
University Organization

Board of Trustees

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 Board annually elects an Alumni Term Trustee, who serves a four-year term with full voting privileges.

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 strategic planning; research activities; Rabb School for Summer and Continuing Studies; sponsored programs; patent administration; and the Library.

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, student financial services, registrar's office, institutional research, undergraduate academic affairs and first year services, student enrichment services, and Office of Student Life, including residence life, career services, student activities, multicultural programs, counseling, health

services, religious life, and athletics. The senior vice president also coordinates with the dean of arts and sciences 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 more than \$90 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 42,000 members in 90 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/offices/sfs
sfs@brandeis.edu

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

800-279-4105
781-736-3881 FAX
helleradmissions@brandeis.edu
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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)
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**Rabb School of Summer and
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781-736-8787
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www.brandeis.edu/rabb
www.brandeis.edu/continuing
www.brandeis.edu/summer
www.brandeis.edu/programs/bali

2004-05 Academic Calendar

Fall Term 2004*

Tuesday- Monday	August 10- September 20	Graduate students register and enroll.
Sunday	August 29	New undergraduate students arrive.
Monday- Monday	August 30- September 20	Undergraduate students register and enroll. New students start August 30; returning students start August 31.
Tuesday	August 31	Residence halls open for returning students.
Thursday	September 2	First day of instruction.
Monday	September 6	No University exercises, staff holiday: Labor Day.
Wednesday	September 15	Brandeis Thursday-Thursday class schedule in effect.
Thursday- Friday	September 16-17	No University exercises: Rosh Hashanah.
Monday	September 20	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.
Monday	September 27	Last day for undergraduates to elect a pass/fail option for the current term and to convert to graded basis for the preceding term. Grades replacing spring undergraduate incompletes due in the University Registrar's Office.
Thursday	September 30	No University exercises: Sukkot
Monday	October 4	February Ph.D. candidates should submit penultimate copies of dissertations to program chairs.
Thursday	October 7	No University exercises: Shimini Atzeret.
Monday	October 11	Staff holiday, classes in session: Columbus Day.
Friday	October 15	Last day for undergraduates to drop courses without transcript notation (instructor's permission required). Last day to drop Module I Heller and IBS courses. Undergraduate midterm grades due in the University Registrar's Office.
Tuesday	October 26	Brandeis Wednesday-Wednesday class schedule in effect.

Tuesday- Tuesday	October 26- November 2	Undergraduate registration period for spring term 2005.
Friday	November 19	Last day for undergraduates to drop courses with a "W" transcript notation (instructor's permission required).
Wednesday	November 24	Brandeis Thursday-Thursday class schedule in effect. Last day for all Graduate Arts and Sciences, Heller School, and International Business School students to drop a course with the signatures of the instructor and chair.
Thursday- Friday	November 25-26	No University exercises, staff holidays: Thanksgiving.
Wednesday	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 February Heller School graduate degree candidates to file Application for Degree at the Heller School Registrar. 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.
Friday	December 10	Last day of instruction. Last day to voluntarily withdraw from the semester (written notification required).
Monday	December 13	Study day.
Tuesday- Tuesday	December 14-21	Final examination period.
Tuesday	December 21	Final day for February graduate doctoral degree candidates to deposit dissertations at their graduate school office.
Tuesday	December 28	Fall term grades due in the University Registrar's Office. Graduate incompletes from spring term 2004 due.

*Note: Make-up examinations for spring term 2004 will be held September 8, 9, and 13, 2004.

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 insure 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.