Brandeis

BRANDEIS ONLINE

Student Handbook
2025-2026

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WELCOME!

Brandeis Online 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 contact information, campus services, academic resources, policies, and your rights and responsibilities as a student.

If you have questions or would like to request further information, please contact us at: 781-352-4318 or online@brandeis.edu. You may also visit the Brandeis Online website.

OVERVIEW

In 2023, Brandeis University launched Brandeis Online in order to expand online educational offerings university wide. Brandeis Online seeks to deliver a world-class education fully online to learners around the world.

Brandeis Online is essential to the mission of Brandeis University and its commitment to providing an enriching and outstanding education. With Brandeis Online, you have the ability to earn a world-class education at a top 50, R1 institution with a commitment to pathbreaking research and scholarship from wherever you reside in the world. As leaders in diversity, equity, inclusion, and access in higher education since our founding in 1948, we continue to expand our online learning offerings to the diverse Brandeis community to meet learners where they are.

For decades, Brandeis has been delivering top-tier asynchronous online degrees and certificates that provide students from around the world with the flexibility and accessibility to earn their degrees remotely. We currently offer master's degrees, master's certificates, and many undergraduate courses online.

Our faculty are experts in their fields and are committed to developing and mentoring students on their educational journeys. Faculty create inclusive and engaging learning environments for Brandeis students. Our online courses help foster connections between students, faculty, mentors, and the greater Brandeis community.

New programs, as well as substantive changes to the curriculum, are reviewed by each school's governing faculty body 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 Brandeis University 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. Degrees and certificates for

Brandeis Online students are issued from their academic school, not Brandeis Online.

Currently, Brandeis Online offers master's degrees, requiring 10 three-credit courses, and master's certificates requiring four three-credit courses, in applied fields:

Master of Software Engineering (est. 1997)
Master of Arts in Jewish Professional Leadership (est. 2025)
Master of Science in Applied Biotechnology and Enterprise (est. 2025)
Master of Science in Applied Leadership (est. 2025)
Master of Science in Bioinformatics (est. 2002)
Master of Science in Digital Marketing and Design (est. 2015)
Master of Science in Project and Program Management (est. 2003)
Master of Science in User-Centered Design (est. 2015)
Master's Certificate in Advanced Therapeutics and Immunology (est. 2025)
Master's Certificate in Agile Project Management (est. 2025)
Master's Certificate in AI-Driven Leadership (est. 2025)
Master's Certificate in Biotechnology Leadership and Entrepreneurship (est. 2025)
Master's Certificate in Cheminformatics (est. 2023)
Master's Certificate in Content Marketing (est. 2025)
Master's Certificate in Digital Accessibility (est. 2025)
Master's Certificate in Digital Marketing (est. 2025)
Master's Certificate in Drug Discovery (est. 2023)
Master's Certificate in Genomics (est. 2023)
Master's Certificate in Healthcare Analytics (est. 2022)
Master's Certificate in Jewish Professional Leadership (est. 2024)
Master's Certificate in Marketing Analytics (est. 2025)
Master's Certificate in Project Management (est. 2025)
Master's Certificate in Sustainable Biotechnology Manufacturing and Compliance (est. 2025)
Master's Certificate in UX Research (est. 2025)

In addition, Brandeis Online collaborates with corporate partners and welcomes corporate-sponsored students in online courses.

REGISTRATION AND TUITION INFORMATION

Students can register online via Workday. Instructions are also available in the Workday at Brandeis section of the website. Please note that all course registrations must be accompanied by payment.

Student Personal Information
It is a student's responsibility to notify their college 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 in to Workday or by contacting their student advisor.

Tuition and Payment Information

The following tuition and fees are in effect for the 2025-2026 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, for the registration to be complete. 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 Tuition & Financial Aid section of the website. Students can also enroll in a Nelnet payment plan.

A $500 nonrefundable deposit is required in order to accept an offer of admission, and this deposit will be applied toward the student's first course. Exclusions may apply for those receiving full reimbursement from an employer.

- Cost per credit: $1,220.00
- Graduate course (2 credits): $2,440
- Graduate course (3 credits): $3,660
- Graduate course (4 credits): $4,880
- Course materials fee (select courses): $25-$250

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. In certain cases, a letter of credit may be provided by an employer, allowing payment to come after a course is completed.

Refunds

If a student withdraws from a course, tuition will be refunded according to the following schedule:

- Withdrawal before the first day of the session: 100% refund
- Withdrawal during Weeks 1 and 2: 75% refund
- Withdrawal during Weeks 3 and 4: 50% refund

Withdrawal from a course is not permitted after the end of Week 4.

Brandeis University complies with all applicable refund policies of the state where an online learning student resides. Brandeis will calculate any applicable refunds in accordance with such state regulations as listed: State Specific Refund Policy.

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

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

Federal Loans

Brandeis Online students may be eligible for federal loans, including the Federal Direct Unsubsidized Stafford Loan and the Federal Direct Graduate PLUS Loan, if they are enrolled in a master's degree, registered for at least two courses per term, and actively working toward completing their degree requirements. The Unsubsidized Stafford Loan is not need-based or credit-based, but the Graduate PLUS Loan is credit-based.

All students who wish to apply for federal loans must complete a Free Application for Federal Student Aid (FAFSA). When completing the FAFSA, students should list Brandeis University (federal code 002133) as a recipient of the data.

Students requesting financial aid must also complete a Stafford Loan Application. The application can be found by logging in to Workday and clicking the Financial Aid Dashboard from the home screen.

Through the Federal Direct Unsubsidized Stafford 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 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.

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 with any questions.

Private Loans

Students who are enrolled in only one course per 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.

Additional Satisfactory Academic Progress Requirement for Students Receiving Financial Aid

Federal regulations require that a student receiving federal assistance makes satisfactory academic progress in accordance with standards set by the university. Brandeis Online 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.

Non-matriculated students and students enrolled in a master's certificate program are not eligible to receive federal loans, but may be may be eligible for private loans.

Military Aid & Veteran Benefits

Brandeis Online is proud to offer military veterans, active-duty personnel and their spouses a 15% tuition discount on all of our master's degrees. The discount may be used in conjunction with other benefits earned through the Department of Veteran Affairs, such as the Post 9/11 GI Bill® and the Yellow Ribbon Program. More information can be found on the Tuition & Aid section of the Brandeis Online website. Further information regarding veteran benefits can be found on the University website.

Contact Information

For more information about loan options and eligibility, please contact Linna Ferreira in the Office of Student Financial Services at lferreira@brandeis.edu or 781-736-8754. We also highly suggest reviewing the Brandeis Online financial aid resource.

GETTING CONNECTED

Text Messaging

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

Brandeis Account

A Brandeis Account is a single username and password that is provided to all Brandeis students to access Brandeis email, bOnline, and Workday. Instructions to obtain a Brandeis Account are provided to each student prior to initial registration.

A Brandeis University assigned student email account is the official means of communication by the

university. It is important that students check their campus email daily, especially while each session is in progress. Student advisors and faculty will contact students via Brandeis email addresses, and students are responsible for being aware of all information sent to their Brandeis email addresses.

Students may check their Brandeis email using the web-based system, which can be accessed on the Brandeis Account Management page.

Students may set their Brandeis Account 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 Brandeis Account Management 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.

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

bOnline

bOnline is Brandeis Online'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 can participate in discussions, submit assignments, receive feedback, and interact with other members of the learning community.

To access bOnline, students must have a Brandeis Account. A self-paced, asynchronous training for bOnline is incorporated in the New Student Orientation course, which all Brandeis Online students are added to upon matriculation.

Technical Requirements

The technical requirements guide is available on the Brandeis library webpage.

Browser:
Any modern web browser with the latest updates is recommended, including Chrome, Firefox, Safari, and Edge.
Operating System:
No specific operating system is required, as Moodle is accessed through a web browser.
Internet Connection:
A stable internet connection is essential for smooth Moodle usage.
Screen Resolution:
A minimum resolution of 800x600 is usually sufficient, but higher resolutions are recommended.
Other considerations:
Cookies enabled: Ensure your browser settings allow cookies to be stored.
Pop-up blocker disabled: Disable pop-up blockers if necessary.

Workday

Workday is Brandeis University's student database, which provides students, faculty, and staff access to administrative and academic applications. Students may access Workday by logging in with their Brandeis Account username and password.

Workday allows students to:
- Register for courses
- Add/drop courses
- View their degree audit and academic progress
- Make online payments
- View course schedules
- Update personal information

Online step-by-step tutorials are available to assist students in navigating Workday. Students may also contact their advisor or help@brandeis.edu for assistance.

COURSE INFORMATION

Online Learning

Brandeis Online offers a number of applied master's degrees and master's certificates, solely online. Online learning (OL) courses are internet-based, innovative, and flexible. Students have direct daily contact with faculty and peers, 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.

Access to Brandeis Online courses become unavailable within one month of the close of the session. It is advised that students download local copies of any course materials or submissions that they wish to retain.

Brandeis Online 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.

Online Learning Resources

Brandeis Online is committed to providing students with support and resources, including comprehensive LMS support.

Online Learning Student Orientation

Brandeis Online offers a free, non-credit, self-directed online learning (OL) orientation course in bOnline, available to registered students prior to the start of each session.

By completing this course, students will be able to:
- Prepare for the first week of their course by ensuring that they have all the required materials and access to the appropriate systems such as Brandeis email, the LMS, and Workday.
- Find and adhere to important student policies and procedures, including those related to Academic Integrity.
- Participate effectively and appropriately in OL discussions, with a strong understanding of our

approach and our expectations of students.

- Navigate a course in the LMS to find specific types of course materials and activities.
- Use the LMS 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 success.
- Work effectively within student groups.
- Find resources and support in the areas of the LMS, the Brandeis Account, online libraries, advising, and other student services.

Students should work closely with their designated student advisor to outline course sequences and scheduling. Any student potentially seeking a sequential degree should work closely with their student advisor to avoid any overlap of courses.

Dropping a Course
Withdrawal from a course is permitted during the first four weeks of the session. Tuition will be refunded according to the schedule listed in Registration and Tuition Information section of this handbook or on the Brandeis Online site.

Students may submit a refund request in Workday if they have a credit balance on their student account. The link to the refund request can be found in Workday under the Student Account application worklet. Students can select the "Refund Request" box and complete the form to request a refund. Payment elections may be set up under "My Account Options" in Workday prior to submitting a refund request. Students are encouraged to utilize direct deposit to expedite the refund process. Students who choose to utilize direct deposit must verify their bank information carefully.

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

Grades
Graduate Professional Studies and School of Business and Economics
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 master's certificate. Students are allowed a limit of up to 12 graduate courses to complete a 10-course master's degree. 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 for a degree program, 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 the academic unit 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.

If a grade below B- is received in a master's certificate course or in a full-time degree program track, the student's status in the program will be reevaluated.

School of Social Sciences and Social Policy

SSSPP strongly recommends that all students receive letter grades in their courses. In readings or research courses, if a letter grade cannot be given at the end of each term or academic year, credit (CR) or no credit (NC) may be used.

NC and any letter grade below B- are unsatisfactory grades in the Graduate School. A course in which the student receives an unsatisfactory grade will not be counted toward graduate credit. Programs may set higher grade thresholds (B+ or A-) for courses that count towards the degree. Please refer to your program's Bulletin section for more details.

At the close of each session, students may access grades by logging in to Workday with their Brandeis Account.

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 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	4.00 (93-96 pts)
A-	3.67 (90 – 92 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)

Letter Grade	Numerical Equivalent
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 – 62 pts)
E	0.00 (0 – 59 pts)

Please note that when course grades end with decimals, they will be rounded to the closest whole number. Grades ending in 0.5 or higher will be rounded up; grades ending in 0.49 or lower will be rounded down. **As noted previously, final course grades below B- award no credit and are not counted towards a student's degree completion.**

Auditing Courses

All regularly enrolled, full-time graduate students at Brandeis University are eligible to audit Brandeis Online courses without a fee. Part-time degree students and non-degree special students may audit a Brandeis Online 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. Brandeis Online students may be eligible to audit courses in the School of Business and Economics and the School of Social Sciences and Social Policy, abiding by their policies.

Course Evaluations

End of session course evaluations are typically made available to students in the LMS for a period of two weeks towards the end of the session. Brandeis Online requests that all students complete an evaluation for each course they are enrolled in. Course evaluations are a critical tool for the continuous improvement of all Brandeis Online courses and are reviewed by faculty, program chairs, and staff.

Please note that 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 day of the session. Students unable to complete coursework by this time for legitimate reasons may request an excused incomplete from faculty.

For 8-week courses, a request for an incomplete may be presented after a student successfully completes the first 6 weeks of a course, and during or prior to the 7th week of the session. The student must make a written agreement with faculty, outlining specific work to be completed and corresponding due dates. To formalize an incomplete, students must submit an Incomplete Grade Request Form available in the Academic Resources section of the website.

All incomplete course work must be submitted by a date stipulated by faculty as part of the agreement, typically no later than four weeks after the end of the session. Students are expected to continue participating in online discussions from the date of the incomplete request until the course concludes.

The student's record will display an excused incomplete grade (EI) until a permanent grade has been awarded. If the student fails to satisfy the incomplete requirements by the deadline, a permanent failing

grade may be reported for the course.

Transcripts

Students may request official or unofficial transcripts, as well as enrollment and degree verification letters. Instructions are available on the [Office of the University Registrar](#) website.

ADMISSION

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

Admission to a master's program with Brandeis Online is on a rolling basis. However, in order to guarantee an admission decision before the start of a session, applicants must submit a completed application and all supporting documentation by the [application deadline](#) for that session.

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.

Applications will not be reviewed until all required documents have been received. Admissions decisions are rendered by the admissions committee within one week of receiving the completed application.

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

1. **[Completed application](#)**
2. **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 Brandeis Online Admissions Office. Official e-transcripts may be submitted directly from an institution to onlinetranscripts@brandeis.edu. Physical transcripts can be mailed to the address below:

     Brandeis Online
     415 South Street, MS 84
     Waltham, MA 02453

   - A four-year bachelor's degree from a regionally accredited U.S. institution or equivalent is required.
   - In cases where an applicant is unable to submit official transcripts, unofficial transcripts may be accepted. In these cases, if the applicant is admitted, the

acceptance will be conditional, pending receipt of the official transcripts, including degree conferral dates, prior to the start of the second session of enrollment.

3. **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.

4. **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.

5. **Letter of recommendation**
   - One letter of recommendation is required for admission to all Brandeis Online programs, with exception to the MA in Jewish Professional Leadership which requires two. This should come from a current supervisor, manager, or employer who is qualified to evaluate the potential success in the applicant's desired program. The letter(s) of recommendation must be completed directly online by the recommender.

6. **Education credential evaluation (if bachelor's degree was earned outside the United States)**
   - Applicants who earned a degree outside of the United States must submit their records (official transcripts/mark sheets) for a course-by-course evaluation. Brandeis Online recommends 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.

7. **TOEFL or IELTS**
   - Applicants who did not earn a bachelor's or master's degree from a regionally accredited United States institution must submit an English proficiency score unless they meet one of the following conditions:
     - Will complete or have completed a bachelor's degree with at least three full-time academic years of study (ESL and online coursework not included) in one of the following countries: Anguilla, Antigua and Barbuda, Australia, Barbados, Belize, Bermuda, the British Virgin Islands, Canada, the Cayman Islands, the Commonwealth of The Bahamas, Denmark, Dominica, The Gambia, Ghana, Grenada, Guyana, Iceland, Ireland, Jamaica, Lesotho, Liberia, Malta, Montserrat, New Zealand, Norway, Philippines, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, South Africa, Sweden, Trinidad and Tobago, Turks and Caicos Islands, United Kingdom, or Zimbabwe.
     - Have completed at least a full-time academic year of graduate study (online coursework not included) at the time the application is submitted in a country designated above.
     - Have worked full-time for at least three years, within the past four years, in

- a country designated above
  - Have earned a bachelor's degree from the American University of Beirut, the American University in Cairo, the American University of Paris, the American University of Puerto Rico, the American University of Rome, or the American University of Sharjah.
- 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 Brandeis Online 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.

Students may transfer no more than two Graduate Professional Studies courses from the first master's degree to the second 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, excluding transcripts already on file.

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

Transfer Credit

Some Brandeis Online programs accept transfer credits.

Graduate Professional Studies and School of Social Sciences and Social Policy
Students may petition for the evaluation of academic credit for transfer from another regionally accredited United States university or college, to be applied 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, may be considered for transfer into a Rabb School degree. This assessment is made as part of the admissions process.

For course(s) requested, students must complete a Transfer Credit Request form, found in the Academic Resources section of the website. The Transfer Credit Request form must be accompanied by a course description and syllabus for the course at the time it was taken, as well as an official

transcript containing the grade of the course requested. The originating institution must send either an official e-transcript to online@brandeis.edu or an official paper transcript, in a sealed envelope, directly to Brandeis Online at the following address:

> Brandeis University
> Brandeis Online
> 415 South Street, MS 084
> Waltham, MA 02454-2728

Please note the requirements affecting transfer credit:
- Students must be formally admitted into a Brandeis Online master's degree.
- Students can 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.
- Only courses with a grade of B- or higher may be considered.
- Transfer credit is awarded for courses with an equivalent course in the relevant Brandeis Online master's degree curriculum.
- Courses cannot be considered for transfer credit if they are part of a previously completed degree or certificate program.
- No transfer credit requests will be considered for the final two graduate level courses in a master's degree.

Course Waivers
Students accepted to a GPS master's degree may occasionally waive out of a required course in which they can demonstrate proficiency. Brandeis Online 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, to accrue the necessary amount of credits to graduate.

The Course Waiver Form for GPS students is available in the Academic Resources section of the website. Students should consult with Brandeis Online for the waiver process specific to their program of interest. A maximum of two course waivers will be permitted, with approval from the program chair.

Course waivers are not permitted for the MSBA program or the Jewish Professional Leadership certificate.

Admission Deferrals
Students who are accepted into a master's degree 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 and must submit their $500 enrollment deposit.

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 new program. Re-submission of transcripts on file is not required. Following acceptance, the student's Brandeis Online transcripts will be reviewed to determine if any courses completed may be applied to the new program.

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. Brandeis Online strongly recommends that students contact the office with any questions or concerns.

Students in the School of Business and Economics are expected to take a minimum of one year away from the program, and courses taken for academic credit while on voluntary or involuntary withdrawal from the business school are not eligible for transfer toward a student's Brandeis degree.

INTERNATIONAL STUDENTS

The Admission section of this handbook as well as the Brandeis Online site outline all necessary information for international students entering a master's degree program. For any further questions or concerns regarding the admission process, please contact the Brandeis Online office at 781-352-4318 or online@brandeis.edu.

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 Online is unable to issue F-1, M-1, or J-1 non-immigrant student visas for its part-time and full-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 Brandeis Online provided they fulfill the terms, and maintain the validity, of this status while studying with Brandeis Online. 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 Brandeis Online, while simultaneously maintaining full-time student visa status at the original, visa-sponsoring institution.

ACADEMIC STATUS AND REGULATIONS

Academic Standing

Graduate Professional Studies and School of Business and Economics
It is standing policy that a course graded below B – may not be applied toward a degree or certificate program, regardless of when it is taken. GPS Students are allowed a maximum of 12 courses to

complete a 10-course master's degree and may take up to four years from the first course taken to complete the program, even when the first course was completed prior to official admission. Students in a master's certificate program must successfully complete the four required courses consecutively. Students in the MSBA program at the School of Business and Economicsare allowed to take a maximum of 10 courses.

If a student's admission was conditional upon successfully passing the first two required courses in the program, submitting official transcripts, or other requirements, the student must meet these conditions in order to gain full acceptance and remain in the program.

Students pursuing a full-time track must complete all 10 courses in their master's degree program within one year, typically completing two sessions of two courses each and two sessions of three courses each. Exceptions to this policy are subject to approval. If a full-time student earns a grade lower than a B- in a course, the student's full-time status may be re-evaluated.

School of Social Sciences and Social Policy
Programs review academic records annually or every semester if the program length is less than two years. Directors of Graduate Study will make these determinations in consultation with Department / Program faculty in a way that ensures consistency across students. Programs will submit their recommendations for each student's academic standing to the Graduate School at the completion of the annual or semester review.

In order to be in good academic standing, students must be making satisfactory academic progress by meeting the following standards:

1. All grades in classes that count towards the degree are a B- or above (or the program's threshold for advancing in the curriculum, if higher than a B-). If classes in a program are credit/no credit, the student must have received credit for all classes that count towards the degree.
2. The student has no unresolved Excused Incompletes (EIs) past the published deadline from the Registrar's office for the terms in the current or prior academic year. Final incompletes (I) cannot count towards the degree.
3. The student is completing non-course milestones (i.e., comprehensive exams, language requirements, prospectus defense, etc.) on the program's typical timeline.

If a student is not making satisfactory academic progress, the program will recommend to the Graduate School that the student be placed on advising alert. Advising alert is still considered good academic standing, but it signals that there are emerging concerns about the student's ability to remain in good academic standing for the next review period. The purpose of advising alert is to facilitate proactive academic supports and strategies for the student and to ensure that the program and the Graduate School are working together to support the student's success.

Federal regulations require that a student receiving federal assistance make satisfactory academic progress in accordance with standards set by the university. Any student who passes their annual academic review within their program is allowed to enroll for the following year and is considered to be making satisfactory academic progress and is eligible for financial aid from federal sources.

Taking Courses as a Non-Matriculated Student

Prior to completing a formal application, students may enroll in up to two graduate courses, thereby determining whether a commitment to both the chosen field and program is appropriate for them. 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. Individuals interested in applying for admission to a master's degree are required to apply prior to enrolling in a third course.

Academic Advising

Students are assigned an advisor upon initial enrollment in a program or course. The advisor is available to assist with course registration, program completion planning, concerns that arise during sessions, student policies. Students are expected to meet with their advisor at least once per registration period and should contact their advisor directly or email online@brandeis.edu to make an appointment.

Current academic advising assignments can be viewed at the Brandeis Online site.

Leaves of Absence and Program Extensions

Brandeis Online programs offer flexibility in course sequencing and program completion planning.

Graduate Professional Studies

Students in a master's degree program may opt not to enroll in a particular session, up to a maximum of four consecutive sessions. If a student exceeds this maximum, they may be withdrawn from their program. Please note that a session during which a student enrolls in a course but then drops that course would not count as a session of enrollment. A student opting not to enroll in a particular session will not be placed on formal leave of absence and will be expected to continue checking their Brandeis email and remain in contact with their Student Advisor in order to ensure all program requirements are met during their allotted four years. Students who are at risk of exceeding the four-session time off limit or four-year program completion time limit must contact Brandeis Online for advising. Extensions to either policy are subject to approval.

School of Social Sciences and Social Policy and School of Business and Economics

Personal leaves of absence up to one year will normally be granted to students in good academic standing who present compelling personal reasons. Students can also take a Health Leave of Absence. Returns from leave may be subject to conditions established at the inception of the leave. A student who has been granted a leave of absence is not considered an active student during the leave. Time spent on authorized leaves of absence will not be counted toward the maximum time permitted to complete degree requirements. If, for any reason, a student must extend a leave of absence, they must request such an extension in writing before the leave of absence expires. Failure to do so will result in involuntary withdrawal from the Graduate School. Students who extend their leaves of absence beyond one year may lose departmental funding. For additional information, please consult the full University leave of absence policy.

Program Withdrawals

Students who are accepted into a master's degree or master's certificate program and wish to formally withdraw must declare their intentions in writing by completing the Program Withdrawal

Form (GPS students) or by completing the institutional withdrawal process in Workday (SSSSP and SBE students). Should a withdrawn student decide at a future point to continue in their program, it may be necessary for the student to re-apply for admission. It is not guaranteed that previously completed courses will be applicable to current program requirements.

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. Brandeis Online strongly recommends that students contact the office with any questions or concerns.

Students in the School of Business and Economics are expected to take a minimum of one year away from the program, and courses taken for academic credit while on voluntary or involuntary withdrawal from the business school are not eligible for transfer toward a student's Brandeis degree.

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 contact the Student Accessibility Support office at access@brandeis.edu.

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 Office of Equal Opportunity website.

Absence Due to Religious Observance

The following Massachusetts state la 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

Academic honesty and student integrity are of fundamental importance at 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](#).

Material (including ideas, phrases, sentences, etc.) taken from the internet and other sources must be appropriately cited and footnoted in any written work turned in for any Brandeis University course. 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 Department of Student Rights and Community Standards. 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.

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 Brandeis Online. To avoid misunderstandings, students should clarify with faculty the role and legitimacy of teamwork and collaboration in completing work for the course. Further information regarding academic integrity may be found by visiting: [Academic Integrity at Brandeis](#).

Academic Grievance and Complaint Procedure

Graduate Professional Studies and School of Business and Economics
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 Workday or bOnline. 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.
2. The Director of Student Services will oversee the resolution of the matter within 14 days from submission of the written complaint.
3. The written complaint will be reviewed by the Program Chair, Assistant Director of Online Faculty Relations, and Assistant Director of Online Learning and Quality Assurance.
4. Once a decision is reached, the student will be notified in writing via email from the Director of Student Services.
5. For GPS programs, the student may appeal the decision, in writing, to the Vice President of the Rabb School within 14 business days of the decision. The appeal should specify why the

proposed solution is not acceptable. The Vice President's decision is final. For the MSBA, appeals will be reviewed by the School of Business and Economics.

School of Social Sciences and Social Policy
A student who has a concern about an academic decision may utilize this grievance process to seek resolution.

Within thirty (30) days of the incident that led to the concern, the student should submit a written statement, specifying the complaint and the remedy desired, to the chair of the department and/or the Director of Graduate Studies of their program. The chair and/or DGS will seek to resolve the matter and send a written response to the student within fourteen (14) calendar days (provided that the University is open) from the submission of the complaint.

The student may appeal in writing the department chair and/or DGS's decision to the Dean of the School of Social Sciences and Social Policy within fourteen (14) calendar days of the receipt of the chair's written response. The appeal should specify why the proposed resolution is not acceptable. The Dean of the School of Social Sciences and Social Policy (or designee) will confer with members of the faculty and/or administration, as appropriate, and send a written response to the student within fourteen (14) calendar days (provided that the University is open) from the submission of the complaint. The decision made by the Dean (or designee) is final.

If the student feels that the chair of the department and the DGS have a conflict of interest (e.g. the chair and DGS are also the student's advisor), then the student can submit the written statement directly to the Dean of the School of Social Sciences and Social Policy In this case, in addition to specifying the complaint and the remedy desired, the statement should explain why the student elected to bypass the department chair and the DGS. The Dean of the SSchool of Social Sciences and Social Policy (or designee) will confer with members of the faculty and/or administration, as appropriate, and send a written response to the student within fourteen (14) calendar days (provided that the University is open) from the submission of the complaint. The decision made by the Dean (or designee) is final.

The Assistant Dean of Academic Affairs is available to consult with students at any step in the grievance process.

Massachusetts Residents and Online Students in Non-SARA Member States and Territories
Students must attempt to resolve the issue at the institutional level. If the matter is not resolved at the institution level, students may seek to file a formal complaint with the Massachusetts Attorney General's Office (AGO) by using the consumer complaint form. The AGO consumer complaint form should be used by students located in Massachusetts and non-SARA member states or territories (e.g., California, Guam, etc.).

California and Guam residents may also file complaints with their home state or territory by using the following links:
California Bureau for Private Postsecondary Education
Island of Guam

Online Students Located in SARA Member States and Territories
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 looking to submit a formal complaint to the Department of Education may reference the state-specific contacts at: Contact Information for Student Complaint Processes.

For questions regarding which complaint procedure to follow, please contact Harry Skoyles, Director of Student Services, at harryskoyles@brandeis.edu

COMPLETION OF A MASTER'S DEGREE PROGRAM

Application to Graduate
Students in their final session of coursework must submit an Application to Graduate. Information regarding graduation including the Application to Graduate is located on the Brandeis Office of the University Registrar website. Students are also expected to submit a diploma name and address in Workday when applying to graduate.

Commencement Ceremony
Students who have completed all master's degree program requirements by May 5 each year are eligible to attend 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 ceremony is usually held on the third Sunday in May. At the commencement ceremony, the President of Brandeis University and the Board of Trustees confer the degrees en masse upon the entire Brandeis University graduating class. Information about the commencement ceremonies, including regalia and tickets, is communicated in the beginning of March.

CAMPUS RESOURCES AND INFORMATION

Student Identification Cards
All matriculating students are issued a Brandeis ID card (WhoCard) when they are first enrolled. 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.

For students who are local to Brandeis, cards can be obtained between 9 a.m. and 4 p.m., Monday through Friday, on the lower level of Kutz Hall. No appointment is necessary. Please be sure to know your Workday ID number and bring with you a current government-issued ID (driver's permit/license, state ID, passport, military ID).

For students who are unable to visit campus, the GET app is a way of showing your ID digitally. Your Campus Card account can be managed online 24/7 using GET. Download the GET Mobile Android App or GET Mobile IOS App to any smartphone or visit our mobile site and sign in using your Brandeis username and password.

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. Students can use the online chat service, email the library directly, or schedule virtual consultations with individual librarians. Email researchhelp@brandeis.edu for more information. Information about library locations and hours of operation is available on the Library 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 Engage. Instructions are available to support students in connecting to electronic resources from off-campus at Library Guides.

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.

Directions to Brandeis University

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

Brandeis Online is located at the following address:

480 Old South Street
Waltham, MA 02454-9110

From the Brandeis Campus Main Entrance, head south on South Street towards Brandeis/Roberts MBTA Station. Make your first left onto Old South Street. Parking is available in the driveway next to the building or on the street.

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.

Commuter Rail and "T"

Commuter train service is available from Boston's North Station (Fitchburg/South Acton line) to the Brandeis/Roberts Station that borders the campus. For train schedule information, visit the MBTA website.

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, call (617) 222-3200 or visit the MBTA website.

Office Hours

Students wishing to visit the Brandeis Online office in person should make an appointment with their Student Advisor.

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

Engage help desk	800-202-8027 Option 2
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

Privacy Notice for Brandeis Online

Brandeis Online at Brandeis University 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 Brandeis Online, 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

Brandeis Online 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. Brandeis Online also collects and processes information from individuals who are applicants for faculty positions, to enter into or administer a contract for employment with the university. Information is collected from Brandeis 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, recruit, conduct regulatory reporting and auditing, and maintain accreditation, among 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, and comply with applicable laws. Finally, Information and Sensitive Information may be shared by Brandeis Online with third parties who have entered 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 provided on an application, or as part of the application process, Brandeis Online also maintains and uses data that is generated through students' use of Brandeis Online , including academic information (class enrollments, grades, degrees, honors, etc.), student account and financial aid information (billing, tuition charges, scholarships, loans, and payments), and data on how you use related systems such as Engage, Workday, Slate, and PowerFAIDS. We do not sell your data to others or 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 disclose Sensitive Information and other 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 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 their student accounts maintained by the university's information technology systems using their login credentials or by contacting the Office of the Registrar at registrar@brandeis.edu. Applicants should address their questions to online@brandeis.edu. Current faculty or applicants for employment as faculty may exercise these rights by accessing their account created in the university's information technology systems, or by contacting online@brandeis.edu.u.

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: 8/6/25