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 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

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE OF CONTENTS</td>
<td>2</td>
</tr>
<tr>
<td>MISSION STATEMENT</td>
<td>4</td>
</tr>
<tr>
<td>M.A. IN WOMEN’S AND GENDER STUDIES AND PH.D. IN SOCIAL POLICY</td>
<td>8</td>
</tr>
<tr>
<td>JOINT PH.D. IN SOCIAL POLICY/SOCIOLOGY</td>
<td>9</td>
</tr>
<tr>
<td>ACADEMIC ADVISING</td>
<td>11</td>
</tr>
<tr>
<td>REGISTRATION AND COURSE ENROLLMENT</td>
<td>11</td>
</tr>
<tr>
<td>CHOOSING COURSES</td>
<td>12</td>
</tr>
<tr>
<td>POLICY CAPPING MODULE CREDITS</td>
<td>12</td>
</tr>
<tr>
<td>SELECTING RESEARCH COURSES</td>
<td>12</td>
</tr>
<tr>
<td>TUTORIALS</td>
<td>12</td>
</tr>
<tr>
<td>AUDITING COURSES</td>
<td>13</td>
</tr>
<tr>
<td>COURSES IN OTHER BRANDEIS DEPARTMENTS</td>
<td>13</td>
</tr>
<tr>
<td>COURSES OUTSIDE BRANDEIS UNIVERSITY</td>
<td>13</td>
</tr>
<tr>
<td>GRADUATE COURSES AT ACCREDITED PROGRAMS OUTSIDE OF BRANDEIS UNIVERSITY</td>
<td>14</td>
</tr>
<tr>
<td>NON-CONSORTIUM SCHOOLS</td>
<td>14</td>
</tr>
<tr>
<td>WITHDRAWAL FROM COURSES</td>
<td>15</td>
</tr>
<tr>
<td>EXCEPTIONS AND WAIVERS</td>
<td>15</td>
</tr>
<tr>
<td>EVALUATION PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>COURSE GRADES</td>
<td>15</td>
</tr>
<tr>
<td>INCOMPLETES</td>
<td>15</td>
</tr>
<tr>
<td>POLICY ON LAPTOP USE DURING CLASSROOM</td>
<td>17</td>
</tr>
<tr>
<td>EVALUATION OF COURSES BY STUDENTS</td>
<td>17</td>
</tr>
<tr>
<td>SATISFYING RESIDENCY REQUIREMENTS AND MAINTAINING STUDENT STATUS</td>
<td>18</td>
</tr>
<tr>
<td>RESIDENCY REQUIREMENTS</td>
<td>18</td>
</tr>
<tr>
<td>Required-Residence</td>
<td>18</td>
</tr>
<tr>
<td>Post-Residence</td>
<td>18</td>
</tr>
<tr>
<td>Continuation</td>
<td>18</td>
</tr>
<tr>
<td>MAINTAINING STUDENT STATUS</td>
<td>18</td>
</tr>
<tr>
<td>LIMIT OF CANDIDACY FOR THE PH.D. DEGREE FOR STUDENTS ENTERING THE PROGRAM AS OF SEPTEMBER 2012</td>
<td>19</td>
</tr>
</tbody>
</table>
General Guidelines........................................................................................................ 19
Time Limit in the Ph.D. Program..................................................................................... 19
Actions to Monitor Progress .......................................................................................... 19
Leaves of Absence........................................................................................................... 20
Voluntary Withdrawal....................................................................................................... 20

Payments and Billing Procedures .................................................................................. 21
Tuition Bills ...................................................................................................................... 21
Matriculation Fee Refund ................................................................................................ 21
Stipend Checks ................................................................................................................. 21
Tax Policy for Stipends ..................................................................................................... 21
Ph.D. Graduation Fee (Final Doctoral Fee) ..................................................................... 21

University Policies ......................................................................................................... 22
Academic Records ........................................................................................................... 22
Disability .......................................................................................................................... 22
Academic Integrity ........................................................................................................... 22
Student Judicial System .................................................................................................. 22
Administrative Withdrawals ........................................................................................... 22
Transcripts ......................................................................................................................... 22
Brandeis University Records Policy ................................................................................ 23
Public Notice Designating Directory Information ......................................................... 23
Mission Statement

Mission of The Heller School for Social Policy and Management and Ph.D. Program Goals

Since its founding as Brandeis University’s first professional school in 1959, The Heller School for Social Policy and Management has been committed to developing new knowledge and insights in the fields of social policy, management, and international development. Knowledge advancing social justice is the foundation of the Heller program. Through the training of students and pursuit of research, The Heller School is actively engaged in examining policies and programs that respond to the changing needs of vulnerable individuals and social groups in our society.

Students in the doctoral program pursue a course of study that provides intensive scholarly preparation in general and specialized social policy areas, honed research skills, and a strong working knowledge of various social science disciplines. A multidisciplinary and integrative approach to social policy is the hallmark of the Heller curriculum, preparing students to make original contributions to the literature through social research dissertations. It is the goal of the doctoral program to provide:

- a core curriculum that builds a knowledge and skills foundation within an integrative interdisciplinary environment;
- preparation in various research design and analytic methods that promotes a sophisticated level of empirical theory;
- concentrations in Children, Youth, and Families; Health and Behavioral Health; Assets and Inequalities; and Global Health and Development
- course offerings that foster breadth and depth;
- varied educational experiences inside and outside the classroom; and
- individual mentoring through the educational and dissertation processes.

Program Requirements

Students in the program must complete fifteen courses over two years in residence (training grants have additional requirements). The core curriculum spreads across three categories: theory, methods, and area of concentration. Students have to take the 10.5 core curriculum courses. These are indicated by name below. In addition students have to take a minimum of two courses as well as a non-credit doctoral seminar. This allows for two and a half electives. Electives can be chosen from a variety of offerings in all three categories. Upon the completion of course work, students must successfully complete and integrated Comprehensive Exam. Successful completion of the Comprehensive Exam and all course work fulfills requirements for the Master of Arts in Social Policy and allows students to proceed to the dissertation.

Core Requirements (10.5 courses – 42 credits)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
<th>Usual Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 401b</td>
<td>Research Methods</td>
<td>4</td>
<td>Fall 1</td>
</tr>
</tbody>
</table>
HS 404b | Applied Regression Analysis | 4 | Fall 1
---|---|---|---
HS 326f | Introduction to STATA Programming and Data Management | 2 | Fall
NEW | Research Methods 2 | 4 | Spring 1
NEW | Theory of Social Policy | 4 | Spring 1
HS 472b | Policy and Program Implementation | 4 | Spring 1 or 2
HS 403b | Qualitative Research | 4 | Spring 1
HS 405a | Advanced Econometrics | 4 | Fall 2
HS 372b | Economic Theory and Social Policy | 4 | Fall 2
HS 526a | Seminar in Organizational Theory | 4 | Fall 2
HS 410a | Applied Research Seminar: Quantitative | 4 | Spring 2

Students must take a minimum of 2 courses in their area of Concentration and a non-credit doctoral seminar.

*Offered every other year.

**May not be offered every year

Children, Youth and Families

Required:

- HS334a, Child and Family Policy: US and Cross Cultural Perspectives
- HS602c, Doctoral Seminar

One of the following full semester equivalents:

- HS324a, Social Experimentation in Child, Youth and Family Policymaking
- HS502a, Child, Youth and Family Poverty: Research and Policy
- HS515a, Race, Ethnicity and Gender in Human Services Research
Assets and Inequalities

Required:
- HS534b, Assets and Social Policy
- HS604c, Doctoral Seminar

One of the following full semester equivalents:
- HS322b, Sociological Inquiry**
- HS515a, Race, Ethnicity & Gender in Human Services Research
- HS529a, Diversity, Inclusion and Equity in Social Policy

Health and Behavioral Health

Note: Students on AHRQ and NIAAA training grants may have additional requirements.

Required:
- HS513a, National Health Policy
- HS603c or HS605c Doctoral Seminar

One of the following full semester equivalents:
- HS 412b, Substance Use and Societal Consequences*
- HS501a, Innovations in Health Systems*
- HS505f, Quality and Performance Measurement in Healthcare (1/2 semester)
- HS506f, Advanced Topics in Quality and Performance Measurement (1/2 semester)*
- HS518a, Health Care Management
- HS519a, Health Economics*
- HS520a, Payment and Financing of Health Care*
- HS521a, Political and Organizational Analysis in Health Policy
- HS572a, Economics of Behavioral Health*
- HS 586a, Issues in Substance Abuse Treatment*
- HS422f, Cost-Effectiveness (1/2 semester)
- HS426f, Advanced Techniques in Cost Effectiveness Analysis and Cost Benefit Analysis (1/2 semester)

Global Health and Development

Required:
- HS435b, Developmental Theory and Social Policy
• HS236a, International Health Policy (global health) or HS319f, Rights and Development** (1/2 semester) AND HS200f, Social Movements** (global development)

• HS606c, Doctoral Seminar

Concentrations
The basic purpose of concentrations in the doctoral program is to ensure the availability to our students of a minimal core of faculty, courses, and infrastructure support in an area related to their professional interests. An additional purpose of the concentrations is to ensure that all students graduate with a baseline level of competence in a specific area of social policy that complements the core education and research skills they receive.

Each concentration offers specific courses. In addition, each student is required to participate in one of the doctoral seminars. Students who are on training grants will have additional requirements related to their specific grant. These requirements complement but do not replace the general degree requirements. Students who are not on a training grant may still concentrate in an area that has a training grant associated with it (e.g., behavioral health). Such students need only meet the specified requirements for the concentration area.

Comprehensive Exam
As part of the degree requirements, Ph.D. students must successfully complete an integrative Comprehensive Exam. The exam is an original, scholarly, integrative analysis written at the completion of course work. While it is strongly recommended that students complete the required fifteen courses before taking the exam, they may take the exam with two elective courses remaining. However, funding is not guaranteed for the third year if coursework is not complete. Students choose from a faculty-prepared list of topics and draw upon core competencies and knowledge of their chosen concentration. Students are expected to demonstrate through this paper:

➢ An ability to relate theoretical approaches to the assigned topic based on either one or multiple disciplines or areas of knowledge.

➢ Knowledge of the history, developments and issues in the substantive aspect of the topic.

➢ An ability to apply an analytic approach to the assigned question.

➢ An ability to argue points clearly and to write at a level suitable for publication in professional journals.

The Comprehensive Exam requires students to apply knowledge and skills in a manner similar to the demands required to write a dissertation and to carry out research and writing in professional life. Each essay is graded by two faculty readers in the student’s area of concentration. Students must write an essay that passes each of three sections (theory, methods and social policy). In order to pass, the essay must be graded Pass by both faculty readers. If the grade is Fail, the program director may:

1. permit the student to continue in the program
2. require additional coursework or study (with clearly specified goals) before continuing in the program.
3. terminate the student from the program.
If the student is permitted to continue in the program, with or without additional coursework, she or he will be required to take the comprehensive exam in the following year. Students who fail the exam at the second attempt will be terminated from the program.

A student’s comprehensive examination essay may meet many Heller standards but be lacking in one or more specific areas. In this case, the student may receive a grade of Not Yet Pass. In this case, the student must write a new paper according to specific guidelines. The student must complete the paper within one week after meeting with the faculty member of his or her choice for feedback on the NYP essay.

Successful completion of the Comprehensive Exam and all course work fulfills requirements for the Master of Arts in Social Policy and allows students to proceed to the dissertation.

**Dissertation Committees**

By the time students have finished taking courses, they will have focused their interests in a specific area and will have some idea of with whom they would like to work on a dissertation. Once a student’s dissertation committee has been approved, the chair will assume the role of being the primary advisor. (See the document on "Dissertation Standards and Procedures" for more information on forming committees.)

**M.A. in Women’s and Gender Studies and Ph.D. in Social Policy**

The Heller School and the Women's and Gender Studies Program have established a joint M.A. in Women’s and Gender Studies and Social Policy for a select group of students willing to do additional work. Students choosing the M.A. in Women’s and Gender Studies are not eligible for the M.A. in Social Policy in passing to the Heller Ph.D.

Registration for admission to the joint degree program occurs after completing at least one full semester of coursework in the Ph.D. program and before the end of the first year. Signatures on the registration form are required from the Women’s and Gender Studies program administrator, the Heller School’s Women’s and Gender Studies Program Advisor, and the Program Administrator of the Heller Ph.D. Program. This registration form must be submitted to both the Women’s and Gender Studies Office and the Ph.D. Program Administrator who will file it in the Heller student record.

Granting of the joint degree occurs after Heller's Comprehensive Paper has been successfully completed and the following other requirements have been fulfilled.

1. Satisfactory completion of the graduate core course offered by Women’s and Gender Studies (WMGS 205a).
2. Satisfactory completion of 1 graduate course at The Heller School cross-listed with Women's and Gender Studies. (The Heller School is committed to providing at least one such course per year.)
3. Satisfactory completion of 1 graduate course cross-listed with Women's and Gender Studies in any Brandeis department other than The Heller School that has been designated by the Heller faculty as congruent with the Heller Ph.D. program. (This course, WMGS 205a, and Heller cross-listed courses provide simultaneous credit for both degrees and count as Heller Ph.D. electives.)
4. Satisfactory completion of one course in feminist research methods (WMGS 198a or the Feminist Inquiry course offered through the Graduate Consortium in Women’s Studies)
5. Participation in a noncredit pro-seminar series designed and administered by the Women's and Gender Studies Program.
6. Satisfactory completion of a paper requirement (see below).

**The Paper**

The student must complete a master's research paper of professional quality and length (normally 25-40 pages) on a topic related to the joint degree. The student must receive written approval of the paper topic and proposal from the Heller Women’s and Gender Studies Advisor at least six months prior to the intended date of degree. The Women’s and Gender Studies Advisor will work with the student to develop a schedule for the completion of the paper. This written approval is to be filed in the Heller student record.

The paper will be read by two faculty members, at least one of whom is a member of the Heller School faculty, and at least one of whom is a member of the Women's and Gender Studies core or affiliate faculty. There is no joint meeting of these readers. After the readers have approved the paper, it must be signed off by the Heller Women’s and Gender Studies Program Advisor. The Heller Women’s and Gender Studies Program Advisor’s final approval of the paper must be sought at least one month prior to the Women’s and Gender Studies deadline. The approved paper is filed with the Women’s and Gender Studies Department and is placed in the Heller student record.

The paper is a major analytical document that both (a) reviews, synthesizes, and builds upon prior knowledge and (b) makes an original contribution to the field of Women’s and Gender Studies. This document can be based upon prior work of the student, including synthesizing and/or expanding on course papers and work leading up to a dissertation. The completed Women’s and Gender Studies paper must be approved before the final Heller dissertation hearing.

**Joint Ph.D. in Social Policy/Sociology**

The Ph.D. in Social Policy and Sociology is a joint degree of the Sociology Department and The Heller School for Social Policy and Management. Students are encouraged to apply during the first year of study in either department. The application deadline is April 1 for the following September. Students are responsible for obtaining a letter of recommendation from their program director. If the student is accepted by the complementary department (admission is not guaranteed) the following procedures apply. There is a three-year residency for the joint degree.

**Program of Study**

Students entering the joint Ph.D. program in social policy and sociology are expected to complete a total of eighteen courses. At least nine of these courses must be offered by the Brandeis sociology department including at least four graduate seminars plus the Approaches to Social Research Proseminar (required during each semester of coursework following matriculation into the joint program). At least one of these sociology courses must be in theory.

A minimum of nine courses must be taken within the Heller School including the following requirements:

**Heller Category A**

1) Social policy course
2) HS372b, Economic Theory and Social Policy

**Heller Category B**

1) HS401b, Research Methods
2) HS404b, Stats/Regression Analysis (including applications lab)
3) HS405a, Econometrics or HS 403b, Qualitative Research  
4) HS410a, Applied Quantitative Research or HS 411b, Applied Qualitative Research

**Heller Category C**

1) Other Heller concentration or methods courses  
2) Other Heller concentration or methods courses  
3) Other Heller concentration or methods courses

Students are also required to take a noncredit doctoral seminar at the Heller School for two semesters.

Students are assigned advisers from the sociology department and from the Heller School. Advisers in both departments work together with students to assure appropriate coherency in their program of courses. An interdepartmental meeting between advisers and students should take place at least once a year.

**Residence Requirement**

The minimum residence for the joint Ph.D. degree is three years.

**Teaching Requirement**

All joint Ph.D. students must participate in undergraduate teaching. This typically means leading discussion sections or otherwise working in collaboration with individual professors. Ph.D. students also have an opportunity to develop the craft of teaching through teaching workshops within the Sociology department and the Graduate School of Arts and Sciences.

**Language Requirement**

There is no foreign language requirement for the joint Ph.D. degree.

**Comprehensive/Qualifying Examinations**

Each student must complete a comprehensive paper as required in the Heller School curriculum. Students must also show competence in two areas of sociology, as certified through the Qualifying Portfolio and Defense (QPD) process. Students elect two areas of interest and develop a contractual set of requirements with a faculty member of each area. When both QPDs are completed, there is a meeting (typically one to two hours) to discuss the student’s interests, directions in the field, and the upcoming dissertation.

QPD membership and chair must be approved by the Sociology Graduate Committee by the end of the semester prior to completion of coursework. Accreditation in the two QPD areas must be completed by the end of the semester following completion of coursework following a full QPD meeting. Chair’s report to the Sociology Graduate Committee must be approved.

**Dissertation and Defense/Final Oral Examination**

A dissertation proposal should be submitted soon after the comprehensive examination and QPDs are completed. The dissertation committee should consist of five members—two faculty members each from the sociology department and the Heller School and one member from outside Brandeis University. Students must submit paperwork for committee, proposal hearing and defense approvals to both departments. The joint Ph.D. dissertation may be accepted by the sociology department and the Heller School upon the recommendation of the dissertation
committee. To be granted the degree, the student is required to defend the dissertation in a public final oral examination.

**Academic Advising**

Students are assigned advisors by the school’s concentration chairs prior to the first semester of study. Assignments are made based on the student’s area of interest and faculty availability. Students are free to change their advisors should they find someone more fitting to their interests during the first year. Signatures need to be collected by the student on a “Change of Advisor Form” and submitted to the Ph.D. program for the student record. At the end of the first year, all students will inform the program of their choice of a second year advisor.

Students should meet with their advisor each semester to discuss educational goals and Individualized Learning Plans (ILPs). The advisor will recommend and approve course choices and sign the ILP that the student will return to the Ph.D. Program Administrator by the final day of registration. In addition, at the end of the first year the student will prepare a goal statement to a meeting that s/he schedules with her/his advisor in the late Spring of the first year. The advisor will sign the goal statement for the student to return to the Ph.D. Program Administrator. Both ILPs and Goal statements will be filed in the student record.

Advisors will provide guidance with respect to: a) curriculum resources relative to a student’s goals and background; b) in-depth discussion about research interests and dissertation areas; c) relevant information on current research at Heller and elsewhere; and d) resources available to meet student needs. Thus, the general role of the advisor is to help students move forward with their dissertation planning, assist them in developing their theoretical and research goals, suggest needed resources, and propose mechanisms for establishing a dissertation committee.

In addition to faculty advisors, advice and information is available to students on a regular basis from the Ph.D. Program Director, and the Concentration Chairs and the PhD Program Administrator.

**Registration and Course Enrollment**

Before each semester begins, students will receive information containing instructions on how to use the on-line registration system and notification of deadlines by which all students must register or be administratively withdrawn from the University.

Registration and course enrollment are the same process. By enrolling in a course you are officially registering with the University for that term. Registration signals your acceptance of the rights and responsibilities of being a Brandeis student as contained in the Brandeis Student Rights and Responsibilities Handbook, the University Bulletin, and other University publications. Every category of student (resident, post-resident, continuation, full-time, and part-time) should register for full semester, module I and module II courses or status during the initial registration period.

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**

The registration period is long enough to allow students to “shop” for classes before making a final decision. Students should set up a meeting with their advisors during this period to discuss course selection and plan of study. The Heller School reserves the right to cancel courses that fall below an enrollment of 5 matriculated students.

Course syllabi are available on-line on the Heller home page under the Current Students heading.

If a new syllabus is not ready, students should confer directly with the professor teaching the course.

**Policy Capping Module Credits**

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.

**Selecting Research Courses**

The program does not presume that one selection of elective research courses is superior to any other; however, the timing of courses is set up to permit appropriate sequencing. In deciding what courses to take, students should ask themselves the following questions about any research course:

1) Must I take this course as a pre-requisite for another research course I plan to take? If the answer is yes, take the course unless you believe you have already mastered that area of research. The instructor of the course must grant permission to enroll if you did not take the prerequisite.

2) Do I plan or is it likely that I will be writing a dissertation utilizing the research methods taught in a particular course? If the answer is yes, take the course unless you believe you have already mastered that area of research. **A student must demonstrate that he or she is qualified in the methods of research he or she intends to use in his/her dissertation for his/her proposal to be approved.**

3) Will this particular research course improve my ability to read more critically research in social policy? If the answer is yes, decide what is appropriate based on your priorities.

4) Do my career plans include jobs where it would be essential or desirable to know a particular field of research? If the answer is yes, take the course to increase your own market value.

**Tutorials**

A student might 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 some topic for which there is no appropriate course offering. Normally, a student should not take a tutorial until he or she has completed a semester (or four courses) at The Heller School.

Credit for a tutorial is equivalent to either one full-semester or 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 a proposal describing the tutorial and covering the following points:

1) the topic of the tutorial;
2) how the tutorial fits in with the student’s general plan of study;
3) what material the student plans to read;
4) what written work the student plans to do;
5) how the student will be assessed for his/her work; and
6) how often the student and supervisor will meet.

The faculty supervisor must approve the proposal. After obtaining this approval, the student completes a tutorial request form, which is available from the PhD Program Office or the Assistant Director for Student Records. The form must be signed by the tutorial supervisor, the student’s advisor, and the Program Director and returned to the PhD Program Office and the Assistant Director for 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.

A student may take no more than three tutorials (full course equivalents) as part of the requirements for the Ph.D. degree. However, if there are special circumstances, the Ph.D. Program Director may authorize one additional tutorial.

**Auditing Courses**

Students 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 should sign up for the course at the time of registration and have the course changed to an audit through the Assistant Director for Student Records. The student should 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.

**Courses in Other Brandeis Departments**

Students are encouraged to avail themselves of the rich graduate offerings and faculty in other Brandeis departments. Courses in the departments of sociology, economics, history, and politics may be of particular interest. To sign up for these courses, students should discuss their intent with their advisors, note it on the ILP, receive program approval, and sign up for the course through the regular registration process.

**Courses Outside Brandeis University**

Brandeis University is part of a consortium composed of Boston College, Boston University, Tufts University (excluding the Fletcher School and the experimental college) and the School of Urban Studies and Planning at MIT, 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 and does not duplicate a course offered at Brandeis, with several provisos:

1) Consortium schools do not allow cross-registration in some of their graduate programs, or in particular courses.
2) Students need the permission of the instructor to register.
3) 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.

4) 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.

5) 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 or she will be responsible for paying full tuition to that school.

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.

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, receive advisor and program approval that the course will meet program requirements, and get more information if necessary.

2) Get a cross-registration petition from the Assistant Director for Student Records, fill it out, and have the Assistant Director for Student Records sign it.

3) Take the signed form to the Registrar of the school where the course is offered for his/her approval. Fill out any paperwork required by the host institution.

4) Return a copy of the approved cross-registration form, with the host registrar’s signature and a copy of the catalogue course description to Heller’s Assistant Director for Student Records.

5) At the end of the semester, the Brandeis University Registrar’s Office will receive a grade from the host institution. If this does not happen, it is the student’s responsibility to follow up with the host instructor and/or registrar’s office.

6) If students using a consortium course as a substitute for a Heller Program requirement, he or she must get permission in writing from the Program Director and have it placed in the student file along with the course syllabi.

Graduate Courses at Accredited Programs Outside of Brandeis University at Non-Consortium Schools

Students may take graduate level courses in accredited graduate programs other than those in the consortium, although the provisions listed above (1-5) also apply. To do so, the student must:

1) Secure a course description and syllabus;

2) Have the permission of the Program Director, in writing;

3) File the written approval with the Assistant Director for Student Records; and

4) Pay tuition and register for the course at the other school.

Upon completion of the course the student is responsible for getting an official transcript to Heller’s Assistant Director for Student Records.
Withdrawal from Courses

A student may withdraw from a course if he or she finds that for any reason it is not satisfactory or finds he is unable to complete the requirements. However, the student must officially withdraw by submitting a completed Add/Drop form to the Assistant Director for Student Records by the university deadline. The withdrawal policy for courses taken outside Brandeis (e.g., in "consortium schools") may be different from Brandeis’ policies. Students must conform to these policies.

Exceptions and Waivers

If a student feels that s/he needs any kind of exception to a policy or rule, a student should talk first with his/her advisor. The advisor can help a student think through the issues before s/he writes a formal letter of request to the Director of the Ph.D. Program for an exception. 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 a 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, 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 PhD Program Office to be placed in the student’s official file.

Students who waive a 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 his or her advisor or the Program Director what alternative course is of interest. In the written request for waiver made to the course instructor and Program Director, each alternative course should be named and, if not taught at Heller, its catalogue course description or syllabus should be attached.

Evaluation Procedures

Course Grades

Graduate students are expected to maintain records of distinction in all courses. The Heller School Ph.D. program uses a satisfactory/unsatisfactory system of evaluation.

Satisfactory: indicates that a student has successfully completed all the requirements of the course and has earned course credit toward the degree.

Unsatisfactory: indicates that a student's performance does not meet the requirements for course credit. If a student receives an unsatisfactory grade, he or she may re-take the course at the next time it is offered.

The grading policy for courses taken outside Heller (e.g., in other Brandeis departments or consortium schools) may be different from the Heller PhD evaluation policy. Students must conform to the grading policy of the host department or institution.

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, 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 Director for Student Records for placement in the student’s academic record.

The Senior Assistant Dean for Student and Academic Services is available to consult with the student at any step of the grievance process.

In addition to an overall assessment, students have the right to meaningful feedback regarding their performance in a course. When they do not receive feedback they have the right to approach the instructor or 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 will 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.

Brandeis University reserves the authority to sever relations with students whose academic performance is so deficient as to suggest an inability to meet academic requirements. The academic performance and potential for degree completion will be reviewed by a faculty committee appointed by the Director of the Ph.D. program when a doctoral student receives two unsatisfactory grades. After reviewing all relevant information, this committee will make a recommendation to the Dean as to 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 faculty (as the Dean considers appropriate).

ISSUING OF 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 prevents them from completing coursework, they must ask the instructor for an extension. It is the responsibility of the student to approach the instructor well in advance with such a request. Instructors are not required to give extensions, so students are again responsible to check with the instructor to determine whether their reason(s) for not completing requirements on time is acceptable.

A Schedule of Deadlines should be developed by the student and shared and discussed with the instructor prior to approval. The dates set for completion of the work in the Schedule of Deadlines must be well before the maximum time allowed by University as noted on the Academic Calendar. The instructor will send the Schedule of Deadlines to the Program Director for review and approval. Once the extension is approved, the Instructor should issue a temporary grade of “EI” for the student on the grading roster. If the extension is not approved or if the student does not follow the policy for requesting an extension, the instructor will issue a grade of Unsatisfactory “U” on the grading roster.

1 Academic Calendar dates are determined each year by University Registrar.
If a student is granted an Excused Incomplete, he or she is subject to the following:

1) The student must finish all requirements for the course(s) by the dates agreed upon between student, instructor, and the program as outlined in the Schedule of Deadlines.

2) If all course work is not completed per the Schedule of Deadlines, the instructor will issue a grade of Permanent Incomplete or a Unsatisfactory.

3) If the grade has not been changed by the instructor by the dates published in the Brandeis Academic Calendar, the grade will be converted to a Permanent Incomplete by the University Registrar.

4) If the student must retake a required course or wishes to retake an elective course for which they received an Incomplete or Unsatisfactory grade, those credits attempted will count toward their maximum allowed within an academic term.

**Academic Standing**

A student with two or more Permanent Incompletes, two or more Unsatisfactory grades or one Permanent Incomplete and one Unsatisfactory grade in Required Courses will be asked to leave the program.

Tuition scholarships and training grants are based on good academic standing. A student who has not earned 24 credits by the end of their first academic year in residence, is not in good academic standing. (Excused Incomplete grades do not count as credit earned.)

A student who is not in good Academic Standing is subject to an Academic Review by the PhD Program Director and faculty committee.

**Policy on Laptop Use During Class time**

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 text 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. Cell phones and PDAs must be silenced during all classes and may not be used during exams.

**Evaluation of Courses by Students**

Students evaluate every course taken at The Heller School by completing an online evaluation with questions about the instructor and the course content. The School takes these evaluations seriously and considers student input important. These evaluations are entirely anonymous. Instructors are not shown the students’ course evaluations until they have turned in all grades.

Students are urged to discuss courses with professors while they are in progress. Students should not feel that they must wait until the end of the semester to voice their concern on the course evaluation form.
Course evaluations are available on the Heller home page under the Current Students heading.

**Satisfying Residency Requirements and Maintaining Student Status**

**Residency Requirements**

The Heller School PhD Program has three student status categories that govern residency and tuition policy: Required-Residence, Post-Residence, and Continuation.

*Required-Residence*

Required-residence is 2 years for full-time students. Full tuition is required for each residence year, whether a Heller scholarship or an outside fellowship.

Part-time students usually take two courses per semester. All courses must be paid for in full. A part-time student who wishes to go full-time must receive approval from the Program Director. That student will then be charged the full-time tuition for all remaining semesters. Part-time students who change to full-time should not expect financial aid.

*Post-Resident*

Students who have completed the required residence, courses and comprehensive paper register as post-resident students and have their tuition reduced to the Post-Resident rate. The post-resident fee allows a student to use University facilities, register for courses, receive V.A. benefits, and serve on Heller or University Committees. Post-Resident students may also defer payments on student loans; however, they must be able to prove that they are working at least half-time on their dissertation. Students in this category must be covered by health insurance, whether it is private insurance or the University's student health insurance plan. A student under this status may not be hired as a full-time employee on a Heller research project. This is a full-time student status.

*Continuation*

A student who has completed all courses and the comprehensive paper and has an approved dissertation proposal becomes a Continuation student and pays the continuation fee. The annual fee for continuation status is less than that of a post-resident and entitles the student to the same University services with the exception of enrolling in classes. Continuation students must be covered by health insurance, whether it is private insurance or the University’s health insurance plan. Continuation students may be hired as a full-time employee (research associate) on a research project.

**Maintaining Student Status**

To maintain student status, students should keep in mind:

- To be considered full-time, resident students need to take a minimum of 3 courses per semester. Full-time status is especially important for people with student loans, training grants, and fellowships.
- Part-time students must take 2 courses per semester. A student who wishes to take only 1 course because of special circumstances needs a written approval from his or her advisor and the Ph.D. Program Director.
- No student will be allowed to maintain status and register if he or she owes any tuition and/or fees from prior semesters (see the ‘Payments and Billing’ section).
Every student must have a health examination report and evidence of health insurance coverage on file at University Health Services. First-year students will not be allowed to register until they have submitted the Brandeis University Health Services Physician's Report completed by their doctor. Each year, all full-time students are automatically billed for the University health insurance individual coverage. Students who have private health insurance coverage can have the charge removed from his/her bill by returning the health insurance waiver form to the Health Services Department providing details about his/her private insurance coverage.

Limit of Candidacy for the Ph.D. Degree for Students Entering the Program as of September 2012

General Guidelines

1) All required coursework and the comprehensive paper are expected to be completed within two calendar years from admission for full-time students, and four calendar years for part-time students.

2) The dissertation proposal development, review, and hearing are expected to be completed within one calendar year after #1.

3) The dissertation is expected to be completed and defended within two calendar years after #2.

These guidelines are not intended to restrict the pace with which any student proceeds in the Ph.D. program. Rather, they articulate the expected pace that most students should follow.

Time Limit in the Ph.D. Program

While the expected time for completion of the Ph.D. Program is 4-5 years, there is a maximum of 10, 12 years allowed for completion of part-time students. There is no possibility for reinstatement after the maximum time limit has been reached. Full-time students must defend their dissertations no later than 9 ½ years (before March 1) from entry into the program. Part-time students must defend their dissertations no later than 11 ½ years (before March 1) from their entry in the program. If any student’s dissertation committee requires changes, whether major or minor, the student has no more than 6 months to successfully re-defend his or her dissertation.

In no case can the 10-year time limit be exceeded for a successful dissertation defense for full-time students, nor can the 12-year time limit be exceeded for a successful defense for part-time students. Exceptions to this policy are not permitted under any circumstances.

Full-time students must successfully defend their dissertation proposal, including minor or major changes, within 6 years (before August 31) from the date of entry into the program. Part-time students must successfully defend their dissertation proposal, including any minor or major changes, by 8 years (before August 31) after their entry into the program (August 31). Failure to successfully defend either the proposal or the dissertation within these time limits will result in termination from the program. Exceptions to this policy are not permitted under any circumstances.

Actions to Monitor Progress

Although students are responsible for ensuring that their progress is satisfactory and timely, the PhD program will contact students in writing each year after successful completion of comprehensive exam to ensure that students are fully aware of their progress and of the School’s policies and expectations. Students who are not achieving satisfactory progress may be asked to leave the program.
• At the end of the first year following the successful completion of the comprehensive examination paper, students who do not have an approved dissertation proposal are required to meet with the PhD program director and their concentration’s chairperson to determine a plan of action. The student will be responsible for preparing a report following the meeting to describe the proposed plan for completion or any other decisions the student has made regarding continued progress. The report will be submitted to the Director of the Ph.D. Program and to the concentration chairperson.

Leaves of Absence

Students who have not completed their residence requirements may request a leave of absence from the program. The request must be approved by the student’s advisor and the Ph.D. Program Director. Written approval of the leave must be submitted to the Program Administrator, Ph.D. Program for placement in the student’s file. Leaves of absence up to one year will normally be granted to students in good academic standing who present compelling personal reasons or need to work off campus in connection with their graduate studies. Time spent on authorized leaves of absence will not be deducted from the maximum time permitted to complete degree requirements. Extensions to a one-year leave are granted only for medical reasons with documentation provided from a student’s doctor. Such requests for extensions must be in writing before the leave of absence expires. Failure to do so will result in administrative withdrawal from the University.

Students who have completed residence requirements are not eligible for a leave of absence, except for reasons of ill health.

Students with outstanding Incompletes when beginning a leave of absence will not be allowed to re-register until they are completed. Students who take leaves of absence are not guaranteed financial aid when they return.

Voluntary Withdrawal

Students who wish to withdraw voluntarily from The Heller School at any time before the end of the academic year must give immediate written notice to the Ph.D. Program Administrator and the Assistant Director for Student Records on or before the last day on instruction for the term. Failure to comply may subject the student to administrative withdrawal, refusal of readmission, cancellation of the privilege of securing an official transcript and loss of eligibility for a partial refund of tuition. Permission to withdraw will not be granted if the student has not discharged all financial indebtedness to the University or has not made arrangements for subsequent payment to the satisfaction of the Bursar’s Office.

Submission of Proposals for Outside Funding

The PhD program encourages students to locate and apply for outside funding. Faculty and concentration heads can be good resources for learning about funding opportunities. In addition, students should search in Career Connect, Heller’s online career database.

As soon as a student has identified a funding source s/he wishes to apply for, contact must be made with the Associate Director of Research Accounting at the Heller School. This process begins with the submission of the Heller School Proposal Alert Form. This form must be signed by the student’s advisor or dissertation chair and the appropriate Institute Director associated with the student’s concentration. The Grants and Contracts Manager will then review the Request for Proposal or program announcement and meet with the student to go over the requirements and timing.
It is critical to alert the Associate Director or Research Accounting, who will help students ensure all necessary paperwork is submitted to the Brandeis University Office of Research Administration in a timely manner. Personnel in both these offices are extremely busy and must be aware of student intentions in order for deadlines to be met.

**Payments and Billing Procedures**

**Tuition Bills**

All students (full-time, post resident and continuation) will be billed for half the total tuition in the summer (for fall term) and in the fall (for spring term).

For students receiving a full or partial tuition scholarship, this scholarship will be divided in half and deducted from each semester’s total tuition and fees. This scholarship will be reflected on the student’s bill. Incoming and continuing students MUST complete a Graduate Health Insurance Selection/Reporting form. If a student is receiving a health insurance credit as part of their award package, it will be credited in whole during the fall term. Insurance is billed in whole during the fall semester for the whole academic year. Renewal of tuition and fees scholarships is based on good academic standing.

Any student who has not paid tuition by the due date will incur a late fee and have a hold placed on his or her registration by the Office of Student Financial Services. Graduate students may deduct the 1st disbursement of their subsidized and unsubsidized Stafford loans (½ of the loan amount minus 1.5% origination and guarantee fees) from the balance due. If students have a billing or financial aid question, they should speak to the Office of Student Financial Services.

Part-time students are billed on a per course basis and will receive a bill after registration. Tuition payments may be made by check, money order or credit card. For more information, visit the Office of Student Financial Services website at http://www.brandeis.edu/sfs/studentaccounts/payment.html

**Matriculation Fee Refund**

Students who are receiving a full tuition scholarship may be refunded their $500 matriculation deposit under the normal refund process after all tuition and fees have been paid. To obtain a refund, students should complete a Credit Release Form http://www.brandeis.edu/sfs/pdfs/refundform.pdf and submit it directly to the Office of Student Financial Services. Part-time students will have the $500 deposit applied against their tuition.

**Stipend Checks**

All graduate school stipends are paid on the 15th and 31st of every month or the business day closest to these dates beginning in September. All students must make arrangements for direct deposit with their banks. In December and May checks are processed earlier due to semester break and the end of the academic year.

**Tax Policy for Stipends**

For information, students should call the toll free IRS number 1-800-TAX-FORM.

**Ph.D. Graduation Fee (Final Doctoral Fee)**
Ph.D. Academic Policies and Procedures

All students must pay the final doctoral fee prior to the receipt of their degree. The Application for Degree can be found online at http://www.brandeis.edu/registrar/forms/graddegree.html. Once the application is completed the PhD Graduation Fee will be applied to your account and may paid directly through SAGE.

University Policies

Academic Records
The official student record of courses taken, relevant correspondence, and any special arrangements regarding requirements will be maintained by the the Ph.D. Program Office and the Assistant Director for Student Records. Advisors may also keep such a record, but students should not depend on that. The file in the PhD Office is the official file, so if there are any special permissions or waivers, it is the student’s responsibility to see that a copy gets to this Office. 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 The Heller School’s Coordinator of Disability Services immediately.

Academic Integrity
Academic integrity is central to the mission of Brandeis University and The Heller School. As stated in the student handbook, “[e]very 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 Office of Campus Life 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 Student Judicial System is administered by the Office of Campus Life. Standards, policies and procedures are set forth in Rights and Responsibilities, published by the Office of Student Affairs.

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.

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. 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 Director for Student Records 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.