all students in a course, and may consider any and all components of a student’s work in the course including written work, recitations, class participation and reports, special reports or research and all examinations. Individual instructors will define grading criteria in relation to points earned.

The numerical equivalents of the grades as determined by instructors are:

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<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
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<tr>
<td><strong>A+ or A</strong></td>
<td>4.00</td>
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<tr>
<td><strong>A-</strong></td>
<td>3.67</td>
</tr>
<tr>
<td><strong>B+</strong></td>
<td>3.33</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>3.00</td>
</tr>
<tr>
<td><strong>B-</strong></td>
<td>2.67</td>
</tr>
<tr>
<td><strong>C+</strong></td>
<td>2.33</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>2.00</td>
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<td><strong>C-</strong></td>
<td>1.67</td>
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<tr>
<td><strong>D+</strong></td>
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<tr>
<td><strong>D</strong></td>
<td>1.00</td>
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<td><strong>D-</strong></td>
<td>0.67</td>
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<td><strong>E</strong></td>
<td>Failing</td>
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</table>
**Auditing Courses**
All regularly enrolled, full-time graduate students at Brandeis University are eligible to audit Graduate Professional Studies’ courses without a fee. Part-time degree students and non-degree special students may audit a Graduate Professional Studies course but will be charged the same rate as a course taken for credit. No courses may be audited without the permission of the instructor and the student's program chair. Auditors may not take examinations or expect evaluation from the instructor. No credit is given for an audited course. Graduate Professional Studies’ students are eligible to audit courses in the International Business School, Graduate School of Arts and Science and the Heller School for Social Policy and Management, abiding by their policies.

**Course Evaluations**
End of term course evaluations are typically made available to students for a period of four weeks towards the end of the term. Graduate Professional Studies requests that all students take a few moments at the end of the term to submit their course evaluations to inform GPS about their experience in their courses.

Course evaluations are accessible through Sage. Students are asked to complete an evaluation for each course in which they are enrolled. Course evaluations are a critical tool for the continuous improvement of all Graduate Professional Studies’ courses, and are reviewed by the instructors, program chairs and staff.

Please note: Instructors cannot view course evaluation results until grades are submitted. Grades are not released to students until after the course evaluation period has closed.

**Incomplete Status**
Students are expected to complete work in each course no later than the final examination date. Students unable to complete the work by this time for legitimate reasons may request an incomplete from their instructor.

Requests for incompletes may be presented to an instructor after a student successfully completes weeks one through seven of a course, and on or prior to the ninth week of the term. Students must make a written agreement with their instructor, outlining specific work to be completed and corresponding due dates.

To formalize incomplete, students must: Submit a “Request to Receive an Incomplete Grade” form from Graduate Professional Studies’ website: [www.brandeis.edu/gps/resources/forms.html](http://www.brandeis.edu/gps/resources/forms.html)

All incomplete course work must be completed by a date stipulated by the instructor as part of the agreement, which is no later than four weeks after the end of the term.

The student’s record will display an incomplete until a permanent grade has been awarded. If the student fails to satisfy the incomplete requirements by the deadline, a permanent failing grade will be reported for the course.

Students are expected to continue participating in online discussions from the date of the incomplete request until the course concludes.
Transcripts
Students may request up to 20 copies of their official transcript at no cost by contacting the Office of the University Registrar (www.brandeis.edu/registrar). Transcripts will be mailed to the address designated within two business days. Additional requests beyond 20 carry a $5.00 fee per transcript. Unofficial transcripts may be viewed in Sage.

ADMISSIONS

Admission to a master’s degree program or graduate certificate program with Graduate Professional Studies is on a rolling basis. However, in order to guarantee an admissions decision before the start of term, applicants must submit a completed application and all supporting documentation by the following deadlines:

<table>
<thead>
<tr>
<th>Date</th>
<th>Decision Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 26</td>
<td>Summer 2016 Term</td>
</tr>
<tr>
<td>August 16</td>
<td>Fall 2016 Term</td>
</tr>
<tr>
<td>December 13</td>
<td>Spring 2017 Term</td>
</tr>
</tbody>
</table>

The completion of courses as a non-matriculated student does not guarantee acceptance into a program, nor does it guarantee courses will satisfy degree requirements. Students are strongly encouraged to apply to a program as soon as possible to ensure that all courses completed will fulfill degree requirements needed for graduation.

Application for Admission to a Master’s Degree or Graduate Certificate Program
Individuals interested in applying for admission to a master’s degree program or graduate certificate program are required to apply by the end of their second graduate level course.

Application forms will not be reviewed until all required documents have been received by Graduate Professional Studies. Admissions decisions are rendered by the Admissions Committee within two to three weeks of receiving the completed application.

To be eligible for admission the following documents must be submitted:

1. **Completed master’s degree or graduate certificate application**
   - Available online at: https://apply.gps.brandeis.edu/apply/

2. **Non-refundable application fee of $50.00**
   - The application fee may be paid online during the online application process via the University’s secured server. The University accepts Visa, MasterCard, Discover and American Express credit cards.

3. **A four-year bachelor’s degree from a regionally accredited U.S. institution or equivalent.**

4. **Official transcript(s) from every college or university attended.**
   - Transcripts from every college or university attended must be submitted in a sealed, signed envelope and mailed directly from the institution to the
5. **Résumé or curriculum vitae**  
   • The résumé or curriculum vitae may be submitted as an attachment during the online application process. The document should describe the applicant’s professional and educational background and experience.

6. **Statement of Goals**  
   • The statement of goals may be submitted as an attachment during the online application process.

7. **Letter of recommendation**  
   • The letter of recommendation must be completed by an employer/supervisor who is qualified to evaluate the potential for success in the applicant’s desired program. The letter of recommendation must be completed directly online by the recommender.

8. **Education Credential Evaluation (if bachelor’s degree was earned outside the United States)**  
   • Applicants who earned their bachelor's degree outside the United States must submit their records for a course-by-course evaluation (official transcripts/mark sheets) by Education Credential Evaluators (ECE) of Madison, Wisconsin.  
   • Information regarding the evaluation process is detailed at: www.ece.org  
   • Applicants are responsible for the evaluation fee.

9. **TOEFL or IELTS (for non-native English speakers)**  
   • Applicants who have not graduated with a bachelor’s or master’s degree from an English-speaking institution in Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), Great Britain, Guyana, Ireland, Liberia, New Zealand, or South Africa must take and submit scores for the TOEFL or IELTS, with guidelines and exceptions noted below. Test scores should be no more than five years old.  
   • Strong communication skills including the abilities to read and write effectively in English are essential for student success in Graduate Professional Studies’ programs. The purpose of these requirements is to ensure that students are equipped to participate in and perform the work required by their courses.  
   • TOEFL (Test of English as a Foreign Language): Applicants must achieve a minimum score of 100 on the Internet-based (iBT) TOEFL, with a minimum of 24 on each of the four sub-scores; (or 600 on the paper-based (PBT) TOEFL with a minimum of 58 on the reading and writing sub-scores, and a 4.5 or higher on the essay writing score (TWE).  
   • IELTS (International English Language Testing System): Applicants must achieve a minimum score of 7.0 on the individual band scores for academic reading and academic writing.  
   • PTE Academic (Pearson Test of English Academic): Applicants must achieve a minimum score of 68 on the PTE Academic English Language Proficiency test.
• All submitted score records must include the segmented point distribution among the parts of the test, along with the total. Scores should be sent directly to Graduate Professional Studies, using the institutional code 0253.
• Exceptions are made for applicants whose bachelor’s degree was earned in many “American Universities”, such as American University in Cairo or AU in Paris, among others.

**Sequential Degree**

Students who have completed a master’s degree through Graduate Professional Studies can apply to complete a second master’s degree in a separate program area. Interested students must apply for admission to the second master’s degree within two years of completion of the first master’s degree.

When transferring courses between different programs, students may transfer no more than two Graduate Professional Studies’ courses from the first master’s degree program to the second master’s degree program.

• Students may transfer up to one GPS graduate level course from a master’s degree program to a graduate certificate program.
• Students may transfer up to one GPS graduate level course from a graduate certificate to a master’s degree program.

Please note that each transferred course must satisfy current program requirements and the grade received cannot be below a B-. In addition, applicants must satisfy all admission requirements with the exception of transcripts, which are already on file.

Students considering the sequential degree opportunity are strongly encouraged to contact the Graduate Professional Studies’ office as soon as possible for academic advising and determination of transferable courses.

**Transfer Credit**

Students may petition for the evaluation of academic credit for transfer from another regionally accredited United States university or college, to be applied for credit toward a master’s degree program. Rabb School degree candidates are not permitted to cross-register either in other graduate programs on-campus or in programs elsewhere. Up to two courses, not previously counted for any degree program may be considered for transfer into a Rabb School degree. This assessment is made as part of the admissions process.

Please note the requirements affecting transfer credit:

• Students must be formally admitted into a Graduate Professional Studies master’s degree program.
• Students are allowed to apply a maximum of six graduate credits (up to two courses) towards a master’s degree program.
• The credit(s) must be graduate level, from a regionally accredited United States institution of higher learning and no more than five years old.
• Transfer credit is awarded for courses with an equivalent course in the relevant Graduate Professional Studies’ master’s degree curriculum.

For course(s) requested, students must supply:

• A completed Transfer Credit Request form, which may be submitted from Graduate Professional
Studies’ website at: www.brandeis.edu/gps/students/studentresources/forms.html.

- A course description and a syllabus for the course at the time it was taken.
- An official transcript containing the grade of the course requested. The originating institution must send the official transcript, in a sealed envelope, directly to Graduate Professional Studies.

NOTE:
- Only graduate level courses apply.
- Only courses with a B- or better apply.
- No transfer credit requests will be considered for the final two graduate level courses in master’s degree programs.
- Courses cannot be considered for transfer credit if they are part of a previously completed degree or certificate program.

Official documentation and materials should be sent to the following address:
Brandeis University
Graduate Professional Studies
415 South Street, MS 084
Waltham, MA
02454-2728 USA

Course Waivers
Students accepted to a master’s degree program may occasionally waive out of a required course in which they can demonstrate proficiency. Graduate Professional Studies makes final decisions on course waiver applications.

Students do not receive academic credit for waived courses, but instead will be allowed to substitute another course in the program in order to accrue the necessary amount of credits to graduate.

The Course Waiver Form is available at: www.brandeis.edu/gps/resources/forms.html. Students should consult with Graduate Professional Studies for the waiver process specific to their program of interest.

Admission Deferrals
Students who are accepted into a master’s degree or graduate certificate program can defer their start of courses for up to one year from the time of acceptance (three terms). For example, students accepted for a spring term in a given academic year must start courses no later than the spring term of the following academic year. If the three-term time limit is exceeded, students must re-apply for admission.

Students who wish to defer acceptance must complete the Deferral Request Form, www.brandeis.edu/gps/resources/forms.html within one month of the date of their acceptance.

Change of Program
Students who are accepted in one program and later decide to change to another program must re-apply for admission to the other program. Re-submission of transcripts is not required as they are currently on file. The application fee will be waived. Following acceptance the student’s Graduate Professional Studies transcripts will be reviewed to determine if any courses
completed at GPS may be applied to the new program.

Program Extensions
Students are required to complete a master’s degree program within five years and a graduate certificate degree program within three years of their first course taken. Students who are in jeopardy of exceeding the time limit must contact Graduate Professional Studies for counseling.

Program Withdrawals
Students who are accepted into a master’s degree program or graduate certificate program and wish to withdraw formally must declare their intentions with Graduate Professional Studies by completing the Withdrawal Notification Form: www.brandeis.edu/gps/resources/forms.html.

Resumption of Study or Re-Admission
Should a withdrawn or inactive student decide at a future point to continue in his/her program, it may be necessary for the student to re-apply for admission. Courses taken more than five years prior to re-admission are considered outdated and are no longer applicable to a master’s degree or graduate certificate. Graduate Professional Studies strongly recommends that students contact the office with any questions or concerns.

INTERNATIONAL STUDENTS

The section labeled Admission Requirements outlines all necessary information for international students entering the master’s degree program or graduate certificate program. For any further questions or concerns regarding the admissions process, please contact the Graduate Professional Studies at 781-736-8787 or gps@brandeis.edu.

Applicants whose first language is not English or who have not graduated with a bachelor’s degree or a master’s degree from an English-speaking institution in Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), Great Britain, Guyana, Ireland, Liberia, New Zealand, or South Africa must take and submit scores for the TOEFL, IELTS or PTE. Test scores should be no more than five years old.

TOEFL, IELTS and PTE Requirements

All courses require students to be proficient in English. Students whose native language is not English or who have not completed a four-year bachelor’s degree in an English language curriculum must take and submit scores for the TOEFL, IELTS or PTE, with a few exceptions.

Test scores should be no more than five years old. Applicants must achieve a minimum score of 100 on the Internet-based (iBT) TOEFL, with a minimum of 24 on each of the four sub-scores; (or 600 on the paper-based (PBT) TOEFL with a minimum of 58 on the reading and writing sub-scores, and a 4.5 or higher on the essay writing score (TWE)). For IELTS, applicants must achieve a minimum score of 7.0 on the individual band scores for academic reading and academic writing. For PTE Academic, applicants must achieve a minimum score of 68 on the PTE Academic English Language Proficiency test. All submitted score records must include the segmented point distribution among the parts of the test, along with the total. Scores may be sent directly to Graduate Professional Studies, using the institutional code 0253. Official test scores or other verification of proficiency must be submitted to GPS before a student can be
reviewed for admission.

**Visa Information**
For those students who are not U.S. Citizens or U.S. Lawful Permanent Residents (Green Card holders): Please be advised that Graduate Professional Studies at Brandeis University, is unable to issue F-1, M-1, or J-1 non-immigrant student visas for its part-time graduate programs, in accordance with U.S. immigration regulations.

Individuals who hold visa statuses in the United States that also allow for pursuit of study (such as H-1B1, R-1, L-1, TradeNAFTA), may pursue coursework with Graduate Professional Studies provided they fulfill the terms, and maintain the validity, of this status while studying with Brandeis GPS. If a student is currently in the U.S. pursuing full-time study at another college or university, and holds an F-1, M-1, or J-1 student visa from that institution, s/he is advised to contact the Designated School Official/Responsible Officer at the sponsoring institution to obtain authorization to pursue study at Graduate Professional Studies, while simultaneously maintaining full-time student visa status at the original, visa- sponsoring institution.

If you have any questions, please contact Graduate Professional Studies at 781-736-8787 or email gps@brandeis.edu.

**ACADEMIC STATUS AND REGULATIONS**

**Academic Advising**
Academic advising is available for students who seek information about courses, appropriate placement, and program design. Contact the Graduate Professional Studies’ office at 781-736-8787 or gps@brandeis.edu to make an appointment. Students who have been accepted to a master’s or graduate certificate program should contact their assigned student adviser directly.

**Instructor Advising**
Instructors are available for student advising. Students must contact instructors directly to set up a consultation. Consultations may take place via telephone, through LATTE, and/or e-mail.

**Students with Disabilities**
The Americans with Disabilities Act and section 504 of the Rehabilitation Act of 1973 require that Brandeis University has policies that make clear the process by which students with documented disabilities can request reasonable accommodations.

Brandeis University is committed to providing reasonable accommodations to individuals with appropriately documented physical, learning, or psychological disabilities, short-term and long-term. Since admission to the University is based in the academic qualifications of the applicant, admissions procedures are the same for all applicants, regardless of disability. Disclosing a disability and requesting accommodations are personal decisions. Brandeis does not require a student to disclose the existence of a disability. Once enrolled, a student must document his or her disability at Brandeis if they wish to receive appropriate services by having his or her records regarding this disability reviewed. Once documentation has been reviewed and accommodations have been confirmed, students who wish to receive accommodations must request them in advance of each term during which they plan to take courses. Students can
complete the Request for Academic Accommodations form by visiting:  
http://www.brandeis.edu/gps/assets/img/form-accommodations-request.pdf

Brandeis University follows the standards for documentation established by the Educational Testing Service. For questions about the specific nature of documentation visit: https://www.ets.org/disabilities/documentation/  

For any questions regarding this process, please contact the Disability Coordinator for the Graduate Professional Studies students, Gwenn Smaxwill at 781-736-3423 or smaxwill@brandeis.edu. Following documentation review, the student receives a letter certifying disability status at Brandeis University. Appropriate accommodations are determined on a case-by-case basis in consultation with the Disability Coordinator, the instructor and the student. Extra time on exams, note-takers, alternate testing procedures, and special parking arrangements are examples of possible accommodations that might be utilized.

**Discrimination and Harassment**
All students and instructors are expected to adhere to Brandeis University’s policies on discrimination and harassment. More information can be found on the Brandeis website at:  
www.brandeis.edu/studentaffairs/srcs/misconduct.html.

**Absence Due to Religious Observance**
The following state law governs absence from class due to religious observance:  

Section 2B of Chapter 151C of the Massachusetts General Laws provides that: “Any student (…) who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be (so) excused…and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of absence on a particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fee of any kind shall be charged…for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.”  

Students are required to notify instructors of such absences, in advance.

**Academic Integrity**
As stated in the Brandeis University Bulletin, “Academic integrity is central to the mission of Brandeis University.”

As stated in the Rights and Responsibilities handbook, “Every member of the University community is expected to maintain the highest standards of academic honesty. A student shall not receive credit for work that is not the product of the student’s own effort.” The Rights and Responsibilities handbook can be viewed at www.brandeis.edu/studentlife/sdc/rr/.

Potential penalties for a student found responsible for an infringement of academic honesty range from no credit for the work in question to permanent dismissal from Brandeis University. It is one of the chief obligations of each member of Brandeis’ academic community to understand Brandeis’ policies regarding academic honesty and to uphold those policies.
As mentioned in the Rights and Responsibilities handbook, allegations of academic dishonesty are reported to the Office of Academic Integrity for possible referral to the student judicial system.

To avoid misunderstandings, students should clarify with each instructor the role and legitimacy of teamwork and collaboration in completing work for the course.

**Understanding Academic Integrity**

Academic honesty and student integrity are of fundamental importance at Brandeis University.

Students must be aware that material (including ideas, phrases, sentences, etc.) taken from the internet and other sources **MUST** be appropriately cited if quoted, and footnoted in any written work turned in for any Brandeis University course. Also, students will not be allowed to collaborate on work except by the specific permission of the instructor. Failure to cite resources properly may result in a referral being made to the Office of Academic Integrity. The outcome of this action may involve academic and disciplinary sanctions, which could include (but are not limited to) such penalties as receiving no credit for the assignment in question, receiving no credit for the related course, or suspension or dismissal from Brandeis University.

Further information regarding academic integrity may be found in the following publications: "In Pursuit of Excellence - A Guide to Academic Integrity for the Brandeis Community", "Students' Rights and Responsibilities Handbook", and “Top Ten Ways to Promote Academic Integrity: A Guide for Brandeis Students” or by visiting [www.brandeis.edu/gps/current-students/academic-information/index.html](http://www.brandeis.edu/gps/current-students/academic-information/index.html).

A student that is in doubt about standards of academic honesty (regarding plagiarism, multiple submissions of written work, unacknowledged or unauthorized collaborative effort, false citation or false data) should consult either the course instructor or Graduate Professional Studies.

**Academic Grievance Procedure**

Any student who feels s/he has a grievance with an instructor regarding an academic matter, including dissatisfaction with grades or grading procedures, should contact the instructor within 10 business days after the grade in question is made available. If such a meeting results in a mutually acceptable solution, then the matter shall be considered closed. If either party wishes to have a written statement of the outcome, the parties should put the solution in writing, sign it and each retain a copy.

If the grievance is unresolved, the student must submit a written statement, specifying the nature of the complaint and the remedy desired, to the Director of Admissions and Recruitment, who will oversee the resolution of the matter within 14 days from submission of the written complaint. The Director of Admissions and Recruitment will submit the written complaint for review to the Assistant Director of Online Instructional Services who will consult with any necessary instructors and/or program chairs, if necessary. Once a decision is reached, any settlement will be in writing via email from the Director of Admissions and Recruitment.

The student may appeal the decision, in writing, to the Executive Director of Graduate Professional Studies within 45 days of the decision. The appeal should specify why the proposed solution is not acceptable. The Executive Director’s decision is final.
Students looking to submit a formal complaint to the Department of Education should reference the state-specific contacts.

COMPLETION OF MASTER'S DEGREE or GRADUATE CERTIFICATE

For all graduate programs, students must attain a grade of B- or better in any course being applied to a graduate degree. Furthermore, for master’s degree programs, students are allowed a limit of up to 12 courses to complete a 10-course program and a maximum of 7 courses to complete a 5-course graduate certificate program.

The time limit for completing a master’s program is five years from the first graduate course completed. The time limit for completing a graduate certificate program is three years from the first graduate course completed.

Application to Graduate
Students in their final term of course work must submit an Application to Graduate Form along with a graduation fee of $100. Information regarding graduation including the Application to Graduate form is located at: www.brandeis.edu/gps/resources/forms.html. Deadlines for submitting an Application to Graduate are as follows: February 1 for May graduation, June 1 for August graduation and November 1 for February graduation.

Commencement Ceremonies
Students who have been accepted into a master’s degree program or graduate certificate program and have completed all course requirements by May 5 each year are eligible to attend the Graduate Professional Studies Diploma Ceremony and the Brandeis University Commencement Ceremony. Students who have completed requirements and received their diploma in February of the same calendar year are also eligible to attend the May ceremonies. Students who have completed requirements and received their diploma in August are eligible to attend the May commencement ceremonies in the following year.

The Commencement Ceremonies are usually held on the third Sunday in May. The Rabb School, Graduate Professional Studies holds its own Diploma Ceremony on the same day of the Brandeis University-wide Commencement. All degree recipients are called forward for recognition at the Graduate Professional Studies’ Diploma Ceremony. At the main Commencement Ceremony, the President of Brandeis University and the Board of Trustees confer the degrees en masse upon the entire Brandeis University graduating class.

Tickets are required for the Brandeis University-wide ceremonies. Graduates are limited in the number of tickets available for guests.

Caps and gowns are available from Graduate Professional Studies. Information about the ceremony is communicated in the beginning of March.
ADDITIONAL STUDENT SERVICES

Student Identification Cards
A Brandeis University identification card (WhoCard) is available for students interested in utilizing campus services (athletic facilities, libraries and extracurricular activities). The Campus Card Office, which is located in Kutz Hall, Room 9, issues identification cards. Students must present their confirmation letter and photo identification (i.e. license) in order to receive an identification card. Please contact the Campus Card Office directly for hours of operation and additional details.

Libraries and Computing Services
The Libraries at Brandeis University offer over a million volumes and over 30,000 electronic journals and 250 scholarly databases for the research process. They utilize an automation system known as OneSearch an online catalog of library and reserve materials. Through OCLC, an international network of over 10,000 libraries, students have access to an online database of almost 30,000,000 cataloging records.

Brandeis also participates in the Boston Library Consortium, an access network of 17 academic and research institutions in the greater Boston and New England area. As BLC members, current Brandeis University students can visit and borrow books and other materials from other BLC institutions as long as they present an active BLC borrowing card and a Brandeis ID.

The Brandeis University Libraries consist of the Goldfarb Main Library, the Gerstenzang Science Library, and the Intercultural Library. The combined collections of these libraries comprise 880,000 microforms, 385,000 U.S. documents, 28,000 audio recordings, and 5,000 current print serial and newspaper subscriptions, access to over 30,000 electronic journals and numerous other electronic resources. In addition, the libraries house multiple study areas, computer facilities, and special collections.

To find information about library locations and hours of operation, visit the website at: http://lts.brandeis.edu/about/location/index.html

Online Library Resources
Students have access to both on-campus library facilities outlined above and extensive online libraries. Access to the online libraries is available within each course via LATTE. Instructions are available to support students in connecting to electronic resources from off-campus at http://lts.brandeis.edu/research/help/offcampus/.

With access, students can peruse the Research and Collections page to find thousands of books, articles, journals, newspapers, and other media, across a wide variety of disciplines and research areas. In addition, there is a variety of Research Help available that allows students to Ask a Librarian, access research guides by subject, access research tools such as ArcView and EndNote, peruse and access materials available through inter-library loan, and review copyright policies and resources.

Around Campus
Students are encouraged to subscribe to the Brandeis University weekly news digest, BrandeisNow, to learn about Brandeis events and stories. Students who live locally are welcome
to utilize the Brandeis Fitness Center and Libraries with a campus student identification card.

**CAMPUS INFORMATION**

**Getting to Brandeis University**
Brandeis University is located just off of the Massachusetts Turnpike and Route 128 (Int. 95), making automobile travel to and from the Greater Boston area easy.

**From Massachusetts Turnpike Traveling West**
Take exit 15 for Route 128/I-95 and Route 30. After the toll, proceed straight for Route 30. Turn right at the end of the ramp, and then right again at the first traffic light onto Route 30. Turn left at the next traffic light. Brandeis is two miles ahead on the left.

**From Massachusetts Turnpike Traveling East**
Take exit 14 for Route 128/I-95. After the toll, keep left for exit 24, Route 30. Take exit 24 immediately. At the end of the ramp, turn left onto Route 30. Turn right at the first traffic lights. Brandeis is two miles ahead on the left.

**From Route 128 (Int. 95) Traveling North**
Take Route 30 exit (Exit 24). Route 30 is one of several options at this exit, so follow signs carefully. Turn left at the top of the ramp onto Route 30. Turn right at the first traffic lights. Brandeis is two miles ahead on the left.

**From Route 128 (Int. 95) Traveling South**
Take Route 30 exit (Exit 24). Proceed straight across Route 30 through the traffic lights at the end of the ramp. Brandeis is two miles ahead on the left.

Graduate Professional Studies is located within the Rabb School of Continuing Studies building, which is situated in the beige building on Old South Street, across from the main entrance of Brandeis University.

**From the Main Entrance to Brandeis Campus**
Head south on South Street towards Brandeis/Roberts MBTA Station. Make your first left onto Old South Street (One Way).

Graduate Professional Studies at Brandeis University is located in the Rabb School of Continuing Studies building. (See map to the right)

Please feel free to park in the driveway next to the building or on the street.

If you are using a global positioning system, please utilize the following address:
480 Old South Street
Waltham, MA 02454-9110

**Commuter Rail and “T”**
The Brandeis-Roberts Commuter Rail stop is on South Street across from the Epstein Service Center. Train tickets can be purchased on the train or at Sage’s Convenience Store, one block beyond the station.

Brandeis is on the Fitchburg line, which makes inbound stops at Porter Square in Cambridge and North Station in Boston. From Porter Square, you can transfer to the Red line “T” and reach Harvard Square and locations in Cambridge and Somerville, as well as Park Street and Downtown Crossing in Boston. North Station is located across the street from the Green and Orange “T” lines. For train schedule information: [www.mbta.com](http://www.mbta.com).

**Buses**
MBTA bus lines provide service to stops all over Waltham and continue to areas such as Newton, Watertown Square, and Central Square in Cambridge. Once in the city, transfers can be made to any location. For schedule and fare information: (617) 222-3200 or [www.mbta.com](http://www.mbta.com).

**Office Hours**
Graduate Professional Studies’ office is open from 9:00 AM to 5:00 PM Monday through Friday.

**Brandeis Offices and Services**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brandeis Bookstore</td>
<td>781-736-4272</td>
</tr>
<tr>
<td>Campus Card Office</td>
<td>781-736-4313</td>
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<td>GPS Phone</td>
<td>781-736-8787</td>
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<td>Dining Services</td>
<td>781-736-4330</td>
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<td>Directory Assistance</td>
<td>781-736-2000</td>
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<tr>
<td>Feldberg Computer Cluster</td>
<td>781-736-4801</td>
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<td>Help Desk</td>
<td>781-736-7782</td>
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<td>Financial Aid Office</td>
<td>781-736-3700</td>
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<td>Gerstenzang Science Library</td>
<td>781-736-4728</td>
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<td>Goldfarb/Farber Main Library</td>
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<td>Post Office</td>
<td>781-736-4236</td>
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<td>Registrar</td>
<td>781-736-2010</td>
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## Emergency Telephone Numbers

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<th>On-Campus Emergency – Public Safety – Campus Police</th>
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<tbody>
<tr>
<td>24-hour Emergency</td>
</tr>
<tr>
<td>Non-Emergency</td>
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<table>
<thead>
<tr>
<th>Off-Campus Emergency</th>
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<tbody>
<tr>
<td>Waltham Police</td>
</tr>
<tr>
<td>Deaconess-Waltham Hospital</td>
</tr>
<tr>
<td>Waltham Fire Department</td>
</tr>
</tbody>
</table>