

Faculty Handbook

The Office of the University Registrar is the official keeper of student records for Brandeis. The staff in the office is responsible for creating the academic calendar, course master file and semester class schedule, assigning classroom spaces, administering all registration activities, issuing enrollment certifications, recording grades and issuing transcripts, as well as overseeing the administration of final exams and the distribution of diplomas at commencement.

If you have any questions please feel free to contact any member of our office:

Name	Title/Area of Responsibility	Extension	E-mail
Mark Hewitt	University Registrar/Academic Policy	x62010	mhewitt@brandeis.edu
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Janet Driscoll	Academic Records Specialist/Class Scheduling	x62015	jdriscol@brandeis.edu
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I. SAGE

Sage is the university's student records database, it is the **authoritative source for student records**. Using sage, instructors can view class rosters, enter and submit student grades via the grade rosters, access advisee records, and many other administrative functions.

Login

Access to sage is governed by your UNet id and password. To log onto sage:

1. Go to sage.brandeis.edu.

2. Enter your UNet ID (exclude "@brandeis.edu").
3. Enter your UNet password.
4. Select:
 - - Faculty Access
5. Click **Sign In**.

If you are having problems **accessing** sage, contact the UNet Help Desk, 781-736-7782.

II. Student Records

When instructors log into sage they will be taken to the Instructor/Advisor Services page. This page provides access to their class rosters, the class schedule, and current enrollment figures, among other functions.

Instructors can view an undergraduate student's Degree Audit Report by clicking on the View Advisee Information link. The Degree Audit Report is a summary of student information, academic program information, academic statistics and the general university requirement statuses. The degree audit function is updated nightly, as student information changes.

The advisee link will also provide instructors with the ability to view students contact information, grades, major/minors.

FERPA Disclaimer

Student records are private. The student information you access is protected under The Family Educational Rights and Privacy Act (FERPA). This information is only for the use of the individual student (for his/her records alone), designated academic advisors, and other Brandeis University officials with legitimate educational interests. All other access, use, distribution, or release of these records is prohibited. For full details on FERPA please visit www.brandeis.edu/registrar.

III. Sage vs. Latte

LATTE (Learning and Teaching Technology Environment) is the university's online learning program. LATTE is used by instructors to share readings and multimedia, accept assignments, and organize online discussions with their students. Courses which are using LATTE can also access the class email function to communicate to all registered students in the class. However, the class lists in LATTE should not be considered the official registration record of the class as sage is the official record.

Enrollment changes are reported from sage to LATTE on a regular basis, but all official enrollment figures and list are taken from sage.

Access to sage and LATTE is governed by a UNet ID and password. New instructors may have problems accessing sage and LATTE until all personal information has been processed by the human resources office.

- If you are having problems accessing sage please contact the UNet Help Desk, ext 67782.
- If you are having problems accessing Latte please contact the LATTE help desk, ext. 65883.

Note: Department Administrators DO NOT have access to LATTE.

IV. Registration

There are five registration periods in an academic year:

- At the start of the fall term
- October/November for the following spring term
- At the start of the spring term
- March/April for the following fall semester
- July for incoming freshman for the fall term

Registration for classes is conducted on a first-come, first-served basis. Prerequisites for classes are noted in the *Bulletin*, but are not enforced automatically by sage. If an instructor wishes to have more control of the number of students or enforce the prerequisites, then a consent code and/or an enrollment limit should be required to register for the class. (Instructors may only add an enrollment limit through their department chair who must make the request of the Registrar's office.)

Each student is responsible for managing his/her class schedule and therefore must add and drop classes as necessary using either the registration system on sage or by following the appropriate manual registration process. An instructor may not directly add or drop students from a class in sage.

Students register for courses using sage or may use manual add/drop forms. Undergraduate 90-level classes can be registered only by using the manual add/drop form.

Paper forms for registration can be found on the registrar's website:

www.brandeis.edu/registrar/forms/index.html

Auditing Courses

There is no formal audit status for undergraduate students. Students who wish to audit a course informally may do so with permission of the instructor, but the student will not be officially registered for the course and thus will not appear on their academic transcript.

All full-time graduate students are allowed to audit courses. No course may be audited without the permission of the instructor and the student's program chair. Students who audit a course may not take examinations or expect an evaluation from the instructor. No credit is given for an audited course.

Consent Codes

At the start of each semester consent codes are generated for all classes. During the registration period, instructors can use these codes to:

- Allow a student to add the class, if permission is required
- Allow a student to add the class if the class is closed
- Allow an undergraduate student to add a graduate level (200 and above) class
- Allow an undergraduate to drop a class

During the early registration periods, consent codes are only generated for classes that specifically require the instructor's consent. When classes that have an enrollment limit are closed, students are directed to the waitlist/demand list.

Each consent code is unique and can be used only once. Consent codes are created for each registration period and have an expiration date. Codes for early registration expire when that registration period ends. Codes for final registration are valid for adds through the end of the registration period and valid for undergraduate drops through the undergrad drop deadlines. Codes and the details of the drop policy can be obtained by the instructor by logging into sage and clicking on **View My Class Consent Codes**.

Waitlists/Demand Lists

During the early registration periods for the following semester the waitlist function is activated for all classes that are controlled by a numeric limit. Once a class is closed, the student is given the option of placing his/her name on the waitlist.

At the end of the registration period, the demand lists are sent to the dean's office, the academic department, and class instructor for review. Additional sections may be added or instructors may be asked to increase the capacity of the class. A class enrolling fewer than eight students may be canceled, unless special approval from the dean's office is granted.

At the start of the semester (the add/drop period) the waitlist function is not activated. Once a class is closed, students may approach instructors directly about obtaining consent codes to override the limit and register for a class. It is at the instructor's discretion whether to allow such overrides.

Pass/Fail

Undergraduate students may enroll in up to four courses Pass/Fail. No more than one course may be taken Pass/Fail during a single semester. Graduate students are not offered the pass/fail option.

Grades of "Pass" or "P" signify that the student received a D- or above and are not used in computing grade point averages but may be considered by the Committee on Academic Standing (COAS) when determining academic standing. A grade of an "E" or "Fail" is used in computing grade point averages and academic standing.

Instructors are not notified when students are taking their class Pass/Fail. The Pass/Fail agreement is made by the student and the Office of the University Registrar. Our office will not provide instructors with the names of students taking a class Pass/Fail.

There are two steps to elect a class Pass/Fail:

- 1) The student must come to the Office of the University Registrar, 121 Kutz Hall, and complete the undergraduate Pass/Fail form prior to the deadline. **This must be done in person and cannot be done via e-mail or on sage.**
- 2) At the end of the semester once a grade is submitted by the instructor, a student can decide whether he/she would like to keep the letter grade or "cover" the grade with a "P" notation. If a student would like to cover the grade with a "P" notation, he/she must notify the Office of the University Registrar either in person or by e-mailing passfail@brandeis.edu before the deadline. If no action is taken, the letter grade will permanently remain on the student's transcript.

V. Classrooms

The Office of the University Registrar is responsible for assigning all general university-shared classrooms for classes and some academic events. Classrooms are *assigned*; please do not move your class without getting prior approval from our office. If a room is empty please do not assume that it is available.

Classroom assignments are made prior to the start of the semester by the registrar's office based on current/projected enrollment as well as the educational technology needs as requested by the instructor. During the add/drop period at the start of the semester, instructors may find that additional seating is needed to accommodate students who are "shopping" (i.e. attending but not officially enrolled in) the class.

If additional seats are needed please inform our office (Janet Driscoll, jdriscol@brandeis.edu, ext 62015) and we will do our best to try to make an adjustment.

If you feel that you need to cap enrollment in a class, those requests must be made through your department chair. However, please note that our office may impose a cap if the enrollment in a class approaches or exceeds the seating capacity of the assigned room. Section rooms (e.g., discussion sections) will be assigned after the start of classes on a space available basis.

If you need to use a classroom for events, please contact Conference and Events Services X64300.

- For assistance with AV equipment, contact the MTS at ext 64739 or 64429.
- To report a usability problem (heat/AC, seating issues), please contact your department administrator.

- If you are locked out of your classroom, contact Facilities ext 68500.
- To report a safety emergency contact [Public Safety](#) ext 63333.
- For non-urgent safety concerns, contact [Public Safety](#) ext 65000.
- For a campus map, use the [online map](#)

VI. Final Exams

The Final Examination Schedule, published by the Office of the University Registrar and appearing in the *Bulletin*, identifies the final exam date and time for each class block. Since final exams are not required and are at the discretion of the instructor, the registrar's office has developed an online request process in sage. The online process is completed each semester whereby each instructor informs our office whether a three hour final is to be scheduled during Finals Week.

The Final Exam Planning page in sage also collects information pertaining to exam proctors and teaching fellows, examination books, classroom preferences, media/technology needs and special needs. For classes not meeting in a standard class block an exam time will be assigned, generally corresponding to the nearest class block.

Do not agree to give exams before the scheduled time

University policy does not allow final exams to be given in advance of the published exam time. If students make such a request of you, please inform them this is prohibited. Students who have two or more exams at the same time will be notified by this office when each exam will be given. Exams that need to be administered at a time other than the scheduled time due to an exam conflict will be proctored by this office during the conflict resolution exam block on the last day of exams. Students who are unable to sit for an exam(s) at the scheduled time for personal reasons must meet with their class advisor in the Office of Academic Services to request an "excused absence from a final exam." With the approval of the instructor and class advisor, the exam(s) will be rescheduled for either the conflict resolution exam block or during the make-up exam period at the beginning of the following semester.

Extra Time

Students who have been approved by the Office of Academic Services for extra time on exams may, after the initial three hour exam, ask to be escorted to the nearest extended time room (location determined by the registrar's office) to complete their exam within the prescribed time. A proctor from our office will be present and will collect the exam when finished. It will be delivered to your office or the department office by the next business day.

Low Distraction

Students who have been approved by the Office of Academic Services to take an exam(s) in a low distraction environment may request such an arrangement in which case a proctor from our office will administer the exam in a designated classroom, collect the exam and

deliver it by the next business day. Students opting for this arrangement are informed that their instructor will not be available during the exam to answer questions.

All instructors and their teaching fellows are expected to be present during the final exam. If a situation arises that will prevent your presence, please contact your department chair and Richard Cunnane, Assistant Registrar (X62018).

If you are teaching multiple sections of the same course and are interested in using a common block for a final exam, please contact Richard Cunnane about how this can be achieved.

Keeping final exams

Instructors must keep a student's final exams for at least one year after the exam was given. Students may view their final exam, however, our office advises that instructors either make a copy of the final exam to give to the student or have the student come to their office to review the exam together, rather than returning the final exam directly to the student.

VII. Grading

Grades are reported to the Office of the University Registrar four times a year. Grades are submitted via sage. Midterm grades are typically due in October for the fall semester and March for the spring semester. Final grades are due shortly after the end of the semester. Please be sure to check the Academic Calendar for these dates. It is very important that grades are entered promptly.

Grades for graduating seniors have EARLIER deadlines. Students that are graduating at the end of the current semester including graduate students are indicated on the grade roster with an asterisk in front of their name.

The letters "MS" (Midterm Satisfactory) and "MU" (Midterm Unsatisfactory) may be used as the mid semester grades for undergraduates. At the end of the semester there must be a regular letter grade, even in full-year courses. The only exception is that "S" or "U" may be used, for the first semester in a full-year readings course (typically numbered 99d), until the end of the second semester when a final letter grade must be submitted for both semesters.

Final Letter Grades	
A	High Distinction
B	Distinction
C	Satisfactory
D	Passing, but unsatisfactory
E	Failure
AU*	Audit
S*	Satisfactory
U*	Unsatisfactory

Temporary Letter Grades	
EI	Excused Incomplete
EA	Excused Absence
NG	Not Graded

*Final Letter Grades with an asterisk are to be used for graduate level courses only.

The final letter grades (with plus or minus where appropriate) noted above will be used to grade all students. There is no set numeric mapping to the letter grades. Instructors may determine how the numeric scores earned in the class correspond to the letter grades. New instructors should consult with their department chair as to departmental practices in this regard.

Grade Changes

If an error was made and an instructor needs to change a grade, a grade change form must be used. Forms are available from your department administrator.

Credit/No Credit Grading

Certain courses, specifically ENG 19a, ENG 79a and b, ENG 109a and b, ENG 119a and b, ENG 139a and b, MUS 10a,b–15a,b, MUS 111a and b, MUS 112a and b, MUS 116a and b, 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”). These grades are the equivalent of “pass” and “fail” for purposes of computing grade point averages.

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 Academic Services. For more information see Final Exams.

If a student is absent without excuse from a term-end examination and does not obtain authorization for a make-up examination, the student should 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 Excused Incomplete. Application forms must be obtained from and returned to the Office of Academic Services by the last day of instruction. Approval of the instructor is required; students on 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 following semester. The grade for the course must be submitted by the instructor no later than the third week of the following semester.

The record of a student will display an incomplete (EI) or excused absence (EA) 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 University Registrar is instructed to record an “E” for the course.

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.

VIII. University *Bulletin*

The *Bulletin* is an annually published listing of course offerings and details institutional policies, academic requirements, and general information regarding the undergraduate and graduate schools at Brandeis.

- Students are responsible for the degree requirements outlined by the *Bulletin* published in the student's year of entry.
- The provisional publication, which can be found on our website, contains revisions made since the last published *Bulletin* and provides the draft for the next printed edition.
- Any questions regarding the *Bulletin* should be directed to Gabrielle Harder (X62017)
- Note: not all courses listed in the *Bulletin* are offered in any one semester. See the Schedule of Classes for classes taught in a particular term.

To mount a new course for inclusion in the *Bulletin*, approval is required. All new courses follow a three step process for approval: approval at the department level, the school council level, and the appropriate Dean is required. Details of the process can be found on our website.

If you find that you need to edit the title or description of a course you are teaching, please contact Gabrielle Harder (X62017, gharder@brandeis.edu).

Courses are approved to satisfy certain university requirements through a number of committees. However, sometimes students will approach an instructor about having a class fulfill a specific requirement. In order for this to happen, the instructor must file a request to the appropriate committee for consideration. Please contact our office (X62010) for guidance to the appropriate venues.

IX. University Calendar

The University Calendar can be found on the last page of the *Bulletin* and can also be found on the registrar's website. It is important to familiarize yourself with the calendar each year. Classes are expected to be in session unless there is a university observed holiday. Please pay special attention to any Brandeis days which regularly occur in a semester.

If the university closes and classes are cancelled due to weather or other circumstances, rescheduling missed classes will be attempted on a case by case basis. Instructors can contact Janet Driscoll at X62015 or jdriscol@brandeis.edu.