
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 president of the university, 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 four hundred 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 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 provides strategic leadership for the academy to achieve the university's academic mission and to improve the quality of the institution's teaching, learning, and scholarship.

The provost is responsible for academic governance and strategic planning for Arts and Sciences, the Heller School for Social Policy and Management, the International Business School, the Rabb School for Continuing Studies, the University Libraries, the Rose Art Museum, and various centers and institutes. Other responsibilities include sponsored research administration and technology licensing.

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 children, youth, families, health, mental health, substance abuse, disabilities, aging, 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, elected by the Faculty as its official representative body, addresses matters relevant to the educational and research missions of the university, including academic freedom, faculty rights and responsibilities, governance, and university policies regarding appointments, tenure, and promotion.

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 following committees of the Board of Trustees: Budget and Finance; Investment; Physical Facilities; Personnel, Compensation, and Ethics; and Audit.

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, academic services (including advising, disability services, study abroad, international students and

scholars, and student enrichment services), Hiatt Career Center, research and planning, and student life (including athletics, chaplaincy, community service, health services, intercultural center, judicial orientation, psychological counseling, residence life, and student activities).

The senior vice president for communications administers and executes critical university-wide internal and external communications, overseeing the communications emergency response plan and directing all crisis communications. Further, she is responsible for an integrated marketing communications program that highlights Brandeis's research accomplishments, academic excellence, social justice mission, and scholarly contributions to the Jewish community. Under the direction of the senior vice president, the Office of Communications provides design and editorial services for print and Web publishing, as well as carrying out the university's public affairs and media relations initiatives.

The senior vice president and 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 Brandeis University National Women's Committee is an organization committed to providing financial support to the university. Since its founding in 1948, it has contributed more than \$110 million to the libraries for the acquisition of books and research journals, restoration and preservation, development of computer technology, and student work assistance. More recently, its mission was expanded to fund student scholarships and fellowships in the humanities, Judaica, sciences, and Heller School.

The organization's national center is located in the Goldfarb Library, where professional staff members collaborate with volunteers and the university to coordinate fundraising efforts and to develop educational programs for members within chapters across the country. The National Women's Committee connects its members to Brandeis through fundraising and through activities that reflect the values of the university.

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8	Institute on Assets and Social Policy		
8	Institute on Healthcare Systems		
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8	National Scientific Council on the Developing Child		
10	Nathan Perlmutter Institute for Jewish Advocacy		
9	Barbara and Richard Rosenberg Institute of Global Finance		
9	Rosenstiel Basic Medical Sciences Research Center		
8	Bernard G. and Rhoda G. Sarnat Center for the Study of Anti-Jewishness		
8	Sillerman Center for the Advancement of Philanthropy		
8	Schneider Institutes for Health Policy		
9	Schuster Institute for Investigative Journalism		
9	Schusterman Center for Israel Studies		
9	Sloan-Swartz Center for Theoretical Neurobiology		
8	Nathan and Toby Starr Center for Mental Retardation		
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10	Tauber Institute for the Study of European Jewry		
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Correspondence Directory

Brandeis University

P.O. Box 549110
Waltham, Massachusetts
02454-9110
781-736-2000
781-736-3009 TTY/TDD

The College of Arts and Sciences**Office of Admissions**

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

Office of Student Financial Services

(includes student accounts, student loans,
student employment, and undergraduate
financial aid)
Dean of Student Financial Services
Usdan 120
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www.brandeis.edu/offices/sfs
sfs@brandeis.edu

Graduate School of Arts and Sciences

Admissions 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
781-736-3820
781-736-2774 Fax
helleradmissions@brandeis.edu
www.heller.brandeis.edu

International Business School

Admissions and Financial Aid Information
Office of Admissions
Sachar International Center
781-736-2252
800-878-8866 (catalog and application
requests only)
781-736-2263 (fax)
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Rabb School of Continuing Studies**Graduate Professional Studies**

781-736-8787
rabbgrad@brandeis.edu

The Brandeis University Summer School

781-736-3424
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**The Osher Lifelong Learning Institute at
Brandeis University**

781-736-2992
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www.brandeis.edu/rabb
www.brandeis.edu/rabbgrad
www.brandeis.edu/summer
www.brandeis.edu/programs/bolli

Block System

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	A	A	A	A	A
8:30					
9:00	B	G S ₆	B	B	G S ₇
9:30					
10:00	C		C	C	
10:30		H			H
11:00	D		D	D	
11:30					
12:00	E	J	E	E	J
12:30					
1:00	F		F	F	
1:30		N S ₂			N S ₄
2:00	K S ₁		R K S ₃	R	
2:30					
3:00		P			P
3:30	L		L		
4:00					
4:30		S ₅			
5:00	M		V M	V S ₈	
5:30					
6:00					
6:30	Q X ₁ Y		X ₄ Q X ₂ Y	Q X ₃	
7:00					
7:30					
8:00					
8:30					
9:00					
9:30					

A = 8:00–9:00 any three days
 B = 9:00–10:00 M W Th
 C = 10:00–11:00 M W Th
 D = 11:00–12:00 M W Th
 E = 12:00–1:00 M W Th
 F = 1:00–2:00 M W Th
 G = 9:00–10:30 T F
 H = 10:30–12:00 T F
 J = 12:00–1:30 T F
 K = 2:00–3:30 M W

L = 3:30–5:00 M W
 M = 5:00–6:30 M W
 N = 1:30–3:00 T F
 P = 3:00–4:30 T F
 Q = 6:30–7:30 M W Th
 R = 2:00–3:00 T Th F
 S₁ = 2:00–5:00 M [= K + L]
 S₂ = 1:30–4:30 T [= N + P]
 S₃ = 2:00–5:00 W [= K + L]
 S₄ = 1:30–4:30 F [= N + P]

S₅ = 4:30–7:30 T
 S₆ = 9:00–12:00 T [= G + H]
 S₇ = 9:00–12:00 F [= G + H]
 S₈ = 5:00–8:00 Th
 V = 5:00–6:30 T Th
 X₁ = 6:30–9:30 M
 X₂ = 6:30–9:30 W
 X₃ = 6:30–9:30 Th
 X₄ = 6:30–9:30 T
 Y = 6:30–8:00 M W

Final Examination Schedule 2007–08

Fall Term 2007

Examination Date	Examination Time	Examination Block(s)
Wednesday, December 12	9:15 am–12:15 pm	H, S ₆
	1:30–4:30 pm	Language Common Exams*
	6:00–9:00 pm	M, Q, X ₂ , Y
Thursday, December 13	9:15 am–12:15 pm	F
	1:30–4:30 pm	Economics Common Exams*
	6:00–9:00 pm	L, P, S ₃ , V, X ₃ , S ₈
Friday, December 14	9:15 am–12:15 pm	Math Common Exams*
	1:30–4:30 pm	A, K, S ₁
	6:00–9:00 pm	None
Monday, December 17	9:15 am–12:15 pm	D
	1:30–4:30 pm	B
	6:00–9:00 pm	N, R, S ₂ , S ₄ , X ₁
Tuesday, December 18	9:15 am–12:15 pm	E
	1:30–4:30 pm	J
	6:00–9:00 pm	G, S ₇ , S ₅ , X ₄
Wednesday, December 19	9:15 am–12:15 pm	C
	1:30–4:30 pm	Other Common Exams/ Conflict Resolution
	6:00–9:00 pm	Other Common Exams/ Conflict Resolution

Spring Term 2008

Examination Date	Examination Time	Examination Block(s)
Friday, May 2	9:15 am–12:15 pm	H, S ₆
	1:30–4:30 pm	Language Common Exams*
	6:00–9:00 pm	none
Monday, May 5	9:15 am–12:15 pm	F
	1:30–4:30 pm	Economics Common Exams*
	6:00–9:00 pm	N, R, S ₂ , S ₄ , X ₁ , Q, Y
Tuesday, May 6	9:15 am–12:15 pm	Math Common Exams*
	1:30–4:30 pm	A, K, S ₁
	6:00–9:00 pm	M, X ₄ , V, P, S ₅
Wednesday, May 7	9:15 am–12:15 pm	D
	1:30–4:30 pm	B
	6:00–9:00 pm	L, S ₃ , X ₂
Thursday, May 8	9:15 am–12:15 pm	E
	1:30–4:30 pm	J
	6:00–9:00 pm	G, S ₇ , X ₃ , S ₈
Friday, May 9	9:15 am–12:15 pm	C
	1:30–4:30 pm	Other Common Exams/ Conflict Resolution
	6:00–9:00 pm	none

*Applies to some multisectioned courses. Questions concerning exam date for courses that meet in two or more blocks should be referred to the Office of the University Registrar.

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2007–08 Academic Calendar

Fall Term 2007*

Wednesday– Monday	August 15 September 17	Registration period for graduate and undergraduate students.
Sunday	August 26	Residence halls open for new undergraduate students.
Tuesday	August 28	Residence halls open for returning students.
Thursday	August 30	First day of instruction.
Monday	September 3	Labor Day: No university exercises, staff holiday.
Thursday– Friday	September 13 September 14	Rosh Hashanah: No university exercises.
Monday	September 17	Last day to add/drop classes. All work for spring term 2007 undergraduate incompletes due to instructors.
Monday	September 24	Last day for undergraduates to elect a pass/fail option for the current term and to request a P grade for the preceding term. Grades replacing spring 2007 undergraduate incompletes due in the University Registrar's Office.
Wednesday	September 26	Brandeis Thursday: Thursday class schedule in effect.
Thursday	September 27	Sukkot: No university exercises.
Tuesday	October 2	February PhD candidates should submit penultimate copies of dissertations to program chairs.
Thursday	October 4	Shimini Atzeret: No university exercises.
Monday	October 8	Columbus Day: Classes in session, staff holiday.
Tuesday	October 9	Brandeis Thursday: Thursday class schedule in effect.
Wednesday	October 10	Last day for undergraduates to drop courses without a "W" transcript notation (instructor's permission required). Last day to drop Module I courses (instructor's and chair's permission required).
Friday	October 19	Undergraduate midterm grades due.
Tuesday– Friday	October 30 November 9	Registration period for spring term 2008.

Thursday	November 1	Last day for February graduate degree candidates (certificates, final and continuing master's and PhD) to file Application for Degree. See application for details. Last day to add Module II courses.
Wednesday	November 14	Last day for undergraduates to drop courses with a "W" transcript notation (instructor's permission required). Last day for graduate students to drop courses (including Module II) or change grading option of classes to audit (instructor's and chair's permission required).
Thursday– Friday	November 22 November 23	Thanksgiving holiday: No university exercises, staff holiday.
Friday	November 30	Final day for faculty certification that all February master's candidates have completed degree requirements, including language(s) and theses, and all PhD candidates have defended dissertations. Grades replacing spring 2007 graduate incompletes due in the University Registrar's Office.
Friday	December 7	Last day of instruction. Last day to voluntarily withdraw from the term (written notification required).
Monday– Tuesday	December 10 December 11	Study days.
Wednesday– Wednesday	December 12 December 19	Final examination period.
Wednesday	December 19	Final day for February graduate doctoral degree candidates to deposit their dissertations at their graduate school office.
Thursday	December 20 at noon	Residence halls close.
Friday	December 21	Fall term grades due.

*Note: Makeup examinations for spring term 2007 will be held September 5, 6, and 10, 2007.

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.