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2008–09

Brandeis University  
Waltham, Massachusetts

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Table of Contents

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<b>3 Brandeis University</b>	<b>44 The Graduate School of Arts and Sciences</b>
5 Mission Statement	44 Areas of Graduate Study
5 Accreditation Statement	45 Admission
5 Diversity Statement	47 International Students
5 Annual Notice to Students	47 Requirements for the Degree
6 Professional Education	49 Academic Regulations
8 Research Centers and Institutes	53 Fees and Expenses
10 The Arts at Brandeis	54 Financial Assistance
11 Major Academic Support Facilities	<b>56 Courses of Instruction, Arts and Sciences</b>
12 The Carl and Ruth Shapiro Admissions Center	57 Course Abbreviations
12 Fine and Performing Arts Facilities	58 Requirement Codes
13 Residence Halls	<b>59 Subject Area Course Listings</b>
14 Student Facilities	59 African and Afro-American Studies
14 Athletic Facilities	62 American Studies
14 Division of Students and Enrollment	69 Anthropology
14 Academic Services	78 Arabic Language and Literature
16 Student Life	78 Biochemistry
18 Student Conduct System	83 Biological Physics
18 Student Activities	86 Biology
19 Public Safety	93 Biophysics and Structural Biology
19 Dining Facilities	96 Business
19 Bookstore	99 Chemistry
19 Post Office and Student Mailroom	107 Chinese
<b>20 The College of Arts and Sciences</b>	108 Classical Studies
20 The Liberal Arts at Brandeis University	113 Coexistence and Conflict
21 Admission	116 Comparative Literature
22 Special Student Status	119 Computer Science
22 Advanced Placement	125 Cultural Production
25 Financial Aid	128 East Asian Studies
27 Fees and Expenses	130 Economics
28 Payment Plans	136 Education
29 Requirements for the Undergraduate Degrees	143 English and American Literature
31 Majors	162 English as a Second Language
33 Academic Regulations	163 Environmental Studies
37 Special Academic Opportunities	166 European Cultural Studies
38 Minors	171 Film Studies
39 Experiential and Community-Engaged Learning	173 Fine Arts
42 Off-Campus Study	181 French and Francophone Studies
	185 Genetic Counseling

188	German Language and Literature	352	Sociology
191	German, Russian, and Asian Languages and Literature	361	South Asian Studies
192	Health: Science, Society, and Policy	363	Theater Arts
196	Hebrew Language and Literature	379	Women's and Gender Studies
201	Hispanic Studies	387	Yiddish
206	History	<b>388 The Heller School for Social Policy and Management</b>	
218	History of Ideas	389	Admission
219	Hornstein Jewish Professional Leadership Program	390	Academic Regulations
224	Independent Interdisciplinary Major	393	Fees and Expenses
225	International and Global Studies	399	Courses of Instruction
230	Internet Studies	<b>411 Brandeis International Business School</b>	
231	Islamic and Middle Eastern Studies	412	Admission
234	Italian Studies	412	Academic Regulations
237	Japanese	414	Fees and Expenses
238	Journalism	419	Courses of Instruction
241	Language and Linguistics	<b>430 Rabb School of Continuing Studies</b>	
244	Latin American and Latino Studies	431	Admission
247	Legal Studies	431	Academic Regulations
250	Mathematics	432	Fees and Expenses
256	Medieval and Renaissance Studies	434	Courses of Instruction
258	Molecular and Cell Biology	<b>440 General University Requirements</b>	
265	Music	441	Foreign Language
278	Near Eastern and Judaic Studies	442	Non-Western and Comparative Studies
297	Neuroscience	444	Quantitative Reasoning
302	Peace, Conflict, and Coexistence Studies	445	University Seminars
305	Philosophy	454	University Writing
311	Physical Education	458	Oral Communication
314	Physics	<b>459 University Organization</b>	
321	Politics	460	Board of Trustees
331	Postbaccalaureate Premedical Studies	461	University Officers and Administrative Offices
332	Psychology	463	Officers of Instruction
341	Quantitative Biology	475	Index
342	Religious Studies	485	Correspondence Directory
345	Romance Studies	<b>493 Block System</b>	
346	Russian and East European Studies	<b>494 Final Examination Schedule</b>	
347	Russian Language and Literature	<b>495 Additional Key Dates for Graduate Students</b>	
350	Social Justice and Social Policy	<b>496 Academic Calendar</b>	



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# Brandeis University

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Brandeis University is a private, coeducational, nonsectarian institution of higher learning and research. Located in Waltham, Massachusetts, it has 3,200 students drawn from fifty states and 104 countries, and its faculty of 349 includes nationally and internationally recognized teachers, scholars, and researchers.

Founded in 1948 by the American Jewish community, Brandeis brings to American higher education a unique cultural perspective reflecting Jewish traditions of scholarship and community service and the commitment to social justice personified by Louis Dembitz Brandeis, the distinguished Supreme Court justice for whom the university is named. While Brandeis maintains a special relationship with the Jewish community, it is not affiliated with any religious organization, it offers no theological instruction, and it welcomes students and faculty of all backgrounds and beliefs.

Through a comprehensive curriculum and cocurricular activities, Brandeis presents students with a diverse array of issues and approaches to learning. The academic focus throughout is on the liberal arts and sciences and no professional training is conducted at the undergraduate level. Undergraduate courses are offered, however, in legal studies, education, business, premedical studies, journalism, and other areas that help prepare students for later professional training. At the graduate level, Brandeis University offers professional programs in social policy and management, international business, and Jewish communal service.

Brandeis is a member of the Association of American Universities, which represents the leading research institutions in North America, and is accredited by the New England Association of Schools and Colleges. The research interests of the faculty span a wide range of disciplines in the sciences, social sciences, humanities, and creative arts.

The university's principal components are the undergraduate College of Arts and Sciences, the Graduate School of Arts and Sciences, the Heller School for Social Policy and Management, the Brandeis International Business School, and the Rabb School of Continuing Studies.

The College of Arts and Sciences is the core of the university. With an enrollment of approximately 3,200, it combines the intimacy of a small college with the breadth and depth of a major research institution. The curriculum is designed for maximum flexibility, choice, and interconnectedness. At its heart are programs that emphasize interdisciplinary and integrative perspectives: University Seminars in humanistic inquiries and non-Western and comparative studies. Other curricular components include courses that hone writing, quantitative reasoning, and foreign language skills. In addition, students select courses from twenty-four departments and twenty-six interdepartmental programs. They choose from among forty-three majors and forty-seven minors and may also elect an independent interdisciplinary major.

The Graduate School of Arts and Sciences, established in 1953, offers master's and doctoral programs in twenty-eight fields and postbaccalaureate programs in computer science, studio art, ancient Greek and Roman studies, and premedical studies. Current enrollment is about 800. Graduate study offers students in-depth, broad-based scholarly exposure while providing professional training in their chosen fields.

Founded in 1959, the Heller School for Social Policy and Management enrolls approximately 400 students. The school offers a doctorate in social policy, a master of business administration, and a master of public policy with a variety of concentrations, including health; behavioral health; children, youth, and families; aging; assets and inequalities; and sustainable development. The school also offers a master of arts in sustainable international development, as well as a master of science in international health policy and management. Graduates of the PhD program pursue careers in teaching, research, and high-level administration. Graduates of the MBA program hold a variety of managerial positions in public, private, and nonprofit organizations with a social mission. Graduates of the MPP program work as policy analysts, advocates, and researchers. Graduates of the programs in sustainable development hold positions in international agencies and local development organizations throughout the world. Faculty research focuses on major social policy and management issues surrounding the areas of children, youth, families, health, mental health, substance abuse, disabilities, aging, and economic inequalities.

The Lown School, one of the most comprehensive centers for Judaic studies outside Israel, reflects Brandeis's special commitment to scholarship that illuminates issues of concern to the Jewish community, to scholars in religion, and to students of the ancient and modern Near East. It is home to the Department of Near Eastern and Judaic Studies, Hornstein: The Jewish Professional Leadership Program at Brandeis University, and the Maurice and Marilyn Cohen Center for Modern Jewish Studies, and has spurred the creation of numerous centers and institutes that explore the modern Jewish experience. The National Center for Jewish Film is also affiliated with the Lown School.

The Brandeis International Business School (IBS) was established in 1994. IBS provides a transformational educational experience to exceptional and culturally diverse students, enabling them to become principled leaders of global companies and public institutions throughout the world. The school's programs focus on international business, economics, and finance. The school's research addresses various dimensions of interdependence, including currency markets; asset prices; patents and technology flows; international strategic alliances; trade policy; central banking; international branding and marketing; and multicultural communication. Major research units address global finance, global entrepreneurship, and the Asia-Pacific economy.

The Rabb School of Continuing Studies extends the traditional excellence of a Brandeis education to the greater community with opportunities for professional development and lifelong learning. Each year, more than 3,100 college and adult students participate in its credit and noncredit undergraduate and graduate programs. These are offered by the Division of Graduate Professional Studies (part-time evening and online graduate study), the Brandeis University Summer School, and the Osher Lifelong Learning Institute at Brandeis.



In addition to the schools of the university, Brandeis has over thirty research institutes and centers that help define the unique identity of the university and make essential contributions to its academic life.

Recreational facilities include the Shapiro Campus Center, Usdan Student Center, the Sherman Student Center, and the Gosman Sports and Convocation Center, one of the largest of its kind in the region. The university has an active intramural and club program and fields intercollegiate teams in

ten men's, and ten women's, and one coed sport. Brandeis is one of eight NCAA Division III schools that compete in the University Athletic Association.

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 such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees 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."

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## Mission Statement

Brandeis University is a community of scholars and students united by their commitment to the pursuit of knowledge and its transmission from generation to generation. As a research university, Brandeis is dedicated to the advancement of the humanities, arts, and social, natural, and physical sciences. As a liberal arts college, Brandeis affirms the importance of a broad and critical education in enriching the lives of students and preparing them for full participation in a changing society, capable of promoting their own welfare, yet remaining deeply concerned about the welfare of others.

In a world of challenging social and technological transformation, Brandeis remains a center of open inquiry and teaching, cherishing its independence from any doctrine or government. It strives to reflect the heterogeneity of the United States and of the world community whose ideas and concerns it shares. In the belief that the most important learning derives from the personal encounter and joint work of teacher and student, Brandeis encourages undergraduates and postgraduates to participate with distinguished faculty in research, scholarship, and artistic activities.

Brandeis was founded in 1948 as a nonsectarian university under the sponsorship of the American Jewish community to embody its highest ethical and cultural values and to express its gratitude to the United States through the traditional Jewish commitment to education. By being a nonsectarian university that welcomes students, teachers, and staff of every nationality, religion, and political orientation, Brandeis renews the American heritage of cultural diversity, equal access to opportunity, and freedom of expression.

The university that carries the name of the justice who stood for the rights of individuals must be distinguished by academic excellence, by truth pursued wherever it may lead, and by awareness of the power and responsibilities that come with knowledge.

As adopted at the meeting of the Board of Trustees, December 6, 1984.

## Accreditation Statement

Brandeis University is accredited by the New England Association of Schools and Colleges, Inc., a nongovernmental, nationally recognized organization whose affiliated institutions range from elementary schools to collegiate institutions offering postgraduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of the institutional quality periodically applied through a peer group review process. An accredited school or college is one that has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity also is addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered or the competence of individual graduates. Rather, it makes opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the Office of the Provost and Senior Vice President for Academic Affairs, Brandeis University, Mailstop 134, PO Box 549110, Waltham, Massachusetts 02454-9110.

Individuals may also contact the association:

Commission on Institutions of  
Higher Learning  
New England Association of Schools  
and Colleges, Inc.  
209 Burlington Road  
Bedford, Massachusetts 01730-1433  
781-271-0022 Phone  
781-271-0950 Fax

## Diversity Statement

Established in 1948 as a model of ethnic and religious pluralism, Brandeis University:

- considers social justice central to its mission as a nonsectarian university founded by members of the American Jewish community;
- aims to engage members of our community as active citizens in a multicultural world;
- seeks to build an academic community whose members have diverse cultures, backgrounds, and life experiences;
- believes that diverse backgrounds and ideas are crucial to academic excellence;
- recognizes the need to analyze and address the ways in which social, cultural, and economic inequalities affect power and privilege in the larger society and at Brandeis itself;
- honors freedom of expression and civility of discourse as fundamental educational cornerstones;
- seeks to safeguard the safety, dignity, and well-being of all its members; and
- endeavors to foster a just and inclusive campus culture that embraces the diversity of the larger society.

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## Annual Notice to Students

### Brandeis Graduation Rate

In compliance with federal law, the university makes available to students and prospective students information concerning the rate at which full-time, first-time degree-seeking students complete requirements for the bachelor's degree within six years of entrance. In 2006–07, the graduation rate for students who entered Brandeis in 2001 was 88 percent.

### Policies Regarding Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

- (1) The right to inspect and review the student's educational records within forty-five days of the day the university receives a request for access.

Students should submit to the University Registrar, dean, department chair, or other appropriate official written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.

To seek the amendment of a record believed to be inaccurate or misleading, students should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record, it will notify the student accordingly, advising of the right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided at that time.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Exceptions that permit disclosure without consent include but are not limited to: (a) disclosure to parents of students who are claimed as dependents for tax purposes; (b) disclosure to officials of another school in which a student seeks to enroll; (c) disclosures in compliance with certain subpoenas; (d) disclosures to university officials with legitimate educational interests. An official is a person employed by the university in an administrative, supervisory, academic, or support staff position; a person or company with whom the university has contracted (such as an attorney, the National Student Clearinghouse, or a collection agent); a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official in performing his or her tasks. Such an official has a legitimate educational interest if information in the educational records is necessary to the maintenance of the academic enterprise and/or to the officer's capacity to act responsibly in the student's educational interest.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Brandeis University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

#### **Public Notice Designating Directory Information**

The university designates the following categories of student information as public "directory information." Such information may be disclosed by the institution for any purpose, at its discretion. The university makes student directory information available electronically (as an online directory) at the start of the fall semester. Currently enrolled students and newly matriculated students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. Students may use the personal privacy settings within sage (Brandeis' online student record system) to restrict disclosure of directory information, all or in part. Changes to privacy settings may require up to forty-eight hours to take effect. Brandeis University assumes that failure on the part of any student to specifically request the withholding of public information indicates individual approval for disclosure.

#### **Category I**

Name, local addresses (including electronic address) and telephone number, home address and telephone number, date of birth, full-time/part-time status, class (freshman, sophomore, etc.), photograph, and digital likeness.

#### **Category II**

Dates of attendance and field of concentration at Brandeis, previous institution(s) attended and major field of study, awards and honors, degree(s) conferred and date(s) conferred.

#### **Category III**

Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes).

A student may use the personal privacy settings within sage to indicate which items of directory information, if any, appear in the online directory. To access this function in sage, log on and go to: Student Services > Personal Portfolio > Directory Restrictions/ Privacy Settings.

#### **Sealing Student Records**

After students graduate from the university, their records are sealed and no further changes are allowed. The correction of clerical mistakes is possible by petition to the University Registrar.

#### **Name Changes**

The transcript is the official, legal document that certifies a student's academic history. The name in which it is maintained will not be changed without a written request that must be accompanied by materials that prove that the requested new name has been assumed legally. Name changes will be accommodated at the discretion of the University Registrar. Name changes are no longer possible for students who entered Brandeis prior to 1986.

#### **Professional Education**

##### **Brandeis International Business School**

The Brandeis International Business School provides a transformational educational experience to exceptional and culturally diverse students, enabling them to become principled leaders of global companies and public institutions throughout the world. Student success in the global economy is the hallmark of the school's learning experience. The school is designed to be international in scope, intimate in scale, and intellectually rigorous.

Over 400 students from more than sixty countries work and study together at the business school complex, which includes the Lemberg Academic Center and the Sachar International Center.

The school teaches cutting-edge theory, immerses students in international experiences, and connects them to best practices in business and policy. This learning experience transforms the way IBS graduates view the world and helps them develop insights to chart the world's future. The school's research covers fields as diverse as currency markets, corporate financial signaling, asset prices, patents and technology flows, international branding, and multicultural communication.

The school's programs address the complex challenges decision-makers face in the emerging global economy, in varied business and policymaking environments.

**MAief program:** The Lemberg MA in international economics and finance, offered in collaboration with the university's economics department, is a two-year professional degree that integrates analytical skills in economics and capital markets with practical management insights and global economic perspectives. It prepares students for careers in finance, economic policy, consulting, multinational corporations, and international organizations.

**MBA program:** The MBA in international business is a two-year professional degree that offers in-depth training in all business and management functions, with special emphasis on strategy, leadership, and entrepreneurship. Students can also concentrate in international finance or in international economic policy. The program's internationally focused curriculum, language requirement, international experience component, and multicultural aspects distinguish it from "generic" MBA degree programs.

**MSF program:** The MS in Finance is a ten-course, part-time program focused on the quantitative and analytical tools of modern finance with emphasis on applications in investments and corporate financial management. The program accommodates the schedules of working professionals by offering year-round evening courses and may be completed within five semesters.

**PhD program:** The PhD in international economics and finance, offered in collaboration with the university's economics department, provides advanced training in economic theory, research techniques, and creative problem-solving in an integrated, global economic framework. The program prepares students for research, teaching, and policymaking careers in business, government, and international agencies.

**Combined BA/MA programs:** Brandeis and Wellesley undergraduate students may apply for admission to a special BA/MA track within the Lemberg MAief program in the spring of their third year. They begin taking program courses in their fourth year and satisfy the master's degree requirements in one additional year of study at the graduate level after receiving their BA degrees.

### **The Heller School for Social Policy and Management**

The internationally renowned Heller School was founded in 1959. The school offers five degrees: a PhD in social policy, a master of business administration (MBA), a master of public policy (MPP) in social policy, a master of arts in sustainable international development (MA/SID), and a master of science (MS) in international health policy and management. The PhD program prepares individuals for advanced positions in teaching, research, and administration. Students may focus on policy issues in the areas of children, youth, and families; health and behavioral health; or assets and inequalities. Two federal training programs assist in preparing doctoral students to contribute original scholarly research to the field of social policy. Students in the MBA program pursue a rigorous course of study that integrates management and social policy courses as well as an onsite team consulting project to prepare graduates for management careers in public, private, and nonprofit organizations pursuing social missions. MPP students are prepared to work as policy analysts, researchers, and advocates in government, public, and private sector settings. Students may focus their studies on aging; health; children, youth, and families; or poverty alleviation. Sustainable international development students pursue an interdisciplinary program that includes courses in public policy, development economics, and environmental management. Students also work with development professionals in the areas of project planning, implementation, and evaluation, as well as human rights and development, microfinance, and conservation and development. The MS degree combines the planning, management, and health policy expertise found at Heller in an international context, training young professionals to play increasingly responsible roles in the health and well-being of the world's poorest children and families by pursuing careers in health policy and planning, and policy implementation in government health ministries and planning agencies, development agencies, and NGOs.

The faculty represents a broad spectrum of expertise in the social sciences and related fields and conducts a multidisciplinary, policy-oriented research and management program on a wide range of health and human services issues. The Heller School provides research opportunities for students through its research institutes and centers, which are a major source of scholarly research at Brandeis. They include the Schneider Institutes for Health Policy, which encompass the Institute on Healthcare

Systems and the Institute for Behavioral Health; the Institute for Child, Youth, and Family Policy, which incorporates the Center for Youth and Communities and the Nathan and Toby Starr Center for Mental Retardation; the Institute on Assets and Social Policy, which includes the National Program on Women and Aging; the Center for International Development; the Lurie Institute for Disability Policy; and the Sillerman Center for the Advancement of Philanthropy.

### **The Rabb School of Continuing Studies**

Through its three divisions, the Rabb School offers opportunities for lifelong learning, professional advancement, and personal enrichment. The school serves its learners by offering graduate degree programs for working professionals, courses for credit for college students and others during the summer, and noncredit enrichment courses for mature adult learners. Supporting the university in its mission of open inquiry and teaching in a world of challenging social and technological transformation, the school is dedicated to developing innovative educational paradigms and to providing a collegial community for its on-campus and distance learners.

*The Division of Graduate Professional Studies* provides a variety of distinctive niche master's degree programs that reflect current and future areas of graduate study for emerging professions. The division offers year-round, part-time graduate courses in the evenings for working professionals leading to:

- 1) Master's degrees in project and program management, software engineering, bioinformatics, information assurance, and information technology management, as well as opportunities for sequential, multiple degrees;
- 2) Credit-bearing graduate certificates in project management, bioinformatics, software engineering, information assurance, information technology management, and virtual team management and communication; and
- 3) Online graduate certificates and master's degrees in software engineering, information assurance, and information technology management, as well as an online graduate certificate in virtual team management and communication.

The division also works with companies in the Greater Boston area to offer professionally oriented graduate courses on-site or online. Classes generally meet online or one night a week for ten weeks; terms begin in September, January, and May.

*The Brandeis Summer School* is an open-admission program offering courses and special summer programs for college-level credit. Small classes taught by experienced and dedicated Brandeis faculty members are the hallmark of summer offerings. Special programs and institutes include the Hebrew Language Summer Institute and chamber music workshops with the Lydian String Quartet, artists-in-residence. Summer school provides the opportunity to experience innovative course formats, such as online offerings or evening and extended sessions, to accommodate work and other summer activities.

Brandeis Summer School courses do not have to be preapproved for transfer of credit to the Brandeis degree. Courses may be used to address the university's residency requirement and general requirements, as well as major and minor requirements. Grades received for Brandeis Summer School courses are included as part of any degree candidate's permanent academic record and in the calculation of GPAs.

*The Osher Lifelong Learning Institute at Brandeis University* is a learning community of mature adults that offers non-credit, peer-led study in a spirit of conviviality on a wide range of topics, such as history, literature, art, music, religion, philosophy, science, and writing. Study groups meet one day a week; ten-week terms begin in the fall and the spring. At midday, the Lunch & Learn program features excellent speakers (e.g., journalists, academics, artists) on an eclectic array of topics. Twice a year, in January and June, the program offers Brandeis at BOLLI Seminars, one-week learning opportunities led by Brandeis faculty focused on a single theme.

### **Brandeis in the Berkshires: World-Class Thinkers, World-Class Ideas**

Brandeis in the Berkshires is a series of noncredit, interactive institutes and symposia that provides a forum for participants to engage actively in a dialogue about world affairs, society, and culture. Brandeis in the Berkshires is a dynamic extension of the university's notable commitment to excellent and accessible liberal education, social justice, and the open and thoughtful exchange of ideas and issues.

Brandeis in the Berkshires transforms our world by connecting new research and original thought produced at Brandeis University to a larger community of policy planners; business, community, and political leaders; writers; and thinkers.

Participants gather in the Berkshires with Brandeis faculty and other national and international experts to explore complex challenges facing the world now and in the future.

## **Research Centers and Institutes**

### **Heller School**

**The Schneider Institutes for Health Policy** is a leading health-care policy and research institute whose consistent strength is its capacity to analyze the causes of health-care challenges, formulate solutions, implement demonstration projects, and evaluate their impacts. These activities create a rich environment for graduate education and prepare Heller students for leadership roles both locally and internationally.

- **The Institute on Healthcare Systems** at the Schneider Institutes conducts research and policy studies spanning six core competency areas: financing, organization, value of health services, quality, high-cost and high-risk populations, and technology. In addition to its national work, the Institute on Healthcare Systems has a growing portfolio of international projects devoted to research, policy advice, and technical assistance, mostly in developing countries.
- **The Institute for Behavioral Health** at the Schneider Institutes focuses on the intersection of health, behavior, and systems of care, believing that these systems can be better used to promote healthier lifestyles to assist individuals with adopting behaviors that lead to better health.

**The Institute for Child, Youth, and Family Policy**, which includes the **Center for Youth and Communities**, the **Lurie Institute for Disability Policy**, and the **Nathan and Toby Starr Center for Mental Retardation**, focuses on policies and programs in the domains of child health and development and child welfare, with an emphasis on early childhood and adolescence. Building on its initial interest in gender roles and work/family issues, the institute is directing increased attention to the health and development of children, particularly as they are threatened by the stresses of poverty, economic insecurity, and racial or ethnic discrimination.

- **The Center for Youth and Communities**, begun in 1983, has established a national reputation as one of the nation's leading research, professional development, and policy organizations in youth and community development. The center's ultimate goal is to "make knowledge productive."

- **The Lurie Institute for Disability Policy**, begun in 2007, supports research, policy development, education and training, and enhanced public engagement and dialogue about autism and other disabilities, with a focus on the life span of persons with disabilities and their families.

- **The Starr Center for Mental Retardation** is at the forefront of the field of disability-policy studies, conducting research on the social consequences of disability from early childhood through the elderly years.

**The Institute on Assets and Social Policy** is dedicated to the economic and social mobility of individuals and families, particularly those traditionally left out of the economic mainstream, and to the expansion of the middle class. Working in close partnership with state and federal policymakers, constituency organizations, grass-roots advocates, private philanthropies, and the media, the institute bridges the worlds of academic research, government policymaking, and the interests of organizations and constituencies.

**The Sillerman Center for the Advancement of Philanthropy**, established in 2007, will empower a generation of philanthropists to become social entrepreneurs. Serving as a resource to strengthen the country's family foundations as they partner with nonprofits, the center will provide research-supported advice on effective grant-making, develop best practices, help successful ventures reach scale, and offer courses and other educational opportunities in philanthropy.

### **International Business School**

**The Asper Center for Global Entrepreneurship** serves as Brandeis's platform to probe and understand the key trends affecting entrepreneurship across cultures and borders. It provides learning experiences through courses, seminars, conferences, internships, business-plan competitions, field visits, and meetings with global entrepreneurs.

**The Rosenberg Institute of Global Finance**, established in 2001, seeks to analyze and anticipate major trends in global financial markets, institutions, and regulations, and to develop the information and ideas required to solve emerging problems. The institute promotes research, policy analyses, and informal exchanges among scholars and practitioners, and participates in the school's teaching programs. The institute also co-sponsors the annual U.S. Monetary Policy Forum, which brings academics, market economists, and policymakers together to discuss U.S. monetary policy.

**The Asia-Pacific Center for Economics and Business** conducts research, teaching, and outreach on business and economic issues in the Asia-Pacific region and on U.S.-Asia Pacific relations. Its activities include faculty research projects, conferences, seminars, graduate and undergraduate courses, and exchange programs with Asia-Pacific universities. The center is also an APEC Study Center.

In addition, Brandeis International Business School research focuses on trends in technology and innovation, as well as international trade issues.

#### Science Centers

**The Ashton Graybiel Spatial Orientation Laboratory** pursues research in human spatial orientation, motor control, and adaptation. Unique approaches include emphasis on intersensory and sensory-motor interactions, recognition of the intimate relationship between moment-to-moment control and long-term adaptation, and exploitation of nonterrestrial conditions, such as space flight, artificial gravity, and virtual environments.

**The Center for Behavioral Genomics** combines cutting-edge research and research training. Its strategy is to apply the information from the human genome project and other genetic advances and link these genomic tools to molecular, cellular, and systems analyses of brain functions. The goal is to understand and identify treatments for complex behaviors, dysfunctions, and diseases.

**The Rosenstiel Basic Medical Sciences Research Center** is a research center unlike any other in the United States. Its unique mission is to bring together in one facility world-class scientists from a wide range of disciplines but with a common focus: the application of the tools of structural biology, genetics, and immunology to basic research questions with immediate and long-term impact on human health. It is one of the nation's leading centers for research programs in the basic medical sciences, embracing work in biochemistry, biology, biophysics, molecular biology, immunology, and protein crystallography.

**The Sloan-Swartz Center for Theoretical Neurobiology** at Brandeis University is devoted to training predoctoral students and postdoctoral researchers with strong analytic and computational backgrounds to apply these skills to neuroscience.

**The Volen National Center for Complex Systems** is a multidisciplinary center dedicated to the study of nervous system function, cognition, and biological and artificial intelligence.

#### International and Policy Centers

**The Crown Center for Middle East Studies** is intended to produce objective, dispassionate research regarding all aspects of the contemporary Middle East. Established with the help of the Crown Family Foundation, the center has a geographic scope that includes the twenty-two members of the Arab League, as well as Israel, Turkey, and Iran. Extending beyond Arab-Israeli tensions, the Crown Center's substantive scope will include Arab politics, Islamic studies, economic development, and regional security and arms control.

**The Schusterman Center for Israel Studies**, established in 2007, is dedicated to promoting exemplary teaching and scholarship in Israeli history, politics, culture, and society at Brandeis University and beyond. The center is committed to advancing knowledge and understanding of the modern State of Israel by training a new generation of scholars and teachers, building a vibrant academic community, and supporting research, publications, and conferences. It seeks to make Brandeis a hub for nurturing and catalyzing Israel Studies.

- **The Jacob and Libby Goodman Institute for the Study of Zionism and Israel** sponsors research, symposia, and publications, as well as teaching, in the historical and ideological development of the Zionist movement and in the history, society, and culture of the State of Israel.

**The Center for German and European Studies** pursues teaching, research, and outreach to broader communities about the social, political, and cultural issues involved in integrating diversity and difference in Germany and Europe in the new millennium.

**The Gordon Public Policy Center** is one of the nation's first interdisciplinary centers for the study of public policy.

**The International Center for Ethics, Justice, and Public Life** develops effective responses to conflict and injustice by offering innovative approaches to coexistence, strengthening the work of international courts, and encouraging ethical practice in civic and professional life. Principal programs include a master's program in coexistence and conflict, institutes for international judges, a fellowship program for undergraduates involving international summer internships, and public conferences, events, and publications.

**The Schuster Institute for Investigative Journalism**, the nation's first investigative reporting center based at a university, was launched in 2004. It enables working journalists to do long-term investigative projects on significant social and political problems that could lead to changes in public policy or opinion. Institute journalists also work with Brandeis students who serve as research assistants, offering them an unusual learning opportunity to further enrich their education. The work of the journalists and students will help fill an increasing void in the American media, which are gradually abdicating their role as public watchdogs.

#### Jewish Studies Centers

**The Hadassah-Brandeis Institute: International Research on Jewish Women** develops fresh ways of thinking about Jews and gender worldwide by producing and promoting scholarly research and artistic projects. The world's only academic center of its kind, HBI provides research resources and programs for scholars, students, and the public. The institute publishes books and a journal, convenes international conferences and local programming, and offers highly competitive grant and internship programs.

**The Maurice and Marilyn Cohen Center for Modern Jewish Studies** is a multi-disciplinary research center dedicated to the social scientific study of contemporary Jewry. The mission of the center is to engage in academically rigorous research that concerns all facets of modern Jewish life and the role of religion and ethnicity in modern society. The center's work not only contributes to a scholarly understanding of these topics but also provides policymakers and community leaders with timely analyses of current issues. A signature feature of the Cohen Center is its use of innovative research methods to answer complex questions.

- **The Fisher-Bernstein Institute for Jewish Philanthropy and Leadership** brings academic expertise to the study and practice of fundraising, philanthropy, and leadership in the American Jewish community. Housed at the Cohen Center for Modern Jewish Studies, the institute takes an approach that includes research, policy analysis, and the dissemination of information and ideas through publications, conferences, and educational programming.

**The Steinhardt Social Research Institute** was established at Brandeis University in 2005 by a gift from Michael Steinhardt and the Jewish Life Network/Steinhardt Foundation. The institute collects and analyzes statistical data about the U.S. Jewish population. It also conducts methodological studies designed to create new paradigms for studying the Jewish community.

**The Tauber Institute for the Study of European Jewry** seeks to study the history and culture of European Jewry in the modern period, with a special interest in studying the causes, nature, and consequences of the European Jewish catastrophe.

- **The Bernard G. and Rhoda G. Sarnat Center for the Study of Anti-Jewishness** aims to foster an understanding of the causes, nature, and consequences of anti-Jewish prejudice, as well as Jewish and non-Jewish responses in historical and contemporary perspectives.

**The Nathan Perlmutter Institute for Jewish Advocacy** provides graduate-level instruction in the fields of community relations and community organization, serves as a resource for training both professional and lay leadership, and provides guidance to the field through research and publications.

**The Mandel Center for Studies in Jewish Education** is dedicated to transforming the quality of teaching and learning in Jewish education settings by supporting innovative research initiatives and pioneering new approaches to developing Jewish educators.

**The Institute for Informal Jewish Education** enriches the field of informal Jewish education through professional education, innovative programming, and original research.

#### Women's Studies Centers

**The Brandeis University Women's Studies Research Center**, founded in 2001, is an interdisciplinary think tank of resident and visiting scholars where research, art, and activism converge around issues of gender. Housed in a special 10,000-square-foot facility, the center offers the year-round Student-Scholar Partnership Program and has incubated the Community, Family, and Work Project, the Brandeis Institute on Investigative Journalism, and the WAGE Project, among others.

#### The Arts at Brandeis

Brandeis University offers a distinguished array of undergraduate, postbaccalaureate, graduate, and doctoral degrees in the arts. During its history, Brandeis has been visited by many of the greatest artists of their time, including Aaron Copland, Marian Anderson, Marc Chagall, Langston Hughes, Martha Graham, Arthur Miller, Beverly Sills, Philip Glass, Barbra Streisand, Mikhail Baryshnikov, and Steven Spielberg. Famed composer Leonard Bernstein served on the Brandeis music faculty from 1951 to 1955 and was a trustee from 1976 until his death in 1990. Each year, more than 300 professional and student arts events take place on campus, with annual attendance of approximately 30,000 people.

The Office of the Arts was founded in 2003 to cultivate the performing, visual, and cultural arts at Brandeis as a meaningful component of a liberal arts education and research study. It advocates that creativity and active participation in the arts are essential to humanistic learning and social transformation.

The Rose Art Museum engages its communities with the significant art, artists, and ideas of our time. In the field of contemporary art, the Rose is ranked among the most distinguished university museums in the country. It is home to Brandeis's 8,000-piece permanent collection, which includes works spanning from

Rembrandt and Cezanne to deKooning and Warhol. The addition of the Lois Foster Wing in 2001 has enabled the Rose to exhibit bolder, more ambitious shows, and Brandeis is working with renowned architects Shigeru Ban and Dean Maltz on a second expansion. Next door to the Rose is the site of the planned Edmond J. Safra Fine Arts Center, which will provide the Department of Fine Arts with new art studios, a digital resource center, and a student gallery.

The Brandeis Theater Company is a production and performing ensemble composed of professional guest artists, students, and faculty of the Department of Theater Arts. It produces a five-play season at the Spingold Theater Center. The 2008–09 season includes Stephen Sondheim's musical *Saturday Night*, Euripides's *Hecuba*, and stage adaptations of the literary classics *The House of Mirth* and *Siddhartha*. Tickets are available online.

The Brandeis Concert Season features more than fifty professional and student concerts each year in the Slosberg Music Center. The talents of Brandeis students are showcased in six performing ensembles, including the Brandeis-Wellesley Orchestra. Tickets are available online.

- The Lydian String Quartet, hailed as "exuberant and bristling with sophistication" by the *New York Times*, has been in residence at Brandeis since 1981. The quartet, which has performed internationally, as well as at Lincoln Center, the Kennedy Center, and Boston's Symphony Hall, works with student composers and ensembles and coaches recipients of the Leonard Bernstein Scholarship for musical excellence.
- The Brandeis World Music Series brings international musicians to campus to share diverse histories and cultures through the universal narrative of music. The 2008–09 season features classical music from India and a multimedia concert by artists from Spain. In association with these residencies, Brandeis sponsors symposia, open classes, and discussions on related topics from literature to politics. Through the community outreach program Music Unites Us, every fourth-, fifth-, and seventh-grade student from the Waltham Public School District will attend these concerts to learn about cultural diversity.

The Leonard Bernstein Festival of the Creative Arts was founded in 1952 by the legendary composer for the university's first commencement. It features nearly one hundred exhibitions and performances by international, national, and regional artists, actors, and musicians, as well as by Brandeis students and faculty. Annual attendance is approximately 5,000 people from across Greater Boston. The 2009 Bernstein Festival is scheduled for April 23–26.

### **The Arts and Social Justice**

Brandeis's commitment to social justice is reflected in many of the university's arts programs and research centers where the arts play a significant role in *tikkun olam*—"repairing the world." The Slifka Program in Intercommunal Coexistence, housed in the International Center for Ethics, Justice, and Public Life, works with theater, music, and visual artists around the globe to explore the intersection of the arts and peace-building. The Women's Studies Research Center is where art, research, and activism converge. It is home to the Kniznick Gallery, the only exhibition space in New England devoted to women's art.

## **Major Academic Support Facilities**

### **Library and Technology Services (LTS)**

The University Libraries and Information Technology Services have joined in order to offer comprehensive library and technology support to the Brandeis community. For up-to-the-minute information on our services, please visit our Web site: [lts.brandeis.edu](http://lts.brandeis.edu).

#### **Library Services**

Traditional information resource collections can be found in the Goldfarb Library, the Farber Library, and the Gerstenzang Science Library. We offer local collections of more than one million print volumes, more than 900,000 microforms, and more than 35,000 music and film resources. In addition to our physical resources, we have more than 28,000 current serial and journal subscriptions in digital format and offer a wide variety of other digital resources. Check our online catalog, LOUIS, for information on books, databases, journals, and other information resources. In addition to our locally owned resources, members of the Brandeis community may take advantage of our membership in the Boston Library Consortium, which enables access to the collections of eighteen academic and research libraries in New England. For information on Consortium activities, see [www.blc.org](http://www.blc.org).

The Brandeis Identification Card serves as a library card. Students must present this card in order to check out library materials. They may manage their library account online, as well as request interlibrary loan materials via our online system. Articles will be delivered in electronic format whenever possible. Document delivery service is also available.

Assigned reading, listening, or viewing materials may be accessed in one of two ways: "traditional" reserve materials (print materials, music CDs, films) can be found in the library facilities for limited loan times. Electronic reserve materials (including streaming audio and video) are offered through the LATTE learning management system, which is used by over 500 classes a semester and is supported by the staff of LTS.

LTS staff offers instruction in research skills through several programs customized for undergraduate, upper-level, and graduate students. The Research Consultation Service is an in-depth research assistance service available to all students, faculty, and staff. Professional reference librarian assistance is also available online 24 hours a day, seven days a week, 365 days a year via our ASK 24/7 service, as well as via e-mail. The LTS staff also offers assistance with technology used in teaching and learning. Students, faculty, and staff interested in creating multimedia projects for their classes are invited to make use of the computers, equipment, and software in the multimedia lab in the Farber Library. Staff can help with Web pages, graphic design, image editing, video creation and editing, audio recording and editing, streaming media, media compression, animation, and more.

#### **Technology Services**

Our networking services provide high-speed connections, wired as well as wireless, throughout the entire campus and to the Internet. High-speed communication with other members of educational and research communities is facilitated through membership in Internet2. We provide e-mail services, host personal Web pages, and offer centralized storage for staff, faculty, and student files.

Brandeis students have access to public computer labs with networked Dell computers, laser printers, flatbed scanners, CD-ROM burners, and other specialized peripherals. There are approximately 200 computers in eight classrooms and clusters located in the libraries, the Shapiro Campus Center, and Shiffman. Most classrooms and clusters are open up to 15 hours per day, and some are open 24 hours. E-mail kiosks are available across campus for quick access to e-mail.

All residential rooms have cable TV service. More than 70 channels are offered, including 11 foreign language channels. LTS also offers TV services over the campus network, allowing students to watch selected television programming on any computer linked to the campus network.

LTS provides telephone service via the campus network as well. Each student is assigned a phone number, a personal voice mailbox, and a personal billing number to place off-campus calls. The phone number and voice mail remain active whether the student lives on or off campus while attending Brandeis.

Desktop and laptop computing assistance is available for students, staff, and faculty through the LTS Help Desks. Assistance is available by phone, walk-in, or by appointment. LTS staff can help you with computer hardware and software issues, and help your computer stay secure and virus-free.

#### **LTS Facilities**

All LTS facilities are fully wired for Internet access and offer network connections for laptop use. Wireless networking is available in all buildings and in many outside locations. Most of the electronic resources subscribed to are available via the campus network. These resources may be accessed through the workstations provided as well as through any computer linked to the campus network.

The Main Library comprises three connected buildings: the Bertha and Jacob Goldfarb Library, the Leonard L. Farber Library, and the Rapaport Treasure Hall. The Goldfarb/Farber Libraries house resources and services supporting the humanities, the social sciences, Judaica, and creative arts. The Rapaport Treasure Hall is the site of many concerts and lectures during the academic year.

The main floor of the Goldfarb Library offers a variety of services. Students, faculty, and staff interested in creating multimedia projects for their classes are invited to make use of the computers, equipment, and software in the Instructional Technology Resource Center. Research assistance services are located here, as well as computer help services, borrowing services, and traditional reserve services.

The Judaica Library, located on the mezzanine level of the Goldfarb Library, contains one of the country's most important collections of reference materials and core texts in major areas of Judaic studies, the ancient Near East, and the modern Middle East. The Judaica book collection includes more than 150,000 titles in Hebrew, Arabic, and Western European languages.

The Robert D. Farber University Archives are located on the second level of the Farber Library. The archives house historical records documenting the origin, development, and achievements of the university and its faculty, staff, and alumni. The collection includes photographs, correspondence, rare film, and other documents.

The Media and Technology Services Department is located on the third level of the Goldfarb Library. This department maintains the university's technology-rich classrooms and provides loaner equipment such as overhead projectors, computers, data projectors, TVs, and VCRs. Audio and video production, editing, and conversion services are also available.

The Norman and Rosita Winston Creative Arts Center is located on the third and fourth levels of the Farber Library. The center houses more than 15,000 music scores and more than 35,000 sound recordings.

The Leo Gerstenzang Science Library, located in the Science Complex, houses resources and services that support teaching and research in physics, chemistry, the life sciences, mathematics, and computing science.

The Feldberg Communications Center, also a part of the Science Complex, houses the Computer Repair Shop. The Repair Shop is an authorized Dell Repair Center and Apple Service Provider. It also services IBM, Compaq, and other name-brand computers and printers. Dells and Apples may receive warranty service here. Products that are out of warranty are serviced for a labor fee plus the cost of parts. The shop is on the lower level of the Feldberg Communications Center.

### Brandeis University Press

Brandeis University Press is a member of the publishing consortium known as the University Press of New England, whose members include Brandeis University, Dartmouth College, Northeastern University, Tufts University, the University of New Hampshire, and the University of Vermont. Brandeis University Press has published under its imprint more than one hundred titles in a variety of fields by distinguished scholars and writers within and outside the Brandeis community. The principal vehicles through which Brandeis University Press publishes are the Tauber Institute for the Study of European Jewry Series; the Brandeis Series in American Jewish History, Culture, and Life; the HBI Series on Jewish Women; and the Schusterman Center Series in Israel Studies. Brandeis University Press also publishes the Menachem Stern Jerusalem Lectures series sponsored by the Historical Society of Israel. In addition, Brandeis University Press publishes titles outside the series listed above. Recent and forthcoming books include *The Art of the Turnaround: Creating and Maintaining Healthy Arts Organizations*; *Yehuda Amichai: The Making of Israel's National Poet*; *Israel in the Middle East*; *Marie Syrkin: Values Beyond the Self*; *Four Centuries of Jewish Women's Spirituality*; and *Between Jew and Arab: The Lost Voice of Simon Rawidowicz*.

### The Carl and Ruth Shapiro Admissions Center

While a new state-of-the-art admissions facility is being constructed at the foot of campus, the Carl and Ruth Shapiro Admissions Center has been temporarily relocated to the Bernstein-Marcus administration building. The center serves as the focal point for prospective students and their parents. It includes offices for student interviews, a media presentation room, and computerized workstations for processing applications and related documentation.

### Fine and Performing Arts Facilities

#### The Rose Art Museum

The Rose Art Museum serves as the leading museum of modern and contemporary art in New England. The Rose is a cultural and educational component of Brandeis that seeks to engage its communities in experiencing the significant art, artists, and ideas of our time. In the 2001–02 academic year, the Rose celebrated its fortieth anniversary with the opening of the Lois Foster Wing. The new wing doubles the gallery space of the Rose and permits continuous displays of Brandeis University's excellent collection of modern and contemporary art, which includes important works by William Kentridge, Willem de Kooning, Robert Rauschenberg, Cindy Sherman, Richard Serra, and Andy Warhol. Throughout the year, the Rose also hosts a series of dynamic contemporary art exhibitions. In the 2008–09 academic year, the Rose will present a wide variety of shows, beginning on September 25 with three visually compelling exhibitions: "Invisible Rays: The Surrealism Effect"; "Drawing on Film"; and "Project for a New American Century." For more information, please go to [www.brandeis.edu/rose](http://www.brandeis.edu/rose).

#### Slosberg Music Center

Located near the approach to the campus, the Slosberg Music Center includes classrooms, practice rooms, and office facilities for the music department and the Office of the Arts. The center houses the Brandeis Electro-Acoustic Music Studio (BEAMS), the William Platt Jencks Early Music Room, and a 225-seat recital hall with carefully designed acoustics. The foyer to the recital hall is used as exhibition space for works of student and visiting artists, as well as for pieces from the university's permanent collection. The Slosberg Recital Hall is home to the critically acclaimed Lydian String Quartet concert series, a professional concert series, and myriad student performances, from solo recitals to large ensemble concerts. It has two Steinway concert grand pianos and a 17-stop Noack baroque-style organ.

### Spingold Theater Center

The Spingold Theater Center houses the Brandeis Theater Company's performance and production facilities and the Department of Theater Arts classrooms and studio spaces. There are three theaters in the complex: the 750-seat Mainstage, used for larger performances and all-university events; the Laurie Theater, a 175-seat, three-quarter thrust theater; and the intimate, 108-seat Merrick Theater, used for smaller productions and class projects. All production facilities, including rehearsal rooms, dance studios, shops for scenery and costume construction, scenic painting, sound, and lighting areas, design studios, dressing rooms, and storage spaces, are contained within the complex. The Brandeis Theater Company, the performing ensemble composed of the students, guest artists, faculty, and staff of the theater arts department, mounts five to six productions annually. These productions, which are open to all Brandeis University students, are noted for their high production values, challenging programming, and emphasis on the ideals of diversity and social justice. The Dreitzer Gallery, located off the main lobby, features work from our colleagues in the fine arts department.

### Residence Halls

There are nine campus residence areas. First-year students are assigned to double rooms or lofted triple rooms on corridors with shared bathrooms—in either Massell Quadrangle or North Quadrangle (Leon Court). The university cannot honor requests for a specific roommate or for a roommate with a particular religious or cultural background. Upperclass students choose accommodations at room selection held each spring. Students are guaranteed four consecutive semesters of on-campus housing, unless they are part of the entering midyear class. Members of the midyear classes are guaranteed three consecutive semesters of on-campus housing. In recent years, upperclass students not housed through the lottery, who remained patient and flexible, found off-campus housing or were accommodated on campus through a waiting-list process. Entering transfer students are admitted with the understanding that they may not be eligible for campus housing.

### Charles River Apartments

This apartment complex houses upperclass students and graduate students. Each apartment is equipped with a full kitchen, common areas, bath, and a varying number of single bedrooms. Included in the facility is the Gornstein Commons Room, where community events are held. This area includes the Max and Ann Coffman Building, the Ollie A. Cohen Building, the Morton May Building, the George I. Lewis Building, and 567 South Street.

### East Quadrangle

East Quadrangle houses undergraduate students in double- and single-student rooms, several offering views of the Boston skyline. Located in the Swig Student Center connected to East Quadrangle is the Intercultural Center, with study space and computer connection to the main library. The East Quadrangle residence halls include the Henry and Marion Hassenfeld House, the Lawrence J. and Anne Rubenstein Hall, the Fred P. and Gerta Pomerantz Hall, the Hyman and Mary Krivoff House, and Shapiro Brothers Hall.

### Foster Student Living Center

This complex of undergraduate student housing features apartments built around a courtyard-duplex format. Each apartment can accommodate four to six students and is complete with living room, dining room, kitchen, bedroom-study areas, baths, and private entrances. The Foster Center is made up of four clusters of nine units apiece, including the Frank and Matilda Casty Residences, the Ben Tobin Residence Hall, and the Norman and Adele Morris Residence Hall. These units provide a total of 35 individual apartments and living accommodations for 182 students.

### Massell Quadrangle

Massell Quadrangle consists of four buildings, overlooking a central quadrangle, with walks encircling the Anne J. Kane Reflecting Pool and the Albert Yakus Meditation Area. Each unit has fully equipped student rooms and common-area lounges for studying and community programs. Massell includes the Mr. and Mrs. Morris Shapiro Hall, the Helen L. Deroy Hall, the Anna Renfield Hall, the Edyth and Irving Usen Hall, and the George and Beatrice Sherman Student Center.

### North Quadrangle (Leon Court)

The Adolf and Felicia Leon Court, also known as North Quadrangle, contains four residence halls, in addition to the Milton and Hattie Kutz Hall, which houses administrative offices. Each residence unit contains fully equipped student rooms and common-area lounges. Residence halls in this quadrangle include the Ethel and A.W. Link Scheffres, the Maurice and Dorothy Gordon, the Robert P. and Fannie Cable, and the Mr. and Mrs. Frank H. Reitman Halls.

### The New Ridgewood Residence Halls

Under construction in 2008 are three residence halls that will provide 184 new beds in apartment-style housing—with all single bedrooms, kitchens, and living rooms. The northernmost of the three buildings will include the South Campus Commons, a 3,200-square-foot multipurpose space for events, dances, presentations, and general student use, as well as a kitchen that will allow for larger-group meals. These residence halls will open at the start of the spring 2009 semester.

### Rosenthal Residence Halls

Adjacent to Massell Quadrangle, the Anne and David Rosenthal Student Residence Halls accommodate 181 upperclass students in eight-person suites with living rooms and private bathrooms.

### Usen Castle and Schwartz Residence Hall

An imposing structure designed after medieval architecture and completed a decade before Brandeis was founded, the Irving and Edyth Usen Castle has been remodeled into single and double rooms and suites. Its ground floor houses the student-operated coffee house, Cholmondeley's. On the second level of the Usen Castle is the Usen Commons, a circular, conservatory-style lounge, used for dances and social functions. Greater Boston spreads out in a panoramic view from the windows of the Usen Commons. Connected to the Usen Castle, Schwartz Residence Hall is composed primarily of single rooms. The Castle has been listed in the National Register of Historic Places.

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### The Village Quadrangle

A state-of-the-art facility, the university's newest residence hall houses 220 undergraduate students. With community kitchens, spiral staircases, and quaint living rooms nestled in the corners of the building, the Village boasts the best of both worlds— independent living in a community atmosphere. The Village includes a multipurpose room, a workout room, and a lecture room used for classes or study groups.

### Ziv Quadrangle

The Sy and Gladys Ziv Residence Quadrangle includes William Mazer Hall among the four residence halls and a common building. The four halls accommodate 330 undergraduate students in 55 suites. Each suite has six single bedrooms, a living room, and two bathrooms.

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## Student Facilities

### The Three Chapels

The university's three chapels—the Leah and Mendel Berlin Chapel (Jewish), the Bethlehem Chapel (Catholic), and the C. Allen Harlan Chapel (Protestant)—serve the Brandeis community through services that take place here under the aegis of the Hillel Foundation, the Bethlehem Chapel Community, and the Harlan Chapel Christian Community. Traditional and innovative services are held regularly.

### Hassenfeld Conference Center

The Rita Dee and Harold Hassenfeld University Conference Center contains a banquet/lecture and six rooms for meetings and conferences.

### Sherman Student Center

The ground-floor dining hall of the George and Beatrice Sherman Student Center serves over 1,000 students daily and includes the university's kosher food preparation and dining facilities. The upper level includes The Stein, the campus restaurant, and the Feldberg Lounge.

### Benjamin H. and Mae Swig Student Center

The Swig Student Center is the home of Brandeis's vibrant Intercultural Center. Outfitted with a conference room, lounge, multi-purpose room, kitchen, and library, the center houses sixteen lively student organizations. Space is available for reservation.

### Usdan Student Center

The Nathaniel H. and Suzanne Usdan Student Center complex incorporates student social, cultural, and recreational facilities, as well as student and some administrative services. It is located close to teaching and residence facilities and houses an assembly and banquet hall seating 1,000 people, post office, mailroom, campus cafeteria, lounges, and conference rooms for formal and informal student uses.

### The Carl and Ruth Shapiro Campus Center

The Carl and Ruth Shapiro Campus Center, which opened in fall 2002, is the center of campus for the university community— students, faculty, administration, alumni, and guests. Located adjacent to the Hassenfeld Conference Center and Massell Quad, the center includes many group and individual study spaces; a state-of-the-art, 249-seat theater designated specifically for undergraduate theater production; a technology library; a café; a television lounge; and the University Bookstore. This center combines with the Usdan Student Center and the Intercultural Center in the Swig Student Center to represent a well-considered plan for community life at Brandeis.

The Division of Student Life maintains a broad program of cultural, social, and educational events. The center also houses student clubs and organizations, social areas, Student Events (the major programming board), WBRF-FM (the radio station), the *Justice* (campus newspaper), the Waltham Group (community services organization), BTV (Brandeis Television), Student Union offices, and much more.

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## Athletic Facilities

Opened in January of 1992, the Gosman Sports and Convocation Center is one of the largest multipurpose, indoor athletic facilities of its kind in New England. It is part of the Joseph F. and Clara Ford Athletic and Recreation Complex, which also includes the renovated Abraham Shapiro Athletic Center and the Joseph M. Linsey Sports Center.

The 70,000-square-foot Gosman Center houses the Red Auerbach Arena, seating approximately 2,500 for basketball and volleyball, as well as a 200-meter six-lane running track, seven squash courts, three multipurpose rooms, two weight rooms, a trophy room, concession area, and department offices.

The Shapiro Center features three intramural/recreation courts as well as locker rooms, saunas, equipment, and training rooms to serve the entire Ford Complex.

This combination of athletic facilities serves the varsity, intramural, and recreational needs of the Brandeis community, as well as providing space for concerts, commencement, convocations, cultural events, and major conferences.

The Linsey Sports Center, which is attached to the Shapiro Center, houses a 25-yard, six-lane swimming pool with a one-meter diving board, as well as two multipurpose rooms, and locker rooms with steam and sauna. Outdoor athletic facilities include the Celia and Samuel Gordon Field and running track, the Abraham Marcus Playing Field, and the Goldie and Maurice H. Rieger Tennis Courts.

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## Division of Students and Enrollment

The Office of the Senior Vice President for Students and Enrollment serves the needs and interests of students and has broad responsibility for the services and activities that enhance the quality of student life outside the classroom. Among its areas of concern are undergraduate admissions, financial aid and student employment, academic advising and orientation, registrar, institutional research, student accounts, and student services, including residence life, career services, student activities, intercultural programs, counseling, health services, religious life, and athletics. The senior vice president serves as an advocate for students, strives to ensure the quality of their overall cocurricular experience at the university, and promotes opportunities for students to engage in leadership activities and to experience personal, social, and emotional growth and development.

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## Academic Services

### Office of Academic Services

The staff in the Office of Academic Services assist individual students in planning their undergraduate careers at Brandeis and in addressing their problems and concerns through the Committee on Academic Standing. Guidance is available in program planning and the selection of a major field of study. The office monitors the progress being made by all undergraduates toward completion of degree requirements. It coordinates academic accommodations for students with disabilities, cross-registration, premedical/prehealth advising, and study abroad.

The office provides advising for Brandeis undergraduate students who seek to enrich their education through a period of study abroad. It also maintains a resource library of materials on available programs. The office provides information and assistance in obtaining international study grants available through Fulbright, Rhodes, Marshall, and other scholarship and fellowship programs, including the Sachar International Scholarships for Brandeis students.

#### **Academic Advising**

Each first-year student is assigned a member of the faculty or staff to serve as a formal academic adviser during the first year. Upon declaring a major, students receive faculty advisers in their own disciplines. Each department designates an advising chair to serve the needs of all students interested in learning more about academic opportunities within the department.

#### **Brandeis University Group Study (BUGS):**

Evening drop-in tutorial assistance is offered for more than thirty courses in the university, including the 10-, 20-, and 30-levels for languages, introductory courses for computer science, economics, and several introductory science courses.

**Academic Enrichment:** Workshops and individual appointments are offered on such learning strategies as time management, reading college texts, note-taking skills, and exam strategies. Workshops are generally offered at the beginning of the fall and spring semesters, and individual appointments are offered throughout the academic year.

**Student Support Services Program (SSSP):** The SSSP provides intensive academic advising, tutoring, mentoring, and career and graduate school counseling to students who are the first in their families to attend college. Students must meet certain federal eligibility criteria to enroll in this federally funded TRIO program.

**Posse Program:** Posse is a four-year leadership scholarship awarded to talented high school seniors from New York City. Scholars are selected in the fall of their senior year in high school and work together to promote teamwork, communication, and awareness of a diverse range of current issues on campus.

**Transitional Year Program:** The Transitional Year Program at Brandeis enrolls twenty talented students in a year-long academic program. Because these students have not had access to well-resourced high schools, the TYP gives them the opportunity to take both undergraduate courses and exclusive classes. These students become part of the Brandeis community upon joining the program and many stay at the university beyond the transitional year.

**Writing Center:** Consultants at the Writing Center assist students with their writing skills. Consultants work with students on areas such as focusing ideas, defining topics, preparing well-organized outlines, revising rough drafts, and improving stylistic elements. The Writing Center is located in the Goldfarb Library. Services are available on a drop-in basis. Students may also sign up for a session online at [www.brandeis.edu/departments/english/writingcenter/reg](http://www.brandeis.edu/departments/english/writingcenter/reg).

#### **Information and Services for Students with Disabilities**

Brandeis is committed to creating a diverse community that includes students with documented disabilities who may require reasonable accommodations in order to fully participate in the college experience and to develop their maximum academic potential. Because admission to the university is based on the academic qualifications of the applicant, admissions procedures remain the same for all applicants, regardless of disability. Once accepted, a student seeking reasonable accommodations must provide documentation of a learning or physical disability in order to receive appropriate services at Brandeis. Documentation of the disability should be submitted to the University Health Center or to the Psychological Counseling Center for review and evaluation. Following certification of a disability, the student should confer with the coordinator of disabilities services and support in the Office of Academic Services, or with the disability coordinator in each of the graduate schools, regarding academic accommodations. The student should confer with the Office of Residence Life for housing accommodations. Reasonable accommodations are determined on a case-by-case basis in consultation with the coordinator, the student, and, if appropriate, with the faculty. Services such as housing assistance, extra time on exams, note-takers, adaptive technology, and special parking arrangements are some of the possible accommodations that might be utilized.

#### **International Students and Scholars Office**

The International Students and Scholars Office (ISSO), located in Kutz Hall, serves international graduate and undergraduate students as well as scholars (e.g., faculty, short-term lecturers, and researchers) and alumni. The staff members of the ISSO provide all necessary immigration documents and advise international students and scholars on matters concerning their legal status in the United States, including extensions of stay, employment, transfers to and from Brandeis, and leaves of absence. Advisers are available daily through drop-in visits, or by appointment, to counsel students and scholars on personal, academic, and immigration-related matters throughout the year, including the summer months.

The ISSO sponsors a range of programs, including workshops on employment and immigration issues, coordinates host/student matching programs, annual trips, and other events of international interest. The ISSO publishes a newsletter and maintains a Web site for the international community. The ISSO supports activities that allow students and scholars to share their cultures with the entire Brandeis community.

#### **English as a Second Language (ESL) Program**

Classes and tutorials are offered in written and spoken English to students whose first language is not English. These ESL services support students in their efforts to meet the English proficiency standards necessary for their success as students and teaching assistants. Certain students are required to have their oral and written English skills evaluated during Orientation, before the beginning of classes. These students are notified in advance. On the basis of the evaluation process, a student may be advised to enroll in the English as a Second Language program.

International graduate students who are not exempted because of previous study in the United States or in other countries where the medium of instruction was English will be given an oral proficiency interview on which they must rank at least "advanced low." Graduate students who do not achieve this rank will be advised to take ESL 200a (English for Academic Purposes), an oral skills course, and/or have individual tutorials. Students who rank "advanced low" or higher may still take ESL 200a and/or have individual tutorials.

The ESL program provides individual tutorial instruction to undergraduate students and individual and/or class instruction to graduate students throughout the academic year. Students do not earn course credit toward their degrees for this instruction.

### **Program in Library Research Strategies**

As the information environment becomes more complex, instruction in the effective use of information resources becomes an increasingly integral part of education at Brandeis. Reference librarians provide classroom sessions for students at various levels.

The First-Year Library Instruction Program is part of the University Seminar curriculum. Each first-year student participates in a formal session conducted by a librarian in basic library research skills and strategies. Students learn methods for analyzing and approaching research questions and gain some experience in using basic resources, such as the online catalog and general periodicals indexes.

The Library Intensive Program serves the needs of students in more advanced courses. Selected upper-level and graduate courses incorporate library sessions geared specifically to the course or program content. These courses offer instruction in the use of more specialized resources, such as scientific databases, full-text electronic databases, specialized abstract and indexing services, archival resources, and Internet resources. Students are thus equipped to find and evaluate information from a wide variety of sources. A list of participating courses appears in the courses of instruction.

### **Office of the University Registrar**

The Office of the University Registrar, located in Kutz Hall, is the official repository of academic records. As such, it issues official transcripts of students' records upon written request, performs other certification functions of service to students, and audits the progress of students toward degree completion. The office conducts activities in which all students participate: registration and course enrollment at the beginning of each term, and pre-enrollment in advance of each term. Staff members in the office are useful sources of information concerning registration, course enrollment regulations, summer school and transfer of credit policies, and final examination procedures.

## **Student Life**

The dean of student life and associate vice president for student affairs is responsible to the senior vice president for coordinating the services of the following departments:

### **Division of Student Affairs**

With offices located in the Shapiro Campus Center and in the Usdan Student Center, the Division of Student Affairs is responsible for campus programming; advising, supporting, and coordinating student groups and activities; residential programs and services; the smooth operation of the Shapiro Campus Center, Usdan Student Center, and Intercultural Center; a vibrant community service effort; and other campus programs such as Orientation and Family Weekend. The division offices include student development and conduct, residence life, student activities, community service, the Intercultural Center, Orientation and First-Year Programs, Athletics, the Chaplaincy, Health Services, the Counseling Center, and the dean of student life. The division staff, in conjunction with students and faculty, provides integrated learning opportunities through a variety of social, cultural, and intellectual events during the academic year.

### **Residence Life**

More than 85 percent of undergraduate students live in residence halls. As with all indoor space at the university, residence halls are smoke-free. First-year students are assigned to double rooms or lofted tripled rooms on corridors with shared bathrooms. The university accepts requests but cannot promise to assign entering students to specific roommates or honor requests for assignment with another student with a particular religious or cultural background. Returning students choose accommodations through a housing selection process held each spring.

With the exception of the entering midyear class, incoming students are guaranteed four consecutive semesters of on-campus living. For the purposes of room selection, the midyear class is considered a part of the rising sophomore class and is guaranteed three consecutive semesters of on-campus living. In recent years, upperclass students not housed through the lottery found off-campus housing or were eventually accommodated on campus through a waiting list process. The Department of Residence Life employs an assistant director of off-campus housing to assist with helping students find living options in the surrounding community. Entering transfer students are admitted with the understanding that they may not be eligible for on-campus housing.

The Department of Residence Life is responsible for the effective administrative operation, as well as advising and programming activities, within all residence halls. Residence halls are grouped into ten living areas ranging in size from two hundred to five hundred students. Each area is under the supervision of a professional, full-time community development coordinator. In addition, student resident staff, known as community advisers, live in the residence halls and assist with the development of student-directed communities, as well as administrative tasks. Staff members are available to provide assistance to students on academic, personal, and social matters.

Brandeis offers a limited number of housing units to graduate students. The apartment units offered include two-, three-, and five-bedroom apartments. These units are designed to allow use as separate bedrooms with a shared kitchen and bath. Some of the larger units also have living rooms. All of the apartments come furnished.

Housing applications are sent to eligible graduate students by May 1 and must be returned to the individual graduate schools by May 31.

In addition, the assistant director of off-campus housing maintains a listing of available housing in the off-campus area. For additional information, please visit the Department of Residence Life office in the Usdan Student Center, call 781-736-5060, or consult the Web site at [www.brandeis.edu/studentlife](http://www.brandeis.edu/studentlife).

### **Intercultural Center**

The Intercultural Center (ICC), located in the Swig Student Center, fosters an atmosphere for learning about the histories and cultures of people of color; provides a healthy framework and meeting space for discovery and strengthening of cultural commonalities; enables the university to address issues of race; and provides a structure for the Brandeis community to interact from an intercultural perspective. With a student programming board and a faculty/staff/alumni/community advisory board, the ICC sponsors cultural, social, and intellectual programs open to all members of the Brandeis community. Some academic classes meet in the center.

### The Department of Orientation and First-Year Programs

The department develops, advises, manages, and evaluates all elements of a comprehensive new student orientation program for the fall arrivals and the midyear students. The Orientation program is designed, coordinated, and implemented by an Orientation core committee of student leaders who are chosen through a selective process in the fall. They participate in leadership training and work during the year, as well as throughout the summer, to create a week-long series of educational and social programs that help new students with their transition into Brandeis. The Orientation core committee also selects over one hundred Orientation leaders, who come back two weeks early for an orientation leader training program to help implement the Orientation program itself.

The first-year programs that extend from Orientation are a year-long series of programs that complement and extend the educational mission of the university and focus on first-year student development, transfer connections, and commuter involvement in the Brandeis community. First-year programs provide opportunities for and encourage increased contact between first-year students, their advisers, faculty, staff, and the community as a whole. The programs specifically address the core values developed within the Division of Student Affairs and focus on developing the whole student. These programs prepare new students for the challenges of an intellectual and academically rigorous environment, as well as for living and learning in a pluralistic and diverse community.

The newest department initiative, First-Year Experience: Spirit, Mind, and Body, is a class taught under the PE umbrella and offered to first-year students. The class is offered for fifteen students each semester and fulfills one of their two PE requirements. It provides new students with the background and skills needed to become effective and engaged citizens in a variety of fields and disciplines; creates positive relationships with students, faculty and staff; and exercises their spirit, mind, and body. New students will be educated and empowered to transfer the skills learned in the classroom to the real world, to personal interactions, and will help them become contributing citizens of the Brandeis community and beyond throughout their lives.

### Religious Life on Campus

Religious activities and related programs are centered in the three chapels and are conducted by the student religious organizations: Berlin Chapel/Hillel at Brandeis University, the Bethlehem Chapel Community, and the Harlan Chapel Christian Community. Interfaith dialogue is an integral part of the programs of the three chapels.

Hillel, the foundation of the Jewish student community on campus, is a multifaceted and pluralistic undertaking that embraces and welcomes Jews of all persuasions and interests. Hillel actively seeks to engage Jewish students on their own terms: to provide them with opportunities to express themselves “Jewishly” that are meaningful and appealing to them. Students are empowered to take responsibility for their Jewish identity, whether they wish to participate in a community service project, express themselves artistically, participate in a social event, engage in informal Jewish learning, or attend religious services. Any student may participate in Hillel—no membership is required. Hillel is committed to a pluralistic vision of Judaism that embraces all movements.

The Bethlehem Chapel Community serves the total Catholic community at Brandeis: students, faculty, and staff. There are Sunday and daily Masses, hours for private and group consultation, seminars, study groups, holy day and feast day programs, and other events.

The Harlan Chapel Christian Community serves the Protestant community at Brandeis and presents a variety of services and programs including religious services, poetry readings, films, and speakers. The Christian Fellowship and the Brandeis University Gospel Choir are under the sponsorship of the Harlan Chapel Christian Community.

Brandeis has an active Muslim Student Association that works to meet the social and religious needs of the Muslim community on campus. With the leadership of a professional adviser, Friday Jumma Prayers, Islam Awareness Weeks, and other activities are planned to accommodate our Muslim community, while educating other members of the Brandeis community regarding Islam and Muslims. Today, there is a dedicated prayer room for the Muslim community that is also home to the Muslim Students Association.

The campus chaplains and the Muslim cleric serve as advisers to these groups and are available to all persons within the university community for personal and religious counseling and informal exchange.

### Hiatt Career Center

Located in Usdan Student Center, the Hiatt Career Center purposely and rigorously prepares students and recent alumni to transform their unique backgrounds and academic and experiential learning into meaningful professional futures, and to position themselves as highly desirable candidates for employers and graduate schools both domestically and throughout the world.

Hiatt staff members assist students and young alumni in assessing their interests and skills and exploring how these can translate into meaningful career paths. Students receive individual counseling to identify specific career goals within the wide range of opportunities available to liberal arts graduates. The center also conducts a wide array of career development programs in cooperation with faculty, the Office of Academic Services and other departments to assist students with their career development and graduate school preparation. The staff includes a pre-law adviser dedicated to working with students interested in law school and law careers.

In addition to personalized assistance with resumes, cover letters, and mock interviews, the Hiatt staff works with students to assess their skills, values and interests; to explore a wide array of career paths using different mediums such as in-depth research tools, access to alumni networking opportunities, career panels and other events; and to help connect them to meaningful work and graduate school opportunities through an on-campus recruitment program, job postings, and a comprehensive internship program.

Students are encouraged early in their Brandeis experience to participate in various experiential programs to gain real-world perspective through the alumni network, the shadowing program, and the internship program. Beginning as early as the first year, the Hiatt shadowing experience allows students to spend a day with Brandeis alumni in the workplace. The internship program, most often pursued in the sophomore and junior years, offers students hundreds of opportunities in a full range of professional areas. Internships provide important experiences that complement liberal arts course work and may be eligible for academic credit or transcript notation (see the “Internships for Credit” section).

The center strives to combine individualized attention with state-of-the-art online resources and databases. Students are constantly advised of upcoming events and career opportunities so that they can select those appropriate to their goals.

The Hiatt Center is open during the week for both individual and walk-in appointments.

### Athletics

Recognizing the importance of physical activity in a sound educational program, Brandeis offers a wide variety of competitive and recreational opportunities. The intercollegiate athletic program provides a challenging and enjoyable growth experience for Brandeis student-athletes, as well as providing a focus for campus spirit and pride. All full-time students may participate in annual varsity team tryouts.

The university fields varsity teams for men in baseball, basketball, cross country, fencing, golf, indoor and outdoor track, sailing, soccer, swimming and diving, and tennis. Women compete in varsity basketball, cross country, fencing, indoor and outdoor track, sailing, soccer, softball, swimming and diving, tennis, and volleyball. The varsity squads compete against teams representing colleges and universities that regard athletics in the same spirit as Brandeis. In addition, the university offers a club sports program with twenty-two teams ranging from crew to Tae Kwon Do. Brandeis is a member of the NCAA (Division III), Eastern College Athletic Conference, and the University Athletic Association, which provides national competition among its eight-member private research universities. The university has fielded conference and national championship teams as well as many national-caliber individual competitors.

Believing in the value of athletic participation for conditioning and relaxation, the university maintains a full array of intramural and recreation programs. The intramural program has included basketball, flag football, soccer, softball, squash, tennis, and volleyball. Recently, nontraditional sports such as dodge ball and whiffle ball have been added. The new lighted artificial turf athletic field has stimulated additional activity. Residence hall and commuter teams have been organized in these sports, with the competitive aspects adding to the enjoyment of the game.

### Health Center

The Brandeis Health Center is operated by Beth Israel Deaconess Medical Center. A health center fee, mandatory for undergraduates and optional for graduate students, entitles students to medical services at the Golding Health Center without additional charge during the academic year. This annual health fee does not cover off-campus medical consultations,

dental care, medications, laboratory tests, drugs, X-rays, reusable supplies, psychological testing, or hospital admission. These costs are billed to the student's insurer. Students are responsible for these charges if rejected by the insurer.

During the academic year, the Health Center is open Monday through Friday from 8:00 am to 8:00 pm and 10:00 am to 4:00 pm Saturday and Sunday. Hours of operation change during intersession, midterm, spring recesses, and the summer months.

In addition, and separate from the health center fee, the Commonwealth of Massachusetts requires each student to have personal health insurance. Undergraduate students may elect to participate in the Student Health Insurance Plan (SHIP) offered through the university or may have private insurance. SHIP is an accident or illness plan. Graduate students may elect to participate in one of two different insurance plans offered through the university or may have private insurance. For additional information on SHIP, please contact the Health Center at 781-736-3677.

Prospective students planning to matriculate in the college and graduate schools must submit a Health Examination Report (HER) completed by the personal physician prior to registration. In addition to information about previous health and details of the physical examination, evidence of immunization against tetanus, measles, mumps, rubella, hepatitis B, and meningococcal meningitis is required. A skin test for tuberculosis is recommended. As students may not register for courses in the fall until the requirements have been satisfied, it is strongly recommended that the Health Examination Report be submitted by July 30.

### Psychological Counseling Center

Established in 1952 as one of the first university counseling centers in the United States, the Brandeis Psychological Counseling Center, located in Mailman House, has continued to serve as a model for others of its kind. Founded on the premise that the best learning occurs in an environment that supports individual growth, the center strives to help students integrate new information and experiences and expand their understanding of themselves in the world.

The center offers the services of a diverse and accomplished staff that endorses a twofold approach to working with students. It promotes a "wellness" model of care, which is aimed at helping students anticipate times of stress and encourages them to ask for help with their most immediate concerns. No concern is too large or too small to be met with respect and care. In addition, the staff brings skill and expertise to the deeper developmental and psychological issues that confront our student population and is prepared to address these more difficult emotional conflicts. As an essential and integral aspect of our efforts to provide an environment where students are free to seek help, the center maintains the strictest standards of privacy and confidentiality.

### Student Conduct System

The university establishes standards of student behavior and reserves the right to take appropriate disciplinary action, including suspension or dismissal, when a student's conduct warrants such action. The university will give notice and, if requested, a hearing before the appropriate body. The student conduct system is administered by the Department of Student Development and Conduct. Standards, policies, and procedures are published in the booklet *Rights and Responsibilities* and can be found online at [www.brandeis.edu/studentlife/sdc](http://www.brandeis.edu/studentlife/sdc).

### Student Activities

Staff in the Department of Student Activities offers and provides leadership development, training, and guidance to student leaders and to clubs and organizations. The department is involved in supporting major programming efforts on campus and in providing a number of leadership opportunities for Brandeis students. The student programming board, Student Events, has the responsibility for the allocation of a portion of the student activities fee to support social, cultural, and educational programs.

### Student Organizations

A variety of student organizations exists for all who are interested. Organizations are open to any matriculated student on the basis of competency or interest. No exclusive or secret societies are recognized. Exclusive or secret societies are inconsistent with the principles of openness to which the university is committed. Therefore, social fraternities and sororities, in particular, are

neither recognized nor permitted to hold activities on campus, use university facilities, or use the name of the university.

#### **Shapiro Campus Center**

The Shapiro Campus Center acts as a focal point for cocurricular and extracurricular activities for students and others in the campus community. The center provides office space and facilities for student government and a broad range of student clubs and organizations. Undergraduate students play a major role in the operation of the center through collaboration with staff members in the Division of Student Affairs, who are housed in the building.

#### **Usdan Student Center**

The Usdan Student Center is also integral to the daily lives of students. Usdan houses the undergraduate mailroom, a gameroom, two cafeterias, a convenience store, the Student Services Bureau, and administrative offices.

#### **Student Government**

Brandeis students consider themselves part of a community dedicated to the advancement of liberal values, the enrichment of life experience, and the broadening of knowledge. Organized through the undergraduate Student Union and the Graduate Student Association, their prime responsibilities are to create a democratic student organization, increase the flow of new ideas, and provide enjoyable and creative recreational and cultural activities for all students.

The Student Union is the assembly of the entire undergraduate student body. The Student Senate, funded through the mandatory student activities fee, consists of elected officers and elected representatives from each class and each residence quadrangle, who meet regularly to conduct its business and supervise its programs.

The Graduate Student Association (GSA) is the assembly of all graduate students. The Graduate Student Senate consists of elected officers and elected representatives from each academic department offering a graduate degree. Cultural, social, and educational programs are organized by the GSA throughout the year. There is a GSA lounge in Kutz Hall.

Students also serve as members of a variety of university committees, including the University Curriculum Committee, the Personal Safety Committee, the Parking Appeals Board, the Community Relations Committee, and the Conservation Committee. Two undergraduates and one graduate student also serve as representatives to the Board of Trustees and the National Alumni Association Board of Directors.

### **Public Safety**

The Department of Public Safety is located at Stoneman. Responsibilities of this twenty-five-member campus police force include campus-wide security/safety patrol, traffic control, and enforcement of university driving/parking regulations, protective custody of university offices, classroom/dormitory areas, and professional inquiry into incidents involving theft, trespassing, and related matters. The department places special emphasis on preventive and protective care for all members of the university community.

#### **Automobile Regulations**

All students must register their vehicles with the Department of Public Safety. Students with motor vehicles must observe university traffic and parking regulations, copies of which are available from the Department of Public Safety. Due to limited space, the Brandeis Parking and Traffic Committee *strongly* recommends that students leave their motor vehicles at home.

### **Dining Facilities**

Student dining facilities are located in the Sherman and Usdan Student Centers. Kosher meal service is available in the Sherman Student Center, which shares a dining area with nonkosher meal service. The Usdan Dining Center offers a number of dining options, including a snack shop and fast-food operation in addition to the normal meal plan service. Light refreshments are also offered in Cholmondeley's, a coffeehouse operated by students in Usen Castle.

Graduate students should consult Dining Services for more details on the dining plan.

#### **The Stein**

Located in the Sherman Student Center, The Stein is a restaurant that offers sandwiches, light meals, beer, and wine. The Stein also serves as the campus pub. It is a popular gathering place for students throughout the academic year.

#### **Faculty Club**

The Brandeis University Faculty Club is located in the Wien Faculty Center. The club offers membership to all in the greater Brandeis community and serves as a central location for formal and informal gatherings. Luncheon is served Monday through Friday from noon to 2:00 pm during the academic year.

### **Bookstore**

Located in the Shapiro Campus Center, the campus bookstore is operated by a private, non-Brandeis agency. The bookstore, through close association and coordination with academic departments and faculty members, offers students a comprehensive stock of textbooks and paperbacks related to the academic program. School supplies, computer supplies, clothing, health and beauty aids, and gift items may also be purchased at the bookstore.

### **Post Office and Student Mailroom**

The campus mailroom is located in the Usdan Student Center. All undergraduate student mail is delivered to the campus post office, and a separate mailbox is maintained for each undergraduate student. All graduate student mail is delivered to the graduate department, where a separate mailbox is maintained for each student. All U.S. postal services are provided, including the sale of stamps and money orders, registry of mail, handling of parcel post packages, and express mail delivery.

# The College of Arts and Sciences

The College of Arts and Sciences is the undergraduate core of the university. The college comprises twenty-four departments and twenty-six interdepartmental programs, which offer forty-three majors and forty-seven minors. Interdepartmental programs provide a structured, intellectually coherent opportunity to explore areas of study that are interdisciplinary in scope. The range of departments and interdepartmental programs offers students and faculty the opportunity and formal structure needed to explore fields in depth and across disciplines. The structure and offerings of the college encourage and inspire students and faculty to pursue a true liberal arts education through degrees and continuing research endeavors.

## Departments

African and Afro-American Studies  
 American Studies  
 Anthropology  
 Biochemistry  
 Biology  
 Chemistry  
 Classical Studies  
 Computer Science  
 Economics  
 English and American Literature  
 Fine Arts  
 German, Russian, and Asian Languages and Literature  
 History  
 Mathematics  
 Music  
 Near Eastern and Judaic Studies  
 Philosophy  
 Physical Education  
 Physics  
 Politics  
 Psychology  
 Romance Studies  
 Sociology  
 Theater Arts

## Interdepartmental Programs

Biological Physics  
 Business  
 Comparative Literature  
 East Asian Studies  
 Education  
 Environmental Studies  
 European Cultural Studies  
 Film Studies  
 Health: Science, Society, and Policy  
 History of Ideas  
 International and Global Studies  
 Internet Studies  
 Islamic and Middle Eastern Studies  
 Italian Studies  
 Journalism  
 Language and Linguistics  
 Latin American and Latino Studies  
 Legal Studies  
 Medieval and Renaissance Studies  
 Neuroscience  
 Peace, Conflict, and Coexistence Studies  
 Religious Studies  
 Russian and East European Studies  
 Social Justice and Social Policy  
 South Asian Studies  
 Women's and Gender Studies

## The Liberal Arts at Brandeis University

Brandeis is a research university and a liberal arts college. As a research university, we are committed to the creation of new knowledge; as a small liberal arts college, we are committed to intense intellectual engagement of faculty with students. In the classroom, the laboratory, and the studio, these two aspects come together and are further enriched through the multitude of centers, institutes, and other academic resources on campus. Committed teachers as well as scholars, scientists, or artists at the cutting edge of their fields, Brandeis faculty draw students into the continuing conversation of their disciplines and into the common conversation of educated persons.

A Brandeis education is characterized by both breadth and depth. The core of the undergraduate education is gained through exposure to the four schools of the College of Arts and Sciences: Creative Arts, Humanities, Science, and Social Science. Students choose

areas of study from the wide array of majors, minors, and interdisciplinary programs according to their developing interests and are encouraged to make connections among different fields in the same and different schools. Most classes are small, and many students benefit from opportunities to work closely with faculty in research opportunities, internships, creative and studio work, senior theses, and other collaborations.

A liberal arts education at Brandeis prepares students for effective citizenship and leadership. We are deeply concerned with the uses to which knowledge is put. How does classroom learning translate into concrete practice? How can a college education prepare each student to make a difference in the world? How can an education remain true to the liberal arts while also enabling students to explore possible careers? These aspirations are fostered by a commitment to diversity and by experiential learning opportunities that connect the college classroom with the larger world, locally and globally. The founders of the university chose to name it after Louis Dembitz Brandeis, a great American lawyer and jurist who put his keen intellect and legal skills to work in advancing social justice. The consciousness of this legacy permeates the university.

We see a liberal arts education as a process of self-scrutiny and self-transformation, developing each student's perception, reasoning, and oral and written expression. We expect all students to emerge changed, questioning basic beliefs and assumptions, engaging with other perspectives, and acknowledging uncertainty even while holding fast to bedrock convictions. This personal growth occurs not only through rigorous, formal learning, but through extracurricular activities and through a multitude of informal encounters and personal relationships with faculty, students, staff, and visiting scholars of different backgrounds, interests, and experiences, in short, through living in the vibrant, diverse, and stimulating community that is Brandeis University.

## Admission to the College of Arts and Sciences

The university selects new students each year on the basis of merit, admitting those individuals whom it believes to be best prepared academically and personally for the university's educational program and most likely to contribute to and profit from the life of the Brandeis community. Although it chooses a class varied in its interests, talents, and experience, it uses no quotas of any kind—geographic, racial, religious, or economic.

In its evaluation of candidates, the admissions office weighs evidence of accomplishment and development; school and teacher statements based on previous study and experience; relevance to the application of test results; and impressions gained through the application.

### Admission Requirements for Freshman Candidates

To be considered for freshman admission, a candidate should be enrolled in a college preparatory course of study. Students planning to enter college before the completion of their secondary school programs, veterans, or other persons with equivalency diplomas or special school backgrounds should write directly to the director of admissions regarding their interest and experience.

An adequate course in preparation for Brandeis should include four years of English; three years of a foreign language, including study during the senior year whenever possible (two years each of two languages is acceptable, but less desirable); three years of college preparatory mathematics (prospective science concentrators should present a year of advanced mathematics); at least one year of science (chemistry, physics, or biology); and one year of history. The remaining courses should generally be in traditional college preparatory studies. It is recognized, however, that courses in the creative arts are of value to students intending to concentrate in these fields in college.

Standardized test scores (SAT, ACT, TOEFL) are regarded by the Committee on Admissions as one of several factors in a student's candidacy and as a method of evaluating the qualifications of candidates from different schools and areas. All

candidates must take either the SAT (given by the College Board) or the ACT Assessment Test with writing section. All tests should be completed by the end of January of the senior year. The candidate should direct that the College Board or ACT report scores to the dean of admissions. The school code for Brandeis is 3092.

In addition, if English is not the native language of the student, the TOEFL (Test of English as a Foreign Language) exam should also be taken.

Full information concerning testing may be obtained from secondary school guidance counselors or directly from the agencies administering the exams. For information on the SAT contact the College Board Headquarters, 45 Columbia Avenue, New York, New York 10023, or go to their Web site at [www.collegeboard.com](http://www.collegeboard.com). For information on the ACT, write the American College Testing Program, 500 ACT Drive, PO Box 168, Iowa City, Iowa 52243 or go to their Web site at [www.actstudent.org](http://www.actstudent.org). For information on TOEFL, write to Educational Testing Service, Corporate Headquarters, Rosedale Road, Princeton, New Jersey 08541 or go to their Web site at [www.ets.org/toefl](http://www.ets.org/toefl).

### Early Decision

Freshman candidates who, after careful consideration of various college options, have decided firmly that Brandeis is their first choice, are encouraged to apply for admission under the Early Decision Plan. Early decision candidates and their college counselors must sign a statement on the application indicating that they understand the implications of the Early Decision Plan and that the student will enroll if admitted. Although early decision candidates may file regular applications to other colleges, it is with the understanding that those applications will be withdrawn when candidates are offered admission to Brandeis under the Early Decision Plan. All applications and supporting credentials for early decision must be received no later than November 15 for Early Decision I and no later than January 1 for Early Decision II. Supporting credentials should include the SAT Reasoning Test or the ACT with Writing. Decisions will be mailed by December 15 for Early Decision I and by February 1 for Early Decision II.

### Admission Requirements for Transfer Candidates

The Committee on Admissions welcomes applications from individuals whose promise and prior attainment are in keeping with the opportunity for a continuation of concentrated scholarly study at Brandeis. Whenever desired, applicants will be granted a conference with a faculty member in the area of academic interest. Some financial aid is reserved annually for transfer candidates.

Transfer admission is granted solely in keeping with the university's degree requirement of a minimum of *two years* of full-time study. To be considered for admission, a candidate should present, in applying, evidence of good standing (academically and personally) in his or her preceding college and sound reasons for wishing to transfer.

In its selection of transfer candidates, the Committee on Admissions gives major consideration to the quality of college-level work completed and some consideration to further evidence of promise for achievement at Brandeis based on the secondary school record, personal evaluations by the appropriate dean and an instructor, and testing and information conveyed by the candidate. Candidates should submit either SAT or ACT scores from testing completed either during secondary school or by April of the year of application.

Transfer candidates apply by April 1 for the fall semester.

### Admission of International Students

International applicants should request application materials from the Office of Admissions. To be considered for admission as an international student, a candidate should have successfully completed a pre-university program (the duration of which was at least twelve years) with strong results on nationally administered examinations where applicable. Undergraduate applicants whose native language is English are required to take the SAT at centers throughout the world. Students may submit results from the American College Testing Program (ACT) in lieu of College Board testing. The TOEFL (Test of English as a Foreign Language) is required of applicants who are not native speakers of English.

The deadline for receipt of international applications is January 15 for enrollment the following September. The deadline for spring semester admission is November 1. Candidates for September admission may apply for financial aid. No financial aid is available for international candidates for spring semester admission.

The Wien International Scholarship Program, created in 1958 by Lawrence A. and Mae Wien, is designed to further global understanding, provide international undergraduate students with opportunities for study in the United States, and enrich the intellectual and cultural life of the Brandeis campus.

The program enables the university to offer a limited number of undergraduate awards to outstanding incoming students. Full Wien Scholarships cover the cost of tuition, required fees, and a stipend for books. The remainder of the full Wien award to cover the cost of room, board, and personal maintenance is based upon the student's eligibility and will be grant, loan, or on-campus employment. Wien Scholarships of less than full tuition are also awarded; on-campus employment and loan funds are often combined with these partial awards to meet demonstrated financial need. A limited number of partial-tuition Wien awards are based only on merit.

Wien Scholarships are awarded based on academic excellence and overall strength of the application. They are renewable through the completion of the undergraduate degree.

International applicants are also considered for other university-funded need-based awards. Need-based awards are intended to assist as many students as resources permit through award packages of scholarship, on-campus employment, and loan funds covering part of the total cost. All international applicants who want to be considered for either the Wien Scholarships or other university aid must submit the International Student Financial Aid Application.

### **Brandeis Adult-Student Option**

The Committee on Admissions welcomes applications from adult students who are interested in pursuing BA degrees at Brandeis. For a candidate who has been out of high school or college for a number of years, the Committee on Admissions looks for evidence—recent course work (noncredit or credit), work, or volunteer experience—that the applicant has remained intellectually curious and highly motivated. Transcripts from recent course work are particularly helpful in providing documentation. Letters of recommendation from teachers, supervisors, or colleagues; a personal statement; and a personal interview give further evidence of promise for achievement at Brandeis. No standardized testing is required, but a candidate may submit official testing if he or she desires.

Brandeis adult students may pay on a course-by-course basis, taking as few as one or as many as five and a half courses per semester (see "Tuition" section for the rate per course). In order to receive the baccalaureate, they must meet all degree requirements, except rate-of-work requirements, that apply to full-time students. Credit will be given for course work done elsewhere if it meets university transfer credit criteria.

Candidates interested in the Brandeis Adult Student Option should apply by April 1 for the fall semester and November 1 for the spring semester.

### **Special Student Status**

The university accepts as special students for the fall and spring semesters a small number of persons who are not candidates for a degree at Brandeis and who wish to elect one or more courses for which they are qualified and can demonstrate special need. This would include students who are degree candidates at another college or university wishing to attend Brandeis as visiting students. Special student status is subject to approval on an individual and semester basis. Students whose academic performance does not meet Brandeis standards may be denied permission to register for a second semester.

Neither residence nor financial aid is available to special students, and no special student may take precedence over a degree candidate in any limited-enrollment course. Please note that international students in special student status must enroll for a full course of study.

Persons interested in special student status should apply by July 15 for the fall semester and by November 1 for the spring semester.

### **Credit for College-Level Work Done While in High School**

Students may earn credit toward general education requirements (except academic residency) for college-level work taken during American high school study (grades 9–12) or before entering Brandeis as freshmen. Such courses must be offered by accredited postsecondary institutions; designed for and accessible to regular college students and taught by instructors whose institutional responsibilities are primarily at the postsecondary level; acceptable for degree credit at the host institution; and comparable to Brandeis courses in content, scope, and level of instruction, as judged by Brandeis faculty.

To receive credit for courses taken at institutions other than Brandeis, the student must achieve grades of B– or higher, as certified by an official college transcript received by Brandeis, and must not have applied the credit toward high school graduation requirements. For students in dual-enrollment programs, elective courses exceeding the total number required for high school graduation will be considered for evaluation. Students must petition through the Office of the University Registrar. Courses that are considered creditworthy by sponsoring and cooperating colleges and universities may not meet Brandeis requirements.

### **Advanced Placement**

Brandeis participates in the Advanced Placement Program of the College Entrance Examination Board. Qualifying scores necessary to receive credit are recommended by the academic departments to their school councils and administered by the Office of the University Registrar.

Generally, especially in the sciences, advanced placement credit may not be applied toward satisfaction of requirements for a major or minor. It may, however, permit students to begin work in a field at a higher level. Advanced placement credit may be applied toward satisfaction of university degree requirements in the following chart.

Unlike for some other languages, there is no Advanced Placement exam in Hebrew. Therefore, the Hebrew program at Brandeis offers students who are non-native, have studied Hebrew as a second language in high school, have had no college-level courses, and have demonstrated advanced knowledge in the Brandeis Hebrew placement exam, an opportunity to take an additional exam for credit. Upon successful completion of that exam, a student will receive one course credit. This opportunity is available to students only at the time they first enter Brandeis.

Students who receive qualifying scores and wish to apply eventually for Brandeis course credit must contact the College Board and request that their scores be reported to the Coordinator of Advanced Placement, Office of the University Registrar, Brandeis University, Mailstop 068, PO Box 549110, Waltham, Massachusetts, 02454-9110. Brandeis's school code number is 3092. Requests for additional information on the Advanced Placement Program should be addressed similarly.

During the student's second semester at Brandeis, the student should come to the Office of the University Registrar to submit the paperwork that will allow the office to process the request for credits. Students who apply Advanced Placement exam credits to the Brandeis degree may not enroll in courses here or elsewhere that are regarded as equivalent without experiencing the revocation of the Advanced Placement exam credit. Course equivalents are determined by the academic departments and posted by the Office of the University Registrar.

<b>Examination</b>	<b>Accepted Scores</b>	<b>Requirement Met</b>	<b>Semester Course Credit</b>	<b>Equivalent Brandeis Courses</b>
Art History	5	School of Creative Arts	1	None
Biology	5	School of Science	1	None
Chemistry*	4,5	School of Science Quantitative Reasoning	2	CHEM 11a,b, 18a,b
Chinese	4,5	Foreign Language	1	CHIN 30-level
Computer Science AB	5	School of Science	1	COSI 11a
Economics: Macro	4,5	School of Social Science	1	None
Economics: Micro	4,5	School of Social Science Quantitative Reasoning	1	ECON 2a
Environmental Science	4,5	School of Science	1	None
English: Language	4,5	None	1	None
English: Literature	4,5	School of Humanities	1	None
European History	4,5	School of Social Science	1	None
French Language	4,5	Foreign Language	1	FREN 30-level
French Literature	4,5	Foreign Language	1	FREN 30-level
German Language	5	Foreign Language	1	GER 30-level
German Literature	None	None	0	None
Government: U.S.	5	School of Social Science	1	POL 14b
Italian Language	4,5	Foreign Language	1	ITAL 30-level
Italian Literature	None	None	0	None

*continued*

Examination	Accepted Scores	Requirement Met	Semester Course Credit	Equivalent Brandeis Courses
Latin: Literature	5	Foreign Language	1	LAT 30-level
Mathematics AB**	4 5	School of Science School of Science	1 2	MATH 10a MATH 10a,b
Mathematics BC**	3 4,5	School of Science School of Science	1 2	MATH 10a MATH 10a,b
Music Literature	5	School of Creative Arts	1	MUS 1a
Music Theory	5	School of Creative Arts	1	MUS 5b
Physics B**	4,5	School of Science Quantitative Reasoning	2	PHYS 10a,b
Physics C: Mechanical***	4,5	School of Science Quantitative Reasoning	1	PHYS 15a
Physics C: Electrical***	4,5	School of Science Quantitative Reasoning	1	PHYS 15b
Psychology	4,5	School of Social Science	1	PSYC 1a
Spanish Language	4,5	Foreign Language	1	HISP 30-level
Spanish Literature	4,5	Foreign Language	1	HISP 30-level
Statistics	4,5	Quantitative Reasoning School of Science	1	MATH 8a
U.S. History	4,5	School of Social Science	1	None
World History	4,5	School of Social Science	1	None

\*Students electing to receive AP credit for first-year chemistry cannot take CHEM 11a/b, CHEM 15a/b, CHEM 18a/b, or CHEM 19a/b for credit.

\*\*Students may receive credit for either Mathematics AB or Mathematics BC, but not for both.

\*\*\*Students may receive credit for either Physics B or Physics C (Mechanical or Electrical), but not for both.

A maximum of four semester-course credits may be applied toward the academic residency requirement from credit awarded for Advanced Placement exams. Additional course credits beyond the four semester-course credits can be awarded and can be used for placement purposes, general degree requirements, and major/minor requirements as allowed by individual departments. The award of advanced placement credit is determined by the policies in effect during the student's entry year into Brandeis; students should consult the AP chart published in the *Bulletin* for their year of entry.

Any questions about the use of Advanced Placement credit should be directed to the coordinator in the Office of the University Registrar.

### International Baccalaureate

Brandeis recognizes the International Baccalaureate diploma and will award eight credits (two four-credit courses) for each higher level examination with a score of 5 or better, for a maximum of sixteen credits (four four-credit courses). Numeric credits earned in this manner may be used toward the 128 credits required for graduation. Additional exams with scores of 5 or better can be awarded purpose credit. Requirement purpose credit has no numeric credit value.

### Credit for Foreign School-Leaving Examination

International students are obliged to supply the results of their advanced secondary school examinations to the Office of the University Registrar for evaluation. Brandeis accepts credit toward the BA or BS degree for a number of such examinations, including the British Advanced Level examinations, the German *Abitur*, the French *baccalaureate*, and others; credit is contingent upon level of performance and details may be obtained from the Office of the University Registrar. Credit from such sources will not be applied to the Brandeis record until the student has completed two semesters at the university. Students may not enroll in courses deemed equivalent to the foreign work without loss of the foreign credit. A maximum of sixteen credits (four four-credit courses) may be used toward the 128 credits required for graduation.

### Transfer Credit Policies

Transfer students are obliged to supply official transcripts documenting all previous college-level work. All such work is evaluated and each incoming transfer student is furnished by the registrar with an evaluation based upon existing faculty

policies. The evaluation will indicate the number of course credits granted and the number of degree requirements that have been met. No more than sixteen course credits may be granted, because residence requirements specify that a minimum of sixteen courses in four semesters must be successfully completed at Brandeis.

Courses must have been taken at accredited, degree-granting institutions from which an official transcript has been received. The courses must be generally equivalent to courses offered at Brandeis, and the grade received must be equivalent to at least a C-, though credit is usually awarded for a "pass" grade in a system allowing nonletter grades. Occasionally, credit may be awarded conditionally, pending successful completion of a year at Brandeis. Only selected overseas study programs are acceptable for Brandeis credit; for further details on the transfer of credit from overseas study sources, consult the Office of the University Registrar. Students may not be concurrently enrolled at Brandeis during a term in which transfer credit is sought, except as allowed under the provisions of cross-registration.

Credit is granted on an equivalent semester basis with four course credits being awarded for completion of a normal semester's work at the other institution. Normally, one quarter-course receives no credit, two quarter-courses are granted one course credit, and three quarter-courses are awarded two course credits.

Students who do not initially receive credit for a particular course taken at another institution may petition the registrar for reconsideration. Such a petition requires the signature of the appropriate Brandeis faculty member and must indicate the Brandeis course to which it is considered equivalent. In an unusual situation, the petition may be referred to the Committee on Academic Standing for final resolution.

In determining progress toward the requirements of a major, departments may consider only non-Brandeis courses that have been accepted for degree credit. Departments may limit the number of such courses that they will apply toward the major. Rules governing the application of transfer credit to majors may differ from department to department.

### Application and Admissions Procedures

For the most current information regarding admissions procedures and deadline dates, prospective candidates should consult the instructions accompanying the application.

The contact information for the forwarding of all inquiries, materials, and test results is:

Brandeis University  
Office of Admissions  
Mailstop 003  
PO Box 549110  
Waltham, Massachusetts 02454-9110

781-736-3500 or 800-622-0622  
781-736-8502 TTY/TDD

### Financial Aid

Brandeis maintains a substantial aid program consisting of grants, loans, and work awards. More than 65 percent of the students enrolled at Brandeis receive university assistance. The staff of the Office of Student Financial Services is available to assist parents and students in planning to finance four years of undergraduate education.

Financial aid is awarded after a careful analysis of the family's ability to support the student's costs of education. The analysis is based on the information submitted by the family on the Free Application for Federal Student Aid (FAFSA), the CSS/Financial Aid PROFILE, and if applicable, the Brandeis University Financial Aid Application for Continuing Students, and federal income tax returns. The student's eligibility for assistance is determined according to federal government regulations and university policies governing financial aid programs. Included in the analysis is the ability of the parent(s) and the student to contribute from current and future income and assets. The difference between a family's ability to support the student and the actual costs of education is determined to be the student's financial need.

The Office of Student Financial Services reviews a number of factors in determining each student's financial aid award. Demonstrated financial need, academic achievement, and geographic and cultural diversity each play a role in the type and amount of scholarship assistance offered. Students should expect some combination of scholarship, loan, and/or work awards in their financial aid offer.

### Financial Aid Policy

1. Students receiving scholarship aid will usually be expected to assume loan and work obligations as part of a self-help package determined annually by the Office of Student Financial Services. Students may request an increased loan and decreased work if loan funds are available.

2. Financial aid applicants are required to apply for the Federal Pell Grant and state scholarship programs, where available. Brandeis is unable to replace with university funds non-university aid that students are eligible to receive, but for which they fail to apply.

3. Outside awards received from federal and state programs may result in a dollar-for-dollar reduction in Alumni and Friends Scholarship and Trustee Scholarship funds. Outside awards received from non-governmental sources, even if based on criteria exclusive of need, will first be used to fulfill any unmet federal financial need. Any outside award amount in excess of unmet federal financial need will reduce the self-help (loan and work) and then grant components of the student's need-based award. Students receiving need-based or merit-based aid will not be permitted to keep outside awards in excess of the total cost of attendance.

The above policy will be applied to outside awards received by any Brandeis student regardless of class year. All awards should be reported in writing to the Office of Student Financial Services.

4. All students must reapply for financial aid each year. Students receiving any type of federal aid must file the Renewal Free Application for Federal Student Aid (FAFSA), which can be filed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students receiving Alumni and Friends Scholarship or Trustee Scholarship funds must also complete the Brandeis University Financial Aid Application for Continuing Students and provide copies of student and parent tax returns. The university may also require verification of certain application items including, but not limited to, the student's academic year residence status and the enrollment of siblings at other postsecondary undergraduate institutions. The priority filing date for applying for renewal of financial aid is April 17.

Although it is expected that financial assistance will be continued each year of the student's undergraduate enrollment, the form and/or amount may change in subsequent years to reflect changes in financial need, federal and university funding, and other circumstances. An increase in the amount of loan in the financial aid package should be anticipated.

5. Upperclass students who wish to apply for financial aid for the first time must file the FAFSA and the CSS/Financial Aid PROFILE as well as submit copies of student and parent tax returns. The university may also require verification of certain application items including, but not limited to, the student's academic year residence status and the enrollment of siblings at other postsecondary undergraduate institutions. The priority filing date for applying for financial aid is April 17.

6. First-year students who receive any type of federal aid must file the FAFSA before any aid can be credited to their student account. First-year students who receive Alumni and Friends Scholarship or Trustee Scholarship funds must also provide copies of student and parent tax returns. The university may also require verification of certain application items including, but not limited to, the student's academic year residence status and the enrollment of siblings at other postsecondary undergraduate institutions.

7. If a student changes his or her academic program (that is, taking fewer than 12 credit hours [which equals full-time status], studying abroad or elsewhere domestically, graduating in less than four years, graduating in more than four years, or taking a leave of absence), there may be implications for the amount and type of financial aid that the student can receive. If a student is considering any of the above options, he/she should consult a financial aid counselor first to discuss the impact on financial aid eligibility.

8. Federal regulations require that a student receiving federal assistance make satisfactory academic progress in accordance with standards set by the university. Brandeis delegates the responsibility to monitor academic progress to the Committee on Academic Standing and charges it to make such determinations on the basis of individual merit, and not in relationship to some arbitrary numerical standard. The committee thoroughly reviews the records of students whose performance was unsatisfactory, that is, more than one D and/or one or more E or F, at the conclusion of each semester. Students whose progress has been judged unsatisfactory and whose withdrawal has been required by the Committee on Academic Standing shall be accorded a reconsideration by that body in the presence of new information, judged to be relevant by the dean of the college or his/her designee. Should a required withdrawal action be rescinded on appeal, financial aid eligibility shall be reinstated. Any student permitted by the committee to register for the following semester is considered to be making academic progress and is eligible for

financial aid from federal and university sources. However, because an ability to complete the degree within eight semesters is a measure commonly applied by the committee in making these determinations, students are advised to consult the sections of the current *Bulletin* pertaining to class standing (under "Academic Regulations").

## Federal Loans

### 1. Federal Perkins Loan Program

Interest is not charged and repayment is not expected while the recipient is enrolled at least half-time. During repayment, interest is at a fixed rate of 5 percent per year, and repayment may be made over a ten-year period. Cancellation of a portion of the aggregate loan is available for service as a teacher of the handicapped, or in a low-income school district. The number of Perkins Loans is limited and reserved for the most needy students.

### 2. Federal Direct Stafford Loan Program

This program enables eligible undergraduate students to borrow up to \$3,500 during the first year, \$4,500 in the second year, and \$5,500 in the third and fourth years. All students, regardless of family income, must submit a Free Application for Federal Student Aid (FAFSA) and a Verification Worksheet (if required) in order to be eligible for a Federal Direct Stafford Loan. Students are notified of their eligibility for this loan program on the financial aid award letter.

There are two different forms of this loan: the **Federal Direct Subsidized Stafford Loan** and the **Federal Direct Unsubsidized Stafford Loan**. Interest and repayment are deferred on the Federal Direct Subsidized Stafford Loan while the borrower attends college on at least a half-time basis. Although repayment is also deferred on the Federal Direct Unsubsidized Stafford Loan while the borrower is enrolled at least half time, interest accrues on this loan from the time the loan funds are disbursed. The interest may be deferred and capitalized. Six months after the cessation of half-time enrollment, the borrower begins a ten-year repayment period (other repayment options are available) during which time interest is charged to the student. For the 2008–09 academic year, the interest rate on the subsidized version of this loan is a fixed rate of 6.0% and the interest rate on the unsubsidized version of this loan is a fixed rate of 6.8%. This loan carries a 0.5% net origination fee and interest rate rebate.

Borrowers of the Perkins Loan, the Federal Direct Subsidized Stafford Loan, and the Federal Direct Unsubsidized Stafford Loan must obtain and complete the required

promissory notes, as well as any supplemental loan forms, at the beginning of their entering semester upon receipt of correspondence from the Office of Student Financial Services. Anticipated credits on a student's account will be cancelled if all required forms are not completed. The terms of the above loan programs are subject to federal legislation and may be changed.

#### **Title IV Cancellation**

If you have been awarded a federal, private, or parent student loan (for example, Federal Direct Stafford or PLUS), you have a right to cancel all or a portion of your loan or loan disbursement. To do so, please submit a written request to: Office of Student Financial Services, Brandeis University, Mailstop 027, PO Box 549110, Waltham, Massachusetts, 02454-9110 or e-mail [sfs@brandeis.edu](mailto:sfs@brandeis.edu).

A request for loan cancellation or adjustment must be made before the end of the academic year or prior to leaving school—whichever comes first—and must state which loan(s) and what amount(s) you wish to cancel. Cancellation of your awarded student loan(s) will most likely create a balance due on your account. This balance would be due and payable upon receipt of the statement.

#### **Student Employment**

The student employment section of the Office of Student Financial Services seeks to provide work opportunities to students seeking work on campus and in the Waltham area. This service is available to students, regardless of whether they are receiving financial aid. Students who receive job allotments as part of their financial aid package will have priority for jobs, but many non-aided students find campus employment. Potential job earnings *are not* deducted from billed charges from the university at the beginning of each term. Students receive weekly paychecks based on hours worked.

Listings of all on-campus and off-campus job opportunities are available on our Web site at [www.brandeis.edu/offices/sfs](http://www.brandeis.edu/offices/sfs).

#### **Financial Aid to Transfer Students**

Financial aid is available for students entering Brandeis as transfer students from other institutions of higher education. Applicants who cannot afford to attend Brandeis without financial assistance should submit the Free Application for Federal Student Aid (FAFSA), and a CSS/Financial Aid PROFILE. The application for financial aid is due at the same time as the application for admission.

## **Fees and Expenses**

### **Financial Regulations**

Any student with outstanding financial obligations will be denied the privileges of attending classes and using university facilities. Every student must satisfy his or her financial obligations in full to the university in order to receive certification of graduation. Official transcripts and certifications will be withheld until financial obligations to the university have been discharged. Failure to discharge financial obligations includes, but is not limited to, an overdue balance with the university or the delinquency of a borrower in repaying a loan administered by the Office of Student Financial Services and the inability of that office to collect such a loan because the borrower has discharged the indebtedness through bankruptcy proceedings.

A student who defaults in the payment of indebtedness to the university shall be subject to suspension, dismissal, and refusal of a transfer of credits or issuance of an official transcript. In addition, the university may refer the debt to an outside collection agency. The student is responsible for costs associated with the collection of the debt.

### **Application, Matriculation, and Orientation Fees**

Each application for first-year or transfer admission must be accompanied by a fee of \$55. All application fees are nonrefundable and cannot be credited toward other fees.

A university deposit of \$500 must be paid by each candidate upon notification of acceptance. This deposit confirms each candidate's intention to begin studies at Brandeis. The deposit will cover any outstanding charges upon graduating from, or otherwise leaving the university with any remaining credit returned to the student.

All new students are charged a mandatory \$183 orientation fee, which is nonrefundable.

### **Tuition**

The tuition fee for 2008–09 is \$36,122 and the fee for each semester course required for degree credit is \$4,515 or \$1,129 per credit, per term.

Library privileges and use of athletic facilities for the academic year are included in the full tuition fee.

Students who return to the university after withdrawing will pay the prevailing tuition and other fees. In view of the constantly increasing costs of education, students may expect tuition increases during their academic careers.

### **Financial Implications of Course Load Variation**

Extra tuition charges are not incurred when course loads exceed maximum rate of work limits, and charges are not reduced or refunds applied for course loads below the normal rate of work.

### **Room and Board Fee**

The total charges for a standard residence hall room (double-occupancy) and a fourteen-meal per week board contract for the 2008–09 academic year are \$10,366. Other meal contract options are available.

For upperclass students, other living accommodations are available at annual rates ranging up to \$1,992 more than the standard residence hall room (double-occupancy) rate of \$5,808.

Students residing in residence hall rooms must sign room licenses and board contracts binding for the full academic year. If a student has a room change and is placed in an area which does not require a board plan, and wishes not to have a board plan, the student must be in contact with the campus card office.

Nonresident students may eat in the university dining halls on a cash basis.

### **Transcript Fee**

Students are entitled to twenty official transcripts of their academic work without charge. A charge of \$5 will be made for each subsequent transcript. The student will pay the transcript fee in advance at the Office of the University Registrar (Kutz Hall). Official transcripts will be issued only to those students whose financial records with the university are in order.

### **Other Fees**

The following are other mandatory annual fees for 2008–09:

1. Student activities fee, \$364.
2. Student health service fee, \$590.
3. Technology fee, \$218.
4. Student Health Insurance Plan (single coverage), \$1,464 (estimated). Mandatory unless proof of other coverage is provided.

There are other university fees that a student may incur for specific services or failure to meet commitments. These fees include but are not limited to the following for 2008–09:

1. Laboratory fees, \$15–\$50.
2. Studio fees, \$10–\$80.
3. Medical school application processing fee, \$50.
4. Monthly payment plan fee, \$70.
5. Parking fees, \$35–\$150.
6. Off-campus study fee, \$400 per semester.
7. Returned check fee, \$25.
8. International health and accident insurance, mandatory for students participating in study abroad programs, \$36 per month, if required.
9. Late fee. A late fee will be assessed to all student accounts with outstanding balances after the stated due date. The amount of the late fee will be \$100, or 2 percent of the outstanding balance, whichever is greater.

## Payment Plans

### Semester Plan

The first semester bill will be issued during July and payment will be due on or before August 15, 2008; the second semester bill will be issued during November and payment will be due on or before January 9, 2009.

### Monthly Payment Plan

Tuition Management Systems (TMS) has contracted with Brandeis to administer the monthly payment plan. The application and a nonrefundable handling fee of \$70 must be returned to TMS by July 15, 2008. The payment plan electronic withdrawals will begin on August 1, 2008.

## Refund Policy

A student who leaves the university without the approval of the Office of Academic Services is not entitled to a refund.

For approved or required leaves, withdrawals, suspensions, or dismissals, the date of departure will be considered to be that which is approved by the Office of Academic Services.

All requests for refunds must be *in writing* and are subject to review and final approval by the Office of Student Financial Services.

Approved refunds follow this schedule.

1. Tuition Withdrawal:
  - Before the opening day of instruction: 100% of semester tuition.
  - On or before the second Friday following the opening day of instruction: 75% of semester tuition.
  - On or before the fifth Friday following the opening day of instruction: 50% of semester tuition.
  - After the fifth Friday following the opening day of instruction: no refund.

2. Fees

There is no refund of any other fee on or after the first day of instruction of either semester.

3. Room and Board Charges

Refund of room and board contract charges are determined in accordance with the terms outlined in the contract.

4. Financial Aid

When a student withdraws during a period in which he or she is receiving federal financial aid, the amount of Title IV funds (other than FWS) that must be returned to the Title IV programs is based solely on the length of time the student was enrolled prior to withdrawing. A student's withdrawal date is defined as the date that the student began the withdrawal process prescribed by the school; the student otherwise provided the school with official notification of the intent to withdraw; or, for the student who does not begin the school's withdrawal process or notify the school of the intent to withdraw, the midpoint of the payment period of enrollment for which Title IV assistance was disbursed (unless the university can

document a later date). The university has additional latitude to determine the withdrawal date of a student who dropped out without notifying the university due to circumstances beyond the student's control, such as illness, accident, or grievous personal loss.

The amount of funds earned by the student is directly proportional to time enrolled, through 60 percent of the period of enrollment. After 60 percent, the student is considered to have earned all aid. Unearned Title IV aid must be returned to the programs. The university bears the responsibility of returning funds up to the lesser of the unearned amount or an amount determined by multiplying institutional costs by the unearned percentage. The student must return any unearned amount that is not the responsibility of the university to return. Unearned funds are returned first to Stafford Loans, then to Perkins Loans, and then to PLUS Loans. Once loans are satisfied, remaining unearned funds are distributed to Pell Grant, then to FSEOG, then to other Title IV funds that require a refund. The student repays unearned funds owed to a loan program under the terms of the promissory note. Repayments to grant programs are made according to grant overpayment regulations. If a student received aid from other (private, state) sources, refunds to them will be made in accordance with the policy of the donor(s).

The refund remaining after any funds are returned to federal and outside programs will be divided between the student and university financial aid programs in the same ratio as these sources were credited to the student's account (for example, if a student paid one-half of the bill, one-half of the remaining refund will be returned to the student and one-half will be returned to the university financial aid programs from which the student received assistance). For students whose financial aid awards exceed the university's charges (for example, students who live off campus), funds that were disbursed to support educationally related expenses (for example, room, board, books, etc.) must be repaid on a prorated basis determined by the university.

Further information on the refund policy for aided students and the calculation for any specific case is available from the Office of Student Financial Services.

# Requirements for the Undergraduate Degrees

## Refund Policy for Dropped Courses

A student who drops courses on the per-course tuition charge basis is allowed a refund following this schedule:

### 1. Full semester-long courses

- Before the opening day of instruction through the last day of the registration period (see the *Academic Calendar*): 100% of the dropped course's tuition fee.
- On or before the fifth Friday following the opening day of instruction: 50% of the dropped course's tuition fee.
- After the fifth Friday following the opening day of instruction: no refund.

### 2. Module courses

- On or before the second Friday of module instruction (see the *Academic Calendar*): 100% of the dropped course's tuition fee.
- After the second Friday of module instruction: no refund.

Brandeis offers the Bachelor of Arts and the Bachelor of Science degrees. A student may earn only one undergraduate degree. Students who declare a major that offers a Bachelor of Science track must specify which degree is sought (the BA or BS) when the major is declared. Diplomas specify the degree earned, any honors awarded (Latin and/or departmental), and completed majors.

All candidates for a bachelor's degree, regardless of date of entrance to Brandeis, must satisfactorily complete a major, a writing requirement, a foreign language requirement, a group of courses designed to provide a strong foundation in general education, and the physical education requirement. No courses used to fulfill any general university requirement may be taken on the pass/fail grading option. No more than one course (and never the final one) in the foreign language sequence may be taken pass/fail if the language is being offered in satisfaction of the foreign language requirement.

Students will follow a curriculum that features requirements in foreign language, writing, oral communication, quantitative reasoning, non-Western and comparative studies, and a program of general foundation courses; the section at the back of this *Bulletin* with the patterned edge contains the courses that will satisfy these requirements. Clarification regarding university degree requirements may always be obtained from the Office of the University Registrar.

## Academic Residency Requirement

Students entering Brandeis as freshmen are required to complete a minimum of 128 credits (32 four-credit courses).

At least 7 full-time semesters and a minimum of 112 credits (28 four-credit courses) must be completed in fall or spring semesters at Brandeis or in an approved study abroad program.

Students who elect to study abroad for two semesters must complete 8 full-time semesters and 128 credits in fall or spring semesters at Brandeis or in an approved study abroad program.

For those not studying abroad for two semesters, the remaining 16 credits may be accumulated through additional Brandeis fall/spring courses or from credits awarded through non-resident numeric credit (see below).

### Transfer Students

Students entering Brandeis as transfer students are required to complete 32 semester courses (equivalent to 8 fulltime fall or spring semesters or 128 semester-hour course credits). At least 4 full-time fall or spring semesters (16 semester courses/64 semester-hour course credits) must be completed in residence at Brandeis. Semesters on study abroad may not be counted toward the minimum.

### Options for fulfilling the academic residency requirement

Option	Brandeis Fall/Spring Semesters	Study Abroad Semesters	Brandeis Fall/Spring Credits	Study Abroad Credits	Nonresident Numeric Credits
1	8	0	112 minimum		16 maximum
2	7	1	96 minimum	16 maximum	16 maximum
3	6	2	96 minimum	32 maximum	
4	7	0	112 minimum		16 maximum
5	6	1	96 minimum	16 maximum	16 maximum

### Non-Resident Numeric Credit

A maximum of 16 credits in total may be applied toward the required 128 credits from the sources listed below. Note: these sources for numeric credit are not available to students who elect to study abroad for two semesters. Students may request numeric credit from these sources through the Office of the University Registrar:

1. Advanced Placement or International Baccalaureate exams.
2. Brandeis Summer School or the Summer Hebrew Program at Middlebury College.
3. Approved courses taken while on a leave of absence for medical reasons.
4. Approved courses taken through an approved summer study abroad program.
5. For students who applied for fall-term admission as freshmen, but who were accepted for the following spring term as members of the midyear class:
  - a. Approved college courses taken during the fall semester immediately prior to matriculation;
  - b. Approved courses in General Chemistry I and II (plus labs) taken the summer prior to entering Brandeis.

### Non-Resident Credit for Purpose

College courses taken while in high school, or summer courses taken outside of Brandeis, may be used for placement purposes, general degree requirements (for example, school distribution, foreign language), and major/minor requirements as allowed by individual departments and programs. Advanced Placement and International Baccalaureate exams that are in excess of those allowed for numeric credit may also be used for purpose credit. Credit awarded for purpose has no numeric credit value and will not count toward the 128 credits required for graduation. Students may request purpose credit from these sources through the Office of the University Registrar.

Students may request a waiver from the seventh semester of residency in only two situations: if they will complete all 128 credits in six Brandeis fall/spring semesters, or if they will complete 120 credits in six Brandeis fall/spring semesters and complete eight credits in an approved summer study abroad program.

Requests for waivers, with a detailed plan of study, may be submitted to the Committee on Academic Standing through the Office of the University Registrar, after the completion of four semesters at Brandeis.

Although students may repeat, for the purpose of demonstrating a higher level of mastery, courses in which a passing grade already has been earned, such repeated courses do not yield additional credit toward the 128 credits required for graduation; neither are they included in the calculation of the grade point average.

Off-campus study cannot be a student's final semester at Brandeis. In order to receive credit for work done abroad, students must return to Brandeis for at least one semester during the academic year at an eligible rate of work.

Students who have completed the academic residency requirement and all other requirements for the bachelor's degree may apply to enroll for one semester on senior reduced-rate status.

Students who entered Brandeis as freshmen prior to August 2003 should consult the *Bulletin* published the year they entered.

### The Schools of the University

Within the College of Arts and Sciences, courses are offered by academic departments to support educational programs and objectives that are departmental, interdisciplinary, and university-wide in scope. Academic departments reside in schools: the School of Creative Arts, the School of Humanities, the School of Science, and the School of Social Science. Because the organization of undergraduate degree requirements makes reference to this school structure, it is important that students familiarize themselves with it. The section below devoted to majors outlines the school membership of various academic departments. Most typically, the courses offered by a department will have membership in one school, that in which the department resides. Some courses, however, may have membership in more than one school. Also, some interdisciplinary areas do not fit neatly into a single school; individual courses within such areas may reside in different schools. The school membership of courses has been incorporated into the "requirement codes" appearing in the course listings. A legend for the codes may be found in the "Requirement Codes" section of this *Bulletin*. The course offering information published each fall and spring also indicates

to which schools particular courses belong. If in doubt about the school membership of a particular course, consult the Office of the University Registrar.

### Double-Counting

In the undergraduate curriculum, it is intended that courses will serve multiple purposes in a student's program. Specifically, students are encouraged to satisfy some general university requirements (for example, writing, oral communication, quantitative reasoning, non-Western and comparative studies, and school distribution) in the context of completing a major or a minor.

Some majors, however, limit the degree of "double-counting" between and among majors and minors. Students pursuing double majors, or other combinations of majors and minors, are advised to consult with all appropriate undergraduate advisers to come to a mutually acceptable degree of overlap. Between and among general university requirements, the limitations on double-counting are as follows: The three-course foreign language sequence may not be applied toward the school distribution in the humanities. No single course in a student's program may satisfy both the quantitative reasoning requirement and the science component of the school distribution requirement. No course numbered in the 90s may apply toward general university requirements. Finally, a single course may be used toward school distribution in only one school.

### General University Requirements

A strong, general education foundation is built through work in a variety of interconnected elements. The fundamental goals of the program are to improve students' abilities to integrate knowledge from different fields; to provide opportunities for the acquisition and development of writing, oral communication, analytical, linguistic, and quantitative skills; to introduce flexibility in the scheduling of degree requirements throughout the undergraduate career; and to expand students' opportunities to interact with faculty in small class settings in the first year of instruction.

The basic outline of the requirement structure is as follows:

#### A. University Seminar

All students in their first year will complete one USEM course. These courses are designed to develop first-year students' analytical and writing or oral communication skills.

## B. University Writing and Oral Communication

First-year students entering in the fall of 2007 and thereafter must satisfactorily complete one UWS course, one writing-intensive course, and either a second writing-intensive course or an oral communication course.

Some students will be notified that they must take a placement test to determine their level of writing proficiency. Upon evaluation of the test, some students may be placed in composition, a course taken in their first semester. These students will then take a UWS in their second semester.

Certain students whose native language is not English may be required to have their English writing skills evaluated and to have an interview during Orientation, before the beginning of classes. On the basis of this evaluation, students may be advised to sign up for an individual, noncredit tutorial in the English as a Second Language Program to supplement their work in composition, USEM, UWS, or other writing or oral communication courses. Transfer students may have their credits evaluated to see if they have successfully completed the necessary course to satisfy the first-year writing requirement. If they have not, they should see the director of university writing, in the English department, for alternative ways to complete this requirement.

The writing-intensive or oral communication components of this requirement are normally completed in a student's second or third year. Writing-intensive and oral communication courses, which are offered in departments throughout the university, are based in academic disciplines and include writing or oral communication as an integral part of the course work. Writing-intensive courses involve frequent writing assignments, opportunities for rewriting, and consultations with the instructor. Oral communication courses involve instruction, feedback and at least two assignments to develop oral communication skills. Writing-intensive and oral communication courses may serve multiple purposes, advancing students toward majors, minors, non-Western and comparative studies or distribution requirements. Courses numbered in the 90s are not eligible for a writing-intensive or oral communication designation.

## C. Quantitative Reasoning

All students will take one course that is designated as meeting the quantitative reasoning requirement. These courses from various disciplines share a commitment to enabling students to understand, interpret, analyze, and evaluate numerical data and other quantitative information.

## D. Foreign Language

The foreign language requirement is met by successful completion of a third semester course (normally numbered in the 30s) in the introductory language sequence. No more than one course (and never the final one) in the sequence may be taken on the pass-fail grading option.

The foreign language requirement at Brandeis reflects a belief in the importance of understanding language—our own and the language of others—as central to society and culture. The goal of the foreign language requirement, therefore, is to prepare students to understand better and to participate in a different culture by developing basic skills (speaking, listening, reading, and writing) in another language.

Alternatively, the requirement may be satisfied by achieving a score of 4 or 5 on an appropriate Advanced Placement Test, by a score of 620 or more on the appropriate CEEB SAT II test, or by a satisfactory score on a foreign language placement test administered on campus in the fall. Local placement exams may be taken only at the time of matriculation at Brandeis. Students for whom English is a second language may be exempted from this requirement. Students who satisfy the requirement by means of an advanced placement score shall be accorded, upon request, appropriate credit toward the Brandeis degree. Students may also fulfill this requirement by demonstrating proficiency in American Sign Language through testing at a site approved by Brandeis.

Individual placement decisions vary depending on the quality of high school training, the level of performance, and how recently the language was studied. Foreign language placements are valid for one year only; subsequent placements are based on the mandatory placement examinations and consultation with the appropriate language coordinator. Students are urged to begin fulfilling the foreign language requirement as soon as they matriculate and to complete the required sequence without interruption.

## E. Non-Western and Comparative Studies

Students will complete one semester course that examines some particular culture, society, or region of the non-Western world, or that systematically makes comparisons across cultural barriers. This requirement aims to enlarge students' understanding of human achievements and potentialities beyond the Western tradition.

## F. School Distribution

Students will complete one semester course in each of the four schools of the university: creative arts, humanities, science, and social science. Because "double-counting" generally

is encouraged, most students will satisfy the school distribution requirement in the context of others, for example, in satisfying the requirements of a major or a minor. Between and among general university requirements, the only limitations on double-counting are as follows: The three-course foreign language sequence may not be applied toward the humanities component of this requirement. No single course in a student's program may satisfy both the quantitative requirement and the science component of this requirement. No courses numbered in the 90s may apply toward this component. Finally, a single course may be used toward school distribution in only one school.

## Majors

### General Requirements

To obtain a bachelor's degree in the College of Arts and Sciences, students must complete the requirements of a major. Students are encouraged to choose an intended major after consultation with a faculty adviser in that department or program by the end of the first year, and required to do so by the end of the sophomore year. Students who have not declared a major by the end of their sophomore year will have a registration hold placed on their records blocking registration for the fall term of their junior year.

Certain departments permit qualified students to offer a limited number of related courses in other fields toward their major requirements. This option is open to students able to present a purposeful and coherent course of study as judged by the department; such requests are subject to rigorous examination. Students should consult individual departmental listings.

Students may complete a second or a third major in addition to their primary major. Completion of the second or third major must take place within the normal time allotted for completion of the bachelor's degree (eight semesters for students entering as freshmen). The time to degree for transfer students is less and is determined based on the number of credits initially transferred upon entry. Students may declare a maximum of three majors. Declared majors appear on the student's transcript, and completed majors appear on the transcript and diploma.

All majors must be declared before the start of a student's final semester at Brandeis.

Requirements for majors offered by each department and program are listed in the subject area sections of the *Bulletin*.

**Completion of a Major**

To enroll in courses fulfilling major requirements, students must have received a C– or better in prerequisite courses.

A 2.00 GPA is normally required in courses offered for completion of requirements for a major.

**Majors**

African and Afro-American Studies  
 American Studies  
 Anthropology  
 Art History  
 Biochemistry  
 Biological Physics  
 Biology  
 Chemistry  
 Classical Studies  
 Comparative Literature  
 Computer Science  
 Creative Writing  
 East Asian Studies  
 Economics  
 Education Studies  
 English and American Literature  
 Environmental Studies  
 European Cultural Studies  
 French and Francophone Studies  
 German Language and Literature  
 Health: Science, Society, and Policy  
 Hebrew Language and Literature  
 Hispanic Studies  
 History  
 Independent Interdisciplinary Major  
 International and Global Studies  
 Islamic and Middle Eastern Studies  
 Italian Studies  
 Language and Linguistics  
 Latin American and Latino Studies  
 Mathematics  
 Music  
 Near Eastern and Judaic Studies  
 Neuroscience  
 Philosophy  
 Physics  
 Politics  
 Psychology  
 Russian Language and Literature  
 Sociology  
 Studio Art  
 Theater Arts  
 Women's and Gender Studies

**School of Creative Arts**

Courses in the school of creative arts teach the history of the visual and performing arts, engage students in the creative process itself, and develop artistic skills and aesthetic sensibilities.

Art History  
 Music  
 Studio Art  
 Theater Arts

**School of Humanities**

The school of humanities offers the undergraduate a systematic introduction to our literary and philosophical heritage.

Classical Studies  
 Comparative Literature  
 Creative Writing  
 English and American Literature  
 European Cultural Studies  
 French and Francophone Studies  
 German Language and Literature  
 Hebrew Language and Literature  
 Hispanic Studies  
 Islamic and Middle Eastern Studies  
 Italian Studies  
 Near Eastern and Judaic Studies  
 Philosophy  
 Russian Language and Literature

At Brandeis, the following ancient languages are offered: Akkadian (the Semitic language and literature of Assyria and Babylonia preserved in cuneiform), Greek, Biblical Hebrew, and Latin.

**School of Science**

The school of science provides the basic scientific training preparing students for entry into graduate school or for work at the intermediate level in their scientific fields. Students are encouraged to take such courses outside the School of Science as will best broaden and further their intellectual growth.

Biochemistry  
 Biological Physics  
 Biology  
 Chemistry  
 Computer Science  
 Mathematics  
 Neuroscience  
 Physics

**School of Social Science**

In addition to the basic coverage of the social sciences provided by the departmental disciplines noted below, the school of social science supports cross-disciplinary programs such as East Asian studies; education; film studies; history of ideas; Islamic and Middle Eastern studies; journalism; legal studies; medieval and renaissance studies; peace, conflict, and coexistence studies; Russian and East European studies; social justice and social policy. The major in neuroscience is supported by various members of the psychology department.

African and Afro-American Studies  
 American Studies  
 Anthropology  
 East Asian Studies  
 Economics  
 Environmental Studies  
 Health: Science, Society, and Policy  
 History  
 International and Global Studies  
 Language and Linguistics  
 Latin American and Latino Studies  
 Politics  
 Psychology  
 Sociology  
 Women's and Gender Studies

**Physical Education**

Physical education is an undergraduate degree requirement at Brandeis. This requirement is satisfied by successful completion of two semester-long, noncredit activity courses, participation on a varsity athletics team, or by passing a fitness test taken during the first two years. Students should complete the physical education requirement by the end of their sophomore year.

Completion of one full season of participation on a varsity athletics team, as certified by the Department of Athletics, is equal to the completion of one semester-long noncredit course. A student may satisfy the physical education requirement through the completion of two full seasons of participation on a varsity athletics teams.

Students may earn exemption from all or part of the physical education requirement by scoring well on a battery of physical fitness tests that are administered at the university each year. Participation in these exemption tests is voluntary, and the opportunity is available only during a student's first two years at the university. For additional details, see the introductory remarks in the Physical Education course offerings section. Transfer students may offer physical education courses that appear on the transcripts of their previous institutions.

# Academic Regulations

## Academic Integrity

Academic integrity is central to the mission of Brandeis University. As stated in the *Rights and Responsibilities*, "Every member of the university community is expected to maintain the highest standards of academic honesty. A student shall not receive credit for work that is not the product of the student's own effort." Examples of penalties for a student found responsible for an infringement of academic honesty are: no credit for the work in question, failure in the course, and the traditional range of conduct sanctions from disciplinary warning through permanent dismissal from the university.

It is one of the chief obligations of each member of Brandeis's academic community to understand the university's policies regarding academic honesty and to uphold those standards.

Allegations of academic dishonesty by undergraduate or graduate students are reported to the Office of Student Development and Conduct for adjudication within the Student Judicial System.

## Rate of Work

The normal rate of work is defined as four courses per semester, each bearing four credit hours and each counting toward the thirty courses required as the graduation standard. Some courses notably, physical education courses do not contribute toward the calculation of a legal course load or progress toward the graduation standard. Students enrolling in them do so as a supplement to an otherwise legal program of study.

The **minimum rate of work** is 3 semester courses per term and 7 per academic year.

The **maximum rate of work** is 5.5 semester courses per term and 11 per academic year.

## Rate of Work Limits

	Number of Courses	Equivalent number of credits
Minimum per semester	3	12
Maximum per semester	5.5	22
Minimum per year	7	28
Maximum per year	11	44

## Exceptions to Rate of Work Provisions

Students may petition the Committee on Academic Standing for exceptions to the rate of work provisions. Exceptions are rarely made to the minimum rate of work limits. Students working below the minimum rate of work without permission will be placed on probation and may be subject to withdrawal.

Students may not petition to exceed the maximum rate of work during their first year at Brandeis.

The minimum course load for students in the Brandeis Adult Student Option is one course per semester. Students in this program pay tuition at the per-course rate.

Graduating seniors who will have earned 128 credit hours and met all degree requirements by the end of their final semester are allowed an exception to the minimum rate of work for the academic year for their final semester. Graduating seniors are still held to the minimum rate of work for the semester (twelve credit hours).

With the permission of the University Registrar, a student may repeat a course previously completed with a passing grade; however, the repeated effort will not count toward the graduation standard of thirty-two courses or contribute toward the grade point average.

## Senior Reduced-Rate Status

Senior reduced-rate status enables seniors who have completed all requirements and who wish to take additional courses in the spring term to take one or more semester courses and to pay at the per-course rate. To qualify for this status seniors must have:

- Completed all general university requirements.
- Completed thirty-two semester courses and the academic residency requirement.
- Completed the requirements in at least one major.

Seniors petition through the Office of the University Registrar for this status. Such petitions must be approved before the first day of instruction in the spring term according to the deadlines promulgated by the Office of the University Registrar. Detailed information and petition forms may be obtained from the Office of the University Registrar. Seniors participating in a four-year BA/MA program are not eligible for reduced rate status. Seniors should file their petitions no later than November 5.

Otherwise, permission to carry fewer courses than outlined above may be granted only by the Committee on Academic Standing and only on grounds of illness or personal hardship. Permission to work at the six-course-per-semester rate may be granted by the committee.

## Changes in Courses

Registration and course enrollment occur prior to the beginning of each semester. During the first two weeks of each term, students finalize their course selections in consultation with their faculty advisers. Final course enrollment materials are filed at the end of that period.

## Late Enrollment

Requests for program changes after the second week must be submitted to the Committee on Academic Standing. Petitions to add courses after the second week must be initiated in the Office of Academic Services; such requests are granted only in exceptional circumstances.

### Dropping Courses

Students who wish to drop a course, providing they adhere to the constraints of rate of work, may do so on or before the deadline announced in the university calendar, normally the Friday closest to the 50th day of instruction. Students who drop courses before the 25th day of instruction may drop without record. Students who drop courses between the 26th day of instruction and the 50th day of instruction will have the course appear on their permanent record with a "W" ("dropped") notation.

Petitions to drop a course after the deadline must be initiated in the Office of Academic Services; such requests are granted only in exceptional circumstances. If granted permission, the Committee on Academic Standing will normally instruct the University Registrar to record a grade of "W" ("dropped") on the student's permanent record.

### Elective Courses

Any course not used in the fulfillment of a specific degree requirement or fulfillment of major requirements is considered an elective. Students are strongly encouraged to take elective courses to complement a strong liberal arts foundation.

Independent study courses and senior research courses may also be considered electives if not used to complete a major. Enrollment in such courses requires the signature of the instructor and department chair.

### Auditing

There is no formal audit status for undergraduate students. Students wishing to audit a course informally must secure the permission of the instructor.

### Class Standing

The minimum number of semester courses required for advancement to each class is as follows: sophomore: six; junior: fourteen; senior: twenty-two. The minimum number of courses required for graduation is thirty-two.

### Attendance

All students are expected to attend classes regularly. Students on probation are compelled by university policy to attend every class meeting. In addition, an individual faculty member may establish attendance requirements for *all* students in the course, and may insist on the completion of all assignments even if a student was not in attendance for the period.

Classes begin at ten minutes after the hour and end on the hour. Tardy students may be marked absent at the discretion of the instructor.

### Grades

Grades are reported to the Office of the University Registrar four times a year. In arriving at these grades, faculty members are obliged to utilize the same criteria for all students in a course, and are at liberty to consider any and all components of the student's work in a course: written work, classroom participation, recitations, laboratory technique and reports, special reports or research, and all examinations. Grading in full-year courses is cumulative so that spring grades take into account the fall semester work and replace the midyear grades. The following grades will be used with plus or minus where appropriate:

<b>A</b>	High Distinction
<b>B</b>	Distinction
<b>C</b>	Satisfactory
<b>D</b>	Passing, but Unsatisfactory
<b>E</b>	Failure

The letters "S" (Satisfactory) or "U" (Unsatisfactory) may be used as the midsemester grades for undergraduates. At the end of the semester there must be a regular letter grade, even in full-year courses. The only exception is that "S" or "U" may be used in a full-year reading course (usually numbered 99).

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

<b>A+ or A</b>	4.00
<b>A-</b>	3.67
<b>B+</b>	3.33
<b>B</b>	3.00
<b>B-</b>	2.67
<b>C+</b>	2.33
<b>C</b>	2.00
<b>C-</b>	1.67
<b>D+</b>	1.33
<b>D</b>	1.00
<b>D-</b>	0.67
<b>E</b>	0.00

Final grades are available to students through sage upon posting by the University Registrar after the end of each semester.

### Credit/No Credit Grading

Certain course specifically, ENG 19a, ENG 79a and b, ENG 109a and b, ENG 119a and b, ENG 139a and b, MUS 10a through 15b, MUS 111a and b, MUS 112a and b, MUS 116a and b, and credit-bearing peer assistantships do not utilize letter grades. For pedagogical reasons, the grades assigned in these courses are either Credit ("CR") or No Credit ("NC"), accompanied by written evaluations that are not included in the student's transcript. These grades are the equivalent of "pass" and "fail" for purposes of computing grade point averages. A student may take an unlimited number of semester courses graded CR/NC. However, a course utilizing this grading pattern may not be undertaken in a semester in which the student has fewer than two courses (eight credits) enrolled on a regular letter-graded basis.

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## Degrees with Honors

Students whose grade point average at the end of the junior year is 3.00 or above in their major may petition the department concerned for permission to work for honors in their major. Please consult the individual department listings, as the GPA required to petition may vary. Department distinction is awarded by each department or interdepartmental committee. The levels of distinction are "honors," "high honors," or "highest honors."

The awards of *cum laude* and *magna cum laude* require a cumulative GPA of 3.500 and 3.700, respectively.

The award of *summa cum laude* requires a cumulative GPA of 3.800 and the award of distinction in the major.

The university has a policy of depositing honors theses with the Library and making them available to future students and scholars for research purposes.

### Phi Beta Kappa

The university is host to a chapter of the Phi Beta Kappa Society. Each year, a highly select group of seniors and an even more limited group of juniors are elected to this national honor society. An extremely high level of academic achievement is necessary. Membership in this society is by invitation only.

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## Pass/Fail Option

Undergraduate students may *enroll* in up to four semester courses pass/fail. Letter grades covered by "pass" ("P" for performance at the D- level or above) will not be used in computing GPA but will be considered by Committee on Academic Standing when determining academic standing. *Grades of "fail" ("F" for performance below a D- level) will be converted to grades of "E" and will be used in computing GPA.*

The following constraints apply to the use of the P/F grading option:

**A.** No more than one course may be taken pass/fail during a single term.

**B.** No courses used to fulfill any general university requirement may be taken on the pass/fail grading option. No more than one course (and never the final one) in the foreign language sequence may be taken pass/fail if the language is being offered in satisfaction of the foreign language requirement.

**C.** Normally, courses taken pass/fail will not satisfy major requirements. (Some departments may allow courses in excess of those required for the major to be taken pass/fail; consult the undergraduate advising head for major-specific practices.)

**D.** In full-year courses, the elected grading option (pass/fail or letter grade) applies to *both* semesters and may not be changed at midyear. (Such a course taken pass/fail would expend two of the allowable four pass/fail semesters.)

**E.** Selection of the pass/fail grading option for a course must be made on or before the deadline announced in the university calendar, normally, the Friday closest to the 20th day of instruction. A course attempted on the pass/fail basis, in which the student received a passing grade, may be converted to a P grade after the end of the semester and before the announced deadline in the following semester, normally the Friday closest to the 20th day of instruction.

**F.** In an undergraduate's final semester, conversion of a course attempted on the pass/fail basis, in which the student received a passing grade, must be converted to a P grade before the deadline announced in the university calendar for the receipt of senior grades, normally three days after the last day of final examinations.

*Petitions will not be entertained for exception to the above constraints and deadlines.*

Arrangements between students and instructors do not constitute official pass/fail enrollment. Instructors are not informed of the grading option that a student has chosen. Students taking courses pass/fail must complete all assignments and examinations. Undergraduate students elect the P/F option by completing, in person, an Undergraduate Pass/Fail Form at the Office of the University Registrar, 121 Kutz Hall, prior to the published deadline.

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## Incompletes and Excused Absences from Final Exams

Students who are unable to take their final examinations for legitimate reasons and wish to request a make-up exam must obtain advance authorization from the Office of Academic Services.

Make-up exams may be scheduled for conflict resolution or the make-up exam period in the following semester with permission of the instructor. Arrangements cannot be made to take a final exam prior to the scheduled exam time. Students who have three exams in a row may, with permission of the instructor, reschedule one exam either during the conflict resolution or the make-up exam period in the following semester.

If a student is absent without excuse from a term-end examination and does not obtain authorization for a make-up examination, the student will be given a grade of zero on the exam. The instructor will be asked to supply a grade for the course. If the instructor fails to do so on or before the institutional deadline, the registrar will enter a failing grade on the student's record.

A student is expected to complete the work in each course before the beginning of the examination period. Students unable to complete the work in a course by this time for legitimate reasons may request an Incomplete. Application forms must be obtained from and returned to the Office of Academic Services by the last day of instruction. Approval of the instructor is required; students on probation will not be granted incompletes. The work must be completed by a date stipulated by the instructor and in no case later than two weeks after the beginning of the next semester. The grade for the course must be filed by the instructor no later than the third week of the next semester.

The record of a student will display an incomplete or absence until a permanent grade has been provided or until these designations expire. Upon expiration, if a permanent final grade has not been submitted to replace the temporary grade, the University Registrar is instructed to record an "E" for the course. Such a grade may be altered only by special petition to the Committee on Academic Standing.

When other required academic exercises, such as laboratory assignments, minor papers, or quizzes are not completed, and when such noncompliance is excused, instructors may, at their discretion, require the work to be made up or not count the assignment in determining a grade. When there is no satisfactory excuse for the incomplete work, instructors may record a failing grade.

## The Committee on Academic Standing

The Committee on Academic Standing (COAS) serves as the academic review board for undergraduate students in the College of Arts and Sciences. The committee evaluates student records at the end of each semester to determine academic standing. Academic standing refers to whether a student has a satisfactory or unsatisfactory academic record (see the Academic Standing section for further details). The committee also hears all cases of required withdrawal from and readmission to the university, and recommends to the faculty degrees and honors for undergraduates. The committee meets monthly to evaluate student requests (petitions) for exceptions to university academic regulations and other cases that warrant special consideration. To ensure timely attention to requests, COAS has delegated the authority to address routine matters to the Executive Council (EXCO), which meets on a weekly basis.

The committee consists of the dean of arts and sciences, or his/her designee, who serves as chair; eight members of the faculty selected by the dean in consultation with the Council of the Faculty Senate; the dean of student life; and the University Registrar. Also in attendance as nonvoting members are the class advisers, associate registrar, director of the International Students and Scholars Office, and director of the Transitional Year Program.

A student may petition the committee through his/her class dean, who will present the student's written petition to the committee. COAS may ask the class dean for clarification or additional information as necessary. COAS determines by majority vote whether to approve or deny the petition. COAS may, at its discretion, defer its decision and require additional information in support of the petition. The decision that COAS reaches is communicated to the student by the class dean.

A student may appeal a decision by COAS under certain circumstances. In cases of required withdrawal from the university, the student may appeal the committee's decision to the dean of arts and sciences. The decision of the dean is final and no further appeals are possible. In all other cases, students may request reconsideration by COAS only under the following circumstances: where the student has new evidence, not previously available, which could have materially affected the decision of COAS; or evidence of procedural error. Once COAS has ruled on the petition for reconsideration, a student may submit a written appeal to the dean of arts and sciences. The decision of the dean will be final.

For additional information about COAS and the process of petitioning COAS, please contact the Office of Academic Services.

### Academic Standing

Students are placed on the Dean's List when they have earned a GPA in the preceding semester of 3.50 or higher and have not received a D, E, U, F, or NC (labs and physical education included) or more than one C; and have received a regular letter grade in at least three regular, four-credit courses. Seniors doing honors work (a course numbered 99) in the fall term may receive an "S" in that course and still be eligible. Students are not eligible for consideration until all permanent grades have been recorded by the Office of the University Registrar. Dean's List students receive formal acknowledgement of this achievement from the Office of Academic Services.

Students are in good academic standing when they earn a semester grade point average of at least 2.000, have not received a grade of E, F, or NC, and no more than one grade in the range (D+, D, or D-).

Advising alert is considered good academic standing, but serves as an indicator to the student that they are not performing at the academic level expected by the university. Students who receive a single grade of D with a semester GPA of at least 2.000 will be placed on Advising Alert. Students with cumulative grade point averages of 2.200 or below will also be placed on Advising Alert.

Probation is an official notation that satisfactory academic progress is not being achieved. Students whose semester record contains one or more grades of E, F, or NC or two or more grades in the range (D+, D, D-) will be placed on probation. Students whose semester record contains a single grade in the range (D+, D, D-) will be placed on probation if the semester GPA is below 2.000. Students placed on probation will normally be returned to good academic standing following a semester of satisfactory grades (grades of C- and above).

The following chart defines academic standing:

Semester Record	Semester GPA Less Than 2.000	Semester GPA 2.000 or Greater
No grade below C-	Good Standing, unless cum GPA is below 2.2, in which case Advising Alert	Good Standing, unless cum GPA is below 2.2, in which case Advising Alert
1 D	Probation	Advising Alert
2 Ds, 1E, 1F, or 1 NC	Probation	Probation

If a student receives more than one D, E, U, F, or NC in a single semester or if a student has had multiple semesters with unsatisfactory grades, the student may be required to withdraw from the university because of a lack of academic progress. A student may be required to withdraw from the university even if the student has not been on advising alert or probation in a prior semester. The university may require a student to withdraw at any time, should the university determine that the student's academic performance is so profoundly deficient as to suggest an inability to meet academic requirements. Students are informed in writing of any change in academic standing.

The academic standing of students who earn unsatisfactory grades will be reviewed at the end of each semester by the Committee on Academic Standing according to the above stated definitions. Letter grades covered by "pass" ("P" for performance at the D- level or above) will not be used in computing grade point averages but will be considered by COAS when determining academic standing. A student with one unsatisfactory grade will have the choice of meeting with his or her class adviser or having his or her parent(s) and/or guardian(s) notified of their academic standing.

A student with two or more unsatisfactory grades who are placed on probation will have their parent(s) and/or guardian(s) notified. Parents will also be notified when a student changes their status at the university either by voluntarily withdrawing or by being required to withdraw by COAS. The student's academic adviser will also be notified of a student's academic standing.

## Special Academic Opportunities

A student with an unsatisfactory record who either voluntarily withdraws from the university or who is required to withdraw from the university may petition to return to the university. COAS will consider petitions for readmission. The student is expected to spend a minimum of one year away from the university. Primary considerations in making readmission decisions are evidence of sustained and productive activity during the period of absence from the campus, evidence of serious academic purpose, and pertinent letters of recommendation attesting to the candidate's readiness to resume formal study. Courses taken for academic credit while on voluntary or involuntary withdrawal from the university are not eligible for transfer toward the Brandeis degree. Petitions for readmission for a fall semester must be received no later than June 1 and petitions for readmission for a spring semester must be received no later than November 1.

### Leave of Absence

Any degree-seeking undergraduate student who has been in residence for two semesters, and who has a complete and satisfactory record from the preceding semester, is eligible for a leave of absence. A leave of absence is granted for one or two semesters and may be extended once only. Normally, leaves are arranged in advance through the Office of Academic Services.

On an exceptional basis, personal leave may be granted for a semester in progress, in which case permission must be secured from the Office of Academic Services no later than the 20th day of instruction. Students are required to inform the Office of Academic Services in writing of their intentions at a specified date prior to the beginning of the term in which they are scheduled to register. Credit will not be granted for academic work taken at other institutions during a leave of absence.

### Leave of Absence for Medical Reasons

A student may petition to take a Leave of Absence for Medical Reasons for up to one year for personal health or family health reasons. Petitions and supporting documentation are submitted to the Office of Academic Services. During a leave of absence for medical reasons, students may take two courses (eight credits) per semester for a maximum of four courses (sixteen credits). Courses must be approved by the Office of the University Registrar prior to enrollment. Course credits may count toward the 128 credits needed for graduation as defined in the academic residency requirement.

Students requesting to return from a Leave of Absence for Medical Reasons must petition the Committee on Academic Standing for permission and must provide documentation that the medical condition has been alleviated and that the student is ready to return to full-time academic life at Brandeis.

### Voluntary Withdrawal from the University

A student wishing to withdraw from the university may do so at any time up to and inclusive of the last day of instruction. Withdrawals requested after the last day of instruction must be approved by the Committee on Academic Standing. When a student withdraws during or at the end of a semester course, enrollments are not expunged from his/her record; rather, a grade of "W" ("dropped") is entered for each course. From students who withdraw in good standing, the Committee on Academic Standing will consider applications for readmission after one full semester of absence from the campus. Other students may apply for readmission after one calendar year has elapsed. Courses taken at other institutions while on withdrawal from the university are not eligible for transfer toward the Brandeis degree.

### Extended Credit

A student who has completed eight semesters of study at Brandeis (or the equivalent in the case of transfer students) and who has earned a minimum of 120 semester-course credits (equivalent to 30 four-credit courses) is eligible for extended credit status. *This status allows completion of required course work only.* Extended credit courses may be taken over the summer (at Brandeis or elsewhere) or during the academic year either at Brandeis with tuition being charged on a per-course basis, or at another university (if the student has not already transferred in the maximum number of courses allowed). *Students who complete their course work on extended credit status are awarded their degrees at the first end of term following the evaluation and posting of the extended credit to their academic records.* The award and posting of extended credit is dependent upon the following: prior approval by the Office of the University Registrar of the courses to be taken; grades of the appropriate level (B- for summer courses, C- for courses during the academic year); and the receipt by the Office of the University Registrar of an official transcript from the school where any extended credit courses were completed.

Students who do not meet the above criteria (8 semesters and 120 course credits) are not eligible for this option and must petition for a ninth semester in residence through the Office of Academic Services.

### Dual Bachelor's/Master's Degree Programs

The four-year bachelor's/master's program is designed to enable exceptional or gifted undergraduates to earn two degrees *simultaneously* during their period of study at Brandeis. If a student has not completed the requirements for the master's portion of the program at the end of the fourth year, then only the bachelor's degree is awarded.

Any program offering graduate study is eligible to offer a four-year dual-degree program. At present, participating programs are anthropology, biochemistry, biology, chemistry, history, mathematics, neuroscience, physics, and politics.

Requirements for the bachelor's degree, defined by the College of Arts and Sciences, remain unaffected by participation in the program. Students will be eligible for the simultaneous award of the bachelor's and master's degrees if, while completing undergraduate requirements, they can:

- A. Fulfill a minimum of three years' residence on campus.
- B. Submit a master's thesis in departments requiring one. (Whether such a thesis may also be considered for undergraduate departmental honors may differ among programs, and will be addressed specifically in the program requirements.)
- C. Complete a total of 38 courses (152 semester-hour course credits), of which at least 4 must be at the graduate level and not counted toward undergraduate major requirements.
- D. Complete all other departmental and university requirements that apply to earning a master's degree in the chosen department. Specifically, undergraduates should be aware that "B-" is the minimal grade that yields progress toward a graduate degree.

A student must make formal written application for admission to this program on forms available at the Office of the Graduate School of Arts and Sciences. This must be done by May 1 of the student's junior year (usually the sixth semester at Brandeis). Transfer students should apply by the fourth semester in residence. (Interested transfer students are advised to consult with their advisers and the Graduate School of Arts and Sciences when they first enter Brandeis in order to plan their course of study.) All applications must include a proposed course of study, specifying how all degree requirements will be met. Seniors participating in the four-year BA/MA program are not eligible for senior reduced-rate status.

Computer science, the International Business School, and Near Eastern and Judaic Studies offer programs in which the bachelor's degree is conferred at the end of the fourth year, and the requirements for a master's degree are satisfied with one additional year of study at the graduate level. Consult the departments for details.

### Independent Interdisciplinary Major

An independent interdisciplinary major (IIM) offers students with interdisciplinary academic interests the opportunity to pursue a self-designed course of study with the support of appropriate Brandeis faculty members and the approval of the Undergraduate Curriculum Committee. Independent interdisciplinary major proposals include courses in at least two, and preferably more, departments at the university and form an integrated program focusing on some issue, theme, or subject area not available within the context of existing departmental majors. An independent interdisciplinary major must be declared before the end of the student's junior year. The faculty committee the student assembles for the IIM normally consists of three Brandeis faculty members, the chair of which must be from the faculty of arts and sciences.

Additional information and guidance in designing an IIM major may be obtained in the Office of Academic Services.

### Minors

In addition to a major, students have the opportunity to select a "minor." A minor consists of a coherent group of courses defined by a department or an interdepartmental program. Minors are either a limited version of a major, a more specialized subset of a particular field of study, or a structured opportunity to explore areas of study that are interdisciplinary in scope. Completion of the requirements of a minor is noted on a student's transcript. Students must declare their participation in minors and are limited to a maximum of three. The specific requirements of the minors may be found with the departmental or interdepartmental listings in this publication.

All minors must be declared before the start of a student's final semester at Brandeis.

### Minors

African and Afro-American Studies  
 Anthropology  
 Art History  
 Business  
 Chemistry  
 Classical Studies  
 Comparative Literature  
 Computer Science  
 Creative Writing  
 East Asian Studies  
 Economics  
 Education  
 Education Studies  
 English, American, and Anglophone Literature  
 Environmental Studies  
 Film Studies  
 French and Francophone Studies  
 German Language and Literature  
 Health: Science, Society, and Policy  
 Hebrew Language and Literature  
 Hispanic Studies  
 History  
 History of Ideas  
 International and Global Studies  
 Internet Studies  
 Islamic and Middle Eastern Studies  
 Italian Studies  
 Journalism  
 Language and Linguistics  
 Latin American and Latino Studies  
 Legal Studies  
 Mathematics  
 Medieval and Renaissance Studies  
 Music  
 Near Eastern and Judaic Studies  
 Peace, Conflict, and Coexistence Studies  
 Philosophy  
 Physics  
 Politics  
 Religious Studies  
 Russian and East European Studies  
 Russian Language and Literature  
 Social Justice and Social Policy  
 South Asian Studies  
 Theater Arts  
 Women's and Gender Studies  
 Yiddish and East European Jewish Culture

### Undergraduate Research Opportunities

Brandeis offers special opportunities for undergraduates to engage in scholarly research under the guidance of the faculty. Funds are available on a competitive basis to support student research enterprises during the academic year and during the summer months. Further details about research opportunities for undergraduates may be obtained from the Office of Academic Services.

### Internship for Credit

Internships allow students to apply the liberal arts skills of research, writing, and analysis in work-world situations, thereby enhancing the development of these skills. A credit-bearing internship should have a significant academic component, provide a valuable learning experience for the undergraduate, and make a meaningful contribution to the student's program of study. It should require use of research, writing, and/or analytical skills and include a specific project to be accomplished in the designated time period.

Brandeis offers three different forms of credit-bearing internships. Structured internships, which include weekly meetings as a class, are offered by departments under the course number 89. Internship courses, which are individually arranged by a single student and instructor, are offered under the course number 92. Research-based internship courses, which are individually arranged by a single student and instructor around a research project, are offered with the course number 93 and the course title Research Internship.

All internship courses are subject to the normal enrollment deadlines; specific directions for registering can be found on the *Schedule of Classes* each semester. Participation is normally limited to juniors and seniors. International students wishing to complete internships must enroll in an internship course, meet visa requirements, and obtain approval from ISSO for all internships. A student may not receive credit for more than two such courses, the equivalent of eight credits. Students interested in pursuing an internship while on study abroad should contact the Office of Study Abroad for further information on procedures and requirements specific to such opportunities.

Students may also apply for transcript notation for internships that would not otherwise qualify for academic credit through a program administered by the Hiatt Career Center. Transcript notation allows the university to recognize career-related learning experiences by including them on the official student transcript, provided that these internships have concrete career-related learning goals and outcomes, as determined by a committee of Hiatt staff members and other administrators. For further information, please visit the Hiatt Career Center Web site.

### **Expected Components of Academic Year Internships**

Students should work the equivalent of at least ten and no more than fifteen hours per week for at least ten weeks of a thirteen-week semester. Students should complete readings and written assignments considered appropriate by the instructor. Examples of assignments include submission of an annotated bibliography of readings relevant to the work site, several short papers (or one long paper), a journal or log of experiences, and papers completed for the internship. Faculty sponsors meet with interns at least once every two weeks to discuss learning objectives, research methodologies, the bibliography or other assignments, work-site experiences, and so on. Faculty sponsors and site supervisors should communicate at the beginning, midterm, and end of the semester. The academic work related to the internship should contribute a significant portion of the final grade, but work performed at the internship may also be included in the grading process. The grade for the internship course is determined solely by the faculty member.

### **Expected Components of Summer Internships**

Credit for a summer internship may be earned during the following fall semester if the internship and appropriate academic work are successfully completed. Students should observe the guidelines established for academic year internships with the following adjustments. Arrangements with the faculty sponsor should be completed prior to the student's leaving Brandeis at the end of the spring term. Students should work the equivalent of at least six weeks and at least one hundred hours during the summer internship; for example, ten hours per week for ten weeks, seventeen hours per week for six weeks, and so on. Faculty sponsors should meet with students at least six times during the fall semester to supervise readings and written assignments related to the internship. Although work performed at the internship site may be included in the grading process, the internship grade is determined solely by the faculty member.

### **Experiential and Community-Engaged Learning**

Experiential learning is a process through which a student develops knowledge, skills, and values from direct experiences. Experiential learning allows students to learn through action in addition to their classroom experiences. Academic experiential education at Brandeis includes community-engaged learning, internships and other activities including performances, lab work, and creative and studio work. Additional details about experiential learning at Brandeis and course listings may be found at [www.brandeis.edu/experientiallearning](http://www.brandeis.edu/experientiallearning).

Community-engaged learning (CEL) initiatives at Brandeis draw students, faculty, staff, and community members into conversations about citizenship and social responsibility. In our academic and volunteer programs, we seek to develop sustainable and productive partnerships with organizations and communities beyond the boundaries of campus, in ways that help address pressing social needs and foster democratic participation in civic life. Community-engaged learning is an aspect of the university's broad-based commitment to experiential learning. By integrating hands-on practice and thoughtful reflection, CEL projects enhance the university's commitments to social justice and academic rigor. In local, regional, and international projects, we encourage students to assume important leadership roles, building linkages with community actors and reflecting upon the nature of equitable and sustainable partnerships.

Additional details may be found at [www.brandeis.edu/community-engaged/](http://www.brandeis.edu/community-engaged/), along with a listing of CEL courses.

### **Undergraduate Peer Assistantships for Credit**

Peer teaching yields many benefits to undergraduate teachers and learners. The university has established uniform standards for the utilization of undergraduate peer assistants and for the awarding of academic credit for such activities. Opportunities to serve as peer assistants are by invitation and generally limited to juniors and seniors who have demonstrated exceptional academic achievement. Undergraduates serving in this capacity may be compensated for their services or receive one, and only one, semester course credit for their assistance during their Brandeis career. Credit-bearing peer assistantships are enrolled under the course number PEER 94a (Peer Assistantship) and are subject to the normal enrollment procedures and deadlines. Peer assistant courses are offered exclusively on a credit/no-credit grading basis and are not factored into the student's GPA.

### **Tufts University School of Medicine Early Acceptance Program**

The Tufts University School of Medicine Early Acceptance Program is designed for academically strong undergraduate students who are pursuing a premedical curriculum. Successful completion of this program assures candidates of acceptance to Tufts University School of Medicine after graduation.

Interested candidates apply to the program in the spring of their sophomore year and are expected to have completed at Brandeis two semesters of general chemistry and biology with laboratories and one semester of organic chemistry with a GPA of 3.50 or better, and a cumulative GPA of at least 3.50 at the time of application. Students must apply by March 1 and will be notified of their acceptance in July. Accepted students are expected to complete one year of physics, mathematics, English and American literature, and requirements for graduation with a B+ average before entering Tufts University Medical School.



Once accepted to the program, students will have access to a faculty mentoring program at Tufts University Medical School, and the opportunity to participate in special seminars. Accepted students have until August 1 following their sophomore year to accept the offer via the AMCAS early decision process. If a student does not accept the offer, he or she has not jeopardized the chance to apply to any other medical school. For statistical purposes only, the MCAT is required for accepted students and must be taken prior to matriculation at the medical school.

### **Columbia University Law School's Accelerated Program in Interdisciplinary Legal Education**

Brandeis is affiliated with Columbia University Law School in a special program that allows two outstanding students to gain admission to the law school after three years at Brandeis. Students must have completed twenty-eight courses, have taken the Law School Admission Test, and have been nominated by Brandeis after a rigorous screening process. Students accepted by the Columbia University Law School will complete their four courses required for the completion of the Brandeis degree during their second and third years at the law school. They will be awarded the Brandeis BA and the Columbia JD simultaneously.

Students interested in this program are advised to seek additional information at the outset of their fourth semester in the Office of Academic Services.

### **Columbia University School of Engineering Combined Degree Program**

Brandeis University and the Fu Foundation School of Engineering and Applied Science of Columbia University have established a dual degree program whereby students complete three years of course work at Brandeis, then spend two years at Columbia University to complete the requirements for an engineering degree. Students admitted to the program and completing it successfully would be awarded a BA in physics (or possibly some other science major) from Brandeis University and a BS in engineering from Columbia University.

Interested students should consult the program coordinator in the physics department as soon as possible in order to plan their curriculum to meet Columbia prerequisites. Each engineering department at Columbia has its own set of prerequisites that can be obtained from the program coordinator. Interested candidates must apply to the program prior to January 1 for admission to Columbia University in the subsequent fall semester. Before matriculating at Columbia, a typical physics

major would have completed the following at Brandeis: the general university requirements and at least the following courses (or equivalents): PHYS 11a,b, 19a,b, 20a,b; MATH 10a,b, 21a,b, 37a; CHEM 11a,b, 18a,b; COSI 11a; and one course in economics. Students should also have earned a GPA of 3.0 or above. Letters of recommendation from the Office of Academic Services and from the program coordinator at Brandeis are also required to apply.

### **Franklin W. Olin College of Engineering Certificate in Engineering**

Olin College offers a five-course Certificate in Engineering for students at Brandeis as part of a special collaboration. This certificate is not equivalent to an engineering degree, but represents a substantial investment in engineering courses that could help students pursue a wider field of postgraduate opportunities in industry or graduate school. The courses of study are designed to provide the student with a fundamental understanding of an engineering field, and typically consist of courses ranging from introductory engineering courses to advanced courses.

One of the five courses may be an approved Brandeis course with the remaining four taken through cross-registration at Olin. There are six programs of study: Engineering Design, Materials Engineering, Bioengineering, Electrical and Computer Engineering, Mechanical Engineering, and Engineering Systems.

For students who want to concentrate their studies and immerse themselves in a team-based engineering environment through residence at Olin, there is an option to enroll at Olin for a semester. For further details and to explore academic options, please consult with either Robert Meyer (Physics) or Timothy Hickey (Computer Science). For direct consultation at Olin, contact the Certificate Program Coordinator, Mark L. Chang, mark.chang@olin.edu or 781-292-2559.

## Brandeis Summer School

The Brandeis Summer School offers students a diverse selection of undergraduate courses in two five-week sessions. Special summer programs on campus and abroad provide students with further opportunities for in-depth study.

The student has the opportunity to enroll in courses to meet university degree requirements, accelerate individual programs of study, work toward a double major, or take enrichment courses. A maximum of four courses may be used toward the academic residency requirement. The average summer program course has a small student enrollment, generating a rigorous but informal atmosphere for teacher-student interaction.

Of particular interest to students are the strong summer program offerings in the area of premedical education, intensive language study, computer science courses, the wide variety of liberal arts selections, and special programs in which academic work complements practical work experience.

A student may earn credit toward the Brandeis degree for no more than three semester courses in one summer.

Students entering Brandeis as freshmen must complete one semester at Brandeis before enrolling in Brandeis summer school courses.

For full information, see the *Summer School Bulletin* or contact the Rabb School of Continuing Studies, 781-736-3424.

## Preparation for Professional Training

The College of Arts and Sciences does not design courses of study with specific vocational goals in mind. In pursuing a broad education in the liberal arts and sciences, students develop a firm foundation for subsequent professional education.

### Architecture

Architectural schools are looking for solid experience in any major. It is not necessary to major in fine arts. There are several kinds of courses, however, that should be taken: basic calculus and basic physics; basic design, life drawing, and as many other fine arts studio courses as practicable; courses in architectural history; and principles of urban studies and other urban studies courses, if feasible.

In addition, past experience indicates that students should prepare an art portfolio consisting of studies prepared in conjunction with basic design or another studio course. Finally, summer employment in architectural offices, gained on the student's own initiative, remains useful.

### Business

Admission requirements for graduate schools of business typically include one or more years of full-time work experience in addition to rigorous academic training. Students seeking to go to business school after Brandeis should therefore take courses at Brandeis that prepare them for entry-level positions in business and related organizations. They should also follow a course of study that develops their skills in logical reasoning, critical reading, effective writing, quantitative analysis, library research, and oral expression. Business schools usually do not prescribe a specific undergraduate major; although many successful applicants to business school are social science majors, majors in natural sciences and humanities are also common. So the best advice is to exploit the liberal arts education that Brandeis offers, by following a course of study that is interesting and challenging while simultaneously providing exposure to business issues.

Brandeis offers an undergraduate minor in business that enables students to combine preparation for business with any major. This interdepartmental program is offered by the School of Arts and Sciences and the International Business School. It includes preparation in accounting, introductions to economics and to all the major functions of business, broad perspectives on business from related disciplines, elective courses in global business and entrepreneurship, and an optional internship experience. See further discussion under the business interdisciplinary program in this *Bulletin*.

### Law

Most law schools advise undergraduates to concentrate in what interests them, as the later specific legal training will build on the advantages of a sound liberal arts education.

Although there is no prescribed program of study for prospective law school applicants, many concentrate in such social sciences as politics, economics, history, and American studies. Because law schools tend to look for evidence of a rigorous schedule of courses and high verbal competence, a background in logic, the natural sciences, and English is desirable. Although courses from the Legal

Studies Program might familiarize the prospective law student with law school material, it is not necessary that such courses be taken as preparation for professional training.

Prospective applicants to law school should consult the Hiatt Career Center for law school catalogs and Law School Admissions Test (LSAT) registration materials. Also available in that office is the *Brandeis Prelaw Handbook*, which includes a survey of the experiences of recent Brandeis alumni in seeking admission to law school, as well as a more detailed description of law school application procedures. Several members of the faculty serve informally as advisers to prospective law school applicants. Students requesting a dean's certification should contact the Office of Academic Services.

### Medicine and Dentistry

The course of study for pre-health professionals at Brandeis is more than simply a collection of required courses. An assistant dean in the Office of Academic Services is available for advice and guidance throughout a student's undergraduate career. In the junior year, each student is assigned a faculty member on the Board of Premedical Advisers. These advisers provide ongoing guidance, aid in the application procedure, and participate in the preparation of letters of recommendation.

The basic requirements for prehealth professionals are satisfied by the following courses: two introductory courses (plus laboratory) in general chemistry, organic chemistry, physics, and biology.

*A Guide for Premedical Students at Brandeis University*, a comprehensive handbook that addresses all aspects of the premedical curriculum and the process of applying to medical schools, is available to all premedical students at [www.brandeis.edu/as/prehealth.html](http://www.brandeis.edu/as/prehealth.html).

### Teaching

The university offers a program that fulfills Massachusetts requirements for teacher licensure and at least partially fulfills those of other states as well. Students interested in preparing for careers as teachers in preschool, primary, or secondary schools should inform themselves of certification requirements in the state where they plan to work and should consult the director of the education program.

## Off-Campus Study

### Study Abroad

Brandeis permits students to apply credits earned if they enroll in specified programs abroad that provide a sound course of study to enrich and enhance the American collegiate experience. Students may receive credit toward their Brandeis degrees through participation in educational programs abroad that have been approved by the Undergraduate Curriculum Committee on the recommendation of the Office of Academic Services. This committee may permit eligible students to apply credits earned if they enroll in overseas programs of American universities, or in special cases, to pursue individual programs of study at international universities. More than 250 programs in 69 countries have been approved for Brandeis students' participation. The Office of Academic Services maintains a resource library of materials on approved programs and offers counseling to undergraduates interested in enriching their Brandeis experience with a period of international study. Students must apply to the Office of Academic Services for approval to study abroad. Application deadlines can be found on the study abroad Web site at [www.brandeis.edu/as/abroad.html](http://www.brandeis.edu/as/abroad.html). Eligibility criteria include appropriate class standing (usually junior), good academic and judicial standing, a minimum 2.800 GPA, the approval of the major department, a compelling academic reason, and a plan for completing all Brandeis degree and major requirements within eight semesters.

Credit for work completed abroad will be accepted from those programs previously approved for overseas study by Brandeis, or from programs that receive special approval from the Undergraduate Curriculum Committee according to university guidelines. Such transfer of course credits will not necessarily imply that the work will be accepted for major credit by individual departments. Off-campus study cannot be a student's final semester at Brandeis. In order to receive credit for work done abroad, students must return to Brandeis for at least one semester during the academic year at an eligible rate of work.

Outstanding students may apply for a limited number of special scholarship grants to aid them in completing their program of study abroad. The Abram L. Sachar International Fellowship Program awards stipends for international study to exceptional students who plan to study abroad in the junior year, or who are graduate students undertaking predissertation or dissertation research abroad. The Saul Epstein-Meyer Schindler Endowment for Overseas Study provides additional funding for humanities students, and the Helen Ke Scholarship provides

funding for students studying abroad in China. These programs are competitive; awards are made on the basis of academic excellence and financial need. The Office of Academic Services provides information and assistance in applying for the Sachar scholarships, as well as for overseas study grants available through the Fulbright, Rhodes, Marshall, and DAAD competitions.

Students approved to study abroad will pay Brandeis tuition and certain fees, thereby maintaining their status as currently enrolled students, and as such, the Brandeis financial aid for which they are eligible may be portable. More information on this policy change is available on the study abroad Web site at [www.brandeis.edu/as/abroad.html](http://www.brandeis.edu/as/abroad.html).

### Domestic Off-Campus Study

Students in good standing may petition to undertake a full-time course of study, for one or two semesters, at an approved college or university located within the United States. To qualify for full-credit transfer upon return, a student must work at a full rate of work as defined by the host institution and earn grades of at least a C-. Applicants must be in good standing; must have a complete and satisfactory record in the most recent semester of Brandeis study; must have completed at least two semesters at Brandeis; and must have compelling academic reasons. Only in exceptional cases may the senior year be spent on domestic off-campus study.

Proposals for domestic off-campus study must be submitted prior to the period away, contain a detailed course of study for one or two semesters of full-time work of demonstrable academic merit, bear the approval of the applicant's faculty adviser, and develop a feasible plan for satisfying all degree requirements by the expected graduation date.

Students approved for domestic off-campus study will pay Brandeis tuition and certain fees, thereby maintaining their status as currently enrolled students, and as such, the Brandeis financial aid for which they are eligible may be portable.

Complete information on the regulations governing this program and assistance in preparing proposals may be obtained from the Office of Academic Services.

### Cross-Registration

Full-time Brandeis students enjoy cross-registration privileges with Babson, Bentley, and Wellesley Colleges, as well as with the Olin College of Engineering, and with the undergraduate schools of arts and sciences at Boston College, Boston University, and Tufts University. Under this program students may earn credit toward the Brandeis degree without payment of additional tuition through satisfactory completion of courses taken on these neighboring campuses. Brandeis is supportive of students' supplementing their academic experience by cross-registering at these schools. Although Brandeis will provide academic advising, it cannot provide transportation to these campuses.

A cross-registration course may be the fourth or fifth course in a student's program, a student must be enrolled in a minimum of twelve credit-hours in Brandeis courses to be eligible to cross-register. Cross-registration courses do not count toward the courses required for academic residency. Cross-registration courses and grades appear on Brandeis transcripts. Grades earned in cross-registered courses are not used in the calculation of the GPA. Additional information may be obtained from the Office of the University Registrar.

Due to differences in academic calendars among the colleges in the consortium, it is not advisable for graduating seniors to enroll in a cross-registered course in their final semester.

### Summer School Credit

A student may complete courses at summer schools conducted by regionally accredited colleges and universities for placement purposes, general degree requirements (except academic residency), and major/minor requirements as allowed by individual departments/programs. In order to be assured that credit will be granted upon satisfactory completion, students should obtain approval in advance from the Office of the University Registrar. Courses must be taken at summer programs of at least five weeks in duration with a minimum of thirty-seven contact hours. For summer work taken at institutions other than Brandeis, only grades of B- or higher will receive credit. A student may earn credit for no more than three semester courses in one summer.

Students seeking credit for a summer course conducted by accredited colleges and universities overseas should obtain approval in advance from the Office of Academic Services.

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## Field Study

During junior or senior year, undergraduates may undertake a substantial research project in certain majors in lieu of four semester courses. Research may be conducted either on campus or in the field, execution of the project may involve prolonged absence from the Brandeis campus, at another institution, government agency, and so on. The field study project must have the approval of the student's department of major. The project will be supervised by a faculty adviser assigned by the department, and a second member of the faculty will participate in evaluation of the student's work and the assignment of a grade. Work in the project may occupy a full semester or it may be of two semesters' duration. In the latter case, the two semesters must be consecutive. Students may receive no more than four semester-course credits for field study, and may offer no more than two semester-course credits from the field study course toward the department's major requirements. Interested students should explore the possibility of field study in their majors with a faculty member in their major department. Through affiliation with the School for Field Studies, up to four semester course credits may be earned for work at one of five environmentally oriented study centers abroad. SIT Study Abroad also offers field study options off-campus.

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## Air Force Reserve Officer Training Corps

Air Force Reserve Officer Training Corps (ROTC) is an educational and leadership program designed to provide young men and women with the opportunity to become Air Force officers while completing a bachelor's or master's degree. The Air Force ROTC program prepares students to assume challenging positions of responsibility and importance in the Air Force.

Through a cross-registered program with Boston University, interested Brandeis students may participate in the Air Force Reserve Officer Training Corps Program. Requirements include yearly aerospace studies classes, leadership laboratory classes, and physical fitness training. Mandatory weekly time commitments range from five to seven hours. Once students complete their degree, the Air Force offers a wide variety of career fields from which to choose, including flying opportunities as a pilot, navigator, or weapons controller.

In addition to the leadership and management training that cadets receive, they can also benefit from several scholarship programs.

High school seniors can apply for four- and three-year scholarships, plus fees. The scholarships range includes full-tuition, \$15,000/year and \$9,000/year. Scholarship winners also receive a \$250-\$400 stipend per month, a \$750 book allowance, and uniforms. Applications for scholarships are due by December 1 of senior year.

Freshmen and sophomores already in college can compete for two-, three-, and three-and-one-half-year scholarships, some of which cover full tuition; others cover \$15,000 per academic year. All scholarship winners receive a \$250-\$400 stipend per month, a \$750 book allowance, and uniforms.

For more information, contact the Department of Aerospace Studies, Boston University, 118 Bay State Road Boston, Massachusetts, 02215 at 617-353-6316 or 4705. Classes are held at Boston University. Additional information is also available at [www.bu.edu/af-rotc](http://www.bu.edu/af-rotc).

# The Graduate School of Arts and Sciences

## History and Organization

The Graduate School of Arts and Sciences was formally established in 1953 when the university's Board of Trustees authorized graduate study in the Departments of Chemistry, Music, Psychology, and Near Eastern and Judaic Studies. The general direction of the Graduate School is vested in the Council of the Graduate School, composed of a faculty representative of each graduate program and four graduate student representatives. The Council is chaired by the dean of arts and sciences or his designee. The functions of the Graduate Council, exercised in consonance with university policy, are to determine requirements for admission; provide programs of study and examination; establish and maintain requirements for graduate degrees; make recommendations for degrees; make recommendations for new areas of graduate study; establish such regulations as may be considered necessary or expedient for governing the Graduate School; and exercise a general supervision over its affairs. The dean of arts and sciences is the chief executive officer of the Graduate School.

## Objectives

The underlying ideal of the Graduate School is to assemble a community of scholars, scientists, and artists, in whose company the student-scholar pursues study, research, training, and teaching. This objective is attained by individualizing programs of study, restricting the number of students accepted, maintaining continual contact between students and faculty, and fostering the intellectual potential of each student. The graduate programs are designed to educate broadly as well as train professionally, preparing graduates for successful careers in academia, government, and the private and nonprofit sectors. Degrees are granted on the evidence of intellectual growth and development, rather than solely on the basis of formal course credits. Fulfillment of the minimum requirements cannot, therefore, be regarded as the sole requisite for degrees.

## Areas of Graduate Study

During the academic year 2008–09, graduate programs will be offered in the following areas:

American History  
 Anthropology  
 Anthropology & Women's and Gender Studies  
 Biochemistry  
 Biophysics and Structural Biology  
 Chemistry  
 Coexistence and Conflict  
 Coexistence and Conflict & Sustainable International Development  
 Comparative History  
 Computational Linguistics  
 Computer Science  
 Cultural Production  
 Education (Elementary)  
 Education (Secondary)  
 English and American Literature  
 English and American Literature & Women's and Gender Studies  
 Genetic Counseling  
 Jewish Professional Leadership and Management of Human Services (Heller School)  
 Jewish Professional Leadership and Near Eastern and Judaic Studies  
 Jewish Professional Leadership and Public Policy (Heller School)  
 Mathematics  
 Molecular and Cell Biology  
 Music  
 Music & Women's and Gender Studies  
 Near Eastern and Judaic Studies  
 Near Eastern and Judaic Studies and Sociology  
 Near Eastern and Judaic Studies & Women's and Gender Studies  
 Neuroscience  
 Physics  
 Politics  
 Politics and Social Policy (Heller School)  
 Psychology  
 Sociology  
 Sociology and Social Policy (Heller School)  
 Sociology & Women's and Gender Studies  
 Sustainable International Development & Women's and Gender Studies  
 Teaching of Hebrew  
 Theater Arts

The Graduate School also offers postbaccalaureate programs in computer science, studio art, and premedical studies, as well as a certificate in Ancient Greek and Roman studies. There are also joint degree programs for PhD students at the master's and doctoral levels.

## Graduate School

The Graduate School office is located on the second floor of Kutz Hall. All requests for information and application forms should be submitted through [www.brandeis.edu/gsas/apply](http://www.brandeis.edu/gsas/apply).

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# Admission

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As a rule, only well-qualified applicants who have completed at least the normal four-year program leading to the bachelor's degree will be considered for admission to the Graduate School. Graduates of schools outside the United States and others who have completed the equivalent of a bachelor's degree program may apply, describing in detail the educational program they have completed.

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## Testing

Applicants should consult specific program requirements for testing information. Many programs require the GRE general test, and some may require the appropriate subject test. In the case where the GRE is not required, it is highly recommended that the applicant take the exam prior to submitting an application. In the case of certain programs, the GMAT may be substituted for the GRE. Requirements may be found at [www.brandeis.edu/gsas](http://www.brandeis.edu/gsas).

Applicants should take the GRE no later than six weeks prior to the program's deadline. GRE scores that are received after the appropriate deadline may not be considered. For more information, please consult the Education Testing Service, Princeton, New Jersey 08541-6155, [www.gre.org](http://www.gre.org).

Applicants whose native language is not English, regardless of the field of graduate study, are required to submit the official score of the Test of English as a Foreign Language (TOEFL). The minimum score for admission to the Graduate School is 600 (paper-based test), 250 (computer-based test), or 100 (Web-based test). Applications for admission to the test should be made to TOEFL, Educational Testing Service, Princeton, New Jersey 08541-6155, USA, [www.toefl.org](http://www.toefl.org). Applicants may also take the IELTS exam (International English Language Testing Exam). The minimum score for admission is 7.0. For more information, visit [www.IELTS.org](http://www.IELTS.org).

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## Application

Specific requirements for each graduate program are to be found under the appropriate headings in this *Bulletin* and at [www.brandeis.edu/gsas](http://www.brandeis.edu/gsas). Each applicant should consult these requirements before filing an application. Except in unusual circumstances, a student may apply to only one graduate program. Applicants may apply electronically from the university Web site or they may download the application for admission from the Web site. The application for admission should be completed and returned to the GSAS by the specified deadline.

Applications for admission for the spring term should be filed by December 1. PhD candidates are rarely admitted at midyear, but those who do gain admission are eligible for financial aid. Master's degree candidates may be admitted and are eligible for financial aid.

All applicants must arrange to forward official transcripts of all undergraduate and graduate work. In addition, they must submit at least two letters of recommendation, preferably from professors with whom they have studied in their proposed area of study. Applicants who have engaged in graduate study elsewhere should request at least one of the recommendations from a professor with whom they have done graduate work.

Many programs also require the submission of samples of work as well as the materials described above. Applicants should consult program requirements in a later section of this *Bulletin* for enumeration of additional materials to be submitted or should visit [www.brandeis.edu/gsas](http://www.brandeis.edu/gsas).

All applications must be accompanied by the application fee of \$55. The fee is payable by check or money order to Brandeis University or by credit card for applications submitted via our Web site. **No application will be processed until this fee is paid.** There is a one-time fee waiver for Brandeis students, alumni, and staff.

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## Admission Procedure

All applicants are considered on a competitive basis. The number of students admitted each year in each program is limited so that the Graduate School may operate effectively under its distinctive principles of individualized study and apprenticeship. Consequently, admission may sometimes be denied to qualified persons. Meeting the minimum standards of admission merely qualifies the applicant for a place in the group from which final selections will be made. Selections are based on the applicant's ability to do graduate work of high quality, as shown by the distinction of his or her previous record, particularly in the proposed area of study; the letters of recommendation submitted in support of the application; and his or her presumed adaptability to the particular graduate programs offered by Brandeis. In addition, knowledge of foreign languages, relevant practical experience in the field, samples of work, the results of the GRE, and indications of character are considered.

Each application for admission with all supporting records is first examined by the appropriate program committee. The committee recommends to the dean of Graduate School of Arts and Sciences which applicants should be selected for admission and financial aid. The dean reviews all applications in the light of the program's recommendations.

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## Acceptance

A student who has been accepted for admission to the Graduate School will be notified by a letter specifying the date by which he or she must accept the offer of admission and awards, if any. A matriculation fee of \$300 must be filed by each master's degree or certificate applicant upon notification of acceptance. This fee reserves a place in the class and is credited toward the first semester tuition bill. If the student fails to enroll or withdraws his or her application, the matriculation fee is not refunded. If a student selected for admission indicates that he or she does not intend to accept the offer or fails to reply by the date specified, the admission offer becomes void and another applicant may be accepted.



Brandeis subscribes to the “Resolution Regarding Scholars, Fellows, Trainees, and Graduate Assistants” of the Council of Graduate Schools in the United States. The resolution states:

*Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties. Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15*

*commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.*

Students must provide the Graduate School office with an official, final transcript of their undergraduate record, and, if required by the graduate program, any graduate work in process at the time of acceptance. In addition, students who are accepted are required to complete and return a medical questionnaire and a health insurance form. Registration is conditional upon receipt by University Health Services of these required forms.

If, after having been admitted, a student cannot attend, he or she should notify the Graduate School as soon as possible:

1. Should a PhD student wish to be admitted in a subsequent academic year, he or she must reapply in full.
2. Master’s and certificate students admitted into a program may apply for a maximum one-year deferral of their enrollment. Students should submit a request, in writing, to the assistant dean for admission with a \$300 tuition deposit to hold their spot. Confirmation of the deferral will be provided in writing from the Graduate School.
3. Doctoral students are not eligible to defer their enrollment.

Applicants who have been denied admission may reapply in a later year, particularly if they have had further training that would strengthen their applications or if they can submit additional letters of recommendation.

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# International Students Requirements for the Degree

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## Academic Standing

Admission is valid only for one academic year. Graduate programs review students' academic progress annually. Satisfactory academic progress in a program also involves maintaining the professional and departmental standards expected in a particular discipline or program. Academic insufficiency or failure to make suitable progress toward the degree may require withdrawal. A student's record is reviewed annually and recommendations for readmission are made by the graduate programs. However, programs may also review academic records at the end of each semester if a student is not making suitable academic progress. In these cases academic probation or withdrawal may result. Admission to the Graduate School does not imply that the successful applicant will be accepted as a candidate for a graduate degree. Superior performance at Brandeis is essential.

Graduates of international colleges and universities who have the equivalent of an American bachelor's degree and international students who have graduated from American universities may compete for admission and financial assistance at Brandeis, which is authorized under federal law to enroll nonimmigrant alien students.

### Entrance Examinations

All applicants whose native language is not English must submit the official score of the Test of English as a Foreign Language (TOEFL). Thorough competence in English is required for study at Brandeis. Applicants should consult specific programs for additional test requirements. For information concerning the administration of the TOEFL, write to the Educational Testing Service, Princeton, New Jersey 08541-6155, [www.toefl.org](http://www.toefl.org). Applicants may also take the IELTS exam (International English Language Testing Exam). The minimum score for admission is 7.0. For more information, visit [www.IELTS.org](http://www.IELTS.org).

### Financial Aid

Financial aid in the form of scholarships and fellowships is available to outstanding PhD students. Limited tuition grants are available on the basis of need to master's degree students. However, the total assistance offered usually covers only a portion of the student's expenses. Hence master's degree students, when applying for admission, should indicate a means of financial support.

### Employment

The regulations of the United States Department of Homeland Security limit strictly the amount of paid work that a student from abroad may do. Additional information regarding employment regulations is provided to students by the International Students and Scholars Office.

The following general requirements apply to the awarding of graduate degrees in all areas of study. For specific program requirements students should consult the appropriate section of this *Bulletin*. Requirements for postbaccalaureate certificate programs are listed in the relevant program sections of this *Bulletin*.

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## Master of Arts and Master of Science

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In order to qualify for a master's degree, the student must complete a minimum of one year's residency at Brandeis, ordinarily computed as eight term courses of approved study. Some programs require a two-year residency. Please consult the appropriate program for detailed information. Programs offering master's degrees may require that the candidate demonstrate a reading knowledge of at least one foreign language and pass satisfactorily a general or qualifying examination which, at the program's discretion, may be in one or more parts and may be written, oral, or both.

Beginning in the fall of 2008, students entering graduate programs with a master's thesis requirement must electronically deposit their thesis to the Robert D. Farber University Archives. For currently enrolled students, the deposit of a master's thesis is voluntary. The master's thesis requirement will not be considered fulfilled and the thesis will not be published through the University Archives, until the Certification of Master's Thesis Acceptance form is submitted to the Graduate School. The signed and completed form must reach the Graduate School by the submission deadline listed in the Academic Calendar.

The master's degree must be earned within four years from the inception of graduate study at Brandeis.

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## Master of Fine Arts

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In order to qualify for the degree of Master of Fine Arts in music, the candidate must complete a two-year residency at Brandeis, ordinarily computed as twelve term courses at the graduate level, and must meet the specific requirements for the degree as set forth under "Music, Requirements for the Master of Fine Arts Degree" in a later section of this *Bulletin*. Two copies of the thesis or composition must be submitted to the program chair in final form by the date specified in the current academic calendar.

In order to qualify for the degree of Master of Fine Arts in theater arts, the candidate must complete a three-year residency in design or acting, and meet the specific requirements for the degree as outlined under "Theater Arts, Requirements for the Master of Fine Arts Degree," in a later section of this *Bulletin*.

The Master of Fine Arts degree must be earned within five years from the inception of graduate study at Brandeis.

### Doctor of Philosophy

In order to qualify for the degree of Doctor of Philosophy, a student must ordinarily complete a minimum of four years of graduate study, including three full years of residence and a fourth year devoted to the preparation of a doctoral dissertation. Under certain conditions, credit for advanced standing will be granted for work taken in residence in graduate schools of other universities. Each program reserves the right to require prospective candidates for the degree to perform work in excess of its minimum standards to assure thorough mastery of the area.

Prospective candidates may be required to demonstrate proficiency in at least one foreign language. In all areas of study, the student must satisfactorily pass a general or qualifying examination which, at the program's discretion, may be in one or more parts and may be written, oral, or both. In addition, all prospective candidates must write a doctoral dissertation and defend it in a final oral examination.

Each student will have the opportunity to develop skills as a teacher through close supervision of progressive pedagogic experiences by assisting or teaching one or more courses, as appropriate. Participation in ongoing discipline-specific as well as skill-specific training through department- and school-wide seminars during a student's teaching apprenticeship in the Graduate School of Arts and Sciences is expected.

To be eligible for the PhD degree, the student must (1) complete all course, residence, and teaching requirements, (2) pass all language and qualifying examinations, (3) have written and successfully defended the doctoral dissertation, and (4) be otherwise in good standing.

Students entering Brandeis with no previous graduate work must earn the doctorate within eight years from the inception of study. Students who are granted credit for a year of graduate work completed elsewhere must earn the degree within seven years from the inception of their study at Brandeis.

Students who have passed the terminal point for the degree must apply to the Graduate School for an extension no later than the final semester prior to the expiration of their time to degree.

### Language Requirements

There is no university requirement for foreign language competency at either the master's or doctoral level.

Each program determines which languages are acceptable as satisfying its foreign language requirement. Some programs may not require foreign language competency, while others may set requirements that will vary within the subfields offered by those programs. In programs where languages are required, students are expected to satisfy the requirement as soon as possible.

For specific requirements of each program, consult the program listing in this *Bulletin*.

### Joint Degrees

Interdisciplinary in design, the joint MA degree in women's and gender studies and a discipline aims to give MA and PhD students a solid grounding in their discipline-specific program while offering them the tools with which to incorporate women's and gender studies into their areas of research. This joint master's option, which may be pursued as a terminal degree or along the way to the PhD, is available in several programs that are listed in the "Women's and Gender Studies" section of the catalog. Consult the relevant sections of this *Bulletin* regarding the joint PhD degree programs in NEJS and sociology, politics and social policy, and sociology and social policy.

Students who are interested in designing a joint PhD degree in two doctoral programs within the university may do so by petitioning the graduate school with their proposed program of study early in their graduate career. The admissions committees for both programs must approve the petition. It is understood that the student must satisfy all the requirements of both programs and defend one dissertation before a defense committee comprised of faculty from both programs. Students should consult the associate dean of graduate education for more specific information about applying for a joint doctoral degree.

### Degrees in Passing

Students enrolled in a PhD program are allowed to apply for a master's degree within that program if they have satisfied all the requirements for the particular master's degree. Students are limited to only one master's degree in passing. Students may not apply for a master's degree in passing if they already hold a master's degree from the university, unless there is no overlap (double counting) in the terms used to fulfill the residency requirements for the two degrees.

### Application for Graduate Degrees and Postbaccalaureate Certificates

Candidates for graduate degrees and certificates must file an application with the University Registrar per the specified dates in the academic calendar in the year in which the degree or certificate is to be awarded. Upon written recommendation from a candidate's program or committee that the application be approved, the record will be reviewed by the Graduate Council, which recommends the student to the university's Board of Trustees for the award of the degree or certificate. Postbaccalaureate certificate candidates must have a minimum of a B-GPA to be eligible for a certificate. In case of failure or withdrawal from candidacy in any year, the student must reapply by filing a new application in a later year.

Under special circumstances, a student in the postbaccalaureate studio art program may be given permission to return for continued studies. In this instance, the student would receive the certificate at the end of his or her extended course of study.

### Dissertation and Final Oral Examination

When a student is ready to write the doctoral dissertation, the chair of the student's program will appoint a dissertation reading committee of no fewer than three faculty members. Two of the committee members must come from the student's own department, one must be tenured, and one must come from another department or from outside the university. The student's principal adviser will serve as the chair of this committee, which will guide the research and preparation of the dissertation. The student must provide each reader with a copy of the dissertation, along with an abstract of no more than 350 words, for approval. The style and format of the dissertation is determined by each program.

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## Academic Regulations

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The dissertation, when approved by the readers as eligible for a defense, must be deposited in the program office, where it will be available for inspection by all interested members of the faculty for at least two weeks prior to the final oral examination.

The dissertation reading committee, with the approval of the Dean of the Graduate School of Arts and Sciences and the chair of the student's program, will appoint a dissertation examining committee to preside over the student's final oral examination and will notify the student of the time and place of the final oral examination at least two weeks prior to the scheduled date of the examination.

The program and the Graduate School office will publish the time and place of the candidate's final oral examination of the doctoral dissertation. The defense must be on the premises of the university; the final oral examination is open to any member of the faculty engaged in graduate instruction and invited faculty members from other institutions. A student must be registered and enrolled in the term(s) in which the dissertation is defended and submitted to the Graduate School office.

The dissertation examining committee, approved by the program chair and the Dean of the Graduate School of Arts and Sciences, must comprise of a minimum of three faculty members. At least one must be a tenured member of the Brandeis faculty; at least two must be faculty members holding an appointment in that program's home department; at least one must either be a faculty member outside the student's program or an expert in the student's field of study from another institution. Normally, all members of the committee must hold a PhD degree, although the program chair, with the approval of the Dean of the Graduate School of Arts and Sciences, may waive the requirement when a potential committee member has demonstrated a capacity to do research or be helpful in supervising a dissertation.

The examination may be restricted to a defense of the dissertation or may cover the whole field of the dissertation. The candidate will be notified by his or her program of responsibility for coverage prior to the examination.

A report, signed by the dissertation examining committee, certifying the candidate's successful performance at the final oral examination, will be submitted to the Office of the University Registrar.

If the dissertation examining committee requires substantial revisions of the dissertation text, the revisions must be reviewed and accepted by the entire committee, not just the dissertation supervisor. If these revisions are not made within six months of the dissertation defense, there must be a re-defense of the dissertation.

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### Deposit and Publication of Dissertation

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No later than the dates specified for dissertation deposit in the current academic calendar for February, May, and August degrees, the candidate must deposit one copy (paper or electronic) of the finished dissertation in a state suitable for microfilm and digital scanning. The dissertation must have the signed approval of the dissertation supervisor and readers and must comply with the publishing guidelines outlined by the Graduate School of Arts and Sciences. Submission of the dissertation to, and acceptance by, the Graduate School constitutes the completion of degree requirements.

All students will receive a digitally scanned, softbound copy of the dissertation; those wishing a hardbound copy of the original may order one through ProQuest/UMI. Softbound copies will also be distributed to the department and to the Library. The Library will receive a microfiche copy. All dissertations will be processed through ProQuest/UMI Dissertation Publishing. Bibliographic citations and abstracts will be published in Dissertation Abstracts International in print, on-line, CD-ROM, and microform. Bibliographic information concerning these documents will also be made available through the UMI Dissertation Abstracts Database and to a worldwide network of online information providers including OCLC and Dialog®. The university has a policy of depositing dissertations in the Brandeis Libraries and making them available to students and scholars for research purposes. The candidate must also submit one copy of an abstract of the dissertation, not to exceed 350 words, that has been approved by the dissertation supervisor.

Detailed instructions for submitting dissertations are available from the Graduate School office. See also the statement in this *Bulletin*, under "Fees and Expenses," on the final doctoral fee.

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### Registration

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Every resident, post-resident, and continuation student must register at the beginning of each term, whether attending regular courses of study, carrying on research or independent reading, writing a thesis or dissertation, or utilizing any academic service or facility of the university.

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### Program of Study

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Before enrolling, the student should plan a program of study in consultation with the chair or graduate adviser of the program.

Graduate students may not register for an undergraduate course (numbered below 100) for degree or certificate (except in premedical studies) credit unless they complete a special petition available in the Office of the University Registrar, which requires the signatures of the instructor of that course and their program chair or graduate adviser. Credit will not be given for undergraduate courses taken to make up deficiencies in the student's preparation for a program of graduate studies. Ordinarily a student may not receive credit toward completion of degree or residence requirements for courses undertaken to aid in the completion of language requirements. Students wishing to drop a full-year course at midyear must complete a special petition available in the Office of the University Registrar, which requires the signatures of the instructor of the course and the chair of their program.

At the end of the registration period (see *Academic Calendar* for specific date), all course enrollments are considered to be final.

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### Auditing Courses

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The privilege of auditing courses without fee is extended to all regularly enrolled, full-time graduate students except special students. Special students may audit courses by paying for them at the same rate as those taken for credit. No courses may be audited without the permission of the instructor and the student's program chair. Auditors may not take examinations or expect evaluation from the instructor. No credit is given for an audited course.

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## Change of Program

Students are allowed to drop courses after the end of the registration period. To do so, an add/drop form is obtained from the registrar's Web site, the necessary signatures are obtained, and the form is returned to the Office of the University Registrar. Courses must be dropped no later than the published deadline in the Academic Calendar.

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## Absence from Examinations

Students who are absent from a midyear or final examination without an accepted excuse will receive a failing grade for that examination. No students may be excused from such examination unless for emergency or medical reasons. Students may not be excused if they were able to notify the instructor in advance and failed to do so, either. Cases involving absence are referred to the chair of the program who will decide whether a make-up examination shall be allowed and will notify the Office of the University Registrar of the decision. The examination must be taken within six weeks of the opening of the next term.

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## Grades and Course Standards

Graduate students are expected to maintain records of distinction in all courses. Letter grades will be used in all courses in which grading is possible. 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. Postbaccalaureate students must have at least a B- average to be eligible for the certificate.

Programs may review academic records at the end of each semester if a student is not making suitable academic progress. In these cases, academic probation or withdrawal may result.

Final grades are available to students through the registration system upon posting by the University Registrar after the end of each semester.

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## Incompletes

A student who has not completed the research or written work for any course may receive an EI (incomplete) or a failing grade at the discretion of the course instructor. A student who receives an EI must satisfactorily complete the work of the course in which the incomplete was given in order to receive credit for the course and a letter grade. An incomplete, unless given by reason of the student's failure to attend a final examination, must be made up no later than the date published in the academic calendar for the term. Students are required to submit work to faculty in a timely manner to ensure completion of courses.

When failure to take a final examination has resulted in an EI, resolution of that EI to a letter grade must occur within six weeks of the beginning of the next term. An EI that is not resolved within the stated time limits will automatically become a permanent incomplete (I). A student may petition the associate dean for graduate education for a change in a permanent incomplete, provided that the petition is signed by the instructor of the course and the program chair. All grade changes are subject to the approval of the University Registrar.

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## Credit for Work Done Elsewhere

Graduate-level courses taken prior to matriculation at Brandeis may not be applied to reduce a one-year residence requirement for the Master of Arts or Master of Science degrees, although a program may accept work taken elsewhere in partial fulfillment of specific course requirements for the degree. In that case, additional courses are designated to replace courses from which the student has been exempted. The postbaccalaureate programs do not accept transfer credit.

For the Master of Fine Arts degree and for master's degree programs that have a two-year residence requirement, a maximum of one term of residence credit for graduate-level courses may be counted toward fulfillment of the residence requirements.

Students admitted to PhD programs may file an application to have graduate-level courses counted toward fulfillment of residence requirements at this institution. A maximum of one year of residence credit may be granted.

Applicants for transfer credit will not necessarily be granted the credit requested. Each program reserves the right to require of any student work in excess of its minimum standards to assure thorough mastery of the area of study. In all cases, courses being transferred must carry a grade of B or better and must have been earned at an appropriately accredited institution.

After completing one term of residence at a full-time rate or the equivalent at a part-time rate, students eligible to apply for transfer credit may do so. Forms are obtained from the Office of the University Registrar and submitted to the student's program for approval. The form is then returned to the Office of the University Registrar.

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## Graduate Cross-Registration

A full-time graduate student at Brandeis may enroll in one graduate course each term at Boston College, Boston University, Tufts University, or the Graduate Consortium in Women's Studies at the Massachusetts Institute of Technology. Information on courses for cross-registration at each of the host institutions is available at the graduate school office of each institution.

A student at Brandeis who wishes to enroll in a graduate course at one of the host institutions should obtain a registration permit from the Office of the University Registrar and should present this permit to the office of the registrar of the host institution. The student should consult with the instructor in the particular course and should expect to satisfy the prerequisites and requirements normally required for admission to the course, including adherence to the academic calendar of that course. Due to differences in academic calendars among the colleges in the consortium, it is not advisable for degree candidates to enroll in a cross-registered course in their final semester.

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## Academic Residence Requirements

Residence requirements for all full-time graduate degrees are computed by determining the amount of registration for credit and the tuition charges.

### Master of Arts and Master of Science

The minimum residence requirement for most full-time master's degree students is one academic year in a full-time graduate credit program at full tuition. A few programs have a two-year residency requirement, so consult specific programs for this information. Transfer credit may not normally be applied to residence requirements for the MA and MS degrees.

There is no residence requirement for approved part-time master's programs.

### Master of Fine Arts

The minimum residence requirement for all MFA students in music is four terms at a full-time rate, at the full tuition rate for each term. Residence may be reduced by a maximum of one term with approved transfer credit.

The minimum residence for students in design and acting is six terms at the full tuition rate for each term. Residence may be reduced by a maximum of one term with approved transfer credit.

There is no residence requirement for approved part-time MFA programs.

### Doctor of Philosophy

The residence requirement for all students is three academic years in a full-time graduate credit program for each year, at the full tuition rate for each year, or the equivalent thereof in part-time study. A maximum of one year's approved transfer credit may be granted toward residence for the PhD degree.

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## Full-Time Resident Students

A full-time student is one who devotes the entire time, during the course of the academic year, to a program of graduate work at Brandeis. Full-time students should consult with their advisers before taking on any outside commitments that might interfere with their academic progress.

A full-time program may include a combination of teaching and research assistance, other work leading to the fulfillment of degree requirements, such as preparation for qualifying, comprehensive, and final examinations, supervised reading and research, and PhD dissertations, as well as regular course work.

A full-time resident student may take as many courses for credit in any term as are approved by the program chair, but no student may receive credit for, or be charged for, more than a full-time program in any term. Thus the minimum residence requirement for any degree may not be satisfied by an accelerated program of study or payment of more than the full-time tuition rate in any single academic year.

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## Part-Time Resident Students

A part-time student is one who devotes less than the entire time to a program of graduate work at Brandeis and is enrolled in fewer than twelve credits.

Students who wish to change their status from full-time to part-time residency, must file with the Graduate School office a request to change to part-time. Students are assumed to be full-time until such a request is made.

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## Post-Resident Students

A graduate student who has completed residence requirements and who needs to utilize the full range of academic services and university facilities while completing degree requirements is a post-resident student and should register for CONT 500a (Graduate Research), or the appropriate courses required to complete their programs.

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## Continuation Students

A graduate student who has completed all degree requirements except the dissertation (and in some cases the teaching requirement) is eligible for continuation status. A student in this category enrolls on a full-time basis, and is eligible for university health insurance, borrowing privileges in the Library, a computer account, use of gym facilities, and purchase of a parking sticker. They are not normally eligible for fellowships or for leaves of absence, except for health reasons.

Continuation students must enroll before the end of the registration period each semester in CONT 500a (Graduate Research). For questions regarding these enrollments, please contact the Office of the University Registrar.

International students must enroll in CONT 500a (Graduate Research). Please contact the International Students and Scholars Office (ISSO) if there are special circumstances.

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## Graduate Summer Term

GSAS Graduate Summer Term exists for students in several categories.

**A.** Students in the programs listed below are required to register for summer term:

1. PhD students in the life sciences, chemistry, physics, or computer science program are required to be on campus or at a related lab for the full year while engaged in taking classes and/or doing research related to their field of study and should register for CONT 250b. Registration for Graduate Summer Term does not count toward the residency requirement. The registration fee will be waived for students who register by June 2.

2. Master's students in genetics counseling are required to participate in a clinical internship and in research and should register for BIOL 212a and BIOL 213a. Registration for Graduate Summer Term does not count toward the residency requirement. The registration fee will be waived for students who register by June 2.

3. Master's students in the coexistence program are required to participate in an internship and should register for COEX 297a. Registration for Graduate Summer Term does not count toward the residency requirement. The registration fee will be waived for students who register by June 2.

4. Master's students in the MAT or the Hornstein Jewish Professional Leadership program should register for the courses that have been determined by your program. Full-time tuition will be charged.

**B.** Students planning to receive an August degree are required to register for summer term:

1. PhD students planning to receive an August degree are required to register for CONT 250b. The registration fee will be waived for students who register by June 2.

2. Master's students planning to receive an August degree are required to register for CONT 250b. The registration fee will be waived for students who register by June 2.

C. Students not in a program listed above, but engaged in summer research, may choose to register for CONT 250b. The registration fee will be waived for students who register by June 2.

D. Students not in a program listed above, but planning to complete a thesis course or independent study course during the summer term must complete registration by sending an email to Richard Cunnane (rcunnane@brandeis.edu) in the Office of the University Registrar indicating which thesis or independent study course they wish to enroll in. Students should include their sage identification number and full name in the body of the email. A per course charge will apply.

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### Brandeis Summer School

Students who are pursuing a master's degree or postbaccalaureate certificate may choose to enroll in graduate level courses in the Brandeis Summer School. Some GSAS departments may choose to designate selected courses offered through the Summer School for credit toward a GSAS master's degree or postbaccalaureate certificate. Students may review course listings in the Summer School Bulletin on the Summer School Web site [www.brandeis.edu/summer](http://www.brandeis.edu/summer).

Please note that GSAS students who register for summer courses in the Brandeis Summer School, the Heller School, or the International Business School will be expected to pay the appropriate tuition to that school. GSAS tuition scholarships and grants do not apply.

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### Postbaccalaureate Students

A postbaccalaureate student is a graduate student who is working in an approved course of study. Normal tuition charges apply; see the "Fees and Expenses" section for program-specific fees.

Postbaccalaureate programs may not be pursued concurrently with other formal degree work. Students who subsequently become candidates for graduate degrees are subject to the Graduate School's policy regarding transfer credit toward graduate degrees.

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### Special Students

Properly qualified applicants who wish to audit or to take courses without working for a degree may be admitted. Special students are normally not eligible for university loans, scholarships, fellowships, or teaching or research assistantships. Special students who later wish to change their status to that of part-time or full-time students working for a degree must apply for admission as resident students. They must also file a special petition if they wish credit to be accepted for any courses taken at Brandeis as special students. Credit for such course work may be granted in exceptional cases. Normally, no more than two courses taken for credit may be transferable if the student is admitted to either the master's or doctoral program.

Students must apply as a special student for each semester in which they wish to take a class. Details can be found at [www.brandeis.edu/gsas](http://www.brandeis.edu/gsas).

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### Leave of Absence

Students may petition for a leave of absence. The petition must have the approval of the chair of the program and the Graduate School. Leaves of absence up to one year will normally be granted to students in good academic standing who present compelling personal reasons. Returns from leave may be subject to conditions established at the inception of 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, he or she 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. Should a student wish to return, the student will be considered for funding as part of the department's entering cohort of students.

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### Leave of Absence with Credit

Students enrolled in a PhD or master's program with a two-year residency may apply to study abroad with credit. Although this option does not affect the current regulation concerning the maximum amount of transfer credit for work done elsewhere, it does allow a student to receive transfer credit after matriculation.

To qualify for transfer credit upon return, a student must submit to his or her program prior to studying abroad a list of proposed courses to be approved by the graduate program chair. The courses must be at the graduate level and constitute a full-time course load. Because the University Registrar must certify full-time status for purposes of loan deferment and federal loan eligibility, the application must include documentation related to the formulation of full-time status at the host school as well as the name of the contact person at the host school. To receive credit upon return, a student must earn grades of at least B and submit an official transcript along with the Transfer for Credit petition to the Registrar's office.

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### Withdrawal

A student who wishes to withdraw voluntarily from the Graduate School during a semester must do so in writing to the program chair and the Graduate School on or before the last day of instruction in the term. Failure to notify the university in writing of a withdrawal may subject the student to loss of eligibility for refunds in accordance with the refund schedule outlined in the "Fees and Expenses" section. Permission to withdraw voluntarily will not be granted if the student has not discharged all financial obligations to the university or has not made financial arrangements satisfactory to the bursar.

Students who are obliged to register and fail to do so by the appropriate deadline or who fail to pay their bill will be administratively withdrawn. They may be readmitted (see below) for study in a subsequent term, but not for the term in which they were withdrawn for failure to register. Belatedly fulfilling financial obligations will not negate the effects of administrative withdrawal.

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### Readmission

A student who has not been enrolled in the Graduate School for more than one year and who did not obtain a leave of absence must file an application for readmission. The student's graduate program will determine in each case whether a student should be readmitted. If the program's requirements have changed during the student's absence or the student is not deemed current in his or her field of study, the program may require the student to repeat or supplement previous academic requirements, including foreign language or qualifying exams. When a student is reinstated, he or she will be informed of current status regarding credits and time to degree.

## Fees and Expenses

Payment of tuition and other fees is due on August 15, 2008, for the fall semester and January 9, 2009, for the spring semester. A student who has not paid such fees by the day of registration will be refused the privilege of registration. A late fee will be assessed to all student accounts with outstanding balances after the stated due date. The amount of the late fee will be \$100, or 2% of the outstanding balance, whichever is greater.

The monthly payment plan allows the year's charges to be paid in ten equal monthly installments. Tuition Management Systems (TMS) has contracted with Brandeis to administer the monthly payment plan. The application and a nonrefundable handling fee of \$70 must be returned to TMS by July 15, 2008. For any applications returned by July 15, 2008, the payment plan electronic withdrawals will begin on August 1, 2008.

Contact the Office of Student Financial Services for additional information.

A student who defaults in the payment of indebtedness to the university shall be subject to suspension, dismissal, and refusal of a transfer of credits or issuance of an official transcript. In addition, the university may refer the debt to an outside collection agency. The student is responsible for costs associated with the collection of the debt.

Such indebtedness includes, but is not limited to, an overdue balance owed to the university or the delinquency of a borrower in repaying a loan administered by the student loan office and the inability of that office to collect such a loan because the borrower has discharged the indebtedness through bankruptcy proceedings. If the student is a degree or certificate candidate, his or her name will be stricken from the rolls.

A student who has been suspended or dismissed for nonpayment of indebtedness to the university may not be reinstated until such indebtedness is paid in full.

### **Application Fee: \$55.**

Payable by all applicants for admission at the time the application for admission is submitted. It is not refundable. Checks and money orders should be made payable to Brandeis. No application for admission will be processed until this fee is paid. There is a one-time fee waiver for Brandeis students and alumni.

### **Matriculation Deposit: \$300.**

Payable by a master's degree or certificate applicant upon notification of acceptance. This fee reserves a place in the class and is credited toward the first semester tuition bill. If a student fails to enroll or withdraws his or her application, the matriculation deposit is forfeited.

### **Tuition Fees**

The fees for tuition in the Graduate School for 2008–09 are as follows:

Full-time resident students: \$36,122 per year, or \$18,061 per term.

Post-resident students: \$2,258 per year.

Continuation fee: \$1,130 per year.

Postbaccalaureate studio art students: \$17,500 per year.

Master of Arts in Teaching students: \$6,750 per term.

Master of Science, genetic counseling students: \$27,092 per year.

Special students, postbaccalaureate computer science and premedical students, and part-time resident students: \$4,515 per course, per term or \$1,129 per credit, per term.

In view of the constantly increasing costs of education, students may expect one or more tuition increases during their academic careers.

### **Postbaccalaureate Program Fees**

Medical school application processing fee: \$100, one-time fee payable on entrance.

### **Graduate Activity fee: \$36.**

### **Orientation Fee: \$40.**

A one-time fee payable by students entering for the first time.

### **Technology Fee: \$218 per year.**

### **Final Doctoral Fee: \$235.**

This fee covers all costs for the year in which the PhD degree will be conferred, including the costs for the full publishing services for the dissertation; publication of the abstract of the dissertation in *Dissertation Abstracts*; issuance of a Library of Congress number, appropriate library cards, and deposit of the dissertation in digital format at the Library of Congress; three xerographic softbound copies (for the author, department, and Library); and a microfiche for the Brandeis Library. The final doctoral fee also covers the cost of the diploma.

Note: All candidates for the PhD degree must pay the \$235 final doctoral fee at the Office of Student Financial Services before they file their application for degree with the Office of the University Registrar.

### **Returned Check Fee: \$25.**

A bank service fee will be charged to a student's account if a payment or a check negotiated through Brandeis is returned by the bank for any reason.

### **Transcript Fee: \$5.**

Students, former students, and graduates should request official transcripts of their records from the Office of the University Registrar. Students are entitled to twenty official transcripts of their academic work without charge. A charge of \$5 will be made for each subsequent transcript. Requests by mail for transcripts must be accompanied by a check in the correct amount payable to Brandeis. Official transcripts will be issued only to those students whose university financial records are in order.

### **Student Health Services Fee: \$590 (optional).**

Entitles the full-time graduate student to use of Health Services.

### **Student Health Insurance Plan (single coverage): \$1,464 (estimated).**

All three-quarter or full-time students are required by state law to show certification of health insurance. Students without insurance of their own must purchase the Student Health Insurance Plan through the university. The fee is payable prior to registration and no portion is refundable. Student insurance is optional for special students. Additional insurance options, including family coverage, are described in *A Guide to University Health Services*, which is available from the Office of Health Services.

### **Parking Fee: \$35–\$150.**

Payable annually at fall registration for the privilege of parking an automobile on campus. Fee varies with assigned parking area.

### **Monthly Payment Plan Fee: \$70.**

### **Late Fee: \$100, or 2% of outstanding balance, whichever is greater.**

# Financial Assistance

## Refunds

The only fee that may be refundable, in part, is the tuition fee. No refund of the tuition fee will be made because of illness, absence, or dismissal during the academic year. A student who is withdrawing must notify the Graduate School in writing; refunds will be based on the date of notification and calculated in accordance with the following:

### 1. Tuition

#### Withdrawal

Before the opening day of instruction: 100% of the term's tuition.

On or before the second Friday following the opening day of instruction: 75% of the term's tuition.

On or before the fifth Friday following the opening day of instruction: 50% of the term's tuition.

After the fifth Friday following the opening day of instruction: no refund.

Requests for refunds should be addressed to the bursar's office.

### 2. Scholarship

In the case of a scholarship student who withdraws, the student's account will be credited with the same proportion of the term scholarship as charged for tuition: 75 percent if the student leaves on or before the second Friday, 50 percent on or before the fifth Friday, and no refund thereafter.

### 3. Stafford Loans

In compliance with federal law, special refund arrangements apply to students receiving aid under Title IV. Contact the Graduate School financial aid officer for additional information.

## Refund Policy for Dropped Courses

A student who drops courses on the per-course tuition charge basis is allowed a refund following this schedule:

### 1. Full semester-long courses

Before the opening day of instruction through the last day of the registration period (see the Academic Calendar): 100% of the dropped course's tuition fee.

On or before the fifth Friday following the opening day of instruction: 50% of the dropped course's tuition fee.

After the fifth Friday following the opening day of instruction: no refund.

### 2. Module courses

On or before the second Friday of module instruction (see the Academic Calendar): 100% of the dropped course's tuition fee.

After the second Friday of module instruction: no refund.

## Housing

Ten-month living expenses in the Waltham area for a single individual on an economical budget are estimated to range from \$9,000–17,100. Limited housing is available in the university's graduate residence halls. Costs for on-campus housing range from approximately \$3,243–3,976 per semester for a single person. Graduate housing includes kitchen facilities, but students may also purchase university meal plans.

## Title IV Cancellations

If you have been awarded a student loan (Federal Stafford or Perkins) you have a right to cancel all or a portion of your loan or loan disbursement. To do so, please submit a written request to: The Graduate School of Arts and Sciences, Brandeis University, Mailstop 031, P.O. Box 549110, Waltham, Massachusetts 02454-9110.

A request for loan cancellation or adjustment must be made before the end of the academic year or prior to leaving school, whichever comes first, and must state which loan(s) and what amount(s) you wish to cancel. Cancellation of your awarded student loan(s) will most likely create a balance due on your account. This balance would be due and payable upon receipt of the statement.

## Fellowships and Scholarships

Students receiving financial aid from Brandeis, whether in the form of a fellowship or scholarship, are required to maintain a superior level of academic progress.

A fellowship is an academic award of honor to outstanding students to help them in furthering advanced study, research, and training in teaching. A fellowship recipient must pay tuition fees unless the award includes a scholarship in an amount covering tuition.

A scholarship is an award on grounds of scholarly ability that will be used exclusively for remission of tuition fees. Full scholarships and partial scholarships are available. Scholarship students are liable for all but tuition charges.

All awards are granted and accepted with the understanding that they may be revoked at any time for undesirable conduct or poor academic standing.

Ordinarily, no student may hold a fellowship or scholarship for more than two years of study for the master's degree, more than three years of study for the MFA degree, or more than five years of study for the PhD degree. Priority in making awards is given to full-time students.

A student's tuition scholarship, fellowship, and/or stipend are contingent on continued enrollment, as well as the conditions set out annually in this *Bulletin*, including, but not limited to, satisfactory academic progress. Changes in student status, such as leaves of absence, withdrawal, change of degree program, graduation, or similar circumstances, will normally result in the cessation of university stipends and fellowships effective as of the date of any such change in status.

All students contemplating outside employment that would require a significant portion of their time should discuss their intentions with their program adviser.

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## Research and Course Assistantships

Research and course assistantships are available in several programs, especially the science areas. Application should be made to the chair of the graduate program.

## Dean's Fellowship

Brandeis established the Dean's Fellowship in 1995. The fellowship was created to encourage students from groups whose underrepresentation in the nation's PhD population has been severe and long-standing to pursue doctoral studies in the humanities, social sciences, and creative arts at the Graduate School of Arts and Sciences at Brandeis. The Dean's Fellowship provides five years of funding with a nine-month stipend, assuming satisfactory academic progress.

Factors considered in eligibility include financial need, first-generation status, and/or membership in a traditionally underrepresented group. In order to qualify for the Dean's Fellowship, applicants must be nominated by one of the following programs: American history, anthropology, comparative history, English and American literature, music, Near Eastern and Judaic Studies, psychology, politics, or sociology.

Students who wish to be considered for the Dean's Fellowship should express their interest in the statement of purpose included with their application.

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## Tuition Grants

A limited number of need-based grants are available for master's degree candidates who are enrolled at least half-time. Students may apply for need-based grants by completing the CSS financial aid PROFILE.

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## Loans

The **Perkins Loan** is a federal loan, awarded on a limited basis to the neediest students. Students may be considered for this loan only if unmet financial need remains after a subsidized Stafford Loan has been awarded. Interest is not charged and repayment is not expected while the borrower is enrolled at least half-time. During repayment, interest is charged at the fixed rate of 5% and repayment may be made over a ten-year period. Students must file a Free Application for Federal Student Aid (FAFSA) to be considered for this loan.

**Direct Subsidized Federal Stafford Loans** are available to U.S. citizens and permanent residents who are enrolled at least half-time in a degree or certificate program and who demonstrate need by filing the Free Application for Federal Student Aid (FAFSA). Graduate students may borrow up to \$8,500 per year in subsidized money. Postbaccalaureate certificate students may borrow up to \$7,000 per year. The maximum aggregate limit for the program (including undergraduate borrowing) is \$65,500.

**Direct Unsubsidized Federal Stafford Loans** are available to students who are not eligible for subsidized Stafford Loans based on need. Applicants must still file the FAFSA. Graduate students may borrow up to a maximum of \$12,000 a year (\$5,000 for independent postbaccalaureate students) with an aggregate maximum of \$73,000 in unsubsidized money. Eligible students may borrow from the subsidized and the unsubsidized Stafford programs, as long as the annual total does not exceed \$20,500.

Repayment of a Stafford Loan begins six months after the borrower ceases to be enrolled at least half-time. The repayment period is ten years, during which time interest is charged. There is no interest charged during the in-school period for subsidized loans. However, students are required to pay the interest during the in-school period or have it capitalized and added to the loan balance for the unsubsidized loan.

The terms for the above loan programs are subject to federal legislation, regulations, and other guidance, and may change. Additional current information is available from the Graduate School.

Students wishing to apply for loans should contact the Graduate School for application materials.

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## Satisfactory Academic Progress

Federal regulations require that a student receiving federal assistance make satisfactory academic progress in accordance with standards set by the university. The Graduate School of Arts and Sciences delegates the responsibility to monitor academic progress to the individual graduate programs. Admission to the Graduate School is valid for one academic year. Graduate programs review students' academic progress and make recommendations for readmission annually. Any student who is readmitted for the following year is considered to be making satisfactory academic progress and is eligible for financial aid from federal sources.

Students who enter the Graduate School of Arts and Sciences must earn the doctorate within eight years, the Master of Arts within four years, the Master of Fine Arts within five years, and the postbaccalaureate certificate within two years from the inception of study exclusive of leaves of absence (pro-rated for part-time study). Students who have passed the terminal point for the degree may apply to the Graduate School of Arts and Sciences for an extension and, if approved, may be eligible for additional federal financial aid.

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## Courses of Instruction

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Listed on the following pages are undergraduate and graduate courses of instruction for the faculty of arts and sciences. Courses meet for three hours a week unless otherwise specified.

Most courses are available to all students qualified to take them. Access to some courses is governed by the signature of the instructor. Other courses impose a numerical limit to preserve environmental conditions suitable to the pedagogy the instructor employs; students increase their chances of gaining enrollment in such courses by participating in pre-enrollment.

Each semester, the university endeavors to ensure that numerous alternatives exist by which to make progress toward university requirements; however, it cannot guarantee access on demand to a particular course or to a particular section of a multisectioned course.

Generally, a course is offered with the frequency indicated at the end of its description. The frequency may be designated as every semester, every year, every second year, every third year, or every fourth year.

Courses numbered 1 to 99 are primarily for undergraduate students; courses numbered 100 to 199 are for undergraduate and graduate students; and courses numbered 200 and above are primarily for graduate students. Undergraduates may not enroll in courses numbered 200 or higher without the written permission of the instructor.

Among the courses numbered 200 and higher are courses in the Heller School for Social Policy and Management. Undergraduates may enroll only in those Heller School courses that are appropriate for an undergraduate arts and sciences degree. Such courses are listed in this *Bulletin*.

Suffixes after course numbers have the following meanings:

A or B	Semester course
C	Semester course meeting throughout the year
D	Full-year course
E	Intensive course, two semester course credits in one semester
F	Half-semester course, half-course credit
G	Quarter-course credit

A semester course carries one semester course credit (four semester-hour credits) while a year course carries two semester course credits (eight semester-hour credits). Exceptions are noted under the individual course descriptions. Certain courses do not count for rate of work and do not carry course credit toward graduation. Occasionally, courses are awarded additional semester-hour credits, yet count as only one semester course toward graduation. All such courses are specifically identified in the course listing. Certain courses require a laboratory course taken concurrently.

A student may take either half of a full-year course with a D suffix for credit with the approval and consent of the course instructor on the appropriate form designated by the Office of the University Registrar. Students who enrolled in full-year courses in the fall term are continued in the spring term automatically.

The university reserves the right to make any changes in the offerings without prior notice.

## Course Abbreviations

AAAS	African and Afro-American Studies	HSSP	Health: Science, Society, and Policy
AMST	American Studies	HUM	Humanities
ANTH	Anthropology	IIM	Independent Interdisciplinary Major
ARBC	Arabic	IECS	Italian and European Cultural Studies
BCHM	Biochemistry	IEF	International Economics and Finance
BCSC	Biochemical Science	IGS	International and Global Studies
BIBC	Biology and Biochemistry	INET	Internet Studies Program
BIOC	Bioorganic Chemistry	IMES	Islamic and Middle Eastern Studies
BIOL	Biology	ITAL	Italian Studies
BIOP	Biophysics and Structural Biology	JAPN	Japanese
BIPH	Biological Physics	JOUR	Journalism
BISC	Biological Science	LING	Language and Linguistics
BUS	Business	LALS	Latin American and Latino Studies
CHEM	Chemistry	LAT	Latin
CHIN	Chinese	LGLS	Legal Studies
CHIS	Comparative History	MATH	Mathematics
CHSC	Chemical Science	MEVL	Medieval and Renaissance Studies
CLAS	Classical Studies	MUS	Music
COML	Comparative Literature	NBCH	Neuroscience and Biochemistry
COMP	Composition	NBIO	Neuroscience and Biology
CONT	Continuation	NEJS	Near Eastern and Judaic Studies
COEX	Coexistence and Conflict	NEUR	Neuroscience
COSI	Computer Science	NPHY	Neuroscience and Physics
CP	Cultural Production	NPSY	Neuroscience and Psychology
EAS	East Asian Studies	PAX	Peace, Conflict, and Coexistence Studies
ECON	Economics	PE	Physical Education
ECS	European Cultural Studies	PEER	Peer Assistantship
ED	Education	PHIL	Philosophy
ENG	English and American Literature	PHSC	Physical Science
ENVS	Environmental Studies	PHYS	Physics
ESL	English as a Second Language	POL	Politics
FA	Fine Arts	PSYC	Psychology
FECS	French and European Cultural Studies	QBIO	Quantitative Biology
FILM	Film Studies	RECS	Russian and European Cultural Studies
FIN	Finance	REES	Russian and East European Studies
FREN	French and Francophone Studies	REL	Religious Studies
GECS	German and European Cultural Studies	RUS	Russian Language and Literature
GENC	Genetic Counseling	SAS	South Asian Studies
GER	German Language and Literature	SECS	Spanish and European Cultural Studies
GRK	Greek	SJSP	Social Justice and Social Policy
HBRW	Hebrew Language and Literature	SOC	Sociology
HISP	Hispanic Studies	THA	Theater Arts
HIST	History	USEM	University Seminar
HOID	History of Ideas	UWS	University Writing Seminar
HRNS	Hornstein Jewish Professional Leadership Program	WMGS	Women's and Gender Studies
HS	Heller School for Social Policy and Management	YDSH	Yiddish

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## Requirement Codes

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In the course listings that follow, some courses have been coded to indicate that they fulfill (or partially fulfill) particular university requirements. The legend below provides a key to the codes used. Note that not every requirement has been coded. Specifically, neither

the University Seminars nor the University Writing Seminars have been coded; the course abbreviations of USEM and UWS readily identify the University Seminars and the University Writing Seminars.

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### General University Requirements

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**ca** School of Creative Arts

**fl** Foreign Language

**hum** School of Humanities

**nw** Non-Western and Comparative Studies

**oc** Oral Communication

**qr** Quantitative Reasoning

**sn** School of Science

**ss** School of Social Science

**wi** Writing-Intensive