

Academic Status & Regulations

Admission & Readmission

Admission is valid for one academic year. Graduate programs review students' academic progress annually and recommendations for readmission are made. However, programs may review academic records at the end of each semester if a student is not making suitable academic progress; academic probation or withdrawal may result. Satisfactory academic progress in a program involves maintaining the professional standards expected in a particular discipline or program. Academic insufficiency or failure to make suitable progress toward the degree may require withdrawal. All graduate students and post-baccalaureate diploma or certificate students are expected to maintain grades of B- or better in all courses. If you have questions regarding your status, you should contact GSAS (x63411) or the Registrar's Office (x62012).

A student who has not been enrolled in GSAS for more than one year and who did not obtain a leave of absence should file an application for readmission. The student's graduate program will determine whether to readmit a student. If the program's requirements have changed during the student's absence or the student is not deemed to satisfy current standards of the field, the program may require the student to repeat or supplement previous academic requirements (including foreign language or qualifying exams). When students are reinstated, they will be informed of their current status regarding credits and time to degree.

Status Criteria

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

Resident Student (\$36,122 tuition): A full-time student who devotes the entire time during the course of the academic year to a program of graduate work is a "resident student". The minimum residence requirement for PhD students is three years in a full-time program for each year at the full tuition rate (or the equivalent in part-time study). Please refer to the Cost of Attendance Table in the Financial Aid section of this booklet. Full-time Master's degree programs have a one-to-two-year residency requirement based on the program's course of study. Resident students must register before the end of registration period each semester.

Part-Time Resident Student: A "part-time" student is one who devotes less than the entire time to a program of graduate work at Brandeis University and is enrolled in fewer than 12 credits per semester.

Part-time PhD students may register for a credit program of one-quarter, one-half or three-quarters time. Part-time masters students register and are enrolled on a per course basis.

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

Post-Resident Student (\$2,258 tuition): A "post-resident student" is 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. Such students should register for CONT 500a/b (Graduate Research) or the appropriate courses required to complete their programs.

Continuation Student (\$1,130): A doctoral candidate student who has completed residence requirements and all program requirements except the dissertation is eligible for Continuation Student status. A student in this category is eligible for University health insurance, borrowing privileges in the library, a computer account, voice mail, use of gym facilities, purchase of a parking sticker, and the opportunity to apply for loans and loan deferments. They are not eligible to enroll for classes, receive University fellowships (except the Dissertation Year Fellowship), or to apply for a leave of absence (except for health reasons). Continuation Students must enroll before the end of registration period each semester for CONT 500a/b

Post-Baccalaureate and Diploma Students: A “post-baccalaureate or diploma student” is a graduate student who is working in an approved course of study. Post-baccalaureate or diploma 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 towards graduate degrees. Post-baccalaureate and diploma students must register before the end of registration period each semester.

Change of Status

The GSAS office handles all change of status requests. A Change of Status Form must be signed by your advisor and department chair. This form is available on-line at: <http://www.brandeis.edu/gsas/students> or in the GSAS Office.

Change of Status Request Forms must be completed and turned into GSAS office before the end of the current semester's registration period.

Time to Degree

Doctoral Candidates The normal time allowed to earn a doctoral degree is *eight* years. Students who are granted credit for a year's work done elsewhere are expected to earn their degree in *seven* years. Students who require more time must apply to GSAS for an extension by the final semester before their time to degree lapses.

Master's Candidates The master's degree should be earned within *four* years from the time you begin your program at Brandeis University. The Master of Fine Arts candidate has *five* years to complete all requirements.

Certificates and Diplomas Under special circumstances, a student in the post-baccalaureate studio art program may be given permission to return for additional one or two semesters. In this instance, the student would receive the certificate at the end of his or her extended course of study.

Change of Graduation Expectation Date

If you need to change your expected date of graduation, please do so by mailing or faxing to the Registrar's Office a signed request indicating the change. Please call x62010 with questions.

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.

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 Office of Financial Services.

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.

Academic Integrity

Statement in the *Brandeis University Bulletin*: Academic integrity is central to the mission of Brandeis University. 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 that student's efforts. Potential penalties for a student found responsible for an infringement of academic honesty range from no credit of the work in question through permanent dismissal from the University. It is one of the chief obligations of each member of the Brandeis academic community to understand the University's policies regarding academic dishonesty and to uphold those standards. Workshops will be held each year outlining university policies in this area and the responsibilities incumbent on teaching fellows in dealing with possible infractions regarding academic honesty. The Office of Student Development and Judicial Education is responsible for resolving any charges of misconduct brought against a student.

Academic Standing

A student's record is reviewed annually and recommendations for readmission are made by the graduate programs. 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. Satisfactory academic progress in a program also involves maintaining the professional standards expected in a particular discipline or program. Academic insufficiency or failure to make suitable progress toward the degree may require withdrawal.

Rights and Responsibilities

All students are required to abide by university standards of conduct as stated in the “Rights and Responsibilities Handbook” from The Department of Student Development & Conduct or www.brandeis.edu/studentlife/sdc/rr/index.html.

A copy of the handbook will be distributed through your academic department when you arrive on campus.

Academic Grievance Procedure

Any student who has a grievance about a faculty or staff member regarding an academic matter should meet promptly with the persons directly involved. If that meeting results in a mutually acceptable solution, the matter is closed. If either party wishes to have a written statement of the outcome, the parties should put the solution in writing, sign it, and provide each with a copy.

If the grievance is unresolved, the student should submit a written statement, specifying the complaint and remedy desired, to the graduate advisor or the chair of the department in which the faculty or staff members reside. The chair or graduate advisor are to seek to resolve the matter within 14 days from submission of the complaint, either personally or by assigning the matter to one or more faculty members. Any settlement will be in writing and signed by the parties involved, with a copy to all. The student may appeal in writing the department’s decision to the Dean of Arts and Sciences (x63450) within 45 days of the decision. The appeal should specify why the proposed resolution is not acceptable. Final disposition of the appeal will be in writing to all parties involved; the Dean’s decision is final. The Dean of GSAS is available to consult with students at any step in the grievance process.

If a student has been formally informed that deficiencies in their academic record warrant withdrawal from the Graduate School of Arts and Sciences at the end of a semester, the student will have 48 hours to indicate to the Dean of GSAS whether they wish to appeal. If a student wishes to appeal, the Dean will convene a review board composed of the student’s Graduate Program Chair (or a designee) and four (4) other members of the Graduate Council. The student will have 7 days to file a written appeal to the Dean, indicating why the academic record or grades do not warrant withdrawal. Normally, the review board will hear that appeal within 7 days of the Dean’s receipt of the written appeal petition. The board will communicate its decision to the Dean of Arts and Sciences (or a designee), who will review the recommendation and communicate the final decision to the student. The Dean’s decision shall be final.