

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

## **Brandeis University**



### **The Master of Arts Degree in Coexistence and Conflict,**

### **Academic Policies and Procedures**

### **Student Handbook**

*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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***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 Master's Degree Program Goals

Since its founding as the University's first professional school in 1959, The Heller School at Brandeis has been committed to developing new knowledge and insights in the field of social welfare and justice. Through the education of students and 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.

## COEX Program Overview & Degree Requirements

The Masters Program in Coexistence and Conflict (COEX) provides students with a solid grounding in both the theories of contemporary coexistence work and the professional skills to design and implement successful interventions that enable divided peoples to live together more equitably, respectfully, and peacefully. Our students are early and mid-career professionals who work, or aspire to work, within governments, international agencies, business or related fields such as security and diplomacy, aid and development, human rights, education, and the promotion of democracy and civil society. The program is 16 months in length. It involves an academic year in residence at Brandeis (September – May), followed by a three-month fieldwork requirement and completion of a Masters paper by December. Graduation is held the following May so international students should make sure that they apply for a visa that has a sufficient length of stay in the US if they would like to attend.

## Highlights of the Program

- Provides a solid grounding for participants in *contemporary and developing theories* on the causes of intercommunal conflicts, from the local to the global.
- Emphasizes the competences needed to *design strategic interventions* that prevent, mitigate, or resolve intercommunal conflicts and violence.
- Introduces students to evaluation skills to help them to assess the success of conflict interventions.
- Develops *negotiation, mediation and facilitation skills* designed for work in intercommunal conflict situations.
- Focuses on *mainstreaming coexistence and conflict knowledge and skills* within governments and security, international, and inter-governmental organizations.
- Includes *Master's field work* in an area of conflict, or with an organization involved in coexistence and conflict interventions, which could be an internship, a field project or an independent field research.
- Helps students *develop partnership skills* in delivering coexistence work through democracy, security, legislative, mediation, human rights, political, equity, and development work.
- Offers a *wide choice of electives*, including courses across the university that are relevant to participants' career interests.

The Master's Program in Coexistence and Conflict has successfully demonstrated its ability to provide peace professionals and practitioners with the leadership and the policy-development tools they need to implement successful conflict resolution strategies in crisis regions. As our alumni have engaged important challenges on the world stage, the reputation of the Master's Program has grown.

## Residency and Practicum Requirements

All students are required to spend an academic year-in-residence to complete their degree. They can only undertake their practicum in the summer and fall of their second year.

The curriculum of the Master's Program in Coexistence and Conflict ensures that participants secure a solid grounding in the theories of contemporary coexistence and conflict work, develop the professional skills to design and implement successful interventions to deal with the challenges of such conflicts, and the interpersonal negotiation and mediation skills. The Program uses a competencies approach to the curriculum and practicum, requiring a minimum of 44 credits.

## COEX Curriculum

### Core Courses

Complete course descriptions can be found at the [Heller Course Page](#)

In the fall semester 2018, entering COEX students will take:

- HS210a: Coexistence and Conflict Theory and Analysis (4 credits)
- HS244a: Responsible Negotiation (4 credits)
- HS277f: Planning and Implementation (2 credits)
- HS230f: Coexistence Research Methods (2 credits)

In the spring semester 2019, COEX students will take:

- HS220a: Introduction to Monitoring & Evaluation (2 credits)
- HS236f-1: Coexistence Strategies for Intervention (2 credits)
- HS294f: Responsible Mediation (2 credits)

### Electives

Students will also take at least 14 credits of their choice from the list below. Available electives varies from year to year, students will receive up to date list of electives at orientation.

- HS226r: Environment and Conflict (2 credits)
- HS233f: Social Policy for Shared Societies (2 credits)
- HS243f: Religion Identity and Conflict (2 credits)
- HS 291f: Development in Conflict Situations (2 credits)
- HS271f: Socio-Psychological Approaches to Local and International Conflicts (2 credits)
- HS272a1: Responsible Leadership (4 credits)
- HS257f: International Humanitarian Law (2 credits)
- HS267f: Humanitarian Negotiation (2 credits)
- HS303F1: Disaster Management (2 credits)
- HS 252f: Women, Gender and Peacebuilding (2 credits)
- HS503f: Global Mental Health
- HS305f1: Advanced Mediation
- HS328f: Humanitarian Actions in Conflict

Students may then choose 4 credits of courses from any other Brandeis electives that they deem relevant to their future work at the Heller School, the International Business School, or the school of Arts and Sciences (subject to faculty's permission in some cases). *Students are also encouraged to study a language of their choice that is useful to their career, and for which they will get credits.*

### **Credit Hours for COEX degree**

Students need 44 credits to fulfill the requirements for the degree, with a minimum of 32 credits hours undertaken during their year in residence. The additional 12 credits are fulfilled by their practicum and master's paper. Students must be enrolled in an average of 16 credit hours per semester. A very full course load would be considered 18 or more credit hours per semester. Many students wish to take advantage of the opportunity to enroll in many diverse and interesting courses but should be aware that each course requires an intense amount of study. Auditing a class is always an option. Please see [Auditing Classes](#).

### **Dual Degree Options**

There are a variety of options available to students who wish to pair their COEX MA degree with another Graduate Degree at the Heller School. For complete dual degree requirements please view the [Brandeis Registrar Bulletin](#)

*If students are interested in pursuing a dual-degree option students should consult with COEX administrative staff.*

These options include:

- COEX & Sustainable International Development
- COEX & Social Impact MBA
- COEX & MS in Health
- COEX & Public Policy
- COEX & UPeace

### **The Practicum/Fieldwork**

Each student is required to develop a fieldwork project designed to test their application of theory to practice, to expand policy and practical experience, and, under supervision, to increase security and comfort levels at working in what is usually a contentious and sometimes dangerous field. In addition, the fieldwork will test and improve the width and depth of one's professional skills and significantly increase networks of collaboration.

The fieldwork has three (3) options, each with a different result in terms of final paper for COEX students.

- Practicum Internship Option
- Master's Paper Option
- Research Thesis Option

Based on the option students chose, there is a different output in terms of the final paper submitted. Full details and requirements for the practicum can be found in the [COEX Practicum Guidelines](#)

Students can request to view previous years Intern Reports/Master's Paper/Thesis by asking the COEX Program Coordinator

OPTION	FINAL OUTPUT*
1. Internship	Internship Report (45-50 pages)
2. Field Project	Master's Paper (60-75 pages)
3. Independent Field Research**	Master's Thesis (85-90 pages)

**\*Important note for international students:** All final papers must be finalized and APPROVED by the program prior to the expiration date of your I-20.

\*\*Students must determine if they need to complete the Institutional Review Board (IRB) process before conducting their field research. This includes an online training and submission of an application. Students interested in field research should review the [Brandeis](#) IRB page thoroughly.

### Withdrawal of Project Approval

- The Master's Program reserves the right to withdraw approval of a project if the student engaged in the practicum is assessed to be at risk due to conflict, public health threats, or natural disaster. The student must then leave the area of risk.
- The program may also withdraw approval of a project if the nature of the project or the nature of the student's involvement changes without written approval by the Program. It is the responsibility of the student to request approval from the program before any change can take place unless there is an emergency that threatens the student's safety. In these situations, the student should leave the practicum and contact the program immediately. The program will support the student in securing a suitable alternative practicum.
- The Master's program may also withdraw approval of a project if the student fails to fulfill the terms of reference stated in the Project Proposal.
- Students cannot abandon the post for any reason other than factors threatening his/her safety, as mentioned above. Students facing any other reason should consult with the program before leaving the post otherwise the experience will not count to fulfill the program requirements for the Practicum/Field Project.

## Administrative and Academic Matters

### Access to the Program Director

The Program Director, Professor Alain Lempereur, is eager to take time to get to know the students-in-residence through classroom teaching, program events, and informal discussions in his office (Schneider Room 106). Students should sign up in advance for his [office hours](#)

### Academic & Practicum Advisors

All students will be assigned an academic advisor at the beginning of the year. The advisor will help students determine the courses to take given the students background, interests and career goals and provide guidance throughout the year. They can also provide insight to developing a research question and focus for the field project. Students will meet with their advisors during orientation and a meeting schedule will be established.

At the end of the spring semester students will be assigned a Practicum Advisor who will be their advisor throughout the practicum and following semester while students work on their final paper.

## **Registration and Course Enrollment**

All course registration is done on the Brandeis University website. Before each semester begins, students will receive an information packet containing instructions on how to use the on-line registration system; a Personal Identification Number (SAGE ID number) needed to access the system; and notification of the deadlines by which all students must register or be administratively withdrawn from the University.

“Registration” and “Course Enrollment” are two distinct processes happening concurrently. By enrolling in a course you are officially registering with the University for that term. When you first access the Office of the Registrar’s Registration web page, you will be notified that enrolling in a course signals your acceptance of the rights and responsibilities of being a Brandeis student as contained in the Master of Arts in Coexistence and Conflict Academic Policies and Procedures, Brandeis Student Rights and Responsibilities Handbook and the University Bulletin, and other University publications.

*No student will be allowed to participate in orientation or register for classes who has not completed the University’s health requirements or who has outstanding financial or other obligations. “Holds” will be placed on student accounts not cleared of health requirements or financial obligations. If holds are not cleared up by the last day of the course enrollment period, students will be administratively withdrawn from the University. Once you have been administratively withdrawn from the University, you are required to reapply for admission in a subsequent semester if you wish to be reinstated.*

## **Choosing Courses**

The registration and course enrollment period is long enough to allow students to “shop” for non-required or non-core courses and to sit in as many as they wish before making a final decision. Students are required to meet with their Academic Advisor and attend a session with the Assistant Dean for Student Records and Enrollment during orientation to discuss course selection and the students’ Individualized Learning Plans. The Heller School permits students to “shop around” for a short period before committing to take non-required courses. The following rules apply:

- The “shopping” period is the first session of each course.
- If you are considering registering for a course (module or full semester), you **must** attend the *first session*. You may choose after that first session *not* to take the course and hence you do not register for it.
- You may attend the *second session* of a course **ONLY** if you attended the *first session*. You must also have prepared the readings and any assignment. If you did not attend the first session, you should not register for the course. **Please do not ask the instructor for an exception.**
- Graduate students must register for courses by the end of the second week of classes. Please be sure to check the academic calendar for the exact date. As of the third session of a course, you may drop the course with reason by petitioning the Assistant Dean for Student Records and Enrollment whose signature on the “Drop Slip” is required along with that of the instructor.

Please see the office of the Assistant Dean for Student Records and Enrollment for clarification. Further details about term, policies and deadlines can be found at the [Heller Registration Page](#)

All course syllabi are available on Brandeis Latte. If a syllabus is not available, students should confer directly with the professor teaching the course and/or the COEX program graduate student assistants. Students may also want to read student course evaluations from previous years; they are located on the [Brandeis Course Evaluation](#) page.

Some courses have prerequisites requiring you to have already taken a particular course or equivalent. Some courses (particularly seminars) have enrollment maximums. Some courses are designated “by permission of the instructor” in which case you need to seek the professor’s permission to enroll.

### **Directed Readings & Independent Study**

Occasionally students wish to design an independent study that allows a more in-depth approach to a topic than offered by an existing course, or that allows exploration of some topic for which there is no course offering. To pursue such study for course credit, students should identify a faculty member willing to supervise the Directed Readings. *Normally, students are not permitted to take a Directed Reading until having completed the first semester at The Heller School.* Students are advised that the faculty who agree to supervise the Directed Reading are doing so without adjustment in their normal workload. Some faculty do not have the time to supervise Directed Reading.

Credit for a Directed Reading is normally equivalent to one full semester course, though a half semester course load is possible, and a Directed Reading should include the equivalent amount of reading and writing as a regular course. Written work may be in the form of one longer paper, several shorter papers, critical essays on a body of literature, or appropriate data analysis exercises.

Students can review the entire process and requirements of the Directed Reading option on the registrar’s [Tutorial/Directed Reading Request Form](#)

A student should take no more than one Directed Reading as part of the requirements for their degree. If there are special circumstances, a student should see the Assistant Dean for Student Records and Enrollment before proceeding to plan a second Directed Reading.

### **Auditing Courses**

Students who are in residence may audit Heller School classes with the permission of the instructor. To have an audited course noted on his or her permanent record, the student must sign up for it as an audited course at the time of registration and 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. Students wishing to audit should clarify with the instructor the terms under which the student is approved to audit.

### **Courses in other parts of Brandeis**

Students may avail themselves of the rich offerings and outstanding faculty in other parts of Brandeis. Graduate level courses in the departments of anthropology, sociology, economics, history and politics may be of particular interest. Brandeis has a variety of interdisciplinary programs that are of interest to Heller students, including American studies, legal studies, and women’s studies. To sign up for these courses, students should discuss their intent with the Assistant Dean for Student Records and Enrollment, note it on their ILP, and then sign up for the courses through the normal registration process.



Brandeis University's Continuing Education department and the Heller School offer limited summer courses. These courses require separate tuition payments.

### **Courses Outside of Brandeis University at Consortium Schools**

**Students are not allowed to take Consortium courses until their second semester.**

Brandeis University is part of a consortium consisting of Brandeis, Boston College, Boston University, Tufts University (excluding Fletcher School), Bentley College, the School of Urban Studies and Planning at MIT, and the Gerontology Department at the University of Massachusetts, Boston enabling Heller students to take courses at these schools. Students may take any graduate-level course at these schools that fits reasonably into their educational goals, with several provisions:

1. Consortium schools do not allow cross-registration in some of their graduate programs, or in particular courses. Students should check with the Heller Student Records Office on specific courses.
2. Students need the permission of the instructor to register.
3. Outside courses may not be used to substitute for similar courses offered in The Heller School's curriculum unless there are serious and unavoidable extenuating circumstances. If a student believes to have such circumstances, she or he should consult with the Assistant Dean for Student Records and Enrollment and, if approved, the student should be sure to have a written approval placed in the student's official file.
4. Students may take a maximum of **two** courses in consortium schools during their Year-in-Residence.
5. Consortium privileges do not run in the summer. If you wish to take a course at a school other than Brandeis over the summer, you will be responsible for paying tuition to that school.

If registering for a course at one of the consortium schools during the fall and spring semesters, students do not have to pay tuition there, but must pay full tuition at Brandeis. (This is because the consortium schools have a tuition-sharing agreement.)

**To register for a course at one of the consortium schools, a student should do the following:**

1. Obtain a copy of the course description from the school catalogue, discuss it with the Assistant Dean for Student Records and Enrollment, and get more information if necessary.
2. Get a cross-registration form from the Assistant Dean for Student Records and Enrollment, fill it out, and have the Assistant Dean sign it.
3. Take the signed form to the Registrar of the consortium school where the course is offered.
4. Bring back to the Assistant Dean for Student Records a copy of the approved cross-registration form as signed by the Registrar of the consortium school, and a copy of the catalogue course description for his or her official file.

5. At the end of the semester, the Assistant Dean will either send a grade form directly to the professor, or give one to the student to give to the professor. In either case, it is the student's responsibility to be certain that Heller receives the grade.

### **Withdrawal from Consortium Courses**

Students may withdraw from their courses only with cause and with the permission of the instructor and Assistant Dean for Student Records and Enrollment. The withdrawal policy for courses taken outside Brandeis may not be similar to Brandeis, and it is the responsibility of the student to conform to that policy.

### **Evaluation Procedures**

#### **Class Attendance**

In order to benefit from experiential learning, you are required to attend every class and lab, barring documented illness. Please also arrive on time at the beginning of class and after the break. If you know you will be absent or late, for a legitimate reason, make sure you inform your instructor and teaching assistant in advance. They will not accept unexcused absences. **Should you miss more than two classes or labs, you will fail the class.** Attendance is more than just coming to class. You are expected to have prepared all readings and assignments before class and to actively participate in class.

Students are expected to behave professionally in all Heller School classes.

#### **Course Performance Evaluation**

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

1. If students do not receive feedback they have the right to approach the instructor, the Associate Director for Academics, the Program Director, and the Assistant Dean for Student Records and Enrollment.
2. 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.
3. If a student requests to meet with an instructor, the instructor is obligated to respond to this request within reason.
4. All instructors have office hours listed on their syllabi during which students can freely drop in to talk with the instructor without an appointment. If students cannot make these office hours, students are advised to request an appointment with the instructor.
5. Students with a learning disability who have documentation on file at The Heller School should speak with the professor before the course begins to request an accommodation. Questions about the documentation should be addressed to The Heller School Disabilities Coordinator.

#### **Course Grades**

Graduate students are expected to maintain records of distinction in all courses. Letter grades are used for most Master's courses. Course grades can be retrieved by a student via SAGE. The student's SAGE ID number is required.

**Any letter grade below B minus (B-) is considered unsatisfactory and will not be counted toward credit for degree requirement.** There is one exception to this rule. For Master's program(s) in which students are in residence for four semesters or more, students may receive a grade of C plus (C+) in two courses throughout their program and still earn graduate degree credit

for such courses. For Master's programs in which students are in residence for two or three semesters, a student may receive only one grade of C plus (C+) throughout their program and still earn graduate degree credit. Students are not allowed to receive a grade below B minus (B-) in the capstone course of their respective programs. If a student receives two grades of C plus (C+) in one semester and one of the C plus (C+) grades is not eligible for degree credit (e.g. masters 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.

If a student receives an unsatisfactory grade, he or she may petition the Director to re-take the course for credit the next time it is offered. If approved, and should the new grade be satisfactory, it will replace the former unsatisfactory grade on the student's official transcript. The unsatisfactory grade and any documentation will remain in the student's file.

A student who receives an unsatisfactory grade must discuss it with the Associate Director of Academics. For a complete breakdown of the grading system, please see page 27.

### **Academic Reviews**

Brandeis University reserves the right to sever ties with students whose academic performance is so deficient as to suggest an inability to meet academic requirements. The program reserves the right to review a student's academic performance and potential for degree completion. This review may begin when a student receives one unsatisfactory grade or when two members of the faculty request that the Director initiate such a review for cause. To complete this review, the Program Director will appoint a faculty committee who will review all relevant information and make a recommendation to the Director for remedial action or withdrawal. The student will be informed about this decision within seven business days and will have the opportunity to meet with the Academic Review Committee or with the Director, to present his/her case or to submit a written response within seven business days. If after that appeal the decision to withdraw the student remains in force, the Program Director makes a recommendation to the Dean to withdraw the student from the Heller School. The Dean makes the final decision, in consultation with the student and faculty (as the Dean considers appropriate).

### **Grading Grievance Procedure/Grade Appeal Process**

All Heller course instructors will make independent decisions about their grading process and will be supported in those decisions by The Heller School's program and administrative staffs. However, any student who feels he or she has been graded incorrectly or unfairly in a course taken for credit may take the following steps:

First, 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. If the meeting does not result in a mutually acceptable solution and the student wishes to appeal further, the student should submit a written statement specifying the nature of the complaint and the remedy desired to the director of the program in which the student is enrolled 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 Dean for Student Records and Enrollment for placement in the student's academic record.

The Assistant Dean for Student Records and Enrollment is available to consult with the student at any step of 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 very special extenuating circumstances during a semester that prevents the completion of coursework, he or she may ask an instructor to give a grade of *Incomplete*. Instructors are not required to give Incompletes, however, so students should check in advance to determine whether their reason for not completing requirements on time is acceptable. If an instructor agrees to give an incomplete grade, the student must work out an agreement with the instructor as to when the remaining work needed to pass the course will be submitted. The instructor may also set a date for completion of the work earlier than the maximum time allowed by school policy (see below). The Incomplete grade may be changed to a letter grade by the instructor upon the satisfactory completion of all requirements. Students are urged to complete courses on time. **Students who fail to submit any course assignment and who do not request and obtain an incomplete grade from the instructor are not automatically entitled to an incomplete grade. Students should note that having an incomplete grade might prevent them from starting their Second Year Project.**

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

1. COEX students must submit all work for incompletes before the dates specified by the Brandeis Registrar, which can be found on the [Brandeis Academic Calendar](#).
2. The Assistant Dean for Student Records and Enrollment and the MA Associate Director for Academics will receive notice of incomplete coursework. The student should see Assistant Dean for Student Records and Enrollment to discuss any special circumstances or problems, but it is most important that the student stay in contact with the instructor(s) about the Incomplete(s).
3. Extensions for Incompletes may be granted only for exceptional circumstances, such as serious illness, by the Associate Director, Academics after discussion with the instructor and Assistant Dean for Student Records and Enrollment. The student must bring this request in writing to the Assistant Dean for Student Records and Enrollment prior to the Incomplete deadline and after it has been signed off by the instructor.
4. If a student has Incompletes after the regular or extended deadline, the grade will automatically become a Permanent Incomplete.
5. A student who takes three Incompletes and fails to complete them within the deadlines may be asked to leave the program without due process.

### **Evaluation of courses by students**

Students evaluate every course taken at The Heller School by filling out a standard evaluation form with questions about the instructor and the course content. The Heller School takes these evaluations seriously and considers such student input important. Evaluations are anonymous, and instructors are not shown the students' course evaluations until after they have turned in all grades.

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 any concerns. Instructors should not take any punitive measures in response to students' observations or criticisms, which should be always be presented respectfully and professionally, and aimed at improving the teaching.

### **Academic Records**

A complete record of courses taken, evaluations, special arrangements, exceptions or permissions will be maintained by the Assistant Dean for Student Records and Enrollment. If a student receives special exceptions, permissions or waivers, it is his or her responsibility to be certain that a written copy goes into his or her official file. 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. It is a good idea for students to keep copies for their own records.

### **Program Time Limits**

A student must complete within five years of matriculation all the degree requirements that are in effect at the time of matriculation.

### **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 fully comply, 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 (FERPA) 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 in the offices of the University registrar, the dean of the college, the Graduate School and 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, identification number, 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 of 1974, as amended. To withhold disclosure, written notification must be received by The Heller School prior to the fall term registration deadline at Brandeis University. Forms requesting the withholding of such information are available from the Assistant Dean for Student Records and Enrollment. 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.

### **Request for Waiver of Academic Requirement**

The MA Program Director must approve in writing any exception, exemption or waiver, to a policy regarding an academic requirement. Waivers from required courses are dealt with by the Assistant Dean for Student Records and Enrollment (see above). A written copy of any exception, exemption or waiver will be placed in the student's official file and a copy given to the student. If the student does not receive a written copy, the student is advised not to assume that the waiver was granted.

### **Leave of Absence**

Students may petition for a leave of absence. A leave of absence up to one year will normally be granted to a student in good academic standing who presents compelling personal reasons. A leave of absence must be approved by the Program Director. 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. *Students who take leaves of absence are not guaranteed tuition remission or other forms of financial aid when they return.*

### **Voluntary Withdrawals**

A student who wishes to withdraw voluntarily from The Heller School during a semester must do so in writing to the Assistant Dean for Student Records and Enrollment on or before the last day of instruction in the term. Failure to comply may subject the student to involuntary withdrawal, refusal of readmission, and 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 financial arrangements satisfactory to the Bursar.

### **Academic Integrity**

Academic Integrity is central to the mission of education excellence at Brandeis University. Each student is expected to turn in work completed independently, except when assignments specifically authorize collaborative effort. It is not acceptable to use the words or ideas of another person – be it a world-class philosopher or your roommate – without proper acknowledgement of that source. This means that you must use footnotes and quotation marks to indicate the source of any phrases, sentences, paragraphs or ideas found in published volumes, on the internet, or created by another student.

You are expected to be honest in all of your academic work. The University policy on academic honesty is available annually as [Section 5 of the Rights and Responsibilities handbook](#). Instances of alleged dishonesty will be forwarded to Office of the Dean of the Heller Graduate School for possible judicial action. Potential sanctions include failure in the course and suspension from the University. If you have any questions about expectations, please ask for clarification.

We cannot insist enough on the fact that all written work for courses must include appropriate citation of the sources used.

- See section 56c (“Avoid Plagiarism”) of the *Concise English Handbook*.
- Review the [library’s guide on citations](#) to avoid unintentional plagiarism

As part of their training in the field of conflict resolution, students are expected to maintain a professional relationship with faculty, staff and other students. Unprofessional conduct may result in disciplinary action.

### **Tuition Bills and Payments**

Full time students will be billed for tuition in halves (1/2 in the fall, 1/2 in the spring). Students who have not paid the prior semester tuition and fees, whether or not they have been billed, may not register for courses. If a student has not received a bill or has a problem, he or she should speak to the [Office of Student Financial Services](#). It is the student’s responsibility to pay his or her tuition in a timely manner, even if no bill has been received.

If a full-time student is receiving a full or partial Brandeis tuition scholarship, this scholarship will be divided in half and deducted from the tuition and fees for the fall and spring semesters. This will be reflected on the tuition bill.

If a student is receiving third party sponsorship (e.g. Fulbright), it is the student’s responsibility to make sure the sponsor will meet the payment deadlines of the Brandeis Bursar’s Office. The student is responsible for any outstanding balances.

Tuition payments can be paid directly to the Cashier’s Office at the University. A student’s check must show his/her university identification number and the words “Heller Student.”

### **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 Dean for Student Affairs.

### **Graduation Procedures**

- Each year in May, the Heller School holds a commencement ceremony separate from the university’s ceremony. The commencement program includes all students who have received degrees the previous August, midyear (February) and in May. Students who have graduated at any of these times are eligible to march in both the Heller commencement and the University commencement.
- It is University policy that all graduate students participating in commencement exercises must wear regalia (cap and gown) which is provided by the University. In February, you will be asked to complete Intent to Graduate form and will indicate on that form if you are planning to march in the ceremony.
- [Course Requirements](#) – Students are responsible to complete all academic requirements on time prior to graduation deadlines.

- Other Requirements - Students are responsible to discharge all financial obligations to the University. The Assistant Dean for Student Records and Enrollment will announce the specific date by which this must be done. Financial obligations include: tuition and fees, course materials, library fines, parking fees and fines, diploma fee. Please return books or materials on loan from Goldfarb Library, the Science Library, Heller's Health Policy Library, the SID Library, faculty, or others.
- Lockers and Mailboxes - Lockers should be cleaned out after graduation. Belongings left in lockers after a student graduates are discarded. Mailboxes should be cleaned out graduation week.
- Students vacating local apartments or who plan to sub-lease should inform [Brandeis Graduate Student Affairs](#) as it may help incoming students find living quarters.

### **Transcripts**

Transcripts will be issued only to those students whose University financial records are in order. Requests for transcripts should be made through the [Office of the University Registrar](#)

### **Career Development Center**

The Career Development Center offers a supportive and integrated approach for career exploration, networking and professional skill building, job/internship search strategies and resume/CV/cover letter reviews. This is offered through scheduled appointments and regular drop-in counseling hours. Students are also encouraged to work closely with faculty, staff and alumni as part of their career resource team. To make an appointment with a career advisor, students can visit the [Heller Career Development Center webpage](#).

### **Other Student Resources**

Graduate Student Affairs Funding Resources: Heller students have access to small grants that can be used for class materials, conferences, trainings etc. Complete details can be found on the [GSAS Funding Opportunities Page](#)

Non-Core Texts – We also have texts that may be used for elective courses or that may just be relevant to conflict and coexistence in general as well as some journals and conference proceedings. Please see Program Coordinator to borrow these books.

*These books and texts are your resources as a class. Please care for them and return them to the shelves once you have completed your use – other students depend on these as well.*

### **Course Material**

Required readings for the courses as well as the additional, suggested materials will be available online on Latte, the course management system, or through the web references in your syllabi.



## **Brandeis Informational Websites**

- [Brandeis Student Rights & Responsibilities](#)
- [Heller Student Resource Guide](#)
- [International Students and Scholars Office](#)
- [Graduate School of Arts and Sciences \(GSAS\)](#)
- [Brandeis University Bulletin & Announcements](#)
- [Student Administration Gateway \(SAGE\)](#)
- [Graduate Student Association \(GSA\)](#)
- [GSA Housing Support](#)
- [My Brandeis \(Student Resource Page\)](#)
- [List Serve](#) (View the email lists you are added to)  
<https://lists.brandeis.edu/www/>
- [LATTE](#) (View your course information online once you are registered)
- [Brandeis' Institutional Review Board \(IRB\)](#)

## COEX Grading System Rubric

	Grade	
<b>Exceptional</b>	A+	<p><b>“Out of the norm performance”</b></p> <ul style="list-style-type: none"> <li>• Highly accurate, balanced and creative treatment of the subject</li> <li>• Exemplary, extreme clarity, logical structure, smooth progression</li> <li>• Rare intellectual depth, including an original and critical reflection</li> <li>• Striking bibliography, including references proving further research</li> <li>• Numerically perfect, if applicable</li> </ul>
<b>Excellent</b>	A	<p><b>“Outstanding performance”</b></p> <ul style="list-style-type: none"> <li>• Very accurate, balanced and personal treatment of the subject</li> <li>• Very clear and logical structure, with convincing progression</li> <li>• Intellectual depth, including a critical reflection</li> <li>• Very well developed bibliography, with nice integration of readings</li> <li>• Numerically very accurate and precise, if applicable</li> </ul>
<b>Very good</b>	A-	<p><b>“Above the average standard”</b></p> <ul style="list-style-type: none"> <li>• Perceptive and even-ended treatment of the subject</li> <li>• Clear and logical structure, with a sound progression</li> <li>• Fully developed arguments, with strong analysis beyond description</li> <li>• Relevant and complete bibliography, with references to the readings</li> <li>• Hardly no numerical errors, if applicable</li> </ul>
<b>Good</b>	B+	<p><b>“Generally sound work”</b></p> <ul style="list-style-type: none"> <li>• Ordered exposition of the subject, but some uneven treatment</li> <li>• Clear structure, with a logical progression in general</li> <li>• Tendency towards description rather than analysis or reflection</li> <li>• Mostly relevant bibliography, but some important references missing</li> <li>• Generally reliable, but some numerical errors, if applicable</li> </ul>
<b>Satisfactory</b>	B	<p><b>“Satisfactory”</b></p> <ul style="list-style-type: none"> <li>• Some evidence of insufficient and one-sided treatment of the subject</li> <li>• Adequate structure, but some logical gaps</li> <li>• Mostly description, some lack of relevant and personal analysis</li> <li>• Incomplete bibliography, and possibly some errors in quotations</li> <li>• Often numerically inaccurate, if applicable</li> </ul>
<b>Sufficient</b>	B-	<p><b>“Sufficient performance”</b> (Performance meets the minimum criteria to pass)</p> <ul style="list-style-type: none"> <li>• Major evidence of insufficient and inaccurate treatment of the subject</li> <li>• Minor problems of structural progression, no introduction/conclusion</li> <li>• Regurgitation of source/course materials, no personal analysis</li> <li>• Less than rigorous bibliography, with many errors</li> <li>• Many numerical errors, if applicable</li> </ul>
<b>Insufficient</b>	C	<p><b>“Some more work required before credit can be awarded”</b></p> <ul style="list-style-type: none"> <li>• Little understanding of the issues, superficial content</li> <li>• Major problem of structural progression, no logic, lack of clarity</li> <li>• Little or no reference to theories and models, or misunderstanding</li> <li>• Irrelevant bibliography or lack thereof</li> </ul>

		<ul style="list-style-type: none"><li>• Too many numerical errors, if applicable</li></ul>
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