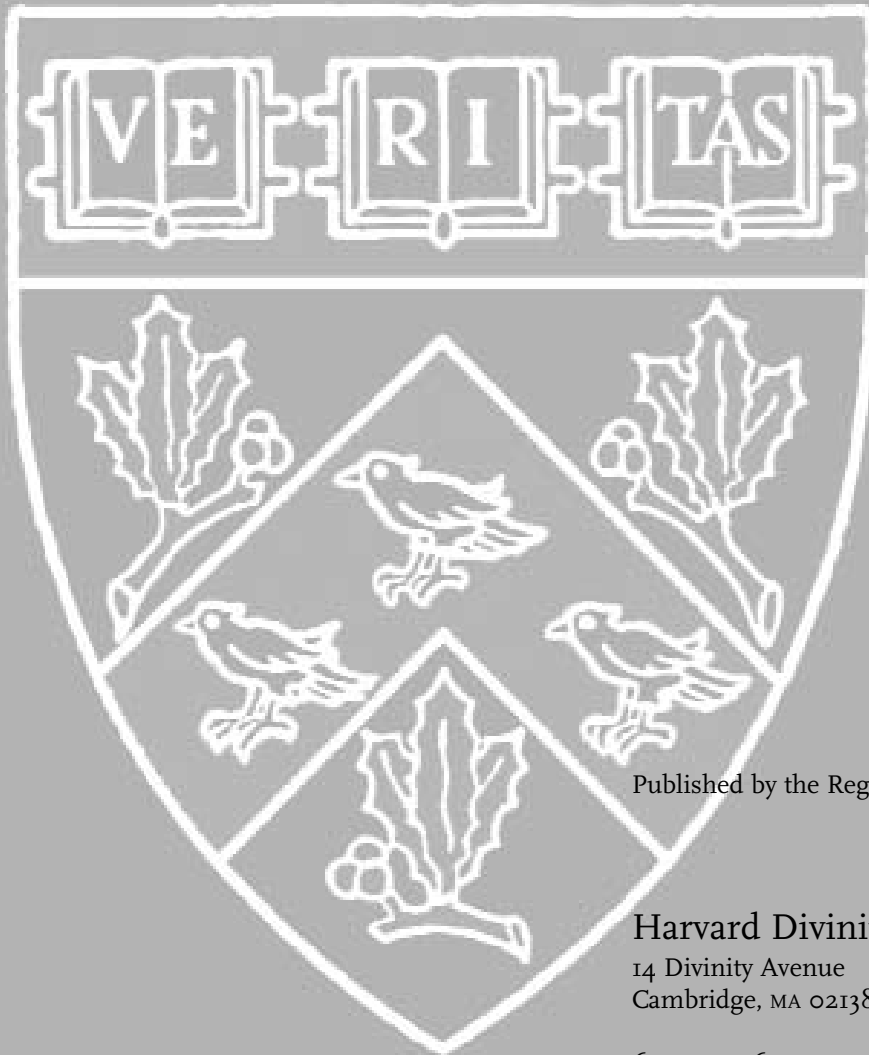


# Handbook for Students 2006-07



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**Harvard Divinity School**

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The following pages contain the *Handbook for Students* for Harvard Divinity School. The *Courses of Instruction* combined with the *Handbook for Students* make up the *Official Register* of Harvard Divinity School.



# Table of Contents

|   |           |
|---|-----------|
| <b>ACADEMIC PROCEDURES AND RULES</b> .....                        | <b>5</b>  |
| Registration .....  | 5         |
| Financial Obligations .....                                       | 5         |
| Immunization .....  | 5         |
| International Students .....                                      | 5         |
| University ID Cards .....   | 6         |
| University PIN Numbers .....                                      | 6         |
| Official Communication .....                                      | 6         |
| Course Registration .....   | 7         |
| Shopping Period .....   | 7         |
| Cross-Registration .....  | 7         |
| Auditing Courses .....  | 11        |
| Reading and Research Courses .....                                | 11        |
| Dropping and Adding Courses .....                                 | 12        |
| Grading Option Changes and Last Day to Drop with Notation .....   | 12        |
| Enrollment Confirmation .....                                     | 12        |
| Submission of Written Work .....                                  | 13        |
| Examinations .....  | 13        |
| Students with a Disability Taking Examinations .....              | 13        |
| Make-up Examinations for Students with a Disability .....         | 13        |
| Make-up Examinations for All Other Students .....                 | 13        |
| Incompletes .....   | 14        |
| Grading System .....  | 15        |
| Correction of Grading Errors .....                                | 15        |
| Cancellation of Classes .....                                     | 15        |
| Course Evaluations .....  | 15        |
| Academic Advising .....   | 16        |
| Academic Progress .....   | 16        |
| Academic Probation .....  | 17        |
| Part-Time Study .....   | 17        |
| Teaching Opportunities and Guidelines for Master's Students ..... | 17        |
| Advanced Standing .....   | 18        |
| Leave of Absence for ThD Students .....                           | 18        |
| Leave of Absence for All Other Students .....                     | 19        |
| Involuntary Leave of Absence .....                                | 19        |
| Lapsed Registration .....   | 20        |
| Program Withdrawal .....  | 20        |
| Reinstatement .....   | 21        |
| The Committee on Academic Programs .....                          | 21        |
| Degree Application .....  | 22        |
| Prizes and Awards .....   | 22        |
| The Billings Prize .....  | 22        |
| The Thayer Award .....  | 23        |
| Commencement and Alumni/ae Day .....                              | 23        |
| Diplomas .....  | 23        |
| Transcripts .....   | 24        |
| <b>DEGREE PROGRAMS AND REQUIREMENTS</b> .....                     | <b>25</b> |
| Master of Divinity .....  | 25        |

|  |           |
|--|-----------|
| Requirements for the Degree .....                              | 25        |
| Additional Information .....                                   | 29        |
| Master of Theological Studies .....                            | 30        |
| Areas of Concentration .....                                   | 30        |
| Requirements for the Degree .....                              | 30        |
| Advanced Standing .....  | 32        |
| Complementary Programs to the MDiv and MTS .....               | 32        |
| Program in Religion and Secondary Education .....              | 32        |
| Dual Degrees .....   | 33        |
| Programs in Other Geographic Locations .....                   | 33        |
| Master of Theology .....                                       | 35        |
| Areas of Concentration .....                                   | 35        |
| Requirements for the Degree .....                              | 35        |
| Doctor of Theology .....                                       | 36        |
| Areas of Concentration .....                                   | 36        |
| Requirements for the Degree .....                              | 37        |
| Extensions .....   | 38        |
| Teaching Fellow Opportunities .....                            | 39        |
| Handbook for ThD Students .....                                | 39        |
| Part-Time ThD Candidates .....                                 | 39        |
| <b>LANGUAGE STUDY .....</b>                                    | <b>40</b> |
| MDiv Language Requirements .....                               | 40        |
| MTS and ThM Language Requirements .....                        | 40        |
| ThD Language Requirements .....                                | 41        |
| Language Exams .....   | 42        |
| The Summer Language Program .....                              | 43        |
| <b>NON-DEGREE PROGRAMS AND CONTINUING EDUCATION .....</b>      | <b>44</b> |
| Special Student Program .....                                  | 44        |
| Resident Graduate Program .....                                | 44        |
| Visiting Scholar Program .....                                 | 44        |
| Resident Fellows Program .....                                 | 44        |
| Ministers in the Vicinity Program .....                        | 45        |
| Auditors .....   | 45        |
| <b>FINANCIAL REQUIREMENTS .....</b>                            | <b>46</b> |
| Tuition for the 2006-07 Academic Year .....                    | 46        |
| Billing for Masters Students .....                             | 46        |
| Billing for Doctoral Students .....                            | 48        |
| Fees .....   | 48        |
| Student Activities Fee .....                                   | 48        |
| University Health Services Fee .....                           | 48        |
| Blue Cross/Blue Shield Insurance Fee .....                     | 48        |
| Payment of University Obligations .....                        | 49        |
| Term Bill Schedule .....                                       | 49        |
| Projected Student Budget .....                                 | 50        |
| Financial Aid .....  | 50        |
| <b>STUDENT RECORDS AND PRIVACY .....</b>                       | <b>51</b> |
| Directory Information .....                                    | 51        |
| The Family Education Rights and Privacy Act (FERPA) .....      | 51        |
| <b>STANDARDS OF CONDUCT AND THE LEARNING ENVIRONMENT .....</b> | <b>54</b> |
| Rules Governing Academic Integrity .....                       | 54        |
| Misrepresentation of Application Materials .....               | 54        |
| University Statement of Rights and Responsibilities .....      | 54        |

|  |           |
|--|-----------|
| Harassment .....   | 56        |
| Statement of Policy .....  | 56        |
| Physical Harassment .....  | 56        |
| Verbal or Symbolic Harassment .....  | 57        |
| Sexual Harassment .....  | 57        |
| Racial and Ethnic Harassment .....   | 57        |
| Harassment Based on Sexual Orientation and Identity .....                          | 57        |
| Resolution of Harassment Concerns .....  | 58        |
| Rape, Sexual Assault, and Other Sexual Misconduct .....                            | 58        |
| Office of Sexual Assault Prevention and Response .....                             | 59        |
| Grievance Contacts Within the Divinity School .....                                | 59        |
| Other Resources .....  | 59        |
| Bomb Scares .....  | 59        |
| Firearms, Explosives, Combustible Fuels, Firecrackers, and Dangerous Weapons ..... | 60        |
| Hazing Regulations .....   | 60        |
| Federal Drug Free Schools and Communities Act .....                                | 61        |
| <b>THE ADMINISTRATIVE BOARD OF HARVARD DIVINITY SCHOOL .....</b>                   | <b>63</b> |
| <b>ACADEMIC RESOURCES .....</b>  | <b>64</b> |
| Andover-Harvard Theological Library .....  | 64        |
| Boston Theological Institute .....   | 64        |
| Harvard University .....   | 65        |
| Information Technology and Media Services .....                                    | 66        |
| Harvard Divinity School Bookstore .....  | 68        |
| Writing Workshops .....  | 69        |
| The Registrar's Office .....   | 69        |
| Office of Ministry Studies .....   | 69        |
| Denominational Counselors .....  | 70        |
| The Center for the Study of World Religions .....                                  | 70        |
| Women's Studies in Religion Program .....  | 70        |
| Named and Public Lectures .....  | 71        |
| <b>PRAYER, WORSHIP AND MEDITATION .....</b>  | <b>72</b> |
| <b>COMMUNITY RESOURCES AND SERVICES .....</b>                                      | <b>74</b> |
| Office of Student Life .....   | 74        |
| The Nave .....   | 74        |
| Mailboxes .....  | 74        |
| Bulletin Boards .....  | 75        |
| Reserving Divinity School Rooms .....  | 75        |
| Resources for Persons with Disabilities .....                                      | 75        |
| Student Association .....  | 76        |
| Divinity School Student Organizations .....  | 76        |
| HDS Career Services .....  | 77        |
| Harvard University Health Services (UHS) .....                                     | 78        |
| Harvard International Office .....   | 81        |
| Harvard University Police Department .....   | 81        |
| Motor Vehicle Registration and Parking .....                                       | 82        |
| Athletic Facilities .....  | 82        |
| <b>AREA CONVENERS AND STANDING COMMITTEES .....</b>                                | <b>83</b> |
| <b>ADMINISTRATIVE STAFF DIRECTORY .....</b>  | <b>84</b> |



## ACADEMIC PROCEDURES AND RULES

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### **REGISTRATION**

Fall 2006

New Student Registration: Thursday, September 14, 1-4 on the first floor of Divinity Hall

Returning Student Registration: Friday, September 15, 9:30-11:45 am & 1:30-4 pm on the first floor of Divinity Hall

Spring 2007

Registration of All Students: Wednesday, January 31 & Thursday, February 1 in the Registrar's Office

No student is considered enrolled until he or she has formally registered with the Registrar's Office at the beginning of each semester at the designated times listed above. During fall semester registration, in addition to filing a registration card with the Registrar's Office, students meet with members of the Office of Admissions and Financial Aid to finalize financial aid matters. Additionally, new students will have their picture taken for their University ID card and portrait directory.

There is a \$50 fee assessed for not registering on the appointed days. No one may register after October 5 in the fall and February 16 in the spring.

### FINANCIAL OBLIGATIONS

Students are required to settle all financial obligations to the University before they will be allowed to register each semester. Student bills for the fall semester are issued in July and payable in August; for the spring they are issued in December and payable in January. A student's term bill balance at registration each semester must not exceed anticipated Harvard University financial aid.

Degree students may arrange to pay the tuition portion of their term bill in monthly installments by contacting the Student Receivables Office directly. Under this plan, students pay one-quarter of tuition in August and the balance in three installments in October, November, and December. In the spring participants pay one-quarter of their tuition in January and three additional payments in March, April, and May. There is a service charge of \$35 per term for participation in the monthly payment option. A student enrolled half-time or less is required to pay the entire amount in advance.

Term Bills are issued by the central University Student Receivables Office (Holyoke, 5th Floor) once each month during the academic year. Students will be notified via email by University Student Receivables that their online bills have been published. A link to term bill information is available through the Registrar's Office homepage. Tuition charges originate from the HDS Registrar's Office, and questions may be directed to the Registrar.

### IMMUNIZATION

Massachusetts State law requires everyone studying more than part-time (three courses or more each semester), including Visiting Scholars, Merrill Fellows, and Resident Fellows, to file a completed Certificate of Immunization with the University Health Services (UHS). A form for this purpose and detailed information regarding this requirement is sent to all incoming students during the summer. The certificate must be completed by a physician and submitted to UHS. Students will not be allowed to begin their program at HDS without first filing this certificate. More information and certificate forms may be obtained from University Health Services: 496.1625; [www.uhs.harvard.edu](http://www.uhs.harvard.edu).

### INTERNATIONAL STUDENTS

Incoming international students must register at the Harvard International Office (HIO) on the 8th floor of Holyoke Center before registering at HDS, and must bring the "blue slip" they receive at HIO

## 6 - Handbook for Students: Academic Procedures and Rules

to HDS in order to register. Returning international students need not register at HIO. International students MUST register their US addresses with the U.S. Citizenship and Immigration Services (UCIS). For information on how to do this see Maggie Welsh in the Registrar's Office. Due to the recent changes in policies, international students are encouraged to regularly check the HIO website ([www.hio.harvard.edu](http://www.hio.harvard.edu)) for updates.

### UNIVERSITY ID CARDS

All registered students receive photo identification cards each fall. First year students have their pictures taken at registration and are issued temporary ID cards. These temporary cards are exchanged for photo ID cards at a later date in the Registrar's Office. Those missing the photo session at registration will be charged a fee. (Students not satisfied with the picture that appears on their ID card may have their picture recaptured at any time during the year at the ID office in Holyoke 953. The new picture will appear on all subsequent cards.)

Pictures captured for the ID cards may also be used for portrait and electronic directories. All images and information are secured for internal University use only. However, students not wanting their images distributed may claim an exemption at any time by calling the ID Office at 495.3322.

Since students will encounter many occasions when they will need to produce their ID card (at the Health Services, athletic facilities, libraries, etc.), they are encouraged to keep it readily available.

Students may not lend their ID cards to anyone for any purpose. ID cards remain the property of the University and are intended for University purposes only. Loan of ID cards is considered a disciplinary matter. ID cards must be surrendered to any Officer of the University if requested.

Students who withdraw from their program or take a leave of absence are required to return their ID card to the HDS Registrar.

Lost cards may be replaced by visiting the ID Card Services (953 Holyoke Center). A fee will be charged. When a card is lost or stolen, the student may wish to disable and later reactivate their card by visiting the Harvard ID Office's web pages: [www.huid.harvard.edu](http://www.huid.harvard.edu) under "Online Applications."

### UNIVERSITY PIN NUMBERS

Students can obtain a Harvard University Personal Identification Number (PIN) online at [www.pin.harvard.edu](http://www.pin.harvard.edu). This PIN is for electronic authentication and, together with the students' University ID number, allows students access to secured University online resources. This is also the location where students may request replacement of forgotten or expired PINs.

PINs are solely for use by the students to whom they are assigned. Students may not share their PIN with anyone, including University staff, colleagues, friends, or family. Loan of PIN numbers is considered a disciplinary matter.

Access to the HDS Intranet ([my.hds.harvard.edu](http://my.hds.harvard.edu)), including online internal transcripts, is available using PIN authentication.

### OFFICIAL COMMUNICATION

Students should expect to receive formal communications via the intranet, HDS email accounts or in their mailboxes located on the ground floor of Divinity Hall. Students are required to check all three venues regularly.

## **COURSE REGISTRATION**

### SHOPPING PERIOD

Fall 2006

Study cards are due Monday, September 25, by 5 pm in the Registrar's Office.

Spring 2007

Study cards are due Wednesday, February 7, by 5 pm in the Registrar's Office.

During the first week of classes each semester students may visit as many course meetings as they choose before having to commit to the courses they intend to take. By the end of this "shopping period" students must submit their study cards in person indicating the following information for each course they are enrolling in: the exact course number, title, host institution (HDS or elsewhere), the instructor's name, the credit value of the course (quarter, half, or full), the grading option (**SAT/UNSAT**, Letter Grade, or Audit), and the intended Art of Ministry (if any). Instructors' signatures are required on the study card for Reading and Research courses, courses with limited enrollment, and other courses indicating this requirement in the course description.

Study cards must be signed by the student's faculty advisor prior to being submitted to the Registrar's Office. Appointments with advisors should be made several days before study cards are due to avoid last-minute delays and complications. Students must bring signed study cards to the Registrar's Office on time and in person. Failure to do so will result in a \$40 late charge for the first day (Tuesday, September 26 in the fall and Thursday, February 8 in the spring) and \$10 charge each day thereafter. In addition, students who do not submit their study cards on time will be considered on unofficial leave from the school, and may be required to seek permission from the Committee on Academic Programs to register for that or future terms.

A student may enroll for no more than five half courses for credit during a given semester. Students with incomplete courses from prior semesters are further limited in the number of courses for which they may register: students with one outstanding incomplete may register for no more than four courses; students with two incompletes may register for no more than three courses; students with three incompletes may register for no more than two courses. Students with four or more outstanding incompletes will not be allowed to register. Exceptions to these rules require the written permission of the Assistant Dean for Academic Affairs.

### CROSS-REGISTRATION

#### ***Cross-Registration for HDS Students into Other Schools***

HDS students may take up to half of their courses in any given semester in the other schools of the University or the Boston Theological Institute (BTI). These schools include:

Harvard University:

The Faculty of Arts and Sciences (FAS)

Harvard Business School (HBS)

Harvard Graduate School of Design (GSD)

Harvard Graduate School of Education (GSE)

Harvard Law School (HLS)

Harvard Medical School (HMS)

Harvard School of Dental Medicine (SDM)

Harvard School of Public Health (SPH)

The John F. Kennedy School of Government (KSG)

(The Harvard School for Continuing Education is not eligible for cross-registration)

## **8 - Handbook for Students: Academic Procedures and Rules**

Boston Theological Institute:

Andover Newton Theological School (ANTS)

Boston College (BC)

Boston University (BUST)

Episcopal Divinity School (EDS)

Gordon-Conwell Theological Seminary (GCTS)

Holy Cross Greek Orthodox School of Theology (HCST)

St. John's Seminary (SJS)

Weston Jesuit School of Theology (WJST)

Other Schools:

Massachusetts Institute of Technology (MIT)

The Fletcher School of Law and Diplomacy, Tufts University (FLE)

To register for non-HDS courses, a student must submit a cross-registration petition. The procedures and deadlines are different for each school, so students should be aware of and carefully follow the following guidelines:

1. By cross-registering into another faculty or school, students agree to abide by the host school's rules and meet its deadlines, even when they are more stringent than those of HDS. Students should take care to check the other schools' schedules.
2. Grading procedures may vary from school to school; students should be sure they understand all the requirements of the host school. FAS, for example, normally requires all registrants to elect letter grading. Grades will be recorded on a student's record exactly as they have been reported to the HDS Registrar by the host school. This means, for example, that a grade of B- from FAS cannot be translated into a SAT on a student's record.
3. Three and four credit courses at other schools are generally equivalent to HDS half courses. Harvard Law School and Harvard Graduate School of Education are examples of schools that offer two credit courses, which equal a quarter course at HDS. When a student takes a two credit course, special arrangements can sometimes be made with the instructor and the other school's Registrar's Office in order to receive the regular half course credit. A form for this purpose is available upon request in the Registrar's Office.
4. HDS candidates for graduation who have cross-registered for courses outside HDS during their final semester are responsible for arranging with their instructors to have their grades turned in to the host school's Registrar's Office no later than January 31 for March graduation, or by May 26 for June graduation.
5. No more than one-half of the course work in any semester may be taken outside the Divinity School.

### ***How to cross-register into another school at Harvard***

1. Students should fill out the University cross-registration petition form online. The web address is ***crossreg.harvard.edu***.
2. Students then take the petition to class and obtain the instructor's signature.
3. Finally, students deliver the petition in person to the Registrar's Office of the host school.

Note: Students must cross-register for audits as well as courses taken for credit. Policies regarding audits vary school to school. Consult the host school's registrar's office.

## University Cross-Registration Dates 2006-2007

| Fall   | Classes Begin | Cross Registration Petitions Due | Last Day to Drop without Notation (1) | Last Day to Drop with Notation (2) | Last Day of Classes | Last Day of Exams |
|--------|---------------|----------------------------------|---------------------------------------|------------------------------------|---------------------|-------------------|
| HDS    | Sept 18       | Oct 5                            | Oct 5                                 | Nov 14                             | Dec 19              | Jan 23            |
| FAS    | Sept 18       | *                                | *                                     | *                                  | Dec 19              | Jan 23            |
| HBS    | Sept 6        | Sept 7                           | Sept 22                               | *                                  | Dec 13              | Dec 20            |
| GSD    | Sept 18       | Sept 25                          | *                                     | *                                  | Dec 15              | Jan 19            |
| GSE    | Sept 18       | *                                | *                                     | *                                  | Dec 19              | Jan 23            |
| KSG*** | Sept 13       | Oct 5                            | Oct 5                                 | *                                  | Dec 12              | Jan 22            |
| HLS**  | Sept 6        | Sept 12                          | Sept 12                               | N/A                                | Dec 8               | Dec 21            |
| HMS    | Sept 12       | See HMS sched.                   | See HMS sched.                        | N/A                                | See HMS sched.      | N/A               |
| SPH    | Sept 5        | Sept 8                           | Sept 8                                | N/A                                | Dec 22              | N/A               |
| MIT    | Sept 6        | Sept 29                          | *                                     | *                                  | Dec 13              | Dec 22            |
| Tufts  | Sept 6        | Sept 15                          | *                                     | *                                  | Dec 12              | Dec 21            |
| Spring | Classes Begin | Cross Registration Petitions Due | Last Day to Drop without Notation (1) | Last Day to Drop with Notation (2) | Last Day of Classes | Last Day of Exams |
| HDS    | Jan 31        | Feb 16                           | Feb 16                                | April 3                            | May 4               | May 25            |
| FAS    | Jan 31        | *                                | *                                     | *                                  | May 4               | May 25            |
| HBS    | Jan 16        | Jan 18                           | Feb 2                                 | *                                  | April 26            | May 4             |
| GSD    | Jan 31        | Feb 7                            | *                                     | *                                  | May 4               | May 24            |
| GSE    | Feb 5         | *                                | *                                     | *                                  | May 11              | May 24            |
| KSG*** | Jan 31        | *                                | *                                     | *                                  | May 4               | May 25            |
| HLS**  | Feb 1         | Feb 7                            | Feb 7                                 | N/A                                | May 2               | May 12            |
| HMS    | Jan 29        | See HMS sched.                   | See HMS sched.                        | N/A                                | See HMS sched.      | N/A               |
| SPH    | Jan 29        | Feb 2                            | Feb 2                                 | N/A                                | May 18              | N/A               |
| MIT    | Feb 6         | *                                | *                                     | N/A                                | May 17              | May 25            |
| Tufts  | Jan 17        | Jan 26                           | Feb 9                                 | *                                  | April 27            | May 8             |

\* As the HDS deadline is earlier, students should follow the HDS dates for these events.

\*\* Consult the Law School Registrar's Office for J-term course deadlines.

\*\*\* The Kennedy School has a two-day shopping period prior to the start of classes. Consult the Kennedy School of Government Registrar's Office for module course deadlines.

(1) This date is the deadline to drop without the notation of "dropped" appearing on the student's

**10 - Handbook for Students: Academic Procedures and Rules**

transcript.

(2) This date is the deadline to drop with the notation of “dropped” appearing. The HDS deadlines serve as deadlines to drop a course at any school, unless the host school’s deadlines are earlier, in which case the latter should be observed. Many schools use the term “withdrew” synonymously with “Dropped with Notation”.

***How to cross-register into a school of the Boston Theological Institute***

1. Students come first to the HDS Registrar’s Office, fill out a BTI cross-registration petition form, and have it signed by a member of the office.
2. Students then take the petition to the Registrar’s Office of the host school to be signed. (The instructor does not sign the BTI form.)
3. Finally, students return the third copy of the form to the HDS Registrar.

Note: Students must also cross-register for audits in the BTI.

**BTI Cross-Registration Dates 2006-07**

| Fall | Classes Begin | Cross Registration Petitions Due | Last Day to Drop without Notation (1) | Last Day to Drop with Notation (2) | Last Day of Classes | Last Day of Exams |
|------|---------------|----------------------------------|---------------------------------------|------------------------------------|---------------------|-------------------|
| HDS  | Sept 18       | Oct 5                            | Oct 5                                 | Nov 14                             | Dec 19              | Jan 23            |
| ANTS | Sept 11       | Sept 22                          | Sept 22                               | *                                  | Dec 18              | Dec 19            |
| BC   | Sept 5        | Sept 13                          | Sept 13                               | *                                  | Dec 8               | Dec 19            |
| BU   | Sept 5        | Sept 18                          | *                                     | Oct 27                             | Dec 11              | Dec 20            |
| EDS  | Sept 18       | Sept 29                          | Sept 29                               | *                                  | Dec 20              | Jan 19            |
| GCTS | Sept 11       | Sept 15                          | Sept 15                               | *                                  | Dec 8               | Dec 15            |
| HC   | Sept 7        | Sept 15                          | Sept 15                               | *                                  | Dec 7               | Dec 15            |
| SJS  | Sept 5        | Sept 15                          | Sept 15                               | N/A                                | Dec 11              | Dec 19            |
| WJST | Sept 18       | Sept 29                          | Sept 29                               | Nov 1                              | Dec 19              | Jan 12            |

| Spring | Classes Begin | Cross Registration Petitions Due | Last Day to Drop without Notation (1) | Last Day to Drop with Notation (2) | Last Day of Classes | Last Day of Exams |
|--------|---------------|----------------------------------|---------------------------------------|------------------------------------|---------------------|-------------------|
| HDS    | Jan 31        | Feb 16                           | Feb 16                                | April 3                            | May 4               | May 25            |
| ANTS   | Feb 5         | Feb 16                           | Feb 16                                | *                                  | May 7               | May 11            |
| BC     | Jan 17        | Jan 25                           | Jan 25                                | *                                  | May 4               | May 16            |
| BU     | Jan 16        | Jan 30                           | *                                     | March 16                           | May 2               | May 14            |
| EDS    | Jan 29        | Feb 9                            | Feb 9                                 | *                                  | May 1               | May 11            |
| GCTS   | Jan 26        | Feb 2                            | Feb 2                                 | *                                  | April 27            | May 4             |
| HC     | Jan 15        | Jan 29                           | Jan 29                                | *                                  | May 10              | May 16            |
| SJS    | Jan 16        | Jan 26                           | Jan 26                                | N/A                                | May 4               | May 15            |
| WJST   | Jan 22        | Feb 2                            | Feb 2                                 | April 2                            | May 1               | May 11            |

\* As the HDS deadline is earlier, students should follow the HDS dates for these events.

- 1) This date is the deadline to drop without the notation of “dropped” appearing on the student’s transcript.
- 2) This date is the deadline to drop with the notation of “dropped” appearing. The HDS deadlines serve as deadlines to drop a course at any school, unless the host school’s deadlines are earlier, in which case the latter should be observed. Many schools use the term “Withdrew” synonymously with “Dropped with Notation”.

#### AUDITING COURSES

Interpretations of what “audit” means vary from instructor to instructor. Some require that auditors participate in class or sections; others require that they do not. Auditors are never permitted to take final exams and do not receive grades.

Most classes at HDS are open to auditors. If degree candidates wish to audit informally, they need to ask the instructor for permission but do not list the course on their study cards. Students who plan to attend regularly and want the course to appear on their transcript should list the course on their study cards.

There is no fee for audits for degree candidates and Visiting Scholars; non-degree candidates must pay the normal audit fee (\$350 per half course) to have audits added to their academic records. If a degree candidate signs up to audit but is unable to continue to attend, he or she needs to notify the Registrar’s Office no later than the last day of classes so that the course can be removed from his or her record.

To cross-register as an auditor in a BTI course, students must follow the same process as if they were taking the course for credit and indicate prominently on the cross-registration petition form that they are signing up as an auditor. Cross-registration is a means of identifying and authorizing students to attend the host school’s classes.

#### READING AND RESEARCH COURSES

Students who have successfully completed at least one half course in a particular area may wish to continue to study independently in that area under the supervision of an HDS faculty member. Course credit may be earned in such situations by registering for a Reading and Research course. Reading and Research courses may be taken only under the supervision of and with prior consent of a regular

## 12 - Handbook for Students: Academic Procedures and Rules

member of the HDS faculty within their specific area of study. Reading and Research courses cannot be supervised by Visiting Professors or Lecturers or non-HDS faculty. Reading and Research courses may be taken only on a **SAT/UNSAT** basis.

### DROPPING AND ADDING COURSES

Fall 2006 Deadline

Thursday, October 5, by 5 pm in the Registrar's Office

Spring 2007 Deadline

Friday, February 16, by 5 pm in the Registrar's Office

Courses may be added or dropped from a student's schedule anytime before the deadlines listed above by filing the appropriate form in the Registrar's Office. Courses taken by HDS students that are dropped by the drop/add deadline will not appear on a student's transcript. Courses dropped after this date and before the ninth Tuesday of the semester will receive a grade notation of **Dropped**. This notation will appear on an HDS student's transcript and the course will count toward the total number of courses attempted as part of their program. Courses not dropped before the ninth Tuesday of the semester will be evaluated and assigned a grade.

Cross-registered courses must be dropped at both schools and in accordance with the rules of both schools. If the drop deadline of the other school is earlier than the HDS drop deadline, it must be met.

HDS students taking courses elsewhere should know that the host school controls the final status of a course and that grades are recorded as they are reported to the HDS Registrar. For this reason it is important to understand and follow the rules and deadlines of both schools.

A form for making any of these changes is available in the Registrar's Office. There is a \$10 fee assessed to HDS students for any change made after the due date for study cards.

### GRADING OPTION CHANGES AND LAST DAY TO DROP WITH NOTATION

Fall 2006

Tuesday, November 14 by 5 pm in the Registrar's Office

Spring 2007

Tuesday, April 3 by 5 pm in the Registrar's Office

Students may change their status in a course up to 5 pm of the ninth Tuesday of each semester. After this date (as listed above), students may neither drop a course, nor change the grading option for a course from letter grade to SAT/UNSAT, or vice versa. Courses dropped prior to this date will be listed on the student's transcript with the notation **Dropped**. Courses not dropped by this date will be evaluated by the instructor and a grade assigned.

Courses can only be changed from credit to audit or vice versa prior to the drop/add deadline that occurs earlier in the term. See the Academic Calendar for details.

For courses that meet throughout the year, the fall semester deadline applies. That is, students must commit to their status in a full year course by the ninth Tuesday of the **fall** semester.

### ENROLLMENT CONFIRMATION

After the drop/add deadline, students should carefully review their registration information online to confirm they are properly registered in their desired courses. All discrepancies should be reported to the Registrar's Office immediately.

## SUBMISSION OF WRITTEN WORK

Students are responsible for retaining copies of all materials submitted to meet course requirements, with the exception of in-class examinations, until they have received notification of a final grade from the Registrar.

## EXAMINATIONS

Some HDS courses require a three-hour in-class final examination. These exams must be taken at the times specified by the Registrar's Office during the examination period. Fall final examination period for 2006-07 runs from Saturday, January 13, through Tuesday, January 23; spring examination period runs from Thursday, May 17, through Friday, May 25. Courses scheduled in the morning normally have morning exams beginning at 9:15 am; afternoon courses have exams at 2:15 pm.

A preliminary exam schedule is published in the course schedule each semester. The definitive final exam schedule is published online toward the end of each semester.

## STUDENTS WITH A DISABILITY TAKING EXAMINATIONS

Depending upon the nature of the student's documented disability, the Divinity School will provide appropriate auxiliary aids and services, which may include note-taking and study aids, recorded, enlarged, or Braille materials, sign language interpreters, and alternative and make-up examination arrangements. Students who know that they will require accommodation for disabilities should present written documentation to the Disability Coordinator no later than the last day of classes fall or spring term. In other cases, students should contact the Disability Coordinator and the Registrar promptly when the need for special accommodation is apparent. Accommodation cannot be provided until formal documentation is completed, and cannot be provided retroactively.

## MAKE-UP EXAMINATIONS FOR STUDENTS WITH A DISABILITY

Students with a documented disability who are unable to take an examination at the scheduled time should contact both the Registrar and the Disability Coordinator as soon as the need is apparent to discuss make-up examination accommodations and procedures and, in all cases, in advance of the exam itself. When make-up examinations are necessary as a result of a disability, the fee usually associated with the process will be waived.

## MAKE-UP EXAMINATIONS FOR ALL OTHER STUDENTS

Make-up examinations for final exams are granted only in the case of illness, grave emergency, or other extreme circumstance. In the case of illness, such illness should be reported to the Harvard University Health Services prior to the examination. A letter must be obtained from the physician certifying the date and nature of the illness. Students must then file a petition for a make-up exam. The petition form is available at the Registrar's Office.

Students who must be absent for reasons other than illness, such as a death in the family or conflict with a denominational requirement bearing on the student's academic or career program, must notify the Registrar prior to the examination, and obtain a Petition for a Make-up Examination. Petitions for a make-up exam must be approved and signed by both the instructor and the Assistant Dean for Academic Affairs prior to the exam, and filed with the Registrar within one week after the close of examinations. A student who is present for any part of an exam is not entitled to make it up.

Students who do not take the final examination in a course receive a grade of **ABS** (Absent). A grade of **ABS** becomes permanent on a student's record if a make-up petition is not filed and granted, or if the make-up examination is not attended.

Dates and times for make-up exams for Divinity School courses must be arranged by the student with the course instructor and the Registrar. The fee for a make-up final exam is \$25. Make-up exams for

#### 14 - Handbook for Students: Academic Procedures and Rules

Faculty of Arts and Sciences courses take place on prescribed days in early October and early April. Please note that the rules regulating makeup exams vary from school to school. Students must follow the rules of the school where the course is offered.

Students who, for compelling reasons, cannot be in Cambridge at the time of a final or make-up examination may petition to take the examination in another place. In absentia petitions and information for HDS courses are available at the Registrar's Office. Completed petitions must be filed at least 30 days before the regularly scheduled examination date; there is a \$50 fee for each approved petition.

#### INCOMPLETES

Each instructor has the right to either accept or refuse work that is handed in after prescribed deadlines up until the last day of the examination period. At the discretion of the instructor, students who fail to complete the required work before the end of the semester may be given a grade of **INC** instead of a final grade. To receive a grade of **INC** that may subsequently be made up, the student must complete an Incomplete Grade Agreement Form, available from the Registrar's Office. This form must be signed by both the student and instructor, with copies retained by each; the original must be submitted to the Registrar's Office by the last day of the semester (January 23 in the fall, May 25 in the spring).

The work for any incomplete course, even courses taken outside of HDS, must be submitted directly to the HDS Registrar's Office (not to the instructor directly) according to the following deadlines. Once received, the Registrar will send the work on to the instructor for grading.

- Work done to complete fall courses must be submitted to the Registrar's Office by the agreed upon date or the first day of reading period the following spring, whichever comes first. This deadline pertains even if a student is on leave.
- Work done to complete spring courses must be submitted to the Registrar's Office by the agreed upon date or the first day of reading period the following fall, whichever comes first. This deadline pertains even if a student is on leave.

If a student fails to submit the completed work for an incomplete to the HDS Registrar's Office by these deadlines, the work will not be accepted and the **INC** will automatically become a Permanent Incomplete (**P**) for the course.

On rare occasions, a student may be granted additional time to complete work for an incomplete. Such requests are granted only in highly unusual circumstances involving serious illness or other unforeseen events beyond the student's control. To make such a request to the Committee on Academic Programs a **Petition to Extend an Incomplete Beyond the Time Allowed** must be submitted to the Registrar's Office no later than the last day of the semester in which the work is due. This form requires the approval of both the instructor, who must be willing to accept the work late, and the student's advisor. Documentation of the circumstances that warrant the extension is normally required.

Petitions to extend an incomplete submitted after the last day of the semester the work is due will not be considered.

Grades of **INC** incurred in cross-registered courses at another school are subject to HDS rules and HDS deadlines, unless the other school's deadlines are earlier. Both schools must approve extensions.

Regardless of incomplete agreements made with the instructor or extensions granted by the Committee on Academic Programs, a student with:

- One outstanding incomplete may register for four courses only.
- Two outstanding incompletes may register for three courses only.
- Three outstanding incompletes may register for two courses only.
- Four outstanding incompletes may not register.

Exceptions to these limits can be made only by the written consent from the Assistant Dean for Academic Affairs.

If a student decides not to complete the course work for an Incomplete, he or she should notify the Registrar's Office as soon as possible. The grade for such a course will be **P**.

Courses that are incomplete because the student has been absent from the in-class final examination are not given a grade of **INC** and are not governed by the rules for incompletes. Rather, such courses receive a grade of **ABS** and are governed by the rules governing Make-up examinations.

No **INC** grade can be changed once a final degree has been awarded.

#### GRADING SYSTEM

The majority of courses are taken under the letter grade option with the following possible grades: **A**, **A-**, **B+**, **B**, **B-**, **C+**, **C**, **C-**, **D+**, **D**, **D-**, and **E**. Some courses, however, must be taken under the **Sat/Unsat** grading option in which a student either passes the course and receives credit for it, or does not. Such courses include departmental colloquia, Reading and Research courses, and others as indicated in the course description. What constitutes satisfactory work is left solely to the discretion of the course instructor.

A student may choose to take a letter grade course on a **Sat/Unsat** basis by indicating this preference on their study card. Degree programs limit the number of courses that may be taken under the **SAT/UNSAT** option and students should use caution when electing this option.

A course will receive a grade of Incomplete (**INC**) if the student has arranged with the instructor to be allowed additional time to complete the work and has filed an Incomplete Grade Agreement form with the HDS Registrar in a timely fashion. Grades of **INC** automatically change to Permanent Incomplete (**P**) and no credit is earned if the incomplete work is not delivered to the Registrar's Office by the deadline agreed upon and noted on the Incomplete Grade Agreement.

When the work for an incomplete course has been submitted but has not yet been evaluated by the instructor, the notation No Grade Reported (**NGR**) is assigned instead of a grade. This notation is replaced once the final grade has been received from the instructor.

A grade of Absent from Final Exam (**ABS**) will be assigned when a student is not present for an in-class final examination. This grade will become permanent if the student fails to meet the requirements governing make-up exams. If a student has taken an incomplete in a course and is absent from a final exam, a grade of **ABS/INC** is assigned.

Final grades in full courses are always cumulative—that is, they represent the standing of the student from the beginning of the academic year, and not merely since mid-year. The final grade of a full course supersedes the grade received for the first semester.

#### CORRECTION OF GRADING ERRORS

After an instructor has submitted a grade to the Registrar, the grade may only be changed at the instructor's request; if it was incorrect as the result of an arithmetical, administrative, or other clerical error. A grade may not be changed as a result of a reevaluation of a student's work except by an affirmative vote of the Faculty on such a request from an instructor.

#### CANCELLATION OF CLASSES

A notice will be posted on the classroom door should a class meeting be cancelled. Classes as a whole are rarely cancelled due to inclement weather. Information about class cancellations can be obtained by calling 617.495.5761.

#### COURSE EVALUATIONS

During the last three weeks of classes each semester students are asked to evaluate most of the courses they are enrolled in with HDS faculty members (with the exception of departmental seminars, collo-

quia, and the MDiv Senior Seminar). These evaluations are administered by the Registrar's Office and, upon collection, delivered to the Office of Academic Affairs. The evaluations are shared with the instructors only once grades for the semester have been submitted. Evaluations are mandatory in classes with ten or more students.

## ***ACADEMIC ADVISING***

Before registration, students at Harvard Divinity School are assigned an academic advisor by the Assistant Dean for Academic Affairs. The relationship between student and advisor is meant to aid students in getting the most out of their program and is considered central to the educational experience at HDS.

In addition to offering advice concerning the selection of courses, advisors may also help students by directing them to the various resources of HDS and the University at large, and advising them concerning career options and how to prepare for them. Students are required to obtain their advisor's signature on their study cards at the beginning of each semester. The advisor's signature is also required on all petitions to the Committee on Academic Programs requesting exceptions to the normal course of study.

Students are assigned to advisors according to their academic interests, and every effort is made to make the best possible match between student and advisor. This process is limited by the necessity to distribute advisees equally among faculty members. For this reason, ideal matches are not always possible. If students wish to change their advisors after the first two months of their first semester, they may do so by first obtaining the approval of the faculty member they wish to be their advisor and then notifying the Registrar's Office in writing of the change. Once the Registrar's Office has been notified, the change becomes official and the student's internal transcript is sent to the new advisor. Only HDS faculty members are eligible to serve as advisors, and all faculty have the right to refuse additional advisees.

Soon after registration, it is important for students to arrange a meeting with their advisor to discuss their choice of courses for the semester. Meetings with advisors are scheduled on the initiative of the student. Students should expect to meet with their advisor at this point for a quarter of an hour. Later, after courses have been decided upon and before study cards are due, students should arrange to meet with their advisors briefly a second time to have their cards signed. Students are asked not to wait until the last moment to get their study cards signed as this inevitably inconveniences the advisor.

MDiv students should also consult with the Office of Ministry Studies regarding the Field Education and Arts of Ministry requirements. Questions regarding a student's program and its requirements may always be addressed to the Registrar's Office.

Although advisors are there to guide and assist students in their academic pursuits, students are responsible for knowing and meeting all program requirements. Students should additionally consider the Registrar's Office as a key resource for advice regarding the requirements of their program.

## ***ACADEMIC PROGRESS***

MDiv, MTS, and ThM degree candidates are required to maintain satisfactory academic progress as set by faculty legislation for each degree program and published in this Handbook. Students who fail to do so will be reviewed by the Committee on Academic Programs and can be put on academic probation or be withdrawn from their program. (See the section below titled "Academic Probation.") ThD students should refer to the Handbook for ThD Students.

MDiv, MTS, and ThM students are considered to be making satisfactory progress when they meet all of the following criteria:

- The full course load residency requirement (the requirement of full-time study, four half-courses, for two consecutive semesters during a student's first three semesters) has either been fulfilled or is still able to be fulfilled, or the student has successfully petitioned to be exempted from this requirement.
- All grades received each semester must be passing grades ("Sat" or C- or better for MDiv and MTS students, "Sat" or B- or better for ThM students).
- At least one course each semester is successfully completed with a status other than incomplete, permanent incomplete, absent from exam, or withdrawn.
- At least half of the courses taken in two consecutive semesters are successfully completed with a status other than incomplete, permanent incomplete, absent from exam, or withdrawn.
- Courses are successfully completed at a rate that will allow the student to meet the respective requirements of the program in the allowed amount of time (MDiv students must complete within four years, MTS within two-and-a-half years).

#### ACADEMIC PROBATION

Students who fail to maintain satisfactory academic progress will be automatically reviewed by the Committee on Academic Programs. The student will be notified of the pending discussion and will be given the opportunity to provide pertinent information before the Committee takes action.

Upon review, the Committee can take one of the following actions:

- Place the student on academic probation but allow the student to register for a subsequent semester with or without further restrictions.
- Require the student to withdraw until the student has fulfilled the conditions of their probation as set forth by CAP.

If the student is withdrawn by action of the Committee, such action will be noted on the student's transcript. Such a decision taken by the Committee is final. See the section titled "Withdrawal" in this Handbook.

Students who have been placed on academic probation for making unsatisfactory academic progress are eligible to receive institutional and federal financial aid for a single semester only. A student who remains on academic probation more than one semester is ineligible to receive institutional or federal financial aid for all subsequent semesters while they are on probation.

#### ***PART-TIME STUDY***

Students wishing to be exempted from the full course load residency requirement may petition the Committee on Academic Programs to be placed on part-time status. Typically, students apply for part-time status prior to the start of their programs. However, under extraordinary circumstances, the Committee on Academic Programs may place a student on part-time status after he or she has matriculated.

To initiate this petition process, the student should consult the Registrar's Office. A petition must present the circumstances that justify part-time status, demonstrate the benefits to the student's program of study, and show a complete and clear plan as to both how and when all program requirements will be met.

#### ***TEACHING OPPORTUNITIES AND GUIDELINES FOR MASTER'S STUDENTS***

Teaching fellows may not be in a peer-to-peer relationship with their students. Consequently: (a)

### ***18 - Handbook for Students: Academic Procedures and Rules***

teaching fellows may not both take and teach the same course in a semester; (b) MTS and MDiv teaching fellows may not grade masters or doctoral students in a course; and (c) MTS and MDiv students are not eligible to be teaching fellows for courses with an HDS number or paid for by HDS.

First-year MTS and MDiv students are ordinarily not eligible for teaching appointment in undergraduate courses in FAS. Requests for exceptions must be made in writing to the Office of Academic Affairs and be accompanied by a letter of support by the student's advisor. FAS will not appoint HDS students without explicit approval of the HDS Assistant Dean for Academic Affairs.

Each section (or "fifth") taught counts as the equivalent work-load of one course; the total work-load (combination of courses taken for credit and sections taught) which may not exceed the equivalent of five courses for the term without permission of the Assistant Dean for Academic Affairs.

Teaching in any particular term does not alter the number of courses for credit needed to fulfill enrollment status, degree requirements or financial aid eligibility.

Since FAS will not appoint HDS students without the approval of HDS, students should discuss their teaching plans with the Assistant Dean for Academic Affairs as soon as possible.

With permission of the Assistant Dean for Academic Affairs, ThM students may be eligible to teach in undergraduate courses during their first year.

### ***ADVANCED STANDING***

The MDiv program is the only HDS program in which credit may be granted for work completed at another institution prior to enrollment at HDS. Requests for advanced standing are submitted to the Committee on Academic Programs, ordinarily after the student has completed at least one full semester of satisfactory work at HDS. The student must supply an official transcript of the courses for which credit is desired, and in some cases may be asked to supply additional materials such as course descriptions, syllabi, papers, and exams.

Students wishing to receive advanced standing must petition the Committee on Academic Programs during their second semester in the MDiv. Courses eligible for transfer must be on the graduate level, relevant to the HDS degree program, and from a school accredited by a national or regional institutional accrediting association. Each course must have been completed with the grade of B- or higher. Summer courses, courses that have been counted toward another graduate degree, or courses that were completed more than 10 years before the application for advanced standing will ordinarily not be accepted for transfer; under no circumstances will a course counted toward an undergraduate degree be accepted. Courses approved for credit may be used to satisfy distribution requirements.

MTS, MDiv, and ThM students may petition the Committee on Academic Programs to receive advanced standing for HDS courses taken prior to matriculation. HDS Courses completed as a Special Student, Resident Graduate, Minister in the Vicinity, or Harvard Employee through the Tuition Assistance Program may be eligible to count toward the MTS, MDiv, or ThM program upon favorable action by the Committee. Advanced standing may be granted for no more than four half courses toward the MTS and ThM programs, and for no more than eight half courses toward the MDiv program.

### ***LEAVE OF ABSENCE FOR THD STUDENTS***

ThD Students needing to spend significant periods of time away from campus may register in absentia or may apply for a Leave of Absence.

If a student's time will be primarily devoted to activities other than degree work, the student should apply for a Leave of Absence. Students will normally be permitted to spend a maximum of four semesters on leave of absence status prior to completion of the degree program. A maximum of two semesters on leave of absence is allowed prior to passing the general examinations. The total number of

semesters spent on leave need not be taken consecutively.

Time spent on Leave of Absence will normally constitute time accrued in the program, i.e., will count as part of the ten year time-to-degree limit. Time will not normally accrue in cases of leaves of absence for reasons of ill health, parental leave, or severe personal, family, or financial problems. Petitions to stop the “thesis clock” in this way must be submitted for approval by the Director of ThD Studies.

### ***LEAVE OF ABSENCE FOR ALL OTHER STUDENTS***

Students who wish to interrupt their studies for part of a semester or longer must file a leave of absence request form with the Registrar. No leave of absence will be considered official until the student has given written notice of such. A student who wishes to take a leave should consult the Registrar in order to review her or his account and to clarify such matters as tuition credit and insurance coverage. If this procedure is not followed, the student will be recorded as Withdrawn and must petition for reinstatement in order to return to her or his studies. (See ***Withdrawal***)

International students who wish to go on a leave of absence are not allowed to remain in the United States. Students should contact the Harvard International Office to discuss their options: 864 Holyoke Center, 617.495.2789, [www.hio.harvard.edu](http://www.hio.harvard.edu).

Students on financial aid must consult the Office of Admissions and Financial Aid concerning the financial implications of a leave of absence. Students who have borrowed money or have received financial aid from Harvard should contact the Financial Aid Office before finalizing their plans.

Ordinarily, leaves of absence will be granted for up to one year only. To be allowed a longer leave, students must petition the Committee on Academic Programs. If after an approved leave of absence a student fails to register and does not petition CAP for an extension, he or she will be recorded as Withdrawn and must subsequently petition for readmission to return to his or her studies.

Degree candidates who take a leave of absence are still required to complete their programs within the number of years allowed by the requirements of their degree (two and one-half years for MTS students, four years for MDiv students, and one year for ThM students). Additional time requires the permission of the Committee on Academic Programs.

Students may wish to continue their health care coverage while on leave and can do so by contacting the Insurance Office on the 2nd floor of Holyoke Center: 617.495.2008.

### ***INVOLUNTARY LEAVE OF ABSENCE***

The Dean of the Divinity School may place a student on involuntary leave of absence for the following reasons:

- Medical circumstances: (a) The student poses a direct threat to the health or safety of the student or others or has seriously disrupted others in the student’s residential community or academic environment; and (b) the student’s behavior or threatening state is determined to be the result of a medical condition, or the student refuses to cooperate with efforts deemed necessary by the University Health Services to evaluate the cause of the student’s behavior or threatening state.
- Alleged criminal behavior: The student has been arrested on allegations of serious criminal behavior, or has been formally charged by law enforcement authorities with such behavior.
- Risk to the community: The student has allegedly violated a disciplinary rule of the Divinity School and the Dean concludes that the student poses a significant risk to the safety or educational environment of the community.

Prior to placing a student on involuntary leave of absence, the Dean will consult with other officers of the University (for example, with the office of the Director of the University Health Services in the case of leave for medical reasons) or with the Administrative Board.

## ***20 - Handbook for Students: Academic Procedures and Rules***

The student will be notified in writing of the decision to place him or her on involuntary leave of absence. The student may ask the Dean or the Dean's delegate, in writing or in person, to reconsider the decision. If the student disputes any of the factual considerations underlying the decision, the Dean may refer the decision to the Administrative Board for fact finding.

Placement on involuntary leave of absence is not disciplinary, and a student who wishes to take a voluntary leave of absence rather than being placed on involuntary leave of absence will ordinarily be allowed to do so. Transcripts and other external reports do not distinguish between voluntary and involuntary leaves of absence. However, an incident that gives rise to an involuntary leave of absence may subsequently result in disciplinary action that changes the student's status.

A student who has been placed on involuntary leave of absence is subject to the same rules regarding financial aid and financial obligations (room, board, tuition, etc.) that apply to other students taking leaves of absence. The student may not participate in community activities and is not entitled to a University ID card until officially allowed to register. Any student on a leave of absence must remain away from Harvard if so instructed by the Dean.

A student who has been placed on involuntary leave of absence and who subsequently petitions to return to the Divinity School will be required to demonstrate that the circumstances that led to the placement on leave of absence have been satisfactorily addressed. Any disciplinary matter must be resolved before a student on leave of absence will be allowed to return, and if a student is required to withdraw while on leave of absence, the conditions for return after a requirement to withdraw will have to be satisfied in order for the student to be reinstated. If the leave was for medical reasons, evidence for the student's readiness to return will include consultation with University Health Services so that the Health Services may advise the Dean whether the medical condition that resulted in the behavior or threatening state is under control through treatment or no longer exists.

The decision whether to allow a student to return from involuntary leave of absence rests solely with the Dean in the case of medical circumstances, or the Administrative Board in the case of criminal or disciplinary circumstances.

### ***LAPSED REGISTRATION***

Students who fail to register for a given semester and who have not been granted official leave will be withdrawn from their program (see the section below titled "Withdrawal"). Students intending to take an official leave of absence must do so prior to the start of the semester.

### ***PROGRAM WITHDRAWAL***

A student is considered withdrawn from his or her program when he or she (1) has filed a Withdrawal Notice with the Registrar, (2) has failed to maintain satisfactory academic progress and has been withdrawn by the Committee on Academic Programs, (3) has allowed his or her registration to lapse and has been withdrawn by the Registrar, or (4) has been withdrawn by the Administrative Board as a result of disciplinary action. In all cases, students who later wish to resume their degree work must petition for reinstatement (see Reinstatement).

Degree students who withdraw from a degree program prior to the end of a semester are given a tuition credit according to the schedule below, provided that before such time the Registrar is given written notice of the withdrawal. Regular tuition is the only charge that may be prorated.

#### **Fall Semester 2006**

- On or before Oct. 20: Withdrawal (in writing) for  $\frac{3}{4}$  tuition credit.
- On or before Nov. 15: Withdrawal (in writing) for  $\frac{1}{2}$  tuition credit.
- Thereafter, no tuition credit.

Spring Semester 2007

- On or before March 2: Withdrawal (in writing) for  $\frac{3}{4}$  tuition credit.
- On or before April 4: Withdrawal (in writing) for  $\frac{1}{2}$  tuition credit.
- Thereafter, no tuition credit.

Students wishing to withdraw should also consult the Registrar to clarify tuition credit and insurance coverage. Students with educational loans are responsible for notifying lending institutions of their change in status and their current address. Students who have borrowed money or received financial aid from Harvard must see an HDS Financial Aid Officer before finalizing their plans.

Withdrawn students must turn in their ID cards to the HDS Registrar. If they have paid at least one-fourth the tuition for a semester, they have access to the Harvard University Health Services for the remainder of that semester. These students also retain Harvard student Blue Cross-Blue Shield health insurance until the end of January for the fall semester or until the end of July for spring.

Students in Harvard housing should inform the appropriate office of their change in status. Withdrawn international students must notify the Harvard International Office immediately.

### ***REINSTATEMENT***

A withdrawn student who later wishes to resume studies is required to petition the Committee on Academic Programs (or the Administrative Board in cases of disciplinary Withdrawal) for reinstatement. Such petition should be submitted to the Registrar and must contain a personal statement of the circumstances leading both to the withdrawal and to the desire to resume study at HDS. Withdrawn students seeking reinstatement for the fall should file such a petition by April 25; for the spring, by December 1. All outstanding financial obligations to the University must be met before petitioning for reinstatement.

### ***THE COMMITTEE ON ACADEMIC PROGRAMS***

The Committee on Academic Programs (CAP) provides a forum for students to voice their concerns or contribute ideas for change in the School's curriculum. CAP consists of several members of the faculty and two students appointed by the Dean on recommendation of the Student Association Executive Council. The responsibilities of this Committee include such matters as oversight of the academic programs of the School, oversight of students' academic progress, programming of named and public lectures, cross listing of courses, and approval of courses offered by visiting faculty.

The Committee on Academic Programs also rules on student petitions for individual variances to the academic rules and program requirements. Such petitions may include changing from the MTS to MDiv program (or vice versa), receiving advanced standing for course work completed at another institution, meeting the language requirement with a language other than the six examined by the School, extending the number of years allowed to complete a degree program, etc.

Petition forms are available in the Registrar's Office. Students are asked to begin the process by consulting with the Registrar (who can report on precedent and the stance of the Committee regarding specific requirements). Students are also required to discuss their petitions with their academic advisors and to obtain their advisor's signature and comments on the petition form. Typically, petitions will not be reviewed until a student has successfully completed his or her first semester at HDS. In addition, petitions will not ordinarily be entertained during a student's final semester when they are candidates for a degree. After their first semester, students are encouraged to make their petitions as early in their programs as possible so that alternate plans can be made should their petition be denied.

There are a few cases in which there are additional time requirements for filing CAP petitions:

- Any student with a disability that affects her or his ability to fulfill the language requirement (e.g.,

demonstrated inability to learn foreign languages) must petition CAP during her or his first year of studies in the program.

- Any petition that will determine a student's eligibility for graduation must be submitted to CAP prior to or during their penultimate semester.
- A petition to extend the length of time available to complete an incomplete course must be filed before the last day of exams during the semester the incomplete was originally due.
- A petition to change from the MTS program into the MDiv program, or vice versa, should be filed as early in a student's program as possible, normally before the end of the first year. Late submissions of such requests are unlikely to be approved.
- A petition to use a language other than the usual six languages of theological scholarship must be submitted during the first year of the student's program. This is not necessary for MDiv students who matriculated in fall 2005 or later.

In some instances, MTS students have been able to develop individualized programs of study with the approval and under the oversight of the Committee. Such programs allow the student to satisfy distribution and concentration requirements using categories other than those explicitly stated (Scripture and Interpretation, Christianity and Culture, and World Religions). For example, an MTS student whose primary interest is in Buddhism may design a program in which six courses in World Religions are taken, as well as two courses studying Christianity, and two courses studying primary Buddhist texts in the original language. The Committee will recognize such individual programs of study only if substantial equivalency to the present distribution requirements and its implied breadth can be demonstrated. Such petitions must be submitted no less than one year before the anticipated date of graduation.

## ***DEGREE APPLICATION***

Deadlines:

- For November 2006 Graduation: August 15, by 5 pm in the Registrar's Office
- For March 2007 Graduation: November 27, by 5 pm in the Registrar's Office
- For June 2007 Graduation: December 20, by 5 pm in the Registrar's Office

Before a student may graduate, she or he must formally declare intent to do so by filing a Degree Application in the Registrar's Office. These applications are due according to the deadlines above.

The Degree Application form requests the student's name as it should appear on the diploma and correct information about previous degrees to be published in the commencement book. To insure all degree requirements are being met, students must hand in degree applications in person and review their progress toward graduation with the Registrar or the Associate Registrar.

Candidates who do not receive a degree on the date for which application was made must file a new Degree Application to reactivate their candidacy for a later conferral date. They may reactivate a degree application once without charge, but must pay a \$25 reactivation fee thereafter.

No degree will be conferred until all financial obligations to the University have been met.

## ***PRIZES AND AWARDS***

### THE BILLINGS PRIZE

Each spring the Divinity School holds a preaching competition under the auspices of the Robert Charles Billings Fund. The Fund was established in 1904 to recognize preaching and "pulpit delivery" among Divinity School students, and was named in the bequest as the "Billings Prize." The competition is open to second and third year MDiv students. Each candidate has a ten-minute period in which to read a scripture passage, if desired, and to preach a sermon before a panel of three faculty judges.

The judges select finalists, who then preach their sermons before a larger jury of faculty, denominational counselors, and local ministers in a Wednesday noon worship service. A prize of \$500 is presented to the winner, or divided among first-place candidates. The judges also select the best reader of scripture from among those contestants who choose to read scripture. The winner of the scripture reading is presented a Bible, of the winner's choosing, from the Massachusetts Bible Society.

#### THE THAYER AWARD

This scholarship, created in 1857 with the bequest of John E. Thayer, is a prize given each spring to the "most meritorious" MTS and MDiv graduating candidates with financial need. The names of the two recipients are announced at the HDS Graduation Service.

#### **COMMENCEMENT AND ALUMNI/AE DAY**

- Alumni/ae Day: Wednesday, June 6, 2007; Graduation Worship Service at 4:00 pm
- Commencement Exercises: Thursday, June 7, 2007

Commencement exercises are held in June for candidates receiving degrees throughout the academic year (November, March, and June). Candidates and two of their guests are invited to the morning ceremonies in Harvard Yard, where degrees are conferred on students from all nine Harvard faculties. This portion of the festivities offers extremely limited seating and each participating graduate receives two guest tickets to the Yard ceremonies. Other guests may view the ceremonies from any one of a number of television monitors located throughout the University that day, including the Sperry Room in Andover Hall. A luncheon and diploma-awarding ceremony for the Divinity School community immediately follow the morning exercises. Tickets for the luncheon go on sale at the HDS reception desk one month prior to Commencement. Each graduate receives a free luncheon ticket and may purchase additional tickets for guests.

The day prior to Commencement is Alumni/ae Day. Activities usually include a symposium, a book signing reception, the annual Alumni/ae luncheon, Alumni/ae awards presentation and business meeting, as well as the Graduation Worship Service. Candidates for degrees are entitled to one free luncheon ticket each and are invited to participate in all of the day's activities. The Graduation Worship Service honors the graduating class and is held at 4:30 pm in Memorial Church. Wearing Harvard robes and hoods from previously earned degrees, students gather for the service at 4:00 pm outside the Church. The service lasts about one hour, is open to all guests, and is followed by a group class photo session and a reception on the Andover Hall lawn.

A communiqué concerning the various activities and requirements for Commencement goes to potential graduates in March. Information regarding appropriate regalia to wear and how to rent or buy it will also be distributed. Questions may be directed to [commencement@hds.harvard.edu](mailto:commencement@hds.harvard.edu), or to the COOP contact noted on the form supplied in the mailing.

#### **DIPLOMAS**

Diplomas are awarded at the HDS diploma-awarding ceremony on the afternoon of June 8. Students who have not cleared all financial obligations to the University and have not completed the HDS graduating student exit survey by Thursday, June 1, will not receive their diplomas at the ceremony. Instead, they will be handed an empty envelope. Once their financial obligations are cleared and their exit surveys submitted, their diplomas will be available for pick-up in the Registrar's Office.

Graduates who cannot attend Commencement exercises or pick up their diplomas in person may have them mailed by making arrangements with the Registrar's Office. A \$5 shipping and handling fee will be charged for domestic shipping; a \$15 fee covers international shipping.

## ***TRANSCRIPTS***

A student's signature is required to obtain official transcripts. Requests can be made either in person in the Registrar's Office, or by filling out an ***Official Transcript Request Form*** and sending it to the address below. This form may be obtained online at: [www.hds.harvard.edu/registrar/transcript.html](http://www.hds.harvard.edu/registrar/transcript.html). A fee of \$2 per copy is required.

Transcripts - The Registrar's Office  
Harvard Divinity School  
14 Divinity Ave. #208  
Cambridge, MA 02138

All transcripts are sent in sealed envelopes with official stamp across the seal.

Requests are filled in the order in which they are received and students should allow up to a week for processing, longer at extremely busy times (e.g., during registration periods and between December and March). Transcripts provided for students who have outstanding financial obligations to the University are so marked. In such a case, only one copy of the transcript will be issued, and only to the student.

## DEGREE PROGRAMS AND REQUIREMENTS

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### ***MASTER OF DIVINITY***

Note: Students who matriculated in the MDiv program prior to fall 2005 should follow the degree requirements outlined in the Handbook for Students of the year in which they matriculated. Students who are unsure of what their requirements are should consult with the Registrar's Office.

Students in the MDiv program learn to work at the intersections of the academic study of religion and the practices of religious communities, the past and the present, classroom study and field study, the convictions and practices of their own religious tradition and the convictions and practices of traditions other than their own within available resources.

#### REQUIREMENTS FOR THE DEGREE

Conferral of the MDiv degree for students who matriculate in fall 2005 or later, is dependent upon the satisfactory completion of the following requirements: (1) Course Requirements; (2) Arts of Ministry Requirements; (3) Supervised Field Education Requirements; (4) Second-Year Paper; (5) Second-Year Review; and (6) Financial Requirements.

#### ***1. Course Requirements***

***MDiv students must satisfactorily complete the equivalent of three years of full-time study (24 half courses) within four years from the initial date of registration for the degree (including leaves of absence) according to the following stipulations:***

- ***No less than one-half (12) of the total number of required courses must be taken for a letter grade. Of these, at least three quarters must be completed with a grade of B- or better. No course with a grade below C- may be counted toward the degree.***
- ***A minimum of twelve of the half courses completed must be selected from those offered by the Divinity School. Of these, at least half must be taken for a letter grade.***
- ***One-half of the total number of courses attempted each semester must be chosen from those offered by the Divinity School.***
- ***No more than one polity course may be counted toward the twenty-four half course minimum requirements for the degree.***

The normal (full) course load is four half courses a semester; the maximum allowed is five.

In addition the following course requirements must be met:

#### A. Full Course-Load Residency Requirement

***At least two consecutive semesters of a student's first three semesters must be spent in full course load residency (four half courses each term).***

The Committee on Academic Programs (CAP) allows exception to this requirement on a limited basis; interested students should apply for part-time status prior to the start of their programs. Under extraordinary circumstances, the Committee may grant a student part-time status after he or she has matriculated. For students granted part-time status, the maximum period for completion is five years.

#### B. Introductory Courses

***Successfully complete with a letter grade: 4510, 4511, and 4515 during their first year at HDS.***

In the first year of the program, students must take the following series of team-taught introductory courses for letter grade: Introduction to Ministry Studies (4510 - fall); Introduction to the Histories, Theologies, and Practices of Christianity (4511 - fall); and Introduction to Theories and Methods in the Study of Religion (4515 - spring).

### C. Distribution Requirements

**Successfully complete the distribution requirements within the three curricular categories:**

***Theories and Practices of Scriptural Interpretation (SI)***

***Histories, Theologies, and Practices (HTP)***

***Other Religions and Comparative Courses (OR)***

**One course may fulfill only one distribution requirement category.**

Theories and Practices of Scriptural Interpretation (SI)

**All students will be required to take three courses in the theories, methods and practices of scriptural interpretation in the tradition in which they are preparing to minister. Courses in a scriptural language at the third term level or higher and the content of which is the reading and interpretation of scriptural material may be used toward meeting this requirement. Two of the three courses must be taken at HDS.**

Histories, Theologies and Practices (HTP)

**Students in the MDiv program must take at least six courses in histories, theologies and practices in the religious tradition in which they are preparing to minister. Four of the six must be taken at HDS.**

Courses listed in the "Introductory Course Requirements" above will not satisfy this requirement. Courses in history, theology, ethics, religion and society and arts of ministry will satisfy this requirement, and students are expected to pursue course work in as many of these areas as possible.

Up to three courses that are designated as non-specific to a religious tradition (for example, Dudley Rose's course "Administration and Leadership), or are in a tradition other than the one in which the student is preparing to minister (For example, a student preparing for Christian ministry taking Professor Jon Levenson's course "Classics of Twentieth-Century Jewish Theology," for which the student is enrolled for an Arts of Ministry credit in religious education), may be used to meet this requirement.)

Students preparing for ministry in the Unitarian-Universalist Association must take at least two of the distributional courses in Christian history, theology and practice beyond the required introductory course. Their additional four courses may focus on the religious traditions most appropriate to their ministerial vocations.

Other Religions and Comparative Courses (OR)

**All students will be required to take three courses in a religion other than the one in which they are concentrating. Two of these courses must be taken in a single religion or in a single geographical or cultural complex. The third course can focus on another religion or be an explicitly comparative course. Two of the three courses must be taken at HDS.**

### D. Language Requirement

**Successfully complete three half courses in a single language relevant to their program.**

The study of foreign languages is an indispensable part of education for ministry. MDiv students must complete three semesters of study in one language relevant to their program (three half courses) through course work at Harvard with a minimum of B- in each course. Many students take this opportunity to learn a scriptural language and to work with the sacred texts of their tradition in the original language. Others choose to study a modern language.

### E. Theological Reflection Requirement

**Students must successfully complete one course of theological reflection, which is taken concurrently with the first field education placement (either HDS 2933 or 2944). HDS 2933 and 2944 may be taken for**

credit or audit.

#### F. Senior Seminar and Paper Requirement

***Successfully complete the MDiv Senior Seminar course, successfully complete the senior paper, and complete the discussion of the paper.***

All students must take the MDiv Senior Seminar course, HDS 4590, during their last year of study. Students write a senior paper of 30-40 pages in their final year of study in which they explore a question in ministry using resources from their studies in the classroom and in the field. The paper is written in close consultation with a faculty adviser and in the context of the MDiv Senior Seminar. The experience culminates with a discussion in April with the advisor and the seminar leader.

### ***2. Arts of Ministry Requirement***

***Demonstrate proficiency in at least three of the six Arts of Ministry through a combination of course work and field education.***

The School provides coursework (including courses in other departments and Schools of Harvard University) and field placements leading to competence in these Arts of Ministry: Preaching and Worship; Pastoral Care and Counseling; Religious Education and Spiritual Development; Administration and Program Development; Public Leadership, Community Organizing and Planning; and Denominational Polity. In each of the three Arts selected, satisfactory completion of one half course focusing directly on the area of competence, combined with evidence of basic competence attested to in the field education evaluation, will normally serve to satisfy the degree requirement.

The Arts in which competence can be demonstrated are as follows:

#### Preaching and/or Worship

The ability to prepare and deliver effective sermons, and to plan and lead various forms of worship. One can choose to separate preaching and worship, selecting one or the other as the focus of basic competence, or one can combine the two, as might those students from denominations and traditions in which they are seen as closely integrated. Those who select preaching or worship as a separate area of competence must choose two other areas from within the remaining five (that is, a student may not choose preaching, worship, and one other as the three areas).

#### Pastoral Care and Counseling

The ability to provide counsel with attention to the spiritual dimensions, faith issues, and social contexts of people's lives.

#### Religious Education and Spiritual Development

The ability to recognize the importance of nurturing religious faith and knowledge in all aspects of ministry, and to design and lead learning programs for the development of personal and community faith and life.

#### Administration and Program Development

The ability to take responsibility in directing a variety of aspects of institutional ministry (policy, planning, staff, plant, financial concerns, etc.), and to develop and implement programs related to the stated goals of an institution or community of faith.

#### Public Leadership, Community Organizing and Planning

The ability to relate a significant social policy issue (at local, community, national, or international levels) to one's ministry, to provide leadership in planning and analysis in the public sphere regarding that issue, and to engage the resources of a community of faith in addressing that issue. Work in this area focuses on and allows examination of contemporary social systems, institutions, and problems, strengthening the minister's ability to connect religious symbols and meaning with the dynamics of

contemporary public life.

### Denominational Polity

The ability to appropriate and interpret critically the history, theology, and polity of a denominational tradition, to relate these to significant contemporary issues raised within or outside the denominational church, and to participate in shaping the changing experience of a denominational religious community.

In each of the three Arts selected, satisfactory completion of one half course focusing directly on the area of competence, combined with evidence of basic competence attested to in the field education evaluation, will normally serve to fulfill the degree requirement. The courses may count for Area distribution within the twenty-four half course minimum requirement. Courses ordinarily used to meet the Arts of Ministry requirement are so noted in the course description.

In order to receive Arts of Ministry credit in a course, students must formally register for the Art on their study cards at the beginning of the semester and then complete the Arts of Ministry components of the course to the satisfaction of the instructor. In order to receive Arts of Ministry credit for a course for which the particular Art of Ministry is not noted in the course description, the student and the faculty member must, in addition, complete the Art of Ministry Special Faculty Agreement form and return it to the Registrar's Office. In order to receive Arts of Ministry credit for a cross-registered course in the BTI or another Harvard school (except in the case where the Art of Ministry is evident, e.g., a course titled "Pastoral Care and Counseling"), the student must submit a one-page statement to the Office of Ministry that describes the ways in which the student understands him- or herself to have met the Arts of Ministry requirements in the course. A single half course may not serve to fulfill more than one Art of Ministry.

A single field education placement may serve to fulfill one or more Arts of Ministry. In order to receive Arts of Ministry credit in any field education placement, the student must formally declare that Art on the Field Education Learning Agreement at the beginning of the placement and complete that Art of Ministry component of the experience to the satisfaction of the field education supervisor, who will indicate successful completion of the Art on the Final Evaluation form.

In order to meet Arts of Ministry requirements and develop satisfactory vocational preparation, students should work closely with their academic advisors and the Office of Ministry Studies faculty to coordinate their field education placements and their courses.

### **3. Supervised Field Education Requirements**

***Every student is required to complete two units of supervised field education. (Specific requirements and a complete list of placements are described in the field education handbook and online at: [www.hds.harvard.edu/oms](http://www.hds.harvard.edu/oms).) One unit of field education, requiring 12-15 hours of work per week, must be completed concurrently with academic work during the year. Students earn the second unit of field education credit through a full-time summer internship or a second year-long placement.***

The fundamental purpose of the field education program is to provide experience and to develop the Arts of Ministry through supervision in actual situations of ministry. Students reflect upon these ministerial experiences theologically and integrate them with their coursework. The Office of Ministry Studies assists students in selecting an appropriate field education placement from the approximately 200 settings available. These placements cover a broad range of ministries in settings including congregations, clinical and counseling sites, social action agencies, and institutions of secondary and higher education. Additional placement opportunities are available through the BTI. (For further information about field education sites, please see the "Field Education" section of the catalogue.)

Concurrently with their first placement during the academic year, all students take the course "Meaning Making: Thinking Theologically About the Practice of Ministry," in which seasoned local ministers lead small groups of students in theological reflection. In addition, students in field education are supervised by their site supervisor and by faculty in the Office of Ministry Studies. One half-

course credit may be received for the two field education units combined.

#### **4. Second-Year Paper**

***Sometime during the second year of study, students write a Second-Year Paper in a class of their choosing***

In order to clear some intellectual ground for their MDiv senior paper, written in the final year of their study, MDiv students in their second year at HDS write a second year essay. This paper can be written in the first or second term of the student's second year in any course offered in Harvard University or the Boston Theological Institute (including reading and research courses). The second year essay is intended to give students the opportunity to complete a portion of the intellectual work necessary for their senior paper: to engage a body of literature, to conceptualize an idea, or to place a practice of ministry in conversation with an academic discipline.

After being admitted to the course in which the student intends to write the second year essay, the student should write a brief statement of 1-2 pages outlining the work he or she wishes to accomplish in the paper and how it relates to the development of the MDiv senior paper. This statement should be turned into and discussed with the faculty member by the end of the third week of the term. Once approved by the faculty member, the statement should be turned into the Office of Academic Affairs. The student will write the paper in accordance with the syllabus of the course, unless other arrangements are made with the instructor. The second year paper will be read and evaluated by a regular faculty member for the course, not a teaching assistant. Students may not take incompletes in courses they have designated for the second year paper.

By June 10 of the students' second year, the student should turn into the Office of Academic Affairs a 2-3 page account of how the work accomplished in the second year essay has prepared him or her to proceed with the senior paper. This document should include the proposed topic for the senior paper and the student's top three choices for a faculty adviser for the project.

#### **5. Second-Year Review**

***During the second semester of their Second-Year and after consultation with their advisors, MDiv students are required to submit a brief review to the Committee on Academic Programs for its review.***

The Second-Year Review details the ways in which the student is fulfilling the aims and degree requirements of the program. The Committee makes specific recommendations regarding any deficiencies that need to be completed. MDiv students will not be able to enroll for the fall semester of their senior year until their statement has been approved. Review forms are distributed by the Office of the Assistant Dean for Academic Affairs, and should be returned to that office.

#### **6. Financial Requirements**

***MDiv students must pay three years of tuition. Students who must enroll for a seventh term in order to complete requirements must pay for that term on a per course basis at the current per course rate. Students who have been approved to be part-time will pay on a per course basis and must pay for a minimum of twenty-four courses.***

### ADDITIONAL INFORMATION

#### Advanced Standing

The MDiv program is the only program at the Divinity School in which credit may be granted for academic work completed prior to enrollment at HDS. MDiv candidates may be eligible to receive advanced standing for up to eight half-courses taken outside Harvard Divinity School.

Students wishing to receive advanced standing must petition the Committee on Academic Programs

during their second semester in the MDiv. Courses eligible for transfer must be on the graduate level, relevant to the HDS degree program, and from a school accredited by a national or regional institutional accrediting association. Each course must have been completed with the grade of B- or higher. Summer courses, courses that have been counted toward another graduate degree, or courses that were completed more than 10 years before the application for advanced standing will ordinarily not be accepted for transfer; under no circumstances will a course counted toward an undergraduate degree be accepted. Courses approved for credit may be used to satisfy distribution requirements.

For those classes completed during the course of the degree program, all arrangements must be made with the Committee on Academic Programs before the class begins. Ordinarily, course and tuition credit will be given only for semester-long or year-long programs outlined in the catalogue under "Programs in Other Geographic Locations."

## **MASTER OF THEOLOGICAL STUDIES**

The Master of Theological Studies (MTS) degree program allows candidates to study a variety of theological and related disciplines and to specialize in a particular field of interest. The program is flexible and can be adapted easily to satisfy students' diverse educational interests and vocational goals. It may be considered as preparatory to entering a doctoral program in religion or a related discipline, or as a means to approach another field or profession from a perspective enriched by theological study.

### AREAS OF CONCENTRATION

- I. Scripture and Interpretation
- II. Christianity and Culture
- III. Religions of the World

### REQUIREMENTS FOR THE DEGREE

***Conferral of the MTS degree is dependent upon the satisfactory completion of the following requirements (1) Course Requirements; (2) Area Distribution Requirements; (3) Language Requirement; (4) Statement of Progress Requirement; and (5) Financial Requirements.***

#### ***1. Course Requirements***

MTS students must satisfactorily complete the equivalent of two years of full-time study (16 half courses) within two and one-half years from the initial date of registration for the degree (including leaves of absence) according to the following stipulations:

- ***At least two consecutive semesters of a student's first three semesters must be spent in full course load residency (four half courses each term).***
- ***No less than one-half (8) of the total number of required courses must be taken for a letter grade. Of these, at least three-quarters must be completed with a grade of B- or better. No course with a grade below C- may be counted toward the degree.***
- ***A minimum of eight of the half courses completed must be selected from those offered by the Divinity School. Of these, at least half must be taken for a letter grade.***
- ***One-half of the total number of courses attempted each semester must be chosen from those offered by the Divinity School.***
- ***No more than four half courses in basic language instruction may be counted toward the sixteen half course minimum requirement for the degree. A fifth and sixth half course of language instruction may also be counted, if each is in a scriptural language at the intermediate level.***

The normal course load is four half courses a semester; the maximum allowed is five.

MTS students may elect to take 4510 Introduction to Theological Education for Ministry and denominational polity courses, if space is available, but these courses will not ordinarily count towards the course requirements for the degree.

An exception to the full course-load residency requirement of full-time study is allowed for students who, upon successful petition to the Committee on Academic Programs, have officially been placed on part-time status (see the section titled "Part-time study").

## **2. Area Distribution Requirements**

***MTS students are asked to choose one of the three curricular Areas as a field of concentration and distribute ten of the sixteen half course minimum requirement for the degree among the three curricular areas, with no single half course serving to fulfill more than one area, in the following way:***

- ***Six half courses in the student's chosen Area of Concentration. At least four of the six must be chosen from HDS courses and at least three of the six must be taken for a letter grade with an average of B achieved.***
- ***Two half courses in each of the other two Areas. At least one course in each of the two Areas must be chosen from HDS courses.***

Courses in basic language instruction are listed separately in the catalogue and do not count toward Area distribution requirements. Advanced language courses may, however, count toward Area requirements if cross-listed in the appropriate Area.

## **3. Language Requirement**

***Students must demonstrate intermediate-level reading proficiency in one of the six theological languages examined by the School.***

Typically, the student must demonstrate proficiency in one of the six languages in which examinations are offered at HDS: New Testament Greek, Biblical Hebrew, Latin, French, German, and Spanish. In some cases, and with the approval of the Committee on Academic Programs, another language (Modern Hebrew, Sanskrit, or Chinese, for example) may be used to fulfill this requirement if that language is judged essential to the student's academic program. (This option is fully described in the section titled ***Language Study***.)

Options for demonstrating competence in a language are described in full in the section titled ***Language Study***. Students are asked to familiarize themselves with these options and to create a strategy for meeting the language requirement early in their program.

A maximum of four half courses in basic language instruction may be counted toward the sixteen half course requirement for the degree. A fifth and sixth half course of language instruction may also be counted toward the MTS degree, if each is in a scriptural language at the intermediate level.

Courses in basic language instruction are listed separately in the ***Courses of Instruction*** and do not count toward Area distribution requirements. Advanced language courses may, however, count toward Area requirements if cross-listed in the appropriate Area. In some instances, a higher-level language course that has not been cross-listed in Area I, II, or III may be used to meet a distribution requirement, if upon petition to the Committee on Academic Programs, the course is determined to be of content specific to that Area. Such decisions are made on a case-by-case basis, and no more than one such course may be claimed to meet distribution requirements in a single Area.

## **4. Statement of Progress Requirement**

During the second semester of their first year and after consultation with their advisors, MTS students are required to submit a brief statement of progress to the Committee on Academic Programs for its review.

The Committee will make specific recommendations regarding any deficiencies that need to be made up. MTS students will not be able to enroll for the fall semester of the second year until the statement

of progress has been approved. Review forms will be distributed by the Office of the Assistant Dean for Academic Affairs, and should be returned to that office in Andover 205, no later than Friday, May 4.

### **5. Financial Requirements**

***MTS students must pay two years of tuition. Students who must enroll for a fifth term in order to complete requirements must pay for that term on a per course basis at the current per course rate. Students who have been approved to be part-time will pay on a per course basis and must pay for a minimum of sixteen courses.***

#### ADVANCED STANDING

Advanced standing for work completed at another institution before matriculation at HDS is not applicable to the MTS degree. However, advanced standing for up to four half courses may be available to MTS candidates based on dual degree status with another school at Harvard, or for course work previously completed at HDS as a Special Student, Resident Graduate, Minister in the Vicinity, or Harvard employee under the Tuition Assistance Program. MTS students may also participate in the programs described in the section titled Academic Procedures and Rules under ***Programs in Other Geographic Locations***. Advanced Standing requires the approval of the Committee on Academic Programs and in the case of dual degree status and participation in Programs in Other Geographical Locations, approval must be obtained in advance. The rules governing advanced standing are explained in full in the section titled ***Academic Rules and Procedures***. This section also describes the possibility of receiving Area distribution credit for course work approved for advanced standing.

### **COMPLEMENTARY PROGRAMS TO THE MDIV AND MTS**

#### PROGRAM IN RELIGION AND SECONDARY EDUCATION

The Program in Religion and Secondary Education (PRSE) is designed for those who wish to pursue a middle- or secondary-school teaching career in conjunction with their theological studies. The PRSE is offered within the context of either the Master of Theological Studies degree program or the Master of Divinity program, in partnership with local cooperating secondary schools. In addition to earning a master's degree, a PRSE student earns middle- or secondary-school teacher licensure in Biology, Chemistry, English, Foreign Language (Chinese, French, German, Hebrew, Spanish), History, Latin and the Classical Humanities, and/or Political Science/Political Philosophy through the Massachusetts Department of Education. The licensure obtained is valid in 48 states (South Dakota and Wisconsin being the exceptions) and Guam, and represents the closest equivalent available today to a national teaching certificate.

The PRSE program prepares students to teach the study of religion and to develop curricula that incorporate religion and religious worldviews within their fields of licensure. They also have the opportunity to engage constitutional issues that arise when considering the role that religion can and should play in public education. In this regard, the PRSE is a specialized training program in that it provides the explicit opportunity for teachers to explore the ways that the study of religion can contribute to and enhance policy and content discourses across the educational spectrum.

At the core of the PRSE is the notion of education as vocation—the conviction that one teaches because working to shape young lives is a vital endeavor. Through courses at the Divinity School, students study adolescent development and explore a wide variety of educational theories, methodologies, and pedagogies as they formulate their own understanding of education as vocation and the frameworks that best represent that articulation. They also have the opportunity to strengthen their subject area expertise in the humanities and social science areas of licensure as listed above. Students in the PRSE integrate their training in theological studies with their training to become effective educators. In addition to a course on adolescent development, students are required to take the following HDS courses:

- Religion and Public Education in a Multicultural America (HDS 2921) or Religion, Values, and Public Education: A Closer Look at the First Amendment (HDS 2916)
- Colloquium in Religion and Secondary Education (HDS 2915)
- Supervised Teaching Practicum (HDS 4650)

In addition to the courses listed above, students enrolled in the program are required to complete a major paper (35-50 pages) that focuses on some aspect of the intersection of the study of religion and education. MTS candidates fulfill this requirement by enrolling in the PRSE Research Seminar (HDS 4655) in the spring term following their fall internship in the schools. MDiv candidates may choose to fulfill this requirement by either enrolling in the PRSE research seminar or by choosing to write their MDiv Senior Paper (HDS 4590) on a topic related to religion and education.

#### State Licensure

Candidates for secondary school certification will also take two licensure exams administered through the Massachusetts Department of Education. One is in literacy and one is in their chosen subject area as listed above.

Admission to the MTS or MDiv program does not guarantee admission to PRSE. An application for PRSE will be sent to all admitted candidates who indicate an interest in PRSE on their admissions application. Criteria for selection are: a strong undergraduate record culminating in a bachelor's degree in liberal arts or sciences; a passionate commitment to youth; and an understanding of education as vocation. For further information regarding the PRSE program, contact:

Diane L. Moore

Director of the Program in Religion and Secondary Education, and Member of the Faculty of Divinity  
617.384.8047

diane\_moore@harvard.edu

#### DUAL DEGREES

MTS and MDiv students may take advantage of the opportunity to pursue degree programs concurrently in two schools of the University. Applicants who are admitted to another Harvard graduate or professional school as well as the Divinity School may in some cases combine the two programs so as to integrate theological studies with advanced training in another field. Harvard Divinity School students have earned dual degrees from the Divinity School and the Harvard Graduate School of Education, Harvard Law School, Harvard School of Public Health, and the John F. Kennedy School of Government, among others. Such coordination of fields allows students to enrich their theological studies, prepare themselves for further cross-disciplinary work, and gain the credentials that will allow them to take advantage of a broader range of professional possibilities.

Interested students should first discuss their plans with the Registrar. Once they have been admitted to the other Harvard School, they may then formally apply for dual degree status to the Assistant Dean for Academic Affairs. Once the course work at the other school has been completed, the student then petitions the Committee on Academic Programs to receive advanced standing.

MTS students may receive advanced standing for no more than four half courses based on dual degree status; MDiv students for no more than eight. If the degree granted by the other Harvard School is a one-year program (i.e., a master's program at the School of Education), then a maximum of four half courses of advanced standing may be granted.

#### PROGRAMS IN OTHER GEOGRAPHIC LOCATIONS

HDS recognizes three programs of special interest in locations outside the Boston-Cambridge area for participation by its students (typically MDiv students). Advanced standing for work completed in these programs may be granted. Interested students must obtain prior approval from the Committee on Academic Programs.

### ***The National Capital Semester for Seminarians***

The National Capital Semester for Seminarians (NCSS) offers theology students the opportunity to spend a semester in Washington, D.C., studying public policy issues from the perspective of Christian faith. Significant public policy issues and political processes and their theological and practical implications are explored through seminar meetings with public officials, political figures, lobbyists, and church social action leaders. Through individual research, students address the theological/ethical dimensions of a selected public issue, as well as its implications for Christian action. NCSS also offers both a supervised internship in social ethics and a summer program.

NCSS is open only to students who have completed one year of theological education. Wesley Theological Seminary, which hosts NCSS, offers full academic credit for the program. For further information, contact the Office of Ministry Studies, or:

National Capital Semester for Seminarians

Wesley Theological Seminary

4500 Massachusetts Avenue, NW

Washington, DC 20016-5690

800.882.4987

[www.wesleysem.org/Programs/natlcapsem.asp](http://www.wesleysem.org/Programs/natlcapsem.asp)

### ***Lutheran Studies Program for Master of Divinity Students***

In order to help Lutheran students attending non-denominational seminaries prepare for ordination requirements, the Lutheran Theological Seminary of Philadelphia offers a year long Lutheran Studies program. Students are encouraged to enroll in their middler year, although other alternatives are possible. Courses are available in such areas as Lutheran Confessions, the ELCA today, liturgy, Christian education, homiletics, and social ethics, with special attention to the commitments and concerns of the Evangelical Lutheran Church in America. For further information, contact the Office of Ministry Studies or:

Lutheran Theological Seminary of Philadelphia

7301 Germantown Avenue

Philadelphia, PA 19119-1794

215.248.4616; [www.ltsps.edu](http://www.ltsps.edu)

### ***Field Education and Study Year at Goethe University, Frankfurt Germany***

In cooperation with the Protestant Theological Faculty (Fachbereich Evangelische Theologie) of Goethe University in Frankfurt Germany, Harvard Divinity School offers qualified MDiv students the opportunity to spend an academic year in Frankfurt, during which the student will participate in a field education placement in a local Protestant Church and enroll in courses at the University. At the successful conclusion of the year, students may apply to the Committee on Academic Programs to count appropriate field education and course credits toward meeting their MDiv requirements.

In order to qualify for the program students must have or be prepared to develop reading and speaking proficiency in German. Generally students should have a minimum of two years of college level German. There is available a five or six week intensive language program in Frankfurt that will run from the beginning of September until the start of classes in mid-October. Unless students are fluent in German, they should plan to enroll in this intensive German language program. A student who has little or no German may consider the following:

***Participate in the HDS summer language program (8 week and 2 terms credit) and then the 5 or 6 week intensive program of German language study in Frankfurt immediately preceding the beginning of fall classes at the University in the middle of October. To be successful, the student would need to begin learn-***

*ing spoken German during the summer language program and would need to continue language study throughout the year.*

## **MASTER OF THEOLOGY**

The Master of Theology (ThM) program affords an opportunity for students who have received the Master of Divinity degree or its equivalent (three years of graduate theological study) to pursue advanced theological studies for one year. The program is especially recommended for students who seek to gain additional competence for the ministry beyond that provided by the Master of Divinity degree. It is equally appropriate for those who, after some years in ministry, teaching, or another field, wish to return to a theological institution to clarify their thinking, to prepare themselves for new tasks, or to acquire further competence in a specific area of study. Applicants should be aware that admission to the Master of Theology program is not a step toward the doctoral program at Harvard or an indicator of future admission to the Doctor of Theology or Doctor of Philosophy program.

### AREAS OF CONCENTRATION

- I. Scripture and Interpretation
- II. Christianity and Culture
- III. Religions of the World

### REQUIREMENTS FOR THE DEGREE

***ThM students plan a coherent program of advanced study with an advisor in their field of concentration. Receipt of the degree is furthermore dependent upon the candidate's fulfillment of (1) the Course Requirements; (2) Research Requirement; (3) Language Requirement; and (4) Financial Requirements.***

#### **1. Course Requirements**

***ThM students must satisfactorily complete the equivalent of one year of full-time study (8 half courses) within one year from the initial date of registration for the degree, according to the following stipulations:***

- ***Both semesters must be spent in full-time study (four half courses each term).***
- ***No course with a grade below B- may be counted toward the degree.***
- ***Four half courses must be completed in a student's chosen Area of Concentration, of which one must be a seminar or colloquium.***
- ***A minimum of four of the half courses completed must be selected from those offered by the Divinity School. Of these, at least half must be taken for a letter grade.***
- ***One-half of the total number of courses attempted each semester must be chosen from those offered by the Divinity School.***
- ***No more than two half courses may be taken in the schools of the Boston Theological Institute.***

Advanced standing is not granted for work done elsewhere, but an admitted candidate who has been enrolled at HDS as a non-degree student, following receipt of the MDiv degree (or the equivalent) and within four years immediately preceding registration, may petition to have no more than four half courses taken on that basis counted toward the degree.

An exception to the requirement of full-time study is allowed for students who, upon successful petition to the Committee on Academic Programs, have officially been placed on part-time status (see the section titled "Part-time study").

#### **2. Language Requirement:**

***Students must demonstrate intermediate-level reading proficiency in one of the six theological languages examined by the School. In addition, areas of concentration and particular topics of study may require intermediate knowledge of a second language.***

Options for demonstrating competence in a language are described in full in the section titled **Language Study**. Students are asked to familiarize themselves with these options and to create a strategy for meeting the language requirement early in their program.

### **3. Oral Examination Requirement:**

***Students must satisfactorily complete an oral examination by a committee of the faculty.***

ThM students will be examined orally by a committee of the faculty when the course requirements are nearing completion. A candidate must submit one large paper (normally 40-60 pages in length) or two smaller papers (each normally 20-30 pages in length) which provide a starting point for, or focus of, the questioning at the one-hour final oral examination. All papers should be submitted in duplicate, and, if a larger thesis paper has been written, the two copies should be submitted in spring binders for later submission to the Andover-Harvard Theological Library. These papers may have been prepared in connection with, or as part of the requirements for, the courses which the student has taken as part of the ThM program.

### **4. Financial Requirements**

***ThM students must pay one year of tuition. Students who must enroll for a third term in order to complete requirements must pay for that term on a per course basis at the current per course rate. Students who have been approved to be part-time will pay on a per course basis and must pay for a minimum of eight courses.***

## **DOCTOR OF THEOLOGY**

The Doctor of Theology program (ThD) emphasizes the study of the literatures, languages, practices, and institutions that shape religious traditions and thought from a range of methodological and theological perspectives. Although the Western humanistic traditions in their histories and their encounters with other cultures and religions, past and present, form the historic basis for the ThD at Harvard Divinity School, the program also offers the opportunity for students to engage in the study of varieties of geographical/historical complexes and religious traditions.

During the student's residency, up to approval of the thesis prospectus, his or her progress will be monitored by the Doctoral Subcommittee of the Standing Committee on the Study of Religion in cooperation with each student's advisor. Once the prospectus is approved, the dissertation shall be written under the supervision of one or more advisors approved by the Standing Committee.

### AREAS OF CONCENTRATION

ThD students specialize their studies in one of the following fields of Christian theological scholarship:

- Hebrew Bible/Old Testament
- New Testament and Early Christian Studies
- History of Christianity
- Theology (Historical and Systematic)
- Ethics
- Comparative Religion
- Religion and Society
- Religion, Gender, Culture

Study for Degree of Doctor of Theology extends through four stages: General Examinations, Prospectus, Dissertation, and Thesis Defense. All students in the ThD program at Harvard Divinity School must be making satisfactory progress in order to be eligible for any type of financial aid. [Note: Satisfactory progress includes being on "grace", or warning, and students may keep their financial aid. Unsatisfactory progress, commonly known as "probation", would lead to ineligibility for financial aid.]

All candidates for this degree must fulfill the following provisions of satisfactory progress to be considered in good standing:

## REQUIREMENTS FOR THE DEGREE

### ***1. Residence Requirements***

Two years of doctoral study in residence with payment of full tuition are normally required. During those two years, students are required to register for and complete at least three credit courses per term. A student must have achieved the minimum grade point average of "B" in each academic year and have met the regulations governing enrollment with incompletes. Following payment of full tuition for two years, the student remains in residence but pays reduced tuition for the next two years. A student subsequently will be charged a Guidance and Facilities Fee for the remainder of his or her studies for the degree. During these periods of residence the student will be considered to be a full time enrolled student unless she or he is paying an Active File Fee for residence outside the Boston area.

### ***2. Language Requirements***

All doctoral students must achieve at least intermediate reading competence in two modern languages of secondary scholarship relevant to their course of study (such as French, German, Japanese), in addition to whatever primary source languages are required in their field. The student and advisor shall consult to decide upon the two modern languages.

In addition, ThD students are expected to demonstrate reading proficiency at an intermediate level in Greek, Hebrew, Sanskrit, or an equivalent ancient language. All language requirements must be met before General Examinations are taken.

Please refer to the ThD Student Handbook for specific language requirements and detailed information about language examinations.

### ***3. Second-Year Review***

All students must participate in a Second-Year Review with at least two faculty members, to occur in the third or at the latest, in the fourth semester of study. The main purposes of the Second-Year Review are to consider and clarify the overall design and progress of a student's academic program and to assess the student's academic progress in general. Students participating in the Second-Year Review must submit the following, two weeks in advance, to the faculty participating in the review: 1) a two-page statement of academic purpose, and 2) two major course papers, one of which should be in the student's major field and the other in a different field or discipline.

### ***4. Seminars***

All first-year students are required to take the Common Doctoral Seminar (HDS 4599). Its purpose is to introduce major questions and/or problems in the study of religion and to offer an opportunity for critical reflection on the nature and boundaries of religious and theological inquiry. In addition, students must take the graduate seminars required by their field of concentrations, as well as other courses and seminars determined in consultation with an academic advisor.

### ***5. General Examinations***

By the end of the third year a student will ordinarily have passed general examinations or the departmental equivalent. Candidates are required to take General Examinations as follows:

Two three-hour written examinations in their area of concentration.

One three-hour written examination in a special topic chosen and defined by the candidate in consultation with faculty members. This special topic may lie within the field of concentration or may engage other fields or disciplines of academic studies.

An oral examination before a committee consisting normally of at least three faculty members.

Except in special cases (e.g., Old Testament and Comparative Religion) where deferment has been previously formally granted, a prospective fourth-year student must have passed the General Examinations by the end of the third year. Students concentrating in Comparative Religion are required to sit for an additional written examination in Theory and Methods. This exam is optional for students in other areas. Hebrew Bible students must take their General Exams in the Near Eastern Languages and Civilizations Department of the Faculty of Arts and Sciences.)

### **6. Prospectus**

Each candidate's prospectus must be submitted and approved by the standing committee within one year after passing the general examination. Twenty-five copies of the 2000-word prospectus, stating clearly the argument of the thesis and showing why it gives promise of making a contribution to learning, must be presented to the Standing Committee for its approval. The context of the problem and the student's acquaintance with the literature in the field should be indicated. The Standing Committee may vote to accept the prospectus, it may vote to accept the prospectus provisional upon certain additions to be submitted to the full Committee, or it may ask the student to resubmit a drastically revised prospectus. The Committee, unless it has reason to reject the prospectus, will then appoint a Prospectus Subcommittee, which will meet with the student and report back to the Standing Committee.

### **7. Dissertation**

The degree shall be awarded on the basis of the successful completion of a doctoral dissertation and its defense before a committee of the faculty. The dissertation shall be written under the supervision of an advisor approved by the Doctoral Subcommittee. Within twelve months of approval of the prospectus and each subsequent year during which a student is allowed to register, she or he must have produced at least one acceptable chapter of the dissertation, or the equivalent. Normally, a thesis should be submitted **within two years of approval of the prospectus**, but it must be submitted within seven years from the date of admission to the program. After seven years in the program, students may petition the ThD Director for a one-year extension of time to complete the dissertation. No more than three such petitions for each student will be accepted. The length of the thesis is limited to a maximum of 300 pages, exclusive of bibliography. Three or more unbound copies of the thesis, typed in its final form, must be submitted in binders, by August 15 for receipt of the degree in November, by December 1 for its receipt in March, and by April 1 for its receipt at Commencement. A dissertation abstract, with a maximum length of 350 words, must be submitted with each copy.

Specifics concerning the doctoral dissertation can be obtained from the ThD Program Administrator Kathryn Kunkel at the Office of the Committee on the Study of Religion, Barker Center, or email at [Kathryn\\_Kunkel@harvard.edu](mailto:Kathryn_Kunkel@harvard.edu).

### **8. Dissertation Defense**

If the dissertation is deemed acceptable by the Advisor and the Director of ThD Studies, the Standing Committee will appoint a Committee for the oral defense. If the examining committee accepts the thesis and its defense, and the examination is sustained by the Standing Committee, the original and the first copy of the thesis in bound form, together with their abstracts and an unbound, boxed copy for University Microfilms International, should be submitted to the HDS Registrar prior to the awarding of the degree.

### EXTENSIONS

A student who has not met degree requirements or an established deadline may with the endorsement of the Director of Th.D. Studies be granted an extension, normally for one year.

## TEACHING FELLOW OPPORTUNITIES

Every effort is made to provide opportunities for doctoral students to serve as Teaching Fellows. Those who wish to be considered for these positions should register in the Office of Academic Affairs. Students who want to work with faculty members in particular courses should make this known to the instructor in question. Students may be Teaching Fellows for courses in both the Divinity School and other Harvard faculties. For further information on Teaching Fellowships, please contact the Office of Academic Affairs.

## HANDBOOK FOR THD STUDENTS

Upon entrance to the program students are provided with the *Handbook for ThD Students*. This handbook is meant to give an overview of the structure and requirements of the ThD program and to serve as a reference for students as they progress through the program. It is a compilation of existing documents, many of which will also be sent to the students separately as they enter each phase of the degree program.

## PART-TIME THD CANDIDATES

Once admitted, and under certain circumstances, a ThD candidate may petition the Committee on the Study of Religion to work as a part-time student in order to take less than three credit courses per term during the first two years. Part-time students are charged on a prorated basis. The tuition requirements for ThD candidates are described under *Tuition and Fees* in the HDS *Handbook*. Ordinarily Harvard grants will be reduced to reflect part-time status. Students must petition the Committee on the Study of Religion prior to registration for part time status. Separate petitions must be filed for each academic year. On the petition, ThD candidates should indicate the reasons part-time status is sought and the number of courses for which they wish to register each term. Part-time study ordinarily is approved for the following reasons:

- pregnancy or having to care for small children at home
- personal ill health
- severe illness of other family members
- outside employment (but ordinarily not until after one year of full-time study)
- extreme financial strain in cases which the student has dependents

Part-time students are subject to the same requirements and regulations as full-time students.

## LANGUAGE STUDY

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The study of languages is considered an integral part of a theological education at HDS. Each degree program requires an intermediate-level reading competency in at least one of six languages of theological scholarship examined by the School: Biblical Hebrew, New Testament Greek, Christian Latin, German, French, and Spanish. Students are expected to address these requirements as early in their programs as possible.

### ***MDIV LANGUAGE REQUIREMENTS***

MDiv students matriculating in fall 2005 or later must complete three semesters of study in one language relevant to their program (three half courses) through course work at Harvard with a minimum of B- in each course.

Suggested course sequences at HDS are given below. Courses may be taken at FAS as well. (Students should be aware that FAS may require two full courses (four semesters) of study for certain languages.)

- HDS Summer French (full course); 4454, Advanced Intermediate French Readings (fall); OR: French Ax, French for Reading (fall); 4453, Intermediate French Readings (spring); Advanced Intermediate French Readings (fall)
- HDS Summer German (full course); 4414, Advanced Intermediate German Readings (fall) ; OR: 4412: Introduction to German for Reading; 4413; Intermediate German Readings; 4414, Advanced Intermediate German Readings (fall)
- HDS Summer Spanish (full course); HDS 4464 Advanced Intermediate Spanish Readings (Fall); OR: Spanish Ax, Reading Spanish (FAS); HDS 4463 Intermediate Spanish Readings; HDS 4464 Advanced Intermediate Spanish Readings (Fall)
- HDS Summer Latin; an advanced readings course in Christian Latin (fall); OR: 4310, Introduction to Christian Latin (fall); 4311, Intermediate Grammar and Readings in Christian Latin; an advanced readings course in Christian Latin (fall)
- Students interested in Greek are encouraged to follow a four-semester sequence: 4210, Elementary Greek (full course) or HDS Summer Elementary Greek; 4220 and 4221, Intermediate Greek I and II, or HDS Summer Intermediate Greek. They may, however, fulfill the requirement for the MDiv with: 4210, Elementary Greek (full course) or HDS Summer Elementary Greek; and 4225, Rapid Reading: The New Testament in Greek.

### ***MTS AND THM LANGUAGE REQUIREMENTS***

MTS and ThM students as well as MDiv students who matriculated prior to fall 2005, are required to show competency in at least one of the six languages of scholarship in theology and religious studies examined at HDS. In addition, ThM students may be required to demonstrate competency in a second language based on their area of concentration and particular topic of study.

There are three ways these students may demonstrate intermediate-level reading competency to satisfy the language requirement:

1. Passing an HDS language qualifying examination (given in September and May; in addition, French and Spanish will be offered in February).
2. Completing with a grade of B- or better the second semester of an HDS intermediate-level course in Greek or Hebrew (e.g., 4021 Intermediate Classical Hebrew II or 4221 Intermediate Greek II) or one semester of an HDS intermediate-level course in Latin (e.g., 4321 or 4323 Readings in Christian Latin Sources).
3. Receiving a grade of A- or higher on the final exam in a modern language course in the School's Summer Language Program.

In some cases, and with the approval of the Committee on Academic Programs, a language other than the six examined by the School may be used to meet the language requirement. In such cases, students must submit a petition to CAP during their first year of study establishing that another language is essential to their academic program. Competence in another language will normally be demonstrated by current university-level work in that language (e.g., the completion of the second year of an intermediate-level course at Harvard).

No more than four half courses in basic language instruction may be counted toward the MTS or MDiv degree. A fifth and sixth half course of language instruction may also be counted, if each is in a scriptural language at the intermediate level. Language courses, whether basic or advanced, may count toward distribution requirements only when cross-listed in one of the three curricular areas.

THM students may have additional language requirements set by their department.

To have a language other than the usual six meet the language requirement, an MTS or ThM student or MDiv student who matriculated prior to fall 2005, must receive approval from the Committee on Academic Programs. On such a petition, the student must demonstrate that the language is essential to their academic program.

### ***THD LANGUAGE REQUIREMENTS***

All doctoral students must achieve at least intermediate reading competence in two modern languages of secondary scholarship relevant to their course of study (such as French, German, Japanese), in addition to whatever primary source languages are required in their field. The student and advisor shall consult to decide upon the two modern languages. It is expected that one modern language be met upon entry into the Th.D. program and that the second language requirement be met within one year of entry. Candidates should consult with their advisors about any further languages required in particular areas of study.

In addition, ThD students are expected to demonstrate reading competence at an intermediate level in Greek, Hebrew, Sanskrit, or an equivalent ancient language. All language requirements must be met before General Examinations are taken

Competence in the modern languages is to be demonstrated in one of four ways:

1. By receiving a High Pass score on Harvard Divinity School's modern language exams, or
2. By receiving a B+ grade or higher in both a third and fourth semester language course at Harvard, or
3. By receiving an A- or better in Advanced Intermediate German Readings (Divinity 4414) or Advanced Intermediate French Readings (Divinity 4454), or
4. By an approved, regular member of the faculty certifying both that the student has received a passing grade in Divinity 4999 (ThD): Foreign Language Certification with the faculty member in which substantial readings were done by the student in the language and that the faculty member has tested the student's competence in the language with appropriate assignments. Please consult the Director of Language Studies for further information on this option.

The ancient language requirement may be met in one of three ways:

1. By receiving a Pass on the HDS language exam in Greek, Hebrew, or Latin, or
2. By completing the second semester of an intermediate-level Harvard Divinity School or Harvard University course in the Yard with a grade of B- or higher, or
3. By completing an intermediate-level Latin course at HDS with a grade of B- or higher.

In the case of languages not commonly offered or examined at Harvard Divinity School, the number of years required to achieve "intermediate reading competence" will be determined by faculty in the

relevant field.

## ***LANGUAGE EXAMS***

FRIDAY, SEPTEMBER 15

- French: 9:30 - 10:30 am
- German: 10:45 -11:45 am
- Spanish, Christian Latin, Biblical Hebrew, and New Testament Greek: 12:30 - 1:30 pm

WEDNESDAY, JANUARY 31

- French and Spanish: 1-2 pm

MONDAY, MAY 7

- French: 1-2 pm
- German: 2:15-3:15 pm
- Spanish, Christian Latin, Biblical Hebrew, and New Testament Greek: 3:30-4:30 pm

Language qualifying exams in Biblical Hebrew, New Testament Greek, Christian Latin, German, French, and Spanish are given twice a year, in September and May. In addition, French and Spanish exams are given a third time in January. These tests certify reading proficiency at an intermediate level in a language of theological scholarship for the purpose of meeting the HDS language requirement. These exams are not placement tests.

A passing mark on a language exam attests that a student has sufficient knowledge and skill to use the language in scholarship. Some mistakes in recognizing grammar or vocabulary are allowed if they do not seriously undermine the student's ability to understand the passage in question. All exam papers are evaluated by this same standard independent of the degree program in which a student is enrolled.

Texts of intermediate difficulty are selected to permit the grader enough flexibility in evaluating varying levels of performance and ability. Dictionaries are permitted to simulate "real-life" situations. The exams are designed to be taken within one hour. Copies of previous exams are available in the Registrar's Office for practice.

The grades of Pass or Fail are given to most exam papers. The mark of High Pass means that the translation was flawless or nearly so; the designation Low Pass means that there were more mistakes, but the passage was generally understood. Grades of Low Pass and Pass are noted as Pass on a student's transcript and a High Pass is noted as such. Failing grades do not appear on transcripts.

### Language Courses

During the regular academic year HDS offers language courses in Hebrew, Greek, Latin, German and French. In addition, many courses that are offered through the Faculty of Arts and Sciences are jointly offered at HDS. Courses listed at FAS but not at HDS may also prove useful to prepare for the language exams. Note especially French Ax (Reading French in the Humanities), Spanish Ax (Reading Spanish), and German S (Introduction to Expository German).

The following is a list of courses available to HDS students that may help them prepare to meet their language requirements:

- French: HDS Summer Language Program, FAS French Ax
- German: HDS 4411, 4412, HDS Summer Language Program, FAS German S
- Spanish: HDS Summer Language Program, FAS Spanish Ax
- Greek: HDS 4210, 4220, 4221, HDS Summer Language Program (beginning and intermediate)

- Hebrew: HDS 4010, 4020, 4021, HDS Summer Language Program (beginning and intermediate)
- Latin: HDS 4310, 4311, HDS Summer Language Program

### ***THE SUMMER LANGUAGE PROGRAM***

Summer 2007: June 25 – August 17

- Elementary Biblical Hebrew
- Intermediate Biblical Hebrew
- Elementary New Testament Greek
- Intermediate New Testament Greek
- Christian Latin
- French for Reading in Theology and Religious Studies
- German for Reading in Theology and Religious Studies
- Spanish for Reading in Theology and Religious Studies
- Intermediate Classical Arabic (tentative)

Students are encouraged to take advantage of the HDS Summer Language Program as a means of preparing to meet language requirements without the pressures of other courses. The courses offered correspond both in quality and quantity of work to a full course (or to two half courses) given throughout the academic year. All classes meet in the evening, to allow self-supporting students to work during the day. It should be noted, however, that many students have found the amount of work required by SLP to prohibit full-time employment. Good judgment is advised. Courses must be taken for a letter grade only. Students may audit with permission of the Director, but only with payment of full tuition.

MDiv students matriculating in fall 2005 or later may count SLP as two of the three required courses for the language requirement.

MTS, ThM, and MDiv students matriculating prior to fall 2005 may fulfill their requirements by completing Intermediate Greek or Hebrew with a grade of **B-** or better, or by earning an **A-** on the final exam in Theological Spanish, German or French.

ThD students must also earn a **High Pass** on the language qualifying exams in French or German. All students using Christian Latin to meet their language requirement must pass the language qualifying exam given in September and May.

HDS degree students who take courses through SLP may include these courses as part of their degree program, provided they will be registered and paying tuition during the fall term immediately following SLP. Students who meet this criterion and successfully complete the course will receive credit equal to two half courses toward the requirements of their degree. The courses (and the grades earned) will appear on the students' transcripts. Participation in SLP is not counted toward the full course-load residency requirement; that is, a student who takes takes a SLP course and registers for three courses in the fall and three in the spring has not met this requirement. ThD students who are paying reduced tuition in the fall will be responsible for the full amount of SLP tuition. All students counting SLP courses as part of their degree program are required to pay a \$250 program fee at time of registration.

HDS students may also choose to take SLP and not include it as part of their program. Under this choice the student is responsible for paying the regular SLP tuition, which was \$3,885 in the summer of 2006. Credits earned will not appear on the student's transcript, but separate transcripts may be requested. SLP tuition is set each spring.

Updated information regarding the Summer Language Program is also available online through the Registrar's web pages: [www.hds.harvard.edu/slp](http://www.hds.harvard.edu/slp)

## NON-DEGREE PROGRAMS AND CONTINUING EDUCATION

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### ***SPECIAL STUDENT PROGRAM***

The Special Student program is a non-degree status affording students the opportunity to take courses at HDS and to pay for these courses on a per-course basis. Students in this category may enroll for the equivalent of up to eight half courses for credit within a period of up to two years. International Special Students whose visas are being sponsored by HDS must enroll for a minimum of four half courses for credit each term per US government regulations. Students receive full credit for work completed in these programs and may transfer these credits elsewhere, or in some cases may petition to have some or all of the work count toward completion of one of this School's degree programs. Special Students may audit courses with the permission of the instructor and payment of the normal auditor's fee (\$350 per half course). All tuition charges must be paid prior to registration each semester.

Special Students are limited to enrollment in Divinity School courses only. Students are not eligible for financial aid, nor may they enroll in field education placements. Information regarding this program can be obtained from the Divinity School's Office of Admissions.

### ***RESIDENT GRADUATE PROGRAM***

The Resident Graduate program is a non-degree status affording students who have obtained at least one graduate degree in religion, the opportunity to take courses at HDS and to pay for these courses on a per-course basis. Students in this category may enroll for the equivalent of up to eight half courses for credit within a period of up to two years. International Resident Graduates whose visas are being sponsored by HDS must enroll for a minimum of four half courses for credit each term per US government regulations. Students receive full credit for work completed in these programs and may transfer these credits elsewhere, or in some cases may petition to have some or all of the work count toward completion of one of this School's degree programs. Resident Graduates may audit courses with the permission of the instructor and payment of the normal auditor's fee (\$350 per half course). All tuition charges must be paid prior to registration each semester.

Resident Graduates may take up to half their course work by cross-registration in other faculties of the University or the Boston Theological Institute. Students in the Resident Graduate program are not eligible for financial aid, nor may they enroll in field education placements. Information regarding this program can be obtained from the Divinity School's Office of Admissions.

### ***VISITING SCHOLAR PROGRAM***

Each year the School admits a limited number of scholars, normally holders of the doctorate, who do not wish to be candidates for further degrees but desire to be in residence for a year or a single semester, using the library, auditing courses if they wish, and participating in the other activities of the School. The fee for one year of study as a Visiting Scholar is \$4,350 (\$2,175 for each term). In addition, Blue Cross/Blue Shield Insurance coverage is compulsory for all international Visiting Scholars, except Canadians, as is University Health Services coverage. All other Visiting Scholars may waive these fees provided they have adequate alternate health care coverage.

### ***RESIDENT FELLOWS PROGRAM***

Harvard Divinity School provides an opportunity for sabbatical study for missionaries and executives of denominations and religious bodies who wish to be in residence at the School while on leave from their regular duties. During the 2006-07 academic year, Resident Fellows pay \$5,178 in tuition charges for their semester in residence. Inquiries should be made to the Office of Ministry Studies.

### ***MINISTERS IN THE VICINITY PROGRAM***

Ministers, pastors, priests, rabbis, and others who are engaged in full-time ministry in the Boston area, and hold a first theological degree, may be permitted to register and receive academic credit for a limited number of courses, paying tuition at half the normal rate. Such students may take up to four half courses within four years of admission (no more than one half course in any one term) and, if admitted subsequently to a degree program such as the Master of Theology, may petition to have their courses credited toward that degree. Official transcripts of courses taken as Ministers in the Vicinity may also be obtained for submission to other institutions. Students who do not require academic credit are referred to the Auditor status (description below). Ministers in the Vicinity may not cross-register into the other schools of the University or Boston Theological Institute and are not eligible for financial aid. In some cases admission may be restricted to certain designated HDS courses.

### ***AUDITORS***

Members of the public who wish to audit courses may do so by obtaining the instructor's permission and paying the auditor's fee of \$350 per half course, as well as a \$30 registration fee. No credit for this work is given, nor is a transcript issued. Forms may be obtained in the Office of the Registrar during the first week of classes.

## FINANCIAL REQUIREMENTS

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### ***TUITION FOR THE 2006-07 ACADEMIC YEAR***

MDiv, MTS, and ThM programs: \$20,712 (\$2,589 per half course)

#### ThD Program

Full Tuition: \$30,276

Reduced Tuition: \$7,870

Guidance and Facility Fee: \$2,002

Active File Fee for Students Registered in Absentia: \$560

Special Students and Resident Graduates: \$2,589 per course taken for credit, \$350 per half course audited

Visiting Scholar Program: \$4,350 (\$2,175 per term)

Auditors: \$350 per half course plus a \$50 registration fee

Ministers in the Vicinity: \$1,294.50 per course taken for credit, \$175 per audited course

Resident Fellows: \$5,178 for the term (after grant is applied)

The required \$100 acceptance fee that all students pay upon accepting their offer of admission is credited toward the student's first term bill.

#### BILLING FOR MASTERS STUDENTS

The manner in which masters students are billed has changed beginning fall 2006. The following description applies *only* to students who began the MTS, MDiv or ThM programs in fall 2006 or later. Students who matriculated before fall 2006 will continue to pay on a per course basis (\$2,589 per course in 2006-07) and should refer to previous versions of the *HDS Handbook for Students* for details.

#### MTS STUDENTS

MTS students (those having matriculated on or after September 2006) are required to pay full term tuition (\$10,356 in the current year) for a minimum of four semesters. In each of these semesters students may take up to five half courses and, after having met the full course-load residency requirement, may take as few as three. Four half courses a term is considered the normal load.

MTS students may also participate once in the Summer Language Program (during the summer before their first semester, or between their first and second years) and receive two half course credits for it toward their degree. Tuition for this initial participation in SLP is covered by the normal term tuition of the following year. However, MTS students enrolled in SLP are required to pay an additional \$250 program fee and \$50 application fee. (SLP may be taken one additional time and be applied to the student's degree, but additional SLP tuition (\$3,885 in 2006) must be paid.)

An MTS student may decide to register for a fifth semester and pay tuition for each course at the per-

course rate (this year, \$2,589). In such a case, the total number of courses attempted by the student may not exceed eighteen.

MTS students who have petitioned and have been formally recognized as part-time are billed in a different way. See the section on ***Part-Time Masters Tuition*** below.

#### MDIV STUDENTS

MDiv students (those having matriculated on or after September 2006) are required to pay full term tuition (\$10,356 in the current year) for a minimum of six semesters. In each of these semesters, students may take up to five half courses and, after having met the full course-load residency requirement, may take as few as three. Four half courses a term is considered the normal load.

MDiv students may also participate once in the Summer Language Program (during the summer before their first semester, or between their first and second or second and third years) and receive two half course credits for it toward their degree. Tuition for this initial participation in SLP is covered by the normal term tuition of the following year. However, MDiv students enrolled in SLP are required to pay an additional \$250 program fee and \$50 application fee. (SLP may be taken one additional time and be applied to the student's degree, but additional SLP tuition (\$3,885 in 2006) must be paid.)

An MDiv student may decide to register for a seventh or eighth semester and pay tuition for each course at the per-course rate (\$2,589 in 2006-07). In such a case, the total number of courses attempted by the student may not exceed twenty-seven.

MDiv students who have petitioned and have been formally recognized as part-time are billed in a different way. See the section on ***Part-Time Masters Tuition*** below.

#### THM STUDENTS

ThM students (those having matriculated on or after September 2006) are required to pay full term tuition (\$10,356 in the current year) for a minimum of two semesters. In each of these semesters, students may take up to five half courses and no fewer than four. Four half courses a term is considered the normal load.

ThM students may also participate once in the Summer Language Program in the summer before their first semester. Tuition for this initial participation in SLP is covered by the normal term tuition of the following year. However, ThM students enrolled in SLP are required to pay an additional \$250 program fee and \$50 application fee.

ThM students who have petitioned and have been formally recognized as part-time are billed in a different way. See the section on ***Part-Time Masters Tuition*** below.

#### PART-TIME MASTERS TUITION

For students who have successfully petitioned and are formally recognized as studying part-time, tuition is assessed according to a different schedule. Part-time masters students who take two half courses in a semester will be billed half tuition for that semester (this year, \$5,178). If more than two half courses are taken in a single semester, then full tuition will be assessed (this year, \$10,356 per term). If only a single half course is taken in a single term, then the student is billed for it at the current course rate (this year, \$2,589). It should be noted that students taking less than two courses in a term are not eligible to receive financial aid nor to defer their current loans.

#### **48 - Handbook for Students: Financial Requirements**

Part-time MTS students may take a seventeenth or eighteenth half course only for the purposes of replacing courses failed, withdrawn, or left incomplete. Part-time MDiv students, similarly, may take a twenty-fifth, twenty-sixth or twenty-seventh half course (and part-time ThM students a ninth half course) only for this same reason. Normal tuition at the half course rate will be assessed (this year, \$2,589).

#### **BILLING FOR DOCTORAL STUDENTS**

Full ThD tuition is assessed each semester of the two prescribed years of residence (this year, \$15,138 per semester). During the following two years, reduced tuition is charged (this year, \$3,935 per semester). For each additional year that a candidate remains in the Boston area, a Guidance and Facilities Fee will be assessed (this year, \$1,001 per semester) until the degree is granted or candidacy is terminated. All ThD students must have paid a minimum total of two years of full tuition and two years of reduced tuition prior to the receipt of the degree. Candidates living and working outside the Boston area will be charged an Active File Fee (this year, \$280 per term). Completion of the ThD degree is expected no later than seven years after the date of the student's entrance into the program.

#### **Resident Graduate and Special Student Billing**

Resident Graduates and Special Students pay tuition according to the number of courses taken (this year, \$2,589 per course). If fewer than eight half courses are taken, pro rata credit is not given for courses not completed for any reason. All charges must be paid in advance of registration.

#### ***FEES***

Student Activities Fee: \$15 per semester

University Health Services Fee: \$695 per semester

Blue Cross/Blue Shield Insurance Fee: \$608 per semester

#### **STUDENT ACTIVITIES FEE**

The Student Activity fee is required of all degree candidates and is added to their term bills mid-term each semester. The funds generated are used by the Student Association to support their activities and to be distributed by the SAEC to sanctioned student organizations.

#### **UNIVERSITY HEALTH SERVICES FEE**

The University requires all registered students who participate in activities on campus to pay the Health Services fee. These monies pay the operating costs of the University Health Services, which include urgent and pediatric health care, as well as various programs aimed at promoting health on campus. All HDS students, including Resident Fellows and Visiting Scholars, are automatically assessed this fee before each semester. Coverage for fall begins August 1 and extends through January 31, for the spring, from February 1 through July 31. Coverage cannot be prorated for less than a six-month period.

Individual students may waive this fee if: 1) they are registered in absentia, either as a THD student or MDiv student in a full-time field education internship outside Massachusetts, or 2) they have waived the University insurance program **and** are taking two or fewer courses during the semester.

A waiver form is available online ([www.uhs.harvard.edu](http://www.uhs.harvard.edu)). No refund of the fee is made to a student who leaves during the term, and no reduction of the fee is made in the case of late registration.

International students whose visa is sponsored by Harvard may not waive this fee.

#### **BLUE CROSS/BLUE SHIELD INSURANCE FEE**

All students are automatically enrolled in the Harvard-Sponsored Blue Cross/Blue Shield Insurance Plan at the beginning of each semester (including RF, RG and VS). Coverage for fall begins August 1

and extends through January 31; for spring, from February 1 through July 31. Coverage cannot be prorated for less than a six-month period. An extended plan covering a student's family is available at a higher rate.

This fee may be waived by students who show proof of equivalent medical insurance with a US-based company, provided that it is understood that the University will not be liable for any medical bills, expenses, and other losses resulting from an accident or sickness. The Blue Cross/Blue Shield Insurance fee is waived online ([huhs.harvard.edu](http://huhs.harvard.edu)). Students need their HUID and birth date to log on and will be asked to provide the alternative health insurance carrier's name, address, telephone number, identification number, group number, and subscriber name.

International students may not waive the Blue Cross/Blue Shield Insurance fee and are strongly advised to purchase coverage for their families as well.

When students with permanent addresses in the United States receive terminal degrees and their Harvard Blue Cross/Blue Shield insurance coverage is canceled, they are automatically transferred to non-group coverage with Massachusetts Blue Cross/Blue Shield and will be billed by them. There is no obligation to take out this insurance, but it offers an opportunity to maintain continuous coverage.

Students with questions regarding coverage or interest in obtaining a family insurance plan should consult the Student Insurance Office at the Harvard University Health Services: 2nd floor, Holyoke Center, 495.2008, [huhs.harvard.edu](http://huhs.harvard.edu).

### ***PAYMENT OF UNIVERSITY OBLIGATIONS***

All students are required to settle all financial obligations to the University before they are allowed to register each semester. Student bills for the fall semester are issued in July and payable in August; for the spring they are issued in December and payable in January. A student's term bill balance at registration each semester must not exceed anticipated Harvard University financial aid.

Degree students may elect to pay the tuition portion of their term bill in monthly installments. Under this plan, students pay one-quarter of their tuition in August and the balance in three installments in October, November, and December. In the spring participants pay one-quarter of their tuition in January and three additional payments in March, April and May. There is a service charge of \$35 per term for participation in the monthly payment option. A student enrolled half-time or less is required to pay the entire amount in advance.

A student who leaves the University for any reason must pay all charges immediately upon receipt of the bill.

#### TERM BILL SCHEDULE

|   | Charges Issued | Payable by |
|---|----------------|------------|
| Fall Tuition and fees                     | July 13        | August 1   |
| Room Rent and<br>Miscellaneous charges    | August 17      | On receipt |
| Miscellaneous charges                     | September 28   | October 13 |
| Miscellaneous charges                     | October 19     | November 3 |
| Miscellaneous charges                     | November 16    | December 1 |
| Spring Tuition and fees,<br>and Room Rent | December 14    | January 5  |
| Miscellaneous charges                     | February 15    | March 2    |
| Miscellaneous charges                     | March 8        | March 23   |
| Miscellaneous charges                     | April 5        | April 20   |
| Miscellaneous charges                     | May 10         | May 25     |
| Miscellaneous charges                     | June 12        | June 29    |

Candidates for degrees must have satisfied all indebtedness to the University at least one day before the day on which the degrees are voted by the Governing Boards. Students should see the Registrar to inquire about these dates. The names of candidates who have not so paid will be removed from the list of degree candidates before the meeting of the Governing Boards and their degrees will be withheld. Their degrees will be voted on by the Governing Boards once their bills have been paid.

The University has instructed the bank to redeposit any returned checks received for payments of students' bills. There is a \$50 charge assessed for the first dishonored check and \$75 for the second and subsequent checks. If your account indicates a history of dishonored checks, the University may also require that future payments be made in cash, or by a certified or bank check. A check is regarded as dishonored when it has been returned because of insufficient funds, lack of a bank account, or because payment has been inappropriately stopped.

Current account information is available online at [www.termill.harvard.edu](http://www.termill.harvard.edu). In order to access this utility, current students need their Harvard University Identification Number (HUID) and Harvard University Personal Identification Number (PIN).

### ***PROJECTED STUDENT BUDGET***

Below are listed the expected expenses for a masters-level student living off campus over the nine-month academic year. Students should be aware that these figures are based on a minimum allowance and that many students find it necessary to have additional funds available.

|              |                        |
|--------------|------------------------|
| \$20,712     | Tuition                |
| 2,606        | Health fees            |
| 30           | Student activities fee |
| 8,492        | Housing allowance      |
| 3,667        | Food allowance         |
| 4,115        | Personal expenses      |
| <u>1,669</u> | Books                  |
| \$41,291     | Total                  |

Married students and students with dependents should expect to pay higher rent. Students maintaining automobiles in Cambridge should budget additional funds for parking in the Cambridge area.

### ***FINANCIAL AID***

The goal of the Divinity School financial aid program is to assist students in meeting basic educational and living expenses incurred while pursuing their studies. For detailed financial aid information please refer to the Office of Financial Aid and the booklet entitled ***Financial Aid Policies and Procedures***.

## STUDENT RECORDS AND PRIVACY

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### ***DIRECTORY INFORMATION***

HDS respects the privacy of students. Consequently, only “directory information” is made generally available. Directory information includes: a student’s full name and reported date of birth; current address and telephone number; email address; program, dates of attendance, awards granted, and expected date of graduation; previous schools attended and degrees earned or expected with field of study and date of degree; religious affiliation; and photograph captured for the HUID card. Some of this information is published in several directories (including online and telephone operator directories) and made available to the University community. From without the University community, lists are provided to associated organizations (e.g., church organizations, commencement photographers), but otherwise made available only when requested using an individual student’s name.

A student may restrict access to his or her “directory information” in one of three ways: (1) restrict current phone number; (2) restrict current address; or (3) restrict current address and phone number. Restricted directory information is made available only to University officers and staff with a legitimate need for access.

Students will also have the option of restricting the disclosure of their religious affiliations.

Class rosters including directory information may be provided to the faculty and other students in online course tools.

These privacy preferences are not to be understood as an invocation of a student’s rights under federal privacy law. Harvard may disclose this information within the University and to the public by other means, as allowed by the federal Family Educational Rights and Privacy Act of 1974 (FERPA) described below. To restrict access to directory information to the fullest extent allowed by FERPA, a student must contact the Registrar’s Office and select full non-disclosure status in writing.

### ***THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

- o The right to inspect and review one’s own education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, or head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. In situations where a copy of any part of the student’s record is provided, a fee will be assessed to cover costs.
  
- o The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

o The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (i.e., directory information as discussed below). One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

o The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The Office that administers FERPA may be reached at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202-4605  
Directory Information

### FERPA Block and Effects

Those students who request that full directory information about them not be disclosed (referred to at Harvard as a "FERPA block") should be aware of the substantial consequences of the block:

***A FERPA block prohibits Harvard from acknowledging the student's existence. Harvard will not acknowledge the existence of any student with an active FERPA block.***

A FERPA block will prevent the student from being listed as having attended Harvard, and it will prevent Harvard from acknowledging that a student is currently enrolled at the University. The only exceptions involve the US government, US law enforcement, or Harvard officials with legitimate educational interest including the need to maintain School operation.

A FERPA block will keep a student from being listed in the printed Harvard phonebook, as long as the block was requested before the phonebook is sent for printing. The FERPA block request form must be delivered to the School Registrar by September 30 in order to prevent the student's directory information being published in the University printed phone directories

A student's directory information will be removed from the central Harvard online directory within 3 business days of receipt of the block request form. Local School directory removal delays may differ.

### FERPA Block and Authorized Access

Those students who request a FERPA block should also be aware that this request does not restrict administrative access to their information where there is a legitimate educational interest, but does restrict other sharing of this information. For example, a FERPA block will not keep advisors or tutors from seeing the student's information, or prevent the student from being listed on a class list where

access to the list is limited to members of the class, or from being shown in online class tools as long as use of such tools is restricted to members of the class

A FERPA block, once set, is permanent until requested removed by the student. If a student has an active FERPA block at the time of graduation, it prevents the student from being listed as a graduate of Harvard. A student with a FERPA block who becomes a Harvard employee will not appear in official Harvard employee directories or listings.

Harvard Divinity School students interested in a full FERPA block must consult the Registrar.

## STANDARDS OF CONDUCT AND THE LEARNING ENVIRONMENT

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### ***RULES GOVERNING ACADEMIC INTEGRITY***

The Divinity School seeks to maintain a learning environment characterized by academic integrity and fair access to educational resources. The following actions represent clear violations of academic integrity and fair access, and will be treated as disciplinary matters:

1. Cheating on examinations either by copying the work of others or through the use of unauthorized aids.
2. Plagiarism: presentation of the work of others (either written or visual) as one's own work. All work submitted to meet course requirements must be the student's own. In the preparation of papers and other written work, a student must be careful to distinguish between original ideas and those that have been derived from other sources. Information and opinions are to be attributed specifically to their sources. Students should be aware of and use the proper forms of citation; see, for example, ***The Chicago Manual of Style***, 14th edition (Univ. of Chicago Press, 1993). Quotations must be properly placed within quotation marks and fully cited; paraphrased material must also be fully cited. In all cases where ideas or materials presented are derived from a student's reading and research, the source must be indicated. A student who submits work either not her or his own or without clear attribution to the original source, for whatever reason, may be required to withdraw from the Divinity School.
3. Simultaneous or repeated submission without permission of substantially the same work (either written or visual) to more than one course. Normally, one term paper may not be used to meet the requirements for more than one course. Students wishing to integrate the work of two separate courses into one paper may do so, but both instructors must give their approval in advance. Papers submitted for more than one course must show both course numbers on the title page.
4. Theft, vandalism, or destruction of the work of another student or group of students.
5. Theft, vandalism, or destruction of any educational resource (including library materials).
6. Altering or misrepresentation of academic records.
7. Other actions that present a serious threat to the learning environment at the University.

A student who has a concern about academic integrity or feels that she or he has been treated unfairly in the academic context normally speaks with the faculty member in question or an appropriate teaching fellow or the Assistant Dean for Academic Affairs.

### ***MISREPRESENTATION OF APPLICATION MATERIALS***

Occasionally candidates for admission make inaccurate statements or submit false material in connection with their applications. In most cases, these misrepresentations are discovered during the admission process and the application is rejected. If a misrepresentation is discovered after a candidate is admitted, the offer of admission will be withdrawn. If a misrepresentation is discovered after a student has registered, the offer of admission will be revoked and the student will be required to leave the School. If the discovery occurs after a degree has been awarded, the degree will be rescinded. The determination that an application is inaccurate or contains misrepresentations rests solely with the Office of Admissions and Financial Aid.

### ***UNIVERSITY STATEMENT OF RIGHTS AND RESPONSIBILITIES***

The University and the Divinity School community include persons from a wide variety of backgrounds and cultures, but there exists a common expectation that all members are responsible for maintaining an environment conducive to the pursuit of knowledge, intellectual freedom, and the integrity of each individual member of the community. Such a learning environment depends upon considerate behavior toward all members, respect for one another's privacy, and accurate representa-

tion of one's own work. Students, faculty, and staff are subject to the policies of Harvard University that govern the conduct of members of the School as articulated in the University-wide **Statement of Rights and Responsibilities** as stated below.

The following Statement, and the interpretation that follows it, were adopted on an interim basis by the Governing Boards of Harvard University on September 20, 1970, and were voted to remain in effect indefinitely in May 1977. The second interpretation was adopted by the Governing Boards in January- February 2002:

***The central functions of an academic community are learning teaching research and scholarship. By accepting membership in the University, an individual joins a community ideally characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others, and openness to constructive change. The rights and responsibilities exercised within the community must be compatible with these qualities.***

***The rights of members of the University are not fundamentally different from those of other members of society. The University, however, has a special autonomy and reasoned dissent plays a particularly vital part in its existence. All members of the University have the right to press for action on matters of consent by any appropriate means. The University must affirm, assure and protect the rights of its members to organize and join political associations, convene and conduct public meetings, publicly demonstrate and picket in orderly fashion, advocate and publicize opinion by print, sign and voice.***

***The University places special emphasis, as well, upon certain values which are essential to its nature as an academic community. Among these are freedom of speech and academic freedom, freedom from personal force and violence, and freedom of movement. Interference with any of these freedoms must be regarded as a serious violation of the personal rights upon which the community is based. Furthermore, although the administrative process and activities of the University cannot be ends in themselves, such functions are vital to the orderly pursuit of the work of all members of the University. Therefore, interference with members of the University in performance of their normal duties and activities must be regarded as unacceptable obstruction of the essential processes of the University. Theft or willful destruction of the property of the University or its members must also be considered an unacceptable violation of the rights of individuals or of the community as a whole.***

***Moreover, it is the responsibility of all members of the academic community to maintain an atmosphere in which violations of rights are unlikely to occur and to develop processes by which these rights are fully assured. In particular, it is the responsibility of officers of administration and instruction to be alert to the needs of the University community, to give full and fair hearing to reasoned expressions of grievances, and to respond promptly and in good faith to such expressions and to widely-expressed needs for change. In making decisions which concern the community as a whole or any part of the community, officers are expected to consult with those affected by the decisions. Failures to meet these responsibilities may be profoundly damaging to the life of the University. Therefore, the University community has the right to establish orderly procedures consistent with imperatives of academic freedom to assess the policies and assure the responsibility of those whose decisions affect the life of the University.***

***No violation of the rights of members of the University, nor any failure to meet responsibilities, should be interpreted as justifying any violation of the rights of the University. All members of the community— students and officers alike—should uphold the rights and responsibilities expressed in this Statement if the University is to be characterized by mutual respect and trust.***

#### **Interpretation**

***It is implicit in the language of the Statement on Rights and Responsibilities that intense personal harassment of such a character as to amount to grave disrespect for the dignity of others be regarded as an unacceptable violation of the personal rights on which the University is based.***

***It is implicit in the University-wide Statement on Rights and Responsibilities that any unauthorized occupation of a University building or any part of it, that interferes with the ability of members of the University to perform their normal activities constitutes unacceptable conduct in violation of the Statement***

## **HARASSMENT**

Harassment can create an environment in which access to education opportunities is diminished. Moreover, harassment not only shows grave disrespect for the dignity of others, it also impedes the free discussion and exchange of ideas. HDS recognizes that there are obligations of civility and respect for others that underlie rational discourse, and that all members of the HDS community have the right to hold and vigorously defend and promote their opinions. Consequently, respect for this right requires community members to tolerate even expressions of opinions they may find repugnant, even though the comments may cause considerable discomfort or concern to others in the community. Nonetheless, HDS still takes such incidents seriously and will try, when appropriate, to mediate and help students involved to resolve or deal with the situations in an informal way. Therefore, this policy statement seeks to define the circumstances under which behavior affecting the HDS community may constitute impermissible harassment and grounds for disciplinary actions. It also seeks to clarify the point at which protected free expression ends and prohibited harassment begins.

As a reflection of institutional values, the following policy respects the tradition of academic freedom and uncensored debate on matters of public concern. It does not intend to compromise freedom of thought, inquiry, or debate. Rather, the policy seeks to ensure an environment in which education, work, research, and discussion are not corrupted by discrimination and discriminatory harassment on the basis of race, gender, and sexual orientation. Behavior evidently intended to dishonor such characteristics as race, gender, national origin or ethnic group, religious belief, or sexual orientation is contrary to the pursuit of inquiry and education and may be discriminatory harassment violating the law and Harvard policy. Such grave disrespect for the dignity of others may be addressed and punished under existing procedures where it violates the balance of rights upon which a University is based. It is expected that when there is a need to weigh the right of freedom of expression against others' rights, the balance will be struck after a careful review of all relevant facts.

This policy establishes institutionally enforceable prohibitions, not aspirational standards. It does not preclude other, non-disciplinary efforts to resolve interpersonal grievances or to create a hospitable educational environment for all members of the HDS community, regardless of race, gender, or sexual orientation.

Any student who believes that this policy has been violated should contact a grievance officer (listed below) and follow the procedures set forth in HDS's *Procedures for Resolving Complaints of Harassment*. A copy of this manual is available in the Office of Student Life, the Office of Academic Affairs, and the Office of Ministry Studies.

### STATEMENT OF POLICY

It is not permissible for any member of the HDS community to engage in harassment of others. This includes, but is not limited to, harassment based on such characteristics as race, ethnic group, religious belief, sex, sexual orientation, disability status, and age. Harassment is particularly objectionable when it involves the abuse of authority. Such behaviors, as defined below, may be grounds for disciplinary action.

### PHYSICAL HARASSMENT

Certain physical acts may constitute harassment. These include, but are not limited to: unwelcome touching, physical intimidation, defacing or damaging property, interference with freedom of movement, and other forms of behavior that violate federal or state civil rights law. Such acts are impermissible whether or not they are based on such characteristics as race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran status, or disability. The fact that physical harassment may be accompanied by verbal or symbolic expression does not make the physical harass-

ment less punishable.

#### VERBAL OR SYMBOLIC HARASSMENT

Certain purely verbal or symbolic expressions may also constitute harassment. Epithets, threats of violence and other abusive expressions that tend to incite an immediate breach of the peace are also impermissible. This category includes, but is not limited to, expression based on such characteristics as race, ethnic group, religious belief, sex, sexual orientation, disability status, or age. Depending on the circumstances, such expression may be punished where, from the standpoint of a reasonable person, they (a) are addressed directly to an individual or several individuals; (b) insult, stigmatize, or intimidate the individual or individuals; and (c) indicate on the part of the speaker or speakers grave disrespect and an intent to demean the individual or individuals. Such harassment, even though purely verbal or symbolic, is contrary to the pursuit of inquiry and education and is considered to violate the balance of rights on which the University is based.

#### SEXUAL HARASSMENT

The Divinity School seeks to maintain an instructional environment free from sexual harassment, including unprofessional conduct in faculty-student relationships, and sexism in the classroom. These kinds of behavior are barriers to the educational, scholarly, and research purposes of the University. The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior by individuals or by a group, such as physical or verbal comments or suggestions, which adversely affects the learning environment of an individual. It also includes actions that deface or intentionally or recklessly damage HDS property or the property of any other member of the HDS community with the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, demeaning, degrading, hostile, or other seriously offensive working or educational environment at Harvard Divinity School.

#### RACIAL AND ETHNIC HARASSMENT

The Divinity School seeks to maintain an instructional environment free from racial harassment. The Divinity School defines racial and ethnic harassment as actions on the part of an individual or group that demean or abuse another individual or group because of race, national origin, or ethnic background. Such actions may include but are not restricted to using racial epithets, making racially derogatory remarks, and using racial or ethnic stereotypes. It may also include actions that deface or intentionally or recklessly damage HDS property or the property of any other member of the HDS community with the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, demeaning, degrading, hostile, or otherwise seriously offensive working or educational environment at Harvard Divinity School.

#### HARASSMENT BASED ON SEXUAL ORIENTATION AND IDENTITY

The Divinity School affirms that all members of the University community, regardless of sexual orientation, are to be accorded the respect and protection described by the ***Statement on Rights and Responsibilities***. The Divinity School defines harassment based on sexual orientation and/or identity as actions on the part of an individual or group that demean or abuse another individual or group because of sexual orientation or identity. Such actions may include but are not restricted to (a) derogatory language relating to sexual orientation or identity; (b) conduct, speech, or combination of conduct and speech that would be viewed by a reasonable person as physically intimidating under the circumstances or that adversely affects the learning or working environment of an individual; and (c) actions that deface or intentionally or recklessly damage HDS property or the property of any other member of the HDS community with the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, demeaning, degrading, hostile, or other-

wise seriously offensive working or educational environment at HDS.

#### RESOLUTION OF HARASSMENT CONCERNS

Any member of the HDS community who believes that he or she has been harassed, or who would like clarification or information on HDS complaint and resolution procedure, is encouraged to bring the matter to the attention of the Assistant Dean for Student Life, Assistant Dean for Academic Affairs, or the Associate Dean for Ministry Studies. There are specific procedures for the resolution of sexual harassment problems. These cover situations involving individuals of the same or different University status, and range from informal counseling and mediation to formal procedures for disciplinary action. For more information see the document *HDS Procedures for Resolving Complaints of Harassment*, which can be found in the Office of Student Life, the Office of Academic Affairs, and the Office of Ministry Studies.

#### ***RAPE, SEXUAL ASSAULT, AND OTHER SEXUAL MISCONDUCT***

All members of the University community have a right to treatment with dignity and respect and to full participation in the community. These rights extend to classrooms, work places, and residences. They include the right to bodily safety and integrity. In recognition of these rights, the Divinity School is committed to creating and maintaining an environment at Harvard in which all individuals—faculty, staff, and students—are treated with dignity and feel safe and secure in their persons. These principles are fundamental to the attainment of a community devoted to teaching, learning, and research.

In accordance with these principles, the Divinity School will not tolerate sexual misconduct including rape and sexual assault, whether affecting a man or a woman, perpetrated by an acquaintance or a stranger, by someone of the same sex or someone of the opposite sex. A student who commits rape, sexual assault, or other sexual misconduct, is subject to severe penalties, under the rules of the Faculty of Divinity. Rape and sexual assault are serious crimes under the laws of the Commonwealth of Massachusetts and the individuals responsible for such acts are subject to prosecution and legal penalties.

Rape includes any act of sexual intercourse that takes place against a person's will and that is accompanied by physical coercion or the threat of bodily injury. Unwillingness may be expressed verbally or physically. Rape may also include intercourse with a person who is incapable of expressing unwillingness or is prevented from resisting, as a result of conditions including, but not limited to, those caused by the intake of alcohol or drugs. Rape includes not only unwilling or forced vaginal intercourse, but may also include the sexual penetration of any bodily orifice with a body part or other object.

Sexual assault includes touching of a sexual nature that is accomplished by physical force or threat of bodily injury.

Sexual misconduct may also include other serious or persistent unwanted sexual contact or conduct, such as harassment, threats, intimidation, or unwanted touching or fondling.

Being intoxicated does not diminish a person's responsibility in perpetrating rape, sexual assault, or other sexual misconduct.

Any student who believes that she or he has suffered rape or sexual assault is strongly encouraged to pursue legal remedies. Students may also choose to file a complaint which may initiate disciplinary or remedial action for sexual misconduct, including rape and sexual assault, through the Divinity School. Disciplinary or remedial action under the procedures of the Faculty of the Divinity School may be pursued whether or not a complainant chooses to invoke legal remedies, or whether or not the Commonwealth chooses to prosecute the case. Confidential consultation regarding emotional, legal, and administrative concerns is available to those students who wish to pursue either Divinity School or legal processes, or both.

### **OFFICE OF SEXUAL ASSAULT PREVENTION AND RESPONSE**

340 Holyoke Center  
Susan Marine, Director  
General office number (24 hour information line): 495-9100

The Office of Sexual Assault Prevention and Response was established in 2003 to provide confidential support, information, and resource referrals to survivors of sexual violence, and to educate the College community about sexual assault, its prevention, and its impact. The Office coordinates on- and off-campus resources to develop a collaborative and effective response to sexual violence.

Harvard College students may access these services by calling the Office or by coming to the Office. The Office provides confidential, 24 hour information and assistance for students who have experienced sexual assault and related forms of interpersonal violence including sexual harassment and relationship abuse—**call 5-9100 to activate this response**. Staff will assist with referrals and explanation of options, including options for medical and mental health care, reporting, and adjudication. The OSAPR also provides consultation and support for friends, partners, and others concerned about a sexual assault survivor.

### **GRIEVANCE CONTACTS WITHIN THE DIVINITY SCHOOL**

Assistant Dean for Student Life

Belva Brown Jordan 617.496.6569

Assistant Dean for Academic Affairs

Susan Dunton 617.495-3526

Associate Dean for Ministry

Stephanie Paulsell 617.495.4536

### **OTHER RESOURCES**

Harvard University Police Department

Sensitive Crime Unit 617.495.1212

Cambridge Police Department

Sexual Assault Unit 617.349.3356

Harvard University Health Services

Medical treatment and, if needed, collection of medical evidence 617.495.5711

Mental Health Services 617.495.2042

### **BOMB SCARES**

Students should note the following provision of Massachusetts law concerning bomb scares:

***Whoever, knowing the same to be false, transmits or causes to be transmitted to any person by telephone or other means a communication falsely reporting the location of any explosive or other dangerous substance or contrivance thereby causing anxiety, unrest, fear, or personal discomfort to any person or group of persons, shall be punished by imprisonment in the state prison for not more than twenty years, or by impris-***

onment in a jail or house of correction for not more than two and one-half years or by a fine of not more than ten thousand dollars or by both such fine and imprisonment. [Massachusetts General Laws, c.269§ 14(a)]

### ***FIREARMS, EXPLOSIVES, COMBUSTIBLE FUELS, FIRECRACKERS, AND DANGEROUS WEAPONS***

Possession and/or use on University property of firearms or ammunition, explosives, combustible fuels, firecrackers, and potential ingredients thereof is forbidden. Students should note the following statute of the Commonwealth of Massachusetts:

***Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded, or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year or both. For the purpose of this paragraph "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means***

***Any officer in charge of an elementary or secondary school, college or university, or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars. [Massachusetts General Laws, c.269§ 10(j)]***

In addition, Massachusetts law requires a permit or firearms identification card or compliance with other specialized rules (depending upon the type of weapon) for possession of any firearms. The definition of firearms is a broad one and includes pistols or guns operated by air, carbon dioxide, or other gases. Carrying any firearm (even if unloaded) in violation of the law is punishable by imprisonment with a ***mandatory minimum sentence of one year, which cannot be suspended or reduced***. Students should consult the Cambridge police if they intend to possess firearms on non-University property, in order to assure strict compliance with the applicable statutes.

According to Harvard's legal counsel, the definition of "dangerous weapon" includes items designed to do bodily injury, such as a stiletto, ballistic knife, black-jack, brass knuckles, billy stick, switchblade knife, and martial arts items such as throwing stars, kung fu sticks, and nunchaku (sticks connected by a rope, chain, wire, or leather).

### ***HAZING REGULATIONS***

Students should note the following provisions of Massachusetts law prohibiting the practice of hazing in connection with the initiation of students into student groups and organizations. The law applies to both officially recognized and unrecognized groups and to practices conducted on and off campus.

***269:17. Hazing Prohibited; Definition; Penalties. [Text as amended by 1987, 665 effective April 4, 1988. For text effective until April 4, 1988, see 1986 Edition.]***

***Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.***

***The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping beating branding forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to affect adversely the physical health or safety of any such student or other person, or***

*which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.*

*Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.*

*269:18. Failure to Report Hazing Penalty. [Text as amended by 1987, 665 effective April 4, 1988. For text effective until April 4, 1988, see 1986 Edition.]*

*Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.*

*269:19. Notification by Schools of Hazing Law; Report by Schools; Disciplinary Policy. [Text as amended by 1987, 665 effective April 4, 1988. For text effective until April 4, 1988, see 1986 Edition.]*

*Section 19. Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.*

*Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provision of this section and sections seventeen and eighteen.*

*Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.*

*Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen, and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.*

## **FEDERAL DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The Divinity School supports the Harvard University policy in response to the Federal Drug Free Schools and Communities Act Amendment of 1989, Public Law 101-226.

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Harvard property or as a part of any Harvard activities is a violation of University rules as well as the law. Possession, use, or distribution of certain nonprescription drugs, including marijuana, amphetamines, heroin, cocaine, and nonprescription synthetics; procurement or distribution of alcohol if any-

one is under 21 years of age; and provision of alcohol to anyone under 21 years of age are violations of law and Harvard policy. The University holds students and employees responsible for the consequences of their decisions to use or distribute illicit drugs, or to unlawfully serve or consume alcohol. Further, it expects students and employees to create and maintain an environment for learning and work that is safe and healthy and encourages responsible conduct. Violations of these rules are considered a disciplinary matter.

When alcohol is served at any Divinity School event, the sponsoring department, individual, or organization will be held responsible for maintaining the laws appropriate for such occasions. Persons wishing to be served alcoholic beverages by the School or its agents must be able to demonstrate proof of minimum drinking age. Non-alcoholic beverages and food must always be available when alcohol is served. The School and its agents will not serve or provide alcoholic beverages to any individuals who are or appear to be intoxicated.

Any student or employee who knowingly makes a false statement about his or her age, who transfers or abuses the University ID card, or who makes alcohol legally obtained from the School available to someone underage is subject to disciplinary action.

Help for students having drug problems or difficulties controlling their use of alcohol is available on a confidential basis from the Divinity School's Office of Student Life, and other officers of the Divinity School. Medical and psychiatric services are available at the Harvard University Health Service. Students may receive diagnoses and treatment recommendations by calling their HUHS primary care clinician for an appointment, 495.5711, or calling Mental Health Services directly, 495.2042. For evening, weekend, or holiday care, the After Hours Urgent Care Clinic is available, 495.5711.

**Additional Resources:**

Alcoholics Anonymous 617.426.9444

Al.Anon 617.843.5300

Women for Sobriety 617.739.5825

SMART Recovery 781.891.7574

Narcotics Anonymous 617.884.7709

Cocaine Anonymous 781.551.6677

The Massachusetts Drug and Alcohol Hotline 617.445.1500

## THE ADMINISTRATIVE BOARD OF HARVARD DIVINITY SCHOOL

The Faculty of Divinity has delegated to the Administrative Board the power to enforce the regulations of the Faculty in disciplinary matters involving students. The Board does not oversee academic matters involving a student's progress and program, which are within the province of the Committee on Academic Programs (CAP). The Board is composed of five voting members appointed by the Dean and confirmed by the Governing Boards (three Faculty members and two students), as well as two nonvoting members, the Assistant Dean for Academic Affairs and the Assistant Dean for Student Life. The chairperson of the Board is elected from among the membership. The term of all appointments is one academic year beginning in September. Violation of the rules or standards of conduct of the Faculty of Divinity, lying to an officer of the University, cheating, plagiarism, or other forms of academic dishonesty, harassment, disorderly conduct, theft or damage to property of the University or others, possession of stolen goods, physical violence (including assault and sexual assault), violation of law (including unlawful use or possession of controlled substances, firearms, or hazardous materials), and other conduct that departs from generally accepted standards of behavior and integrity will be dealt with by the Administrative Board, and, if necessary, the Faculty. A detailed description of the procedures followed in disciplinary cases is contained in the booklet *The Administrative Board of the Divinity School*, available from the Office of Academic Affairs or the Office for Student Life.

The following actions may be taken by the Board:

- (1) **Dismissal of charge(s).** Charge or charges are not sustained, or found to be without foundation.
- (2) **Admonition.** Warning to a student found to have violated standards of conduct. This action becomes part of a student's official record but is not considered a formal disciplinary action.
- (3) **Warning.** Notice that a repetition of this or other offenses during a specified time period would provoke more serious sanctions. The warning becomes part of a student's official record and is a formal disciplinary action.
- (4) **Requirement to Withdraw for a Stated Period.** Suspension for a definite period of time as determined by the Board. Requirement to Withdraw is effective immediately upon the action of the Board, and a student who is required to Withdraw for whatever reason is not in good standing until readmitted. To apply for readmission, ordinarily a student must be away from Harvard for at least one but generally two or more terms, and must demonstrate that he or she has satisfied any other conditions the Board may have set. Readmission is the prerogative of the Administrative Board in all disciplinary Withdrawals. Students who have been required to Withdraw are still bound by the rules regarding financial aid and financial obligations (dorm rent, tuition, etc.) of students granted a leave or on voluntary Withdrawal. Withdrawn students are not entitled to a University ID card until such time as they may have been officially readmitted.
- (5) **Dismissal.** Action taken in serious disciplinary cases, which ends a student's connection with the University. Dismissal must be voted by a two-thirds majority vote of the Faculty of Divinity present at a Faculty Meeting. Dismissal does not necessarily preclude the student's return, but readmission requires a two-thirds majority vote of the Administrative Board as well as the Faculty.
- (6) **Expulsion.** Expulsion is the highest censure, and is a final separation from the University. A recommendation of expulsion must be accepted by a two-thirds majority vote of the Faculty of Divinity present at a Faculty Meeting. A student who is expelled can never be readmitted or restored to good standing.

The Divinity School does not record a sanction of admonition on a student's transcript. Both warning and requirement to withdraw appear on a student's transcript for the amount of time specified by the Board, but are removed once the time period has elapsed. The fact that a student was withdrawn for a period of time for any reason remains on the transcript, but not the reason. Dismissal and expulsion are permanently noted.

## ACADEMIC RESOURCES

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### **ANDOVER-HARVARD THEOLOGICAL LIBRARY**

Circulation Desk: 617.495.5788

Reference Desk: 617.496.2485

[www.hds.harvard.edu/library](http://www.hds.harvard.edu/library)

The Andover-Harvard Theological Library is a rich resource for the Divinity School community. It offers a collection of over 485,000 volumes, 30,000 rare books, over 2,000 current periodical titles, 88,000 microforms, and also manuscripts and non-print formats. The HOLLIS online catalog points the way to the entire University's collections of over 15 million books, journals, manuscripts, maps, microforms, music scores, sound recordings, visual materials, dissertations, data files, and other items. And Harvard provides access to over 7000 electronic resources, including online full-text journals and databases, which can be accessed any time of day and from any location. In addition, students have access to the resources of the libraries of the Boston Theological Institute, collectively one of the largest and richest collections of theological literature in the world. AHTL reference librarians are available to help students navigate and discover the many resources of the University and BTI.

Library Hours during the Academic Year:

- Monday-Thursday: 8:30 am – 11:00 pm
- Friday: 8:30 am – 9:00 pm
- Saturday: 9:00 am – 9:00 pm
- Sunday: 12 Noon – 11:00 pm

Except on University Holidays, reference assistance is available Monday through Thursday, 8:30 am to 9:00 pm, and Friday 8:30 to 6:00. Special Collections, including rare books, manuscripts, and archives, are available by appointment Monday through Friday, 9:00 to 5:00. The library has shortened hours between semesters and during vacations and is closed for University Holidays.

Current information regarding this library may be found at: [www.hds.harvard.edu/library](http://www.hds.harvard.edu/library).  
Information about other Harvard libraries may be found at [lib.harvard.edu](http://lib.harvard.edu).

Library Rules and Regulations: Students, staff, faculty members, researchers, visitors and other users who fail to comply with library rules and regulations will be subject to revocation of library privileges, and disciplinary action up to and including legal prosecution. In particular, the unauthorized removal from a library of any book, manuscript, microform, or other materials or property and the destruction, mutilation, defacement, or abuse of any library materials or other resources by a student, will ordinarily lead to the requirement to Withdraw from the School. In addition, all library users will be subject to the fines and penalties of the Divinity School, the University, and the laws of the Commonwealth of Massachusetts governing crimes against property.

### **BOSTON THEOLOGICAL INSTITUTE**

617.527.1073

[www.bostontheological.org](http://www.bostontheological.org)

[mainoffice@bostontheological.org](mailto:mainoffice@bostontheological.org)

Member Institutions:

Andover Newton Theological School

Boston College

Boston University School of Theology

Episcopal Divinity School

Gordon-Conwell Theological Seminary

Harvard Divinity School  
Holy Cross Greek Orthodox School of Theology  
Saint John's Seminary  
Weston Jesuit School of Theology

The Boston Theological Institute (BTI) is an association of nine theological schools in and around Boston that provides opportunities for sharing facilities and programs and for collaborating on ecumenical projects. Through the BTI, students in all degree programs may cross-register for courses in any of the member institutions, use the network of library facilities, and participate in joint field education and clinical programs. Harvard Divinity School's flexible curriculum design allows students to pursue study in different theological settings or to engage material with a single denominational viewpoint. Students may also earn certificates from the Institute in International Mission and Ecumenism and in Science and Religion for work completed through the member schools.

The BTI produces a catalog each year that includes the course offerings, academic calendars, maps, and contact information for all nine schools. A copy of the BTI Catalog may be obtained in the Registrar's Office, or it can be viewed online at [www.bostontheological.org/courses](http://www.bostontheological.org/courses).

Information regarding how to cross-register into the BTI can be found in the section titled **Academic Procedures and Rules** under "Cross-Registration." Because the calendars differ among schools, students who intend to cross-register need to plan their schedules accordingly.

## ***HARVARD UNIVERSITY***

617.495.1000

[www.harvard.edu](http://www.harvard.edu)

### Schools of Harvard University

Harvard College  
The Graduate School of Arts and Sciences  
Harvard Business School  
Graduate School of Design  
Harvard Graduate School of Education  
Harvard Law School  
Harvard Medical School  
Harvard School of Dental Medicine  
Harvard School of Public Health  
John F. Kennedy School of Government  
Radcliffe Institute

HDS students are members of the greater Harvard University community and, according to their interests, may engage with individuals and groups University-wide. HDS students may cross-register into courses offered in the Faculty of Arts and Sciences and Harvard's seven other faculties. Many draw regularly on the libraries of these schools, which, along with numerous special collections, such as the Houghton Library of rare books and manuscripts and the Schlesinger Library on the History of Women in America, comprise the world's largest university library system. Along with the research resources of the Divinity School, Harvard University has numerous research institutes, including the W.E.B. Du Bois Institute for Afro-American Research, the Center for Jewish Studies, the David Rockefeller Center for Latin-American Studies, the Carr Center for Human Rights Policy, and the Hauser Center for Nonprofit Organizations. In addition, there are the collections and exhibits of more than a dozen University museums, including the Fogg Art Museum, the Peabody Museum of Archaeology and Ethnology, and the Carpenter Center for the Visual Arts.

Through its students, faculty, and staff, HDS intersects with multiple communities of learning and

endeavor throughout the University. In this way the School's institutional life reflects its curricular and intellectual mission: to encourage the examination of religion in relation to all dimensions of individual and collective human experience in this and other cultures.

### ***INFORMATION TECHNOLOGY AND MEDIA SERVICES***

Ground Floor, Andover Hall

617.496.9111

[www.hds.harvard.edu/its](http://www.hds.harvard.edu/its)

[hdshelp@hds.harvard.edu](mailto:hdshelp@hds.harvard.edu)

Recognizing the increasing role that information technology plays in research and teaching, the Divinity School continues to expand and enhance the computer resources and services that it makes available to its students.

These services consist primarily of student email accounts, wireless access and on-campus computing facilities and email kiosks. Students can access their email accounts using either standard email software or through HDS web mail. Students with their own Internet service provider (ISP) can access their accounts remotely. All students also receive an HDS network login that can be used at any of the on-campus computer facilities. Public access kiosks can be found at several locations throughout the School and are connected to the Internet through Harvard's high-speed data network. Students with wireless-enabled laptop computers may access the wireless Internet connections widely available throughout the campus.

The student computer facility is located in the Andover-Harvard Theological Library. Access to the student lab computers requires the use of the HDS network login. Current versions of popular desktop applications (Microsoft Office, Adobe Photoshop, Internet browser software, etc.) are provided. All workstations are connected to high-speed network printers. Printing is monitored by login ID and periodically charged to your term bill at the rate of 7 cents per page for single-sided B&W.

The Divinity School also provides extensive audio-visual support to students in the classroom, and throughout the HDS campus for a wide range of student organization-sponsored events. Multimedia production facilities are also available to students in the new Media Lab. For certain HDS courses that require a multimedia component, students can use the Media Lab facilities to create and edit digital images, video, and audio.

Information sessions on the HDS computer and A/V services are held during Orientation or by appointment by calling the HDS Help Desk at 617.496.9111.

Students living in Rockefeller Hall can request an Ethernet connection for their rooms. This will provide direct access to Harvard's High Speed Data Network and the campus wide Internet link.

Beckwith Circle is not connected to the Harvard high-speed data network; however, students can elect to purchase Internet Service through various local providers.

Inherent in the use of computer systems are concerns of security, privacy, and conduct. Working in the student computer lab or via Rockefeller Ethernet connects the user to the entire Harvard network and makes it vulnerable to unauthorized access. In order to prevent access by unauthorized persons, everyone is expected to conform to certain security measures including keeping passwords secret and not sharing their email account with others. For more information, please refer to the Frequently Asked Questions page at: [www.hds.harvard.edu/its/faq.html](http://www.hds.harvard.edu/its/faq.html).

The School makes every reasonable effort to insure the privacy of electronic mail. Privacy is also insured by not giving out electronic mail addresses to the public. In using the School's computer resources, students are subject to all Harvard and Divinity School policies. Please refer to Computer Use Policy below or on the Internet at [www.hds.harvard.edu/its/docs/rights.html](http://www.hds.harvard.edu/its/docs/rights.html) for a complete description of user rights and responsibilities. Students will be required to abide by the Computer Use

Policy while affiliated with Harvard Divinity School.

### HDS Computer Use Policy

Individuals who are provided access to University computer facilities and to the campus-wide communication network assume responsibility for their appropriate use. The University expects individuals to be careful, honest, responsible, and civil in the use of computers and networks. Those who use wide-area networks (such as the Internet) to communicate with others or to connect to computers at other institutions are expected to abide by the rules for the remote systems and networks as well as those for Harvard's systems. Be advised that, in addition to being a violation of College rules, certain computer misconduct is prohibited under Massachusetts General Laws, c.266 subsection 33 (a) and 12 (f) and is, therefore, subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system or database, falsely obtaining electronic services or data without payment of required charges, and destroying electronically processed, stored, or in-transit data.

### Use of Computer Facilities

The use of Harvard Divinity School computing resources is for purposes related to the School's mission of education, research, and public service. Users are entitled to use the School's computing resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with Harvard Divinity School, and other University-sanctioned activities.

### User Responsibilities

1. Individuals assume personal responsibility for the use of their accounts. Consequently, users may not disclose their passwords or otherwise make Harvard's facilities available to unauthorized individuals (including family or friends). Users are responsible for maintaining the security of their accounts.
2. The possession or collection of passwords, personal identification numbers (PINs), private digital certificates, or other secure identification information belonging to other users is prohibited.
3. Use of any Harvard University-owned computer or network for private, commercial, non-Harvard business purposes without explicit authorization is a violation of these terms and conditions of use and will result in the termination of computer privileges.
4. Computer facilities have tangible value. Consequently, attempts to circumvent accounting systems or to use the computer accounts of others will be treated as forms of attempted theft.
5. Users may not copy, publish, store or transmit data when doing so would constitute a violation of copyright. Users who are in any doubt as to the copyright status of data they wish to store or send should contact the HDS Information Technology and Media Services group for help in determining the legality of their planned use of the data.

Harvard's statement on copyright policy and the Digital Millennium Copyright Act as well as frequently asked questions on the application of the law can be found at: [dmca.harvard.edu](http://dmca.harvard.edu).

6. Users are prohibited from installing, storing or using unlicensed software on HDS computers. Transmission of such software over either the HDS or University network is prohibited.
7. The introduction of data or programs which in some way endangers computing resources or the information of other users (e.g., a computer worm, virus, or other destructive program), or which infringes upon the rights of other Harvard Divinity School users (e.g., inappropriate, obscene, pornographic, bigoted, or abusive materials) is prohibited.
8. Recognizing that computers and networks are limited resources, users must use them efficiently.
9. Individuals may not attempt to circumvent security systems or to exploit or probe for security holes in any Harvard or HDS network or system, nor may individuals attempt any such activity against other

systems accessed through Harvard's facilities. Execution or compilation of programs designed to breach system security is prohibited unless authorized in advance.

10. The compilation or redistribution of information from University and/or HDS directories (printed or electronic) to third parties is forbidden.

Harvard Divinity School is entitled to remove from any HDS computing resource data and programs that are found to be inappropriate, as defined above and/or to terminate the computing privileges of any user who violates the policies outlined above.

#### Security and Confidentiality

Harvard Divinity School considers all data stored on shared resources to be confidential, unless that information has been made explicitly available to other groups or individuals by the data's owner. Harvard Divinity School will assume that computer users wish the information they store on our shared computing resources to remain confidential. Therefore, Harvard Divinity School will help users of its shared computing resources protect the data they stored on or transmitted through those resources from accidental loss, tampering, or unauthorized search, or other access.

On shared and networked computer systems certain information about users and their activities is visible to others. Users are cautioned that certain accounting and directory information (for example, user names and electronic mail addresses), certain records of file names and executed commands, and information stored in public areas, are not private. Nonetheless, such unsecured information about other users must not be manipulated in ways that they might reasonably find intrusive; for example, eavesdropping by computer and systematic monitoring of the behavior of others are likely to be considered invasions of privacy that would be cause for disciplinary action.

#### Electronic Communication

Harvard neither sanctions nor censors individual expression of opinion on its systems. However, the same standards of behavior are expected in the use of electronic mail as in the use of telephones and written and oral communication. Therefore electronic mail, like telephone messages, must be neither obscene nor harassing. Similarly, messages must not misrepresent the identity of the sender and should not be sent as chain letters or broadcast indiscriminately to large numbers of individuals. This prohibition includes unauthorized mass electronic mailings. For example, email on a given topic that is sent to large numbers of recipients should in general be directed only to those who have indicated a willingness to receive such email.

Individuals are expected to abide by the rules and policies outlined in this document and to consult an official of the HDS Office of Information Technology and Media Services prior to any activity that would appear to violate any of them. Failure to do so may result in disciplinary action.

### ***HARVARD DIVINITY SCHOOL BOOKSTORE***

First Floor, Divinity Hall

617.495.5789

[www.hds.harvard.edu/bookstore/](http://www.hds.harvard.edu/bookstore/)

bookstore@hds.harvard.edu

The Divinity School Bookstore offers new and backlist trade books in the following categories: African-American Studies, American Religious History, Buddhism, Ethics, European Religious History, Hebrew Bible, Hinduism, Islam, Judaism, New Testament, Philosophy, Practical Ministry, the Study of Religion, Spirituality, Theology, Women's Studies and more. Most books are sold at a discount to those with a Harvard ID. Textbooks for courses taught at the Divinity School are available for the duration of the term. We also carry a large stock of insignia items. The bookstore is open 9 to 5, Monday through Friday, check for extended hours during rush. MasterCard, VISA, cash, and personal checks are accepted for payment. Books in saleable condition, with the original cash register receipt

and within two weeks, may be returned for store credit only. Inquiries should be addressed to the bookstore manager, Cheryl Henderson or assistant manager, Adam Ackerman.

### ***WRITING WORKSHOPS***

617.495.8325

Three writing workshops will be offered to Harvard Divinity School students during the fall term, and two in the spring. These workshops are designed to give participants a clear understanding of the writing process. Offering opportunities for both experienced and inexperienced writers, the workshops will emphasize effective writing and efficient use of writing time. One workshop during the fall semester will be limited to MDiv students working on senior essays; the other workshops will be open to all students. Questions regarding the workshops should be addressed to Barbara Boles in the Office of Academic Affairs.

### ***THE REGISTRAR'S OFFICE***

Divinity Hall, Room 208

617.495.5760

[www.hds.harvard.edu/registrar/](http://www.hds.harvard.edu/registrar/)  
registrar@hds.harvard.edu

The staff of the Registrar's Office sees its role as one of service and invites students to make the Registrar's Office their initial point of contact when questions arise. Appointments to talk with the Registrar or Associate Registrar may be made, but students are also invited to appear unannounced with questions and/or concerns. The office is open Monday through Friday between 9 and 5.

In addition to keeping academic records, the duties of the Registrar's Office include:

- Registration, course registration and cross-registration
- Course listings and publication of the *Courses of Instruction and Handbook for Students*
- Exam scheduling and make-up examinations
- Grade collection, recording and reporting
- Tuition and fees assessment
- Grade audits and the monitoring of academic progress
- Loan deferment processing
- Academic advisor assignments
- Summer Language Program registration
- International student visa maintenance
- Committee on Academic Programs petition process
- Transcripts and diplomas

### ***OFFICE OF MINISTRY STUDIES***

Andover Hall

617.496.2943

The Office of Ministry Studies oversees the MDiv program, working with students and other faculty to ensure the integration of classroom and field-based learning, offer the MDiv required courses, teach other courses in the curriculum, provide denominational counseling for students preparing for ordained ministry, and administer the field education program. The Field Education Program offers over 200 sites for field-based learning, open to both MDiv and MTS students.

### ***DENOMINATIONAL COUNSELORS***

Denominational Counselors are available through the Office of Ministry Studies for students preparing for either ordained or lay ministries. Counselors are available for the following denominational and religious groups: Baptist, Episcopal/Anglican, Jewish, Lutheran, Methodist, Pentecostal, Presbyterian, Roman Catholic, United Church of Christ, and Unitarian Universalist.

### ***THE CENTER FOR THE STUDY OF WORLD RELIGIONS***

617.495.4495

[www.hds.harvard.edu/cswr](http://www.hds.harvard.edu/cswr)

[cswrinfo@hds.harvard.edu](mailto:cswrinfo@hds.harvard.edu)

The Center for the Study of World Religion is an academic community for interdisciplinary, international, and interreligious exchange, learning, research and dialogue. Through conferences, symposia, film series, public lectures, and faculty research projects, it brings the rich intellectual resources of faculty and students across the schools and departments of Harvard University to bear on the forms and issues of the world's religions in today's complex, global, and changing world. CSWR engages not only scholars, but also policy-makers and religious leaders in understanding the diversity of religious communities; the ethics and intellectual challenges of studying the world religions; their historical and contemporary interrelationships and the place and role of religion in an increasingly globalized world. "For 2006-2007 CSWR is organizing its programming around the theme "Whose Religion? Which Morality? Authority and Conflict in World Religions."

### ***WOMEN'S STUDIES IN RELIGION PROGRAM***

The Carriage House

56 Francis Ave.

617.495.5705

[www.hds.harvard.edu/wsrp](http://www.hds.harvard.edu/wsrp)

[wsrp@hds.harvard.edu](mailto:wsrp@hds.harvard.edu)

The Women's Studies in Religion Program (WSRP) is a post-doctoral research program for junior and senior scholars. It was created in 1973 in response to the need to transform theological education to reflect the unprecedented presence of women as candidates for the ministry and students of religion. The program fosters research and teaching that explores the impact of religions in shaping women's social, political, and personal realities, as well as women's role in molding religious ideas, institutions, and practices. The WSRP continues in its role as an international center for the development of feminist theology, biblical studies, and women's history, as well as providing interdisciplinary scholarship on gender within a variety of faith traditions.

Each year, the Program appoints five scholars to serve as Visiting Faculty and Research Associates in Women's Studies in Religion. Each scholar pursues a research project advancing the understanding of religion and gender, and teaches a course related to his or her research project.

#### **2006-2007 Scholars**

Alexandra Cuffel, Ph.D. (Macalaster College)

Shared Saints and Festivals Among Jews, Christians, and Muslims in the Mediterranean 1100-1750  
(*History of Christianity*)

Carol Duncan, Ph.D. (Wilfrid Laurier University)

**Colorado Scholar**

Fashioning the Sacred: Gender and Visual Culture in Caribbean Religion in Canada (**Religion & Society**)

Caroline Johnson Hodge, Ph.D. (College of the Holy Cross)  
Mixed Marriage in the Ancient Household (**New Testament**)

Shelly Rambo, Ph.D. (Boston University School of Theology)  
A Feminist Reading of Holy Saturday (**Theology**)

Fatima Sadiqi, Ph.D. (Sidi Mohamed Ben Abdellah University)  
The Dynamics of Religion and Language in Moroccan Feminisms (**Islam**)

**NAMED AND PUBLIC LECTURES**

One of the many educational resources available through the Divinity School is the annual series of endowed lectureships. Each year distinguished lecturers come to address topics of current interest and concern and aspects of their research relevant to the fields of theological inquiry. Among these periodic lectures are:

- The Dudleian Lecture on Natural Religion, Revealed Religion, Catholicism and Protestantism, or Non-Episcopal Ordination.
- The Ingersoll Lecture on Immortality
- The William James Lecture on Religious Experience

In addition to these lectureships, HDS provides numerous other opportunities for other special lectures on topics of interest to members of the Divinity School community, the University community, and the wider public.

## PRAYER, WORSHIP AND MEDITATION

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Harvard Divinity School is committed to honoring and supporting its students, faculty and staff in the study and practice of their many religious and spiritual traditions. We aim to encourage on our campus a climate of genuine religious pluralism, in which the differences among us are respectfully and fruitfully engaged, not muted or merely tolerated. We strive to develop a scholarly community in which the practices of our diverse faith traditions can play a vital role in the intellectual and spiritual formation of all who learn and teach here.

One expression of our commitment to these aspirations is our weekly Wednesday noon service in Andover Chapel. Hosted each week by a different religious community of the HDS campus, this service allows all in the HDS community to pray with our companions across the boundaries of our many respective traditions. One week, the Buddhist student association may gather us for a sitting meditation and dharma talk; the next week, Azusa, the HDS Pentecostal Student Forum, may gather us for a service of Gospel music and preaching; the next week, the Episcopal and Lutheran students may sponsor a Eucharistic liturgy; while in yet another week, the Jewish students may sponsor a mid-day Torah study, or the Muslim students may gather us for noon prayers. Overseen by a steering committee of students representing several religious backgrounds, the Wednesday service aims to balance continuity with flexibility; every gathering begins and ends with a common ritual that provides a unifying framework within which the diverse elements of each week's service may be held.

One of the greatest strengths of the HDS community is the vibrant array of opportunities for meditation, prayer and worship that are sponsored throughout the week by many groups on campus. From a weekly silent prayer group to daily morning prayer in The Memorial Church, from weekly Bible studies to a daily sitting meditation in the Buddhist tradition, from weekly Unitarian Universalist services to a weekly Friday morning Eucharist in the Anglican tradition, opportunities abound for students and employees of many traditions to engage in religious observances at HDS. Additionally, the Office of Ministry Studies employs several part-time denominational counselors who are available to assist students of their respective traditions in arranging for services particular to their own faith communities. The Chaplain's Office is glad to help schedule, publicize or develop any of these events with the many respective groups that sponsor them. (A full schedule of services and gatherings for prayer is listed at [www.hds.harvard.edu/oms/spiritual/index.html](http://www.hds.harvard.edu/oms/spiritual/index.html).) Special services for the entire HDS community are also sponsored by the School each year, including "Seasons of Light," a multireligious observance held every December of song, readings and ritual that honor the interplay between holy darkness and light in the world's religious traditions, and the annual Commencement Service, a multireligious occasion of prayer and thanksgiving on the eve of graduation. The ministry of preaching is also particularly honored and strengthened each year in our School by the Billings Preaching Prize competition, held in the spring.

Musicians, dancers and artists (of all media) are especially encouraged to contribute to the communal prayer life of the HDS community. Harry Huff, the Director of Music for the Divinity School, directs a choir that offers music from the world's religions to the Wednesday noon services and to the School's special events. All are welcome and encouraged to join that group. Throughout the year, visual artists and dancers also make substantive, provocative and beautiful contributions to our life of prayer.

Helping to nourish the opportunities for prayer at HDS is but one aspect of many responsibilities of the Chaplain's Office. Throughout the year, we aim to support and expand the lively conversation at the intersection of the intellectual and spiritual life of the School and of the people who comprise it. The Chaplain's Office offers a variety of opportunities to students, faculty and staff for the support and nurture of soul and mind. In addition to being available to all in the School for personal counsel as well as spiritual direction and care, the Chaplain's Office seeks to initiate and to join conversations pertaining to the promotion of justice and peace within and beyond our walls. Promoting an explicitly

multireligious orientation and program, we seek to contribute to the mission of HDS by helping to foster the lively pluralism toward which we aspire as an institution. People of all religious traditions as well as those who do not identify with any religious tradition are welcome to participate in all of the Chaplaincy's programs and to utilize our services. For more information, please feel free to contact the Chaplain, Kerry Maloney, at [kmaloney@hds.harvard.edu](mailto:kmaloney@hds.harvard.edu) or at 617-495-5778.

## COMMUNITY RESOURCES AND SERVICES

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The following information describes services and programs available to HDS students. These resources are provided to enhance the experience of being a student and member of the Divinity School community. Students are encouraged to become acquainted with the various offices providing the services and programs, and the ways in which they may be of help.

### ***OFFICE OF STUDENT LIFE***

Divinity Hall Room 204  
617.496.6569  
617.495.0382, fax  
***studentlife@hds.harvard.edu***  
***www.hds.harvard.edu/osl***

Belva Brown Jordan, the Assistant Dean for Student Life, manages the office that has general responsibility for the welfare of Divinity School students and their community life, and serves as the primary resource to students regarding personal and community concerns. The specific responsibilities of the Office of Student Life include: overseeing New Student Orientation; managing the residence hall; organizing the weekly Community Tea; overseeing Career Services, publishing The NAVE online; hiring and supervising the Orientation Co-Coordinator, the Resident Hall Proctors, and the Editor of the Nave; making Divinity Hall locker assignments; and providing information regarding available resources (such as counseling resources), current policies (such as sexual harassment and/or discrimination policies), and other support services available. Additionally, the Assistant Dean for Student Life serves on the HDS Senior Management Team and as Disabilities Coordinator for the school; meets regularly with the Student Association Executive Council (SAEC) and provides formal recognition for new and continuing student organizations.

### ***THE NAVE***

***The Nave online*** is a dynamic electronic newsletter of HDS student activities and events: ***www.hds.harvard.edu/osl/Nave***. It includes announcements of lectures, social events, important academic deadlines, and other matters of importance. The Boston Theological Institute, along with other schools in the area, provides students, staff and faculty numerous cultural and academic experiences, many of which will be announced in ***The Nave***.

Announcements of interest to the HDS community should be submitted to ***The Nave Online***, ***nave@hds.harvard.edu***. The time by which all submissions must be made will be determined by the Editor and published in the first issue of The Nave. Inquiries should be addressed to the Editor of The Nave, c/o Office of Student Life, 14 Divinity Avenue, Cambridge, MA 02138 or ***nave@hds.harvard.edu***.

### ***MAILBOXES***

Each student is assigned a mailbox, located on the ground floor of Divinity Hall. These boxes are used for internal School and University mail, including official correspondence. Students are required to check their boxes regularly. Students residing in Rockefeller Hall are assigned individual, locked mailboxes for receipt of residential mail (U.S. mail, express mail, and parcels), located on the ground floor of Andover Hall. The School will only accept residential mail for students living in Rockefeller Hall.

## ***BULLETIN BOARDS***

Members of the Divinity School community will find essential information on the bulletin boards on the first floor of Andover Hall and the second floor of Divinity Hall. Especially important are the bulletin boards on either side of the main entrance of Andover Hall and the Registrar's Bulletin Board on the second floor of Divinity Hall. The Andover Hall bulletin boards list upcoming activities in the Divinity School and events of interest to the local community; the Registrar's board provides current information on course offerings, classroom assignments, final exam schedules, and Commencement information.

Student organization bulletin boards are assigned by the Student Association Executive Council (SAEC) and are located throughout the first floor of Andover Hall. General information bulletin boards, highlighting events and notices of interest for HDS and the larger University community, are located on the lower level of Andover Hall, the entrance to Rockefeller Hall, and in the Refectory.

## ***RESERVING DIVINITY SCHOOL ROOMS***

The various rooms and facilities in Andover, Rockefeller and Divinity Halls are available for community activities and may be reserved by recognized student groups through the Registrar's Office. To be sure that a room is available, sign up for it well in advance of the activity or event. Non-HDS individuals occasionally reserve space also, hence particular rooms are not always available. Depending on the times requested, there may be charges involved. For best results, those requesting rooms should also request audiovisual equipment, set-up, and/or parking concerns as soon as possible.

## ***RESOURCES FOR PERSONS WITH DISABILITIES***

Belva Brown Jordan  
HDS Disability Coordinator  
Office of Student Life  
204 Divinity Hall  
617.496.6569

The Assistant Dean for Student Life is the Disability Coordinator for the Divinity School and serves as the central resource for students, faculty, and staff with learning, mental, and physical disabilities (usually understood to be any impairment that substantially limits an individual in one or more major life activities, such as walking, seeing, hearing, writing, learning, etc.). In the case of learning disabilities, documentation must include specific diagnostic findings and recommendations. Students requiring an accommodation because of a disability should first contact the HDS Disability Coordinator, Belva Brown Jordan. For more information go to: [www.hds.harvard.edu/osl/disability](http://www.hds.harvard.edu/osl/disability).

### **Notification of a Disability/Requesting an Accommodation**

Students should notify the HDS Disability Coordinator of a disability and provide supporting documentation by August 16 prior to Fall registration (December 20 prior to Spring registration), or immediately following an injury or illness, in order to determine appropriate services, accommodations, and implementation. Academic accommodations will be based on a combination of Divinity School policies and relevant, comprehensive clinical documentation. The Divinity School also reserves the right to request additional diagnostic information from a student's clinician(s) or from Harvard University Health Services if requested accommodations are not adequately supported by clinical documentation. For Psychological and Learning Disabilities as well as ADD/ADHD documentation guidelines may be requested from the Office of Student life. For Physical Disabilities, in addition to diagnostic information, a student's physician should specify reasons for recommendations and restrictions, as well as any safety concerns.

Please note: Last minute notification or the need to request additional diagnostic information may result in delays and the inability to provide a reasonable accommodation in a timely manner.

### Housing for Students with Disabilities

Students living in HDS residential facilities and for whom safety and proximity to essential locations, such as bathrooms, accessible entrances, transportation, etc., is of special concern, need to make these needs known immediately following admission, or as soon as the need is clinically documented, so that proper housing arrangements can be made. At the same time, adaptive technology or medical supplies should be declared to ensure adequate electrical or other modifications. In some circumstances it may be advisable to visit rooms in advance to avoid incompatible housing. Moreover, for some students with disabilities placement in a Divinity School dormitory may not afford an appropriate residential environment due to the nature of the particular disability and the absence of any available reasonable accommodation. In such cases the Divinity School will assist the student in obtaining other comparable, convenient, and accessible housing. Clinical documentation is always necessary to request special housing and to bypass lottery room assignments. The Divinity School reserves the right to change a pre-existing housing assignment, even temporarily, if there exists a disability-related life safety concern. For further information or questions, students should contact the HDS Disability Coordinator (Office of Student Life, 204 Divinity Hall, 617.496.6569).

### Accommodations for Examinations

Students with a need for an accommodation for an examination due to a disability should refer to that section in ***Academic Procedures and Rules***.

### Temporary Illness or Injury

Although students with temporary illnesses and injuries are not technically considered “disabled,” it may be advisable to consider similar accommodations to avoid disruption of academic programs. Therefore, students should contact the Disability Coordinator as soon as possible to discuss a request for a temporary accommodation. Harvard University Health Services (UHS) or other current clinical documentation is required in order to provide an accommodation for any student for any reason, including authorization for accessible van transportation

## ***STUDENT ASSOCIATION***

The Student Association, composed of all currently registered Divinity School students and funded by the student activity fee, is an integral part of student life at HDS. Guided by a ten-member Executive Committee, the Student Association has two principle functions: facilitating student participation in the administrative and policy-making procedures of the School, and encouraging the development of a strong and active community life among HDS students, faculty and staff.

The Student Association Executive Council (SAEC) represents students at Faculty meetings and meet with the Faculty Council once a month to discuss specific student concerns. The SAEC also nominates students to serve on a number of the School’s Standing Committees and each of the Search Committees.

Student Association Executive Council for 2006-07:

Tony Watson, Coordinator for Academics  
Molly Farneth, Coordinator for Communications  
Allison McNeill, Coordinator for Events  
Kevin Anderson, Coordinator for Finance  
Quadricos Driskell, Coordinator for Life Together  
Anna Rudberg, Coordinator for Spirituality  
Lorena Dremel, Coordinator for Student Affairs

## ***DIVINITY SCHOOL STUDENT ORGANIZATIONS***

Harvard Divinity School recognizes and encourages the formation of student organizations. The intent is to create a cadre of student organizations that represent the full diversity of student needs and interests. All student organizations must register with the Office of Student Life on an annual basis. Once an organization is recognized, it is eligible for financial support from the Student Association Executive Committee (SAEC). Currently recognized organizations include:

Anti-Poverty Coalition  
Asian Student Association  
Azusa: The Pentecostal Student Forum of HDS  
Faith For All (GLBTQ)  
Harvard Buddhist Community  
Catholic Students  
Christian Fellowship  
Episcopal Student Fellowship  
Harambee  
Harvard Unitarian Universalist Ministry Students  
Heavenly Spheres: The HDS Jugglers  
Jewish Student Association  
Knitting Circle  
Latter-Day Saints Society  
Lutheran Students  
Methodist Students  
Outing Club  
Prison Education Project  
Students for Compassionate Living  
Seminarists for Choice at HDS  
Shura': Islamic Forum  
The Skeptic  
Taize Prayer Group  
United Church of Christ Student Community  
The Wick: HDS Literary Magazine  
Women's Action Caucus  
Women Church

### ***HDS CAREER SERVICES***

205 Divinity Hall  
617.496.3313  
617.495.0382  
careers@hds.harvard.edu  
***www.hds.harvard.edu/osl/career***

Provide HDS students and alumni/ae with career resources, advising, and programs for career assessment, job search strategies, and the attainment of professional goals. We do this by providing an array of services including: Individual Career Counseling, Assessment and Advising; Online Resources and Job Database; Forums, Fairs, and Workshops; Alumni/ae Advisors and Networking; Advanced Degree Application Assistance; Resume, Cover Letter, and CV Review; Career Information Library.

The Office of Career Services is open daily, and is directed by Gail Liebhaber, MEd. Please call 617.496.3313 for appointments and further information.

## **HARVARD UNIVERSITY HEALTH SERVICES (UHS)**

Harvard University Health Services  
75 Mt. Auburn Street

The Harvard University Health Services (UHS) offers students comprehensive health care at Holyoke Center, Harvard Square, in Cambridge. The Harvard Student Health Plan has two parts: the Student Health Fee for services provided at UHS, and the Harvard-sponsored Blue Cross/Blue Shield (BC/BS) insurance plan. All full-time registered students must pay the Student Health Fee. This fee covers the cost of all preventive, primary care and specialty care services provided by UHS, as well as the cost of the student prescription drug plan. This fee provides access to convenient on-campus medical care during the academic year (August 1 through July 31). The following services are available at UHS but are not covered by the Student Health Fee: travel inoculations, routine eye care, eyeglasses, contact lenses, dental services and wellness programs. More information may be obtained by contacting the UHS Member Services (617.495.2008).

The Harvard sponsored Blue Cross/Blue Shield (BCBS) insurance plan provides coverage for services outside of UHS. Participation in this plan is required by State regulations unless the student has other equivalent coverage.

All HDS resident students are automatically enrolled in the Student Blue Cross-Blue Shield plan unless they indicate that they have adequate alternative coverage that meets the Massachusetts mandatory requirements and file a waiver at registration. Students who have eligible dependents may purchase the Harvard Student Health Plan (UHS and BC/BS) for their families. Family coverage is not automatic; a separate enrollment form must be completed at UHS. Students with dependents should consult UHS Member Services (617.495.2008) for information on coverage and enrollment procedures.

### Insurance Questions

Questions about the Harvard sponsored insurance should be directed to UHS Member Services (617.495.2008) located at Holyoke Center on the first floor. The benefits and limitations of the Harvard sponsored insurance policy are explained in a brochure that is available from Member Services.

### Choosing A Doctor

The UHS staff is committed to providing each student with complete, coordinated health care through a working relationship with a particular primary care physician and nurse practitioner team. A UHS Primary Care Clinician listing is available at UHS and online at [www.uhs.harvard.edu](http://www.uhs.harvard.edu). Assistance choosing a primary care clinician may be obtained by contacting Member Services at 617.495.2008.

**Making Appointments** A student may call his or her primary clinician's office to schedule an appointment. Same-day appointments are sometimes available.

Any student can call one of the internal medical teams (617.495.2001 or 617.495.8414) for an appointment with an internist or nurse practitioner. UHS primary care services are also available in the Longwood Medical Area at Vanderbilt Hall (617.432-1370). When one's primary care clinician is not available, a student may be given the option to see someone else on the primary care team who works closely with the student's own clinician. A student's personal physician and nurse practitioner serve as primary health-care advisors and are available by telephone to answer questions on all health-related issues during regular office hours. If unable to keep a scheduled appointment, a student should call the clinician's office as soon as possible so that another student can be offered the appointment time. After hours and weekend care for urgent problems is available through the UHS After Hours Urgent Care Clinic (AHUCC) at Holyoke Center (617.495.5711).

### Nights, Weekends, and Holidays

The After Hours Urgent Care Clinic (AHUCC), located in on the 5th floor of UHS at Holyoke Center, is open nights, weekends, and holidays for 24-hour care. Students should use the AHUCC for urgent

health-related issues that cannot wait until regular clinic hours. Call ahead, if possible, and a doctor or nurse can provide advice about the problem. The UHS staff can also help make arrangements for transportation if necessary. Students who feel they need medical attention but are not sure as to the urgency of the situation are advised to call 617.495.5711 to discuss the situation.

#### Harvard Student Dental Plan

The Harvard Student Dental Plan is a program tailored to student needs for affordable preventative dental care such as cleanings and fillings. To purchase coverage for the fall semester, a student must complete an application before October 1, 2006. To purchase coverage for the spring semester the deadline is March 1, 2007. Applications and more information are available through UHS Member Services at 617.495.2008.

#### Mental Health

Many students experience feelings of anxiety or depression, or become frustrated by difficulties in their studies or relationships, and feel the need for professional counseling. The Mental Health Service at UHS provides a readily available staff of psychiatrists, psychologists, social workers, and clinical nurse specialists who are experienced in helping students resolve personal problems. Regular appointments can be made by calling 617.495.2042 or by coming in person to UHS. Mental health services are also available in the Longwood Medical Area at Vanderbilt Hall (617.432-1370). If the situation is urgent, an appointment can usually be arranged within 24 hours; on nights and weekends a staff member is always on call to respond to emergencies. Records of visits to the Mental Health Service are kept separately and are not a part of a student's regular medical record. They are not available to any third party without specific permission from the student. All communications between a therapist and a client are held in strictest confidence.

#### Stillman Infirmary

Stillman Infirmary, on the fifth floor of Holyoke Center, is a licensed and accredited acute care hospital with resources to accommodate almost any illness exclusive of surgery or intensive care. Stillman admissions are fully covered to those who have paid the Health Services fee and enrolled in the Harvard sponsored BC/BS insurance policy. Students covered by any other insurance plan must submit an insurance claim form for billing. Students must let Health Services know if their insurance plan requires prior notification for hospitalization when they are admitted. The Stillman Infirmary will accept your insurance company's payments as a payment in full and you will not be billed for any balance. Students who do not provide adequate health insurance information in a timely manner, will have Stillman Infirmary charges placed on their term bill. Students should be aware that the insurance company will send a report to their home address which may include the dates of hospitalization, diagnosis and treatment.

#### In Common

617.495.9354

Sunday through Friday, 8 pm to midnight

In Common is a confidential peer support and referral line serving students in the Graduate School of Education, Graduate School of Design, the Law School, the Graduate School of Arts and Sciences, and the Divinity School. Student staff members from the schools have been trained by professionals at the Harvard University Health Services and the Bureau of Study Counsel to respond with sensitivity to a range of issues graduate students face—from financial woes and academic pressure to relationships and depression. As fellow students, staff members are keenly aware of the unique academic, social, and professional concerns that are often part of graduate student life. In Common staffers can provide detailed information on support services available within the Harvard community and can also serve students as a general resource for information about life at Harvard. In Common does not dispense advice; rather, staff members encourage callers to talk through and gain a better understanding of their concerns. All calls are kept in confidence.

**Center for Wellness & Health Communication**

75 Mt. Auburn Street, 2 East, Cambridge, MA 02138

617.495.9629

617.495.1135

***cwhc@uhs.harvard.edu***

***www.uhs.harvard.edu***

Monday through Friday, 9 to 5

617.495.9629

The Center for Wellness & Health Communication (CWHC) at Harvard University Health Services (UHS) promotes the lifelong health and well-being of those in the Harvard community. The CWHC recognizes that everyone has different needs and concerns about their own health and wellness and that each is at a different place in his or her journey toward well-being. For this reason, the CWHC offers a wide variety of services and programs to meet the needs of the diverse and busy Harvard community.

The comprehensive health promotion services provided by the CWHC include outreach (special events, health fairs, and educational presentations), peer education, health communication and promotion (assistance with the evaluation of health programs and issues, development and implementation of training, and orientation around health topics or UHS services), and the design of education materials and research.

Members of the Harvard community can visit the walk-in resource Center for Wellness and Health Communication on the second floor of Holyoke Center, where information on a wide range of health issues can be obtained. The resources include a browsing library, Internet access and software programs, video viewing resources, and wellness programs. Additionally, students can schedule personalized, one-on-one consultations with health education professionals. These services provide self-improvement and overall health enhancement. Students are encouraged to stop in, call, or email.

**Anonymous HIV Counseling and Testing Service at UHS**

Anonymous HIV counseling and testing are available at Holyoke Center. To make an appointment for anonymous HIV testing, a member of the community may call the UHS Surgical Specialties Department at 617.495.2139 (the staff will answer "Surgical Specialties"). The individual will not be required to give any identifying information. There is a \$10 student fee for anonymous HIV antibody testing, but no student will be turned away due to an inability to pay. This fee will cover both pre and post test counseling appointments. Staff, faculty and other Harvard affiliates will be charged \$80 for anonymous HIV testing. If, for some reason, the individual is unable to make his or her scheduled appointment, they are asked to call the clinic in advance (617.495.2139) to cancel and/or reschedule.

Confidential HIV Testing is done by the primary care clinicians at UHS. An individual may contact their primary care clinician or team to schedule an appointment or discuss having a confidential HIV test. Those without a primary care clinician, may call either an Internal Medicine Team or satellite clinic to select one or to get assistance (Team 3 East: 617.495.2001, Team 3 North: 617.495.8414). More information about anonymous or confidential HIV counseling and testing may be obtained by calling the Center for Wellness & Health Communication at 617.495.9629.

**Immunizations**

In compliance with the Commonwealth of Massachusetts Immunization Regulations, all full-time students must submit proof of immunization against measles, mumps, rubella, diphtheria, and tetanus. Information about these requirements is mailed to all new students, explaining that forms signed by physicians need to be sent to the Harvard University Health Services by July 1. Students who do not submit proof of immunizations cannot register. All students who are not in compliance with Massachusetts regulations are urged to be immunized as soon as possible by a physician at home or at a community clinic.

### ***HARVARD INTERNATIONAL OFFICE***

864 Holyoke Center  
617.495.2789  
617.495.4088

***www.hio.harvard.edu***

Monday through Friday, 9 to 5 (Summers, 10 to 4)

The Harvard International Office (HIO) serves the foreign nationals at Harvard by providing advice for foreign students, scholars, and their families on visa matters, orientation programs, programs for spouses, and discussion groups. The programs and services also include: orientation meetings, arrival booklets, and printed information to assist with the adjustment to Harvard and living in the Boston/Cambridge area; referrals to other offices when appropriate; assistance in locating housing in August and early September; the host family program for new graduate students; English language classes; and information on a variety of topics disseminated through printed material, newsletters, and group information sessions.

All newly admitted foreign students must visit the Harvard International Office before registering at HDS. They should bring their passports and entry permits, or other evidence of their immigration status. All foreign nationals are encouraged to visit HIO regularly in order to take advantage of its services and programs. An advisor is always on duty to help with any problems or concerns.

### ***HARVARD UNIVERSITY POLICE DEPARTMENT***

1033 Massachusetts Avenue  
6th Floor

Emergencies 617.495.1212

Business Office 617.496.3221

Crime Prevention 617.495.1795

Security Patrol 617.495.1795

Sensitive Crime Unit/Sexual Assault Unit 617.495.1796

Safety Walk Escorts 617.496.5656

The Harvard University Police Department is a multifaceted professional police and security agency. The department is comprised of police officers, security guards, and student security personnel serving the University twenty-four hours a day, seven days a week. Calls for service are monitored by trained communication specialists who dispatch police and security units via cruiser or two-way portable radios.

The Harvard University Police Department is committed to assisting all members of the Harvard community in providing for their own safety and security. Harvard's annual security report, prepared in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), is entitled *Playing it Safe*, and can be found on the HUPD's website at [http://www.hupd.harvard.edu/prevention\\_handbook.php](http://www.hupd.harvard.edu/prevention_handbook.php). *Playing it Safe* includes information about the HUPD, how to report a crime, HUPD's crime prevention programs, substance abuse, sensitive crimes, and other important information about security and HUPD services on campus. It also contains three years of statistics on reported campus or campus-related crimes. A hard copy of *Playing it Safe* may be obtained by contacting the Harvard University Police Department at 1033 Massachusetts Avenue, 6th floor, Cambridge, MA 02138, 617.495.1215.

## ***MOTOR VEHICLE REGISTRATION AND PARKING***

Harvard University Parking Services

3 Bow St.

Phone: 617.495.3772

Recorded information: 617.495.4785

parking@harvard.edu

***www.uos.harvard.edu/transportation***

The University suffers from a critical lack of parking facilities in Cambridge and encourages all students to think carefully before bringing cars to campus. All of the streets surrounding the University are reserved for city residents with Cambridge car registrations only (parking stickers are issued by the city Traffic, Parking & Transportation Department, which is located at 238 Broadway in Cambridge). Student parking in Cambridge on University property is limited to those who have mobility issues and cannot use the shuttle van service (as certified by a medical doctor). The University Parking Office and HDS Disability Coordinator will make determination of need for special parking.

Students who bring their cars to school, whether or not they plan to park on Harvard property, are required to register their cars with the University. This may be done in the Parking Office. In order to register for parking, all students requesting parking must provide the following information: A valid driver's license, Proof of residency (e.g. lease, current utilities, cable or telephone bill with the student's name and address on it), Vehicle registration, which clearly states the student's or parent's name. For current rates students should refer to the University Parking Services website.

## ***ATHLETIC FACILITIES***

The athletic facilities of the Faculty of Arts and Sciences, including everything from swimming pools to sculling facilities, are available to all Divinity School students for a significant fee. Many students find more reasonably priced facilities in the Harvard Square area at private health clubs. Student Participation Stickers are available at the University Athletic Office, located in the Murr Center, 65 N. Harvard Street, Allston (across the Charles in the stadium complex). For current sticker prices call 617.495.2211.

## AREA CONVENERS AND STANDING COMMITTEES

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Area I: Paul Hanson

Area II: Sarah Coakley

Area III: Don Swearer

Committee on Academic Programs: Susan Dunton, Dudley Rose, Paul Hanson, Sarah Coakley, Don Swearer

Administrative Board: TBA

Grievance Contacts:

Belva Brown Jordan, Assistant Dean for Student Life, 617.496.6569

Susan Dunton, Assistant Dean for Academic Affairs, 617.495.3526

Stephanie Paulsell, Associate Dean for Ministry, 617.496.3579

For additional information regarding Grievance Contacts, please see the section titled ***Standards of Conduct and the Learning Environment***.

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 ADMINISTRATIVE STAFF DIRECTORY
 

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|   |                    |
|---|--------------------|
| <b>Academic Administration Office</b>             | <b>Andover 200</b> |
| Mark U. Edwards, Associate Dean . . . . .         | 495.3638           |
| Karin Grundler-Whitacre, Assistant Dean . . . . . | 495.3638           |
| Executive Assistant, TBD . . . . .                | 495.3638           |
| Suzanne Rom, Staff Assistant . . . . .            | 495.3638           |

|  |                    |
|--|--------------------|
| <b>Academic Affairs Office</b>                               | <b>Andover 206</b> |
| Associate Dean for Faculty and Curricular Affairs, TBD . . . | 495.8325           |
| Susan Dunton, Assistant Dean of Academic Affairs . . . . .   | 495.3526           |
| Barbara Boles, Administrative Coordinator . . . . .          | 495.8325           |
| Staff Assistant, To Be Announced . . . . .                   | 384.8394           |

|  |          |
|--|----------|
| <b>Administrative Dean's Office</b>    |          |
| Julie Bisbee, Associate Dean . . . . . | 495.5767 |
| Executive Assistant, TBD . . . . .     | 495.3526 |
| Suzanne Rom, Staff Assistant . . . . . | 495.4513 |

|  |                                    |
|--|------------------------------------|
| <b>Admissions and Financial Aid</b>                                    | <b>Divinity Hall, second floor</b> |
| Maritza Hernandez, Director of Admissions & Financial Aid<br>. . . . . | 495.8641                           |
| Beth Flaherty, Associate Director of Financial Aid . . . . .           | 495.5772                           |
| Angela Counts, Admissions Officer . . . . .                            | 495.5796                           |
| Jennifer Hollis, Admissions Officer . . . . .                          | 495.2681                           |
| Julie Field, Financial Aid Officer . . . . .                           | 495.5772                           |
| Kristin Silver, Staff Assistant . . . . .                              | 495.5796                           |

|  |                                   |
|--|-----------------------------------|
| <b>Bookstore</b>                           | <b>Divinity Hall, first floor</b> |
| Cheryl Henderson, Manager . . . . .        | 495.5789                          |
| Adam Ackerman, Assistant Manager . . . . . | 495.5789                          |

|   |                     |
|---|---------------------|
| <b>Building Operations</b>                        | <b>Andover, G-1</b> |
| Roy Lauridsen, Superintendent . . . . .           | 495.8655            |
| Paul Corbett, Maintenance Technician . . . . .    | 496.0499            |
| Milna Johnson, School Receptionist . . . . .      | 495.5761            |
| Jyoti Rana, Custodial Supervisor . . . . .        | 495.4539            |
| Ronnie Ivanoskos, Mail Center Attendant . . . . . | 495.4109            |

|   |                          |
|---|--------------------------|
| <b>Center for the Study of World Religions</b>            | <b>42 Francis Avenue</b> |
| Donald K. Swearer, Director . . . . .                     | 495.2889                 |
| Charles Anderson, Manager of Finance & Operations . . . . | 496.5834                 |
| Rebecca Kline Esterson, Events and Program Coordinator .  | 495.4476                 |
| Susan Lloyd McGarry, Manager of Planning & Projects . . . | 496.1608                 |
| Wasim Rahman, Staff Assistant . . . . .                   | 495.4495                 |

|  |                                 |
|--|---------------------------------|
| <b>Communications/Public Affairs</b>                                       | <b>Divinity Hall, 4th floor</b> |
| Will Joyner, Director of Communications; Editor, HDS Bulletin<br>. . . . . | 496.9147                        |
| Wendy McDowell, Media Relations Officer and Senior Writer<br>. . . . .     | 496.6004                        |
| Brin Stevens, Associate Director of Communications . . . .                 | 495.8774                        |

Christine Bower, Staff Assistant ..... 496.1813  
Kit Dodgson, Associate Editor & Web Editor ..... 495.4486  
Kristie Welsh, Graphic Designer ..... 495.4486

**Dean's Office** **Andover 200**

William Graham, Dean ..... 495.4513  
Karin Grundler-Whitacre, Chief of Staff, Dean's Office .. 495.4515  
Executive Assistant, TBD ..... 495.3526  
Suzanne Rom, Staff Assistant ..... 495.4513

**Development and Alumni/ae Affairs** **Divinity Hall, 4th floor**

Associate Dean for Development, TBA ..... 495.8775  
Debra Metcalfe, Director, Alumni Relations and Annual Giving  
..... 496.5480  
Nancy Birne, Director of Development Operations ..... 495.5737  
Jeanne Bocanegra, Staff Assistant ..... 496.5484  
Sarah Branstrator, Major Gifts Officer ..... 496.5486  
Elizabeth Busky, Staff Assistant ..... 495.5084  
Leila Kohler-Frueh, Assistant Director of Alumni Relations 495.0556  
Steve McFarland, Associate Director of Communications .. 495.3534  
Barbara Sutton, Gift Processor ..... 495.1778  
Marilyn Votaw, Staff Assistant ..... 495.3539  
Tom Woodward, Major Gifts Officer ..... 495.5081

**Dormitories**

Rockefeller Hall ..... 491.9835  
  
Lilla Luu, Proctor ..... 493.7802  
Katie Morgan, Proctor ..... 493.7804  
Anna Rudberg, Proctor ..... 493.7830  
Scott Templin, Proctor ..... 493.7826  
Laine Walters, Proctor ..... 493.7817  
  
Harvard Planning and Real Estate ..... 495.2234

**Faculty Human Resources and Searches**

Ryan Lincoln, Faculty Search Coordinator ..... 496.1694  
Amy Maher, HR Officer – Faculty ..... 495.3239

**Faculty Support Services**

Carol Edwards, Faculty Assistant, AND 302 ..... 495.4519  
Kristin Gunst, Faculty Assistant, AND 302 ..... 495.2779  
Charlene Higbe, Faculty Assistant, DIV 314 ..... 495.4518  
Sarah Lefebvre, Faculty Assistant, DIV 309 ..... 496.8508  
Katherine Lou, Faculty Assistant, AND ..... 495.4265  
Felicia Share, Faculty Assistant, DIV 315 ..... 384.8096  
Eric Unverzagt, Faculty Assistant, CSWR ..... 495.2779

**Finance Office**

Alyson Conover, Finance and Operations Administrator .. 495.5899  
Shani French Hinds, Staff Assistant ..... 495.7666  
Cheryl Frodermann, Finance and Operations Officer .... 496.9134

**Financial Aid (See Admissions and Financial Aid above)**

**Harvard Theological Review / Harvard Theological Studies**      **Divinity 416**  
Margaret Studier, Editor . . . . . 495.5786

**Health Services Emergency**      **495.5711**

**Human Resource Services**      **Andover G-2**  
Pamela Massey, Director . . . . . 495.5683  
Jonathan Beasley, Staff Assistant . . . . . 495.5763  
Tobias Orfe, Payroll Manager . . . . . 496.5833  
Elise Sacchetti, HR Officer . . . . . 496.4323

**Information for International Students**  
Harvard International Office . . . . . 495.2789

**Information Technology and Media Services**      **Andover Hall Ground Floor**  
Kathy Jones, Assistant Dean for ITMS . . . . . 495.1969  
Andrew Daly, Server and Network Manager . . . . . 495.4502  
Michael DeGeorge, Development Systems Officer . . . . . 496.5104  
Adrien Doherty, Staff Assistant to the Director . . . . . 496.2067  
Suzanne Dossous, Help Desk Specialist, End User Support Analyst  
. . . . . 496.9111  
Debbie Gronback, Database Administrator . . . . . 495.1660  
Hicham Hassan, User Support Specialist . . . . . 496.9133  
Dan Hawkins, Asst. Director of Instruction Technology . . . 384.9762  
Kama Lord, Instruction Technology Analyst . . . . . 496.9304  
Ben Rota, Assistant Director, Computer Operations . . . . . 495.7129  
Damon Singletary, Systems Support Analyst . . . . . 496.9916  
Susan Worst, Web/Database Application Developer . . . . . 496.0059  
IT Help Desk, email: hds-help@hds.harvard.edu . . . . . 496.9111

**Language Studies**  
Beverly Kienzle, Director . . . . . 496.2897

**Library**  
Laura Wood, Librarian  
Russell Pollard, Collections Management Librarian . . . . . 496.3173  
Circulation Department . . . . . 495.5788  
Public Service Department . . . . . 496.2485  
Technical Services Department . . . . . 495.5910  
James Adler, Cataloging Assistant . . . . . 496.2449  
Steven Beardsley, Weekend Circulation Assistant . . . . . 495.5788  
Michael Bradford, Serials and Electronic Librarian . . . . . 495.5788  
Nell Carlson, Monograph Acquisitions Assistant . . . . . 496.2493  
Shana Drake, LDI Project Cataloger . . . . . 495.2176  
Michelle Gauthier, Evening Circulation Assistant . . . . . 495.7754  
Al Janik, Technical Services Librarian . . . . . 496.2490  
Ella Johnson, Cataloging Assistant . . . . . 495.5709  
Renata Kalnins, Reference Librarian . . . . . 495.5788  
Gloria Korsman, Senior Reference Librarian . . . . . 496.2571

Donna Maguire, Assistant to the Librarian ..... 495.5770  
Fran O'Donnell, Curator of Manuscripts and Archives ... 496.5153  
Bernadette Perrault, Senior Acquisitions Assistant ..... 495.8889  
Laura Whitney, Circulation Assistant ..... 496.1615  
Clifford Wunderlich, Head of Public Services ..... 496.5409

**Ministry Studies/Field Education**

Dudley C. Rose, Associate Dean for Ministry ..... 496.1600  
Leslie MacPherson Artinian, Department Administration . 496.2943  
Laura Ruth Jarrett, Staff Assistant ..... 495.4536  
Laura Lamp, Staff Assistant ..... 496.5711

**University Parking Office, 29 Garden Street** **495.4785**

**Program in Religion and Secondary Education** **Andover 110**

Diane L. Moore, Director ..... 496.4536  
Mary Frazier-Davis, Assistant Director ..... 496.1675

**Registrar's Office** **Divinity Hall, 2nd floor**

Jeffrey Kinnamon, Registrar ..... 495.4783  
Cathy Downey, Staff Assistant ..... 495.5760  
Maggie Welsh, Associate Registrar ..... 495.5763

**Student Life** **Divinity Hall, 2nd floor**

Belva Brown Jordan, Assistant Dean ..... 496.6569  
Gail Liebhaber, Director of Career Services ..... 496.3313  
Kerry Maloney, Director of Religious and Spiritual Life .. 495.5778  
Bronwen Murphy, Staff Assistant ..... 496.6569  
Jeff vonWald Staff Assistant for Career Services & Religious  
and Spiritual Life ..... 384.7571

**Study of Religion, Committee on the** **Barker Center, 302**

Carole Bundy, Administrator ..... 495.5781

**Summer Leadership Institute**

To be announced, Administrator ..... 495.5781

**ThD Program Administration** **Barker Center, 411**

Kathryn Kunkel, ThD Program Administrator ..... 495.7884

**Women's Studies in Religion Program** **52 Francis Avenue**

Ann Braude, Director ..... 495.5705  
Tracy Wall, Staff Assistant ..... 496.4338