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Brandeis University
Waltham, Massachusetts

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Brandeis University

Brandeis University is a private, coeducational, and nonsectarian institution of higher learning and research. Located in Waltham, Massachusetts, its 3,100 students are drawn from 50 states and 101 countries, and its faculty of 333 includes nationally and internationally recognized teachers, scholars, and researchers.

Founded in 1948 by the American Jewish community, Brandeis brings to American higher education a unique cultural perspective reflecting Jewish traditions of scholarship and community service and the commitment to social justice personified by Louis Dembitz Brandeis, the distinguished Supreme Court justice for whom the University is named. While Brandeis maintains a special relationship with the Jewish community, it is not affiliated with any religious organization, it offers no theological instruction, and it welcomes students and faculty of all backgrounds and beliefs.

Through a comprehensive curriculum and cocurricular activities, Brandeis presents students with a diverse array of issues and approaches to learning. The academic focus throughout is on the liberal arts and sciences and no professional training is conducted at the undergraduate level. Undergraduate courses are offered, however, in legal studies, education, business, premedical studies, journalism, and other areas that help prepare students for later professional training. At the graduate level, Brandeis University offers professional programs in social welfare, international economics and finance, and Jewish communal service.

Brandeis is a member of the Association of American Universities, which represents the leading research institutions in North America, and is accredited by the New England Association of Schools and Colleges. The research interests of the faculty span a wide range of disciplines in the sciences, social sciences, humanities, and creative arts.

The University's principal components are the undergraduate College of Arts and Sciences, the Graduate School of Arts and Sciences, The Heller School for Social Policy and Management, the Lown School of Near Eastern and Judaic Studies, the Rabb School of Summer and Continuing Studies, and the Brandeis International Business School.

The College of Arts and Sciences is the core of the University. With an enrollment of nearly 3,100, it combines the intimacy of a small college with the breadth and depth of a major research institution. The curriculum is designed for maximum flexibility, choice, and interconnectedness. At its heart are programs that emphasize interdisciplinary and integrative perspectives: University Seminars in Humanistic Inquiries and non-Western and comparative studies. Other curricular components include courses that hone writing, quantitative reasoning, and foreign language skills. In addition, students select courses from 24 departments and 28 interdepartmental programs. They choose from among 43 majors and 42 minors, and may also elect an independent interdisciplinary major.

The Graduate School of Arts and Sciences, established in 1953, offers master's and doctoral programs in 33 fields, and post-baccalaureate programs in computer science, studio art, and premedical studies, as well as a diploma in Jewish studies. Current enrollment is about 900. Graduate study offers students in-depth, broad-based scholarly exposure while providing professional training in their chosen fields.

Founded in 1959, The Heller School for Social Policy and Management enrolls approximately 300 students. The School offers a Ph.D. in social policy, a Master of Management, a Master of Business Administration (human services), and a Master of Arts in sustainable international development. Graduates of the Ph.D. program pursue careers in teaching, research, and high-level administration. Graduates of the M.M. and M.B.A. program hold a variety of managerial positions in public, private, and not-for-profit, mission-driven organizations. Graduates of the Sustainable International Development Program hold positions in international agencies and local development organizations throughout the world. Faculty research focuses on major public policy issues around the areas of aging; child, youth, and families; health; mental health; substance abuse; disabilities; and economic hardship and inequality.

The Lown School, one of the most comprehensive centers for Judaic studies outside Israel, reflects Brandeis's special commitment to scholarship that illuminates issues of concern to the Jewish community, scholars in religion, and students of the ancient and modern Near East. It houses the Department of Near Eastern and Judaic Studies, the Maurice and Marilyn Cohen Center for Modern Jewish Studies, The Tauber Institute for the Study of European Jewry, The Jacob and Libby Goodman Institute for the Study of Zionism, the

Bernard G. and Rhoda G. Sarnat Center for the Study of Anti-Jewishness, and the Benjamin S. Hornstein Program in Jewish Communal Service. The National Center for Jewish Film and the American Jewish Historical Society are affiliated with the Lown School.

The Brandeis International Business School (IBS) is the newest graduate school at the University, established in 1994. Formerly known as the Graduate School of International Economics and Finance, the School's mission has expanded to encompass all aspects of international business and economic interdependence. Its degree programs meet the growing need for international vision and expertise in the global economy by integrating skills, perspectives, and experiences in international business, economics, and finance. Several of the School's programs are offered in collaboration with the Department of Economics. The School's research addresses various dimensions of interdependence, including currency markets, asset prices, patents and technology flows, international strategic alliances, trade policy, central banking, international branding and marketing, and multicultural communication. Major research units address global finance and the Asia-Pacific economy.

The Rabb School of Summer and Continuing Studies extends the traditional excellence of a Brandeis education to the greater community with opportunities for professional development and lifelong learning. With more than 3,100 enrollments, college and adult students participate each year in its noncredit and credit undergraduate and graduate programs, which include the Division of Continuing Studies (part-time evening study), the Summer School, and the Brandeis Adult Learning Institute.

In addition to its five main components, Brandeis maintains several major research centers and institutes and interdisciplinary programs. These include the Gordon Public Policy Center, the Institute for Health Policy, the Rosenstiel Basic Medical Sciences Research Center, and the Benjamin and Mae Volen National Center for Complex Systems.

Academic support facilities include the 1 million-volume Brandeis University Libraries, the Feldberg Communications Center, the Hiatt Career Center, the Spingold Theater Center, the Rose Art Museum, the Slosberg Music Center, and the Rita Dee and Harold Hassenfeld Conference Center.



Recreational facilities include the new Shapiro Campus Center, Usdan Student Center, the Sherman Student Center, and the Gosman Sports and Convocation Center, one of the largest of its kind in the region. The University has an active intramural and club program and fields intercollegiate teams in 10 men's and 10 women's sports. Brandeis is one of nine NCAA Division III schools that competes in the University Athletic Association.

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 such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees 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."

Brandeis University does not discriminate on the basis of race, color, age, genetic information, religion, national origin, sex, sexual orientation, disability, or status as a veteran in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Associate Vice President of Human Resources/Employee Relations, Gryzmish 106, 781-736-3015.

Mission Statement

Brandeis University is a community of scholars and students united by their commitment to the pursuit of knowledge and its transmission from generation to generation. As a research university, Brandeis is dedicated to the advancement of the humanities, arts, and social, natural, and physical sciences. As a liberal arts college, Brandeis affirms the importance of a broad and critical education in enriching the lives of students and preparing them for full participation in a changing society, capable of promoting their own welfare, yet remaining deeply concerned about the welfare of others.

In a world of challenging social and technological transformation, Brandeis remains a center of open inquiry and teaching, cherishing its independence from any doctrine or government. It strives to reflect the heterogeneity of the United States and of the world community whose ideas and concerns it shares. In the belief that the most important learning derives from the personal encounter and joint work of teacher and student, Brandeis encourages undergraduates and postgraduates to participate with distinguished faculty in research, scholarship, and artistic activities.

Brandeis was founded in 1948 as a nonsectarian university under the sponsorship of the American Jewish community to embody its highest ethical and cultural values and to express its gratitude to the United States through the traditional Jewish commitment to education. By being a nonsectarian university that welcomes students, teachers, and staff of every nationality, religion, and political orientation, Brandeis renews the American heritage of cultural diversity, equal access to opportunity, and freedom of expression.

The University that carries the name of the justice who stood for the rights of individuals must be distinguished by academic excellence, by truth pursued wherever it may lead, and by awareness of the power and responsibilities that come with knowledge.

As adopted at the meeting of the Board of Trustees, December 6, 1984.

Accreditation Statement

Brandeis University is accredited by the New England Association of Schools and Colleges, Inc., a nongovernmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of the institutional quality periodically applied through a peer group review process. An accredited school or college is one that has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the Office of the Provost and Senior Vice President for Academic Affairs, Brandeis University, Mailstop 134, P.O. Box 549110, Waltham, Massachusetts 02454-9110. Individuals may also contact the association:

Commission on Institutions of Higher Learning
New England Association of Schools and Colleges, Inc.
209 Burlington Road
Bedford, Massachusetts 01730-1433
781-271-0022
781-271-0950 FAX

Annual Notice to Students

Brandeis Graduation Rate

In compliance with federal law, the University makes available to students and prospective students information concerning the rate at which full-time, first-time degree seeking students complete requirements for the bachelor's degree within six years of entrance. In 2001-02, the graduation rate for students who entered Brandeis in 1996 was 85%.

Policies Regarding Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the University Registrar, Dean, Department Chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights.

To seek the amendment of a record believed to be inaccurate or misleading, students should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record, it will notify the student accordingly, advising of the right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided at that time.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Exceptions that permit disclosure without consent include but are not limited to: (a) disclosure to parents of students who are claimed as dependents for tax purposes; (b) disclosure to officials of another school in which a student seeks to enroll; (c) disclosures in compliance with certain subpoenas; and (d) disclosures to university officials with legitimate educational interests. An official is a person employed by the University in an administrative, supervisory, academic, or support staff position; a person or company with whom the University has contracted (such as an attorney, the National Student Loan Clearinghouse, or a collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. Such an official has a legitimate educational interest if information in the educational records is necessary to the maintenance of the academic enterprise and/or to the officer's capacity to act responsibly in the student's educational interest.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Brandeis University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Public Notice Designating Directory Information

The University designates the following categories of student information as public "directory information." Such information may be disclosed by the institution for any purpose, at its discretion. The University makes student directory information available in two forms—electronically (as an online directory) and in the annual directory published at the start of the fall semester. Currently enrolled students and newly matriculated students may withhold disclosure of any category of information under FERPA. Students who withhold category I information will not appear in either the online directory or the annual published directory. Students who do not wish to have directory information published in the annual student directory must file notice in the Office of the University Registrar before July 15. Students who do not wish to have directory information published in the online student directory must file notice in the Office of the University

Registrar—seven working days may be required for such notification to take effect. Brandeis University assumes that failure on the part of any student to specifically request the withholding of public information indicates individual approval for disclosure.

Category I

Name, local addresses (including electronic address) and telephone number, home address and telephone number, date of birth, full-time/part-time status, class (i.e., freshman, sophomore, etc.), photograph, and digital likeness.

Category II

Dates of attendance and field of concentration at Brandeis, previous institution(s) attended and major field of study, awards and honors, degree(s) conferred and date(s) conferred.

Category III

Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes).

Notifications regarding directory information should be sent to:

Office of the University Registrar
Mailstop 068
P.O. Box 549110
Waltham, MA 02454-9110

Sealing Student Records

After students graduate from the University their records are sealed and no further changes are allowed. The correction of clerical mistakes is possible by petition to the University Registrar.

Name Changes

The transcript is the official, legal document that certifies a student's academic history. The name in which it is maintained will not be changed without a written request that must be accompanied by materials that prove that the requested new name has been assumed legally. Name changes will be accommodated at the discretion of the University Registrar. Name changes are no longer possible for students who entered Brandeis prior to 1986.

Electronic Notifications

Many, if not all, administrative offices of the University rely on email to communicate official notifications quickly and efficiently to students. Students are strongly urged to sign-up for a Brandeis UNet account as failure to have a valid email address on file can disrupt communication and result in lost opportunities.

Professional Education

The Heller School for Social Policy and Management

The internationally renowned Heller School was founded in 1959. It offers four degrees, a Ph.D. in social policy, a Master of Management, an M.B.A. (human services), and a Master of Arts degree in sustainable international development (SID). Students in the Master of Management and M.B.A. program pursue a rigorous course of study that integrates management and social policy courses as well as an on-site team consulting project to prepare graduates for management careers in public, private, and not-for-profit organizations pursuing social missions. Optional management concentrations are available in health care, child, youth, and family services, and elder and disabled services. The Ph.D. program prepares individuals for advanced positions in teaching, research, and administration. Students may focus on policy issues in the areas of aging; children, youth, and families; health policy; disabilities; and economic social inequalities. Two training programs prepare students to contribute original scholarly research to the field of social policy literature. SID students pursue an interdisciplinary program that includes courses in public policy, development economics, and environmental management. Students also work with development professionals in the areas of project planning, implementation, and evaluation, as well as human rights and development, micro-finance, and conservation and development.

The faculty represents a broad spectrum of the social sciences and related fields and conducts a multidisciplinary, policy-oriented research and management program on a wide range of health and welfare issues. The Heller School provides educational resources and research opportunities for students: the Schneider Institute for Health Policy; the Family and Child Policy Center; the Institute for Sustainable Development; the Nathan and Toby Starr Center for Mental Retardation; the Policy Center on Aging; the National Center on Women and Aging; the Center on Hunger and Poverty; the Center for Youth and Communities; the Center for Social Change;

and Center for International Development. The Heller School also supports major research projects in the area of substance abuse, mental health, and a variety of other social concerns.

Brandeis International Business School

The Brandeis International Business School (formerly known as the Graduate School of International Economics and Finance) is a pioneering professional school dedicated to teaching and research in global finance, management, and economic policy.

Established in 1994, the School responds to the growing need for international vision and expertise by preparing exceptional individuals from around the world to become principled leaders of global companies and public institutions.

The School's degree programs address the complex challenges decision-makers face in the emerging global economy, in varied business and policy-making environments. They include:

The *Lemberg M.A. in International Economics and Finance*, offered in collaboration with the University's economics department, integrates analytical skills in economics and capital markets with management insights and global economic perspectives.

The *M.B.A. International* offers an internationally focused curriculum in all business and management functions, with special emphasis on finance and strategy.

The *M.S. in Finance* is a part-time program focused on the quantitative and analytical tools of modern finance with emphasis on applications in investments and corporate financial management.

The *Ph.D. in International Economics and Finance*, offered in collaboration with the University's economics department, provides advanced training in economic theory, research techniques, and creative problem solving.

The School's research covers fields ranging from currency markets, corporate financial signaling, and asset prices to patents and technology flows, international branding, multicultural communication, and many other fields. Its major research units include:

The Barbara and Richard Rosenberg Institute of Global Finance

Established in 2001 with a generous gift from Barbara and Richard Rosenberg, the Institute anticipates and addresses major trends and challenges in the global economy through research, public conferences and symposia, and teaching.

The Center for Asia-Pacific Business and Economics

The Center addresses trade, investment, finance, and development in the Asia Pacific as a whole, and in particular countries of the region. The Center is also an APEC Study Center.

Additional information on the School, its programs and activities, and its admissions policies may be obtained from the School's website, www.brandeis.edu/global, or by contacting its administrative offices at Brandeis University.

The Rabb School of Summer and Continuing Studies

Through its programs, the Rabb School offers opportunities for lifelong learning, career advancement, and personal enrichment.

The *Office of Continuing Studies* offers open enrollment, undergraduate and graduate courses in the evening leading to:

1. A certificate in Software Engineering Fundamentals (undergraduate prerequisite program).
2. Graduate certificates in bioinformatics, software engineering, ecommerce technology, software engineering management, and web content development.
3. A Master of Software Engineering degree, as well as a Master of Science in Bioinformatics degree and a Master of Software Engineering/Master of Science in Bioinformatics dual degree.

Further, the Office of Continuing Studies works with companies in the Greater Boston area to offer certificate and degree programs on site.

Classes generally meet one night a week for 10 weeks; terms begin in September, January, and May. A small number of graduate courses are offered through distance learning.

The *Brandeis Summer School* is an open admission program offering courses and special summer programs for college-level credit. Small classes taught by experienced and dedicated instructors are the hallmark of summer offerings. Summer affords the opportunity to present special niche programs and institutes, such as the Hebrew Language

Summer Institute, the Hebrew Instructor Training Workshop, and the Lydian String Quartet Chamber Music Festival. Brandeis Summer School courses do not have to be preapproved for transfer of credit to the Brandeis degree. Courses may be used to address the University's residency requirement, general requirements, as well as major and minor requirements. Brandeis Summer School courses are included in the calculation of any degree candidate GPAs.

The *Brandeis Adult Learning Institute* (BALI) is a community of older adults that offers noncredit, peer-led study, in a spirit of conviviality, in a wide range of topics, such as history, literature, art, music, religion, philosophy, science, and writing. At midday, the Lunch & Learn program features excellent speakers, e.g., journalists, academics, artists, on an eclectic array of topics. Study groups meet one day a week; 10-week terms begin in late fall and late spring. Twice annually, in January and June, the program offers "Intensives," a one-week learning opportunity focused on a single theme, e.g., The Enlightenment, Democracy. "Intensives" integrate teaching and learning with a Brandeis faculty member and peer leaders to create a unique learning experience.

Research Centers and Institutes

The Bernard G. and Rhoda G. Sarnat Center for the Study of Anti-Jewishness

The Bernard G. and Rhoda G. Sarnat Center for the Study of Anti-Jewishness aims to promote an understanding of the causes, nature, and consequences of anti-Jewish prejudice, as well as Jewish and non-Jewish responses in historical and contemporary perspectives. Organized on a multidisciplinary basis, the Sarnat Center initiates and supports research, conferences, and publications, as well as teaching in the history of anti-Semitism.

Community, Families, and Work Program

Founded in 2001, the Community, Families, and Work Program (CFWP) conducts innovative, cutting-edge, policy-oriented research. The program's guiding premise is that well-functioning communities enhance the ability of families to meet their needs and promote the well-being of employees, their families, and their workplaces. The goal of CFWP is to enhance work-family balance by attending to the important role played by community. CFWP employs a research model that highlights the relationship among these three domains.

CFWP cohosts an Annual Invitational Journalism-Work/Family Conference. The aim of the conference is to facilitate interaction between leading work-family researchers and representatives of the media in an effort to improve the quality of media coverage of critical work-family issues. CFWP cohosts this event with the College of Communication at Boston University. At each conference, CFWP presents an award to the winner of an annual national competition that encourages and supports doctoral research on community, families, and work.

**The Institute for Sustainable Development
(The Heller School for Social Policy and Management)**

The Institute for Sustainable Development (ISD) was established in 2000 as home to several research and development centers who share a belief in a simple proposition: universities must play a leadership role in alleviating the conditions that give rise to persistent poverty. The Institute's domestic and international projects address this challenge by involving ISD in poverty reduction strategies through education and training, scholarship, developing and evaluating social program and social policy solutions, and by serving as a facilitator of collaborative efforts among other universities and their community partners.

Through the work of three research centers, The Center for World Development, The Center for Youth and Communities, and the Center for Social Change, ISD focuses strategically in the United States and abroad on three interrelated fields: the sustainable development field with its environmental focus, the youth development field, and the community development field. The view of ISD is development that is environmentally and socially sound with a special emphasis on youth and communities is a powerful approach for strengthening families, community-building, and nation-building.

**The Center on International Development
(The Heller School for Social Policy and Management)**

The Center on International Development (CID) conducts research and policy analysis and provides technical assistance to promote sustainable development, eliminate poverty, and prevent illness. Through its faculty, researchers and students, CID is engaged in partnerships with development organizations and universities abroad. These partnerships work in the areas of community resource management, poverty alleviation and resource distribution, gender and development, and non-governmental organizations (NGOs) and civil society.

**The Center for Youth and Communities
(The Heller School for Social Policy and Management)**

The Center for Youth and Communities (formerly the Center on Human Resources) at Brandeis University is one of the nation's leading research, professional development, and policy development organizations in the fields of youth development, employment, and education. As part of The Heller School at Brandeis, the Center's mission is to improve the quality of services for children, youth, and families by combining the knowledge gained from scholarly research with practical experience in ways that will help practitioners and policy makers successfully address the issues of long-term self-sufficiency for youths and adults. To accomplish that mission, the Center for Youth and Communities pursues four broad types of activity: policy development, research synthesis and evaluation, professional development and technical assistance, and dissemination.

**The Center for Social Change
(The Heller School for Social Policy and Management)**

The Center for Social Change was established in 1984, the 25th anniversary of The Heller School, in order to put issues of social and economic justice and human solidarity on The Heller School's agenda.

The work of the Center is based on the recognition that human ills and social problems are rooted in societal structures and dynamics, and in social values and ideologies that tend to justify and maintain prevailing social orders and ways of life. Accordingly, the Center aims to contribute through its work toward transforming social, economic, and political institutions that involve domination and exploitation, injustice and discrimination, conflict in human relations, and ecological destruction into alternative institutions conducive to healthy human development for all from the local to the global levels. Priority areas for the Center studies are the redefinition, reorganization, and redesign of work. Other foci of Center studies are the sources, dynamics, and prevention of violence, assessment of progress toward compliance with human rights standards as defined by the Declaration of Human Rights, and community organization, advocacy, empowerment, and social change projects in Israel.

**The Center on Hunger and Poverty
(The Heller School for Social Policy and Management)**

The Center on Hunger and Poverty is a national research and policy organization that promotes policies and programs to reduce poverty and hunger in America. The Center conducts applied research and policy analysis, disseminates analytic information on poverty and hunger, carries out public education initiatives, and provides information to Congress and other policy makers as well as organizations across the country on poverty- and hunger-related issues. The Center houses two institutes: the Food Security Institute, which facilitates the use of a federal survey research instrument and assists organizations in using the results, and the Asset Development Institute, which promotes the concept of "asset development" as a central framework for domestic social policy. Both Institutes utilize graduate students as research assistants in carrying out their work.

**The Family and Child Policy Center
(The Heller School for Social Policy and Management)**

The Family and Child Policy Center (FCPC) was established in 1990, with the support of gifts from the Rapaport Foundation and the family of Barbara Fish Lee, to study changes in family structure and to analyze the impacts of these changes on social policies affecting the lives of women and children. Building on its initial focus on gender roles and work/family issues, the Center is directing increased attention to the health and development of children, particularly as they are threatened by the stresses of poverty, economic insecurity, and racial or ethnic discrimination. Central to this expanding agenda is closer scrutiny of the current national debate on the balance between public and personal responsibility for human well being, the devolution of political authority from federal to state and local levels, and conflicting views on the role of government and the private sector to protect the interests of our nation's children and their families.

Gordon Public Policy Center

The Gordon Public Policy Center is the nation's first interdisciplinary, multi-university center for the study of public policy. Dedicated in 1987, the Center was founded by the James Gordon Foundation of Chicago. The Center's mission is to analyze domestic public policy from the perspective of a number of academic disciplines to improve the implementation of public programs through research and evaluation, publications, and direct practical service to those in government. It seeks to bridge the world of ideas and the world of action.

The Schneider Institute for Health Policy (The Heller School for Social Policy and Management)

The Schneider Institute for Health Policy has achieved national recognition as a leading health care policy and research institute. Since its establishment in 1978, the Institute has conducted research, policy analysis, and technical assistance on issues of organization delivery, regulation, and financing of the United States and selected international health care systems. The Institute comprises several areas: finance and reimbursement, national state and local politics, vulnerable populations, diversity, long-term care for elders, substance abuse, and program evaluation.

Within The Heller School, the Schneider Institute for Health Policy constitutes the largest research center with more than 60 studies in its current health services research and policy study portfolio. Some members of the Institute staff also hold faculty positions within The Heller School. In many ways, the Institute represents an institutional hybrid. The Institute possesses the characteristics of an academic setting with a commitment to educate students, and also possesses characteristics of a research think tank or large consulting firm. Support for research undertaken by the Institute is provided by federal and state grants and contracts, corporations, and private foundations.

The International Center for Ethics, Justice and Public Life

The International Center for Ethics, Justice and Public Life, founded in 1998, exists to illuminate the ethical dilemmas and obligations inherent in global and professional leadership, with particular focus on the challenges of racial, ethnic, and religious pluralism. Examining responses to past conflicts, acts of intervention, and failures to intervene, the Center seeks to enable just and appropriate responses in the future. Activities include: fellowships for scholars, artists, and practitioners; internship opportunities for Brandeis undergraduates; seminars for professionals on values and ethics; courses; research projects, publications; and campus activities. One of the Center's core programs, The Slifka Program in Intercommunal Coexistence, explores the practical and ethical dimensions of work in historically divided communities through activities on the Brandeis campus and with partner organizations around the world.

The Hadassah-Brandeis Institute

The Hadassah-Brandeis Institute: International Research on Jewish Women (HBI) develops fresh ways of thinking about Jews and gender worldwide by producing and promoting scholarly research and artistic projects. Founded at Brandeis in 1997 by Hadassah, the Women's Zionist Organization of America, Inc., HBI is the world's first university-based research institute of its kind.

HBI provides research resources and community programs for scholars, students, and the public at large. The Institute sponsors the Brandeis Series on Jewish Women, a book series published by the University Press of New England. It publishes *Nashim*, an international, interdisciplinary academic journal, in partnership with the Schechter Institute of Jewish Studies, Jerusalem.

Each year, HBI convenes an international conference on Jewish and gender studies topics. Among the Institute's offerings for students and scholars are the Lily Safra Summer Internship Program, research and travel awards, and a Scholar-in-Residence program.

The HBI is housed at the Brandeis Women's Studies Research Center.

The Jacob and Libby Goodman Institute for the Study of Zionism and Israel

The Jacob and Libby Goodman Institute for the Study of Zionism and Israel sponsors research, symposia, and publications, as well as teaching, in the historical and ideological development of the Zionist movement, and the history, society, and culture of the State of Israel. The Institute is organized on a multidisciplinary basis under the auspices of The Tauber Institute for the Study of European Jewry.

Lown School of Near Eastern and Judaic Studies

The Department of Near Eastern and Judaic Studies is the primary teaching and research unit in the Lown School. In this department the University has assembled an unusual array of distinguished scholars who offer an extremely broad curriculum. A second unit in the Lown School is the Benjamin S. Hornstein Program in Jewish Communal Service, which provides graduate education for students interested in professional careers in Jewish communal service and Jewish education. The Lown School of Near Eastern and Judaic Studies also includes the Maurice and Marilyn Cohen Center for Modern Jewish Studies and its Institute for Community and Religion (based in San Francisco), which are devoted to the study of contemporary American Jewish life in the context of

religious life in America. The Cohen Center and its Institute are national resources, and together serve as a think tank, providing policy-oriented research findings to the academic community, Jewish communal institutions, and Jewish communities throughout North America. The Center's research focuses on diverse issues including Jewish population trends, the social service needs of American Jews, the Jewish family, intermarriage and assimilation, Jewish education and identity, Jewish philanthropy and voluntarism, anti-Semitism in America, and the relationship between American and Israeli Jewries. Two independent centers of scholarly research located on the Brandeis campus are affiliated with the Lown School: the American Jewish Historical Society and the National Center for Jewish Film.

Mandel Center for Studies in Jewish Education

The Mandel Center at Brandeis University is dedicated to the study and improvement of Jewish education. The Center focuses on the practice of Jewish education and the learning of Jewish educators throughout their careers in order to strengthen the quality of Jewish teaching in all its settings. Working at the intersection of scholarship and practice, the Center fosters a culture of collaboration among researchers, educators, and community partners. Through its initiatives in Jewish education, the Mandel Center contributes to a flourishing Jewish present and future.

The Center currently operates the DeLeT (Day School Leadership through Teaching) program to train new Jewish day school teachers, Boston Mandel Teacher Educator Institute, various research projects around issues of teaching and learning, a faculty seminar on the teaching of bible.

Maurice and Marilyn Cohen Center for Modern Jewish Studies (Lown School)

The Maurice and Marilyn Cohen Center for Modern Jewish Studies at Brandeis University is a multidisciplinary research center dedicated to bringing the concepts, theories, and techniques of social science to bear on the study of modern Jewish life. Research conducted at the Center explores how contemporary Jewish identity is shaped and how Jewish cultural expression and religious practice are manifested. Recent work has focused on issues such as Jewish education, adolescents, intermarriage, Jewish identity, and the role of synagogues, community centers, and camps as socializing agents.

The Center for Modern Jewish Studies was established at Brandeis in 1980 as a result of a challenge grant from the Charles H. Revson Foundation. In 1986, Maurice and Marilyn Cohen provided an endowment gift to the Center, which now bears their names. Faculty at the Center are drawn from several academic units, including The Heller School for Social Policy and Management, the Hornstein Program in Jewish Communal Service, and the Department of Near Eastern and Judaic Studies. In addition, the Center includes a full-time research staff of scholars trained in psychology, sociology, and management. Undergraduate and graduate students work at the Center, as interns, research assistants, and research associates. The work of the Center is widely disseminated to the public and in scholarly publications.

**The Policy Center on Aging and
The National Center on Women and Aging
(The Heller School for Social Policy and
Management)**

The United States is a society that is getting older. There are now more than 32 million persons over 65 and three and one-half million over 85. The group over 85 is the fastest growing segment of the elderly. These demographic changes have many implications for individuals and the collectivity.

The Heller School has been concerned with policy solutions to problems of aging since its inception in 1959, and is internationally recognized for its unique programs in policy analysis, research, and conducting demonstrations. Graduates from the Policy Center on Aging Program are found throughout the country in universities, government agencies, legislative staffs, and service organizations.

The National Center on Women and Aging was established in 1995 to improve the lives of midlife and older women through research, policy analysis, and community education. The Center is unique in its focus, combining the development and dissemination of research with the creation of community partnerships to promote the security, health, independence, and well-being of women as they age.

As the time rapidly approaches when *more than half of all adult women will be over 50*, the Center seeks to provide national leadership in addressing the many challenges facing women as they age. The threat of poverty still stalks most women before they die. Medical research and medical care are still male-orientated. Women are still overwhelmed by caregiving responsibilities. These are among the critical concerns the Center addresses, promoting feasible

solutions useful to policy makers and women. The Center seeks to expand the frontiers of knowledge about older women and to develop recommendations for public/private policies and initiatives to address their needs.

**Rosenstiel Basic Medical Sciences
Research Center**

The Rosenstiel Basic Medical Sciences Research Center is one of the nation's leading centers for research programs in the basic medical sciences embracing work in biochemistry, biology, biophysics, molecular biology, immunology, and protein crystallography. Staff members hold joint faculty appointments with the Brandeis basic science departments. The Center offers hospitality to senior visiting scientists and to younger researchers at the graduate student and postdoctoral levels. It also sponsors symposia and colloquia.

The Center is well provided with sophisticated scientific equipment and facilities, and through cooperative interactions with other departments has broadened the scope of basic medical science research offerings at Brandeis. Grants from such agencies as the National Science Foundation, National Institutes of Health, American Cancer Society, and the Muscular Dystrophy Association support research programs in the Rosenstiel Center. Basic medical research is also conducted in collaboration with several industrial sector biotechnical organizations.

The Center also sponsors the annual presentations of two prestigious scientific awards: The Lewis S. Rosenstiel Award for Distinguished Work in the Basic Medical Sciences and The Jacob Heskell Gabbay Award in Biotechnology and Medicine. The Center also hosts the Boston Area Biotechnology Roundtable, a quarterly forum for the biotechnology industry.

**The Starr Center for Mental Retardation
(The Heller School for Social Policy
and Management)**

The Heller School established The Starr Center for Mental Retardation in 1985 with the generous support of Nathan and Toby Starr. The Starr Center stays at the forefront of the rapidly developing field of disability policy by attracting students with strong professional, academic, and personal backgrounds and supporting them in focused educational and research programs. In addition to sponsoring student and faculty research, The Starr Center supports a visiting scholars program, an annual seminar series, and invitational conferences and workshops.

The director of the Starr Center, Marty Wyngaarden Krauss, Ph.D., has chaired the Governor's Commission on Mental Retardation in Massachusetts and consults to federal agencies and private foundations. Graduates from the doctoral education component of The Starr Center occupy leadership positions as researchers and professors in universities across the country. Some graduates hold executive-level positions as researchers or directors in government and nonprofit health and mental retardation agencies, while others serve as key staff people on legislative committees and in service organizations.

**The Tauber Institute for the Study of
European Jewry**

The Tauber Institute for the Study of European Jewry seeks to study the history and culture of European Jewry in the modern period. It has a special interest in studying the causes, nature, and consequences of the European Jewish catastrophe and seeks to explore them within the context of modern European diplomatic, intellectual, political, and social history. The Tauber Institute for the Study of European Jewry is organized on a multidisciplinary basis with the participation of scholars in history, Judaic studies, political science, sociology, comparative literature, and other disciplines. The Institute is primarily engaged in research and publication; its monograph series is published by Brandeis University Press. Its government includes a distinguished Board of Overseers, which advises the director and works closely with the University. Members of the Institute include fellows, faculty advisors, associates, and graduate students.

Women's Studies Research Center

The Brandeis University Women's Studies Research Center (WSRC) is an interdisciplinary think-and-action tank of faculty, staff and affiliated scholars. The two major components of the Women's Studies Research Center are the Scholars Program and the Hadassah Brandeis Institute (see HBI). As an "intellectual hub," the WSRC provides researchers and artists with the opportunity to conduct studies, produce works of art, write books, and experiment with ideas, all of which address the basic concerns of women in the home, the workplace, the media, the economy, and the world. The WSRC is an integral part of Brandeis University and is deeply committed to furthering Brandeis University's mission of excellence and commitment to social justice. Programs include colloquia, lectures, conferences, art exhibits, performances, and recitals, in addition to classes and film viewing.

The WSRC houses an interdisciplinary community engaged in intellectual and artistic exchange to enhance the process of research. The environmentally aware, prochildren, and aesthetically beautiful space contributes to the high quality of the research generated. The WSRC attracts women and men who can best realize the potential of this innovative environment. The WSRC emerged from the Women's Studies Program and is guided by the National Board for the Women's Studies Research Center at Brandeis University.

Volen National Center for Complex Systems

The Volen National Center for Complex Systems is a multidisciplinary center dedicated to the study of nervous system function, cognition, and biological and artificial intelligence. The Center is composed of faculty members who specialize in artificial intelligence, cognitive science, and a wide range of topics in neuroscience including experimental psychology, computational neuroscience, and cellular and molecular neurobiology. The Center is an interdisciplinary group with the ability to perform scientific analysis of the brain from the cellular and molecular levels to the cognitive and computational. The Center aims to increase knowledge within each of its individual component disciplines, as well as to foster interactions among the components, giving rise to new scientific initiatives. Interested students should concentrate in one of these component disciplines: biochemistry, biology, chemistry, computer science, neuroscience, physics, or psychology.

Major Academic Support Facilities

The Brandeis Libraries

The Brandeis University Libraries, including the Goldfarb Library, the Farber Library, and the Gerstenzang Science Library, offer a combined collection of more than 1 million print volumes, 880,000 microforms, 385,000 U.S. documents, and more than 15,000 current serial and journal subscriptions (print and electronic), along with numerous other electronic resources.

The Main Library is comprised of three connected buildings: the Bertha and Jacob Goldfarb Library, the Leonard L. Farber Library, and the Rapaport Treasure Hall. The Goldfarb/Farber Libraries house resources and services supporting the humanities, the social sciences, Judaica, creative arts, and intercultural studies. The Rapaport Treasure Hall is the site of many concerts and lectures during the academic year.

The Judaica Library, located on the mezzanine level of the Goldfarb Library, contains one of the country's most important collections of reference materials and core texts in major areas of Judaic studies, the ancient Near East, and the modern Middle East. The Judaica book collection includes over 150,000 titles in Hebrew, Arabic, and Western European languages.

The Robert D. Farber University Archives and the special collections department are located on the second level of the Farber Library. The Archives houses historical records documenting the origin, development, and achievements of the University and its faculty, staff, and alumni. The collection includes photographs, correspondence, rare film, and other documents. The special collections department houses rare books and manuscripts in a variety of subject areas.

The Norman and Rosita Winston Creative Arts Center is located on the third and fourth levels of the Farber Library. The Center houses more than 15,000 music scores and more than 28,000 sound recordings that may be used in the listening facility.

The Leo Gerstenzang Science Library, located in the Science Complex, houses resources and services that support teaching and research in physics, chemistry, the life sciences, mathematics, and computing science.

Information about the Libraries' collections and services is available via the World Wide Web at www.library.brandeis.edu. This Website serves as the gateway to the online library catalog LOUIS, and to the electronic databases, journals, and other resources that support the University curriculum.

The Libraries are fully wired for Internet access and offer network connections throughout the facilities for laptop use. Most of the electronic resources subscribed to are available via the campus network, the Internet, and the Web. These resources may be accessed through the workstations provided at the Main and Science Libraries as well as through any computer linked to the campus network.

The reference departments of the Main and Science Libraries offer instruction in library research skills through several programs, including the Library Intensive Program, which provides customized instruction for upper-level and graduate courses. The Research Consultation Service is an in-depth research assistance service available to all students, faculty, and staff. Professional reference librarian assistance is also available online 24/7/365 via the BLC ASK 24/7 service, as well as via email. These online services are accessible from any computer

connected to the Internet. To find out more about our research assistance services, visit www.library.brandeis.edu/reference/ask.html. The Brandeis University Libraries also provide Interlibrary Loan and Document Delivery services to students, faculty, and staff.

The Brandeis University Libraries are members of the Boston Library Consortium, as well as of international organizations such as the Research Libraries Group. Additional information on the Libraries may be found on the Brandeis University Libraries Web page: www.library.brandeis.edu.

Information Technology Services

The Department of Information Technology Services offers many of the services that are central to students' lives at Brandeis. Telephone service and telephone billing are currently located in the lower level of the Feldberg Communications Building. This includes long distance service, an individual phone number and voicemail box for each student that will stay with them throughout their career at Brandeis, and other services.

Audiovisual services are located on the third level of the Goldfarb Library. This group provides in-classroom equipment such as overhead and slide projectors, computers and data projectors, and TVs and VCRs. Audio and video production, editing, and conversion are also available.

The Help Desk is located on the upper floor of the Feldberg Communications Building. It is also available at phone extension 6UNET (68638). The University Network (UNet) staff is available to help you connect to the University network and use online University resources, including Library resources, throughout the school year. The Help Desk also facilitates hardware repair of computers when necessary.

The Center for Instructional Multimedia and Technology is solely for faculty and graduate student use. CIMTech is located on the top floor of Farber Library and provides assistance to faculty in using new technology tools in their teaching. Services include building Web pages for classes and maintaining class mailing lists. CIMTech also manages a variety of Web Course Tools (WebCT) pages for more than 50 courses.

The Language Lab is located in the basement of Shiffman. It provides audio and video tapes and stations for using them. It also contains computers that can be used for foreign language word processing and Web access.

UNet services provide networking connections to all dorms (see left.) It also provides central email and Web page accounts for all students. Your UNet identity lets you access a variety of network resources, including controlling your entry in the University's online directory.

Brandeis University Press

Brandeis University Press is a member of the publishing consortium known as the University Press of New England, whose members include Brandeis University, Dartmouth College, Tufts University, and the University of New Hampshire. The Brandeis University Press has published under its imprint more than 100 titles in a variety of fields by distinguished scholars and writers within and outside the Brandeis community. The principal vehicles through which Brandeis University Press publishes are the Tauber Institute for the Study of European Jewry Series; the Brandeis Series in American Jewish History, Culture, and Life; and the Brandeis Series on Jewish Women. Brandeis University Press also publishes The Menachem Stern Jerusalem Lectures series sponsored by the Historical Society of Israel.

In addition, Brandeis University Press publishes titles outside the series listed above. Recent and forthcoming books include *Sakharov: A Biography*; *The Bellstone: The Greek Sponge Divers of the Aegean*; *Our Musical, Ourselves: A Social History of the American Musical Theater*; and *Stars of David: Rock 'n' Roll's Jewish Stories*.

The Carl and Ruth Shapiro Admissions Center

In the modernist tradition of the International Style of architecture, the Carl and Ruth Shapiro Admissions Center provides a dedicated facility for welcoming and serving prospective students and their families. Located close to the campus entrance, the building includes offices for student interviews, a media presentation room, and computerized work stations for processing applications and related documentation.

Fine and Performing Arts Facilities

Pollack Fine Arts Teaching Center

The Maurice Pollack Fine Arts Teaching Center, next to the Goldman-Schwartz Art Studios, is the centerpiece of art history teaching activities where students, historians, artists, and scholars meet. The Center is a place for the most prominent lectures on the arts at Brandeis, offering state-of-the-art video, DVD, slide, and data projection.

The Rose Art Museum

The Rose Art Museum serves as New England's museum of modern and contemporary art. The Rose is a cultural and educational component of Brandeis that seeks to engage its communities in experiencing the significant art, artists, and ideas of our time. In the 2001-02 academic year, The Rose celebrated its 40th anniversary with the opening of the Lois Foster Wing. The new wing doubles the gallery space of The Rose and permits continuous displays of Brandeis University's excellent collection of modern and contemporary art including important works by Willem de Kooning, Robert Rauschenberg, Cindy Sherman, Richard Serra, and Andy Warhol. Throughout the year The Rose also hosts a series of dynamic contemporary art exhibitions. In the 2003-04 academic year, The Rose will present the work of four contemporary painters (September-December 2003); a collection display of abstract expressionist works (September-December 2003); *Domestic Archaeology* (January-March 2004); and the work of artist Barry McGee (April-July 2004).

Slosberg Music Center

Located near the approach to the campus, the Bessie Slosberg Music Center includes classrooms, practice rooms, and office facilities for the music department. The center houses the Brandeis Electro-Acoustic Music Studio (BEAMS) and a recital hall with carefully designed acoustics. Each year at Commencement the foyer to the recital hall is used as an exhibition space where recent works of student art are displayed. Slosberg Music Center is the location of the University's rich program of the Lydian String Quartet series, a professional series, and a myriad of student performances, from individual recitals to large ensemble. It also houses the University's baroque organ.

Spingold Theater Center

The Nate B. and Frances Spingold Theater Center is a unique and imaginative concept translated into exciting design. With the Spingold Main Stage Theater as its hub, the circular center includes two Spingold smaller theaters, the Edith Barbara Laurie Theater and the David Merrick Theater. It also includes the Joan Crawford Dance Studio as well as other areas for every facet of the performing arts: shops for scenery and costume construction; paint, sound, and lighting areas; design studios; rehearsal rooms; dressing rooms; and storage space. Spacious areas are equipped as classrooms and offices, and the lobby displays painting, sculpture, and other treasures. Performances by the Department of Theater Arts and its Professional Theater Training, as well as professional touring groups, are presented during the academic year for the Brandeis community as well as theatergoers from the Greater Boston area. Designed as an adjunct to the art exhibition facilities of the University, the Mildred and Albert J. Dreitzer Art Gallery in the theater center houses special loan exhibitions as well as periodic displays of student art work.

Residence Halls

There are nine campus residence areas. Freshmen are assigned double rooms, except for the last to make housing deposits—they will be assigned double rooms temporarily equipped for three students—in Massell Quadrangle, North Quadrangle (Leon Court), or East Quadrangle. The University cannot honor requests for a specific roommate or for a roommate with a particular religious or cultural background. Upperclass students choose accommodations at room selection held each spring. Only first-year students and returning sophomores are guaranteed housing. In recent years, juniors and seniors who remained patient and flexible were accommodated. New transfer students are offered any remaining housing spaces.

Charles River Apartments

This apartment complex includes the Max and Ann Coffman Building, the Ollie A. Cohen Building, the Morton May Building, and the George I. Lewis Building. Both undergraduate and graduate students reside in this apartment complex. Each apartment is equipped with a full kitchen, common areas, bath, and a varying number of single bedrooms. Included in the facility is the Gornstein Commons Room.

East Quadrangle

The East Quadrangle residence halls include the Henry and Marion Hassenfeld House, the Lawrence J. and Anne Rubenstein Hall, the Fred P. and Gerta Pomerantz Hall, the Hyman and Mary Krivoff House, and Shapiro Brothers Hall. Each unit has fully equipped student rooms, several offering views of the Boston skyline. Located in the Swig Student Center connected to East Quadrangle is the Intercultural Center with study space and computer connection to the main library.

Foster Student Living Center

This complex of undergraduate student housing features apartments built around a courtyard-duplex format. Each apartment can accommodate four to six students and is complete with living room, dining room-kitchen, bedroom-study areas, baths, and private entrances. The Foster Center is made up of four clusters of nine units apiece, including the Frank and Matilda Casty Residences, the Ben Tobin Residence Hall, and the Norman and Adele Morris Residence Hall. These units provide a total of 35 individual apartments and living accommodations for 182 students.

Massell Quadrangle

Massell Quadrangle consists of the Mr. and Mrs. Morris Shapiro Hall, the Helen L. Deroy Hall, the Anna Renfield Hall, the Edyth and Irving Usen Hall, and the George and Beatrice Sherman Student Center. Each unit has fully equipped student rooms. Ground-floor lounges overlook the central quadrangle and the walks encircling the Anne J. Kane Reflecting Pool and the Albert Yakus Meditation Area.

North Quadrangle (Leon Court)

The Adolf and Felicia Leon Court, also known as North Quadrangle, contains four residence halls, as well as the Milton and Hattie Kutz Hall. Each residence unit contains fully equipped student rooms and lounges. Residence halls in this quadrangle include the Ethel and A.W. Link Scheffres, the Maurice and Dorothy Gordon, the Robert P. and Fannie Cable, and the Mr. and Mrs. Frank H. Reitman halls.

Ridgewood Quadrangle

Ridgewood Quadrangle houses 106 students in small units with kitchens. The Quadrangle is comprised of the Louis Emerman; Charles, Leonard, and Irwin Fruchtman; David, Dan, and Sadie Danciger; Sidney J. Allen; and Arthur and Sadie Rosen Residence Halls.

Rosenthal Residence Halls

Adjacent to the Massell Quadrangle are three residence halls consisting of suites, accommodating a total of 181 students, which comprise the Anne and David Rosenthal Student Residence Halls.

Usen Castle and Schwartz Residence Hall

An imposing structure designed after medieval architecture and completed a decade before Brandeis was founded, the Irving and Edyth Usen Castle has been remodeled into single and double rooms and suites. Its ground floor houses the student-operated coffee house, Cholmondeley's. On the second level of the Usen Castle is the Usen Commons, a circular, conservatory-style lounge, used for dances and social functions. Greater Boston spreads out in a panoramic view from the windows of the Usen Commons. Schwartz Residence Hall is a companion structure to the Usen Castle. The Castle has been listed in the National Register of Historic Places.

Ziv Quadrangle

The Sy and Gladys Ziv Residence Quadrangle includes William Mazer Hall among the four residence halls and a common building. The four halls accommodate 330 undergraduate students in 55 suites. Each suite has six single bedrooms, a living room, and two bathrooms.

Student Facilities

The Three Chapels

The University's three chapels—the Leah and Mendel Berlin Chapel (Jewish), the Bethlehem Chapel (Catholic), and the C. Allen Harlan Chapel (Protestant)—serve the Brandeis community through services that take place here under the aegis of the Hillel Foundation, the Bethlehem Chapel Community, and the Harlan Chapel Christian Community. Traditional and innovative services are held regularly.

Hassenfeld Conference Center

The Rita Dee and Harold Hassenfeld University Conference Center contains a banquet/lecture room seating 350 to 450 and six rooms for meetings and conferences.

Sherman Student Center

The ground floor dining hall of the George and Beatrice Sherman Student Center serves over 1,000 students daily and includes the University's kosher food preparation and dining facilities. The upper level includes The Stein, the campus restaurant, and the Feldberg Lounge.

Benjamin H. and Mae Swig Student Center

Following renovation in 1991, the Swig Student Center became the home of the new Intercultural Center with meeting rooms, offices for clubs and organizations, and a lounge shared with the residents of nearby East Quadrangle.

Usdan Student Center

The Nathaniel H. and Suzanne Usdan Student Center complex incorporates student social, cultural, and recreational facilities as well as student and some administrative services. It is located close to teaching and residence facilities and houses an assembly and banquet hall seating 1,000 people, post office, mailroom, campus cafeteria, lounges, and conference rooms for formal and informal student uses.

The Carl and Ruth Shapiro Campus Center

The Carl and Ruth Shapiro Campus Center, which opened in fall 2002, is the center of campus for the University community—students, faculty, administration, alumni, and guests. Located adjacent to the Hassenfeld Conference Center and Massell Quad, the Center includes many group and individual study spaces, a state-of-the-art theater designated specifically for undergraduate theater productions seating 249, a technology library, a cafe, a television lounge, and the University Bookstore. Combined with the Usdan Student Center, and the Intercultural Center in the Swig Student Center, these Centers of campus activity represent a well-considered plan for community life at Brandeis.

The Division of Student Life maintains a broad program of cultural, social, and educational events. The Center also houses student clubs and organizations, social areas, Student Events (the major programming board), WBRS-FM (the radio station), *the Justice* (campus newspaper), the Waltham Group (community services organization), BTV (Brandeis Television), Student Union offices, and many more.

Athletic Facilities

Opened in January of 1992, the Gosman Sports and Convocation Center is one of the largest multipurpose, indoor athletic facilities of its kind in the Northeast. It is part of the Joseph F. and Clara Ford Athletic and Recreation Complex, which also includes the renovated Abraham Shapiro Athletic Center and the Joseph M. Linsey Sports Center.

The 70,000 square-foot Gosman Center houses the Red Auerbach Arena, seating approximately 2,500 for basketball and volleyball, as well as a 200-meter state-of-the-art running track, seven squash courts, three multipurpose rooms, two weight rooms, a trophy room, concession area, and department offices.

The Shapiro Center features three intramural/recreation courts as well as locker rooms, saunas, equipment, and training rooms to serve the entire Ford Complex.

This combination of athletic facilities serves varsity, intramural, and recreational needs of the Brandeis community as well as providing space for concerts, Commencement, convocations, cultural events, and major conferences. The athletic facilities also serve as the home for the New England Revolution professional soccer team.

The Linsey Sports Center, which is attached to the Shapiro Center, houses a 25-yard, six-lane swimming pool with one- and three-meter diving boards as well as two multipurpose rooms, racquetball courts, and locker rooms with steam and sauna.

Outdoor athletic facilities include the Celia and Samuel Gordon Field and running track, the Abraham Marcus Playing Field, and the Goldie and Maurice H. Rieger Tennis Courts.

Academic Services

Academic Advising

Each first-year student is assigned a member of the faculty or staff to serve as a formal academic advisor during the first year. Upon declaring a major, students receive faculty advisors in their own disciplines. Each department designates an advising chair to serve the needs of all students interested in learning more about academic opportunities within the department.

Office of First Year Services

Programs and advising services designed to meet the particular needs of first-year students are provided by the Office of First Year Services, located in Kutz Hall, in the Office of Undergraduate Academic Affairs. The office coordinates academic advising by faculty and staff, organizes workshops and class activities for all entering undergraduates, and works closely with other offices and staff to create a supportive environment for first year students.

Office of Undergraduate Academic Affairs

The deans in the Office of Undergraduate Academic Affairs assist individual students in planning their undergraduate careers at Brandeis, and in addressing their problems and concerns through the Committee on Academic Standing. Guidance is available in program planning and the selection of a major field of study. The office monitors the progress being made by all undergraduates toward completion of degree requirements. It coordinates academic accommodations for students with disabilities, the Advanced Placement Program, Cross Registration, premedical/prehealth advising, and Study Abroad.

The office provides advising for Brandeis undergraduate students who seek to enrich their education through a period of study abroad. It also maintains a resource library of materials on available programs. The office provides information and assistance in obtaining international study grants available through Fulbright, Rhodes, Marshall, and other scholarship and fellowship programs, including the Sachar International Scholarships for Brandeis students.

Office of Student Enrichment Services

Programs under the umbrella of Student Enrichment Services provide learning assistance and academic support. All services are designed to maximize every student's potential for academic success and achievement.

Brandeis Tutorial Services: Evening drop-in tutorial assistance is offered for more than 30 courses in the University, including the 10-, 20-, and 30-levels for languages, introductory courses for computer science, economics, and several introductory science courses.

Academic Enrichment Workshops:

Workshops on such learning strategies as time management, reading college texts, note-taking skills, and exam strategies are offered. Workshops are generally offered at the beginning of the fall and spring semesters.

Student Support Services Program (SSSP): The SSSP provides intensive academic advising, tutoring, mentoring, and career and graduate school counseling to students who are the first in their families to attend college. Students must meet certain federal eligibility criteria to enroll in this federally-funded TRIO program.

McNair Scholars Program: The McNair Scholars Program encourages students from diverse socioeconomic and ethnic backgrounds to pursue doctoral studies and consider careers in academia. McNair Scholars must meet federal eligibility criteria and are chosen on a competitive basis. The McNair Program, a federally funded TRIO program, provides research opportunities and individualized assistance with securing admission to graduate school.

Information and Services for Students with Disabilities

Brandeis University is committed to creating a diverse community that includes students with documented disabilities who may require reasonable accommodations in order to fully participate in the college experience and to develop their maximum academic potential. Since admission to the University is based on the academic qualifications of the applicant, admissions procedures remain the same for all applicants, regardless of disability. Once accepted, a student seeking reasonable accommodations must provide documentation of a learning or physical disability in order to receive appropriate services at Brandeis. Documentation of the disability should be submitted to the University Health Center or to the

Psychological Counseling Center for review and evaluation. Following certification of a disability, the student should confer with the Coordinator of Academic Accommodations for Students with Disabilities in the Office of Undergraduate Academic Affairs and First Year Services, or with the disability coordinator in each of the Graduate Schools, regarding academic accommodations. The student should confer with the Office of Residence Life for housing accommodations. Reasonable accommodations are determined on a case-by-case basis in consultation with the coordinator, the student, and, if appropriate, with the faculty. Services such as housing assistance, extra time on exams, note-takers, adaptive technology, and special parking arrangements are some of the possible accommodations that might be utilized.

International Students and Scholars Office (ISSO)

The ISSO, located in Kutz Hall, serves international graduate and undergraduate students as well as scholars (e.g., faculty, short-term lecturers, and researchers) who enter the United States on nonimmigrant visas. The staff members of the ISSO provide all necessary immigration documents and advise international students and scholars on matters concerning their legal status in the United States, including extensions of stay, employment, transfers to and from Brandeis, and leaves of absence. Advisors are available daily through drop-in visits or by appointment to counsel students and scholars on personal, academic, and immigration-related matters throughout the year, including the summer months.

The ISSO sponsors a range of programs, including workshops on employment and immigration issues, coordinates host/student matching programs, annual trips, and other events of international interest. The ISSO publishes a newsletter and maintains a Website for the international community. The ISSO supports activities that allow students and scholars to share their cultures with the entire Brandeis community.

English as a Second Language Program

Classes and tutorials are offered at Brandeis to support students for whom English is not their first language in their efforts to meet the English proficiency standards necessary for their success as students and teaching assistants. Certain students are required to have their oral and written English skills evaluated during orientation before the beginning of classes. These students are notified in advance. On the basis of the evaluation process, a student may be advised to enroll in the English as a Second Language Program.

International graduate students, who are not exempted because of previous study in the United States or in other countries where the medium of instruction was English, will be given an oral proficiency interview on which they must rank at least "advanced low." Graduate students who do not achieve this rank will be advised to take ESL 200a and/or to have individual tutorials. Students who rank "advanced low" or higher may still take ESL 200a and/or have individual tutorials.

The English as a Second Language Program provides individual tutorial instruction to undergraduate students and individual and/or class instruction to graduate students throughout the academic year. Students do not earn course credit toward the degree for this instruction.

Program in Library Research Strategies

As the information environment becomes more complex, instruction in the effective use of information resources becomes an increasingly integral part of education at Brandeis. Reference librarians provide classroom sessions for students at various levels.

The First-Year Library Instruction Program is part of the University Seminar curriculum. Each first-year student participates in a formal session conducted by a librarian in basic library research skills and strategies. Students learn methods for analyzing and approaching research questions, and gain some experience in using basic resources, such as the online catalog and general periodical indexes.

The Library Intensive Program serves the needs of students in more advanced courses. Selected upper-level and graduate courses incorporate library sessions geared specifically to the course or program content. These courses offer instruction in the use of more specialized resources, such as scientific databases, full text electronic databases,

specialized abstract and indexing services, archival resources, and Internet resources. Students are thus equipped to find and evaluate information from a wide variety of sources. A list of participating courses appears in the courses of instruction.

Posse Program

Posse is a four-year leadership scholarship awarded to talented high school seniors from New York City. Scholars are selected in the fall of their senior year in high school and work together to promote teamwork, communications, and awareness of a diverse range of current issues on campus.

Transitional Year Program

The Transitional Year Program at Brandeis (TYP) offers promising students an additional year of academic work to supplement their secondary school preparation. Through specialized TYP classes and classes in the broader University, students gain the skills to be competitive in selective colleges and universities. Students who successfully complete the program are recommended for admission to the University.

Writing Center

Consultants at the Writing Center assist students with their writing skills. Consultants work with students on areas such as focusing ideas, defining topics, preparing well-organized outlines, revising rough drafts, and improving stylistic elements. The Writing Center is located in the Goldfarb Library. Services are available on a drop-in basis.

Office of the University Registrar

The Office of the University Registrar, located in Kutz Hall, is the official repository of academic records. As such, it issues official transcripts of students' records upon written request, performs other certification functions of service to students, and audits the progress of students toward degree completion. The office conducts activities in which all students participate: registration and course enrollment at the beginning of each term, and pre-enrollment in advance of each term. Staff members in the office are useful sources of information concerning registration, course enrollment regulations, summer school and transfer of credit policies, and final examination procedures.

Student Life

The Office of the Senior Vice President for Students and Enrollment serves the needs and interests of students and has broad responsibility for the services and activities that enhance the quality of student life outside the classroom. Among its areas of concern are undergraduate admissions, financial aid and student employment, registrar, institutional research, student accounts, and student services, including residence life, career services, student activities, intercultural programs, counseling, health services, religious life, and athletics. The senior vice president serves as an advocate for students, strives to ensure the quality of their overall cocurricular experience at the University, and promotes opportunities for students to engage in leadership activities and to experience personal, social, and emotional growth and development.

The Dean of Student Life is responsible to the senior vice president for coordinating the services of the following departments:

Division of Student Life

With offices located in the Shapiro Campus Center and in the Usdan Student Center, the Division of Student Life is responsible for cocurricular programming; advising, supporting, and coordinating student groups and activities; residential programs and services; the smooth operation of the Shapiro Campus Center, Usdan Student Center, and Intercultural Center; a vibrant community service effort; and other campus programs such as Orientation and Family Weekend. The division offices include student development and judicial education, residence life, student activities, community service, the Intercultural Center, and the dean of student life. The division staff, in conjunction with students and faculty, maintains a varied program of social, cultural, and intellectual events during the academic year.

More than 85 percent of undergraduate students live in residence halls. As with all indoor space at the University, residence halls are smoke-free. Freshmen are assigned to double rooms or tripled rooms—called “lofted rooms” due to the specialized student furniture within. The University cannot promise to assign entering students to specific roommates nor can the University honor requests for assignment with another student with a particular religious or cultural background. Returning students choose accommodations through a housing selection process held each spring. Only freshmen and

returning sophomores who participate in the room selection lottery process are guaranteed campus housing. In recent years, upperclassmen not housed in the lottery found off-campus housing or were eventually accommodated on campus through a waiting list process. The Department of Residence Life maintains landlord information and resources for students needing off-campus housing. Entering transfer students are admitted with the understanding that they may not be eligible for campus housing. The Department of Residence Life is responsible for the effective administrative operation, as well as counseling and programming activities, within all residence halls. Residence halls are grouped into 10 living areas ranging in size from 26 to 400 students. Each area is under the supervision of a quad director. In addition, undergraduate resident staff “live-in” and aid in the administration of several residence halls. Staff members are available to provide assistance to students on academic, personal, and social matters.

Off-campus housing information and graduate housing are also functions of this office.

Brandeis University offers a limited number of housing units available for graduate students. The apartment units offered include efficiencies, two-, three-, and five-bedroom apartments. The efficiencies are designed for one or two people, while the two-, three-, and five-bedroom units are designed to allow use as separate bedrooms with a shared kitchen and bath. Some of the larger units also have living rooms. All of the apartments come furnished.

Housing applications are sent to eligible graduate students by May 1 and must be returned to the Department of Residence Life by June 15.

In addition, the Department of Residence Life maintains a listing of available housing in the off-campus area. For additional information, please visit the Department of Residence Life office in the Usdan Student Center, call 781-736-5060, or consult the Website at www.brandeis.edu/studentlife.

Intercultural Center

The Intercultural Center, located in the Swig Student Center, fosters an atmosphere for learning about the histories and cultures of people of color; provides a healthy framework and meeting space for discovery and strengthening of cultural commonalities; enables the University to address issues of race; and provides a structure for the Brandeis community to interact from a multicultural perspective. With a student programming board and a faculty/staff/alumni/community advisory board, the center sponsors cultural,

social, and intellectual programs open to all members of the Brandeis community.

Hiatt Career Center

Centrally located in Usdan Student Center, the Hiatt Career Center serves as a link between current undergraduates and graduate students and Brandeis alumni from the business and professional world. The Hiatt Center staff assists students in assessing their interests and skills and exploring how these components will translate into a meaningful career path. Students are provided with individual counseling to identify specific career goals within the wide range of career options available for liberal arts graduates. A full career-resource center includes a wealth of current career information.

Brandeis students learn about careers in a variety of ways. An Alumni Speaker Series and Alumni Network Events are offered throughout the academic year featuring recent Brandeis graduates from many different career fields. Students are also encouraged to participate in two experiential programs: the Shadow and Internship Programs.

The Shadow Program allows undergraduates to spend a day with a Brandeis alumna/us in the workplace. Beginning as early as the first year of their undergraduate career, students are matched with a Brandeis graduate who has volunteered to provide a glimpse into his or her field or work. The Internship Program offers students more than 22,000 nationwide opportunities throughout the academic year and summer months. These internships provide important experience, complementing liberal arts coursework.

Brandeis alumni are involved in many of the Hiatt Center's programs. The Hiatt Alumni Mentor Network includes more than 3,000 graduates who volunteer to provide advice and share professional contacts in their field of expertise.

A range of programs are offered to support students in the job search. The Hiatt Center utilizes an online recruiting system to provide students with easy access to employers who are interested in hiring Brandeis students. Interviews with prospective employers are arranged through this system. The Hiatt Center hosts employer and graduate/professional school visits to campus throughout the academic year. Students are individually coached on resume writing, the job search, and interview skills. All students are encouraged to make use of the resources in the Hiatt Career Center as early as possible in their Brandeis careers.



Chaplaincy

Religious activities and related programs are centered in the three chapels and are conducted by the student religious organizations: Berlin Chapel/Hillel at Brandeis University, the Bethlehem Chapel Community, and the Harlan Chapel Christian Community. Interfaith dialogue is an integral part of the programs of the three chapels.

Hillel, the foundation of Jewish student community on campus, is a multifaceted and pluralistic undertaking that embraces and welcomes Jews of all persuasions and interests. Hillel actively seeks to engage Jewish students on their own terms: to provide them with opportunities to express themselves Jewishly that are meaningful and appealing to them. Students are empowered to take responsibility for their Jewish identity, whether they wish to participate in a community service project, express themselves artistically, participate in a social event, engage in informal Jewish learning, or attend religious services. Any students may participate in Hillel—no membership is required. Hillel is committed to a pluralistic vision of Judaism that embraces all movements.

The Bethlehem Chapel Community serves the total Catholic community at Brandeis: students, faculty, and staff. There are Sunday and daily Masses, hours for private and group consultation, seminars, study groups, holy day and feast day programs, and other events.

The Harlan Chapel Christian Community serves the Protestant community at Brandeis and presents a variety of services and programs including religious services, poetry readings, films, and speakers. The Christian Fellowship and the Brandeis University Gospel Choir are under the sponsorship of Harlan Chapel Christian Community.

The three chaplains serve as advisors to these groups and are available to all persons within the University community for personal and religious counseling and informal exchange.

Athletics

Recognizing the importance of physical activity in a sound educational program, Brandeis University offers a wide variety of competitive and recreational opportunities. The Intercollegiate Athletic Program provides a challenging and enjoyable growth experience for Brandeis student-athletes, as well as providing a focus for campus spirit and pride. All full-time students may participate in annual varsity team tryouts after completing the required physical examination.

The University fields varsity teams for men in baseball, basketball, cross country, fencing, golf, indoor and outdoor track, sailing, soccer, swimming and diving, and tennis. Women compete in varsity basketball, cross country, fencing, indoor and outdoor track, sailing, soccer, softball, swimming and diving, tennis, and volleyball. The varsity squads compete against teams representing colleges and universities that regard athletics in the same

spirit as Brandeis University. In addition, students have organized club teams in sports such as ice hockey and lacrosse. Brandeis is a member of the NCAA, MAIAW, New England Athletic Conference, Eastern College Athletic Conference, the Greater Boston Collegiate Athletic Association, and the University Athletic Association, which provides national competition among its nine-member private research universities. The University has fielded conference and national championship teams as well as many national caliber individual competitors.

Believing in the value of athletic participation for conditioning and relaxation, the University maintains a full array of intramural and recreation programs. The intramural program has included basketball, flag football, soccer, softball, squash, tennis, and volleyball. Residence hall and commuter teams have been organized in these sports with the competitive aspects adding to the enjoyment of the game.

Health Center

The Brandeis Health Center is operated by Beth Israel Deaconess Medical Center. A health center fee, mandatory for graduate students, and optional for undergraduate students, entitles students to medical services at the Golding Health Center without additional charge during the academic year. This annual health fee does not cover off-campus medical consultations, dental care, medications, laboratory tests, drugs, X-rays, reusable supplies, psychological testing, or hospital admission. These costs are billed to the student's insurer. Students are responsible for these charges if rejected by the insurer.

During the academic year, the Health Center is open Monday through Friday from 8:00 am to 8:00 pm and 10:00 am to 4:00 pm Saturday and Sunday. Hours of operation change during intersession, midterm, spring recesses, as well as the summer months.

In addition, and separate from the health center fee, the Commonwealth of Massachusetts requires each student to have personal health insurance. Undergraduate students may elect to participate in the Student Health Insurance Plan (SHIP) offered through the University or may have private insurance. SHIP is an accident or illness plan. Graduate students may elect to participate in one of three different insurance plans offered through the University or may have private insurance. For additional information on SHIP please contact the Health Center at 781-736-3677.

Prospective students planning to matriculate in the college and graduate schools must submit a Health Examination Report (HER) completed by the personal physician prior to registration. In addition to information about previous health and details of the physical examination, evidence of immunization against tetanus, measles, mumps, rubella, and hepatitis B (undergraduates only) are required. A skin test for tuberculosis is recommended. Since students may not register for courses in the fall until the requirements have been satisfied, it is strongly recommended that the Health Examination Report be submitted by July 30.

Psychological Counseling Center

Established in 1952 as one of the first university counseling centers in the United States, the Brandeis Psychological Counseling Center, located in Mailman House, has continued to serve as a model for others of its kind. Founded on the premise that the best learning occurs in an environment that supports individual growth, the Center strives to help students integrate new information and experiences and expand their understanding of themselves in the world.

The Center offers the services of a diverse and accomplished staff that endorses a two-fold approach to working with students. It promotes a "wellness" model of care, which is aimed at helping students anticipate times of stress and encourages them to ask for help with their most immediate concerns. No concern is too large or too small to be met with respect and care. In addition, the staff brings skill and expertise to the deeper developmental and psychological issues that confront our student population and is prepared to address these more difficult emotional conflicts. As an essential and integral aspect of our efforts to provide an environment where students are free to seek help, we maintain the strictest standards of privacy and confidentiality.

Student Judicial System

The University establishes standards of student behavior and reserves the right to suspend or permanently dismiss students whose conduct warrants such action. The University will give notice and, if requested, a hearing before the appropriate body. The student judicial system is administered by the Department of Student Development and Judicial Education. Standards, policies, and procedures are published in the booklet *Rights and Responsibilities*.

Student Activities

Shapiro Campus Center

The Shapiro Campus Center acts as a focal point for cocurricular and extracurricular activities for students and others in the campus community. The Center provides office space and facilities for student government and a broad range of student clubs and organizations. Undergraduate students play a major role in the operation of the Center through collaboration with staff members in the Division of Student Life who are housed in the building.

Usdan Student Center

The Usdan Student Center is also integral to the daily lives of students. Usdan houses the undergraduate mailroom, two cafeterias, and a convenience store. There are also meeting rooms, administrative offices, the Graduate Student Association, and other student organizations.

Student Government

Brandeis students consider themselves a part of a community dedicated to the advancement of liberal values, the enrichment of life experience, and the broadening of knowledge. Organized as the undergraduate Student Union and the Graduate Student Association, they consider it their prime responsibility to create democratic student organization, increase the flow of new ideas, and provide enjoyable and creative recreational and cultural activities for all students.

The Student Union is the assembly of the entire undergraduate student body. The Student Senate, funded through the mandatory student activities fee, consists of elected officers and elected representatives from each class and each residence quadrangle, meeting regularly to conduct its business and supervise its programs. The student programming board, Student Events, has the responsibility for the allocation of a portion of the student activities fee to support social, cultural, and educational programs.

The Graduate Student Association (GSA) is the assembly of all graduate students. The Graduate Student Senate consists of elected officers and elected representatives from each academic department offering a graduate degree. Cultural, social, and educational programs are organized by the GSA throughout the year. There is a GSA lounge in the Usdan Student Center.

Students also serve as members of a variety of University committees, including the University Curriculum Committee, the Personal Safety Committee, the Parking Appeals Board, the Community Relations Committee, and the Conservation Committee. Two undergraduates and one graduate student also serve as representatives to the Board of Trustees and the National Alumni Association Board of Directors.

Student Organizations

A variety of student organizations exists for all who are interested. Organizations are open to any matriculated student on the basis of competency or interest. No exclusive or secret societies are recognized. Exclusive or secret societies are inconsistent with the principles of openness to which the University is committed. Therefore, social fraternities and sororities, in particular, are neither recognized nor permitted to hold activities on campus or use University facilities.

Public Safety

The Department of Public Safety is located at Stoneman. Responsibilities of this 25-member campus police force include campus-wide security/safety patrol, traffic control, and enforcement of University driving/parking regulations, protective custody of University offices, classroom/dormitory areas, and professional inquiry into incidents involving theft, trespassing, and related matters. The department places special emphasis on preventive and protective care for all members of the University community.

Automobile Regulations

All students must register their vehicles with the Department of Public Safety. Students with motor vehicles must observe University traffic and parking regulations, copies of which are available from the Department of Public Safety. Due to limited space, the Brandeis Parking and Traffic Committee *strongly* recommends that students leave their motor vehicles at home.

The College of Arts and Sciences

Dining Facilities

Student dining facilities are located in the Sherman and Usdan Student Centers. Kosher meal service is available in the Sherman Student Center, which shares a dining area with nonkosher meal service. The Usdan Dining Center offers a number of dining options including a snack shop and fast food operation in addition to the normal meal plan service. Light refreshments are also offered in Cholmondeley's, a coffeehouse operated by students in Usen Castle.

Graduate students should consult dining services for more details on the dining plan.

The Stein

Located in the Sherman Student Center, The Stein is a restaurant that offers sandwiches, light meals, beer, and wine. The Stein is a popular gathering place for students throughout the academic year.

Faculty Club

The Brandeis University Faculty Club is located in the Wien Faculty Center. The club offers membership to all in the greater Brandeis community and serves as a central location for formal and informal gatherings. Luncheon is served Monday through Friday from noon to 2:00 pm.

Bookstore

Located in the Shapiro Campus Center, the campus bookstore is operated by a private, non-Brandeis agency. The bookstore, through close association and coordination with academic departments and faculty members, offers students a comprehensive stock of textbooks and paperbacks related to the academic program. School supplies, computer supplies, clothing, health and beauty aids, and gift items may also be purchased at the bookstore.

Post Office and Student Mailroom

The campus mailroom is located in the Usdan Student Center. All undergraduate student mail is delivered to the campus post office, and a separate mailbox is maintained for each undergraduate student. All graduate student mail is delivered to the graduate department where a separate mailbox is maintained for each student. All U.S. postal services are provided, including the sale of stamps and money orders, registry of mail, handling of parcel post packages, and express mail delivery.

The College of Arts and Sciences is the undergraduate core of the University. The College comprises 24 departments and 28 interdepartmental programs, which offers 43 majors (p. 30) and 42 minors (p. 37). The departments and interdepartmental programs are divided among four schools forming broad groupings (p. 30) among the disciplines: Creative Arts, Humanities, Science, and Social Science. Interdepartmental programs provide a structured, intellectually coherent opportunity to explore areas of study that are interdisciplinary in scope. The range of departments and interdepartmental programs offers students and faculty the opportunity and formal structures needed to explore fields both in depth and across disciplines. The structure and offerings of the College encourage and inspire students and faculty to pursue a true liberal arts education through degrees and continuing research endeavors.

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Admission to the College of Arts and Sciences

The University selects new students each year on the basis of merit, admitting those individuals whom it believes to be best prepared academically and personally for the University's educational program and most likely to contribute to and profit from the life of the Brandeis community. Although it chooses a class varied in its interests, talents, and experience, it uses no quotas of any kind—geographic, racial, religious, or economic.

In its evaluation of candidates, the admissions office weighs evidence of accomplishment and development; school and teacher statements based on previous study and experience; relevance to the application of test results; and impressions gained through the application.

Admission Requirements for Freshmen Candidates

To be considered for freshman admission a candidate should be enrolled in a college preparatory course of study. Students planning to enter college before the completion of their secondary school programs, veterans, or other persons with equivalency diplomas or special school backgrounds should write directly to the director of admissions regarding their interest and experience.

An adequate course in preparation for Brandeis should include four years of English; three years of a foreign language, including study during the senior year whenever possible (two years each of two languages is acceptable but less desirable); three years of college preparatory mathematics (prospective science concentrators should present a year of advanced mathematics); at least one year of science (chemistry, physics, or biology); and one year of history. The remaining courses should generally be in traditional college preparatory studies. It is recognized, however, that courses in the creative arts are of value to students intending to concentrate in these fields in college.

The Scholastic Aptitude Test ("SAT I" and "SAT II: Subject Tests") of the College Entrance Examination Board (CEEB) are regarded by the Committee on Admissions as one of several factors in one's candidacy and as a method of evaluating the qualifications of candidates from different schools and areas. All candidates must take the SAT I and three SAT II: Subject Tests, one of which must be the SAT II: Writing Test. The other two are of the student's own choosing. We recommend that all candidates take the SATs in their senior year in order to present the best possible testing results. All tests should be completed by the end of January of the senior year. Students may submit results from the American College Testing Program (ACT) in lieu of College Entrance Examination Board testing.

Full information concerning testing may be obtained from secondary school guidance counselors or directly from the agencies administering the exams. For information on the SAT I and SAT II: Subject Tests, contact the College Board SAT Program, Box 6200, Princeton, New Jersey 08541-6200. For information on the ACT, write the American College Testing Program, Box 168, Iowa City, Iowa 52243. The candidate should direct the CEEB or ACT offices to report scores to the dean of admissions.

Early Decision

Freshmen candidates who, after careful consideration of various college options, have decided firmly that Brandeis is their first choice, are encouraged to apply for admission under the Early Decision Plan. Early decision candidates and their college counselors must sign a statement on the application indicating that they understand the implications of the Early Decision Plan and that the student will enroll if admitted. Although early decision candidates may file regular applications to other colleges, it is with the understanding that those applications will be withdrawn when candidates are offered admission to Brandeis under the Early Decision Plan. All applications and supporting credentials for early decision must be received no later than January 1. Supporting credentials should include the SAT I and as many SAT II: Subject Tests as have been completed, or the ACT. Early decision applicants will be notified of a decision within four weeks of the receipt of a completed application. Further detailed information about the Early Decision Plan is contained in the admissions application packet.

Admission Requirements for Transfer Candidates

The Committee on Admissions welcomes applications from individuals whose promise and prior attainment is in keeping with the opportunity for a continuation of concentrated scholarly study at Brandeis. Whenever desired, applicants will be granted a conference with a faculty member in the area of academic interest. Some financial aid is reserved annually for transfer candidates.

Transfer admission is granted solely in keeping with the University's degree requirement of a minimum of *two years* of full-time study. To be considered for admission, a candidate should present, in applying, evidence of good standing (academically and personally) in his or her preceding college and sound reasons for wishing to transfer.

In its selection of transfer candidates, the Committee on Admissions gives major consideration to the quality of college-level work completed and some consideration to further evidence of promise for achievement at Brandeis based on the secondary school record, personal evaluations by the appropriate dean and an instructor, and testing and information conveyed by the candidate. Candidates should submit either Scholastic Aptitude Test or ACT scores from testing completed either during secondary school or by April of the year of application.

Transfer candidates should apply by November 1 for the spring semester and by April 1 for the fall semester. International transfer candidates seeking financial aid must apply by January 15.

Admission of International Students

International applicants should request application materials from the Office of Admissions. To be considered for admission as an international student, a candidate should have successfully completed a pre-university program (the duration of which was at least 12 years) with strong results on nationally administered examinations where applicable. Undergraduate applicants whose native tongue is English are required to take the SAT I administered by the Educational Testing Service at centers throughout the world. The TOEFL (Test of English as a Foreign Language) is required of applicants who are not native speakers of English.

The deadline for receipt of international applications is January 15 for enrollment the following September. The deadline for spring semester admission is November 1. Candidates for September admission may apply for financial aid. No financial aid is available for international candidates for spring semester admission.

The Wien International Scholarship Program, created in 1958 by Lawrence A. and Mae Wien, is designed to further global understanding, provide international undergraduate students with opportunities for study in the United States, and enrich the intellectual and cultural life of the Brandeis campus.

The program permits the University to offer a limited number of undergraduate awards each year to outstanding incoming students. The scholarships are based on academic excellence and will cover the cost of tuition, fees, and a stipend for books. The remainder of the award, for room, board, and personal maintenance, is based upon the student's level of eligibility and available funds from the student and/or the student's sponsor. Additional grant, loan, and/or on-campus employment to meet the full need of each individual student may be provided, renewable through completion of the degree.

International applicants are considered for other University funded merit-based scholarships as well as limited need-based awards. Need-based awards are intended to assist as many students as resources permit through award packages of grant, on-campus employment, and loan funds covering part of the total cost; an International Student Financial Aid Application must be completed.

Brandeis Adult Student Option

The Committee on Admissions welcomes applications from adult students who are interested in pursuing their B.A. degree at Brandeis. For a candidate who has been out of high school or college for a number of years, the Committee on Admissions looks for evidence—recent course work (noncredit or credit), work, or volunteer experience—that the applicant has remained intellectually curious and highly motivated. Transcripts from recent course work are particularly helpful in providing documentation. Letters of recommendation from teachers, supervisors, or colleagues; a personal statement; and a personal interview give further evidence of promise for achievement at Brandeis. No standardized testing is required but a candidate may submit official testing if he or she desires.

Brandeis adult students may pay on a course-by-course basis taking as few as one or as many as five-and-a-half courses per semester (see tuition section for the rate per course). In order to receive the baccalaureate, they must meet all degree requirements, except rate-of-work requirements, that apply to full-time students. Credit will be given for course work done elsewhere if it meets University transfer credit criteria.

Candidates interested in the Brandeis Adult Student Option should apply by April 1 for the fall semester and November 1 for the spring semester.

Special Student Status

The University accepts as Special Students for the fall and spring semesters a small number of persons who are not candidates for a degree at Brandeis and who wish to elect one or more courses for which they are qualified and can demonstrate special need. This would include students who are degree candidates at another college or university wishing to attend Brandeis as visiting students. Special Student status is subject to approval on an individual and semester basis. Students whose academic performance does not meet Brandeis standards may be denied permission to register for a second semester. Neither residence nor financial aid is available to Special Students, and no special student may take precedence over a degree candidate in any limited enrollment course. Please note that international students in Special Student status must enroll for a full course of study.

Persons interested in Special Student status should apply by July 15 for the fall semester and by November 1 for the spring semester.

Credit for College-Level Work Done While in High School

Students may earn credit toward general education requirements (except academic residency) for college-level work taken during American high school study (grades 9-12) or before entering Brandeis as freshmen. Such courses must be offered by accredited post-secondary institutions; designed for and accessible to regular college students and taught by instructors whose institutional responsibilities are primarily at the post-secondary level; acceptable for degree credit at the host institution; and comparable to Brandeis courses in content, scope, and level of instruction, as judged by Brandeis faculty. To receive credit for courses taken at institutions other than Brandeis, the student must achieve grades of B- or higher, as certified by an official college transcript received by Brandeis, must not have applied the credit toward high school graduation requirements. For students in dual enrollment programs elective courses exceeding the total number required for high school graduation will be considered for evaluation. Students must petition through the Office of the University Registrar. Courses that are considered credit-worthy by sponsoring and cooperating colleges and universities may not meet Brandeis requirements.

Advanced Placement

Brandeis University participates in the Advanced Placement Program of the College Entrance Examination Board. Qualifying scores necessary to receive credit are recommended by the academic departments to their school councils and administered by the Office of Undergraduate Academic Affairs.

Generally, especially in the sciences, advanced placement credit may not be applied toward satisfaction of requirements for a major or minor. It may, however, permit students to begin work in a field at a higher level. Advanced placement credit may be

applied toward satisfaction of University degree requirements in the chart below.

Unlike some other languages, there is no advanced placement exam in Hebrew. Therefore, the Hebrew Program at Brandeis offers students who are non-native, have studied Hebrew in high school, have had no college-level courses, and have demonstrated advanced knowledge in the Brandeis Hebrew placement exam, an opportunity to take an additional exam for credit. Upon successful completion of that exam, a student will receive one course credit. This opportunity is available to students only at the time they first enter Brandeis University.

Students who receive qualifying scores and wish to apply eventually for Brandeis course credit must contact the College Entrance Examination Board and request that their scores be reported to the Coordinator of Advanced Placement, Office of Undergraduate Academic Affairs, Brandeis University, Mailstop 001, P.O. Box 549110, Waltham, Massachusetts 02454-9110. Brandeis University's school code number is 3092. Requests for additional information on the Advanced Placement Program should be addressed similarly.

Examination	Accepted Scores	Requirement Met	Concentration Credit	Semester Course Credit	Equivalent Brandeis Courses
Art History	5	School of Creative Arts	Yes	1	None
Biology	5	School of Science	No	1	None
Chemistry*	4, 5	School of Science	Yes	2	CHEM 11a, b, 18a, b
Computer Science AB	5	School of Science	No	1	COSI 11a
Economics: Macro	4,5	School of Social Science	No	1	None
Economics: Micro	4,5	School of Social Science Quantitative Reasoning	Yes	1	ECON 2a
Environmental Science	4,5	School of Science	No	1	None
English: Language	4,5	None	No	1	None
English: Literature	4,5	School of Humanities	No	1	None
European History	4,5	School of Social Science	No	1	None
French Language	5	Foreign Language	No	0	FREN 30-level
French Literature	5	Foreign Language	No	1	FREN 30-level
German Language	5	Foreign Language	No	1	GER 30-level
German Literature	None	None	No	0	None
Government: U.S.	5	School of Social Science	Yes	1	POL 14b
Latin: Virgil	4,5	Foreign Language	Yes	1	LAT 30-level

Advanced placement credit is awarded during a student's sophomore year. At that time students are invited by the Office of Undergraduate Academic Affairs to submit the paperwork needed for the processing of the credits. Students who apply Advanced Placement credits to the Brandeis degree may not enroll in courses here or elsewhere that are regarded as equivalent without experiencing the revocation of the Advanced Placement credit. Course equivalents are determined by the academic departments and posted by the Office of Undergraduate Academic Affairs.

A maximum of four semester-course credits may be applied toward the academic residency requirement from credit awarded for Advanced Placement exams. Additional course credits beyond the four semester-course credits can be awarded and can be used for placement purposes, general degree requirements, and major/minor requirements as allowed by individual departments.

Any questions about the use of Advanced Placement credit should be directed to the coordinator in the Office of Undergraduate Academic Affairs.

Advanced Placement Credit

Note: University policy regarding advanced placement credit has been modified in recent years. Accordingly, the value and purpose of advanced placement credit in a student's overall academic program differ according to the initial date of entry to the University. Students who entered before the fall of 1994 should consult earlier bulletins, or seek clarification from the Office of Academic Affairs.

Examination	Accepted Scores	Requirement Met	Concentration Credit	Semester Course Credit	Equivalent Brandeis Courses
Mathematics AB**	4 5	School of Science School of Science	No No	1 2	MATH 10a MATH 10a, b
Mathematics BC**	3 4,5	School of Science School of Science	No No	1 2	MATH 10a MATH 10a, b
Music Literature	5	School of Creative Arts	No	1	MUS 1a
Music Theory	5	School of Creative Arts	No	1	MUS 5b
Physics B***	4,5	School of Science Quantitative Reasoning	No	2	PHYS 10a, b
Physics C: Mechanical***	4,5	School of Science Quantitative Reasoning	Yes	1	PHYS 11a
Physics C: Electrical***	4,5	School of Science	Yes	1	PHYS 11b
Psychology	4,5	School of Social Science	No	1	PSYC 1a
Spanish Language	5	Foreign Language	No	0	SPAN 30-level
Spanish Literature	5	Foreign Language	No	1	SPAN 30-level
Statistics	4,5	Quantitative Reasoning School of Science	No	1	MATH 8a
U.S. History	4,5	School of Social Science	No	1	None

*Students electing to receive AP credit for first-year chemistry cannot take CHEM 11a/b, CHEM 15a/b, CHEM 18a/b, or CHEM 19a/b for credit.

**Students may elect to receive credit for either Mathematics AB or Mathematics BC, but not for both.

***Students may elect to receive credit for either Physics B or Physics C (Mechanical or Electrical), but not for both.

International Baccalaureate

Brandeis recognizes the International Baccalaureate diploma and will award four semester-course credits (one semester) for a total of 30 points on the baccalaureate examination. The diploma must include three Higher Level examinations with grades five or better. If a student has a total of fewer than 30 points or has fewer than three acceptable Higher Level examinations, Brandeis will award eight credit hours for each Higher Level exam with a grade of five or higher (to a maximum of four semester-course credits). Additional course credits beyond the four semester-course credits can be awarded; these credits can be used for placement purposes, general degree requirements and major/minor requirements as allowed by individual departments, however the additional credits beyond the four semester-course credits may not be used toward the academic residency requirement.

Credit for Foreign School-Leaving Examination

International students are obliged to supply the results of their advanced secondary school examinations to the Office of the University Registrar for evaluation. Brandeis accepts credit toward the B.A. or B.S. degree for a number of such examinations, including the British Advanced Level examinations, the German *Abitur*, the French *baccalauréat*, and others; credit is contingent upon level of performance and details may be obtained from the Office of the University Registrar. Credit from such sources will not be applied to the Brandeis record until the student has completed two semesters at the University. Students may not enroll in courses deemed equivalent to the foreign work without loss of the foreign credit. A maximum of four semester-course credits may be applied toward the academic residency requirement.

Transfer Credit Policies

Transfer students are obliged to supply official transcripts documenting all previous college-level work. All such work is evaluated and each incoming transfer student is furnished by the registrar with an evaluation based upon existing faculty policies. The evaluation will indicate the number of course credits granted and the number of degree requirements that have been met. No more than 16 course credits may be granted because residence requirements specify that a minimum of 16 courses in four semesters must be successfully completed at Brandeis.

Courses must have been taken at accredited, degree-granting institutions from which an official transcript has been received. The courses must be generally equivalent to courses offered at Brandeis, and the grade received must be equivalent to at least a C-, though credit is usually awarded for a "pass" grade in a system allowing non-letter grades. Occasionally, credit may be awarded conditionally, pending successful completion of a year at Brandeis. Only selected overseas study programs are acceptable for Brandeis credit; for further details on the transfer of credit from overseas study sources, consult the Office of the University Registrar. Students may not be concurrently enrolled at Brandeis during a term in which transfer credit is sought, except as allowed under the provisions of cross-registration.

Credit is granted on an equivalent semester basis with four course credits being awarded for completion of a normal semester's work at the other institution. Normally, one quarter-course receives no credit, two quarter-courses are granted one course credit, and three quarter-courses are awarded two course credits.

Students who do not initially receive credit for a particular course taken at another institution may petition the registrar for reconsideration. Such a petition requires the signature of the appropriate Brandeis faculty member and must indicate the Brandeis course to which it is considered equivalent. In an unusual situation, the petition may be referred to the Committee on Academic Standing for final resolution.

In determining progress toward the requirements of a major, departments may consider only non-Brandeis courses that have been accepted for degree credit. Departments may limit the number of such courses that they will apply toward the major. Rules governing the application of transfer credit to majors may differ from department to department.

Application and Admissions Procedures

For the most current information regarding admissions procedures and deadline dates, prospective candidates should consult the instructions accompanying the application.

The address for the forwarding of all inquiries, materials, and test results is:

Brandeis University
Office of Admissions
Mailstop 003
P.O. Box 549110
Waltham, Massachusetts 02454-9110
781-736-3500 or 800-622-0622
781-736-8502 TTY/TDD

Financial Aid

Brandeis maintains a substantial aid program consisting of grants, loans, and work awards. More than 65 percent of the students enrolled at Brandeis receive University assistance. The staff of the Office of Student Financial Services is available to assist parents and students in planning to finance four years of undergraduate education.

Financial aid is awarded after a careful analysis of the family's ability to support the student's costs of education. The analysis is based on the information submitted by the family on the Free Application for Federal Student Aid (FAFSA) and the CSS/Financial Aid PROFILE. The student's eligibility for assistance is determined according to federal government regulations and University policies governing financial aid programs. Included in the analysis is the ability of the parent(s) and the student to contribute from both current and future income and assets. The difference between a family's ability to support the student and the actual costs of education is determined to be the student's financial need.

The Office of Student Financial Services reviews a number of factors in determining each student's financial aid award. Demonstrated financial need, academic achievement, and geographic and cultural diversity each play a role in the type and amount of grant/scholarship assistance offered. Students should expect some combination of grant, scholarship, loan, and/or work awards in their financial aid offer.

Financial Aid Policy

1. Students receiving grant aid will usually be expected to assume loan and work obligations as part of a self-help package determined annually by the Office of Student Financial Services. Students may request increased loan and decreased work if loan funds are available.

2. Financial aid applicants are required to apply for the Federal Pell Grant and state scholarship programs where available. Brandeis is unable to replace with University funds non-University aid that students are eligible to receive, but for which they fail to apply.

3. Outside awards received from federal and state programs may result in a dollar-for-dollar reduction in Brandeis Grant and Trustee Scholarship funds. Outside awards received from non-governmental sources, even if based on criteria exclusive of need, will first be used to fulfill any unmet federal financial need. Any outside award amount in excess of unmet federal financial need will reduce the self-help (loan and work) and then grant components of the student's need-based award. Students receiving need-based or merit-based aid will not be permitted to keep outside awards in excess of the total cost of attendance.

The above policy will be applied to outside awards received by any Brandeis student regardless of class year. All awards should be reported in writing to the Office of Student Financial Services.

4. All students must reapply for financial aid each year. Students receiving any type of federal aid must file the Renewal Free Application for Federal Student Aid (FAFSA), which will be mailed to each student's permanent address during the winter intersession. Students receiving Brandeis Grant or Trustee Scholarship funds must also provide copies of student and parent tax returns. The University may also require verification of certain application items including, but not limited to, the student's academic year residence status and the enrollment of siblings at other post-secondary institutions. The priority filing date for applying for renewal of financial aid is April 1.

While it is expected that financial assistance will be continued each year of the student's undergraduate enrollment, the form and/or amount may change in subsequent years to reflect changes in financial need, federal and University funding, and other circumstances. An increase in the amount of loan in the financial aid package should be anticipated.

5. Upperclass students who wish to apply for financial aid for the first time must file the FAFSA and the CSS/Financial Aid PROFILE as well as submit copies of student and parent tax returns. The University may also require verification of certain application items including, but not limited to, the student's academic year residence status and the enrollment of siblings at other post-secondary institutions. The priority filing date for applying for financial aid is April 1.

6. First-year students who receive any type of federal aid must file the FAFSA before any aid can be credited to their student account. First-year students who receive Brandeis Grant or Trustee Scholarship funds must also provide copies of student and parent tax returns. The University may also require verification of certain application items including, but not limited to, the student's academic year residence status and the enrollment of siblings at other post-secondary institutions.

7. If a student changes his or her academic program (i.e., taking less than 12 credit hours [which equates full-time status], studying abroad or elsewhere domestically, graduating in less than four years, graduating in more than four years, or taking a leave of absence), there may be implications for the amount and type of financial aid that the student can receive. If a student is considering any of the above options, they should consult a financial aid counselor first to discuss the impact that it may have on their financial aid eligibility.

8. Federal regulations require that a student receiving federal assistance make satisfactory academic progress in accordance with standards set by the University. Brandeis delegates the responsibility to monitor academic progress to the Committee on Academic Standing and charges it to make such determinations on the basis of individual merit, and not in relationship to some arbitrary numerical standard. The committee thoroughly reviews the records of students whose performance was unsatisfactory, i.e., more than one D and/or one or more E or F, at the conclusion of each semester. Students whose progress has been judged unsatisfactory and whose withdrawal has been required by the Committee on Academic Standing shall be accorded a reconsideration by that body in the presence of new information, judged to be relevant by the dean of the college or his/her designee. Should a required withdrawal action be rescinded on appeal, financial aid eligibility shall be reinstated. Any student permitted by the committee to register for the following semester is considered to be making academic progress and is eligible for financial aid from federal and University sources. However, since an ability to complete the degree within eight semesters is a measure commonly applied by the committee in making these determinations, students are advised to consult the sections of the current *University Bulletin* pertaining to class standing (under "Academic Regulations").

Loans

1. Federal Perkins Loan Program—Interest is not charged and repayment is not expected while the recipient is enrolled. During repayment, interest is at a fixed rate of five percent per year, and repayment may be made over a 10-year period. Cancellation of a portion of the aggregate loan is available for service as a teacher of the handicapped, or in a low-income school district. The number of Perkins Loans is limited and reserved for the most needy students.

2. Federal Direct Stafford Loan Program—This program enables eligible undergraduate students to borrow up to \$2,625 during the first year, \$3,500 in the second year, and \$5,500 in the third and fourth years. All students, regardless of family income, must submit a Free Application for Federal Student Aid (FAFSA) and a Verification Worksheet (if required) in order to be eligible for a Federal Direct Stafford Loan. Students are notified of their eligibility for this loan program on the financial aid award letter.

There are two different forms of this loan: the **Federal Direct Subsidized Stafford Loan** and the **Federal Direct Unsubsidized Stafford Loan**. Interest and repayment are deferred on the Federal Direct Subsidized Stafford Loan while the borrower attends college on at least a half-time basis. Although repayment is also deferred on the Federal Direct Unsubsidized Stafford Loan while the borrower is enrolled on at least a half-time basis, interest accrues on this loan from the time the loan funds are disbursed. The interest may be deferred and capitalized. Six months after the cessation of half-time enrollment, the borrower begins a 10-year repayment period (other repayment options are available) during which time interest is charged to the student. Contact the Office of Student Financial Services for current interest rate information.

Borrowers of the above loans must obtain and complete the required promissory notes, as well as any supplemental loan forms, at the beginning of their entering semester upon receipt of correspondence from the Office of Student Financial Services. Anticipated credits on a student's account will be cancelled if all required forms are not completed. The terms of the above loan programs are subject to federal legislation and may be changed.

Title IV Cancellation

If you have been awarded a student loan (Federal Direct Stafford or Perkins) or parent loan (PLUS or MEFA), you have a right to cancel all or a portion of your loan or loan disbursement. To do so, please submit a written request to: Office of Student Financial Services, Brandeis University, Mailstop 027, P.O. Box 549110, Waltham, MA 02454-9110.

A request for loan cancellation or adjustment must be made before the end of the academic year or prior to leaving school—whichever comes first—and must state which loan(s) and what amount(s) you wish to cancel. Cancellation of your awarded student loan(s) will most likely create a balance due on your account. This balance would be due and payable upon receipt of the statement.

Student Employment

The student employment section of the Office of Student Financial Services seeks to provide work opportunities to students seeking work on campus and in the Waltham area. This service is available to students, regardless of whether or not they are receiving financial aid. Students who receive job allotments as part of their financial aid package will have priority for jobs but many non-aided students find campus employment. Potential job earnings *are not* deducted from billed charges from the University at the beginning of each term. Students receive paychecks based on hours worked.

Financial Aid to Transfer Students

Financial aid is available for students entering Brandeis as transfer students from other institutions of higher education. Applicants who cannot afford to attend Brandeis without financial assistance should submit the Free Application for Federal Student Aid (FAFSA), and a CSS/Financial Aid PROFILE. The application for financial aid is due at the same time as the application for admission.

Fees and Expenses

Financial Regulations

Any student with outstanding financial obligations will be denied the privileges of attending classes and using University facilities. Every student must satisfy his or her financial obligations in full to the University in order to receive certification of graduation. Official transcripts and certifications will be withheld until financial obligations to the University have been discharged. Failure to discharge financial obligations includes, but is not limited to, delinquency of a borrower in repaying a loan administered by the Office of Student Financial Services and the inability of that office to collect such a loan because the borrower has discharged the indebtedness through bankruptcy proceedings.

Application, Matriculation, and Orientation Fees

Each application for first-year or transfer admission must be accompanied by a fee of \$55. All application fees are nonrefundable and cannot be credited toward other fees.

A nonrefundable matriculation deposit of \$500 must be filed by each candidate upon notification of acceptance. This deposit reserves a place in the class and the option of applying for first-year housing and is credited toward the first semester tuition bill. If the student fails to enroll or withdraws his or her application, the matriculation deposit is forfeited.

New students are charged a nonrefundable mandatory orientation fee, ranging from \$75 to \$150.

Tuition

The tuition fee for 2003-04 is \$28,999 and the fee for each semester course required for degree credit is \$3,625.

Library privileges and use of athletic facilities for the academic year are included in the full tuition fee.

Students who return to the University after withdrawing will pay the prevailing tuition and other fees. In view of the constantly increasing costs of education, students may expect tuition increases during their academic careers.

Financial Implications of Course Load Variation

Extra tuition charges are not incurred when course loads are within maximum rate of work limits, nor are charges reduced or refunds applied for course loads below the normal rate of work. Students who are granted special permission by the Committee on Academic Standing to undertake course schedules in excess of maximum rate of work limits will incur extra tuition charges calculated at the per course tuition rate for the year in which the course is taken.

Questions regarding the financial implications of course load variation should be directed to the Office of the University Registrar. Questions regarding the billing schedule should be directed to the Office of Student Financial Services.

Room and Board Fee

The total charges for a standard dormitory room (double occupancy) and a 14-meal per week board contract for the 2003-04 academic year are \$8,323. Other meal contract options are available.

For upperclass students, other living accommodations are available at annual rates ranging up to \$1,525 more than the standard dormitory room (double occupancy) rate of \$4,675.

Returning upperclass students must make their advance deposits of \$200 during the spring room drawing.

Students residing in dormitory rooms must sign room licenses and board contracts binding for the full academic year. Students residing in either of the apartment complexes must sign room licenses binding for the full academic year; board contracts are available to, but not required of, these students.

Nonresident students may eat in the University dining halls on a cash basis.

Transcript Fee

Students are entitled to 20 official transcripts of their academic work without charge. A charge of \$5 will be made for each subsequent transcript. The student will pay the transcript fee in advance at the Office of the University Registrar (Kutz Hall). Official transcripts will be issued only to those students whose financial records with the University are in order.

Other Fees

The following are other mandatory annual fees for 2003-04:

1. Student Activities fee, \$290.
2. Student Health Service fee, \$411.
3. Technology fee, \$175.
4. Student Health Insurance Plan (single coverage), \$898. Mandatory unless proof of other coverage is provided.

There are other University fees that a student may incur for specific services or failure to meet commitments. These fees include but are not limited to the following for 2003-04:

1. Laboratory fees, \$15-50.
2. Studio fees, \$10-80.
3. Medical school application processing fee, \$50.
4. Monthly payment plan fee, \$100.
5. Parking fees, \$35-150.
6. Study abroad fee, \$300 (semester) or \$500 (academic year).
7. Senior fee, \$27.
8. Returned Check fee, \$25.
9. Late fee, \$300-500.

Payment Plans

Semester Plan

The first semester bill will be issued during July and payment will be due on or before August 1, 2003; the second semester bill will be issued during November and payment will be due on or before January 3, 2004.

Monthly Payment Plan

Academic Management Services (AMS) has contracted with Brandeis to administer the monthly payment plan. The application and a nonrefundable handling fee of \$100 must be returned to AMS by July 15, 2003. The payment plan electronic withdrawals will begin on August 1, 2003.

Refunds

A student who leaves the University without the approval of the Office of Undergraduate Academic Affairs is not entitled to a refund.

For approved or required leaves, withdrawals, suspensions, or dismissals, the date of departure will be considered to be that which is approved by the Office of Undergraduate Academic Affairs.

All requests for refunds must be *in writing* and are subject to review and final approval by the Office of Student Financial Services.

Approved refunds follow this schedule:

1. Tuition Withdrawal

Before the opening day of instruction: 100% of semester tuition.

On or before the second Friday following the opening day of instruction: 75% of semester tuition.

On or before the fifth Friday following the opening day of instruction: 50% of semester tuition.

After the fifth Friday following the opening day of instruction: no refund.

2. Fees

There is no refund of any other fee on or after the first day of instruction of either semester.

3. Room and Board Charges

Refund of room and board contract charges are determined in accordance with the terms outlined in the contract.

4. Financial Aid

When a student withdraws during a period in which he or she is receiving federal financial aid, the amount of Title IV funds (other than FWS) that must be returned to the Title IV programs is based solely on the length of time the student was enrolled prior to withdrawing. A student's withdrawal date is defined as the date that the student began the withdrawal process prescribed by the school; the student otherwise provided the school with official notification of the intent to withdraw; or, for the student who does not begin the school's withdrawal process or notify the school of the intent to withdraw, the mid-point of the payment period of enrollment for which Title IV assistance was disbursed (unless the University can document a later date). The University has additional latitude to determine the

withdrawal date of a student who dropped out without notifying the University due to circumstances beyond the student's control, such as illness, accident, or grievous personal loss.

The amount of funds earned by the student is directly proportional to time enrolled, through 60% of the period of enrollment. After 60%, the student is considered to have earned all aid. Unearned Title IV aid must be returned to the programs. The University bears the responsibility of returning funds up to the lesser of the unearned amount or an amount determined by multiplying institutional costs by the unearned percentage. The student must return any unearned amount that is not the responsibility of the University to return. Unearned funds are returned first to Stafford Loans, then to Perkins Loans and then to PLUS Loans. Once loans are satisfied, remaining unearned funds are distributed to Pell Grant, then to FSEOG, then to other Title IV funds that require a refund. The student repays unearned funds owed to a loan program under the terms of the promissory note. Repayments to grant programs are made according to grant overpayment regulations. If a student received aid from other (private, state) sources, refunds to them will be made in accordance with the policy of the donor(s).

The refund remaining after any funds are returned to federal and outside programs will be divided between the student and University financial aid programs in the same ratio as these sources were credited to the student's account (e.g., if a student paid one-half of the bill, one-half of the remaining refund will be returned to the student and one-half will be returned to the University financial aid programs from which the student received assistance. For students whose financial aid awards exceed the University's charges (e.g., students who live off campus), funds that were dispersed to support educationally related expenses (e.g., room, board, books, etc.) must be repaid on a prorated basis determined by the University.

Further information on the refund policy for aided students and the calculation for any specific case is available from the Office of Student Financial Services.

Requirements for the Undergraduate Degrees

Brandeis offers the Bachelor of Arts and the Bachelor of Science degrees. A student may earn only one undergraduate degree. Students who declare a major that offers a Bachelor of Science track must specify which degree is sought (the B.A. or B.S.) when the major is declared. Undergraduate degrees are awarded once a year in May. Diplomas specify the degree earned, any honors awarded (latin and/or departmental), and completed majors.

All candidates for a bachelor's degree, regardless of date of entrance to Brandeis, must satisfactorily complete a major, a writing requirement, a foreign language requirement, a group of courses designed to provide a strong foundation in general education, and the physical education requirement. No courses used to fulfill any general University requirement may be taken on the pass/fail grading option. No more than one course (and never the final one) in the foreign language sequence may be taken pass/fail if the language is being offered in satisfaction of the foreign language requirement.

Students will follow a curriculum that features requirements in foreign language, writing, quantitative reasoning, non-Western and comparative studies, and a new program of general foundation courses; the section at the back of this *Bulletin* with the patterned edge contains the courses that will satisfy these requirements. Clarification regarding University degree requirements may always be obtained from the Office of the University Registrar.

Academic Residency Requirement

A. Students entering Brandeis University as freshmen in August 2003 and thereafter are required to complete 32 semester courses (equivalent to eight full-time fall or spring semesters or 128 semester-hour course credits).

B. At least seven full-time fall or spring semesters (28 semester courses/112 semester hour course credits) must be completed in residence at Brandeis University or in an approved Brandeis University program (e.g., Study Abroad Program). Students who elect to study abroad must complete at least six semesters in residence at Brandeis University (24 semester courses); a study abroad semester (four courses) may count as the seventh Brandeis University semester. A second study abroad semester (four additional courses) or an additional semester at Brandeis University may count as the eighth semester (see option 3 in table below).

C. Up to four of the 32 semester courses (equivalent of one full semester, the eighth) may be completed by any combination of credits from the following:

1. Courses taken at Brandeis University in excess of 28 (in excess of 24 for study abroad students) during any fall or spring semester or in Brandeis University Summer School.
2. Study abroad in a second semester of a Brandeis University approved program.
3. Advanced Placement exams.
4. International Baccalaureate exams.

Options for Earning 32 Course Credits (each option totals eight semesters)

	Brandeis Semesters	Study Abroad Semesters	Set of 4 Courses*
1.	8 fall or spring semesters	0	0
2.	7 fall or spring semesters	0	1
3.	7 fall or spring semesters	1 fall or spring semester	0
4.	6 fall or spring semesters	1 fall or spring semester	1
5.	6 fall or spring semesters	2 fall or spring semesters	0

*From any combination of sources detailed in point C above.

While students may repeat, for the purpose of demonstrating a higher level of mastery, courses in which a passing grade already has been earned, such repeated courses do not yield additional credit toward the degree and are not applied toward the residency requirement.

Course credits awarded for AP, IB exams,

college courses taken while in high school, or summer courses taken outside of Brandeis University may be used for placement purposes, general degree requirements (e.g. school distribution, foreign language), and major/minor requirements as allowed by individual departments and programs. Note: Credits awarded for college courses taken while in high school, or summer courses taken outside of Brandeis University may not be used for the academic residency requirement.

Students who have completed the academic residency requirement and all other requirements for the bachelor's degree may apply to enroll for one semester on Senior Reduced Rate status.

Students who entered Brandeis as freshman prior to August 2003 should consult the *University Bulletin* published the year they entered.

The Schools of the University

Within the College of Arts and Sciences, courses are offered by academic departments to support educational programs and objectives that are departmental, interdisciplinary, and University-wide in scope. Academic departments reside in schools: the School of Creative Arts, the School of Humanities, the School of Science, and the School of Social Science. Because the organization of undergraduate degree requirements makes reference to this school structure, it is important that students familiarize themselves with it. The section below devoted to majors outlines the school membership of various academic departments. Most typically, the courses offered by a department will have membership in one school, that in which the department resides. Some courses, however, may have membership in more than one school. Also, some interdisciplinary areas do not fit neatly into a single school; individual courses within such areas may reside in different schools. The school membership of courses has been incorporated into the "requirement codes" appearing in the course listings. A legend for the codes may be found in the "Requirement Codes" section of this *Bulletin*. The course offering booklets published each fall and spring also indicate to which schools particular courses belong. If in doubt about the school membership of a particular course, consult the Office of the University Registrar.

Double Counting

In the undergraduate curriculum, it is intended that courses will serve multiple purposes in a student's program. Specifically, students are encouraged to satisfy some general University requirements (e.g., writing, quantitative reasoning, non-Western and comparative studies, and school distribution) in the context of completing a major, or a minor.

Some majors, however, limit the degree of "double counting" between and among majors and minors. Students pursuing double majors, or other combinations of majors and minors, are advised to consult with all appropriate undergraduate advisors to come to a mutually acceptable degree of overlap. Between and among general University requirements, the only limitations on double counting are as follows: University Seminars in Humanistic Inquiries are interdisciplinary in character; they do not have membership in any specific school of the University. The three course foreign language sequence may not be applied toward the school distribution in the humanities. No single course in a student's program may satisfy both the quantitative reasoning requirement and the science component of the school distribution requirement. No course numbered in the 90s may apply toward the school distribution component. Finally, a single course may be used toward school distribution in only one school.

General University Requirements

A strong, general education foundation is built through work in a variety of interconnected elements. The fundamental goals of the program are to improve students' abilities to integrate knowledge from different fields; to provide opportunities for the acquisition and development of writing, linguistic, and quantitative skills; to introduce flexibility in the scheduling of degree requirements throughout the undergraduate career; and to expand students' opportunities to interact with faculty in small class settings in the first year of instruction.

The basic outline of the requirement structure is as follows:

A. University Seminar in Humanistic Inquiries

All students in their first year will complete one semester course from this program. These courses enable participants to engage fundamental questions about human existence and meaning through the critical study of significant texts or artistic creations. This course may or may not be designated as a USEM+W course; those that are designated as USEM+W may be used to satisfy Option I of the first year writing requirement (see "University Writing" below).

B. University Writing

The writing requirement is satisfied by completing one of the following options:

Option I: **One** University Seminar in Humanistic Inquiries Plus Writing (USEM+W) taken in the first year, plus **two** writing intensive courses. The USEM+W course has a fourth hour of instruction focusing on composition that is closely linked, thematically and stylistically, to the academic disciplines that define the context and content of the course.

Option II: **One** University Writing Seminar (UWS) taken in the first year, plus **one** writing intensive course, in addition to **one** University Seminar in Humanistic Inquiries (also taken in the first year—see [A] above). The UWS is a full-credit course specifically dedicated to writing as a subject in its own right; it treats writing as a multifaceted art and gives students an opportunity to study and experiment with a broad range of writing styles.

All first-year students will thus complete either a USEM+W or a UWS course. Both courses place special emphasis on forms of argumentation. Other areas of attention include critical reading, essay structure, revising, research skills, and proper documentation.

Over the summer, some students may be notified that they must take a placement test to determine their level of writing proficiency. Upon evaluation of the test, some students may be placed in Composition, a course taken in the fall semester. These students will then take either a USEM+W or a UWS and USEM in the spring semester.

Certain students whose native language is not English may be required to have their English writing skills evaluated and to have an interview during orientation before the beginning of classes. On the basis of this evaluation, students may be advised to sign up for an individual, noncredit tutorial in the English as a Second Language Program to supplement their work in composition, the University Seminar, the University Writing Seminar, or other writing courses. Transfer students may have their credits evaluated to see if they have successfully completed the necessary course to satisfy the first-year writing requirement. If they have not, they should see the director of University writing, in the English department, for alternative ways to complete this requirement.

The writing-intensive component of the writing requirement is normally completed in a student's second or third year. Writing-intensive courses, which are offered in departments throughout the University, are based in academic disciplines and include writing as an integral part of the course work. They involve frequent writing assignments, opportunities for rewriting, and consultations with the instructor. Writing-intensive courses may serve multiple purposes, advancing students toward majors, minors, non-Western and comparative studies, or distribution requirements. Courses numbered in the 90s shall not be eligible for a writing-intensive designation.

C. Quantitative Reasoning

All students will take one course that is designated as meeting the quantitative reasoning requirement. These courses from various disciplines share a commitment to enabling students to understand, interpret, analyze, and evaluate numerical data and other quantitative information.

D. Foreign Language

The foreign language requirement is met by successful completion of a third semester course (normally numbered in the 30s) in the introductory language sequence. No more than one course (and never the final one) in the sequence may be taken on the pass-fail grading option.

The foreign language requirement at Brandeis reflects a belief in the importance of understanding language—our own and the language of others—as central to society and culture. The goal of the foreign language requirement, therefore, is to prepare students to understand better and to participate in a foreign culture by developing basic skills (speaking, listening, reading, and writing) in another language.

Alternatively, the requirement may be satisfied by achieving a score of 4 or 5 on an appropriate Advanced Placement Test, by a score of 62 or more on the appropriate CEEB SAT II test, or by a satisfactory score on a foreign language placement test administered on campus in the fall. Local placement exams may be taken only at the time of matriculation at Brandeis. Students for whom English is a second language may be exempted from this requirement. Students who satisfy the requirement by means of an advanced placement score shall be accorded, upon request, appropriate credit toward the Brandeis degree. Students may also fulfill this requirement by demonstrating proficiency in American Sign Language through testing at a site approved by Brandeis.

Individual placement decisions vary depending on the quality of high school training, the level of performance, and how recently the language was studied. Foreign language placements are valid for one year only; subsequent placements are based on the mandatory placement examinations and consultation with the appropriate language coordinator. Students are urged to begin fulfilling the foreign language requirement as soon as they matriculate and to complete the required sequence without interruption.

E. Non-Western and Comparative Studies

Students will complete one semester course that examines some particular culture, society, or region of the non-Western world, or that systematically makes comparisons across cultural barriers. This requirement aims to enlarge students' understanding of human achievements and potentialities beyond the Western tradition.

F. School Distribution

Students will complete one semester course in each of the four Schools of the University: Creative Arts, Humanities, Science, and Social Science. Because "double counting" generally is encouraged, most students will satisfy the school distribution requirement in the context of others, e.g., in satisfying the requirements of a major or a minor. Between and among general University requirements, the only limitations on double counting are as follows: University Seminars in Humanistic Inquiries are interdisciplinary in character, and have membership in no specific school of the University. The three-course foreign language sequence may not be applied toward the humanities component of this requirement. No single course in a student's program may satisfy both the quantitative requirement and the science component of this requirement. No courses numbered in the 90s may apply toward this component. Finally, a single course may be used toward school distribution in only one school.

Majors

General Requirements

To obtain a bachelor's degree in the College of Arts and Sciences, students must complete the requirements of a major. Students are encouraged to choose an intended major after consultation with a faculty advisor in that department by the end of the first year, and required to do so by the end of the sophomore year. Students who have not declared a major by the end of their sophomore year will have a registration hold placed on their records blocking registration for the fall term of their junior year.

Certain departments permit qualified students to offer a limited number of related courses in other fields toward their major requirements. This option is open to students able to present a purposeful and coherent course of study as judged by the department; such requests are subject to rigorous examination. Students should consult individual departmental listings.

Students may complete a second or a third major in addition to their primary major. Completion of the second or third major must take place within the normal time allotted for completion of the bachelor's degree (eight semesters for students entering as freshmen). The time to degree for transfer students is less and is determined based on the number of credits initially transferred upon entry. Students may declare a maximum of three majors. Declared majors appear on the student's transcript, and completed majors appear on the transcript and diploma.

Completion of a Major

To enroll in courses fulfilling major requirements, students must have received a C- or better in prerequisite courses.

A 2.00 (C) average is normally required in courses offered for completion of requirements for a major.

Majors

African and Afro-American Studies
 American Studies
 Anthropology
 Art History
 Biochemistry
 Biological Physics
 Biology
 Chemistry
 Classical Archaeology and Ancient History
 Classical Studies
 Comparative Literature
 Computer Science
 Creative Writing
 East Asian Studies
 Economics
 English and American Literature
 European Cultural Studies
 French Language and Literature
 German Language and Literature
 Greek Language and Literature
 Health: Science, Society, and Policy
 Hebrew Language and Literature
 History
 International and Global Studies
 Islamic and Middle Eastern Studies
 Italian Studies
 Latin American Studies
 Latin Language and Literature
 Linguistics
 Mathematics
 Music
 Near Eastern and Judaic Studies
 Neuroscience
 Philosophy
 Physics
 Politics
 Psychology
 Russian Language and Literature
 Sociology
 Spanish Language and Literature
 Studio Art
 Theater Arts
 Women's Studies

School of Creative Arts

Courses in the School of Creative Arts teach the history of the visual and performing arts, engage students in the creative process itself, and develop artistic skills and aesthetic sensibilities. Requirements for majors in each department are listed on the pages indicated.

161	Fine Arts
271	Music
364	Theater Arts

Candidates for honors must have the approval of the appropriate department.

School of Humanities

The School of Humanities offers the undergraduate a systematic introduction to our literary and philosophical heritage. Requirements for majors and honors are listed on the pages indicated.

113	Classical Studies
117	Comparative Literature
139	English and American Literature
155	European Cultural Studies
169	French Language and Literature
175	German Language and Literature
183	Hebrew Language and Literature
235	Islamic and Middle Eastern Studies
238	Italian Studies
281	Near Eastern and Judaic Studies
307	Philosophy
345	Russian Language and Literature
360	Spanish Language and Literature

At Brandeis, the following ancient languages are offered: Akkadian (the Semitic language and literature of Assyria and Babylonia preserved in cuneiform), Greek, Biblical Hebrew, and Latin.

School of Science

The School of Science provides the basic scientific training preparing students for entry into graduate school or for work at the intermediate level in their scientific fields. Students are encouraged to take such courses outside the School of Science as will best broaden and further their intellectual growth. Requirements for majors are listed on the pages indicated.

84	Biochemistry
89	Biological Physics
93	Biology
104	Chemistry
121	Computer Science
258	Mathematics
300	Neuroscience
315	Physics

School of Social Science

In addition to the basic coverage of the social sciences provided by the departmental disciplines noted below, the School of Social Science supports cross-disciplinary programs such as education; environmental studies; film studies; health and society; history of ideas; Islamic and Middle Eastern studies; international studies; journalism; legal studies; medieval and renaissance studies; peace and conflict studies; Russian and East European studies; and social justice and social policy. The major in neuroscience is supported by various members of the psychology department. Requirements for majors are listed on the pages indicated.

67	African and Afro-American Studies
70	American Studies
76	Anthropology
126	East Asian Studies
128	Economics
180	Health: Science, Society, and Policy
200	History
248	Latin American Studies
255	Linguistics
322	Politics
332	Psychology
350	Sociology
377	Women's Studies

A student in the School of Social Science who is a candidate for a degree with honors will, in addition to the designated requirements for the several fields, also enroll in Senior Research (99). Candidates for honors must have the approval of the appropriate department. One reader of a senior thesis must come from outside the department of the major.

Academic Regulations

Physical Education

Physical education is an undergraduate degree requirement at Brandeis. This requirement is satisfied by successful completion of **two, semester-long, noncredit, activity courses**. Students should complete the physical education requirement by the end of their sophomore year.

New students may earn exemption from all or part of the physical education requirement by scoring well on a battery of physical fitness tests that are administered at the University each year. Participation in these exemption tests is voluntary, and **the opportunity is available only during a student's first year at the University**. For additional details, see the introductory remarks in the "physical education" course offerings section. Transfer students may offer physical education courses that appear on the transcripts of their previous institutions.

Academic Integrity

Academic integrity is central to the mission of Brandeis University. As stated in the *Student 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." Examples of penalties for a student found responsible for an infringement of academic honesty are: no credit for the work in question, failure in the course, and the traditional range of conduct sanctions from disciplinary warning through permanent dismissal from the University.

It is one of the chief obligations of each member of Brandeis's academic community to understand the University's policies regarding academic honesty and to uphold those standards.

Allegations of academic dishonesty by undergraduate or graduate students are reported to the Office of Student Development and Judicial Education for adjudication within the Student Judicial System.

Rate of Work

The normal rate of work is defined as four courses per semester, each bearing four credit hours and each counting toward the 32 courses required as the graduation standard. Some courses, notably physical education courses, do not contribute toward the calculation of a legal course load or progress toward the graduation standard. Students enrolling in them do so as a supplement to an otherwise legal program of study.

Note that tuition bills are predicated upon the normal rate of work of four courses per term; consult the section on fees and expenses for explanation of the financial implication of course load variations.

The **minimum rate of work** is three semester courses per term and seven per academic year. A student electing to work at the three-course rate may not enroll in any of them on a pass/fail basis; similarly, a student may not drop to the three-course rate unless all are being taken for regular letter grades.

The **maximum rate of work** is 5.5 semester courses per term and 11 per academic year.

Rate of Work Limits

	Number of Courses	Equivalent number of Credits
Minimum per semester	3	12
Maximum per semester	5.5	22
Minimum per year	7	28
Maximum per year	11	44

Exceptions to Rate of Work Provisions

Students may petition the Committee on Academic Standing for exceptions to the Rate of Work provisions. Exceptions are rarely made to the minimum rate of work limits. Students working below the minimum rate of work without permission will be placed on probation and may be subject to withdrawal.

The minimum course load for students in the Brandeis Adult Student Option is one course per semester. Students in this program pay tuition at the per-course rate.

Graduating seniors who will have earned 128 credit hours and met all degree requirements by the end of their final semester are allowed an exception to the minimum rate of work for the academic year for their final semester. Graduating seniors are still held to the minimum rate of work for the semester (12 credit hours).

With the permission of the University Registrar, a student may repeat a course previously completed with a passing grade; however, the repeated effort will not count toward the graduation standard of 32 courses nor contribute toward the grade point average.

Senior Reduced Rate Status

Senior Reduced Rate status enables seniors who have completed all requirements who wish to take additional courses in the spring term to take one or more semester courses and to pay at the per-course rate. To qualify for this status seniors must have:

- A. Completed all General University Requirements.
- B. Completed 32 semester courses.
- C. Completed the requirements in at least one major.

Seniors petition through the Office of the University Registrar for this status. Such petitions must be approved before the first day of instruction in the spring term according to the deadlines promulgated by the Office of the University Registrar. Detailed information and petition forms may be obtained from the Office of the University Registrar. Seniors participating in a four-year B.A./M.A. program are not eligible for reduced rate status. Seniors should file their petitions no later than **November 5**.

Otherwise, permission to carry fewer courses than outlined above may be granted only by the Committee on Academic Standing and only on grounds of illness or personal hardship. Permission to work and pay at the six-course per semester rate may be granted by the Committee in exceptional circumstances.

Changes in Courses

Registration and course enrollment occur at the beginning of each semester. During the first two weeks of each term, students finalize their course selections in consultation with their faculty advisors. Final course enrollment materials are filed at the end of that period.

Late Enrollment

Requests for program changes after the second week must be submitted to the Committee on Academic Standing. Petitions to add courses after the second week must be initiated in the Office of Undergraduate Academic Affairs; such requests are granted only in exceptional circumstances.

Dropping Courses

Students who wish to drop a course, providing they adhere to the constraints of rate of work, may do so on or before the deadline announced in the University calendar, normally the Friday closest to the 50th day of instruction. Students who drop courses before the 25th day of instruction may drop without record. Students who drop courses between the 26th day of instruction and the 50th day of instruction will have the course appear on their permanent record with a "W" ("dropped") notation. Petitions to drop a course after the deadline must be initiated in the Office of Undergraduate Academic Affairs; such requests are granted only in exceptional circumstances. If granted, the Committee on Academic Standing will normally instruct the University Registrar to record a grade of "W" ("dropped") on the student's permanent record.

Elective Courses

Any course not used in the fulfillment of a specific degree requirement or fulfillment of major requirements is considered an elective. Students are strongly encouraged to take elective courses to complement a strong liberal arts foundation.

Independent study courses and senior research courses may also be considered electives if not used to complete a major. Enrollment in such courses requires the signature of the instructor and department chair.

Auditing

There is no formal audit status for undergraduate students. Students wishing to audit a course informally must secure the permission of the instructor.

Class Standing

The minimum number of semester courses required for advancement to each class is as follows: sophomore: 6; junior: 14; senior: 22. The minimum number of courses required for graduation is 32.

Attendance

All students are expected to attend classes regularly. Students on probation are compelled by University policy to attend every class meeting; students on warning are allowed maximally three excused absences. In addition, an individual faculty member may establish attendance requirements for *all* students in the course, and may insist on the completion of all assignments even if a student was not in attendance for the period.

Classes begin at 10 minutes after the hour and end on the hour. Tardy students may be marked absent at the discretion of the instructor.

Reading Period

An instructor, with the approval of the department chair or interdepartmental committee chair, and the dean of arts and sciences, may institute a reading period in advanced courses. A reading period is a two-week period immediately preceding final examinations during which no classes are held. A student works on assigned course material not covered in class sessions. The reading period material will be dealt with in the final examinations.

Grades

Grades are reported to the Office of the University Registrar four times a year. In arriving at these grades, faculty members are obliged to utilize the same criteria for all students in a course, and are at liberty to consider any and all components of the student's work in a course: written work, recitations, laboratory technique and reports, special reports or research, and all examinations. Grading in full-year courses is cumulative so that spring grades take into account the fall semester work and replace the midyear grades. The following grades will be used with plus or minus where appropriate:

A	High Distinction
B	Distinction
C	Satisfactory
D	Passing, but Unsatisfactory
E	Failure

The letters "S" (Satisfactory) or "U" (Unsatisfactory) may be used as the midsemester grades for undergraduates. At midyear there must be a regular letter grade, even in full-year courses. The only exception is that "S" or "U" may be used in a full-year reading course (usually numbered 98 or 99).

The numerical equivalents of the grades as determined by the faculty 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	0.00

The University Registrar reports midyear and year-end grades to students in writing. Instructors notify students of midsemester grades.

Credit/No Credit Grading

Certain courses, specifically ENG 19a, ENG 109a and b, ENG 119a and b, ENG 129a and b, MUS 10a,b-15a,b, MUS 111a and b, MUS 112a and b, MUS 116a and b, THA 41a, and credit-bearing peer assistantships do not utilize letter grades. For pedagogical reasons, the grades assigned in these courses are either Credit ("CR") or No Credit ("NC"), accompanied by written evaluations that are not included in the student's transcript. These grades are the equivalent of "pass" and "fail" for purposes of computing grade point averages. A student may take an unlimited number of semester courses graded CR/NC. However, a course utilizing this grading pattern may not be undertaken in a semester in which the student has fewer than two courses (eight semester hours credit) enrolled on a regular letter graded basis.

Degrees with Honors

Students whose grade point average at the end of the junior year is 3.00 or above in their major may petition the department concerned for permission to work for honors in their major. Please consult the individual department listings as the GPA required to petition may vary. Department distinction is awarded by each department or interdepartmental committee. The levels of distinction are "honors," "high honors," or "highest honors."

The awards of *cum laude* and *magna cum laude* require a cumulative grade point average of 3.500 and 3.700, respectively.

The award of *summa cum laude* requires a cumulative grade point average of 3.800 and the award of distinction in the major.

The University has a policy of depositing honors theses with the Library and making them available to future students and scholars for research purposes.

Phi Beta Kappa

The University is host to a chapter of the Phi Beta Kappa Society. Each year, a highly select group of seniors and an even more limited group of juniors are elected to this national honor society. An extremely high level of academic achievement is necessary. Membership in this society is by invitation only.

Pass/Fail Option

Undergraduate students who enter Brandeis in fall term 2000 and thereafter may *enroll* in up to four semester courses pass/fail. Grades of "pass" ("P" for performance at the D- level or above) will not be used in computing grade point averages. *Grades of "fail" ("F" for performance below a D- level) will be converted to grades of "E" and will be used in computing grade point averages.*

The following constraints apply to the use of the P/F grading option:

A. No more than one course may be taken pass/fail during a single term.

B. No courses used to fulfill any general University requirement may be taken on the pass/fail grading option. No more than one course (and never the final one) in the foreign language sequence may be taken pass/fail if the language is being offered in satisfaction of the foreign language requirement.

C. Normally, courses taken pass/fail will not satisfy major requirements. (Some departments may allow courses in excess of those required for the major to be taken pass/fail; consult the undergraduate advising head for major-specific practices.)

D. The pass/fail option may not be used in a semester unless the course program includes at least three Brandeis courses (12 semester hours credit) enrolled on a regular letter grade basis. Hence, students working at a reduced rate of work may not use the pass/fail option.

E. In full-year courses the elected grading option (pass/fail or letter grade) applies to *both* semesters and may not be changed at midyear. (Such a course taken pass/fail would expend two of the allowable four pass/fail semesters.)

F. Selection of the pass/fail grading option for a course must be made on or before the deadline announced in the University calendar, normally the Friday closest to the 20th day of instruction. Courses elected on the pass/fail basis may be converted to a graded basis after the end of the semester and before the announced deadline in the following semester, normally the Friday closest to the 20th day of instruction.

G. In an undergraduate's final semester, conversion from a P/F grading basis to a letter-grade basis must be completed before the deadline announced in the University calendar for the receipt of Senior grades, normally three days after the last day of final examinations. Hence graduating seniors will be allowed to convert to a letter-grade basis at any time during their final semester until the deadline stated above.

Petitions will not be entertained for exception to the above constraints and deadlines. Arrangements between students and instructors do not constitute official pass/fail enrollment. Instructors are not informed of the grading option that a student has chosen. Students taking courses pass/fail must complete all assignments and examinations.

Incompletes and Excused Absences from Final Exams

Students who are unable to take their final examinations for legitimate reasons and wish to request a make-up exam must obtain advance authorization from the Office of Undergraduate Academic Affairs.

If a student is absent without excuse from a term-end examination and does not obtain authorization for a make-up examination, the student will be given a grade of zero on the exam. The instructor will be asked to supply a grade for the course. If the instructor fails to do so on or before the institutional deadline, the registrar will enter a failing grade on the student's record.

A student is expected to complete the work in each course before the beginning of the examination period. Students unable to complete the work in a course by this time for legitimate reasons may request an **Incomplete**. Application forms must be obtained from and returned to the Office of Undergraduate Academic Affairs by the last day of instruction. Approval of the instructor is required; students on warning or probation will not be granted incompletes. The work must be completed by a date stipulated by the instructor and in no case later than two weeks after the beginning of the next semester. The grade for the course must be filed by the instructor no later than the third week of the next semester.

The record of a student will display an incomplete or absence until a permanent grade has been provided or until these designations expire. Upon expiration, if a permanent final grade has not been submitted to replace the temporary grade, the registrar is instructed to record an "E" for the course. Such a grade may be altered only by special petition to the Committee on Academic Standing.

When other required academic exercises, such as laboratory assignments, minor papers, or quizzes are not completed, and when such noncompliance is excused, instructors may, at their discretion, require the work to be made up or not count the assignment in determining a grade. When there is no satisfactory excuse for the incomplete work, instructors may record a failing grade.

The Committee on Academic Standing

The Committee on Academic Standing (COAS) serves as the academic review board for undergraduate students in the College of Arts and Sciences. The Committee evaluates student records at the end of each semester to determine academic standing. Academic standing refers to whether a student has a satisfactory or unsatisfactory academic record, please see the Academic Status section below for further details. The Committee also hears all cases of required withdrawal from and readmission to the University, and recommends to the faculty degrees and honors for undergraduates. The Committee meets monthly to evaluate student requests (petitions) for exceptions to University academic regulations and other cases that warrant special consideration. To ensure timely attention to requests COAS has delegated the authority to address routine matters to the Executive Council (EXCO) which meets on a weekly basis.

The Committee consists of the dean of arts and sciences, or his/her designee, who serves as chair, eight members of the faculty selected by the dean in consultation with the Council of the Faculty Senate, the dean of student life, and the University Registrar. Also in attendance as non-voting members are the class deans, assistant registrar, director of the Transitional Year Program, associate dean of student enrichment services.

A student may petition the committee through his/her class dean, who will present the student's written petition to the committee. COAS may ask the class dean for clarification or additional information as necessary. COAS determines by majority vote whether to approve or deny the petition. COAS may, at its discretion, defer its decision and require additional information in support of the petition. The decision that COAS reaches is communicated to the student by the class dean.

A student may appeal a decision by COAS under certain circumstances. In cases of required withdrawal from the University the student may appeal the committee's decision. The decision of the appellate is final and no further appeals are possible. In all other cases students may request reconsideration by COAS only under the following circumstances: where the student has new evidence, not previously available which could have materially affected the decision of COAS; or evidence of procedural error. Once COAS has ruled on the petition for reconsideration, a student may submit a written appeal. The decision of the appellate will be final.

For additional information about COAS and the process of petitioning COAS please contact the Office of Undergraduate Academic Affairs and First Year Services.

Academic Status

At the end of each semester, the Committee on Academic Standing announces the Dean's List of honor students. Students are placed on the Dean's List when they have earned a grade point average in the preceding semester of 3.50 or higher and have not received a D, E, U, F, or NC (labs and physical education included) or more than one C; and have received a regular letter grade in at least three regular, four-credit courses. Seniors doing honors work in the fall may receive an "S" in that course (99) and still be eligible. Dean's List students receive formal acknowledgment of this achievement from the Office of Undergraduate Academic Affairs.

Degree eligibility normally requires a cumulative grade point average of at least 2.000.

Students who work below the minimum rate of work without permission will be considered to have an unsatisfactory record and will be placed on probation and may be subject to withdrawal from the University.

A satisfactory semester record contains no grades of D, E, F, or NC and requires a semester grade point average of at least 2.000. At the conclusion of each semester the Committee on Academic Standing shall review the records of students whose performance is unsatisfactory. Such students will be placed on warning, probation, or required withdrawal status, according to the guidelines specified on the following chart:

Semester Record	Semester GPA < 2.000	Semester GPA 2.000+
1 D	Probation	Warning/ Probation*
1 E, F, or NC	Probation	Warning/ Probation
More than one unsatisfactory grade	Probation/ Withdrawal	Warning/ Probation

*If a student had an unsatisfactory record in a previous semester.

To be restored to good standing, a student on warning or probation must earn in the following semester a satisfactory record with no incomplete grades. Repeated semesters of unsatisfactory work may lead to required withdrawal for a period of one year. The University may require withdrawal **at any time** from a student whose academic performance is so profoundly deficient as to suggest an inability to meet academic requirements. Students are informed in writing of any change in academic status.

Involuntary withdrawal from the University occasioned by academic deficiency requires the student to interrupt formal study for a minimum of one year. After that time the Committee on Academic Standing will consider application for readmission. Primary considerations in making readmission decisions are evidence of sustained and productive activity during the period of absence from the campus, evidence of serious academic purpose, and pertinent letters of recommendation attesting to the candidate's readiness to resume formal study. Courses taken for academic credit while on involuntary withdrawal from the University are not eligible for transfer toward the Brandeis degree.

Leave of Absence and Voluntary Withdrawal from the University

Any degree-seeking undergraduate student who has been in residence for two semesters, and who has a complete and satisfactory record from the preceding semester, is eligible for a leave of absence. A leave of absence is granted for one or two semesters and may be extended once only. Normally, leaves are arranged in advance through the Office of Undergraduate Academic Affairs. On an exceptional basis, personal leave may be granted for a semester in progress, in which case permission must be secured from the Office of Undergraduate Academic Affairs no later than the 20th day of instruction. Students are required to inform the Office of Undergraduate Academic Affairs in writing of their intentions at a specified date prior to the beginning of the term in which they are scheduled to register. Credit will not be granted for academic work taken at other institutions during a leave of absence, except as stipulated in the section titled "Leave of Absence with Credit."

A student wishing to withdraw from the University may do so at any time up to and inclusive of the last day of instruction. Withdrawals requested after the last day of instruction must be approved by the Committee on Academic Standing. When a student withdraws during or at the end of a semester course enrollments are not expunged from his/her record, rather a grade of "W" ("dropped") is entered for each course. From students who withdraw in good standing, the Committee on Academic Standing will consider applications for readmission after one full semester of absence from the campus. Other students may apply for readmission after one calendar year has elapsed.

In order to obtain a leave of absence or to withdraw from the University, a student must consult the Office of Undergraduate Academic Affairs and obtain clearance from all appropriate administrative offices.

Extended Credit

A student who has completed eight semesters of study at Brandeis (or the equivalent in the case of transfer students) and who has earned a minimum of 120 semester-course credits (equivalent to 30 four credit courses) is eligible for Extended Credit status. *This status allows completion of required coursework only.*

Extended credit courses may be taken over the summer (at Brandeis or elsewhere) or during the academic year either at Brandeis with tuition being charged on a per-course basis, or at another university (if the student has not already transferred in the maximum number of courses allowed). *Students who complete their coursework on Extended Credit status are awarded their degrees at the first May Commencement following the evaluation and posting of the extended credit to their academic records.* The award and posting of extended credit is dependent upon the following: prior approval by the Office of the University Registrar of the courses to be taken; grades of the appropriate level (B- for summer courses, C- for courses during the academic year); and the receipt by the Office of the University Registrar of an official transcript from the school where any extended credit courses were completed.

Students who do not meet the above criteria (eight semesters and 120 course credits) are not eligible for this option and must petition for a ninth semester in residence through the Office of Undergraduate Academic Affairs.

Special Academic Opportunities

Dual Bachelor's/Master's Degree Programs

The four-year Bachelor's/Master's Program is designed to enable exceptional or gifted undergraduates to earn two degrees **simultaneously** during their period of study at Brandeis University. If a student has not completed the requirements for the master's portion of the program at the end of the fourth year then only the bachelor's degree is awarded.

Any program offering graduate study is eligible to offer a four-year dual degree program. At present, participating programs are anthropology, biochemistry, biology, chemistry, history, mathematics, neuroscience, physics, and politics.

Requirements for the bachelor's degree, defined by the College of Arts and Sciences, remain unaffected by participation in the program. Students will be eligible for the simultaneous award of the bachelor's and master's degrees if, while completing undergraduate requirements, they can:

A. fulfill a minimum of three years' residence on campus, one of which must be study at the graduate level;

B. submit a master's thesis in departments requiring one (Whether such thesis may also be considered for undergraduate departmental honors may differ among programs, and will be addressed specifically in the program requirements.);

C. complete a total of 38 courses (152 semester-hour course credits), of which at least four must be at the graduate level and not counted toward undergraduate major requirements;

D. complete all other departmental and University requirements that apply to earning a master's degree in the chosen department. Specifically, undergraduates should be aware that "B-" is the minimal grade that yields progress toward a graduate degree.

A student must make formal written application for admission to this program on forms available at the Office of the Graduate School of Arts and Sciences. This must be done by May 1 of the student's junior year

(usually the sixth semester at Brandeis). Transfer students should apply by the fourth semester in residence. (Interested transfer students are advised to consult with their advisors and the Graduate School of Arts and Sciences when they first enter Brandeis in order to plan their course of study.) All applications must include a proposed course of study, specifying how all degree requirements will be met. Seniors participating in the four-year B.A./M.A. program are not eligible for Senior Reduced Rate status.

Computer science, International Business School, and Near Eastern and Judaic Studies offer programs in which the bachelor's degree is conferred at the end of the fourth year, and the requirements for a master's degree are satisfied with one additional year of study. Consult the departments for details.

Independent Interdisciplinary Major

An independent interdisciplinary major offers students with interdisciplinary academic interests the opportunity to pursue a self-designed course of study with the support of appropriate faculty members and the approval of the Undergraduate Curriculum Committee. Independent interdisciplinary major proposals include courses in at least two, and preferably more, departments at the University and form an integrated program focusing on some issue, theme, or subject area not available within the context of existing departmental majors. An independent interdisciplinary major must be declared before the end of the student's junior year.

Additional information and guidance in designing an independent interdisciplinary major may be obtained in the Office of Undergraduate Academic Affairs.

Minors

In addition to a major students have the opportunity to select a "minor." A minor consists of a coherent group of courses defined by a department or an interdepartmental program. Minors are either a limited version of a major, a more specialized subset of a particular field of study, or a structured opportunity to explore areas of study that are interdisciplinary in scope. Completion of the requirements of a minor is noted on a student's transcript. Students must declare their participation in minors and are limited to a maximum of three. The specific requirements of the minors may be found with the departmental or interdepartmental listings in this publication. Pages for these listings are indicated in the list below.

Student must declare any minors no later than February 5 of their senior year.

Minors	Page
African and Afro-American Studies	67
Anthropology	76
Art History	161
Business	102
Chemistry	104
Classical Studies	113
Computer Science	121
Creative Writing	139
East Asian Studies	126
Economics	128
Education	133
Education Studies	133
English, American, and Anglophone Literature	139
Environmental Studies	152
Film Studies	159
French Language and Literature	169
German Language and Literature	175
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Undergraduate Research Opportunities

Brandeis offers special opportunities for undergraduates to engage in scholarly research under the guidance of the faculty. Funds are available on a competitive basis to support student research enterprises during the academic year and during the summer months. Further details about research opportunities for undergraduates may be obtained from the Office of Undergraduate Academic Affairs, and the McNair Scholars Program.

Internship for Credit

Internships allow students to apply the liberal arts skills of research, writing, and analysis in work-world situations, thereby enhancing the development of these skills. A credit-bearing internship should have a significant academic component, provide a valuable learning experience for the undergraduate, and make a meaningful contribution to the student's program of study. It should require use of research, writing, and/or analytical skills and include a specific project to be accomplished in the designated time period. Work done for an internship will be unpaid.

Credit-bearing internships are offered by departments with the course number "92" and the course title "Internship and Analysis." Internship courses are subject to the normal enrollment deadlines, but require manual enrollment, which must be done at the Office of the University Registrar. Participation is normally limited to juniors and seniors. A student may not receive credit for more than two such courses, the equivalent of eight credit hours.

Expected Components of Academic Year Internships

Students should work the equivalent of at least eight and no more than 15 hours per week for at least 10 weeks of a 13-week semester. Students should complete readings and written assignments considered appropriate by the instructor. Examples of assignments include submission of an annotated bibliography of readings relevant to the work site, several short papers (or one long paper), a journal or log of experiences, and papers completed for the internship. Faculty sponsors meet with interns at least once every two weeks to discuss research methodologies, the bibliography or other assignments, work-site experiences, etc. Faculty sponsors and site supervisors should communicate at the beginning, midterm, and end of the semester. The academic work related to the internship should contribute a significant portion of the final grade, but that work performed at the internship may also be included in the grading process. The grade for the internship course is determined solely by the faculty member.

Expected Components of Summer Internships

Credit for a summer internship may be earned during the following fall semester if the internship and appropriate academic work are successfully completed. Students should observe the guidelines established for academic year internships with the following adjustments. Arrangements with the faculty sponsor should be completed prior to the student's leaving Brandeis at the end of the spring term. Students should work the

equivalent of at least six weeks and at least 100 hours during the summer internship (e.g., 10 hours per week for 10 weeks, 17 hours per week for six weeks, etc.). Faculty sponsors should meet with students at least six times during the fall semester to supervise readings and written assignments related to the internship. Although work performed at the internship site may be included in the grading process, the internship grade is determined solely by the instructor.

The Hiatt Career Center has established a list of internship sites that offer structured site supervision. Students are encouraged to complete post-internship evaluations at the center that will then be shared with other Brandeis students seeking internships.

Undergraduate Peer Assistantships for Credit

Peer teaching yields many benefits to undergraduate teachers and learners. The University has established uniform standards for the utilization of undergraduate peer assistants and for the awarding of academic credit for such activities. Opportunities to serve as peer assistants are by invitation and generally limited to juniors and seniors who have demonstrated exceptional academic achievement. Undergraduates serving in this capacity may be compensated for their services or receive one, and only one, semester course credit for their assistance during their Brandeis career. Credit-bearing peer assistantships are enrolled under the course number "94" and the course title "Peer Assistantship" and are subject to the normal enrollment procedures and deadlines. Peer Assistant courses are offered exclusively on a credit/no-credit grading basis and are not factored into the student's grade point average.

Tufts University School of Medicine Early Acceptance Program

The Tufts University School of Medicine Early Acceptance Program is designed for academically strong undergraduate students who are pursuing a premedical curriculum. Successful completion of this program assures candidates of acceptance to Tufts University School of Medicine after graduation.



Interested candidates apply to the program in the spring of their sophomore year and are expected to have completed at Brandeis two semesters of general chemistry and biology with laboratories and one semester of organic chemistry with a grade point average of 3.50 or better, and a cumulative grade point average of at least 3.50 at the time of application. Students must apply by March 1 and will be notified of their acceptance in July. Accepted students are expected to complete one year of physics, mathematics, English and American literature, and requirements for graduation with a B+ average before entering Tufts University Medical School.

Once accepted to the program, students will have access to a faculty mentoring program at Tufts Medical School, and the opportunity to participate in special seminars. Accepted students will have until August 1 following their sophomore year to accept the offer via the AMCAS early decision process. If a student does not accept the offer, he or she has not jeopardized the chance to apply to any other medical school. For statistical purposes only, the MCAT is required for accepted students and must be taken prior to matriculation at the medical school.

Columbia University Law School's Accelerated Program in Interdisciplinary Legal Education

Brandeis is affiliated with Columbia University Law School in a special program that allows two outstanding students to gain admission to the Law School after three years at Brandeis. Students must have completed 28 courses, have taken the Law School Admission Test, and have been nominated by Brandeis after a rigorous screening process. Students accepted by the Columbia University Law School will complete their four courses required for the completion of the Brandeis degree during their second and third years at the Law School. They will be awarded the Brandeis B.A. and the Columbia J.D. simultaneously.

Students interested in this program are advised to seek additional information at the outset of their fourth semester in the Office of Undergraduate Academic Affairs.

Columbia University School of Engineering Combined Degree Program

Brandeis University and The Fu Foundation School of Engineering and Applied Science of Columbia University have established a dual degree program whereby students complete three years of coursework at Brandeis University, then spend two years at Columbia University to complete the requirements for an engineering degree. Students admitted to the program and completing it successfully would be awarded a B.A. in physics (or possibly some other science major) from Brandeis University and a B.S. in engineering from Columbia University.

Interested students should consult the program coordinator in the physics department as soon as possible in order to plan their curriculum to meet Columbia prerequisites. Each engineering department at Columbia has its own set of prerequisites that can be obtained from the program coordinator. Interested candidates must apply to the program prior to January 1 for admission to Columbia University in the subsequent fall semester. Before matriculating at Columbia, a typical physics major would have completed at Brandeis: the General University Requirements and at least the following courses (or equivalents): PHYS 11a,b, 19a,b 20a,b; MATH 10a,b, 21a,b, 37a; CHEM 11a,b, 18a,b; COSI 11a; and one course in economics. Students should also have earned a grade point average of 3.0 or above. Letters of recommendation from the Office of Undergraduate Academic Affairs and from the program coordinator at Brandeis are also required to apply.

Brandeis Summer School

The Brandeis Summer School offers students a diverse selection of undergraduate courses in two, five-week sessions. Special summer programs on campus and abroad provide students with further opportunities for in-depth study.

The student has the opportunity to enroll in courses to meet University degree requirements, accelerate individual programs of study, work toward a double major, or take enrichment courses. A maximum of four courses may be used toward the academic residency requirement. The average summer program course has a small student enrollment, generating a rigorous but informal atmosphere for teacher-student interaction.

Off-Campus Study

Of particular interest to students are the strong summer program offerings in the area of premedical education, intensive language study, computer science courses, the wide variety of liberal arts selections, and special programs in which academic work complements practical work experience.

A student may earn credit toward the Brandeis degree for no more than three semester courses in one summer.

Students entering Brandeis as freshman must complete one semester at Brandeis before enrolling in Brandeis summer school courses.

For full information, see the *Summer School Bulletin* or contact the Rabb School of Summer and Continuing Studies, 781-736-3424.

Preparation for Professional Training

The College of Arts and Sciences does not design courses of study with specific vocational goals in mind. In pursuing a broad education in the liberal arts and sciences, students develop a firm foundation for subsequent professional education.

Architecture

Architectural schools are looking for solid experience in any major. It is not necessary to major in fine arts. There are several kinds of courses, however, that should be taken: basic calculus and basic physics; basic design, life drawing, and as many other fine arts studio courses as practicable; courses in architectural history; and principles of urban studies and other urban studies courses, if feasible.

In addition, past experience indicates that students should prepare an art portfolio consisting of studies prepared in conjunction with basic design or another studio course. Finally, summer employment in architectural offices, gained on the student's own initiative, remains useful.

Law

Most law schools advise undergraduates to concentrate in what interests them since the later specific legal training will build on the advantages of a sound liberal arts education. Although there is no prescribed program of study for prospective law school applicants, many concentrate in such social sciences as politics, economics, history, and American studies. Since law schools tend to look for evidence of a rigorous schedule of courses and high verbal competence, a background in logic, the natural sciences, and English is

desirable. Although courses from the Legal Studies Program might familiarize the prospective law student with law school material, it is not necessary that such courses be taken as preparation for professional training.

Prospective applicants to law school should consult the Hiatt Career Development Center for law school catalogs and Law School Admissions Test (LSAT) registration materials. Also available in that office is the *Brandeis Prelaw Handbook*, which includes a survey of the experiences of recent Brandeis alumni in seeking admission to law school, as well as a more detailed description of law school application procedures. Several members of the faculty serve informally as advisors to prospective law school applicants. Students requesting a dean's certification should contact the Office of Undergraduate Academic Affairs.

Medicine and Dentistry

The course of study for pre-health professionals at Brandeis is more than simply a collection of required courses. An assistant dean in the Office of Undergraduate Academic Affairs is available for advice and guidance throughout a student's undergraduate career. In the junior year, each student is assigned a faculty member on the Board of Premedical Advisors. These advisors provide ongoing guidance, aid in the application procedure, and participate in the preparation of letters of recommendation. The basic requirements for pre-health professionals are satisfied by the following courses: two introductory courses (plus laboratory) in general chemistry, organic chemistry, physics, and biology.

A Guide for Premedical Students at Brandeis University, a comprehensive handbook that addresses all aspects of the premedical curriculum and the process of applying to medical schools, is available to all premedical students through the Web at www.brandeis.edu/academaffairs/premed.htm.

Teaching

While the University does not have a major in education, it offers a program that fulfills Massachusetts's requirements for teacher certification and at least partially fulfills those of other states as well. Students interested in preparing for a career as a teacher in preschool, primary, or secondary schools should inform themselves of certification requirements in the state where they plan to work and should consult the director of the Education Program.

Study Abroad

Brandeis University permits students to apply credits earned if they enroll in specified programs abroad that provide a sound course of study to enrich and enhance the American collegiate experience. Students may receive credit toward their Brandeis degrees through participation in educational programs abroad that have been approved by the Undergraduate Curriculum Committee on the recommendation of the Office of Undergraduate Academic Affairs. This committee may permit eligible students to apply credits earned if they enroll in overseas programs of American universities, or in special cases, to pursue individual programs of study at international universities. Over 250 programs in 62 countries have been approved for Brandeis students' participation. The Office of Undergraduate Academic Affairs maintains a resource library of materials on approved programs and offers counseling to undergraduates interested in enriching their Brandeis experience with a period of international study. Eligibility criteria include appropriate class standing (usually junior), good academic standing, a minimum 2.800 GPA, the approval of the major department, a compelling academic reason, and a plan for completing all Brandeis degree and major requirements within eight semesters.

Credit for work completed abroad will be accepted from those programs previously approved for overseas study by Brandeis University, or from programs that receive special approval from the Undergraduate Curriculum Committee according to University guidelines. Such transfer of course credits will not necessarily imply that the work will be accepted for major credit by individual departments. In order to receive credit for work done abroad students must return to Brandeis for at least one semester at an eligible rate of work.

Outstanding students may apply for a limited number of special scholarship grants to aid them in completing their program of study abroad. The Abram L. Sachar International Fellowship Program awards stipends for international study to exceptional students who plan to study abroad in the junior year, or who are graduate students undertaking pre-dissertation or dissertation research abroad. The Saul Epstein-Meyer Schindler Endowment for Overseas Study provides additional funding for humanities students, while the Helen Ke Scholarship provides funding for students studying abroad in China. These programs are competitive; awards are made on the basis of academic

excellence and financial need. The Office of Undergraduate Academic Affairs provides information and assistance in applying for the Sachar scholarships, as well as for overseas study grants available through the Fulbright, Rhodes, Marshall, and DAAD competitions. Beginning with the fall 2004 semester students approved to study abroad will pay Brandeis tuition and certain fees, thereby maintaining their status as currently enrolled students, and as such, the Brandeis financial aid for which they are eligible will be portable. More information on this policy change will be made available in the coming months on the study abroad Website at www.brandeis.edu/uafys/abroad.

Leave of Absence with Credit

Students in good standing may petition for a personal leave without credit, a leave to study abroad with credit, or a domestic leave of absence with credit. Other sections of the *Bulletin* are devoted to leave of absence without credit and study abroad. This section deals exclusively with domestic credit-bearing leaves of absence. To qualify for full-credit transfer upon return, a student on credit-bearing leave status must work at a full rate of work as defined by the host institution and earn grades of at least a C-. Applicants must be in good standing; must have a complete and satisfactory record in the most recent semester of Brandeis study; must have completed at least two semesters at Brandeis; and must have compelling academic reasons. Only in exceptional cases may the senior year be spent on leave of absence with credit. No more than one course in a full course load may be taken in a subject area that will not transfer to the Brandeis degree.

Proposals for domestic leave of absence with credit must be submitted **prior** to the period of leave, contain a detailed course of study for one or two semesters of full-time work of demonstrable academic merit, bear the approval of the applicant's faculty advisor, and develop a feasible plan for satisfying all degree requirements by the expected graduation date.

Beginning with the fall 2004 semester students approved for a leave of absence with credit will pay Brandeis tuition and certain fees, thereby maintaining their status as currently enrolled students, and as such, the Brandeis financial aid for which they are eligible will be portable.

Complete information on the regulations governing this program and assistance in preparing proposals may be obtained from the Office of Undergraduate Academic Affairs.

Cross-Registration

Full-time Brandeis students enjoy cross-registration privileges with Babson, Bentley, and Wellesley Colleges, and with the undergraduate schools of arts and sciences at Boston College, Boston University, and Tufts University. Under this program students may earn credit toward the Brandeis degree without payment of additional tuition through satisfactory completion of courses taken on these neighboring campuses. A cross-registration course may be the fourth or fifth course in a student's program—a student must be enrolled in a minimum of 12 credit-hours in Brandeis courses to be eligible to cross-register. Cross-registration courses do not count toward the 24 courses required for academic residency. Cross-registration courses and grades appear on Brandeis transcripts. Grades earned in cross-registered courses are not used in the calculation of the grade point average. Additional information may be obtained from the Office of Undergraduate Academic Affairs.

Summer School Credit

A student may complete courses at summer schools conducted by regionally accredited colleges and universities for placement purposes, general degree requirements (except academic residency), and major/minor requirements as allowed by individual departments/programs. In order to be assured that credit will be granted upon satisfactory completion, students should obtain approval in advance from the Office of the University Registrar. Normally, courses must be taken at summer programs of at least six weeks in duration; however, the Committee on Academic Standing may approve for credit selected programs with a minimum of 37 contact hours and five weeks in duration. For summer work taken at institutions other than Brandeis, only grades of B- or higher will receive credit. A student may earn credit for no more than three semester courses in one summer.

Students seeking credit for a summer course conducted by accredited colleges and universities overseas should obtain approval in advance from the Office of Undergraduate Academic Affairs.

Field Study

During junior or senior year, undergraduates may undertake a substantial research project in certain majors in lieu of four semester courses. Research may be conducted either on campus or in the field—execution of the project may involve prolonged absence from the Brandeis campus—at another institution, government agency, etc. The field study project must have the approval of the student's department of major. The project will be supervised by a faculty advisor assigned by the department, and a second member of the faculty will participate in evaluation of the student's work and the assignment of a grade. Work in the project may occupy a full semester or it may be of two semesters' duration. In the latter case, the two semesters must be consecutive. Students may receive no more than four semester-course credits for field study, and may offer no more than two semester-course credits from the field study course toward the department's major requirements. Interested students should explore the possibility of field study in their majors with a faculty member in their major department. Through affiliation with the School for Field Studies, up to four semester course credits may be earned for work at one of five environmentally oriented study centers abroad. SIT Study Abroad and Biosphere 2 Center also offer field study options off-campus.

The Graduate School of Arts and Sciences

Admission

History and Organization

The Graduate School of Arts and Sciences was formally established in 1953 when the University's Board of Trustees authorized graduate study in the Departments of Chemistry, Music, Psychology, and Near Eastern and Judaic Studies. The general direction of the Graduate School is vested in a Graduate Council of the Faculty comprised of the President and the provost, ex officio; the dean of arts and sciences; and one representative, usually the chair, of each of the several University departments and programs offering graduate instruction. The members of the Graduate Council are appointed by the President on the recommendations of the dean of arts and sciences. The functions of the Graduate Council, exercised in consonance with University policy, are to determine requirements for admission; provide programs of study and examination; establish and maintain requirements for graduate degrees; make recommendations for degrees; make recommendations for new areas of graduate study; lay down such regulations as may be considered necessary or expedient for governing the Graduate School; and exercise a general supervision over its affairs. The dean of arts and sciences is the chair of the Graduate Council and the chief executive officer of the Graduate School.

Objectives

The underlying ideal of the Graduate School is to assemble a community of scholars, scientists, and artists, in whose company the student-scholar can pursue study, research, and teaching as an apprentice. This objective is to be attained by individualizing programs of study, restricting the number of students accepted, maintaining continual contact between students and faculty, and fostering the intellectual potential of each student. The graduate programs are designed to educate broadly as well as train professionally. Degrees are granted on the evidence of intellectual growth and development, rather than solely on the basis of formal course credits. Fulfillment of the minimum requirements cannot, therefore, be regarded as the sole requisite for degrees.

Areas of Graduate Study

During the academic year 2003-04, graduate programs will be offered in the following areas:

American History
 Anthropology
 Anthropology and Women's Studies
 Biochemistry
 Biophysics and Structural Biology
 Chemistry
 Comparative History
 Computer Science
 Education
 English and American Literature
 English and American Literature and Women's Studies
 Genetic Counseling
 Jewish Communal Service
 Jewish Communal Service and Management of Human Services (The Heller School)
 Jewish Communal Service and Near Eastern and Judaic Studies
 Mathematics
 Molecular and Cell Biology
 Music
 Near Eastern and Judaic Studies
 Near Eastern and Judaic Studies and Sociology
 Near Eastern and Judaic Studies and Women's Studies
 Neuroscience
 Physics
 Politics
 Politics and Social Policy (The Heller School)
 Psychology
 Sociology
 Sociology and Social Policy (The Heller School)
 Sociology and Women's Studies
 Teaching of Hebrew
 Theater Arts

The Graduate School also offers post-baccalaureate programs in computer science, studio art and premedical studies, as well as a diploma in Jewish studies. There are also joint degree programs for Ph.D. students at the master's and doctoral levels.

Graduate School

The Graduate School office is located on the second floor of Kutz Hall. All requests for information and application forms should be addressed to the Graduate School of Arts and Sciences, Brandeis University, Mailstop 031, P.O. Box 549110, Waltham, MA 02454-9110.

As a rule, only well-qualified applicants who have completed at least the normal four-year program leading to the bachelor's degree will be considered for admission to the Graduate School. Graduates of schools outside of the United States and others who have completed the equivalent of a bachelor's degree program may apply, describing in detail the educational program they have completed.

Testing

Applicants for admission to the graduate programs in American history, anthropology, biochemistry, biophysics and structural biology, chemistry, comparative history, English and American literature, genetic counseling, Jewish communal service, mathematics, molecular and cell biology, neuroscience, physics, politics, and psychology must submit official results of the Graduate Record Examination (GRE). Applicants to the Jewish Communal Service program may submit the official results of either the GMAT or the Miller Analogies Test in lieu of the GRE. All other applicants are urged to take the GRE. Consult specific programs for additional test requirements. In order for the results of the GRE to be considered, the applicant should take the examination no later than January preceding the academic year for which application is made. Information concerning the GRE is available from the Educational Testing Service, Princeton, NJ 08541-6155.

Applicants whose native language is not English, regardless of the field of graduate study, are required to submit the official score of the Test of English as a Foreign Language (TOEFL). The minimum score for admission to the Graduate School is 600 (paper-based test) or 250 (computer-based test). They are also advised to take the Test of Written English (TWE) and Test of Spoken English (TSE). Applications for admission to the test should be made to TOEFL, Educational Testing Service, Princeton, NJ 08541-6155, USA.

Application

Specific requirements for each graduate program are to be found under the appropriate headings in this *Bulletin* and on the information sheet with the application. Each applicant should consult these requirements before filing an application. Except in unusual circumstances, a student may apply to only one graduate program. An applicant should write to the Graduate School of Arts and Sciences, stating which program of study he or she wishes to enter. A *Guide to Graduate Admissions* with appropriate forms will be forwarded to the applicant. Applicants may download the Application for Admission from the University Website; they may also apply electronically from the Website. The Application for Admission should be completed and returned in duplicate as soon as possible.

Applications for admission for the spring term should be filed by December 1. Ph.D. candidates are rarely admitted at midyear, and those who do gain admission are eligible for financial aid. Master's candidates may be admitted and are eligible for financial aid.

All applicants must arrange to forward, in duplicate, official transcripts of all undergraduate and graduate work. In addition, they must submit at least two letters of recommendation, preferably from professors with whom they have studied in their proposed area of study. Applicants who have engaged in graduate study elsewhere should request at least one of the recommendations from a professor with whom they have done graduate work.

Many programs also require the submission of samples of work as well as the materials described above. Applicants should consult program requirements in a later section of this *Bulletin* for enumeration of additional materials to be submitted.

All applications must be accompanied by the application fee of \$60. The fee is payable by check or money order to Brandeis University, or by credit card for applications submitted via our Website. **No application will be processed until this fee is paid.** There is a one-time fee waiver for Brandeis students, alumni, and staff.

Admission Procedure

All applicants are considered on a competitive basis. The number of students admitted each year in each program is limited so that the Graduate School may operate effectively under its distinctive principles of individualized study and apprenticeship. Consequently, admission may sometimes be denied to qualified persons. Meeting the minimum standards of admission merely qualifies the applicant for a place in the group from which final selections will be made. Selections are based on the applicant's ability to do graduate work of high quality, as shown by the distinction of his or her previous record, particularly in the proposed area of study; the letters of recommendation submitted in support of the application; and his or her presumed adaptability to the particular graduate programs offered by Brandeis University. In addition, knowledge of foreign languages, relevant practical experience in the field, samples of work, the results of the GRE, and indications of character are considered.

Each application for admission with all supporting records is first examined by the appropriate program committee. The committee recommends to the dean of arts and sciences which applicants should be selected for admission and financial aid. The dean reviews all applications in the light of the program's recommendations.

Acceptance

A student who has been accepted for admission to the Graduate School will be notified by a letter specifying the date by which he or she must accept the offer of admission and awards, if any. A matriculation fee of \$300 must be filed by each master's degree, certificate, or diploma applicant upon notification of acceptance. This fee reserves a place in the class and is credited toward the first semester tuition bill. If the student fails to enroll or withdraws his or her application, the matriculation fee is not refunded. If a student selected for admission indicates that he or she does not intend to accept the offer or fails to reply by the date specified, the admission offer becomes void and another applicant may be accepted.

Brandeis University subscribes to the "Resolution Regarding Scholars, Fellows, Trainees, and Graduate Assistants" of the Council of Graduate Schools in the United States. The resolution states:

Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties. Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

Students must provide the Graduate School office with an official, final transcript of their undergraduate record, and, if required by the graduate program, any graduate work in process at the time of acceptance. In addition, students who are accepted **are required to complete and return a medical questionnaire and a health insurance form.** Registration is conditional upon receipt by University Health Services of these required forms.

If, after having been admitted, a student cannot attend, he or she should notify the Graduate School as soon as possible. If such a student wishes to be admitted in a subsequent academic year, he or she must request reactivation of the application at the appropriate time, and update it with a new statement of purpose and official transcripts, if applicable.

Applicants who have been denied admission may reapply in a later year, particularly if they have had further training that would strengthen their applications or if they can submit additional letters of recommendation.

International Students Requirements for the Degrees

Academic Standing

Admission is valid only for one academic year. Graduate programs normally review students' academic progress annually. Satisfactory academic progress in a program also involves maintaining the professional and departmental standards expected in a particular discipline or program. Academic insufficiency or failure to make suitable progress toward the degree may require withdrawal. A student's record is reviewed annually and recommendations for readmission are made by the graduate programs. Admission to the Graduate School does not imply that the successful applicant will be accepted as a candidate for a graduate degree. Superior performance at Brandeis University is essential.

Graduates of international colleges and universities who have the equivalent of an American bachelor's degree and international students who have graduated from American universities may compete for admission and financial assistance at Brandeis, which is authorized under federal law to enroll nonimmigrant alien students.

Entrance Examinations

All applicants whose native language is not English must submit the official score of the Test of English as a Foreign Language (TOEFL). Thorough competence in English is required for study at Brandeis. Applicants should consult specific programs for additional test requirements. For information concerning the administration of the TOEFL, write to the Educational Testing Service, Princeton, NJ 08541-6155.

Financial Aid

Financial aid in the form of scholarships and fellowships is available to outstanding Ph.D. students. Limited tuition grants are available on the basis of need to master's degree students, however, the total assistance offered usually covers only a small portion of the student's expenses. Hence master's degree students, when applying for admission, should indicate a means of financial support.

Employment

The regulations of the United States Immigration and Naturalization Service limit strictly the amount of paid work that a student from abroad may do. The International Students and Scholars Office will provide further information regarding this issue.

The following general requirements apply to the awarding of graduate degrees in all areas of study. For specific program requirements students should consult the appropriate section of this *Bulletin*. Requirements for post-baccalaureate certificate and diploma programs are listed in the relevant program sections of this *Bulletin*.

Master of Arts and Master of Science

In order to qualify for a master's degree, the student must complete a minimum of one year's residency at Brandeis University, ordinarily computed as eight term courses of approved study. Some programs require a two-year residency. Please consult the appropriate program for detailed information. Programs offering master's programs may require that the candidate demonstrate a reading knowledge of at least one foreign language and pass satisfactorily a general or qualifying examination which, at the program's discretion, may be in one or more parts and may be written, oral or both. Where a thesis is required for the master's degree, two copies must be submitted to the program chair in final form by the date specified in the current academic calendar.

The master's degree must be earned within four years from the inception of graduate study at Brandeis University.

Master of Fine Arts

In order to qualify for the degree of Master of Fine Arts in music, the candidate must complete a two-year residency at Brandeis University, ordinarily computed as 12 term courses at the graduate level, and must meet the specific requirements for the degree as set forth under "Music, Requirements for the Master of Fine Arts Degree", in a later section of this *Bulletin*. Two copies of the thesis or composition must be submitted to the program chair in final form by the date specified in the current academic calendar.

In order to qualify for the degree of Master of Fine Arts in theater arts, the candidate must complete a three-year residency in design and acting, and meet the specific requirements for the degree as outlined under "Theater Arts, Requirements for the Master of Fine Arts Degree", in a later section of this *Bulletin*. Students enrolled for specialization in dramatic writing must submit two copies of a play in final form in lieu of a thesis.

The Master of Fine Arts degree must be earned within five years from the inception of graduate study at Brandeis University.

Doctor of Philosophy

In order to qualify for the degree of Doctor of Philosophy, a student must ordinarily complete a minimum of four years of graduate study, including three full years of residence and a fourth year devoted to the preparation of a doctoral dissertation. Under certain conditions, credit for advanced standing will be granted for work taken in residence in graduate schools of other universities. Each program reserves the right to require prospective candidates for the degree to perform work in excess of its minimum standards to assure thorough mastery of the area.

Prospective candidates may be required to demonstrate proficiency in at least one foreign language. In all areas of study the student must satisfactorily pass a general or qualifying examination which, at the program's discretion, may be in one or more parts and may be written, oral, or both. In addition, all prospective candidates must write a doctoral dissertation and defend it in a Final Oral Examination.

Each student will have the opportunity to develop skills as a teacher through close supervision of progressive pedagogic experiences by assisting or teaching a course(s), as appropriate. Participation in ongoing discipline-specific as well as skill-specific training through department- and school-wide seminars during a student's teaching apprenticeship in the Graduate School of Arts and Sciences is expected.

To be eligible for the Ph.D. degree, the student must (1) complete all course, residence, and teaching requirements, (2) pass all language and qualifying examinations, (3) have written and successfully defended the doctoral dissertation, and (4) be otherwise in good standing.

Students entering Brandeis University with no previous graduate work must earn the doctorate within eight years from the inception of study. Students who are granted credit for a year of graduate work completed elsewhere must earn the degree within seven years from the inception of their study at Brandeis.

Students who have passed the terminal point for the degree must apply to the Graduate School for an extension no later than the final semester prior to the expiration of their time to degree.

Language Requirements

There is no University requirement for foreign language competency at either the master's or doctoral level.

Each program determines which languages are acceptable as satisfying its foreign language requirement. Some programs may not require foreign language competency, while others may set requirements that will vary within the subfields offered by those programs. In programs where languages are required, students are expected to satisfy the requirement as soon as possible.

For specific requirements of each program, consult the program listing in this *Bulletin*.

Joint Degrees

Interdisciplinary in design, the joint M.A. degree in women's studies and a discipline aims to give M.A. and Ph.D. students a solid grounding in their discipline-specific program while offering them the tools with which to incorporate women's studies into their areas of research. This joint master's option, which may be pursued as a terminal degree or along the way to the Ph.D., is available in several programs that are listed in the women's studies section of the catalog. Consult the relevant sections of this *Bulletin* regarding the joint Ph.D. degree programs in NEJS and sociology, politics and social policy, and sociology and social policy.

Students who are interested in designing a joint Ph.D. degree in two doctoral programs within the University may do so by petitioning the graduate school with their proposed program of study early in their graduate career. The admissions committees for both programs must approve the petition. It is understood that the student must satisfy all the requirements of both programs and defend one dissertation before a defense committee comprised of faculty from both programs. Students should consult the associate dean of graduate education for more specific information about applying for a joint doctoral degree.

Degrees in Passing

Students enrolled in a Ph.D. program are allowed to apply for a master's degree within that program if they have satisfied all the requirements for the particular master's degree. Students are limited to only one master's degree in passing. Students may not apply for a master's degree in passing if they already hold a master's degree from the University, unless there is no overlap (double counting) in the terms used to fulfill the residency requirements for the two degrees.

Application for Graduate Degrees and Post-Baccalaureate Certificates and Diplomas

Candidates for graduate degrees, certificates, and diplomas must file an application with the University Registrar per the specified dates in the academic calendar in the year in which the degree, certificate, or diploma is to be awarded. Upon written recommendation from a candidate's program or committee that the application be approved, the record will be reviewed by the Graduate Council, which recommends the student to the University's Board of Trustees for the award of the degree, certificate, or diploma. Post-baccalaureate certificate candidates must have a minimum of a B- grade point average to be eligible for a certificate. In case of failure or withdrawal from candidacy in any year, the student must reapply by filing a new application in a later year.

Under special circumstances, a student in the post-baccalaureate studio art program may be given permission to return for continued studies. In this instance, the student would receive the certificate at the end of his or her extended course of study.

Dissertation and Final Oral Examination

When a student is ready to write the doctoral dissertation, a dissertation reading committee of no fewer than three faculty members, at least one of whom is a tenured member of the faculty and one of whom is outside of the student's program, will be appointed by the chair of the student's program. The student's principal advisor will serve as the chair of this committee. The dissertation reading committee will guide the research for and preparation of the dissertation. This committee, with the approval of the associate

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dean for graduate education and of the chair of the student's program, will appoint a dissertation examining committee to preside over the student's Final Oral Examination and will notify the candidate of the time and place of the Final Oral Examination at least two weeks prior to the scheduled date of the examination. A student must be registered and enrolled in the term(s) in which the dissertation is defended and submitted to the Graduate School office. Two copies of the dissertation, as well as an abstract of no more than 350 words, should be submitted to the dissertation reading committee for approval. The style and format of the dissertation is determined by each program.

The dissertation, when approved by the readers, must then be deposited in the program office where it will be available for inspection by all interested members of the faculty for at least two weeks prior to the Final Oral Examination.

The program will publish the time and place of the candidate's Final Oral Examination and the title of the doctoral dissertation. The Final Oral Examination will be open to any member of the faculty engaged in graduate instruction and invited faculty members from other institutions.

The dissertation examining committee, approved by the program chair and the associate dean for graduate education, must be comprised of a minimum of three faculty examiners, at least one of whom shall be a tenured member of the faculty and one of whom shall be from a graduate program outside the student's own, in a related area. The latter may be a faculty member from another university.

The examination may be restricted to a defense of the dissertation or may cover the whole field of the dissertation. The candidate will be notified by his or her program of responsibility for coverage prior to the examination.

A report, signed by the dissertation examining committee, certifying the candidate's successful performance on the Final Oral Examination, will be submitted to the University Registrar.

If the dissertation examining committee requires substantial revisions of the dissertation text, the revisions must be completed and accepted by the committee within six months of the dissertation defense, otherwise the dissertation must be redefended.

Deposit and Publication of Dissertation

No later than the dates specified in the current academic calendar for February and May degrees, the candidate must deposit in the Graduate School office one copy of the finished dissertation in a state suitable for microfilm and Xerox publication. The dissertation must have the signed approval of the dissertation supervisor and readers. The original, hardbound copy, will be returned to the students along with a xerographic softbound copy. Softbound copies will also be distributed to the department and to the library. The library will also receive a microfiche copy. Dissertations submitted electronically will be processed through University Microfilms in the same manner as paper submissions, however, if a hardbound copy is desired, the student must also supply a paper copy to the Graduate School office. The University has a policy of depositing dissertations in the Brandeis libraries and making them available to students and scholars for research purposes. The candidate must also submit one copy of an abstract of the dissertation, not to exceed 350 words, that has been approved by the dissertation supervisor.

Detailed instructions for submitting dissertations are available from the Graduate School office. See also the statement in this *Bulletin*, under "Fees and Expenses," on the final doctoral fee.

Registration

Every resident, post-resident, and continuation student must register at the beginning of each term, whether attending regular courses of study, carrying on research or independent reading, writing a thesis or dissertation, or utilizing any academic service or facility of the University.

Program of Study

Before enrolling, the student should plan a program of study in consultation with the chair or graduate advisor of the program.

Graduate students may not register for an undergraduate course (numbered below 100) for degree, certificate (except in premedical studies), or diploma credit unless they complete a special petition available in the Office of the University Registrar, which requires the signatures of the instructor of that course and their program chair or graduate advisor. Credit will not be given for undergraduate courses taken to make up deficiencies in the student's preparation for a program of graduate studies. Ordinarily a student may not receive credit toward completion of degree or residence requirements for courses undertaken to aid in the completion of language requirements. Students wishing to drop a full-year course at midyear must complete a special petition available in the Office of the University Registrar, which requires the signatures of the instructor of the course and the chair of their program.

At the end of the registration period (see "Academic Calendar" for specific date), all course enrollments are considered to be final.

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. No courses may be audited without the permission of the instructor. Auditors may not take examinations or expect evaluation from the instructor. No credit is given for an audited course.

Change of Program

Students are allowed to drop courses after the end of the registration period. To do so, a program change form is obtained from and returned to the Office of the University Registrar. Courses must be dropped no later than one week prior to the beginning of the examination period.

Absence from Examinations

Students who are absent from a midyear or final examination without an accepted excuse will receive a failing grade for that examination. No students may be excused from such examination unless for emergency or medical reasons, nor may they be excused if they were able to notify the instructor in advance and failed to do so. Cases involving absence are referred to the chair of the program who will decide whether a make-up examination shall be allowed and will notify the Office of the University Registrar of the decision. The examination must be taken within six weeks of the opening of the next term.

Grades and Course Standards

Graduate students are expected to maintain records of distinction in all courses. Letter grades will be used in all courses in which grading is possible. 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 in which the student receives an unsatisfactory grade will not be counted toward graduate credit. Post-baccalaureate and diploma students must have at least a B-average to be eligible for the certificate or diploma.

At the end of each academic year the Office of the University Registrar issues to each student a formal grade report.

Incompletes

A student who has not completed the research or written work for any course may receive an EI (incomplete) or a failing grade at the discretion of the course instructor. A student who receives an EI must satisfactorily complete the work of the course in which the incomplete was given in order to receive credit for the course and a letter grade. An incomplete, unless given by reason of the student's failure to attend a final examination, must be made up no later than the end of the term following the term in which it was received.* When failure to take a final examination has resulted in an EI, resolution of that EI to a letter grade must occur within six weeks of the beginning of the next term. An EI that is not resolved within the stated time limits will automatically become a permanent incomplete (I). A student may petition the associate dean for graduate education for a change in a permanent incomplete, provided the petition is signed by the instructor of the course and the program chair.

*Students are required to submit work to faculty in a timely manner to ensure completion of courses.

Credit for Work Done Elsewhere

Graduate-level courses taken prior to matriculation at Brandeis may not be applied to reduce a one-year residence requirement for the Master of Arts or Master of Science degrees, although a program may accept work taken elsewhere in partial fulfillment of specific course requirements for the degree. In that case, additional courses are designated to replace courses from which the student has been exempted. The post-baccalaureate and diploma programs do not accept transfer credit.

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

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

Applicants for transfer credit will not necessarily be granted the credit requested. Each program reserves the right to require of any student work in excess of its minimum standards to assure thorough mastery of the area of study. In all cases, courses being transferred must carry a grade of B or better and must have been earned at an appropriately accredited institution.

After completing one term of residence at a full-time rate or the equivalent at a part-time rate, students eligible to apply for transfer credit may do so. Forms are obtained from the Office of the University Registrar and submitted to the student's program for approval. The form is then returned to the Office of the University 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 associate dean for graduate education prior to registration for such courses. Such approval is granted only in unusual circumstances and such credit does not count toward the residency requirement. Students enrolled in the five-year B.A./M.A. program are not eligible to count such credit toward the residency requirement. Students who formally cross-register with Boston College, Boston University, or Tufts University through the consortium do not need prior approval from the dean's office nor is it required for coursework at the Graduate Consortium for Women's Studies at Radcliffe College.

Residence Requirements

Residence requirements for all graduate degrees are computed by determining the amount of registration for credit and the tuition charges. Part-time students pursuing part-time programs of study for credit complete their residence requirements when their fractional programs (one-quarter, one-half, three-quarters) total the amount required of a full-time student.

Master of Arts and Master of Science

The minimum residence requirement for most master's degree students is one academic year in a full-time graduate credit program at the full tuition or the equivalent thereof in part-time study. A few programs have a two-year residency requirement so consult specific programs for this information. Transfer credit may not normally be applied to residence requirements for the M.A. and M.S. degrees.

Master of Fine Arts

The minimum residence requirement for all M.F.A. students in music is four terms at a full-time rate, at the full tuition rate for each term, or the equivalent thereof in part-time study. Residence may be reduced by a maximum of one term with approved transfer credit.

The minimum residence for students in design and acting is six terms at the full tuition rate or the equivalent thereof in part-time study. Residence may be reduced by a maximum of one term with approved transfer credit.

Doctor of Philosophy

The residence requirement for all students is three academic years in a full-time graduate credit program for each year, at the full tuition rate for each year, or the equivalent thereof in part-time study. A maximum of one year's approved transfer credit may be granted toward residence for the Ph.D. degree.

Full-Time Resident Students

A full-time student is one who devotes the entire time, during the course of the academic year, to a program of graduate work at Brandeis University. Full-time students should consult with their advisors before taking on any outside commitments that might interfere with their academic progress.

A full-time program may include a combination of teaching and research assistance, other work leading to the fulfillment of degree requirements, such as preparation for qualifying, comprehensive, and final examinations, supervised reading and research, and Ph.D. dissertations, as well as regular course work.

A full-time resident student may take as many courses for credit in any term as are approved by the program chair, but no student may receive credit for, or be charged for, more than a full-time program in any term. Thus the minimum residence requirement for any degree may not be satisfied by an accelerated program of study or payment of more than the full-time tuition rate in any single academic year.

Graduate Summer Term

Graduate summer term exists to register students who are required to be on campus or at a related lab for the full year while engaged in taking classes and/or doing research germane to their field of study, and to enable students completing their degrees during the summer to have a registration status when classes are not in session. 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. Ph.D. students register for CONT 250b (Summer Research). Master degree students register for CONT 500b. Details about graduate summer term are mailed to students each spring.

Part-Time Resident Students

A part-time student is one who devotes less than the entire time to a program of graduate work at Brandeis University. Students may register for a credit program of one-quarter, one-half, or three-quarters time.

Students receiving financial aid from the University, who wish to change their status from full-time to part-time residency, must file with the Graduate School office an explanation of why full-time study is no longer possible.

Post-Resident Students

A graduate student who has completed residence requirements and who needs to utilize the full range of academic services and University facilities while completing degree requirements is a post-resident student and should register for CONT 500a/b, or the appropriate courses required to complete their programs.

Continuation Students

A graduate student who has completed all degree requirements except the dissertation (and in some cases the teaching requirement) is eligible for continuation status. A student in this category may enroll on either a half-time basis or a full-time basis, and is eligible for University health insurance, borrowing privileges in the Library, a computer account, use of gym facilities, and purchase of a parking sticker. They are not normally eligible for fellowships or for leaves of absence, except for health reasons.

Continuation students must enroll before the end of registration period each semester in either CONT 510a/b (half-time status) or CONT 520a/b (full-time status). For questions regarding these enrollments please contact the Office of the University Registrar. International students must enroll in CONT 520a/b (full-time status). Please contact ISSO (International Students and Scholars Office) if there are special circumstances.

Post-Baccalaureate Students

A post-baccalaureate or diploma student is a graduate student who is working in an approved course of study. Normal tuition charges apply; see the fees and expenses section for program-specific fees.

Post-baccalaureate or diploma programs may not be pursued concurrently with other formal degree work. Students who subsequently become candidates for graduate degrees are subject to the Graduate School's policy regarding transfer credit towards graduate degrees.

Special Students

Properly qualified applicants who wish to audit or to take courses without working for a degree may be admitted. Special Students are normally not eligible for University loans, scholarships, fellowships, or teaching or research assistantships. Special Students who later wish to change their status to that of part-time or full-time students working for a degree must apply for admission as resident students. They must also file a special petition if they wish credit to be accepted for any courses taken at Brandeis as Special Students. Credit for such course work may be granted in exceptional cases. Normally, no more than two courses taken for credit may be transferable if the student is admitted to either the master's or doctoral program.

Leave of Absence

Students may petition for a leave of absence. The petition must have the approval of the chair of the program and the Graduate School. Leaves of absence up to one year will normally be granted to students in good academic standing who present compelling personal reasons. Returns from leave may be subject to conditions established at the inception of the leave. Time spent on authorized leaves of absence will not be counted toward the maximum time permitted to complete degree requirements.

If, for any reason, a student must extend a leave of absence, he or she must request such an extension in writing before the leave of absence expires. Failure to do so will result in involuntary withdrawal from the Graduate School. Students who extend their leaves of absence beyond one year may lose departmental funding. Should a student wish to return, the student will be considered for funding as part of the department's entering cohort of students.

Leave of Absence with Credit

Students enrolled in a Ph.D. or master's program with a two-year residency may apply to study abroad with credit. While this option does not affect the current regulation concerning the maximum amount of transfer credit for work done elsewhere, it does allow a student to receive transfer credit after matriculation.

To qualify for transfer credit upon return, a student must submit to his or her program prior to studying abroad a list of proposed courses to be approved by the graduate program chair. The courses must be at the graduate level and constitute a full-time course load. Since the University Registrar must certify full-time status for purposes of loan deferment and federal loan eligibility, the application must include documentation related to the formulation of full-time status at the host school as well as the name of the contact person at the host school. To receive credit upon return, a student must earn grades of at least B and submit an official transcript along with the Transfer for Credit petition to the Registrar's office.

Withdrawal

A student who wishes to withdraw voluntarily from the Graduate School during a semester must do so in writing to the program chair and the Graduate School on or before the last day of instruction in the term. Failure to notify the University in writing of a withdrawal may subject the student to loss of eligibility for refunds in accordance with the refund schedule outlined in the fees and expenses section. Permission to withdraw voluntarily will not be granted if the student has not discharged all financial obligations to the University or has not made financial arrangements satisfactory to the Bursar.

Students who are obliged to register and fail to do so by the appropriate deadline or who fail to pay their bill will be administratively withdrawn. They may be readmitted (see below) 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.

Readmission

A student who has not been enrolled in the Graduate School for more than one year and who did not obtain a leave of absence should file an application for readmission and will be charged the readmission fee. The student's graduate program will determine in each case whether a student should be readmitted. If the program's requirements have changed during the student's absence or the student is not deemed current in his or her field of study, the program may require the student to repeat or supplement previous academic requirements including foreign language or qualifying exams. When a student is reinstated, he or she will be informed of current status regarding credits and time to degree.

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 Radcliffe College. Information on courses for cross-registration at each of the host institutions is available at the Graduate School office of each institution.

A student who wishes to enroll in a course at one of these institutions should consult with the instructor in the particular course and should expect to satisfy the prerequisites and requirements normally required for admission to the course, including adherence to the academic calendar of that course.

A student at Brandeis University who wishes to enroll in a graduate course at one of the host institutions should obtain a registration permit from the Office of the University Registrar and should present this permit to the Office of the University Registrar of the host institution.

Fees and Expenses

Payment of tuition and other fees is due on August 1, 2003, for the fall semester and January 2, 2004, for the spring semester. A student who has not paid such fees by the day of registration will be refused the privilege of registration.

The monthly payment plan allows the year's charges to be paid in 10 equal monthly installments. Academic Management Services (AMS) has contracted with Brandeis to administer the monthly payment plan. The application and a nonrefundable handling fee of \$100 must be returned to AMS by July 15, 2003. For any applications returned by July 15, 2003, the payment plan electronic withdrawals will begin on August 1, 2003.

Contact the Office of Student Financial Services for further information.

A student who defaults in the payment of indebtedness to the University shall be subject to suspension, dismissal, and refusal of a transfer of credits or issuance of an official transcript.

Such indebtedness includes, but is not limited to, delinquency of a borrower in repaying a loan administered by the student loan office and the inability of that office to collect such a loan because the borrower has discharged the indebtedness through bankruptcy proceedings. If the student is a degree, certificate, or diploma candidate, his or her name will be stricken from the rolls.

A student who has been suspended or dismissed for nonpayment of indebtedness to the University may not be reinstated until such indebtedness is paid in full.

Application Fee: \$60.

Payable by all applicants for admission at the time the application for admission is submitted. It is not refundable. Checks and money orders should be made payable to Brandeis University. No application for admission will be processed until this fee is paid. There is a one-time fee waiver for Brandeis students and alumni.

Matriculation Deposit: \$300.

Payable by a master's degree, certificate, or diploma applicant upon notification of acceptance. This fee reserves a place in the class and is credited toward the first semester tuition bill. If a student fails to enroll or withdraws his or her application, the matriculation deposit is forfeited.

Tuition Fees

The fees for tuition in the Graduate School for 2003-04 are as follows:

Full-time resident students: \$28,999 per year, or \$14,499.50 per term.

Post-resident students: \$1,812 per year.

Continuation Fee: \$906 per year.

Post-baccalaureate studio art students and Artist Diploma students: \$17,000 per year.

Special Students, post-baccalaureate computer science, premedical students, and part-time resident students: \$3,625 per course, per term.

In view of the constantly increasing costs of education, students may expect one or more tuition increases during their academic careers.

Post-Baccalaureate Program Fees

Medical school application processing fee: \$50, one-time fee payable on entrance.

Orientation Fee: \$35.

A one-time fee payable by students entering for the first time.

Technology Fee: \$175 per year.

Final Doctoral Fee: \$325.

This fee covers all costs for the year in which the Ph.D. degree will be conferred, including the costs for the full publishing services for the dissertation; publication of the abstract of the dissertation in *Dissertation Abstracts*; issuance of a Library of Congress number, appropriate library cards, and deposit of the dissertation in digital format at the Library of Congress; binding four copies of the dissertation—one hardbound for the author, and three xerographic softbound copies (for the author, department, and library); and a microfiche for the Brandeis library. The Final Doctoral Fee covers the rental expenses for academic robes for graduation and the cost of the diploma.

Note: All candidates for the Ph.D. degree must pay the \$325 Final Doctoral Fee at the Office of Student Financial Services before they file their application for degree with the Office of the University Registrar.

Returned Check Fee: \$25.

A bank service fee will be charged to a student's account if a payment or a check negotiated through Brandeis is returned by the bank for any reason.

Readmission Fee: \$300.

Payable by a student who, after withdrawal, suspension, or dismissal for more than one year, has been reinstated with the consent of the dean of arts and sciences.

Transcript Fee: \$5.

Students, former students, and graduates should request official transcripts of their records from the Office of the University Registrar, Kutz Hall. Students are entitled to 20 formal transcripts of their academic work without charge. A charge of \$5 will be made for each subsequent transcript. Requests by mail for transcripts must be accompanied by a check in the correct amount payable to Brandeis University. Official transcripts will be issued only to those students whose University financial records are in order.

Diploma Fee: \$45.

Payable by candidates for the master's degree at the Office of Student Financial Services before they file their application for degree with the Office of the University Registrar.

Student Health Services Fee: \$411.

Entitles the full-time graduate student to use of Health Services.

Student Health Insurance Plan (single coverage): \$898.

All three-quarter or full-time students are required by state law to show certification of health insurance. Students without insurance of their own must purchase the Student Health Insurance Plan through the University. The fee is payable prior to registration and no portion is refundable. Student insurance is optional for special students. Additional insurance options, including family coverage, are described in *A Guide to University Health Services*, which is available from the Office of Health Services.

Parking Fee: \$35-150.

Payable annually at fall registration for privilege of parking an automobile on campus. Fee varies with assigned parking area.

Monthly Payment Plan Fee: \$100.00.

Late Fee: \$300-500.

Financial Assistance

Refunds

The only fee that may be refundable, in part, is the tuition fee. No refund of the tuition fee will be made because of illness, absence, or dismissal during the academic year. A student who is withdrawing must notify the Graduate School in writing; refunds will be based on the date of notification and calculated in accordance with the following:

1. Tuition

Withdrawal

Before the opening day of instruction: 100% of the term's tuition.

On or before the second Friday following the opening day of instruction: 75% of the term's tuition.

On or before the fifth Friday following the opening day of instruction: 50% of the term's tuition.

After the fifth Friday following the opening day of instruction: no refund.

Requests for refunds should be addressed to the Office of Student Financial Services.

2. Scholarship

In the case of a scholarship student who withdraws, the student's account will be credited with the same proportion of the term scholarship as charged for tuition: 75% if the student leaves on or before the second Friday; 50% on or before the fifth Friday and no refund thereafter.

3. Stafford Loans

In compliance with federal law, special refund arrangements apply to first-time students receiving aid under Title IV. Contact the Graduate School financial aid officer for additional information.

To help students whose records indicate scholarly promise, the University makes available special scholarships and fellowships and a variety of awards. All awards are granted and accepted with the understanding that they may be revoked or reduced at any time for undesirable conduct or poor academic standing.

Ordinarily, no student may hold a fellowship or scholarship for more than two years of study for the master's degree, more than three years of study for the M.F.A. degree, or more than four years of study for the Ph.D. degree. Priority in making awards is given to full-time students.

Students receiving financial aid from Brandeis University, whether in the form of a scholarship or fellowship are required to maintain a superior level of academic progress.

All students contemplating outside employment that would require a significant portion of their time should discuss their intentions with their program advisor.

Title IV Cancellations

If you have been awarded a student loan (Federal Stafford or Perkins) you have a right to cancel all or a portion of your loan or loan disbursement. To do so, please submit a written request to: The Graduate School of Arts and Sciences, Brandeis University, Mailstop 031, P.O. Box 549110, Waltham, MA 02454-9110.

A request for loan cancellation or adjustment must be made before the end of the academic year or prior to leaving school whichever comes first, and must state which loan(s) and what amount(s) you wish to cancel. Cancellation of your awarded student loan(s) will most likely create a balance due on your account. This balance would be due and payable upon receipt of the statement.

Scholarships

A scholarship is an award on grounds of scholarly ability that will be used exclusively for remission of tuition fees. Full scholarships and partial scholarships are available. Scholarship students are liable for all but tuition charges.

Fellowships

A fellowship is an academic award of honor to outstanding students to help them in furthering advanced study, research, and training in teaching. A fellowship recipient must pay tuition fees unless the award includes a scholarship in an amount covering tuition.

Research Assistantships

Research assistantships are available in several programs, especially the science areas. Application should be made to the chair of the graduate program.

Dean's Fellowship

Brandeis University established in 1995 the Dean's Fellowship. This fellowship was created in order to encourage students from groups whose under-representation in the nation's Ph.D. population has been severe and long-standing to pursue doctoral studies in the humanities, social sciences, and creative arts at the Graduate School of Arts and Sciences at Brandeis. The Dean's Fellowship will provide four years of funding with a nine-month stipend, assuming satisfactory academic progress.

Factors considered in eligibility include financial need, first generation status, and/or membership in a traditionally underrepresented group. In order to qualify for the Dean's Fellowship, applicants must be nominated by one of the following programs: American history, anthropology, comparative history, English and American literature, music, Near Eastern and Judaic Studies, psychology, politics, or sociology.

Students who wish to be considered for the Dean's Fellowship should express their interest in the statement of purpose included with their application.

The Heller School for Social Policy and Management

Tuition Grants

A limited number of need-based grants are available for master's candidates who are enrolled at least half-time. Students may apply for need-based grants by completing the CSS financial aid PROFILE.

Loans

The **Perkins Loan** is a federal loan, awarded on a limited basis to the neediest students. Students may be considered for this loan only if unmet financial need remains after a subsidized Stafford Loan has been awarded. Interest is not charged and repayment is not expected while the borrower is enrolled at least half-time. During repayment, interest is charged at the fixed rate of 5% and repayment may be made over a 10-year period. Students must file a Free Application for Federal Student Aid (FAFSA) to be considered for this loan.

Direct Subsidized Federal Stafford Loans are available to U.S. citizens and permanent residents who are enrolled at least half-time in a degree, certificate, or diploma program and who demonstrate need by filing the Free Application for Federal Student Aid (FAFSA). Graduate students may borrow up to \$8,500 per year in subsidized money. Post-baccalaureate certificate and diploma students may borrow up to \$5,500 per year. The maximum aggregate limit for the program (including undergraduate borrowing) is \$65,500.

Direct Unsubsidized Federal Stafford Loans are available to students who are not eligible for subsidized Stafford Loans based on need. Applicants must still file the FAFSA. Graduate students may borrow up to a maximum of \$10,000 a year (\$5,000 for independent post-baccalaureate students) with an aggregate maximum of \$73,000 in unsubsidized money. Eligible students may borrow from the subsidized and the unsubsidized Stafford programs as long as the annual total does not exceed \$18,500.

Repayment of a Stafford Loan begins six months after the borrower ceases to be enrolled at least half-time. The repayment period is 10 years, during which time interest is charged. There is no interest charged during the in-school period for subsidized loans. However, 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. Additional current information is available from the Graduate School.

Students wishing to apply for loans should contact the Graduate School for application materials.

Satisfactory Academic Progress

Federal regulations require that a student receiving federal assistance make satisfactory academic progress in accordance with standards set by the University. The Graduate School of Arts and Sciences delegates the responsibility to monitor academic progress to the individual graduate programs. Admission to the Graduate School is valid for one academic year. Graduate programs review students' academic progress and make recommendations for readmission annually. Any student who is readmitted for the following year is considered to be making satisfactory academic progress and is eligible for financial aid from federal sources.

Students who enter the Graduate School of Arts and Sciences must earn the doctorate within eight years, the Master of Arts within four years, the Master of Fine Arts within five years, and the post-baccalaureate certificate and the diploma within two years from the inception of study exclusive of leaves of absence (pro-rated for part-time study). Students who have passed the terminal point for the degree may apply to the Graduate School of Arts and Sciences for an extension and, if approved, may be eligible for additional federal financial aid.

History and Organization

Founded in 1959 as the University's first professional school, The Heller School for Social Policy and Management is committed to developing new knowledge and insights in the field of social policy and in health and human services management. The fundamental mission of the School—knowledge advancing social justice—is realized through the knowledge that we create, the education that our students receive, the accomplishment of our alumni, and the extent to which our work transcends the boundaries between academia and the broader society, in the United States and internationally.

The Heller School continues to keep the concepts of social justice and human health and well-being in the forefront of the public conscience. The School and its nationally renowned research centers have pioneered in a variety of policy areas including:

- Health
- Mental Health
- Substance Abuse
- Children, Youth, and Families
- Aging
- International and Community Development
- Disabilities
- Work and Inequality
- Hunger and Poverty

The Heller School continues to be ranked among the top 10 schools of social policy by *U.S. News and World Report* magazine. The School offers the Ph.D. in social policy, the M.B.A. or the M.M. in health and human services management, and the M.A. in sustainable international development. The Heller School offers dual and joint degree options with politics, sociology, women's studies, and the Hornstein Program in Jewish Communal Service. The Heller School gives its master's and doctoral students solid training in research or management and broad grounding in social policy. All students benefit from the resources and expertise of the The Heller School's six social policy research centers:

- The Schneider Institute for Health Policy
- The Institute for Sustainable Development
- The Family and Child Policy Center
- The National Center on Women and Aging
- The Starr Center for Mental Retardation
- The Center on Hunger and Poverty

Admission

Objectives

Our three degree programs are designed explicitly to bridge the gap between theory and practice. Students will be actively engaged in examining policies and programs that respond to the changing needs of vulnerable individuals and social groups in contemporary societies, be they vulnerable as a result of economic hardship, illness, disability, age (young or old), or discrimination based on race, ethnicity, gender, or sexual orientation. These core values are reflected in our deep commitment to beneficial social change, our respect for public service, and our investment in the development of public and private sector policies and practices that enhance human development.

Degree Programs

The Ph.D. Program in Social Policy

Our doctoral program educates students for careers in research, planning, administration, and policy analysis. Students are immersed in an integrated curriculum that focuses on intensive scholarly preparation in general and specialized social policy areas and apply what they learn to real-world problems. Students graduate with honed research skills and a strong working knowledge of various social science disciplines. The Heller School offers joint Ph.D. programs with the Departments of Politics and Sociology.

The M.B.A. and M.M. Programs in Health and Human Services

Our M.B.A. (human services) and Master of Management programs prepare managers for leadership positions in a range of health and human services organizations. An effective manager needs more than good intentions and people skills. Especially in the turbulent and rapidly changing arena of public and private, for-profit, and not-for-profit health and human services organizations, one needs solid managerial knowledge to negotiate with a plethora of stakeholders. The M.B.A. and M.M. programs combine The Heller School's powerful social policy resources with a context-specific management curriculum to make this master's program unique when compared to traditional programs in business, management, public administration, health administration, social work, and public health. The Heller School offers a dual M.B.A./M.A. and M.M./M.A. with the Hornstein Program in Jewish Communal Service.

The M.A. in Sustainable International Development

Our M.A. program in sustainable international development imparts the knowledge and skills necessary to design and to manage local, regional, national, or international development. Students in the SID program examine models of development, considering if they are effective, if they reduce poverty and inequality, and if they raise the quality of life. Students consider the state of world development, probe issues that affect future generations, and broaden the skills necessary to plan, negotiate, implement, monitor, and evaluate development programs. Students enjoy a year in residence studying with senior researchers and field-level development practitioners as well as a second year field project, internship, or advanced study applying and evaluating methods and models of development.

How to Apply to The Heller School for Social Policy and Management

Application procedures for each program may be obtained by contacting the relevant admissions offices and by visiting the Heller Website. All applicants should demonstrate a commitment to addressing some of the world's most pressing social issues as well as a readiness to take on graduate-level work. Additional information regarding admission requirements, policies, and procedures, is available at www.heller.brandeis.edu or by contacting the Office of Admissions at 800-279-4105 or HellerAdmissions@brandeis.edu for information about the Ph.D. and M.B.A./M.M. program, or the SID Admissions Office at 781-736-2770, or sidrecruit@brandeis.edu for information about the M.A./SID program.

Test Scores and Deadlines

The Ph.D. Program

Applicants to the Ph.D. in social policy program must submit application materials by December 15 for fall start (September). The application process and requirements for full-time and part-time applicants are the same. All applicants must submit a completed and signed application form with fee, statement of purpose, writing sample, transcripts, test scores, letters of recommendation, and resume.

Applicants to the Ph.D. in social policy program must submit test results of either the Graduate Record Examination (GRE) or the Miller's Analogies Test (MAT). Test scores may not be more than five years old. The Heller School does not have minimum cutoff scores, and test results are considered in conjunction with an applicant's educational background and professional experience. International applicants whose native language is not English or who have not completed a degree program in the United States, must also submit results from the Test of English as a Foreign Language exam (TOEFL). Scores may not be more than five years old and must be at least 600 (paper-based exam or equivalent computer-based score). All test results should be sent directly to the admissions office using The Heller School's Institution Code for each exam: GRE and/or TOEFL: 3097 and MAT: 2569. Information regarding the GRE, MAT, or TOEFL exams can be obtained from the testing agencies directly at www.gre.org, www.toefl.org, MAT/ 800-622-3231 or by contacting the admissions office at 800-279-4105 or HellerAdmissions@brandeis.edu.

Academic Regulations

M.B.A. and M.M. Program

Applicants to the M.B.A. (human services) and Master of Management programs must submit application materials by February 15 for summer start (June/full-time or part-time), June 1 for fall start (September/part-time) and by November 1 for spring start (January/part-time). The application process and requirements for full-time and part-time applicants are the same. All applicants must submit the completed and signed application form and fee, statement of purpose, management problem analysis, transcripts, test scores, letters of recommendation, and professional resume.

Applicants to the Master of Management degree program can submit test results of either the Graduate Management Admissions Test (GMAT) or the Graduate Record Examination (GRE). Applicants to the M.B.A. (human services) degree program must submit GMAT results. Test scores may not be more than five years old. The Heller School does not have minimum cutoff scores, and test results are considered in conjunction with an applicant's educational background and professional experience. International applicants whose native language is not English or who have not completed a degree program in the United States, must also submit results from the Test of English as a Foreign Language exam (TOEFL). Scores may not be more than five years old and must be at least 600 (paper-based exam or equivalent computer-based score). All test results should be sent directly to the admissions office using The Heller School's Institution Code for each exam: GMAT, GRE, and TOEFL: 3097. Information regarding these exams can be obtained from the testing agencies directly at www.gmat.org, www.gre.org, www.toefl.org or by contacting the admissions office at 800-279-4105 or HellerAdmissions@brandeis.edu.

The M.A./SID Program

Applicants to the M.A./SID program must submit application materials by June 1 for a fall start. All applicants must submit the completed and signed application form and fee (the fee is waived for applicant from developing countries and Peace Corps Volunteers), statement of purpose, transcripts, test scores, letters of recommendation, and professional resume.

Applicants whose native language is not English must submit a score report from IELTS or the Test of English as a Foreign Language (TOEFL) (minimum for TOEFL is 500 and CB TOEFL is 240, the minimum for IELTS is 6.5). However, if you have completed a university-level degree where English was the language of instruction, you might be exempted from the TOEFL (after evaluation of relevant documentation). You may also submit other documentation as proof of English proficiency.

For complete information about academic regulations governing The Heller School's Ph.D., M.B.A., M.M., and M.A. programs, refer to the *Academic Policies and Procedures* documents for each degree, available from The Heller School Office of Student Records.

Academic Standing

The Heller School reviews students' academic progress annually. Satisfactory academic progress in a program is essential to maintain one's eligibility for funding. Superior performance at Brandeis University is essential. Academic insufficiency or failure to make suitable progress toward the degree may require withdrawal.

Requirements for the Degree

Detailed information about the requirements for the degree programs offered by The Heller School can be found in a later section of this *Bulletin*. Please refer to pages 188-190 for the requirements for specific degrees.

Registration

Every resident, post-resident, and continuation student must register at the beginning of each term, whether attending regular courses of study, carrying on research or independent reading, writing a thesis or dissertation, or utilizing any academic service or facility of the University. Registration requires enrollment in a course—whether a regular course, independent research, or a status course for post-resident and continuation students.

Students work closely with their advisors in planning their program of study. All students file an Individualized Learning Plan (ILP) with The Heller School's Office of Student Records. At the end of the registration period for each term (see "Academic Calendar" for specific date), no additional courses may be added to a student's schedule and enrollment is considered to be final, unless a student formally drops a course prior to the drop deadline.

Auditing Courses

The privilege of auditing courses without fee is extended to all regularly enrolled full-time, graduate students. No courses may be audited without the permission of the instructor. Auditors may not take examinations or expect evaluation from the instructor. No credit is given for an audited course.

Change of Program

Students are allowed to drop courses after the end of the telephone and Web registration period. To do so, an Add/Drop Form is obtained from and returned to The Heller School Office of Student Records. Courses must be dropped by the deadline established in the Academic Calendar.

Grades and Course Standards

Graduate students are expected to maintain records of distinction in all courses. Letter grades will be used in all courses for master's-level students. Doctoral students receive "satisfactory" or "unsatisfactory."

Any letter grade below B- is considered unsatisfactory. A course in which the student receives an unsatisfactory grade will not be counted toward graduate credit. Students will need to work out with their programs how an unsatisfactory mark in a required course will be handled.

At the end of each academic year the Office of the University Registrar issues a formal grade report to each student.

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 the work of the course in which the incomplete was given in order to receive credit for the course. An incomplete must be made up no later than the end of the term following the term in which it was received. An EI that is not resolved within the stated time limits will automatically become a permanent incomplete (I).

Residence Requirements

Residence requirements for all Heller degrees are computed by determining the amount of registration for credit and the tuition charges. Part-time students pursuing part-time programs of study for credit complete their residence requirements when their fractional programs total the amount required of a full-time student.

Ph.D. Program

Full-time students have a two-year residency period and must finish all requirements for the degree in 10 years. Part-time students have a three-year residency period and have 12 years to finish all degree requirements.

M.B.A./M.M. Program

Full-time students have a 15-month residency period. Part-time students are expected to enroll in two courses per semester. Full-time and part-time students must complete all degree requirements within six years.

M.A./SID Program

Students have a one-year residency requirement and must complete all degree requirements within five years.

Full-Time Resident Students

A full-time student is one who devotes his/her entire time, during the course of the academic year, to a program of graduate work at Brandeis University.

A full-time program may include a combination of teaching and research assistance, and other work leading to the fulfillment of degree requirements, such as preparation for qualifying, comprehensive, and final examinations; supervised reading and research; Ph.D. dissertations; and regular course work.

A full-time resident student must take a minimum of three courses (12 credits) per term unless otherwise approved by their program director. An accelerated program of study or payment of more than the full-time tuition rate in any single academic year may not satisfy the minimum residence requirement for any degree.

Part-Time Resident Students

A part-time student is one who devotes less than the entire time to a program of graduate work at Brandeis University. Part-time students are expected to enroll in two courses per term unless otherwise approved by their program director.

Students receiving financial aid from the University who wish to change their status from full-time to part-time residency must request permission to do so from their program director and file their change of status with The Heller School Office of Admissions and Financial Aid with an explanation of why full-time study is no longer possible.

Post-Resident Students

A graduate student who has completed residence requirements and who needs to utilize the full range of academic services and University facilities while completing degree requirements is a post-resident student. Post-resident students must enroll in a status course (CONT 500) as they are considered to be full-time students.

Continuation Students

A doctoral student who has completed all degree requirements (including the dissertation proposal hearing) except the dissertation is eligible for continuation status. A student in this category may enroll on either a half-time basis (CONT 510a/b) or a full-time basis (CONT 520a/b). Full-time continuation students are eligible for University health insurance, borrowing privileges in the Library, a computer account, use of gym facilities, and purchase of a parking sticker.

A student must be registered and enrolled in the term(s) in which the dissertation is defended and submitted to The Heller School office.

M.A./SID students are considered full-time continuation students during their second year when engaged in their field projects.

Special Students

Properly qualified applicants who wish to take courses without matriculating into a degree program may be admitted. Special Students are not eligible for University loans, scholarships, fellowships, or teaching or research assistantships. Special Students who later wish to change their status to that of part-time or full-time students working for a degree must apply for admission as resident students. No more than two courses taken for credit may be transferable if the student is admitted to one of The Heller School's degree programs.

Leave of Absence

Students may petition for a leave of absence. The petition must have the approval of their program director. Leaves of absence up to one year will normally be granted to students. Leaves of absence beyond one year are extended only for medical reasons. Any student wishing to extend the leave of absence must submit a written request with medical documentation before the leave expires. If there are outstanding Incompletes when a student begins a leave, the student will not be allowed to re-register until they have been completed.

Withdrawal

A student who wishes to withdraw voluntarily from The Heller School during a semester must do so in writing to the program director and must file their request with the Office of Student Records **before** the last day of instruction of the semester. Failure to notify in writing of a withdrawal may subject the student to loss of eligibility for refunds in accordance with the refund schedule outlined in the fees and expenses section. Permission to withdraw voluntarily will not be granted if the student has not discharged all financial obligations to the University or has not made financial arrangements satisfactory to the bursar. When a student withdraws during or at the end of a semester course enrollments are not expunged from his/her record, rather a grade of W ("dropped") is entered for each course.

Students who are obliged to register and fail to do so by the appropriate deadline or who fail to pay their bill will be administratively withdrawn. They may be readmitted (see below) 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.

Readmission

A student who has not been enrolled in The Heller School for more than one year and who did not obtain a leave of absence should file an application for readmission and will be charged the readmission fee. The student's program will determine in each case whether a student should be readmitted. If the program's requirements have changed during the student's absence or the student is not deemed current in his or her field of study, the program may require the student to

Fees and Expenses

repeat or supplement previous academic requirements including qualifying exams. When a student is reinstated, he or she will be informed of current status regarding credits and time to degree.

Students who have surpassed their time limit for the degree may petition their program for readmission.

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. The Heller School has cross-registration agreements with MIT, UMass, and Bentley College School of Business Administration. Information on courses for cross-registration at each of the host institutions is available at the Graduate School office of each institution.

A student who wishes to enroll in a course at one of these institutions should consult with the instructor in the particular course and should expect to satisfy the prerequisites and requirements normally required for admission to the course, including adherence to the academic calendar of that course.

A student at Brandeis University who wishes to enroll in a graduate course at one of the host institutions should obtain a cross registration petition from The Heller School Office of Student Records, and should present this petition to the Office of the University Registrar of the host institution. The completed petition should be returned to The Heller School Office of Student Records.

Tuition and Expenses

The following tuition and fees are in effect for the 2003-04 academic year. These figures are subject to annual revision by the Brandeis Board of Trustees.

Application fee: \$50

Payable by all applicants for admission at the time the application for admission is submitted.

Program fee (M.A./SID only): \$500

Payable by all SID students in the fall of their second year.

Tuition fees

Ph.D. Program
Full-time: \$28,999/year
Part-time: \$1,943/course

M.B.A./M.M. Program

Full-time: \$8,043.50 per semester (four semester, 15-month program)
Part-time: \$1,693/course

M.A./SID Program

\$28,999 for first year
\$906 continuation fee for second year

Other Fees

The following are other mandatory annual fees for 2003-04:

1. **Monthly Payment Plan fee: \$100.**
2. **Parking fees: \$35-150.**
3. **Returned Check fee: \$25.**
4. **Late fee: \$300-500.**

Refunds

The only fee that may be refundable, in part, is the tuition fee. No refund of the tuition fee will be made because of illness, absence, or dismissal during the academic year. A student who is withdrawing must notify The Heller School's senior administrative officer in writing; refunds will be based on the date of notification and calculated in accordance with the following:

1. Tuition

Withdrawal
Before the opening day of instruction: 100% of the term's tuition.

On or before the second Friday following the opening day of instruction: 75% of the term's tuition.

On or before the fifth Friday following the opening day of instruction: 50% of the term's tuition.

After the fifth Friday following the opening day of instruction: no refund.

Requests for refunds should be addressed to the Office of Student Financial Services.

2. Scholarship

In the case of a scholarship student who withdraws, the student's account will be credited with the same proportion of the term scholarship as charged for tuition: 75% if the student leaves on or before the second Friday; 50% on or before the fifth Friday and no refund thereafter.

3. Stafford Loans

In compliance with federal law, special refund arrangements apply to first-time students receiving aid under Title IV. Contact The Heller School financial aid officer for additional information.

Financial Aid

The Heller School attempts to assist as many students as possible in securing financial aid, although it is expected that candidates for admission will explore a variety of outside funding sources, such as private scholarships, state scholarships, and G.I. Bill benefits. The Heller School offers scholarships and fellowships that are awarded on the basis of financial need and academic merit. These grants rarely cover the full cost of study plus living expenses, but, in combination with Stafford Loans, make up the typical aid package. Part-time students are not eligible to receive scholarships or fellowships from The Heller School.

For more information about fellowships, scholarships, and loans for all of our degree programs, visit the The Heller School's Website at www.heller.brandeis.edu, or contact the appropriate admissions office.

Brandeis International Business School

Admission

History and Organization

The Brandeis International Business School (formerly known as the Graduate School of International Economics and Finance) is a pioneering professional school dedicated to teaching and research in global finance, management, and economic policy. Established in 1994, the School responds to the growing need for international vision and expertise by preparing exceptional individuals from around the world to become principled leaders of global companies and public institutions.

The School teaches cutting-edge theory, immerses students in international experiences, and connects them to best practice in business and policy. This learning experience transforms the way its graduates view the world, and helps them develop insights to chart its future.

The School's research covers fields ranging from currency markets, corporate financial signaling and asset prices to patents and technology flows, international branding, multi-cultural communication, and many other fields. Its major research units include:

The Barbara and Richard Rosenberg Institute of Global Finance

Established in 2001 with a generous gift from Barbara and Richard Rosenberg, the Institute anticipates and addresses major trends and challenges in the global economy through research, public conferences and symposia, and teaching.

The Center for Asia-Pacific Business and Economics

The Center addresses trade, investment, finance and development in the Asia Pacific as a whole, and in particular countries of the region. The Center is also an APEC Study Center.

Additional information on the School, its programs and activities, and its admissions policies may be obtained from the School's Website, www.brandeis.edu/global, or by contacting its administrative offices at Brandeis University.

Objectives

The School's programs address the complex challenges decision-makers face in the emerging global economy, in varied business and policy-making environments.

M.A.ief Program

The Lemberg M.A. in International Economics and Finance, offered in collaboration with the University's economics department, is a two-year professional degree that integrates analytical skills in economics and capital markets with practical management insights and global economic perspectives. It prepares students for careers in finance, economic policy, consulting, multinational corporations, and international organizations.

M.B.A.i. Program

The M.B.A. International, a two-year professional degree, offers in-depth training in all business and management functions, with special emphasis on finance and strategy. Its internationally focused curriculum, language requirement, international experience component, and multicultural aspects distinguish it sharply from "generic" M.B.A. degrees.

M.S.F. Program

The M.S. in finance is a 10-course, part-time program focused on the quantitative and analytical tools of modern finance with emphasis on applications in investments and corporate financial management. The program accommodates the schedules of working professionals by offering year-round evening courses and may be completed within five semesters.

Ph.D. Program

The Ph.D. in international economics and finance, offered in collaboration with the University's economics department, provides advanced training in economic theory, research techniques, and creative problem-solving in an integrated, global economic framework. Concentrations are limited to international trade, international finance, international business, and development/transition economics. The program prepares students for research, teaching, and policy-making careers in business, government, and international agencies.

Combined B.A./M.A. Programs

Brandeis and Wellesley undergraduate students may apply for admission to a special B.A./M.A. track within the Lemberg M.A.ief Program in the spring of their junior year. They begin taking program courses in their senior year and satisfy the master's degree requirements in one additional year of study after receiving their B.A. degree.

How to Be Admitted to the Brandeis International Business School

The School seeks outstanding candidates from around the world, and from a wide range of backgrounds and experiences. Factors critical in the evaluation of applicants to all IBS degree programs include academic achievement, aptitude for graduate study, motivation, leadership, and experience. Detailed information regarding admission requirements, applications, policies, and procedures, is available on the IBS Website and by contacting the Office of Admissions.

Test Scores and Deadlines

Applicants for the Lemberg M.A.ief Program must submit the results of either the GMAT or the GRE. Applicants for the M.B.A.i. and M.S.F. programs must submit GMAT scores. Ph.D. applicants are required to submit the results of the GRE. A TOEFL score of 600 or higher is normally required for students whose native language is not English. Although interviews are not required, they are recommended.

Lemberg M.A.ief Program: February 15 Priority Deadline for Scholarships/April 15 Final Deadline.

M.B.A.i. Program: February 15 Priority Deadline for Scholarships/April 15 Final Deadline.

M.S.F. Program: January 8 for spring entry/April 15 for summer entry/August 1 for fall entry.

Ph.D. Program: February 15. Note: Admission is offered only in even years (2004, 2006, etc.).

Lemberg M.A.ief Program, B.A./M.A. track: March 15.

Academic Regulations

Requirements for the Degree

Degree requirements vary by program and can be found in a later section of this *Bulletin*. Please refer to pages 220-222 for the requirements for specific degrees.

Registration

Every resident, post-resident, and continuation student must register at the beginning of each term, whether attending regular courses of study, carrying on research or independent reading, writing a thesis or dissertation, or utilizing any academic service or facility of the University. All students on semester abroad must register and enroll in ECON 290a for that 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. No courses may be audited without the permission of the instructor. Auditors may not take examinations or expect evaluation from the instructor. No credit is given for an audited course.

Change of Program

Students are allowed to drop courses after the end of registration. To do so, an add/drop form is obtained from the Office of Administration and Student Services and returned to the Office of the University Registrar. Courses must be dropped no later than one week prior to the beginning of an examination period.

Exemptions from required courses must be requested in writing on a Requirement Completion form, which may be obtained from the Office of Administration and Student Services. All requests for exemptions must be requested during a student's first semester in IBS.

Incompletes

A student who has not completed the research or written work for any course may receive an EI ("incomplete") or a failing grade at the discretion of the course instructor. A student who receives an EI must satisfactorily complete the work of the course in which the incomplete was given in order to receive credit for the course and a letter grade. An incomplete, unless given by reason of the student's failure to attend a final examination, must be made up no later than the end of the term following the term in which it was received. When failure to take a final examination has resulted in an EI, resolution of that EI to a letter grade must occur within six weeks of the beginning of the next term. An EI that is not resolved within the stated time limits will automatically become an I ("permanent incomplete"). A student may petition the dean for a change in a permanent incomplete, provided the petition is signed by the instructor of the course.

Residence Requirements

Residence requirements vary by program, and can be found in a later section of this *Bulletin*. Please refer to pages 220-222 for the residence requirements for specific degrees.

Post-Resident Students

A graduate student who has completed residence requirements and who needs to utilize the full range of academic services and University facilities while completing degree requirements is a post-resident student and should register for CONT 500a/b, or the appropriate courses required to complete his/her program.

Continuation Students

A doctoral student who has completed all degree requirements except the dissertation is eligible for continuation status. A student in this category may enroll on either a half-time basis or a full-time basis, and is eligible for University health insurance, borrowing privileges in the Library, a computer account, use of gym facilities, and purchase of a parking sticker. They are not normally eligible for fellowships or for leaves of absence, except for health reasons. A student must be registered and enrolled in the term(s) in which the dissertation is defended and submitted to The Heller School office.

Continuation students must enroll before the end of registration period each semester in either CONT 510a/b (half-time status) or CONT 520a/b (full-time status). For questions regarding these enrollments please contact the Office of the University Registrar. International students must enroll in CONT 520a/b (full-time status). Please contact ISSO (International Students and Scholars Office) if there are special circumstances.

Special Students

Properly qualified applicants who wish to audit or to take courses without working for a degree may be admitted. Special Students are normally not eligible for University loans, scholarships, fellowships, or teaching or research assistantships. Special Students who later wish to change their status to that of part-time or full-time students working for a degree must apply for admission as resident students. They must also file a special petition if they wish credit to be accepted for any courses taken at Brandeis as Special Students. Credit for such course work may be granted in exceptional cases. Normally, no more than two courses taken for credit may be transferable if the student is admitted to either the master's or doctoral program.

Fees and Expenses

Leave of Absence

Students may petition for a leave of absence. The petition must have the approval of the Dean. Leaves of absence of up to one year will normally be granted to students in good academic standing who present compelling personal reasons. Returns from leave may be subject to conditions established at the inception of the leave. Time spent on authorized leaves of absence will not be counted toward the maximum time permitted to complete degree requirements.

If for any reason a student must extend a leave of absence, he or she must request such an extension in writing before the leave of absence expires. Failure to do so will result in involuntary withdrawal from IBS. Students who extend their leaves of absence beyond one year may lose funding. Should a student wish to return, the student will be considered for funding as part of the school's entering class of students.

Withdrawal

A student who wishes to withdraw voluntarily from Brandeis International Business School during a semester must do so in writing to the assistant dean and must file their request **before** the last day of instruction of the semester. Failure to notify in writing of a withdrawal may subject the student to loss of eligibility for refunds in accordance with the refund schedule outlined in the fees and expenses section. Permission to withdraw voluntarily will not be granted if the student has not discharged all financial obligations to the University or has not made financial arrangements satisfactory to the bursar. When a student withdraws during or at the end of a semester course enrollments are not expunged from his or her record. Rather, a grade of W ("dropped") is entered for each course.

Students who are obliged to register and fail to do so by the appropriate deadline or who fail to pay their bill will be administratively withdrawn. They may be readmitted (see right) 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.

Readmission

A student who was not enrolled in IBS for one year or more and has not obtained a leave of absence will need to apply for readmission and will be charged the readmission fee. IBS will determine in each case whether a student should be readmitted. If requirements have changed during the student's absence or the student is not deemed current in his or her field of study, the student may be required to repeat or supplement previous academic requirements. When a student is reinstated, he or she will be informed of current status regarding credits and time to degree.

Graduate Cross-Registration

A full-time graduate student at Brandeis University may enroll in one graduate course each term at Babson College, Bentley College, Boston College, Boston University, Tufts University, Wellesley College, or the Graduate Consortium in Women's Studies at Radcliffe College. Information on courses for cross-registration at each of the host institutions is available at the Graduate School office of each institution.

A student who wishes to enroll in a course at one of these institutions should consult with the instructor in the particular course and should expect to satisfy the prerequisites and requirements normally required for admission to the course, including adherence to the academic calendar of that course. A student at Brandeis University who wishes to enroll in a graduate course at one of the host institutions should obtain a registration permit from the Office of the University Registrar and should present this permit to the Office of the University Registrar of the host institution.

Tuition and Fees

Tuition

Tuition for full-time resident students for the 2003-04 academic year is \$14,499.50 per semester (or \$28,999 per two-semester academic year) for Lemberg, M.B.A.i., and Ph.D. students. The same tuition rate applies to the required semester abroad. The tuition rates for the part-time M.S.F. is \$2,585 per course. Due to inflation, students who will be at Brandeis more than one year may expect tuition and other charges to increase slightly during their academic careers.

Technology Fee: \$175 per year.

Final Doctoral Fee: \$325.

This fee covers all costs for the year in which the Ph.D. degree will be conferred, including the costs for the full publishing services for the dissertation; publication of the abstract of the dissertation in *Dissertation Abstracts*; issuance of a Library of Congress number, appropriate library cards, and deposit of the dissertation in digital format at the Library of Congress; binding four copies of the dissertation—one hardbound for the author, and three xerographic softbound copies (for the author, IBS, and Library); and a microfiche for the Brandeis Library. The Final Doctoral Fee covers the rental expenses for academic robes for graduation and the cost of the diploma.

Note: All candidates for the Ph.D. degree must pay the \$325 Final Doctoral Fee at the Office of Student Financial Services before they file their application for degree with the Office of the University Registrar.

Returned Check Fee: \$25.

A bank service fee will be charged to a student's account if a payment or a check negotiated through Brandeis is returned by the bank for any reason.

Transcript Fee: \$5.

Students, former students, and graduates should request official transcripts of their records from the Office of the University Registrar, Kutz Hall. Students are entitled to 20 formal transcripts of their academic work without charge. A charge of \$5 will be made for each subsequent transcript. Requests by mail for transcripts must be accompanied by a check in the correct amount payable to Brandeis University. Official transcripts will be issued only to those students whose University financial records are in order.

Diploma Fee: \$45.

Payable by candidates for the master's degree at the Office of Student Financial Services before they file their application for degree with the Office of the University Registrar.

Student Health Services Fee: \$411.

Entitles the full-time graduate student to use of Health Services.

Student Health Insurance Plan (single coverage): \$898.

All three-quarter or full-time students are required by state law to show certification of health insurance. Students without insurance of their own must purchase the Student Health Insurance Plan through the University. The fee is payable prior to registration and no portion is refundable. Student insurance is optional for special students. Additional insurance options, including family coverage, are described in *A Guide to University Health Services*, which is available from Health Services.

Parking Fee: \$35-150.

Payable annually at fall registration for privilege of parking an automobile on campus. Fee varies with assigned parking area.

Late Fee: \$300-500.**Refunds**

The only fee that may be refundable, in part, is the tuition fee. No refund of the tuition fee will be made because of illness, absence, or dismissal during the academic year. A student who is withdrawing must notify Brandeis International Business School in writing; refunds will be based on the date of notification and calculated in accordance with the following:

1. Tuition

Withdrawal
Before the opening day of instruction: 100% of the term's tuition.

On or before the second Friday following the opening day of instruction: 75% of the term's tuition.

On or before the fifth Friday following the opening day of instruction: 50% of the term's tuition.

After the fifth Friday following the opening day of instruction: no refund.

Requests for refunds should be addressed to the Office of Student Financial Services.

2. Scholarship

In the case of a scholarship student who withdraws, the student's account will be credited with the same proportion of the term scholarship as charged for tuition: 75% if the student leaves on or before the second Friday; 50% on or before the fifth Friday and no refund thereafter.

3. Stafford Loans

In compliance with federal law, special refund arrangements apply to first-time students receiving aid under Title IV. Contact Brandeis International Business School financial aid officer for additional information.

Housing

Ten-month living expenses in the Waltham area for a single individual on an economical budget are estimated to range from \$9,000-\$11,000. Limited housing is available in the University's graduate residence halls. Costs for on-campus housing range from approximately \$4,400 per semester for a single person (these are academic year 2002-03 prices, for academic year 2003-04 expect an increase). Graduate housing includes kitchen facilities, but students may also purchase University meal plans.

Financial Aid

Both U.S. residents and international students are eligible for merit- and need-based financial support from IBS, and are also encouraged to explore outside funding sources. To be considered for need-based financial aid through federal loan programs, U.S. residents must submit a Free Application for Federal Student Aid (FAFSA). This form is available at www.fafsa.ed.gov. In past years, international students have received support from the Fulbright, Muskie, Ron Brown, Ford, Mandella, Soros, and other scholarship programs, and from their governments and employers.

Scholarships

Committed to enrolling a highly qualified student body, the School awards scholarships and loans based on academic and professional promise, need, and availability of funds. All students—U.S. residents and international students—are automatically considered for scholarship assistance upon admission.

Financial support varies by program. Financial aid is not available in the part-time M.S.F. program. M.A.ief and M.B.A.i. students are sometimes offered partial tuition scholarships, but in all cases are expected to finance their own living expenses. Exceptional Ph.D. students may receive full tuition waivers and support toward living expenses. Master's degree students who study abroad receive a grant toward the cost of airfare to the partner school.

The School's major scholarship programs include:

Dean's Prize Scholarships
American Leadership Awards
Global Leadership Awards
Jeffrey J. Steiner Fellowships
Milton W. Feld Fellowships
Isaiah Leo Scharfman Fellowships

Further information on eligibility and application requirements for these scholarships and for the School's need-based aid is provided on the IBS Website and can be obtained also by contacting the IBS Office of Admissions.

Assistantships

A limited number of research and teaching assistantships are available for qualified students.

Courses of Instruction

Listed on the following pages are undergraduate and graduate courses of instruction for the faculty of arts and sciences. Courses meet for three hours a week unless otherwise specified.

Most courses are available to all students qualified to take them. Access to some courses is governed by the signature of the instructor. Other courses impose a numerical limit to preserve environmental conditions suitable to the pedagogy the instructor employs; students increase their chances of gaining enrollment in such courses by participating in pre-enrollment.

Each semester the University endeavors to ensure that numerous alternatives exist by which to make progress toward University requirements; however, it cannot guarantee access on demand to a particular course or to a particular section of a multisectioned course.

Generally, a course is offered with the frequency indicated at the end of its description. The frequency may be designated as every semester, every year, every second year, every third year, or every fourth year.

Courses numbered 1-99 are primarily for undergraduate students; courses numbered 100-199 are for undergraduate and graduate students; and courses numbered 200 and above are primarily for graduate students. Undergraduates may not enroll in courses numbered 200 or higher without the written permission of the instructor.

Among the courses numbered 200 and higher are courses in The Heller School for Social Policy and Management. Undergraduates may enroll only in those Heller School courses that are appropriate for an undergraduate arts and sciences degree. Such courses are listed in this *Bulletin*.

Suffixes after course numbers have the following meanings:

A or B	Semester course
C	Semester course meeting throughout the year
D	Full-year course
E	Intensive course, two semester course credits, in one semester
F	Half semester course, half-course credit
G	Quarter-course credit

A semester course carries one semester-course credit (four semester-hour credits) while a year course carries two semester-course credits (eight semester-hour credits). Exceptions are noted under the individual course descriptions. Certain courses do not count for rate of work and do not carry course credit toward graduation. Occasionally, courses are awarded additional semester-hour credits, yet count as only one semester course toward graduation. All such courses are specifically identified in the course listing. Certain courses require a laboratory course taken concurrently.

A student may take either half of a full-year course with a D suffix for credit with the approval and consent of the course instructor on the appropriate form designated by the Office of the University Registrar. Students who enrolled in full-year courses in the fall term are continued in the spring term automatically.

The University reserves the right to make any changes in the offerings without prior notice.

Block System

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	A	A	A	A	A
8:30					
9:00	B	G S ₆	B	B	G S ₇
9:30					
10:00	C		C	C	
10:30		H			H
11:00	D		D	D	
11:30					
12:00	E	J	E	E	J
12:30					
1:00	F		F	F	
1:30		N S ₂			N S ₄
2:00	K S ₁		R K S ₃	R	
2:30					
3:00		P			P
3:30	L		L		
4:00					
4:30		S ₅			
5:00	M		V M	V S ₈	
5:30					
6:00					
6:30	Q X ₁ Y		X ₄ Q X ₂ Y	Q X ₃	
7:00					
7:30					
8:00					
8:30					
9:00					
9:30					

A = 8:00-9:00 any three days
 B = 9:00-10:00 M W Th
 C = 10:00-11:00 M W Th
 D = 11:00-12:00 M W Th
 E = 12:00-1:00 M W Th
 F = 1:00-2:00 M W Th
 G = 9:00-10:30 T F
 H = 10:30-12:00 T F
 J = 12:00-1:30 T F
 K = 2:00-3:30 M W

L = 3:30-5:00 M W
 M = 5:00-6:30 M W
 N = 1:30-3:00 T F
 P = 3:00-4:30 T F
 Q = 6:30-7:30 M W Th
 R = 2:00-3:00 T Th F
 S₁ = 2:00-5:00 M [= K + L]
 S₂ = 1:30-4:30 T [= N + P]
 S₃ = 2:00-5:00 W [= K + L]
 S₄ = 1:30-4:30 F [= N + P]

S₅ = 4:30-7:30 T
 S₆ = 9:00-12:00 T [= G + H]
 S₇ = 9:00-12:00 F [= G + H]
 S₈ = 5:00-8:00 Th
 V = 5:00-6:30 T Th
 X₁ = 6:30-9:30 M
 X₂ = 6:30-9:30 W
 X₃ = 6:30-9:30 Th
 X₄ = 6:30-9:30 T
 Y = 6:30-8:00 M W

Final Examination Schedule 2003-2004

Fall Term 2003

Examination Date	Examination Time	Examination Block(s)
Thursday December 4	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	Math Common Exams* B, X ₃ , S ₈ P, S ₅ , X ₄ , V
Friday December 5	9:15 am-12:15 pm 1:30-4:30 pm 6:00 pm	E European Language Common Exams* none
Monday December 8	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	D H, S ₆ G, S ₇
Tuesday December 9	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	A, K, S ₁ C M, Q, X ₁ , X ₂ , Y
Wednesday December 10	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	Economics Common Exams* F J
Thursday December 11	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	L, S ₃ N, R, S ₂ , S ₄ Other Common Exams Conflict Resolution

Spring Term 2004

Examination Date	Examination Time	Examination Block(s)
Wednesday May 5	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	H, S ₆ J P, S ₅ , X ₄ , V
Thursday May 6	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	F D N, R, S ₂ , S ₄
Friday May 7	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	Economics Exams* B, X ₃ , S ₈ none
Monday May 10	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	Math Common Exams* A, K, S ₁ M, Q, X ₁ , X ₂ , Y
Tuesday May 11	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	E European Language Common Exams* G, S ₇
Wednesday May 12	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	C L, S ₃ Other Common Exams Conflict Resolution

*Applies to some multisectioned courses. Questions concerning exam date for courses that meet in two or more blocks should be referred to the Office of the University Registrar.

Course Abbreviations

AAAS	African and Afro-American Studies	ECS	European Cultural Studies	IECS	Italian and European Cultural Studies
AMST	American Studies	ED	Education	IEF	International Economics and Finance
ANTH	Anthropology	ENG	English and American Literature	IGS	International and Global Finance
ARBC	Arabic	ENVS	Environmental Studies	INET	Internet Studies
BCHM	Biochemistry	ESL	English as a Second Language	IMES	Islamic and Middle Eastern Studies
BCSC	Biochemical Science	FA	Fine Arts	ISP	International Studies
BIBC	Biology and Biochemistry	FECS	French and European Cultural Studies	ITAL	Italian Studies
BIOC	Bioorganic Chemistry	FILM	Film Studies	JAPN	Japanese
BIOL	Biology	FIN	Finance	JCS	The Hornstein Program in Jewish Communal Service
BIOP	Biophysics and Structural Biology	FREN	French Language and Literature	JOUR	Journalism
BIPH	Biological Physics	GECS	German and European Cultural Studies	LAS	Latin American Studies
BISC	Biological Science	GENC	Genetic Counseling	LAT	Latin
BUS	Business	GER	German Language and Literature	LGLS	Legal Studies
CHEM	Chemistry	GRK	Greek	LING	Linguistics
CHIN	Chinese	HBRW	Hebrew Language and Literature	LS	Literary Studies
CHIS	Comparative History	HIST	History	MATH	Mathematics
CHSC	Chemical Science	HLS	Health and Society	MEVL	Medieval and Renaissance Studies
CLAS	Classical Studies	HOID	History of Ideas	MUS	Music
COML	Comparative Literature	HS	The Heller School of Social Policy and Management	NBCH	Neuroscience and Biochemistry
COMP	Composition	HSSP	Health: Science, Society, and Policy	NBIO	Neuroscience and Biology
CONT	Continuation	HUM	Humanities	NEJS	Near Eastern and Judaic Studies
COSI	Computer Science	IB	International Business	NEUR	Neuroscience
EAS	East Asian Studies	ICON	Independent Interdisciplinary Major		
ECON	Economics				

NPHY	Neuroscience and Physics
NPSY	Neuroscience and Psychology
PAX	Peace, Conflict, and Coexistence Studies
PE	Physical Education
PHIL	Philosophy
PHSC	Physical Science
PHYS	Physics
POL	Politics
PSYC	Psychology
RECS	Russian and European Cultural Studies
REES	Russian and East European Studies
REL	Religious Studies
RUS	Russian Language and Literature
SECS	Spanish and European Cultural Studies
SID	Sustainable International Development
SJSP	Social Justice and Social Policy
SOC	Sociology
SPAN	Spanish Language and Literature
THA	Theater Arts
USEM	University Seminar in Humanistic Inquiries
UWS	University Writing Seminar
WMNS	Women's Studies
YDSH	Yiddish

Requirement Codes

In the course listings that follow, some courses have been coded to indicate that they fulfill (or partially fulfill) particular University requirements. The legend below provides a key to the codes used. Note that not every requirement has been coded. Neither the University Seminars in Humanistic Inquiries nor the University

Writing Seminars have been coded. The course abbreviations of USEM and UWS readily identify the University Seminars in Humanistic Inquiries and the University Writing Seminars.

General University Requirements

ca School of Creative Arts

fl Foreign Language

hum School of Humanities

nw Non-Western and Comparative Studies

qr Quantitative Reasoning

sn School of Science

ss School of Social Science

wi Writing Intensive