

**DIVISION OF GRADUATE PROFESSIONAL STUDIES
RABB SCHOOL OF CONTINUING STUDIES
BRANDEIS UNIVERSITY**



STUDENT HANDBOOK

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WELCOME!

The Brandeis University, Rabb School of Continuing Studies, Division of Graduate Professional Studies (GPS), is pleased to welcome you. This handbook will answer many of your questions as you prepare for classes 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 GPS at 781-736-8787 or visit our website: www.brandeis.edu/gps

BASIC INFORMATION

Getting to Brandeis University

Brandeis 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 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.

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 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 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.

GPS is located within the Rabb School of Continuing Studies building, which is situated in the gray building on Old South Street, across from the main entrance of Brandeis University. Please note that we are not located in the Rabb Building.

Our physical (not mailing) address is:
Division of Graduate Professional Studies
480 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. The platform is approximately a 15 to 20-minute walk from the Usdan Student Center, and 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

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

Office Hours

GPS is open from 9:00 AM to 6:00 PM Monday through Thursday, and 9:00 AM to 5:00 PM on Fridays.

Brandeis Offices and Services

Brandeis Bookstore	781-736-4272
Campus Card Office	781-736-4313
GPS Phone	781-736-8787
GPS Fax	781-736-3420
Dining Services	781-736-4330
Directory Assistance	781-736-3000
Feldberg Computer Cluster	781-736-4801
Help Desk	781-736-7782
Financial Aid Office	781-736-3700
Gerstenzang Science Library	781-736-4728
Goldfarb/Farber Main Library	781-736-4624
Post Office	781-736-4236
Registrar	781-736-2010

Emergency Telephone Numbers

On-Campus Emergency - Public Safety – Campus Police

24-hour Emergency	781-736-3333
Non-Emergency	781-736-5000

Off-Campus Emergency

Waltham Police	781-314-3500
Deaconess-Waltham Hospital	781-647-6000
Waltham Fire Department	781-314-3700

When calling campus numbers using a campus phone, dial “6” and the last four digits of the number.

REGISTRATION INFORMATION

Students may take classes without matriculating into a master’s degree program. Students are allowed to take up to two courses prior to applying for a master’s 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.

How to Register for Courses

There are several methods available for students to register for courses. Students may register in person, online at <http://www.brandeis.edu/gps/register/sageguide.html>, download the course registration form at <http://www.brandeis.edu/gps/register/policies.html> and fax/mail it to the GPS office. *Please note that all course registrations must be accompanied by payment.*

Student Personal Information

It is a student's responsibility to notify GPS 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 if, for example, a class is cancelled due to inclement weather. Please call 781-736-8787 or email gps@brandeis.edu for contact information changes and/or updates.

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 and checks are acceptable methods of payment. For a summary of current rates of tuition and fees please visit the GPS website <http://www.brandeis.edu/gps/programscourses/tuition/index.html>

Financial Aid Information

Students with specific questions about financial aid eligibility should contact the Office of Student Financial Services. You can access Financial Aid information on the web at <http://www.brandeis.edu/offices/sfs/>. Please note that students interested in receiving federal financial aid must be officially admitted into a program, therefore it is in their best interest to submit a completed application three months prior to the start of term. GPS does not offer financial assistance in the form of teaching assistantships or other grants.

Employer Reimbursement

Many employers offer some form of tuition reimbursement to their 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.

Parking Permits

Parking permits are issued directly by GPS once a completed parking permit application is submitted. Parking permit applications are available at <http://www.brandeis.edu/gps/students/studentresources/forms.html>.

Vehicles parked in areas without marked spaces, in areas reserved for handicap access, without appropriate permits, or in fire lanes, are subject to ticketing and/or towing.

Please note:

Rabb School students who attend classes only in the evening and who do not plan to come on campus during regular office hours (9:00 AM to 6:00 PM Monday through Thursday, and 9:00 AM to 5:00 PM on Fridays) are not required to obtain a parking permit.

Health Forms–Immunizations and Health Insurance

Students registered for three courses or more in a single term must provide adequate proof of immunization against measles, mumps, rubella, and tetanus-diphtheria by completing the health form and are required to provide proof of health insurance coverage.

GETTING CONNECTED

UNet

A UNet account will be assigned to each student after the first registration. A UNet account is a single username and password that is assigned to all Brandeis students to access Brandeis e-mail, Vista, and SAGE. (A student's assigned UNet ID is also the first part of his or her assigned email address, before the "@brandeis.edu.")

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 will be important for students to check the account daily, especially during courses. A student is responsible for being aware of all information sent to the student's Brandeis e-mail account. Instructors will contact students via their 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>.

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>. Students are still responsible for all the information, including all attachments, sent to the 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: <http://www.brandeis.edu/gps/students/studentresources/index.html>

LATTE

LATTE (Learning and Teaching Technology Environment) is Brandeis University's online learning environment. LATTE is used by professors to share readings and multimedia; accept assignments; and organize online discussions with their students. In order to access LATTE you must have a UNet account. To access LATTE for the first time follow the directions found at <http://latte.brandeis.edu>. Helpful tutorials are available at <http://latte.brandeis.edu/help/latte-student/index.html> to guide students in navigating and accessing information from LATTE.

SAGE

SAGE is the name given to the software application that provides students, instructors and staff access to administrative and academic applications. Student may access SAGE by visiting sage.brandeis.edu and logging in with their UNet username and password. SAGE allows students to:

- Register for courses
- Add/Drop courses
- Make Online payments
- View course schedules
- Update personal information
- View grades
- View unofficial transcripts
- Request an official transcript
- Complete Course Evaluations

Online step-by-step tutorials are available at <https://secureweb.brandeis.edu/sage/help/index.html> to assist students in navigating in SAGE.

COURSE INFORMATION

Student Attendance

With the exception of distance learning courses whose requirements are discussed in the *Distance Learning* section below, all students are required to attend classes regularly. Instructors may require completion of assignments even if the student does not attend the class in question. In the event that a student cannot attend class, he/she is responsible for contacting the instructor and for arranging the completion of all work.

Distance Learning

GPS, Rabb School of Continuing Studies, offers all master's degrees and graduate certificate programs via distance learning, with the exception of Bioinformatics which is currently only offered on campus.

GPS distance learning (DL) courses are Internet-based, innovative and flexible. They are presented on LATTE, Brandeis University's online learning environment, and generally organized around the normal, ten-week schedule. Students have direct contact with instructors and peers on a daily basis, using such tools as chat rooms, bulletin boards and other features offered in a customized learning management system. All distance-learning courses are asynchronous; 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.

GPS instructors who teach distance learning courses participate in extensive training in online teaching and learning methods. Distance Learning course policies, procedures, and standards ensure that online courses deliver the same course quality and outcomes as campus course equivalents.

Specific information about distance learning may be found on the distance-learning tab of the web site at <http://www.brandeis.edu/gps/dl/index.html>

Distance Learning Resources

GPS is committed to providing support and resources to all students who enroll in distance learning courses. The distance-learning section of the web site at <http://www.brandeis.edu/gps/dl/index.html> elaborates on the following distance learning resources:

- Technology Requirements
- Getting Started with DL
- Library Resources
- Academic Advising
- DL Coordinator

Distance Learning Student Orientation

GPS now offers a new non-credit, self-directed distance learning (DL) orientation course, available to registered students at no cost near the start of each term.

The course covers topics such as the GPS DL approach, our standard course structure, LATTE features (our learning management system), online learning techniques, and links to related resources.

By completing this course, students will be able to:

- Prepare for the first week of your GPS DL course by ensuring that you 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 GPS DL course discussions, with a strong understanding of our DL approach and our expectations of students.
- Navigate a GPS DL 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 your profile settings (including your time zone as applicable).
- Access an Illuminate room, configure your audio/video, and practice communicating in the tool.
- Apply time management techniques and other best practices to increase your online learning success.
- Work effectively within online student groups.
- Find resources and support in the areas of LATTE, UNet, online libraries, advising, and other student services.

Class Cancellations

If a class must be cancelled, a make-up class must be scheduled within the ten-week semester or during the make-up/examination period immediately following the end of regularly scheduled classes.

Both day and evening classes at Brandeis may be cancelled due to inclement weather. Evening class cancellations will be indicated on the GPS website. If possible, students will also be notified by e-mail.

In the event of an unscheduled instructor absence, students will be informed of the absence by e-mail or telephone as far in advance as possible and a make-up class will be scheduled.

Dropping a Course

Students can drop a course at any time prior to the 10th class meeting. Failure to attend a class does not constitute a drop. Course drop forms are available at <http://www.brandeis.edu/gps/students/studentresources/forms.html>.

Refund Schedule for Tuition

- Course Drop before the first class meeting: 100% of tuition refunded
- Course Drop before the second class meeting: 75% of tuition refunded
- Course Drop after the second class meeting: No Refund
- Late Registration fees are non-refundable.

Distance Learning courses follow a similar Refund Schedule as above. As Distance Learning courses typically begin on the first Wednesday of each term, the refund schedule for Distance Learning courses is as follows:

- Course Drop before the first Wednesday of the term: 100% of tuition refunded
- Course Drop between the first Wednesday and following Tuesday during the term: 75% of tuition refunded
- Course Drop on or after the 2nd Wednesday of the term: No Refund
- Late Registration fees are non-refundable

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. GPS 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 semester. Once we receive notification from the student, by submitting a Credit Release Form found at: <http://www.brandeis.edu/gps/students/studentresources/forms.html>, that they wish to have the amount refunded, we will process the refund in the form of a check. We cannot refund amounts directly to a credit card. The refund process can take up to 10 business days.

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 masters' degree program. For graduate certificate programs, students are allowed a limit of up to 7 graduate courses to complete a 5-course program. (Please note that courses taken prior to official acceptance are included in this policy.)

If a grade below B- is received, students are not allowed to enroll in the same course more than twice.

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 GPS staff and faculty 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 semester, students may access grades by logging in to SAGE with their UNet IDs.

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, laboratory technique 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:

A+ or A	4.00	A-	3.67	B+	3.33	B	3.00
B-	2.67	C+	2.33	C	2.00	C-	1.67
D+	1.33	D	1.00	D-	0.67	E	Failing

Course Evaluations

End of term course evaluations are typically made available to students for a period of four weeks at the end of the term. We ask that all students take a few moments at the end of the term to submit their course evaluations, and let us know 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 GPS courses, and are reviewed by the instructors, Program Chairs and staff. Please note: Instructors cannot view course evaluation results until grades are submitted. Also, grades are not released to students until after they have submitted evaluations or after the course evaluation period is 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 1 through 7 of a class, and on or prior to the 9th week of class. Students must make a written agreement with their instructor, outlining specific work to be completed and corresponding due dates.

To formalize an Incomplete, students must:

- Submit a “Request to Receive an Incomplete Grade” form from our website: <http://www.brandeis.edu/gps/students/studentresources/forms.html>

All incomplete course work must be completed by a date stipulated by the instructor as part of the agreement, and in no case later than 2 months after the final exam date of that course.

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.

For distance learning courses, students are expected to continue participating in online discussions from the date of the incomplete request until the course concludes.

Absences from Final Exam

Students who are unable to take their final exams for legitimate reasons and wish to request a make-up exam must make arrangements with the instructor prior to the exam. If a student is absent without excuse from a term-end examination, the student will be given a grade of zero on the exam. The instructor will be asked to supply a final grade for the course, which includes the final exam grade.

Transcripts

Students may request up to 20 copies of their official transcript at no cost by contacting the Office of the Registrar (www.brandeis.edu/registrar). Transcripts will be mailed to the address designated within a few days. Additional requests beyond twenty carry a \$5.00 fee per transcript. Unofficial transcripts can be viewed in SAGE.

ADMISSIONS

Admission to a master’s degree program in the GPS, Rabb School of Continuing 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:

February 15 - Decision for Summer Term

June 15 - Decision for Fall Term

October 15 - Decision for Spring Term

Applicants interested in potentially receiving financial aid, specifically federal loans, must be officially admitted into a program. Therefore it is best for interested applicants to submit a completed application by the deadlines.

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 degree 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 Program

Individuals interested in applying for admission to a master's degree 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 the GPS. Admissions decisions are rendered by the Admissions Committee within four to six weeks of receiving the completed application.

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

1. *Completed master's degree application*

- Available online at: <https://sage.brandeis.edu/rabb-appl/>
- Application is designed to be completed in one sitting (approximately 15 to 20 minutes). A confirmation number will be generated upon submission.

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. You may also mail a check to the GPS office made payable to Brandeis University

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 your institution to the GPS admissions office.

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 your 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. Please address in at least 500 words the following:
 - What are your motivations for pursuing a graduate degree?
 - What do you hope to achieve by pursuing this program?
 - Please comment specifically on how your chosen program and each of its program outcomes (<http://www.brandeis.edu/gps/about/programoutcomes.html>) may assist you in achieving your professional and personal goals.
 - If applicable, discuss how GPS, Rabb School courses taken to date have contributed to your professional and personal development.
 - If desired, you may supplement your statement of goals by providing additional, relevant information that you feel is not gathered by this application.

7. *Letter of recommendation*

The letter of recommendation may be completed by a GPS instructor, a previous faculty member or by an employer/supervisor who is qualified to evaluate your potential for success in your desired program. It should be submitted on company letterhead or on the letter of recommendation form, available at <http://www.brandeis.edu/gps/apply/docs/RecommendationLetter090508.pdf>. The individual providing the letter of recommendation should seal the envelope and sign across the seal.

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 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.
- Exceptions are made for applicants whose bachelor's degree was earned in Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), Great Britain, Guyana, Ireland, Liberia, New Zealand, or South Africa and 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 and/or graduate certificate through the Rabb School of Continuing 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 (for example Software Engineering to Bioinformatics):

- Students may transfer no more than three Rabb graduate level courses from the first master's degree program to the second master's degree program.
- Students may transfer no more than one Rabb graduate level course from a previous graduate certificate program 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 but do not need resubmit transcripts.

Students considering the sequential degree opportunity are strongly encouraged to contact the GPS 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.

Please note the requirements affecting transfer credit:

- Students must be formally admitted into a Rabb School 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 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 Rabb School master's degree curriculum, as judged by the program coordinator.

For course(s) requested, students must supply:

- A completed Transfer Credit Request form, which may be submitted from our website at <http://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 GPS.

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:

Division of Graduate Professional Studies
Rabb School of Continuing Studies
Brandeis University
415 South Street, Mail Stop 084
P.O. Box 549110
Waltham, MA 02454-9110
USA

Course Waivers

Students accepted to a master's program may occasionally waive out of a core course in which they can demonstrate proficiency. GPS 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 credit to graduate.

The Course Waiver Form is available at

<http://www.brandeis.edu/gps/students/studentresources/forms.html> and students should consult with the GPS for the waiver process specific to their program of interest.

Admission Deferrals

Students who are accepted into a master's degree 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 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](http://www.brandeis.edu/gps/students/studentresources/forms.html), <http://www.brandeis.edu/gps/students/studentresources/forms.html> within one month of the date of their acceptance.

Change of Program

Students who are accepted in one master's degree 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 GPS transcripts will be reviewed to determine if completed courses may be applied to the new program.

Program Extensions

Students are required to complete the master's degree within five years of first course taken (six for Bioinformatics). Students who are in jeopardy of exceeding the time limit must contact GPS for counseling.

Program Withdrawals

Students who are accepted into a master's degree program and wish to withdraw formally must declare their intentions with GPS by completing the [Withdrawal Notification Form](http://www.brandeis.edu/gps/students/studentresources/forms.html).
<http://www.brandeis.edu/gps/students/studentresources/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 out-dated and are no longer applicable to a Master's degree. GPS 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 programs. Any further questions or concerns regarding the admissions process, please contact the GPS at 781-736-8787 or e-mail gps@brandeis.edu.

TOEFL and IELTS 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 or IELTS, 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. 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 the Division of 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.

Exceptions are made for applicants whose bachelor's degree was earned in Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), Great Britain, Guyana, Ireland, Liberia, New Zealand, or South Africa and many "American Universities", such as American University in Cairo or AU in Paris, among others.

Visa Information

For those students who are not U.S. Citizens or U.S. Lawful Permanent Residents (Green Card holders): Please be advised that the Division of Graduate Professional Studies, in the Rabb School of Continuing Studies, 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. International Students wishing to enroll in Rabb School degree programs must hold a valid U.S. visa status that allows for the pursuit of study in the US.

Individuals who hold visa statuses in the U.S. that also allow for pursuit of study (such as H-1B1, R-1, L-1, TradeNAFTA), may pursue coursework at the Rabb School provided they fulfill the terms, and maintain the validity, of this status while studying at the Rabb School. 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 the Rabb School, while simultaneously maintaining full-time student visa status at the original, visa-sponsoring institution.

If you have any questions, please contact the GPS, Rabb School of Continuing Studies at 781-736-8787.

ACADEMIC STATUS AND REGULATIONS

Academic Advising

Academic advising is available for students who seek information about courses, appropriate placement, and program design. Contact the office at 781-736-8787 or gps@brandeis.edu to make an appointment. Students who have been accepted to a Master's Degree program should contact their assigned academic adviser directly.

Instructor Advising

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

Students with Disabilities

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

Brandeis University is committed to providing an environment that is equitable and accessible to all qualified students with documented physical, learning, or psychological challenges. 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. Once accepted, a student must document his or her disability at Brandeis to receive appropriate services by having his or her records regarding this disability reviewed. Please contact the Disability Coordinator for the Rabb School of Continuing Studies at 781-736-3423 to learn the specific format for documentation. Following documentation review, the student receives a letter certifying disability status at Brandeis. 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' policies on discrimination and harassment. More information can be found on the Brandeis website at <http://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

<http://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. 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 Student Development and Judicial Education 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. 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 class. 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 Student Development and Judicial Education. 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.

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 <http://www.brandeis.edu/gps/students/studentresources/policiesprocedures/academicintegrity.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 the GPS.

Academic Grievance Procedure

Any student who feels s/he has a grievance with a faculty or staff member regarding an academic matter, including dissatisfaction with grades or grading procedures, should meet as soon as possible with the person(s) immediately involved. If such a meeting results in a mutually acceptable solution, 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.

The Associate Director of Admissions and Student Services is available to consult with students at any step in the grievance process. If the grievance is unresolved, the student must submit a written statement, specifying the nature of the complaint and the remedy desired, to the Associate Director of Admissions and Student Services, who will seek to resolve the matter within 14 days from submission of the written complaint. Any settlement will be in writing, signed by all the parties involved, and all should retain a copy.

The student may appeal the decision, in writing, to the Executive Director of GPS within 45 days of the decision. The appeal should specify why the proposed solution is not acceptable. The Executive Director's decision is final.

COMPLETION OF GRADUATE CERTIFICATE OR MASTER'S DEGREE

As previously stated, for all graduate programs, students must attain a grade of B- or better in any course being applied to a graduate degree or certificate.

Furthermore, for masters' degree programs, students are allowed a limit of up to 12 (graduate) courses to complete a 10-course program. For graduate certificate programs, students are allowed a limit of up to 7 (graduate) courses to complete a 5-course program.

The time limit for completing a master's program is 5 years from the first graduate course taken (except for the Master of Science in Bioinformatics, where the limit is 6 years.) The time limit for completing a graduate certificate program is 3 years from the first graduate course taken (except for the graduate certificate in Bioinformatics, where the limit is 4 years.)

Application to Graduate

Students in their final semester of course work must submit an Application to Graduate Form. There is a graduation fee of \$100.00 that must be submitted with the application. Information regarding graduation including the Application to Graduate form is located at <http://www.brandeis.edu/gps/students/graduation/gradapplication.html>. Deadlines for submitting an Application to Graduate are as follows: February 1st for May graduation, June 1st for August graduation and November 1st for February graduation.

Commencement Ceremonies

Students who have been accepted into a master's degree program and who have completed all course requirements by May 5th each year are eligible to attend the GPS Commencement 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 the third Sunday in May. GPS, Rabb School of Continuing Studies, holds its own ceremony on the same day and prior to the Brandeis University-wide commencement. All degree recipients are called forward for recognition at the GPS commencement. 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 GPS and the Brandeis University-wide ceremonies. Graduates are limited in the number of tickets available for guests.

Caps and gowns are available from GPS. Information about the ceremony is mailed out 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 offer over a million volumes and over 20,000 print and electronic journals for the research process. They utilize an automation system known as Library

Online User Information System (LOUIS), an online catalog of library and reserve materials. A variety of computerized databases are also stored via CD-ROM in the main and science Libraries should you be able to visit the campus. 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 12 academic and research institutions in Massachusetts.

The Brandeis University Libraries consist of the Goldfarb/Farber 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 1,000 electronic journals, 500 CD-ROM resources, 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>.

Although students may use the Feldberg and Goldfarb computer clusters for class assignments, hours of operation may not always be convenient. Students registering for any course are expected to have regular access to a PC. Students should verify hours of operation, especially during holidays, semester breaks and summer session.

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 to allow 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.

Culture and Entertainment

Students are encouraged to take advantage of the numerous cultural and entertainment opportunities available on campus. Students are also welcome to utilize the Brandeis Fitness Center and Libraries with a campus student identification card.

Safety Escort Service

Brandeis police would be glad to transport any student to their vehicle or to their campus residence after class. During the academic year there are two Escort vans, which transport members of the community around campus and into Waltham. This service relies on student employees and is not operational during the summer months, but Brandeis police may be contacted for a transport.