

## ***Registrar's Office***

The Office of the University Registrar (x62010), located in Kutz Hall, is the official repository of academic records. It issues official transcripts upon written request, performs certification functions, audits records to ensure satisfactory completion of degree requirements, and conducts registration and course enrollment at the beginning of each term. Staff members in the office are useful sources of information concerning registration, course enrollment regulations, transfer of credit policies, and final examination procedures. The Registrar's website lists the official [Academic Calendar](#) of important dates. The [University Bulletin](#) is the official repository for academic rules and regulations. The [GSAS Student Handbook](#) does not replace the [Bulletin](#); you should rely on the official policies set forth in the [Bulletin](#).

---

### **Registering for the Semester**

---

Every student must register for each Fall and Spring semester by enrolling in courses. Ph.D. students in the Sciences, Computer Science and selected programs must also register during the summer. To register visit the Registrar's website: <http://www.brandeis.edu/registrar>. Click on Sage and follow the instructions. Please remember that all students must register at the beginning of each term, regardless of their status (resident, post-resident, and continuation).

---

### **Enrolling in Courses**

---

Brandeis offers a two-week period for enrolling in courses at the start of each term. Students should meet with their advisor each term to discuss course selection. Students must select and enroll in these courses by the end of the registration period. Follow the instructions online at: <http://www.brandeis.edu/registrar> (click on Sage and follow the directions).

---

### **Failure to Register and/or Enroll**

---

Students who fail to register by the appropriate deadline or who fail to pay their bill will be administratively withdrawn. They may be readmitted for study in a subsequent term, but not for the term in which they were withdrawn for failure to register. Belatedly fulfilling financial obligations will not negate the effects of administrative withdrawal. **For 2007-2008, the last day**

to register/enroll is **September 17th for the Fall semester, and January 29th for the Spring semester.**

---

## **Auditing Courses**

---

The privilege of auditing courses without fee is extended to all regularly enrolled full-time graduate students except Special Students. Special Students may audit courses by paying for them at the same rate as those taken for credit. The instructor's permission is required to audit a class. Auditors may not take examinations or expect evaluation from the instructor. No credit is given for an audited course; however, it will appear on the official transcript as an audited course.

---

## **Dropping Courses or Changing Grading Option**

---

Students are allowed to drop courses or change their grading option to an audit status **until November 14th for fall courses and April 2nd for spring courses.** Graduate students may only change a grading option to an "audit" status, not to "pass/fail". To do this, obtain a program change form from <http://www.brandeis.edu/registrar> and return it to the Office of the University Registrar. The forms must be signed by the course instructor, your advisor or program chair, and the Dean of GSAS, Kutz 219.

---

## **Grades and Course Standards**

---

Graduate students are expected to maintain a record of distinction in all courses. Letter grades are used in all courses in which grading is appropriate. In readings or research courses, if a letter grade cannot be given at the end of each term or academic year, credit (CR) or no credit (NC) may be used. NC and any letter grade below B- are unsatisfactory grades in the Graduate School. A course for which the student receives an unsatisfactory grade does not count toward graduate credit. Post-baccalaureate and diploma students must have at least a B- average to be eligible for the certificate or diploma.

Programs may review academic records at the end of each semester. If a student is not making suitable academic progress, this may result in academic probation or withdrawal.

The Registrar posts final grades after the end of each semester.

---

## **Incompletes**

---

A student who has not completed the research or written work for any course may receive an “EI” (excused incomplete) or a failing grade at the discretion of the course instructor. A student who receives an “EI” must satisfactorily complete that outstanding work to receive course credit and a letter grade. If the incomplete was due to a failure to take a final examination, that “EI” must be resolved within the first six weeks of the next term. All other incompletes must be made up by the end of the following term. An “EI” that is not resolved within these time limits automatically becomes a permanent incomplete (“I”). A student may petition the Dean of GSAS (x63410) for a change in a permanent incomplete, provided that the petition is signed by the course instructor and contains an acceptable justification for a late grade change.

---

## **Graduate Summer Term**

---

The Graduate Summer Term registers those students who are required to be on campus or at a related lab for the full year and those students who seek to complete their degrees during the summer. Students who are not required to be on campus during the summer but who are engaged in research to complete their degrees may also wish to enroll to become eligible for loans. Graduate students register for CONT 250b (Summer Research). The summer term does not count towards residency, except in the MAT and Jewish Professional Leadership programs.

---

## **Graduate Cross-Registration**

---

A full-time graduate student at Brandeis University may enroll in one graduate course each term at Boston College, Boston University, Tufts University, or the Graduate Consortium in Women's Studies at the Massachusetts Institute of Technology. Course information is available at each institution's Graduate School office.

A student seeking to enroll in a course at these institutions should consult with the instructor in the particular course and should expect to satisfy the prerequisites and requirements normally required at the institution and to observe the academic calendar of that course.

To enroll in a graduate course at one of these institutions, students should obtain a registration permit from the Office of the University Registrar at Brandeis and present this permit to the Registrar at the host institution.

---

## **Transfer Credit**

---

Graduate-level courses taken prior to matriculation at Brandeis cannot be applied to reduce the one-year residence requirement for the M.A. or M.S. degree, but a program may accept work taken elsewhere as partial fulfillment of specific course requirements. In that case, additional courses can be designated to replace those courses from which the student has been exempted.

The post-baccalaureate and diploma programs do not accept transfer credit. Applicants for transfer credit will not necessarily be granted the credit requested. To assure thorough mastery of the area of study, each program reserves the right to require work that exceeds its minimum standards. All transfer credits must carry a grade of B or better and must have been earned at an appropriately accredited institution.

After one term of residence at a full-time rate or equivalent at a part-time rate, students are eligible to apply for transfer credit. Forms from the Office of the University Registrar must be submitted to the student's program for approval and returned to the Registrar. Credit for work at another institution taken concurrently with studies in the Graduate School must be approved for potential transfer credit by the student's program and the Dean of the Graduate School of Arts and Sciences prior to registration for such courses.

For the Master of Fine Arts degree and for two-year master's degree programs, a maximum of one term of residence credit for graduate-level courses may be counted toward fulfillment of the residence requirements.

Students admitted to Ph.D. programs may file an application to have graduate-level courses counted toward fulfillment to residence requirements at this institution. A maximum of one year of residence credit may be granted.

---

## **Transcripts**

---

Students and graduates may request official academic transcripts from the Office of the University Registrar, x62010. The first twenty (20) official transcripts are free; the charge for subsequent transcripts is \$5.00 each. The request form is also available online at:

[www.brandeis.edu/registrar](http://www.brandeis.edu/registrar).

---

## **Change of Address and Personal Data**

---

If you move, it is very important that you update your addresses in SAGE, regular mail, and e-mail. Many offices, including the GSAS, use the addresses on file with the Registrar to send out important information. E-mail is used for official communication at Brandeis; it is important that you regularly check your Brandeis e-mail. If you use an e-mail address that is not on a Brandeis server, make sure your Brandeis e-mail forwards to that address. Changes can be made through SAGE at: <https://sage.brandeis.edu>. You can also exercise your rights under the Family Educational Rights and Privacy Act of 1974 to withhold information of various kinds that otherwise is available to non-university personal. International students who hold an F-1 or J-1 visa must notify ISSO ([isso@brandeis.edu](mailto:isso@brandeis.edu)) within 10 days of any move or change of address.

---

## **Class Cancellations**

---

Classes are held at the time and place designated by the Office of the University Registrar and posted in the official class schedule for each semester. Changes to the schedule are usually announced in class and posted in the departmental offices. If a class is cancelled due to inclement weather, announcements are made on the following local radio and television stations between 6:30 and 8:30 am: WRKO-AM (680), WBZ-AM (1030), WBRS-FM (100), WBUR-FM (90.0), and television channels 4, 5, and 7. The message on the University's main telephone number, 781-736-2000, is updated to report decisions regarding school cancellation.