

The Heller School for Social Policy and Management

Brandeis University



Master of Public Policy Program (MPP)

Academic Policies and Procedures

(For Students starting in August 2023)

It is the policy of Brandeis University not to discriminate against any applicant on the basis of race, color, religion, sex, sexual or affectional preference, age, national origin, veteran or disability status. The University operates under an affirmative action plan and encourages minorities and women to apply, both in terms of employment and to all the rights, privileges, programs and activities generally accorded or made available to its students

Table of Contents

Mission of the Heller School and the MPP Program Goals	2
MPP Program Requirements	3
List of Approved Courses that meet the Diversity Requirement	4
Dual Degree Course Sequence	5
Declaration of Concentration	5
Individualized Learning Plan (ILP)	6
Changing Concentration	6
Course Requirements by Concentration	6
General Social Policy	7
MPP Capstone	7
Academic Advising	8
Registration and Course Enrollment	8
Health Exam and Health Insurance	9
Choosing Courses	9
Tutorials (also known as Directed Readings or Independent Study)	9
Internships	10
Auditing Courses	11
Graduate Courses outside the Heller School	11
Frequently Asked Questions on Cross-Registration	12
Withdrawal from Courses	12
Exceptions and Waivers	12
Evaluation Procedures	13
Attendance	13
Laptop Policy	13
Instructor Evaluation of Student Performance	13
Grades and Course Standards	14
Grade Appeal Process	14
Incompletes	15
Student Course Evaluations	15
Satisfying Residency Requirements and Maintaining Student Status	15
Residency Requirements	15
Program Time Limits	16
Leave of Absence	16
Health Leave of Absence	16
International Students	16
Eligibility	16
Before Taking a Health Leave of Absence	17
Request to Begin a Health Leave of Absence	17
Graduate Student Responsibilities	18
Petitioning to Return	18

MPP Academic Policies and Procedures

Personal Leave of Absence	19
International Students	19
Eligibility	19
Before Taking a Personal Leave of Absence	19
Request to Begin a Personal Leave of Absence	19
Graduate Student Responsibilities	20
Petitioning to Return	20
Pregnancy Accommodation	20
Accommodations During Pregnancy	21
Recovery	21
Accommodations for Nursing Students	21
Reporting Concerns	23
Graduate Student Parental Relief	23
International students	23
Eligibility	23
How it Works	24
Request to Begin Parental Relief	24
Following the Parental Relief Period	24
Additional Information	25
Voluntary Withdrawal	25
Administrative Withdrawals	25
Billing and Payment Procedures	26
University Policies	26
Health Insurance	26
Academic Records	26
Disability Accommodation	26
Academic Integrity	27
Student Judicial System	27
Graduation Procedures	27
May Commencement Ceremony	27
Degree Completion; Graduation Eligibility	27
Transcripts	28
Brandeis University Records Policy	28

Corrections and Updates to Policies and Procedures: A Note to the Reader

Every effort is made to update this “Academic Policies and Procedures” publication. Updates and corrections may be published anytime during the academic year, and it is your responsibility to confirm that you are using the most recent version and amendments. The Heller School reserves the right to correct or revise factual information or policies and procedures that are not consistent or current with University policy, regulations or law.

Mission of the Heller School and the MPP Program Goals

Welcome to the Heller School. The Heller School for Social Policy and Management is devoted to the mission of knowledge advancing social justice. Since its founding as Brandeis University's first professional school in 1959, the Heller School has been committed to developing new knowledge and insights in the field of social policy and in health and human services management. Through the education of students and the pursuit of research, the Heller School has actively engaged in examining policies and programs that respond to the changing needs of vulnerable individuals and social groups in our society.

The Heller School has a long tradition of excellence in social policy. The Heller School offers seven educational programs designed explicitly to bridge the gap between theory and practice. Heller's goal is to prepare the next generation of scholars, policy analysts, managers, and public leaders who will tackle society's most pressing social problems.

In 2007, it began offering an MPP to select and highly qualified candidates. The core curriculum is designed to provide a strong set of analytical skills necessary for understanding, evaluating, creating and recommending policy options. Conceptually, the core fits into three categories - **concepts, tools and methods**. The degree requires 64 credits over two years in residence. 38 credits of core courses are required, as well as a 2 credit diversity course, chosen from an approved list. A minimum of 12 credits, typically 3 courses, is required in a concentration, which leaves 12 credits of additional graduate electives. Concentrations will provide students with in-depth expertise in a particular policy field. A final capstone paper will provide an opportunity to demonstrate analytical and policy expertise in a particular specialty.

MPP Program Requirements

The program requires 64 credits, or the equivalent of 16 full-semester courses:

- 38 credits of required core courses
- 1 two credit required diversity course, chosen from a list of approved classes
- 12 credits in an area of concentration
- 12 credits, which may be either policy or management courses

The following are the core requirements for all concentrations:

Course Number	Course Name	Credits	Usual Semester
HS 303a	Historical and Contemporary Developments in Social Policy (Doonan)	4	Fall 1
HS 404b	Applied Regression Analysis (Fournier)	4	Fall 1

MPP Academic Policies and Procedures

HS 332a	Research Methods (Erickson Warfield)	4	Fall 1
HS 412f	Social Policy and Management Through the Lens of Equity (Piñeros-Shields)	2	Fall 1
HS 532b	Social Policy Analysis (Doonan)	4	Spring 1
HS 405a	Econometrics (Jain)	4	Spring 1
HS 372b	Economic Theory and Social Policy (Lynch)	4	Spring 1
HS 403f	Policy to Action: Understanding Implementation (Tyagi)	2	Fall 2
HS 307f	Policy and Program Evaluation (Jain)	2	Fall 2
HS 341a	Public Finance and Budgeting (Jain)	4	Spring 2
HS 336a	MPP Capstone Seminar (Brolin)	4	Spring 2

Students will also choose a 2-credit diversity class from a preselected menu of courses. If a student chooses a 4-credit course, 2 of the credits will count toward the elective requirement. Please see below for the current list of allowed courses. Students are also allowed to petition for other appropriate courses to count towards the requirement.

List of Approved Courses that meet the Diversity Requirement

Course Number	Course Name	Credits	Usual Semester
HS 528f	Law and Social Policy: Contemporary Issues--Racial and Ethnic Equality (Hill)	2	Fall (Module 1)
HS 273f	Law and Social Policy: Contemporary Issues--Gender Equality (Hill)	2	Spring (Module 1)
HS 320f	LGBTQ+ Justice - A History of Pride, Prejudice, and Policy in the United States (Tyagi)	2	Spring 2024 (offered every other year)
HS 323f	Participatory Action Research (Piñeros-Shields)	2	Spring 2025 (offered every other year)
HS 309f	Policy Approaches to Gender-Based Violence (Chakoian)	2	Spring 2025 (offered every other year)
HS 212a	Contemporary Issues in Gender and Public Policy (Tyagi)	4	Fall 2023 (offered every other year)

MPP Academic Policies and Procedures

HS 334f	Disability Policy: Intersections with Health, Poverty, Education and Family Policy (Erickson Warfield)	2	Fall (Module 1)
HS 216b	Policy Perspectives on Women, Work and Inequality (Saroui)	2	Fall 2024 (offered every other year)
HS 314f	Race and Stratification in the U.S. Economy (Lynch)	2	Fall
HS 307a	Immigration Policy and Human Rights (Piñeros-Shields)	4	Spring 2024 (offered every other year)
HS 346b	Policy Perspectives on Criminal Justice, Disparities (Dunigan)	4	Spring 2025 (every other year)
HS 534b	Perspectives on Economic and Racial Equity (Piñeros-Shields)	4	Fall
HS 354a	Capitalism and the Welfare State (Kuttner)	4	Spring
HS 210f	Postcolonial Theories of Global Injustice and Social Inequality (Sampath)	2	Fall
HS 416a	Foundations of Social Theory: From the Early Twentieth Century to Critical Race Theory (Sampath)	4	Fall
HS 252f	Women, Peacemaking, and Peacebuilding (Staff)	2	Spring (Module 1)

Dual Degree Course Sequence

Dual MPP/MBA students will follow a different course sequence determined by which curriculum they begin with. MPP/GHPM students will follow a different course sequence depending on if the student begins the program as a dual degree student or if they add the MPP later. Students in the Heller/Hornstein dual degree program take 30 core MPP credits at Heller and an additional 40 credits specified by Hornstein, as well as 10 elective credits for a total of 80 credits for the dual degree.

Declaration of Concentration

Each student must choose from among the following concentrations: 1) *behavioral health*; 2) *children, youth, and families*; 3) *environmental justice*; 4) *economic and racial equity*; 5) *health policy*; 6) *women, gender and sexuality*; or 7) *general social policy* (general social policy is for students who design their own concentration or combine existing concentrations). A student's concentration is formally declared by means of completing an Individualized Learning Plan (ILP), as explained in the next section.

Individualized Learning Plan (ILP)

Each student prepares an Individualized Learning Plan (ILP) stating the planned coursework for the coming semester. The ILP must be approved by the student’s advisor. It must be submitted to the MPP Program Manager by the end of the registration period. *An ILP may be modified at any time with permission of the advisor.* The modification must be filed with the MPP Program Manager. Note: Dual Hornstein-MPP students do not need to complete an ILP.

Changing Concentration

A student who is considering changing his/her/their concentration should discuss this with his/her/their advisor and/or the Program Director. All requirements in the new concentration must be met. If a student desires a change, it would be best to do so as early as possible. To make the change, the student must fill out a Change of Concentration form.

Course Requirements by Concentration

Students must take 12 credits in their concentration. The chart below shows the required course(s) for each concentration; students will then choose the remaining credits from a list of approved courses provided on the ILP. Some electives may not be offered each academic year. Please check the fall and spring course schedules for the most current listings.

Concentration	Required Course(s)	Credits	Semester Offered
Behavioral Health	At least one of the following courses:		
	HS 412b Substance Use and Societal Consequences (Horgan)	4	Fall 2023 (offered every other year)
	HS 572a Economics of Behavioral Health (Hodgkin)	4	Spring 2023 (offered every other year)
	HS 586a Issues in Substance Abuse Treatment (Horgan)	4	Fall 2022 (offered every other year)
Children, Youth and Families	HS 334a Child and Family Policy (Erickson Warfield)	4	Spring
Economic and Racial Equity	HS 534b Perspectives on Economic and Racial Equity (Piñeros-Shields)	4	Fall 1
Environmental Justice	HS 304a Environmental Justice and the Human Effects of Climate Change (Kashwan)	4	Spring 1
Health	HS 513 Issues in National Health	4	Fall

MPP Academic Policies and Procedures

	Policy (Altman) AND HS 518a Management of Healthcare Organizations (Glavin) OR HS 520a Payment and Financing of Health Care (Stewart)	4 4	Fall Spring
Women's, Gender and Sexuality Studies	HS 212a Contemporary Issues in Women's, Gender and Sexuality Studies (Tyagi) AND HS 216b Policy Perspectives on Women, Work and Inequality (Saroui) AND HS 320f LGBTQ+ Justice - A History of Pride, Prejudice, and Policy in the United States (Tyagi) OR HS 309F Policy Approaches to Gender-Based Violence (Chakoian)	4 2 2 2	Fall 2023 Fall 2024 Spring 2024 Spring 2025

General Social Policy

The General Social Policy concentration is for students who want to design their own concentration or combine existing concentrations. The core degree is in social policy and a concentration is necessary to demonstrate the application of policy analysis skills in depth in a particular policy area. The student may design a concentration in a self-defined social policy area, subject to the approval of the program director. At this point, a new advisor in the chosen area of concentration may be appointed to assist the student. The core requirements are the same as for all other concentrations.

MPP Capstone

The MPP capstone paper will demonstrate the ability to provide detailed policy analysis and use many of the skills acquired throughout the program. The capstone paper will also be presented orally to the Heller community at the conclusion of the capstone seminar

class in the second year (or second spring semester for dual degree students). Successful completion will demonstrate superior writing, oral communication, and analytical skills. It will also show a keen awareness and understanding of the political, organizational, and fiscal factors influencing the policy environment. The paper and presentation will highlight a social problem, evaluate alternative solutions, and make policy recommendations. Alternatively, it will provide a detailed policy or program evaluation with recommendations for improvement.

Each student will have a second reviewer in addition to the instructor of the capstone seminar. Second reviewers should be in the student's area of policy concentration and interest. The student's concentration advisor may serve this role or assist the student in finding a second reviewer. Reviewers can be from within Heller, within Brandeis University, or from the outside. They should possess a minimum of a master's degree in public policy or a policy related field. This requirement can be waived by the instructor if the reviewer under consideration has significant professional expertise in the area of interest but does not have a master's degree. Second reviewers must be approved by the instructor of the capstone seminar.

Academic Advising

In most cases a student's academic advisor is the chair of his/her/their concentration. Students should meet with their advisors each semester during course registration to discuss educational goals and Individualized Learning Plans. They can also turn to the Program Director and the Program Manager for advice on course selection.

Students may change concentrations or faculty advisors. To change concentrations, a student should complete a change of concentration form and submit it to the Heller Office of Student Records. To change advisors within a concentration, students should obtain the agreement of a faculty member who will become their new advisor and then alert their former advisor and the Program Manager. For assistance with choosing a new advisor, students may consult with the Director of the Program.

Registration and Course Enrollment

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. Registration requires enrollment in a course—whether a regular course, independent research, or a status course for post-resident and continuation students.

Students work closely with their program managers (academic advisors) in planning their program of study. All students file an Individualized Learning Plan (ILP) with their program office. At the end of the registration period for each term (see the University's Academic Calendar for specific dates), no additional courses may be added to a student's schedule and enrollment is considered to be final, unless a student formally drops a course prior to the drop deadline.

Before each semester begins, the Assistant Director for Academic Affairs and Student Experience notifies students about registration procedures and deadlines. Students register online using Workday (<https://www.brandeis.edu/workday/>); a Brandeis email account is required to access the system. Failure to register by the stated deadlines will result in administrative withdrawal by the University. Students must register for MODULE I, MODULE II and FULL SEMESTER courses during the initial registration period for the semester.

Health Exam and Health Insurance

Every student must have a health examination report and evidence of health insurance coverage on file at University Health Services. A student who has not completed the University's health requirements or who has outstanding financial or other obligations will have a "hold" placed on their account and will not be allowed to register. If holds are not cleared up by the last day of the course enrollment period, students will be administratively withdrawn from the University. Once a student is administratively withdrawn from the University, he/she/they will be required to reapply for admission in a subsequent semester.

Choosing Courses

Course syllabi are available on LATTE and course evaluations as well as other program material can be accessed on the Current Students page on the Heller web site. If a new syllabus is not ready, students should request one from the professor teaching the course.

It is required that students meet with their academic advisors during the registration period. Please note that the Heller School reserves the right to cancel classes with low enrollment.

Heller students are not permitted to register for more than 20 credits per semester distributed as evenly as possible between Module I and Module II within the semester. Permission to take over 20 credits may be granted by the student's academic program under special circumstances.

Tutorials (also known as Directed Readings or Independent Study)

Students may wish to design an independent study project that allows a more in-depth approach to a topic than is offered by an existing course, or that allows exploration of a topic for which there is no appropriate course offering. Students should not take a tutorial until having completed the first semester at the Heller School.

Credit for a tutorial is equivalent to either a full semester course or a half semester module course and should include the equivalent amount of reading and writing as a regular course. Written work might be in the form of one longer paper, several shorter papers, critical essays on a body of literature, or appropriate data analysis exercises.

To take a tutorial for credit, a student should identify a faculty member willing to supervise the tutorial. After conferring with the faculty supervisor, the student must write

MPP Academic Policies and Procedures

a proposal describing the tutorial which includes:

- the topic of the tutorial
- how it fits in with the student's general plan of study
- what material the student plans to read
- what written work the student plans to do
- how the student will be assessed for his/her/their work
- the frequency of meetings with the supervisor

The faculty supervisor must approve the proposal. After obtaining this approval, the student completes a tutorial request form, which is available from the Office of Student Records. The form must be signed by the faculty supervisor and the Program Director and returned to the Office of Student Records to be put in his/her/their official file before the end of the registration period in order to be enrolled in the course and to receive credit for the tutorial. The student will be registered for course HS 392a.

A student should take no more than one tutorial as part of the requirements for the MPP degree. If there are special circumstances, a student should see his/her/their advisor and then the Program Director before proceeding with a second tutorial.

Internships

While not required and not offered for credit, internships in the summer between the first and second year can be a rewarding and invaluable part of the learning process. The Assistant Dean of Career Development works closely with MPP students in exploring opportunities. In addition, students should use their advisor, network, colleagues, and other Heller resources to actively seek a paid internship. There are also opportunities for paid internship placements through the Eli Segal Citizen Leadership Program and the Sillerman Center for the Advancement of Philanthropy. International students should consult with the International Students and Scholars Office (ISSO) to obtain necessary employment authorization before they begin any internship.

When the budget allows, matching funds are also provided through a special fund set up by the Dean of the Heller School. Students who secure paid internships can apply for matching funds of up to \$2,500 (the amount paid by the organization plus the amount funded by Heller cannot exceed \$5,000). Students will need to submit a one-page letter describing the organization and the work to be undertaken and specifying the amount of time to be spent on the internship and the compensation. Students will also need to provide proof of the internship placement, including the compensation, by submitting a copy of the official offer letter.

If after attempting to secure funding, a student can only find an unpaid internship in their area of interest, or the perfect internship cannot provide funding, upon availability we will make unmatched funding available. The process is to send us a copy of your offer letter (or email) indicating that it is unpaid, even after the student informed them of the potential match from Heller, and how many weeks and hours per week you will be working. We will provide a decision on the provision of unmatched funds after reviewing these documents. In the past this funding has ranged between \$1,000 and \$2,000.

Auditing Courses

The privilege of auditing courses without paying a fee is extended to all regularly enrolled full-time graduate students. Auditors may not take examinations or expect evaluation from the instructor. No credit is given for an audited course. To audit a course, students must submit the Add/Audit/Drop form or contact the Office of Academic and Student Services by the deadline established in the Academic Calendar. Instructors, at their discretion, may choose to accept or decline auditors.

Graduate Courses outside the Heller School

Students are allowed to take graduate courses outside of Heller, either in other Brandeis departments or at one of the consortium schools.

1. Graduate Courses in Other Departments at Brandeis:

Students are encouraged to avail themselves of the rich graduate offerings and outstanding faculty in other parts of Brandeis. Graduate-level courses in the departments of sociology, economics, education, and political science may be of particular interest. To sign up for these courses, a student should discuss their intent with their advisor, note it on the ILP, and then sign up for the course through the regular registration process.

2. Graduate Courses Taken at Consortium Schools (Graduate Cross-Registration):

The Heller School has [cross-registration agreements](#) with Babson College, Bentley University School of Business Administration, Boston College, Boston University, Massachusetts Institute of Technology (Urban Studies and Planning, and Gender, Culture, Women, and Sexuality), Regis College, and Tufts University (excluding the Fletcher School). Information on courses for cross-registration at each of the host institutions is available at the graduate school office of each institution. Full-time graduate students may enroll in one graduate-level course per term (excluding the summer term) at any one of these institutions that fits reasonably into their educational goals and does not duplicate a course offered at Brandeis, with several provisos:

- Consortium schools do not allow cross-registration in some of their graduate programs, or in particular courses.
- Students need the permission of the instructor to register.
- Outside courses may not be used to substitute for courses offered in The Heller School's curriculum unless there are serious and unavoidable extenuating circumstances. In such cases, the student should secure the approval of their faculty advisor and the Program Director. The approval should be put in writing in the student's official file.
- Full-time students are permitted to take a maximum of **four** courses outside The Heller School and may take no more than one consortium course per semester. These consortium privileges are not applicable to part-time students.
- Students should obtain a copy of the course description from the school, discuss with advisor and list on Individualized Learning Plan (ILP) in the semester the course is taken.

MPP Academic Policies and Procedures

- Consortium privileges **do not extend** to the summer term. If a student wishes to enroll for a summer course at one of the consortium schools, he/she/they will be responsible for paying full tuition to that school.
- 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.

The consortium schools have a tuition sharing agreement, so students who register for a course at one of the consortium schools do not have to pay tuition there but must still pay full tuition at Brandeis.

A student should follow these [instructions](#) to register for a course at one of the consortium schools.

[Frequently Asked Questions on Cross-Registration](#)

To enroll in a graduate course at one of the host institutions, a student should obtain a cross-registration petition from the University Registrar and should present this petition to both the **Office of Academic and Student Services** and the Registrar's office of the host institution for approval. The completed petition should be returned to the **Office of Academic and Student Services** prior to the deadline established in the Academic Calendar.

Withdrawal from Courses

A student may withdraw from a course if they find that for any reason it is not satisfactory, or if they are unable to complete the requirements. However, the student must officially withdraw by submitting an Add/Drop form to the Assistant Director of Academic Affairs and Student Experience by the deadline posted on the Brandeis academic calendar. The withdrawal policy for courses taken at consortium schools may differ from Brandeis' policies, and students must conform to those policies.

Exceptions and Waivers

The Program Director must approve any exception or waiver of an academic requirement. An example of such an exception is waiving a course that a student has already taken at the graduate level at a comparable institution. To obtain a waiver, the student must fill out a petition for waiver of a required course and submit the form along with a transcript and a course syllabus for the prior course to the course instructor and the Program Director. The course instructor will review the syllabus and make a recommendation to the Program Director, who will make the final decision and inform the student. Students must have received a grade of B or higher to be eligible for a waiver. Once the student receives written approval, they must submit the approval, transcript and syllabus to the Office of Student Records to be placed in their official file.

Students who waive a course requirement must replace the waived course with another graduate course appropriate for credit within the program. When initiating the course waiver request, the student should discuss with the academic advisor or the Program

Director which alternative course(s) is/are of interest. In the written request made to the course instructor and the Program Director, each alternative course should be named and, if it is not taught at Heller, its catalog course description or syllabus should be attached.

Evaluation Procedures

Attendance

All students are expected to attend classes regularly. 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.

Students must come to class prepared to share their questions and thoughts and to participate in the learning process. Many courses have a class participation requirement.

In rare circumstances, a student may have to miss more than a week of class due to serious illness or to family emergencies. In these cases, a student should be in immediate contact with their program advisor to discuss what options may be available. Because class participation and peer learning are important aspects of the Brandeis educational experience, students who miss more than two weeks of class ordinarily withdraw from the semester.

Laptop Policy

Laptops may be used in Heller classrooms at the discretion of the course instructor. The instructor may ban them or restrict their use. In no case shall students use laptops for purposes other than taking notes or other instructor approved tasks. Surfing the web, email and messaging are not permitted under any circumstances and are a breach of professional conduct.

Laptops are not permitted to be used during exams unless the instructor deems them integral to the taking of the exam. The use of laptops and other electronic devices are strongly discouraged during student presentations and generally prohibited by course instructors. Cell phones must be silenced during all classes and may not be used during exams.

Instructor Evaluation of Student Performance

Students have the right to receive meaningful feedback regarding their performance in a course.

- If students do not receive feedback, they have the right to approach the instructor or the Program Director.
- Each instructor may give feedback in any way they deem appropriate. This might include written comments on papers and exams, personal meetings, etc. The course syllabus must inform the student how feedback will be delivered.
- If a student requests to meet with an instructor, the instructor is obligated to respond to this request.

Grades and Course Standards

Graduate students are expected to maintain records of distinction in all courses. Letter grades will be used in all courses for master's degree-level students.

Any letter grade below B- is considered unsatisfactory and will not be counted toward credit for degree requirements. There is one exception to this rule. For master's programs in which students are in residence for four semesters or more, students may receive a grade of C+ in two courses throughout their program and still earn graduate degree credit for such courses. Students are not allowed to receive a grade below B- in the capstone course of their respective programs (MPP Capstone for the MPP Program). If a student receives two grades of C+ in one semester and one of the C+ grades is not eligible for degree credit (e.g., master's programs in which students are in residence for two or three semesters), the Program Director may decide or create a committee to decide which course will count toward degree requirements.

When a student receives two unsatisfactory grades, a faculty committee comprised of the Program Director, the student's faculty advisor, and a professor from one of the courses in which the student received an unsatisfactory grade will review his/her/their academic performance and potential for degree completion. The committee will recommend to the Dean whether the student should stay or be asked to leave the program. The Dean will make the final decision, in consultation with the student and the committee (as the Dean considers appropriate).

Grade Appeal Process

All Heller course instructors make independent decisions about their grading process and are supported in those decisions by the Heller School's program and administrative staff. However, a student who feels that they have been graded incorrectly or unfairly in a course taken for credit may take the following actions:

1. The student should contact the instructor to set up a meeting within seven business days after the grade in question is made available. If such a meeting results in a mutually acceptable solution, the grade will be adjusted accordingly.
2. If the meeting does not result in a mutually acceptable solution, the student should submit a written statement, specifying the nature of the complaint and the remedy desired, to the Program Director within seven business days of the meeting. Although there will be a presumption in favor of the instructor, the Program Director or his/her/their designee will take into account all evidence presented by the student and will seek to resolve the matter as soon as possible, normally within seven business days, from submission of the complaint. Final disposition of the appeal will be in writing to all parties involved. The decision of the Program Director or his/her/their designee is final.

At each level, the agreed-upon resolution or decision should be in writing. Each party should retain a copy, and the original decision should be forwarded to the Assistant Director for Academic Affairs and Student Experience for placement in the student's academic record. The Assistant Dean of Academic and Student Services is available to consult with the student at any step in the grievance process.

Incompletes

A student who has not completed the research or written work including examinations for any course may receive an Excused Incomplete (EI) 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 order to receive credit for the course and a letter grade. An incomplete must be made up no later than the date set by the instructor, but by no later than the date published in the Academic Calendar for the term.

An EI that is not resolved by the published deadline will become a permanent incomplete (I).

Student Course Evaluations

Students evaluate every course taken at the Heller School by filling out a standard evaluation form online with questions about the instructor and the course content. Heller considers such student input important and takes these evaluations seriously. Evaluations are anonymous, and instructors do not see the course evaluations until after they have turned in all grades. Course evaluations are available on the Current Students page on the Heller website. Students are urged to **discuss courses with their professors while they are in progress**. Students should not feel that they must wait until the end of the semester to voice their concerns on the course evaluation form. Instructors are also encouraged to open opportunities through Latte for students to anonymously provide feedback about the course. These opportunities should be provided mid-course so adjustments can be made during that semester.

Satisfying Residency Requirements and Maintaining Student Status

Residency Requirements

Students satisfy residency requirements when they have completed the required courses, concentration courses, electives, and the Capstone Paper, as laid out in the program of study. For MPP students the residency is two years. To maintain their status:

1. All students must have their tuition payments (or fellowship payments on their behalf) current. If tuition payments are not made on time, a student will not be allowed to register for courses or to graduate.
2. Every student must have a health examination report and evidence of health insurance coverage on file at University Health Services.

Any student unable to meet these requirements must speak with the Program Director immediately.

Program Time Limits

All students must complete all the degree requirements that are in effect at the time of matriculation within six years of matriculation.

Leave of Absence

Personal leaves of absence up to one year will normally be granted to students in good academic standing who present compelling personal reasons. Students can also take a Health Leave of Absence. Returns from leave may be subject to conditions established at the inception of the leave. A student who has been granted a leave of absence is **not** considered an active student during 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/she/they must request such an extension in writing before the leave of absence expires. Failure to do so will result in involuntary withdrawal from the University. Students who extend their leaves of absence beyond one year may lose departmental funding.

Health Leave of Absence

Brandeis students may request a voluntary Health Leave of Absence (HLOA) for personal health reasons. A HLOA is intended to give students the freedom to attend to their health and well-being, away from the rigors of the University, so they can later return to campus and be successful in their academic and co-curricular pursuits. HLOAs are coordinated by the appropriate graduate school and the Office of Graduate Affairs. When an individual student's physical and/or mental health significantly impacts their ability to function successfully or safely as a student, a Health Leave of Absence is recommended. The time away during a HLOA does not count towards total time to degree.

International Students

If you wish to remain in the U.S. for medical treatment during your leave of absence, please reach out to the International Students and Scholars Office for guidance. You can be authorized for a Reduced Course Load (carrying no credits) for up to 12 months while maintaining your F-1 status. You must provide medical documentation issued within the past 30 days from your licensed professional who is practicing in the United States, and holds one of the following credentials: medical doctor (MD), doctor of osteopathy (DO), or licensed clinical psychologist (LCP). The documentation is usually in the form of a letter and should recommend that you carry no credits as you pursue medical treatment. Please note you must be authorized for a Reduced Course Load in SEVIS prior to your withdrawal from your classes. A student who drops below a full course of study without the prior approval will be considered out of status.

Eligibility

This policy applies to graduate students at the Graduate School of Arts and Sciences, the Heller School for Social Policy and Management, and the International Business School.

The amount of time students take for a HLOA will vary depending on the particular circumstances (such as the nature of the situation, treatment recommendations, and time

needed to successfully return to an intensive academic environment). Students are encouraged to take sufficient time to address their health-related concerns before petitioning for re-enrollment.

If students are taking a HLOA during an active semester, they will be withdrawn from their classes. For information on how this impacts tuition, please visit **Student Financial Services**.

Before Taking a Health Leave of Absence

It is essential that each student review their current health insurance coverage. If the student is covered by Brandeis insurance, the student should contact the University Health Plan office (1-800-437-6448) to discuss their leave. Otherwise they should contact the insurance provider under which they are covered. Students who have been enrolled in an academic program longer than the first 30 days of a semester are automatically covered by the **Brandeis University Student Health Insurance Plan** when they convert to HLOA status for the remainder of the plan year. Students who are covered by a family's employer plan when they convert to HLOA status may need to apply for continuation of coverage (COBRA) with the family's plan. Enrollment in COBRA is time sensitive. Each insurance plan may be different, so a consultation with your insurance provider before taking a leave is essential.

Request to Begin a Health Leave of Absence

Specific steps should be followed in order for a student to both obtain a HLOA and to return from one. That said, the following procedures provide for an individualized approach for assessing a student's eligibility to take and return from a HLOA and are designed to be reasonable and flexible.

First, the student should initiate the process by consulting with the appropriate assistant/associate dean of student/academic affairs at their graduate school regarding their request to take a HLOA. In this meeting, the assistant/associate dean will review the HLOA process, any impacts on their program, and advise them on any others with whom they may need to meet, depending on their specific circumstances. Then the student should officially apply for a HLOA through Workday. If the student is unable to apply through Workday, they should be in touch with their assistant/associate dean to apply on Workday on their behalf.

The student's request must be accompanied by a letter from a licensed health care provider who is familiar with the student's condition. Acceptable sources include, but are not limited to, the student's primary care physician, hospital-based physicians and clinicians, Brandeis' Health Center or Counseling Center's clinical staff, and private licensed clinicians. The letter should indicate dates of evaluation and/or treatment, a clear recommendation that the student cannot continue their academic program because of the physical and/or mental health condition, and a recommended treatment plan and estimate regarding the time period for a HLOA. The Health Leave Committee shall review the documentation and make a recommendation to the relevant graduate school's assistant/associate dean of student/academic affairs, who will make the final decision

regarding whether to approve or deny the HLOA and then notify the student in writing as to the decision. Once a student has applied for a HLOA and has submitted all appropriate supporting documentation, Brandeis strives to notify the student of a decision within seven to ten business days. The recommended length of the leave will be determined individually, based on each student's particular situation, as the goal of taking a HLOA is to ensure that the student can later return to campus and be successful in their academic and co-curricular pursuits. If the HLOA is approved, the appropriate graduate school will enact the change of standing.

Graduate Student Responsibilities

- You understand that unless you return or replace any borrowed University Library materials, you will be charged for them.
- If you have federal and/or institutional loans, you will complete Student Loan Exit Counseling with Student Financial Services.
- If you are an international student, you will meet with an International Students and Scholars Office advisor and complete the ISSO Withdrawal/Leave of Absence Acknowledgement Form.
- If you have taken excused absences (EA) or excused incompletes (EI), you will complete all your incomplete work by the end of the semester in which you are expected to return.
- You understand that taking a health leave does not forestall any ongoing academic review your program may be conducting.
- You are not eligible to transfer courses or credits taken at other institutions while on a withdrawal or leave of absence status.
- You cannot audit courses at Brandeis, conduct or participate in research at Brandeis, or hold a student employee position at Brandeis while on leave.
- If you are currently maintaining F-1 or J-1 status sponsored by Brandeis, you understand that you must notify the ISSO of your plans to take a leave of absence.

Petitioning to Return

- You must contact the assistant/associate dean to petition to return to Brandeis. You will review all the necessary steps and documents and will be in touch with your advisor with any questions. You must submit all necessary materials by July 15 for a fall semester return or by October 31 for a spring semester return.
- You will be asked to submit documentation from (an) appropriate treatment provider(s) verifying treatment, documenting your clinical status, and supporting your readiness to return to a rigorous academic environment, with or without accommodations. You understand this will be reviewed by the appropriate staff within the Health Center and/or the Brandeis Counseling Center, who may ask to speak directly to your healthcare provider(s), in which case you will provide a release for them to do so. The relevant health staff will consult with the return from the health leave committee, which will make a recommendation to your school.

MPP Academic Policies and Procedures

- If you would like to return to Brandeis in F-1 or J-1 status sponsored by Brandeis in the future, you understand that prior to doing so, you must notify the ISSO to request a new I-20 or DS 2019.
- You understand that each petition to return is considered on its individual merits.

Personal Leave of Absence

Brandeis recognizes that during the course of their graduate study, a student may request a Leave of Absence (LOA) for personal reasons. A LOA is an agreement regarding a separation between the student and the University for a period of time, usually one semester or one year. The time away during a personal leave does not count towards total time to degree. Students must complete the official request for a personal leave at least two weeks prior to the start of the semester. LOAs are coordinated by the appropriate graduate school and the Office of Graduate Affairs.

International Students

Except in the case of a health leave of absence, students in F-1 and J-1 status who wish to maintain that status must always enroll in 12 or more credits, with the exception of their final semester. Please contact the International Students and Scholars Office if you are contemplating a leave of absence that is either personal or related to a health leave.

Eligibility

This policy applies to graduate students from the Graduate School of Arts and Sciences, the Heller School for Social Policy and Management, and the International Business School.

Before Taking a Personal Leave of Absence

It is essential that each student review their current health insurance coverage. If the student is covered by Brandeis insurance, the student should contact the University Health Plan office (1-800-437-6448) to discuss their leave. Otherwise they should contact the insurance provider under which they are covered. Students who have been enrolled longer than the first 30 days of a semester are automatically covered by the Brandeis University Student Health Insurance Plan when they convert to a personal leave status for the remainder of the plan year. Students who are covered by a family's employer plan when they convert to a personal leave status may need to apply for continuation of coverage (COBRA) with the family's plan. Enrollment in COBRA is time sensitive. Each insurance plan may be different, so a consultation with your insurance provider is essential.

Request to Begin a Personal Leave of Absence

Specific steps need to be followed in order for a student to both obtain a LOA and to return from one. Since the deadline to officially take a personal leave is two weeks prior to the start of the semester, the student should initiate the process earlier than this by consulting with their faculty advisor or director of graduate studies and/or informing the appropriate assistant/associate dean of student/academic affairs at their graduate school of their request to take a leave of absence. This meeting will review the process and impacts

on their program and advise them on any others with whom they may need to meet. The student must officially apply for a LOA through Workday at least two weeks prior to the start of the semester. Extenuating circumstances that necessitate a personal leave during an active semester will be reviewed on a case by case basis, and in these cases, students will be withdrawn from their classes. For information on how this impacts tuition, please visit **[Student Financial Services](#)**.

Graduate Student Responsibilities

- You understand that unless you return or replace any borrowed University Library materials, you will be charged for them.
- If you have federal and/or institutional loans, you will complete Student Loan Exit Counseling with **[Student Financial Services](#)**.
- If you are an international student, you will meet with an **[International Students and Scholars Office](#)** advisor and complete the ISSO Withdrawal/Leave of Absence Acknowledgement Form.
- If you have taken excused absences (EA) or excused incompletes (EI), you must finish all work by agreed-upon deadlines with your faculty.
- You understand that taking a personal leave does not forestall any ongoing academic review your program may be conducting.
- You are not eligible to transfer courses or credits taken at other institutions while on a withdrawal or leave of absence status.
- You cannot audit courses at Brandeis, conduct or participate in research at Brandeis, or hold a student employee position at Brandeis while on leave.
- If you are currently maintaining F-1 or J-1 status sponsored by Brandeis, you understand that you must notify the ISSO of your plans to take a leave of absence.

Petitioning to Return

- You must contact your graduate school to petition to return to Brandeis: by July 15 for a fall semester return or by October 31 for a spring semester return. You will review all the necessary steps and documents and will be in touch with your advisor with any questions.
- Students in good academic standing may need to finish incompletes while on leave in order to return.
- If you would like to return to Brandeis in F-1 or J-1 status sponsored by Brandeis in the future, you understand that prior to doing so, you must notify the ISSO to request a new I-20 or DS 2019.
- You understand that each petition to return is considered on its individual merits.

Pregnancy Accommodation

Brandeis University is committed to supporting pregnant and parenting students. The University acknowledges that pregnancy, breastfeeding, lactation, and parental status are protected under Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., and other applicable state and federal laws. Under this Policy, there are different stages of pregnancy during which the University can provide support and accommodations.

Accommodations During Pregnancy

While a student is pregnant, they may require certain accommodations to allow them to continue to participate in University programs and activities. These accommodations relate to medical needs or complications associated with the pregnancy. Pregnant students can request these accommodations and learn more about the process through [Student Accessibility Support](#). There are different types of accommodations available depending on the needs of the individual, including but not limited to those related to academics[1], housing, transportation, parking, and dietary needs.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary in order to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as confidential and not to be shared.

Recovery

Students are entitled to excused absences relating to pregnancy, childbirth, miscarriage, and/or recovery, for the amount of time deemed medically necessary by their provider. Students will need to provide medical documentation from their medical care providers outlining the amount of time needed for recovery. All medical documentation regarding the pregnancy should go to SAS. Graduate students can work with the [Office of Graduate Affairs](#), who will help to coordinate the student's absences with the appropriate departments on campus. Undergraduate students should work with their academic advisors.

After taking approved absences due to pregnancy, childbirth, miscarriage and/or recovery, students will be allowed to return to their program at Brandeis in the same academic status they held before the leave began. To the extent possible, students will be given the opportunity to make up any work they missed while they were on leave. If a class grade is based on attendance, students will not be penalized for their approved absence. However, depending on the length of the absence and timing in the academic year, in some cases it may not be feasible to complete certain classes. In that situation, a student may need to withdraw from a course or take a leave of absence, but will be reinstated to the status they held before the leave and will be allowed to continue in their program without penalty. What adjustments might be appropriate will vary based on the student's needs and the fundamental requirement of the program and coursework in question. International students should work with the [International Students and Scholars Office](#) to address any visa concerns that may arise in relation to a leave of absence or otherwise taking time away from the University.

Accommodations for Nursing Students

Brandeis is committed to supporting students surrounding their needs in regards to nursing and lactation. Students should work with their program or instructors to find mutually convenient times for them to nurse or pump. Students must be given adequate, excused breaks as necessary and should not be penalized for the need to take time away. Generally a person who is lactating will need two to three breaks during the day, for a

period of up to 30 minutes, to express milk. Under certain circumstances, a student may need to provide a doctor's note if it is medically necessary to pump on a certain schedule.

Nursing students have the right to breastfeed in any public or private location where they are otherwise allowed to be. To support members of our community in regards to lactation, the University provides the private lactation spaces listed below. Additionally, departments can create ad hoc lactation spaces as necessary to support those in their community. Ad hoc spaces can be an office or other space temporarily utilized for the purposes of pumping or breastfeeding. The minimum requirements for lactation rooms (ad hoc or permanent) include having a private space with a door that locks, that has an electrical outlet, good lighting and ventilation, with a comfortable chair and a counter or table. There also should be access to a sink and a refrigerator either inside the space or nearby. Bathrooms are not appropriate lactation spaces.

The following campus locations are dedicated lactation rooms. Individuals must bring their own breast pumps; all rooms have refrigeration, electrical outlets and microwaves for sterilization. Most have sinks nearby.

- **Goldfarb Library Room 69-41A**
This room is kept locked. To access the room a key can be checked out at the library's information desk with your Brandeis ID. For reservations, please check the specific **Google calendar** for the space and book an available time or contact library-lactation@brandeis.edu. You may need to ask for directions after obtaining the key as the room is a little tricky to find. The room can accommodate two individuals at one time. The key should be returned to the information desk after use. The room is equipped with a refrigerator and microwave (for sterilization) with a sink nearby.
- **Leo Gerstenzang Library of Science Room 128**
This room is kept locked. To access the room, contact graduateaffairs@brandeis.edu. The room is located in the science complex through the Student Lounge area and through room 127 accessible with your ID card. Walk through the quiet study area and you will see room 128 on your right. This room can accommodate three people at one time. Kitchen area is next door with access to a refrigerator, microwave (for sterilization) and sink.
- **Rabb Graduate Center Room 118**
This room is kept locked. To access the room a key can be checked out with reservations by contacting pannella@brandeis.edu in the English department. The room is equipped with a refrigerator, a microwave (for sterilization) and numerous electrical outlets with a sink nearby.

Reporting Concerns

Discrimination against any member of the Brandeis community who is or who is perceived to be pregnant, recovering from childbirth, or nursing is prohibited under Brandeis' **Policy Against Discrimination, Harassment & Sexual Violence**. Anyone with concerns regarding discrimination should contact the **Office of Equal Opportunity (OEO)**. Negative comments related to pregnancy, childbirth recovery, breastfeeding, lactation, or parental status may constitute illegal sex discrimination or harassment. Retaliation against anyone exercising their rights under this policy is prohibited.

Students with concerns about an accommodation request that was denied or an approved accommodation that was not properly implemented can file a grievance with the OEO. For more information, please refer to the **Accommodations Grievance Process**.

[1] Some examples may include: breaks during class, as needed; rescheduling tests or exams; excusing absences; and developing a plan for making up missed assignments.

Graduate Student Parental Relief

To assist full-time graduate students in balancing academic, teaching, and research responsibilities with parenting demands, Brandeis University provides eligible graduate students with support in the form of Parental Relief immediately after their child's birth, adoption, or placement in foster care (for a child up to the age of six). Parental Relief permits students to maintain full-time status—along with the same level of guaranteed funding and other benefits—while postponing deadlines, completion of course assignments, examinations, and other academic, research, and teaching requirements for up to eight consecutive weeks.

International students

Before taking Parental Relief, international students should consult their ISSO advisor to understand how their specific Parental Relief arrangements may affect their immigration status. Students in F-1 and J-1 status who wish to maintain that status must always enroll in 12 or more credits, with the exception of their final semester. In general, Parental Relief should not impact your immigration status, as long as your program duration remains the same and you do not enroll in fewer than 12 credits; please contact the ISSO for more details.

Eligibility

The Parental Relief Policy applies to full-time, enrolled Brandeis graduate students who are making satisfactory progress toward completion of their degree. The policy covers students who experience a child birth or the adoption or fostering of a child under the age of six for whom the student has parental responsibilities. Students are eligible for a Parental Relief period for up to eight consecutive calendar weeks immediately following the child's birth, adoption, or placement in foster care. If both parents are students, they each are eligible for this relief time and can take it concurrently. Students who give birth are also eligible for pregnancy- and childbirth-related accommodations in the Pregnancy

MPP Academic Policies and Procedures

Accommodation policy, and can take Parental Relief concurrently with any Pregnancy Accommodation.

How it Works

During the period of Parental Relief, the student will continue to be enrolled as a full-time student. Because the student remains enrolled full-time and continues to pay tuition, this is not a leave of absence. It is instead a modification of deadlines and academic expectations to support the student's new parental responsibilities. The student will be able to postpone completion of course assignments, examinations, and other academic requirements. The student and their advisor will tailor the Parental Relief to the student's individual circumstances and the timing of the student's academic responsibilities. In the case of an international student, consideration must be given to the fact that any extension of the program may affect their immigration status and so they must speak with their ISSO advisor in advance.

Request to Begin Parental Relief

Specific steps need to be followed in order for a student to be able to utilize Parental Relief. First, the student should initiate the process as early as possible by consulting with the assistant/associate dean at their graduate school, their faculty advisor, or the director of graduate studies to inform them of the student's desire to utilize Parental Relief. This meeting will review the process and impacts on their program, and advise them on others with whom they may need to meet. The student must officially apply for Parental Relief through Workday.

The student must then consult with their advisor to plan the student's Parental Relief and how the student will meet academic goals and requirements at the end of the Parental Relief. The student is responsible for ensuring that this consultation takes place, and should also initiate this as early as possible.

Once approved and with a plan in place, the Relief period will begin on the date of birth, adoption, or placement in foster care. The student must notify the assistant/associate dean within five days of the child's birth, adoption, or placement in foster care to start the Parental Relief period.

The student must complete the Parental Relief period within eight consecutive calendar weeks of the birth, fostering or adoption. The student may not divide the time period of Parental Relief for use past this time limit. The total Parental Relief period for each birth or adoption is limited to eight weeks; this time limit does not change in the event of a multiple birth, fostering or adoption.

Following the Parental Relief Period

After the end of the Parental Relief period, students are expected to continue their usual graduate study and progress toward completing their degrees. Faculty are encouraged to remain flexible in their expectations of students who become new parents, so that students can meet the demands of graduate study at the same time that they face new

demands in their parental roles. Faculty should turn to their graduate schools for guidance on this flexibility.

Additional Information

Nothing in this policy can or should replace communication and cooperation between student and advisor, and the good-faith efforts of both to support the demands resulting from the birth, fostering or adoption of a child. It is the intent of this policy to reinforce the importance of that cooperation, and to provide support to make flexibility possible.

Because Parental Relief is not a leave, students making use of this policy retain the same level of access to: library privileges (borrowing rights, carrel, and electronic collections); Brandeis UNET and e-mail; meeting with advisors; health services and health insurance; Brandeis's facilities; as well as eligibility for student loans and conference travel.

Students who receive guaranteed fellowship funding as part of their graduate program will continue to receive the same level of funding during their Parental Relief. If a student's guaranteed funding includes funds from a source external to Brandeis and the source does not permit payment during Parental Relief, Brandeis will provide the student with the equivalent amount. Funding received during Parental Relief is part of the total funding package for the student and will not be extended past the promised duration of program funding. Students who are scheduled to act as teaching assistants, course assistants, or teaching fellows during Parental Relief will not be responsible for performing those duties and will not be paid the additional stipends they receive when doing so. Responsibility for finding a replacement will rest with the individual graduate schools.

Voluntary Withdrawal

A student who wishes to withdraw voluntarily from the Heller School during a semester must do so in writing to the program director and must file his/her/their request with the [Office of Academic and Student Services](#) before the last day of instruction of the semester. Failure to notify 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 Student Financial Services. When a student withdraws during or at the end of a semester, course enrollments are not expunged from his/her/their record, rather a grade of W ("dropped") is entered for each course.

Administrative Withdrawals

Students who do not comply with registration procedures, medical documentation requirements, and financial obligations are subject to administrative withdrawal from the University. Any Heller student receiving notification of impending administrative withdrawal should immediately contact the Assistant Director for Academic Affairs and Student Experience.

Billing and Payment Procedures

Students will be billed for half the total tuition in the summer (for fall term) and in the fall (for spring term). Students who have not paid the prior semester tuition charges may not register for courses. If a student has not received a bill, or has a problem regarding bill payment, he/she/they should contact the Office of Student Financial Services. It is the student's responsibility to pay tuition in a timely manner.

If a student is receiving a full or partial tuition scholarship, the scholarship will be divided equally between the semesters and deducted from the tuition and fees for the semester. This will be reflected on the tuition bill.

Tuition payments may be paid directly to the Office of Student Financial Services in Usdan. Checks should be made payable to Brandeis University and must include the student's identification number (Social Security number or student ID).

University Policies

Health Insurance

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. All international students at Brandeis University are automatically enrolled in the Student Health Insurance. 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 Health Services.

Academic Records

The MPP Program office maintains a complete record of courses taken, relevant correspondence, special arrangements, exceptions, or permissions. The file in the Program Office is the student's official record, so if there are any special exceptions, permissions, or waivers, it is the student's responsibility to ensure that a written copy has been submitted to the MPP Program Manager. It is recommended that students keep copies for their own records. Documentation in the official file is audited to determine student eligibility to graduate. Regardless of conversations that may have informally taken place, if a matter is not formalized in writing and in the official file, it will not be considered in the audit.

Disability Accommodation

If you are a student with a documented disability and wish to have a reasonable accommodation made for you in a class, please visit the Accessibility Office page for more information on services and accommodation requests at <https://www.brandeis.edu/academic-services/accessibility/information-students/index.html>.

Academic Integrity

Academic integrity is central to the mission of Brandeis University and the Heller School. As stated in the student handbook, “Every member of the University community is expected to maintain the highest standards of academic integrity. A student shall not submit work that is falsified or is not the result of the student’s own effort.” Allegations of academic dishonesty by students are reported to the Department of Student Development and Judicial Education for adjudication within the student judicial system.

Student Judicial System

The University establishes standards of student behavior and reserves the right to suspend or permanently dismiss students whose conduct warrants such action. These standards apply to all Heller students. The University will give due notice and, if requested, a hearing before the appropriate body. The Department of Student Development and Judicial Education administers the student judicial system. Standards, policies, and procedures are published in the *Student Rights and Responsibilities Handbook*, published by the Division of Student Life.

Graduation Procedures

May Commencement Ceremony

Each year in May, Brandeis holds a Commencement ceremony. All masters and doctoral students who have finished their degree requirements may participate.

It is University policy that all graduate students participating in commencement exercises must wear a cap and gown. In February, students receive a form requesting measurements for height, robe size, and head size.

Degree Completion: Graduation Eligibility

Students are eligible for graduation from the MPP Program after satisfying the following:

1. Completion of Course Requirements for the Degree:

Students must successfully complete all coursework, including the Capstone paper, to receive their diplomas. **Students in a dual degree program must complete all requirements for both degrees before being allowed to march in graduation.** For example, a dual MPP/MBA student who completes coursework in December will march the following May even if all of the requirements were met for one of the degrees by the previous May.

2. Other Requirements:

Students are responsible for discharging all financial obligations to the University. The University registrar will notify students of the specific date by which this must be done. Financial obligations include tuition, course materials, library fines, parking fees and fines. Books or materials on loan from Goldfarb Library, faculty, or others must be returned.

MPP Academic Policies and Procedures

Students will be requested to complete a Degree Application indicating exactly how their name should be printed on their diploma. All graduates, whether or not they are able to attend commencement, will be required to submit this information upon completing degree requirements.

For students graduating, lockers and mailboxes must be cleaned out within the final week of residency. Belongings left in lockers after a student graduates will be discarded. Mailboxes should be cleaned out during the final week.

Transcripts

Current and former students should request official transcripts of their records from the Office of the University Registrar. At this time, students can order official paper transcripts free of charge. Brandeis University has partnered with the National Student Clearinghouse to allow current and former students to obtain official electronic transcripts to be sent to themselves or a third party in a secure manner. The fee for an electronic transcript is \$4.65. This fee is payable directly to the National Student Clearinghouse. Official transcripts will be issued only to those students whose financial records with the university are in order.

Brandeis University Records Policy

Annually, Brandeis University informs students of the Family Educational Rights and Privacy Act of 1974, as amended. Brandeis University is committed to their enforcement. A copy [of the policy can be found here](#). Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the University Registrar.