

Academic Interventions and Support

Academic Services | Brandeis University

The following advice was compiled by the professional academic advisors in Academic Services at Brandeis. We want you to be successful, and to recognize that you have many options for academic support.

Check in with yourself: Breathe, hydrate, and move your body. Remember that you are good, loved, smart, and capable. What are your goals this semester, and how are you actively working towards achieving them? Are you happy with how you're managing your time? What is within your power to change right now? Are you connected to the other resources you need to support your overall well-being?

Check in with others: Talk it out! What's going well, what's not? It's okay to get help and support from your professors, TAs, academic advising, BUGS tutoring, librarians, spiritual life, and of course family and friends. Academic Advisors in Academic Services are available for individual appointments to discuss how to best take advantage of these resources.

Academic Support and Tutoring: When you are talking with others, we encourage you to discuss options for learning, improving study habits, forming study groups, etc. Does your class have a BUGS tutor, supplemental instructor, or departmental tutoring opportunities? Can you utilize accountability study hours through SAS, or attend a workshop or help session to bolster your learning?

The following options are available to all students, and you may want to consider one of these steps to improve your performance and your well-being:

Pass/fail: During the first several weeks of the semester, you might consider electing a course pass/fail. Students are allowed four opportunities to do so during their time at Brandeis. Each semester's deadline can be found in the [Academic Calendar](#).

At the end of the semester, your instructor will submit the grade you earned in the course. If you are satisfied with the grade, do nothing - the letter grade remains and factors into your GPA. If you earn a C- or higher, you have the option to email passfail@brandeis.edu to convert their letter grade to a P. The P grade earns you numeric credit, but does not factor into your GPA. Any course covered with a P cannot satisfy major/minor requirements. More information - and a link to the pass/fail form - [can be found here](#).

Drop a class: You can drop a class on Workday anytime before the semester deadline listed in the [Academic Calendar](#). Unless you are pursuing a medical underload, you must be enrolled in 12 credits or more in order to remain in full-time status. You don't need instructor permission to drop, but are encouraged to notify them out of courtesy.

Medical underload: A full course load requires students to be enrolled in at least 12 credits per semester. With the support of a licensed healthcare provider, you may petition to enroll in 8 credits (two courses). The intention behind a medical underload is to prioritize ongoing treatment and care with a provider while attempting satisfactory progress in a reduced number of courses. Generally, medical underloads are allowed only once during a student's time at Brandeis so that they can continue to make satisfactory progress toward their degree. You are encouraged to learn more about this option and process with [your academic advisor](#).

Extensions: You may ask your instructors for a reasonable extension on an assignment, given extenuating circumstances. Proactive communication is essential. Instructors have the discretion to approve or deny your request. If you work with Student Accessibility Support for accommodations, they may be able to help you with extension requests.

Incompletes: Should you need more time to finish coursework past the grade submission deadline, you can speak with your professor and submit an incomplete request form. This is available after each semester's drop deadline on the [Academic Services website](#). Incomplete work is due by the date listed on the Academic Calendar, or at an earlier date determined by instructors. You must be in good academic standing in the course (having completed some/most of the course requirements) to be eligible for an incomplete.

Leave of absence: Students can request a leave of absence at any time - between semesters, or during an active semester, by submitting their request in writing to their academic advisor. They work with the Registrar's Office to update student records and notify other campus departments. The length of the leave depends on the student's academic standing: students in good academic standing are required to be away for a minimum of one full fall/spring semester, and students on academic probation are required to be away for a minimum of two full fall/spring semesters.

All students on leave can transfer up to 8 credits from pre-approved courses per fall/spring semester while on a leave of absence. Students who were accepted to Brandeis as first-years may transfer a maximum of 16 total credits from [external sources](#). Students accepted to Brandeis as [transfer students](#) may transfer in no more than 64 units of external credit.

Academic Supports

- **BUGS Peer Tutoring:** review course material, discuss study strategies, and help prepare for assessments with trained peer tutors.
- **Study Skills Tutors:** get support for note taking, study planning, and time management.
- **Evening Assignment Accountability Hours:** quiet space for students looking to get work done in a supportive, communal environment. Student Accessibility Support (SAS) Fellows are available to offer study strategies and organizational help.
- **Writing Center:** offers feedback from experienced and supportive graduate-student consultants who will address macro-level writing issues (e.g., structure, scope, organization, style), and micro-level concerns (e.g., punctuation, semantics, syntax, vocabulary).
- **English Language Programs:** offers individual tutorial sessions to develop oral communication, analytical writing, and critical thinking skills for both native and non-native speakers of English.
- **Academic Advising** (students can schedule 20- and 30-minute appointments with us)
- **Roosevelt Fellows** (Peer Academic Advising)
- **Student Accessibility Support (SAS)** and **SAS Fellows** (Peer Accessibility Support)
- Undergraduate Advising Heads (UAHs), Undergraduate Department Representatives (UDRs), and major/minor faculty advisors

Key Dates for Spring 2024:

January 24: Last day to add a class
 January 31 - March 7: Period to elect a class pass/fail
 March 27: Last day to drop a class, last day to express intent for medical underload
 April 16-19: Fall 2024 early course registration
 April 19: Last day of classes for spring 2024 semester
 May 3 - 15: Final exam period

Academic ServicesFront desk: 781-736-3470 or acserv@brandeis.edu

Caseload	Advisor	Email	Phone	Other Advising Responsibilities
A-B	Katie Dunn	kdunn@brandeis.edu	6-3448	MLK Fellows
C-D	Kate Colahan	kcolahan@brandeis.edu	6-3455	IIM
E-F	Phoebe Chen	phoebec@brandeis.edu	6-3473	
G-I	Dana McCullough	danamccullough@brandeis.edu	6-5118	
J-Lev	Tim Brown	tjbrown@brandeis.edu	6-3496	
Lew-M	Kiernan Acquisto	kacquisto@brandeis.edu	6-3452	IIM
N-R	Emily Vaughan	emilyvaughan@brandeis.edu	6-2791	
S-T	Tony Tran	ttran@brandeis.edu	6-3471	
U-X	Brian Koslowski	bkoslow@brandeis.edu	6-3468	Columbia Combined Plan, FY/SO Posse
Y-Z	Phoebe Chen	phoebec@brandeis.edu	6-3473	
SSSP	Chelsea Green	chelseagreen@brandeis.edu	6-3488	
SSSP	Kimoi Seale	kseale@brandeis.edu	6-3465	
SSSP	Darlene Rodriguez	darlener@brandeis.edu	6-3462	
MKAP	Kathryn Bethea-Rivera	kbethea@brandeis.edu	6-3564	
MKAP	Lily Pineiro	lpineiro@brandeis.edu	6-3467	
Dean	Lori Tenser	tenser@brandeis.edu	6-3474	JR/SR Posse