
University Organization

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Under Massachusetts law, the Board of Trustees is the governing body of the University. There are four faculty representatives and three student representatives to the Board who participate in Board meetings and have votes on the several committees. The chair of the Fellows, the president of the National Women's Committee, and the president of the Alumni Association serve *ex officio*. The Alumni Board elects annually one Alumni Term Trustee who, upon approval by the Board, serves as a full voting Trustee for a four-year term.

The President

The President, the chief executive officer of the University, is appointed by the Board of Trustees and is responsible for all University activities.

Board of Fellows

University Fellows comprise about 400 national leaders from a broad base of business, educational, and public life who lend counsel, expertise, and support to University development and planning programs.

The President's Council

President's Councilors are leading men and women throughout the country whose skills and experience are placed at the disposal of the Brandeis President in areas of their special competence.

The Provost and Deans

The provost and senior vice president for academic affairs is the chief academic officer of the University with administrative authority under the President for setting and implementing academic policy.

The provost has responsibilities for certain administrative and academic areas of the University including research activities; Rabb School for Summer and Continuing Studies; sponsored programs; patent administration; the Library; development; and strategic planning.

The dean of arts and sciences has administrative responsibility for the graduate, undergraduate, and research functions of the school of arts and sciences. The dean is responsible for the undergraduate and graduate curricula, faculty, staffing, oversight of academic departments, and other academic matters.

The dean of The Heller School for Social Policy and Management oversees the academic activities of the University's first professional school and its work in such policy areas as aging; children, youth, and families; health; mental health; substance abuse; disabilities; and social change and economic inequalities.

The dean of the International Business School oversees the academic, professional, and development activities of the University's second professional school. Research areas of the school include international business, economic policy, trade and export, finance, and regional economic integration.

The Faculty Senate

The faculty senate, the elected representative body of the faculty, discusses such issues as academic freedom and responsibility, University policy, appointments, tenure, dismissal, and salaries.

The Vice Presidents

The executive vice president and chief operating officer oversees Brandeis's financial and administrative operations. The office's major responsibilities include budget and planning, financial accounting, capital programs (planning, design, and construction), endowment and investment management, information technology, procurement services, plant operations, human resources, public safety, and internal audit. The executive vice president serves as principal liaison to the Budget and Finance, Investment, Physical Facilities, and Audit Committees of the Board of Trustees.

The senior vice president for institutional advancement is responsible for directing the fundraising and external relations activities, including planned giving, leadership gifts, the Annual Fund, alumni events and services, and corporate and foundation relations, in addition to a major multi-year capital campaign.

The senior vice president for students and enrollment oversees the recruitment, retention, and quality of life for students. Departments and units reporting to the senior vice president include undergraduate admissions, financial aid, registrar, institutional research, student accounts, and student services, including residence life, career services, student activities, multicultural programs, counseling, health services, religious life, and athletics. The senior vice president coordinates with the

Dean of Arts and Sciences, the Office of Undergraduate Academic Affairs, and the Office of Student Enrichment Services to ensure the quality of academic advising and support services and their relationship to cocurricular life.

The senior vice president for communications is the University's chief marketing and communications strategist and principal spokesperson, responsible for ensuring an integrated and well-coordinated University-wide strategic communications program that includes media relations, publications, Web services, and government relations.

The general counsel is the chief legal advisor to the President, the Board of Trustees, and the University's senior management officers.

National Women's Committee

The National Women's Committee has been a partner of the University since its founding in 1948. The primary mission of the Women's Committee is to support the Brandeis University Libraries, which includes the acquisition of books and research journals, restoration and preservation, development of computer technology, and student work assistance. The National Women's Committee also raises money for student scholarships and fellowships. Since the organization's founding by eight women in Boston, the National Women's Committee has contributed almost \$82 million to Brandeis University.

The volunteer organization offers its membership a wide range of educational and social activities. These include unique study group programs with syllabi provided by Brandeis faculty, lectures by University speakers, and town forums on timely issues. University Outreach provides local adult education seminars at chapters throughout the country. National Women's Committee volunteers serve as ambassadors of goodwill for Brandeis in their communities.

A national office, housed at the University, is staffed by professionals responsible for working with the organization's volunteer leadership. Together, they develop projects, coordinate fundraising activities, and implement educational and community service programs for its 44,000 members in 92 chapters throughout the United States.

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Admission to Undergraduate College

Dean of Admissions
Carl and Ruth Shapiro Admissions Center
781-736-3500
800-622-0622 (outside Massachusetts)
admitme@brandeis.edu

Office of Student Financial Services

(includes undergraduate financial aid,
student accounts, student loans, and
student employment)
Director of Student Financial Services
Kutz 121
781-736-3700
www.brandeis.edu/finaid

**Graduate School of Arts and Sciences
Admission and Financial Aid Information**

Graduate School of Arts and Sciences
Kutz Hall
781-736-3410
gradschool@brandeis.edu
www.gsas.brandeis.edu

**The Heller School for
Social Policy and Management
Admissions and Financial Aid Information**

800-279-4105
781-736-3881 FAX
helleradmissions@brandeis.edu
heller.brandeis.edu
sidrecruit@brandeis.edu
781-736-2770
781-736-2774 FAX

International Business School

Admission and Financial Aid Information
Office of Admissions
Sachar International Center
781-736-2252
800-878-8866 (catalog and application
requests only)
admission@lemborg.brandeis.edu

**Rabb School of Summer and Continuing
Studies**

781-736-8787 Continuing Studies
781-736-3424 Summer School
781-736-2171 Brandeis Adult Learning
Institute (BALI)
781-736-2607 FAX
shablin@brandeis.edu
www.brandeis.edu/rabb

2003-04 Academic Calendar

Fall Term 2003*

Tuesday-Friday	August 5-September 12	Graduate students register and enroll
Sunday	August 24	New undergraduate students arrive
Tuesday	August 26	Residence halls open for returning students
Monday-Friday	August 25-September 12	Undergraduate students register and enroll. New students start August 25; returning students start August 26.
Thursday	August 28	First day of instruction
Monday	September 1	No University exercises, staff holiday: Labor Day.
Friday	September 12	Last opportunity to enroll in courses for all students. Last opportunity to drop courses without instructor's permission. All work for spring term undergraduate incompletes due to instructors.
Friday	September 19	Grades replacing spring undergraduate incompletes due in the University Registrar's office.
Friday	September 26	Last day for undergraduates to elect a pass/fail option for the current term and to convert to graded basis for the preceding term.
Wednesday	October 1	February graduate Ph.D. candidates should submit penultimate copies of dissertations to program chairs.
Friday	October 3	Last day for undergraduates to drop courses without transcript notation (instructor's permission required). Last day to drop Module I IBS and Heller courses.
Monday	October 6	No University exercises, staff holiday: Yom Kippur.
Tuesday	October 7	Brandeis Monday: Monday class schedule in effect.
Friday	October 10	Undergraduate midterm grades due in the Office of the University Registrar's office.
Monday	October 13	Staff holiday, classes in session: Columbus Day.

Monday-Wednesday	October 27-November 5	Undergraduate registration period for spring term 2004.
Friday	November 7	Last day for undergraduates to drop courses with a "W" transcript notation (instructor's permission required).
Monday	November 24	Last day for all Graduate Arts and Sciences, International Business School, and Heller School students to drop a course with the signatures of the instructor and chair.
Thursday-Friday	November 27-28	No University exercises, staff holidays: Thanksgiving.
Monday	December 1	Last day for February graduate degree candidates (certificates, final and continuing master's, and Ph.D.) to file Application for Degree in the Office of Student Financial Services. Final day for faculty certification that all February master's candidates have completed degree requirements, including language(s) and theses, and all Ph.D. candidates have defended dissertations.
Tuesday	December 2	Last day of instruction. Last day to voluntarily withdraw from the semester (written notification required).
Wednesday	December 3	Study day.
Thursday-Thursday	December 4-11	Final examination period
Thursday	December 11	Final day for February graduate doctoral candidates to deposit dissertations at their graduate school offices.
Friday	December 19 10:00 am	Fall term grades due in the Office of the University Registrar. Grades replacing Graduate Arts and Sciences, International Business School, and Heller School incompletes from spring term 2003 due.

*Note: Make-up examinations for spring term 2003 will be held September 4, 8, and 9, 2003.

Policy of Brandeis University Pertaining to Religious Observance

In constructing the academic calendar, religious holy days will not be the sole factor in determining days on which classes will be held or suspended. It is the policy of the University, however, that students be encouraged to observe their appropriate religious holy days; that instructors strive to facilitate this by allowing absence

from classes for such purposes and by trying to ensure that no examinations, written reports, oral reports, or other mandatory class assignments are scheduled for or due on such holy days; and that instructors provide ample opportunities for such students to make up work missed on such occasions without penalty. Jewish holidays begin at sundown of the previous evening and end at nightfall of the day listed.