

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, 2017)

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.

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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 six 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. The degree requires 16 courses over two years in residence. Conceptually, the core fits into three categories - **concepts, tools and methods**. Ten courses are required. A minimum of 3 courses is required in a concentration, which leaves 3 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 16 courses:

10 required courses

3 courses in an area of concentration as specified by the concentration

3 electives, 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
HS 332a	Research Methods and Evaluation (Warfield)	4	Fall 1
HS 532b	Social Policy Analysis (Doonan)	4	Spring 1
HS 372b	Economic Theory and Social Policy (Bishop)	4	Spring 1

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HS 405a	Econometrics (Fournier)	4	Spring 1
HS 529a	Diversity, Inclusion and Equity in Social Policy (Pineros Shields)	4	Fall 2
HS 472b	Policy & Program Implementation (Prottas)	4	Fall 2
HS 341a	Public Finance and Budgeting (Tannenwald)	4	Fall 2
HS 336a	MPP Capstone Seminar (Brolin)	4	Spring 2

Students in the Heller/Hornstein dual degree program take 36 core MPP credits at Heller and an additional 36 credits specified by Hornstein, as well as 8 elective credits for a total of 80 credits for the dual degree. Dual MPP/MBA students will follow a different course sequence determined by which curriculum they begin with.

Declaration of Concentration

Each student must choose from among the following concentrations: *1) poverty alleviation, 2) children, youth, and family policy, 3) health care policy, 4) behavioral health, 5) general social policy* (general social policy is for students who want to 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 in Room 111 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 concentration should discuss this with his/her 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.

Course Requirements by Concentration

Students must take 12 credits in their concentration. The chart on the next page 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.

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Concentration	Required Course(s)	Credits	Semester Offered
Behavioral Health	At least one of the following courses: HS 412b Substance Use and Societal Consequences (Horgan) HS 572a Economics of Behavioral Health (Hodgkin) HS 586a Issues in Substance Abuse Treatment (Horgan)	4 4 4	Fall 2018 (offered every other year) Spring 2019 (offered every other year) Fall 2017 (offered every other year)
Children, Youth and Families	HS 511b Contemporary Issues in Policies and Programs for Children, Youth and Families (Curnan)	4	Fall
Children, Youth and Families	HS 334a Child and Family Policy: U.S. and Cross-Cultural Perspectives (Erickson Warfield)	4	Spring
Health	HS 513 Issues in National Health Policy (Altman)	4	Fall
Health	HS 518a Management of Healthcare Organizations (Chilingerian)	4	Fall
Poverty Alleviation	HS 534b Assets and Social Policy (Santos)	4	Fall

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 choose a concentration in a self-defined social policy area, subject to the approval of the program director. At this point a new adviser in the chosen area of concentration may be appointed to assist the student. The ten core requirements are the same as for all other concentrations.

MPP Capstone Seminar

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 at the conclusion of the capstone seminar class in the second year (or third year 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 a policy or 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 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. The Program Director is responsible for overseeing the MPP in Social Policy Program.

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

Before each semester begins, the Assistant Director for Student Records notifies students about registration procedures and deadlines. Students register online using the SAGE gateway (<http://sage.brandeis.edu>); a Brandeis e-mail 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.

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By enrolling in a course, you are officially registering with the University for that term. When you first access the web registration site, you will be notified that enrolling in a course signifies that you accept the terms of the Brandeis University Student Rights and Responsibilities Handbook, the University Bulletin, the Brandeis/Heller Statement of Core Values and Standards of Conduct, and other University publications.

Health Exam and Health Insurance Required

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 his or her 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 or she will be required to reapply for admission in a subsequent semester.

Choosing Courses

Course syllabi and 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 confer directly with 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 that fall below an enrollment of eight matriculated students.

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 (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 academic supervisor, the student must write a proposal describing the tutorial which includes:

- the topic of the tutorial
- how it fits in with the student's general plan of study

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- what material the student plans to read
- what written work the student plans to do
- how the student will be assessed for his/her work
- the frequency of meetings with the supervisor

The academic 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 tutorial supervisor, the student's advisor, and the Program Director and returned to the Office of Student Records to be put in his or her official file before the end of the registration period in order to receive credit for the tutorial. At registration time, the student will be registered for course HS777.

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 or her advisor and then the Program Director before proceeding with a second tutorial.

Internships

While not required and not offered for credit, internships between the first and second year can be a rewarding and invaluable part of the learning process. The Assistant Dean of Career Services works closely with MPP students in exploring opportunities. In addition, students should use their adviser, 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 after solicitation 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, that they cannot provide funds for the match, and how many weeks and hours per week you will be working. We will provide a decision on the provision of unmatched funds within three days. In the past this funding has ranged between \$1,000 and \$2000.

Auditing Courses

Students may audit Heller classes with the permission of the instructor. To have an audited course noted on a permanent record, the student should sign up for the course at the time of registration and have the course changed to an audit through the Office of Student Records. The student must also notify the professor, who will be asked at the end of the semester to certify that the student has attended class on a regular basis. The student should discuss the specific definition of “regular” with the professor at the beginning of the semester, especially if the student knows ahead of time that he or she will have to miss some sessions.

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 his/her 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:

Brandeis University is a member of a consortium that includes Boston College, Boston University, Tufts University (excluding the Fletcher School), Bentley College, Babson College, Regis College, the Department of Urban Studies and Planning at MIT, and the Gerontology Department at the University of Massachusetts, Boston. Through the consortium agreement, full-time Heller students may take a graduate-level course at one of these schools that fits into their educational goals and does not duplicate a course offered at Brandeis.

Students registering for a course at one of the consortium schools during the fall and spring semesters do not have to pay tuition at the other institution, but must pay full tuition at Brandeis.

To register for a course at one of the consortium schools students must:

1. Add the course to the ILP and meet with their advisor to discuss the course and obtain approval. The adviser may ask to see the syllabus at this point if needed to determine whether the course supports the student’s educational goals. Outside courses may not be used to substitute for similar courses offered in the Heller School’s curriculum. Bring your signed ILP to the MPP Program Manager.
2. Obtain permission from the consortium school instructor to take his or her course. Students do not have to wait until the registration period to contact the instructor.
3. During the registration period, obtain a cross-registration form from the Brandeis registrar’s office in Kutz. Students will need four signatures on this form: the Brandeis registrar (which can be obtained when picking up the form); the MPP Program Manager; the host institution’s registrar and the instructor.

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4. Once the two Brandeis signatures are obtained, students can get the instructor's signature and the syllabus on the first day of class then take the form to be signed by the Registrar of the consortium school where the course is offered. They will keep one copy of the form.
5. Return the signed cross-registration form and the course syllabus to the Brandeis Registrar's office in Kutz before the end of the registration period.

The following rules apply to consortium classes:

1. Students may take a maximum of two courses at consortium schools and a maximum of one per semester. Exceptions to the total number of consortium courses may be made by the program.
2. Consortium privileges do not run in the summer. Dual degree students taking a course at a school other than Brandeis over the summer are responsible for paying tuition to that school.
3. Students may not replace core required classes with a consortium course.
4. It is the student's responsibility to make sure that the instructor meets Heller's grade posting deadline, particularly in their final semester.
5. We do not recommend that you take a consortium class during your first semester.

Withdrawal from Courses

A student may withdraw from a course if he or she finds that for any reason it is not satisfactory, or if he or she is unable to complete the requirements. However, the student must officially withdraw by submitting an Add/Drop form to the Assistant Director for Student Records. 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 to a policy regarding 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, he/she must send the approval, transcript and syllabus to the Office of Student Records to be placed in the student's 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

Class Attendance

Although absences from classes are sometimes unavoidable, attending every class session is essential to the Heller educational process. Please notify your instructor if you are unable to attend class and make arrangements for making up the work. 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. Students who miss an excessive number of sessions may be required to re-take the course at the discretion of the instructor.

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

Instructor Feedback

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 he or she deems 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.

Course Grades and Academic Standing

Graduate students are expected to maintain records of distinction in all courses. Letter grades will be used. 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 masters 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).

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When a student receives two unsatisfactory grades below a B-, 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 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 staffs. However, a student who feels that he or she has 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 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 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 Student Records 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

Students are expected to complete all requirements for a course by the end of the semester in which it is offered. If a student encounters extenuating circumstances during a semester that prevent him or her from completing coursework, he or she may ask an instructor to give a grade of Excused Incomplete (EI). Instructors are not required to give Excused Incompletes, so students should check in advance to determine whether their reason for not completing requirements on time is acceptable and to plan with the instructor how they will complete the course requirements.

If a student is granted an EI, he or she is subject to the following MPP rules:

1. The student's Academic Advisor and the MPP Program Director will receive

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- notice of incomplete course work. It is most important that they stay in contact with the instructor about the incomplete work.
2. Instructors may set a date for completion of the work that is before the maximum time allowed by the MPP program, which is no later than two weeks before the first day of classes of the semester following the semester in which the course was taken (For example, an incomplete from the Fall must be finished in the subsequent August; an incomplete from the Spring must be completed by the start of the following January semester).
 3. If a student has one or more Incompletes after the above deadlines, he or she will not be allowed to register for a full course load (of four 4-credit classes per semester) until the EI's are completed. The student may register for a total number of courses equal to four minus the number of outstanding EI's. (For example, with one EI, a student may register for only three courses; with two EIs only two courses, etc.). Exceptions to the policy may be made by the program director, but only in extraordinary circumstances such as illness or a death in the family.
 4. According to University Policy, if all course work is not satisfactorily completed, the Excused Incomplete grade will automatically change to Permanent Incomplete one year after the course originally started. Permanent Incompletes do not count as credits towards graduation.
 5. All EI's whose credit is required for graduation need to be recorded with a passing grade one month before the last day of classes of the term in which the student expects to graduate in order to be put on the term's graduation list.
 6. It is the student's responsibility to understand that most funding is contingent on registration for a full-time course load (of four 4-credit classes per semester). Tuition scholarships are based on good academic standing.

Student Course Evaluations

Students evaluate every course taken at the Heller School by filling out a standard evaluation form on line 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 web site. 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.

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.

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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

Students may petition for a leave of absence. Leaves of absence up to one year will normally be granted to students in good academic standing who present compelling personal reasons. Leaves of absence must be approved by the student's advisor and then by the Program Director. Written approval of the leave must be submitted to the Assistant Director for Student Records for placement in the student's file. Leaves of absence beyond one year are extended only for medical reasons. Any student wishing to extend the leave of absence must submit a written request with medical documentation before the leave of absence expires. If there are outstanding Incompletes when a student begins a leave of absence, the student will not be allowed to re-register until they have been completed.

Voluntary Withdrawals

A student who wishes to withdraw voluntarily from the Heller School during a semester must do so in writing to the Program Director and the Assistant Director for Student Records on or before the last day of instruction in the term. Failure to comply may subject the student to involuntary withdrawal, cancellation of eligibility to receive an official transcript and loss of eligibility for refunds. Permission to withdraw voluntarily will not be granted if the student has not discharged all financial obligations to the University or has not made arrangements for subsequent payment satisfactory to the University Bursar's Office.

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 or she 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.

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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 SAGE ID).

University Policies

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 taken into account in the audit.

Disability

If you are a student with a documented disability on record at Brandeis University and wish to have a reasonable accommodation made for you in a class, please see Ravi Lakshmikanthan immediately.

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 honesty. A student shall not receive credit for work that is not the product 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.

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 Student Records.

Graduation Procedures

May Commencement Ceremony

Each year in May, the Heller School holds a Commencement ceremony. The program begins early in the morning, and all masters and doctoral students who have finished their degree requirements may participate. The main University Commencement ceremony takes place in the Gosman Center later in the morning. Graduates receive six tickets for their guests; no tickets are required for the Heller ceremony. Diplomas are given at the ceremony or are mailed to recipients several weeks after completing degree requirements if they are not marching or graduate at a time other than May.

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, Heller's Health Policy Library, faculty, or others must be returned.

Students will be requested to complete a form 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

Students, former students, and graduates can request an official transcript through the Office of the University Registrar. Requests can be made through SAGE. Alternatively, a signed request can be faxed to the registrar's office at 781-736-3485 (<http://www.brandeis.edu/registrar/forms/requests.html>). In either case, the student

should be prepared to provide his or her social security number, SAGE student identification number, and the address(es) to which transcripts should be sent. There is no charge for the first 20 transcripts requested. For each transcript after the 20th, a \$5 fee will be assessed. Transcripts will be issued only to those students whose university financial records are in order. Please contact the Assistant Dean of Course Planning and Enrollment if you require additional assistance.

Brandeis University Records Policy

Annually, Brandeis University informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This act, with which the institution intends to comply fully, was designed to protect the privacy of educational records and provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act. University policy explains in detail the procedures used by the institution for compliance with the provisions of the Act. Copies of the policy, which includes a directory of records listing all education records maintained on students by the institution, can be found with the University registrar and at the Heller School. The policy is also on reserve in the Farber Library. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the University Registrar.

Public Notice Designating Directory Information

Brandeis University hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

Category I: Name, local address and telephone number, date of birth, class (i.e., year of graduate study).

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

Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight, etc.).

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Students can manage FERPA privacy settings using the SAGE gateway (<http://sage.brandeis.edu>).

Students who withhold disclosure of Category I information will not appear in the student directory published annually by the university. Brandeis University assumes that failure on the part of any student specifically to request the withholding of information indicates individual approval for disclosure.