

# Brandeis

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GRADUATE  
PROFESSIONAL STUDIES

Student Handbook  
2019-2020

# TABLE OF CONTENTS

TABLE OF CONTENTS .....	1
WELCOME! .....	4
OVERVIEW .....	4
ACADEMIC REGULATIONS .....	5
Academic Standing.....	5
REGISTRATION AND TUITION INFORMATION .....	5
How to Register for Courses .....	5
Student Personal Information .....	5
Tuition Payment Information .....	6
Fees and Expenses .....	6
Employer Reimbursement.....	6
Refunds .....	6
FINANCIAL AID INFORMATION .....	7
Federal Loans .....	7
Private Loans .....	7
Contact Information.....	8
Additional Satisfactory Academic Progress Requirement for Students Receiving Financial Aid .....	8
GETTING CONNECTED .....	8
Text Messaging .....	8
UNet .....	8
Brandeis E-mail Account.....	8
LATTE.....	9
Helpful links:	9
Technical Requirements.....	9
Sage.....	10
COURSE INFORMATION.....	10
Online Learning .....	10
Online Learning Resources .....	11
Online Learning Student Orientation.....	11
Dropping a Course/Refund Schedule for Tuition:.....	12
Course drop on or after the second Wednesday of the session:	12
Grades .....	12
Auditing Courses .....	13
Course Evaluations .....	13
Incomplete Status.....	14
Transcripts.....	14

ADMISSIONS.....	14
Application for Admission to a Master’s Degree or Graduate Certificate Program .....	15
To be eligible for admission the following documents must be submitted: .....	15
Sequential Degrees .....	16
Transfer Credit.....	17
Course Waivers.....	18
Admission Deferrals.....	18
Change of Program .....	18
Program Extensions .....	18
Program Withdrawals.....	18
Resumption of Study or Re-Admission .....	18
INTERNATIONAL STUDENTS .....	19
TOEFL and IELTS Requirements.....	19
Visa Information .....	19
ACADEMIC STATUS AND REGULATIONS .....	19
Academic Advising.....	19
Faculty Advising .....	20
Student Accessibility Support .....	20
Discrimination and Harassment.....	20
Absence Due to Religious Observance .....	20
Academic Integrity.....	21
Understanding Academic Integrity .....	21
Academic Grievance and Complaint Procedure.....	21
Massachusetts Residents’ Student Complaint Procedure .....	22
Non-Massachusetts Residents’ Student Complaint Procedure .....	22
COMPLETION OF A MASTER’S DEGREE or GRADUATE CERTIFICATE .....	23
Application to Graduate .....	23
Commencement Ceremonies .....	23
ADDITIONAL STUDENT SERVICES .....	24
Student Identification Cards .....	24
Libraries and Computing Services.....	24
Online Library Resources .....	24
Around Campus.....	24
CAMPUS INFORMATION .....	25
Getting to Brandeis University.....	25
From Massachusetts Turnpike Traveling West .....	25
From Massachusetts Turnpike Traveling East .....	25
From Route 128 (Int. 95) Traveling North .....	25

From Route 128 (Int. 95) Traveling South	25
From the Brandeis Campus Main Entrance	25
Commuter Rail and “T”	25
Buses	26
Office Hours.....	26
Brandeis Offices and Services.....	26
Emergency Telephone Numbers .....	26
On-Campus Emergency, Public Safety, Campus Police	26
Off-Campus Emergency	26
PRIVACY POLICY .....	26
Privacy Notice for Rabb School .....	26
University Use of Information.....	27
Security .....	28
Cookies and Other Technology .....	28
Retention and Destruction of Your Information.....	28
Your Rights .....	28
Updates to This Policy.....	29

# WELCOME!

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

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

Please visit us at: [Brandeis University, Graduate Professional Studies](#)

## OVERVIEW

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

With four divisions — [Graduate Professional Studies](#), [Summer School](#), [Precollege Programs](#) and the [Osher Lifelong Learning Institute](#) at Brandeis — the Rabb School seeks to serve lifelong learners by supporting the university in its mission of providing open inquiry and outstanding teaching in a world of challenging social and technological transformation.

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

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

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

Degrees offered through Graduate Professional Studies are accredited by the New England Commission of Higher Education (NECHE). The Commission is recognized by the U.S. Secretary of Education as a reliable authority on the quality of education for the institutions it accredits.

Currently, Graduate Professional Studies in the Rabb School offers 12 master's degrees, requiring 10 three-credit courses, and a graduate certificate, requiring five three-credit courses, in applied fields:

[Master of Software Engineering](#) (est. 1997)

[Master of Science in Bioinformatics](#) (est. 2002)

[Master of Science in Project and Program Management](#) (est. 2003)

[Master of Science in Technology Management](#) (est. 2005)  
[Master of Science in Information Security Leadership](#) (est. 2008)  
[Master of Science in Health and Medical Informatics](#) (est. 2010)  
[Master of Science in Strategic Analytics](#) (est. 2013)  
[Master of Science in Learning Experience Design](#) (est. 2014)  
[Master of Science in Digital Marketing and Design](#) (est. 2015)  
[Master of Science in User-Centered Design](#) (est. 2015)  
[Master of Science in Digital Innovation for FinTech](#) (est. 2016)  
[Master of Science in Robotic Software Engineering](#) (est. 2018)  
[Graduate Certificate in Learning Analytics](#) (est. 2015)

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

## ACADEMIC REGULATIONS

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### *Academic Standing*

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

Given the part-time nature of all Graduate Professional Studies' programs, and recognizing that working people frequently encounter unanticipated life experiences, students may take up to four years to complete a 10-course master's program and up to three years to complete a five-course graduate certificate.

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

## REGISTRATION AND TUITION INFORMATION

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### *How to Register for Courses*

Students can register online at: [Current Student Briefcase Register for Courses](#). *Please note that all course registrations must be accompanied by payment.*

### *Student Personal Information*

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

## ***Tuition Payment Information***

Tuition payment is required at the time of registration. Registrations will not be processed without full payment. Visa, MasterCard, Discover, American Express, personal checks and electronic bank draft are acceptable methods of payment. For a summary of current rates of tuition and fees please visit the Graduate Professional Studies website at: [Tuition Information](#)

## ***Fees and Expenses***

The following tuition and fees are in effect for the 2019-2020 academic year. These figures are subject to annual revision by the Brandeis University Board of Trustees.

Payment of tuition occurs per course registration and must be submitted in full, in order for the registration to be complete.

- Cost per credit: \$1,179.00
- Graduate course (3 credits): \$3,535.00
- Additional fees:
  - Course materials fee (select courses): \$25-\$250
  - Application fee for admission to a degree/certificate program: \$75
  - Application to graduate fee: \$100

## ***Employer Reimbursement***

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

## ***Refunds***

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

- Withdrawal before the first day of the session, 100 percent refund
- Withdrawal in the first course week (between the first and seventh day of the session), 75 percent refund
- Withdrawal in the second course week (on or after the eighth day of the session), no refund

Graduate Professional Studies complies with all applicable refund policies of the state where an online learning student resides. Graduate Professional Studies will calculate any applicable refunds in accordance with such state regulations as listed: [State Specific Refund Policy \(PDF\)](#)

In compliance with federal law, special refund arrangements apply to students receiving federal financial aid under Title IV (i.e. Federal Direct Stafford and PLUS Loans). Contact the [Office of Student Financial Services](#) for additional information.

## FINANCIAL AID INFORMATION

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Graduate Professional Studies does not offer financial assistance in the form of Federal Work-Study, teaching assistantships or other grants.

### ***Federal Loans***

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

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

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

Only the Federal Direct Unsubsidized Stafford Loan is available to Graduate Professional Studies students. Applicants must file the Free Application for Federal Student Aid to qualify for this loan. Graduate students may borrow up to a maximum of \$20,500 a year, not to exceed the cost of attendance, with an aggregate maximum of \$138,500.

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

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

The Graduate PLUS Loan is a federal loan that allows graduate students to borrow up to their total cost of education minus any financial aid received. The student must pass an independent credit review. Visit [Student Loans](#) to apply for this loan.

If a student would like to apply for a Graduate PLUS Loan in addition to the Stafford Loan, they can follow the instructions on the [Office of Student Financial Services webpage](#).

### ***Private Loans***

Students who are enrolled in only one course a term, or who take courses as a non-degree student,



may still be eligible for private loans. Private loans are always credit based. To see which loan programs you could be eligible for, we recommend using the website [Elm Select Online Lender Comparisons](#) to compare loan options.

### ***Contact Information***

For more information about loan options and eligibility, please contact Linna Tran in the Office of Student Financial Services at [ltran@brandeis.edu](mailto:ltran@brandeis.edu) or 781-736-8754. We also highly suggest reviewing the Graduate Professional Studies Financial Aid Instructions found here: [Graduate Professional Studies Financial Aid Instructions \(PDF\)](#).

### ***Additional Satisfactory Academic Progress Requirement for Students Receiving Financial Aid***

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

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

## **GETTING CONNECTED**

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### ***Text Messaging***

Brandeis GPS utilizes SMS text messaging to update applicants and students with important or time-sensitive information such as upcoming deadlines and registration reminders. It is not required for applicants or students to subscribe to SMS text messaging, as it simply serves as an additional helpful communication for applicants and students.

Message and data rates may apply. Applicants and students who opt-in may unsubscribe at any point by replying "STOP" to 781-786-7709.

### ***UNet***

A UNet account is a single username and password that is provided to all Brandeis students to access Brandeis e-mail, LATTE, and Sage. Instructions to obtain a UNet account are provided to each student prior to first registration.

As part of the UNet ID, students are offered UNet Home Space for personal network-based file storage. Students can use it to back up files, share files with others by publishing to the web, or move files from one computer to another.

### ***Brandeis E-mail Account***

A UNet account serves as a student's personal Brandeis e-mail account. A Brandeis University assigned

student e-mail account is the official means of communication by the university. It is important for students to check the account daily, especially while each session is in progress. Students are responsible for being aware of all information sent to their Brandeis e-mail address.

Student advisors and/or faculty will contact students via the students' Brandeis e-mail address.

Students may check their Brandeis email using the web-based system, which can be accessed at [Brandeis Gmail](#).

Students may set their UNet email address to forward mail to any of their existing email addresses, and edit password reset challenge questions. Please refer to the "Account Management" link on the [UNet Account Tools page](#) for more information.

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

More information on using a UNet ID and other online resources are available on the GPS website at: [Student Briefcase](#).

## ***LATTE***

LATTE (Learning and Teaching Technology Environment) is Brandeis University's online learning environment. Each course has a dedicated course page where faculty can upload the course syllabus, share readings and multimedia; accept assignments; and organize online discussions with students. Students are able to participate in discussions, submit assignments, receive feedback and interact with other members of the learning community.

In order to access LATTE, students must have a UNet ID. To access LATTE for the first time follow the directions found on the [LATTE website](#).

The Student Guide to LATTE contains resources to help students become oriented with the online learning environment, available at: [Student Guide to LATTE](#)

### **Helpful links:**

- [Accessing your LATTE course](#)
- [Finding readings and other resources](#)
- [Finding and uploading assignments](#)
- [Posting and subscribing to forums](#)
- [Editing your profile](#)

## ***Technical Requirements***

Download the full technical requirements guide, available at: [Technical requirements guide \(PDF\)](#)

Brandeis Library and Technology Services (LTS) recommends using Mozilla [Firefox](#) when using LATTE. Many other browsers are unable to display all of LATTE's features.

Content within a LATTE course may be in a variety of file formats including:

- PDF files (require free [Adobe Reader](#))
- PPT files (require MS PowerPoint or PowerPoint Viewer)
- HTML files (require your Web browser)
- DOC files (require MS Word)
- QuickTime files (require free QuickTime Player)

Other tools/software may be required depending on your course's subject matter. These requirements would be the same as those of an equivalent on-campus course. Faculty will provide these details at the start of your class. In general, you should be familiar with:

- Using a Web browser
- Using a standard Word processor
- Rules of discussion etiquette (commonly called netiquette)
- Managing, uploading, and downloading files

### ***Sage***

Sage is Brandeis University's student database, which provides students, faculty and staff access to administrative and academic applications. Students may access Sage by visiting [Sage](#) and logging in with their UNet ID and password.

Sage allows students to:

- Register for courses
- Add/drop courses
- Make online payments
- Request a refund
- View course schedules
- Update personal information
- View grades
- View unofficial transcripts
- Request official transcripts

Online step-by-step tutorials are available at [User guides for students, faculty and staff](#) to assist students in navigating Sage.

## **COURSE INFORMATION**

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### ***Online Learning***

Graduate Professional Studies offers applied master's degrees and a graduate certificate, solely online. Online learning (OL) courses are internet-based, innovative and flexible. Courses are presented in LATTE, Brandeis University's online learning environment, and organized around a 10-week schedule. Students have direct contact with faculty and peers on a daily basis, using such tools as discussion forums, learning resources and other features offered in a customized learning management system. All online learning courses are asynchronous, meaning there is no requirement that students participate on specified days or times, only that students meet the requirements defined in the syllabus for each course week.

All GPS courses will become unavailable within one month of the last day of the session. An e-portfolio option is available to students within their courses, and it is advised that students download local copies of any course materials or submissions that they wish to retain. For assistance saving content from within LATTE, please contact the 24/7 Help Desk at: [LATTE Help Desk](#)

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

Specific information about online learning may be found on the Online Learning page of the website at: [Engaging online classes](#)

### ***Online Learning Resources***

Graduate Professional Studies is committed to providing support and resources to all students enrolled. We are pleased to be able to provide students with 24/7 access to LATTE tech support.

- To access the Help Desk, visit the Brandeis Online Course Support Center at: [Brandeis Online Course Support Center](#)
- Call the LATTE Help Desk at 888-998-6010 (9:00 a.m. to 9:00 p.m. EST)

### ***Online Learning Student Orientation***

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

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

By completing this course, students will be able to:

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

Students should work closely with their designated student advisor to outline course sequence and

scheduling. Any student potentially seeking the sequential degree option should work closely with their student advisor to avoid any overlap of courses.

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

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

- Withdrawal before the first day of the session, 100 percent refund
- Withdrawal in the first course week (between the first and seventh day of the session), 75 percent refund
- Withdrawal in the second course week (on or after the eighth day of the session), no refund

### **Course drop on or after the second Wednesday of the session:**

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

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

If a student is eligible to receive a refund according to the schedule listed above and wishes to have that amount refunded directly to them, the student must submit a credit release form accessible directly in Sage. Graduate Professional Studies cannot release student funds in the form of a tuition refund unless this form is completed. Once the form is received, a refund in the form of a check or via direct deposit will be processed. Refund amounts cannot be made directly to a credit card. The refund process may take up to 10 business days.

When applicable, refund policies of the state where online learning students reside will be used to calculate any applicable refunds. State specific refund policies can be found at: [State Specific Refund Policy \(PDF\)](#)

### ***Grades***

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

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

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

At the close of each session, students may access grades by logging into Sage with their UNet ID.

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

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

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

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

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

Letter Grade	Numerical Equivalent
A+ or A	4.00 (93-100 pts)
A-	3.67 (90 – 93 pts)
B+	3.33 (87 – 89 pts)
B	3.00 (83 – 86 pts)
B-	2.67 (80 – 82 pts)
C+	2.33 (77 – 79 pts)
C	2.00 (73 - 76 pts)
C-	1.67 (70 – 72 pts)
D+	1.33 (67 – 69 pts)
D	1.00 (63 – 66 pts)
D-	0.67 (60 – 63 pts)
E	0.00 (0 – 59 pts)

### ***Auditing Courses***

All regularly enrolled, full-time graduate students at Brandeis University are eligible to audit Graduate Professional Studies courses without a fee. Part-time degree students and non-degree special students may audit a Graduate Professional Studies course but will be charged the same rate as a course taken for credit. No courses may be audited without the permission of faculty and the student's program chair. Auditors may not take examinations or expect evaluation from faculty. No credit is given for an audited course. Graduate Professional Studies students are eligible to audit courses in the International Business School, Graduate School of Arts and Sciences and the Heller School for Social Policy and Management, abiding by their policies.

### ***Course Evaluations***

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

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

chairs and staff.

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

### ***Incomplete Status***

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

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

To formalize an incomplete, students must submit a Request to Receive an Incomplete Grade form from Graduate Professional Studies website: [Forms and Policies](#)

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

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

Students are expected to continue participating in online discussions from the date of the incomplete request until the course concludes.

### ***Transcripts***

Students may request up to 20 copies of their official transcript at no cost by contacting the Office of the University Registrar ([Office of the University Registrar](#)). Transcripts will be mailed to the address designated within two business days. Additional requests beyond 20 carry a \$5.00 fee per transcript. Unofficial transcripts may be viewed in Sage.

## **ADMISSIONS**

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

Date	Decision Session
June 19	Fall-1
September 11	Fall-2
December 18	Spring-1
March 11	Spring-2

The completion of courses as a non-matriculated student does not guarantee acceptance into a

program, nor does it guarantee courses will satisfy degree requirements. Students are *strongly* encouraged to apply to a program as soon as possible to ensure that all courses completed will fulfill degree requirements needed for graduation.

### ***Application for Admission to a Master's Degree or Graduate Certificate Program***

Individuals interested in applying for admission to a master's degree or graduate certificate are required to apply by the end of their second graduate level course.

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

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

**1. *Completed master's degree or graduate certificate application***

- Available online at: [Application Management](#)

**2. *Non-refundable application fee of \$75.00***

- The application fee may be paid online during the online application process via the university's secured server. The university accepts Visa, MasterCard, Discover and American Express credit cards.

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

**4. *Official transcript(s) from every college or university attended***

- Transcripts from every college or university attended must be submitted in a sealed, signed envelope and mailed directly from the institution to the Graduate Professional Studies Admissions Office. Official e-transcripts may be submitted directly from an institution to [gps@brandeis.edu](mailto:gps@brandeis.edu).

**5. *Resume***

- The resume is submitted as an attachment during the online application process. The document should describe the applicant's professional and educational background and experience.

**6. *Statement of goals***

- The statement of goals should contain a minimum of 500 words and address motivations for pursuing a graduate degree and how the program will help achieve professional and personal goals. The statement of goals is submitted as an attachment during the online application process.

**7. *Letter of recommendation***

- One letter of recommendation must be completed by a current supervisor, manager or employer who is qualified to evaluate the potential for success in the applicant's desired program. The letter of recommendation must be completed directly online by the recommender.



## **8. Education credential evaluation (if bachelor's degree was earned outside the United States)**

- Applicants who earned a degree outside the United States must submit their records (official transcript/mark sheets) for a course-by-course evaluation by either Educational Credential Evaluators (ECE) of Madison, Wisconsin, or World Education Services (WES) of New York, New York.
- Information regarding the evaluation process is detailed at: [Education Credential Evaluators](#) and [World Education Services](#).
- Applicants are responsible for the evaluation fee.

## **9. TOEFL or IELTS (for non-native English speakers)**

- Applicants who are citizens of the following English-speaking countries, or who have graduated from an accredited degree program at an English-speaking university within these countries, are exempt from this requirement: Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), Great Britain, Guyana, Ireland, Liberia, New Zealand, or South Africa.
- Note: Exceptions are made for applicants whose bachelor's degree was earned in many "American Universities," such as American University in Cairo or AU in Paris, among others.
- Strong communication skills including the abilities to read and write effectively in English are essential for student success in our programs. The purpose of these requirements is to ensure that students are equipped to participate in and perform the work required by their courses.
- Test scores should be no more than two years old.
- TOEFL (Test of English as a Foreign Language): a minimum score of 100 is recommended on the Internet-based TOEFL (iBT).
- IELTS (International English Language Testing System): a minimum score of 7.0 is recommended on the individual band scores for academic reading and academic writing.
- All submitted score records must include the segmented point distribution among the parts of the test, along with the total. Scores should be sent directly to Graduate Professional Studies, using the institutional code 0253.

## ***Sequential Degrees***

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

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

- Students may transfer up to one GPS graduate level course from a master's degree to a graduate certificate.
- Students may transfer up to one GPS graduate level course from a graduate certificate to a master's degree.

Please note that each transferred course must satisfy current program requirements and the grade received cannot be below a B-. In addition, applicants must satisfy all admission requirements with the

exception of transcripts, which are already on file.

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

### ***Transfer Credit***

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

Please note the requirements affecting transfer credit:

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

For course(s) requested, students must supply:

- A completed Transfer Credit Request form, which may be submitted from Graduate Professional Studies website at: [Forms and Policies](#)
- A course description and a syllabus for the course at the time it was taken.
- An official transcript containing the grade of the course requested. The originating institution must send the official transcript, in a sealed envelope, directly to Graduate Professional Studies. Official e-transcripts may be submitted directly from an institution to [gps@brandeis.edu](mailto:gps@brandeis.edu).

NOTE:

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

Official documentation and materials should be sent to the following address:

Brandeis University  
Graduate Professional Studies  
415 South Street, MS 084  
Waltham, MA 02454-2728

## ***Course Waivers***

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

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

The Course Waiver Form is available at: [Forms and Policies](#). Students should consult with Graduate Professional Studies for the waiver process specific to their program of interest.

## ***Admission Deferrals***

Students who are accepted into a master's degree or graduate certificate can defer their start of courses for up to one year from the time of acceptance. For example, students accepted for Spring-1 session in a given academic year must start courses no later than the Spring-1 session of the following academic year. If the four-session time limit is exceeded, students will be withdrawn and must re-apply for admission.

Students who wish to defer acceptance must complete the [Deferral Request Form](#) within one month of the date of their acceptance.

## ***Change of Program***

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

## ***Program Extensions***

Students are required to complete a master's degree within four years and a graduate certificate within three years of their first course taken. Students who are in jeopardy of exceeding the time limit must contact Graduate Professional Studies for advising.

## ***Program Withdrawals***

Students who are accepted into a master's degree or graduate certificate and wish to withdraw formally must declare their intentions with Graduate Professional Studies by completing the Withdrawal Notification Form: [Forms and Policies](#).

## ***Resumption of Study or Re-Admission***

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

## INTERNATIONAL STUDENTS

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The section labeled Admissions outlines all necessary information for international students entering into a master's degree or graduate certificate. For any further questions or concerns regarding the admissions process, please contact the Graduate Professional Studies at 781-736-8787 or [gps@brandeis.edu](mailto:gps@brandeis.edu).

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

### ***TOEFL and IELTS Requirements***

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

Test scores should be no more than two years old. A minimum score of 100 is recommended on the Internet-based TOEFL (iBT). For IELTS, a minimum score of 7.0 is recommended on the individual band scores for academic reading and academic writing. All submitted score records must include the segmented point distribution among the parts of the test, along with the total. Scores may be sent directly to Graduate Professional Studies, using the institutional code 0253. Official test scores or other verification of proficiency must be submitted to GPS before a student can be reviewed for admission.

### ***Visa Information***

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

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

If you have any questions, please contact Graduate Professional Studies at 781-736-8787 or email [gps@brandeis.edu](mailto:gps@brandeis.edu).

## ACADEMIC STATUS AND REGULATIONS

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### ***Academic Advising***

Academic advising is available for students who seek information about courses, appropriate

placement, and program design. Contact the Graduate Professional Studies office at 781-736-8787 or [gps@brandeis.edu](mailto:gps@brandeis.edu) to make an appointment. Students who have been accepted to a master's degree or graduate certificate program should contact their assigned student advisor directly.

### ***Faculty Advising***

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

### ***Student Accessibility Support***

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

Brandeis University is committed to providing reasonable accommodations to individuals with appropriately documented physical, learning, or psychological disabilities; short-term and long-term. Since admission to the university is based on the academic qualifications of the applicant, admissions procedures are the same for all applicants, regardless of disability. Disclosing a disability and requesting accommodations are personal decisions. Brandeis does not require a student to disclose the existence of a disability, but requesting accommodations does require that a student disclose their disability. To request accommodations, students should submit an initial request and documentation by completing the [Accommodations Request – Graduate Students form](#).

For questions regarding this process, please contact Scott Lapinski, Accessibility Specialist for Graduate Students, at 781-736-3470 or [slapinski@brandeis.edu](mailto:slapinski@brandeis.edu).

Students can find more information by visiting the [Student Accessibility Support website](#).

### ***Discrimination and Harassment***

All students and faculty are expected to adhere to Brandeis University's policies on discrimination and harassment. More information can be found on the Brandeis website at: [Sexual Misconduct and Title IX](#).

### ***Absence Due to Religious Observance***

The following Massachusetts state law governs absence from class due to religious observance:

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

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

## ***Academic Integrity***

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

As stated in the Rights and Responsibilities handbook, “Every member of the University community is expected to maintain the highest standards of academic integrity. A student shall not submit work that is falsified or is not the result of the student’s own effort.” The Rights and Responsibilities handbook can be viewed on the [Department of Student Rights and Community Standards website](#).

Potential penalties for a student found responsible for an infringement of academic honesty range from no credit for the work in question to permanent dismissal from Brandeis University. It is one of the chief obligations of each member of Brandeis’ academic community to understand Brandeis’ policies regarding academic honesty and to uphold those policies.

As mentioned in the Rights and Responsibilities handbook, allegations of academic dishonesty are reported to the Office of Academic Integrity for possible referral to the student judicial system.

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

## ***Understanding Academic Integrity***

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

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

Further information regarding academic integrity may be found in the following publications: "In Pursuit of Excellence - A Guide to Academic Integrity for the Brandeis Community," "Students' Rights and Responsibilities Handbook," and "Top Ten Ways to Promote Academic Integrity: A Guide for Brandeis Students" or by visiting: [Academic Integrity at Brandeis](#).

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

## ***Academic Grievance and Complaint Procedure***

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

each retain a copy.

If the academic grievance is unresolved or the complaint is of a non-academic nature, the student may proceed with the following steps:

1. The student must initiate the grievance and/or complaint procedure by submitting a formal written statement within 10 business days utilizing the [Academic Grievance and Complaint Form](#). The written statement must specify the nature of the complaint and the remedy desired. The Director of Student and Faculty Operations will oversee the resolution of the matter within 14 days from submission of the written complaint.
2. The Director of Student and Faculty Operations will submit the written complaint for review to the Director of Programming and Assessment who will consult with any necessary faculty and/or program chairs.
3. Once a decision is reached, the student will be notified in writing via email from the Director of Student and Faculty Operations.
4. The student may appeal the decision, in writing, to the Executive Director of Graduate Professional Studies within 14 business days of the decision. The appeal should specify why the proposed solution is not acceptable.
5. The Executive Director's decision may be appealed to the Vice President of the Rabb School within 30 business days. The Vice President's decision is final.

### **Massachusetts Residents' Student Complaint Procedure**

Students must attempt to resolve the issue at the institutional level. If the matter is not resolved at the institution level, Massachusetts residents may seek to file a formal complaint via the [Massachusetts Department of Higher Education's \(Mass DHE\) online form](#).

For questions or additional information, the Mass DHE may be contacted at:

Massachusetts Department of Higher Education  
One Ashburton Place, Room 1401  
Boston, MA 02108  
617-994-6950

*For additional Mass DHE student complaint process information please refer to the [Massachusetts Department of Higher Education website](#).*

### **Non-Massachusetts Residents' Student Complaint Procedure**

Students must attempt to resolve the issue at the institutional level. If the matter is not resolved at the institution level, Non-Massachusetts residents that are located in [NC-SARA member states](#) may seek to file a formal complaint with the Massachusetts Department of Higher Education using the [NC-SARA Complaint Procedure Process and Form](#).

Students located in California may submit complaints to:

California Department of Consumer Affairs  
Consumer Information Center  
1625 North Market Blvd., Suit N-112



Sacramento, California 95834  
833-942-1120  
[dca@dca.ca.gov](mailto:dca@dca.ca.gov)  
[General Online Complaint Form](#)

Students looking to submit a formal complaint to the Department of Education should reference the state-specific contacts at: [Contact Information for Student Complaint Processes \(PDF\)](#).

## COMPLETION OF A MASTER'S DEGREE or GRADUATE CERTIFICATE

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

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

### ***Application to Graduate***

Students in their final session of course work must submit an Application to Graduate Form along with a graduation fee of \$100. Information regarding graduation including the Application to Graduate Form is located at: [Forms and Policies](#). Deadlines for submitting an Application to Graduate are as follows:

Session of Completion	Deadline to submit application to graduate	Graduation
Fall-1	November 1	February
Fall-2	November 1	February
Spring-1	February 1	May
Spring-2	June 1	August

### ***Commencement Ceremonies***

Students who have been accepted into a master's degree or graduate certificate program and have completed all course requirements by May 5 each year are eligible to attend the Rabb School diploma ceremony and the Brandeis University commencement ceremony. Students who have completed requirements and received their diploma in February of the same calendar year are also eligible to attend the May ceremonies. Students who have completed requirements and received their diploma in August are eligible to attend the May commencement ceremonies in the *following year*.

The commencement ceremonies are usually held on the third Sunday in May. The Rabb School of Continuing Studies, Division of Graduate Professional Studies holds its own diploma ceremony on the same day of the Brandeis University main commencement ceremony. All degree recipients are called forward for recognition at the Graduate Professional Studies diploma ceremony. At the main commencement ceremony, the President of Brandeis University and the Board of Trustees confer the degrees en masse upon the entire Brandeis University graduating class.



Tickets are required for the Brandeis University main commencement ceremony. Graduates are limited in the number of tickets available for guests.

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

## **ADDITIONAL STUDENT SERVICES**

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### ***Student Identification Cards***

A Brandeis University identification card (*WhoCard*) is mailed to students after they have registered for courses. Student identification cards are only sent to students who have been accepted into a master's degree or graduate certificate program.

ID cards allow students to utilize on-campus services including athletic facilities, libraries and select campus events, as well as for student discounts and benefits at museums, theaters, retail stores and more.

### ***Libraries and Computing Services***

The Brandeis Library provides access to a wealth of information resources in many formats, including thousands of electronic journals and several hundred scholarly databases containing primary source materials, full-text and multimedia content, reference works, news media and more. The Library OneSearch is an online discovery tool for Library materials. Electronic resources can be accessed from off-campus.

Students with research questions can reach out to the Library in a variety of ways, including both in-person and virtual services. Students can chat online, call, email [researchhelp@brandeis.edu](mailto:researchhelp@brandeis.edu), schedule in-person or virtual consultations, or visit the Library's Research Help Desk.

To find information about library locations and hours of operation, visit the [website](#).

### ***Online Library Resources***

Students have access to both on-campus library facilities outlined above and extensive online libraries. Access to the online libraries is available within each course via LATTE. Instructions are available to support students in connecting to electronic resources from off-campus at [Library website](#).

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

### ***Around Campus***

Students are encouraged to subscribe to the Brandeis University weekly news digest, [BrandeisNow](#), to learn about Brandeis events and stories. Students who live locally are welcome to utilize the Brandeis fitness center and libraries with a campus student identification card.

## **CAMPUS INFORMATION**

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### ***Getting to Brandeis University***

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

### **From Massachusetts Turnpike Traveling West**

Take exit 15 for Route 128/I-95 and Route 30. Proceed straight for Route 30. Turn right at the end of the ramp, and then right again at the first traffic light onto Route 30. Turn left at the next traffic light. Brandeis is two miles ahead on the left.

### **From Massachusetts Turnpike Traveling East**

Take exit 14 for Route 128/I-95. Keep left for exit 24, Route 30. Take exit 24 immediately. At the end of the ramp, turn left onto Route 30. Turn right at the first traffic lights. Brandeis is two miles ahead on the left.

### **From Route 128 (Int. 95) Traveling North**

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

### **From Route 128 (Int. 95) Traveling South**

Take Route 30 exit (Exit 24). Proceed straight across Route 30 through the traffic lights at the end of the ramp. Brandeis is two miles ahead on the left.

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

### **From the Brandeis Campus Main Entrance**

Head south on South Street towards Brandeis/Roberts MBTA Station. Make your first left onto Old South Street (One Way).

Graduate Professional Studies at Brandeis University is located in the Rabb School of Continuing Studies building. Please feel free to park in the driveway next to the building or on the street. If you are using a global positioning system, please utilize the following address:

480 Old South Street  
Waltham, MA 02454-9110

### **Commuter Rail and "T"**

The Brandeis/Roberts Commuter Rail stop is on South Street across from the Epstein Service Center. Train tickets can be purchased on the train or at Village Market, one block beyond the station.

Brandeis is on the Fitchburg line, which makes inbound stops at Porter Square in Cambridge and North Station in Boston. From Porter Square, you can transfer to the Red line "T" and reach Harvard Square and locations in Cambridge and Somerville, as well as Park Street and Downtown Crossing in Boston. North Station is located across the street from the Green and Orange "T" lines. For train

schedule information: [MBTA](#).

### **Buses**

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

### ***Office Hours***

Graduate Professional Studies office is open from 9:00 a.m. to 5:00 p.m. Monday through Friday. Graduate Professional Studies can be contacted at 781-736-8787 or [gps@brandeis.edu](mailto:gps@brandeis.edu).

### ***Brandeis Offices and Services***

Office	Phone number
Brandeis Bookstore	781-736-4272
Campus Card Office	781-736-4230
Dining Services	781-736-4330
Directory Assistance	781-736-2000
Feldberg Computer Cluster	781-736-4801
Financial Aid Office	781-736-3700
Gerstenzang Science Library	781-736-4728
Goldfarb/Farber Main Library	781-736-5626
LATTE Help Desk	888-998-6010
Post Office	781-736-4236
Registrar	781-736-2010

### ***Emergency Telephone Numbers***

#### **On-Campus Emergency, Public Safety, Campus Police**

Type of Emergency	Phone Number
24-hour Emergency	781-736-3333
Non-Emergency	781-736-5000

#### **Off-Campus Emergency**

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

## **PRIVACY POLICY**

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### ***Privacy Notice for Rabb School***

The Rabb School of Continuing Studies at Brandeis University ("Rabb") is committed to safeguarding the privacy of personal data. This Privacy Notice outlines the collection, use, and disclosure of personal information provided to the University by students, faculty, and applicants for matriculation or for faculty positions. When information is submitted to Rabb, or you use the University's websites and

other services, you consent to the collection, use, and disclosure of that information as described in this Privacy Notice.

### ***University Use of Information***

Rabb collects and processes Information and Sensitive Information from individuals who are students only as necessary in the exercise of the University's legitimate interests, functions and responsibilities as a private research higher education institution. Rabb also collects and processes Information from individuals who are applicants for faculty positions in order to enter into or administer a contract for employment with the University. Information is collected from students (and from their parents where appropriate) and shared with internal and external parties to register or enroll persons in the University, provide and administer housing to students, manage a student account, provide academic advising, develop and deliver education programs, track academic progress, analyze and improve education programs, recruitment, regulatory reporting, auditing, maintenance of accreditation, and other related University processes and functions. Rabb also uses Information and Sensitive Information to conduct general demographic and statistical research to improve University programs.

Sensitive Information is collected, processed and shared internally and externally, as necessary, applicable and appropriate, to identify appropriate support services or activities, provide reasonable accommodations, enforce University policies or comply with applicable laws. Finally, Information and Sensitive Information may be shared by Rabb with third parties who have entered into contracts with the University to perform functions on behalf of the University, subject to the obligation of confidentiality and safeguarding from unauthorized disclosure.

For purposes of this Privacy Notice, Sensitive Information is defined as race, ethnic origin, religious or philosophical beliefs, health data, sexual orientation, and criminal convictions.

For purposes of this Privacy Notice, Information refers to any other information concerning a natural person that is created by or provided to Rabb from or concerning student applicants, students, applicants for faculty employment and employed faculty and from parents of students and student applicants where appropriate.

### Third Party Use of Sensitive Information

In addition to the personal information you provide on an application, or as part of the application process, we also maintain and use data that is generated through your use of our systems. We use and maintain your academic information (class enrollments, grades, degrees, honors, etc.) and student account and financial aid information (billing, tuition charges, scholarships, loans, and payments) as well as maintaining data on how you use related systems such as LATTE, Sage, Slate, and PowerFAIDS. We do not sell your data to others. We do not provide it to third parties for marketing purposes, except for services directly related to Brandeis activities.

We may disclose your Sensitive Information and other Information as follows:

- **Consent:** We may disclose Sensitive Information and other Information if we have your consent to do so.
- **Emergency Circumstances:** We may share your Information, and Sensitive Information when necessary to protect your interests and you are physically or legally incapable of providing consent.

- **Employment Necessity:** We may share your Sensitive Information when necessary for administering employment or social security benefits in accordance with applicable law or any applicable collective bargaining agreement, subject to the imposition of appropriate safeguards to prevent further unauthorized disclosure.
- **Charitable Organizations:** We may share your Information with the Brandeis Office of Institutional Advancement and other not-for-profit organizations in connection with charitable giving subject to the imposition of appropriate safeguards to prevent further unauthorized disclosure.
- **Public Information:** We may share your Information and Sensitive Information if you have manifestly made it public.
- **Archiving.** We may share your Information and Sensitive Information for archiving purposes in the public interest, and for historical research, and statistical purposes.
- **Performance of a Contract:** We may share your Information when necessary to administer a contract you have with the University.
- **Legal Obligation:** We may share your Information when the disclosure is required or permitted by international, federal, and state laws and regulations.
- **Service Providers:** We use third parties who have entered into a contract with the University to support the administration of University operations and policies. In such cases, we share your Information with such third parties subject to the imposition of appropriate safeguards to prevent further unauthorized disclosure.
- **De-Identified and Aggregate Information:** We may use and disclose Information in de-identified or aggregate form without limitation.

## ***Security***

We implement appropriate technical and organizational security measures to protect your information when you transmit it to us and when we store it on our information technology systems.

## ***Cookies and Other Technology***

The University's use of cookies and other data from information technology can be found in the Privacy Notice on the University's [website](#).

## ***Retention and Destruction of Your Information***

Your information will be retained by the University in accordance with applicable state and federal laws. Your information will be destroyed upon your request unless applicable law requires destruction after the expiration of an applicable retention period. The manner of destruction shall be appropriate to preserve and ensure the confidentiality of your information given the level of sensitivity, value and criticality to the University.

## ***Your Rights***

You have the right to request access to, a copy of, rectification, restriction in the use of, or erasure of your information in accordance with all applicable laws. The erasure of your information shall be subject to the retention periods of applicable state and federal laws. If you have provided consent to the use of your information, you have the right to withdraw consent without affecting the lawfulness of the University's use of the information prior to receipt of your request.

Students may exercise these rights by accessing your student account maintained by the University's

information technology systems using their login credentials, or by contacting the University's Registrar, Mark Hewitt, at [mhewitt@brandeis.edu](mailto:mhewitt@brandeis.edu). Applicants for programs in Rabb should address their questions to [rabb@brandeis.edu](mailto:rabb@brandeis.edu). Applicants for employment as faculty or faculty themselves may exercise these rights by accessing their account created in the University's information technology systems, or by contacting [Frances Stearns](#) in Graduate Professional Studies, [Sue Marsh](#) in Precollege Programs or [Phil Dolan](#) in Summer School.

Information created in the European Union will be transferred out of the European Union to the University. If you feel the University has not complied with applicable foreign laws regulating such information, you have the right to file a complaint with the appropriate supervisory authority in the European Union.

### ***Updates to This Policy***

We may update or change this policy at any time. Your continued use of the University's website and third party applications after any such change indicates your acceptance of these changes.

Last updated: 08/08/19