

Handbook for Students 2009-10



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.



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ACADEMIC PROCEDURES AND RULES

REGISTRATION

Fall 2009

New Student Registration: Monday August 31, 10-1 in the Braun Room.

Returning Student Registration: Tuesday, September 1, 9:30-11:45 am & 1:30-4 pm in Divinity Hall.

Spring 2010

Registration of All Students: Monday, January 25 and Tuesday, January 26 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. 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.

There is a \$50 fee assessed for not registering on the appointed days. No one may register after September 23 in the fall and February 12 in the spring. See the section titled "Shopping Period" for additional information.

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.

IMMUNIZATIONS

Massachusetts State law requires everyone studying more than part-time (three courses or more each semester), including non-degree students, to file a completed Certificate of Immunization with Harvard University Health Services (HUHS). 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. 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 HUHS by July 15. 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. 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 Harvard University Health Services: 617.496.1625; www.huhs.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 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) for updates.

UNIVERSITY ID CARDS

First year students may upload a photo or have their pictures taken at registration. Students who electronically submitted a photo will receive their official ID; all others will receive a temporary card. These temporary cards are exchanged for photo ID cards at a later date in the Registrar’s Office. The ID cards are valid through the student’s anticipated graduation or completion date. 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 617.495.3322.

Since students will encounter many occasions when they will need to produce their ID card (at the Health Services, shuttles, 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. The loaning of ID cards is considered a disciplinary matter. ID cards must be surrendered to any Officer of the University if requested. Students who withdraw, are withdrawn 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 under “Online Applications.”

UNIVERSITY PIN NUMBERS

Students can obtain a Harvard University Personal Identification Number (PIN) online at 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. The loaning of PIN numbers is considered a disciplinary matter. Access to the HDS Intranet (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 2009

Study cards are due Thursday, September 10, by 5 pm in the Registrar's Office.

Spring 2010

Study cards are due Friday, January 29, by 5 pm.

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 curricular requirement the course is fulfilling (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. MTS students must also complete the Plan of Study on the back of their study cards.

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 (Friday, September 11 in the fall and Monday, February 1 in the spring) and a \$10 charge each day thereafter.

Students who do not submit their study cards by the deadline will be considered on unofficial leave from the school. If a student does not take an official leave of absence, or withdraw from the program by the add/drop deadline of that term (this year September 23, 2009 for the fall and February 12, 2010 for the spring), the student will be withdrawn from the program by the Registrar's Office and will be required to either petition for reinstatement or reapply to the program. See the section titled "Reinstatement" for policies pertaining to returning to studies at HDS.

Full time students must register for at least three courses and may not register for more than five half-courses for credit during a given semester. Part-time students may only register for two courses per term. 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 Associate Dean for Faculty and 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 (HGSE)
Harvard Kennedy School (HKS)
Harvard Law School (HLS)
Harvard Medical School (HMS)
Harvard School of Dental Medicine (SDM)
Harvard School of Public Health (SPH)
(The Harvard School for Continuing Education is not eligible for cross-registration)

Boston Theological Institute:

Andover Newton Theological School (ANTS)
Boston College (BC)
Boston University School of Theology (BU)
Episcopal Divinity School (EDS)
Gordon-Conwell Theological Seminary (GCTS)
Holy Cross Greek Orthodox School of Theology (HC)
St. John's Seminary (SJS)

Other Schools:

Massachusetts Institute of Technology (MIT)
The Fletcher School of Law and Diplomacy, Tufts University (Fletch)

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 4 for March graduation, or by May 17 for May 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 2009-2010

Fall	Classes Begin	X-Reg Petition Due	Drop Deadline w/o Notation(1)	Drop Deadline w/Notation(2)	Classes End	Exams End
HDS	Sep. 2	Sep. 23	Sep. 23	Oct. 27	Dec. 3	Dec. 21
FAS	Sep. 2	Sep. 23	Nov. 3*		Dec. 3	Dec. 21
HBS	Sep. 2	Sep. 3	Sep. 18		Consult HBS	Consult HBS
GSD	Sep. 2	Sep. 30	Sep. 30*	*	Dec. 3	Dec. 18
GSE	Sep. 2	Sep. 23	Sep. 30*	*	Dec. 3	Dec. 21
HKS***	Sep. 2	Sep. 24	Sep. 24*	Dec. 1*	Dec. 4	Dec. 18
HLS**	Sep. 2	Sep. 9	Sep. 9	*	Dec. 7	Dec. 18
HMS	Sep. 2	Sep. 18	Sep. 18	*	Consult HMS	Consult HMS
SPH	Sep. 2	Sep. 11	Sep. 11	*	Dec. 18	N/A
MIT	Sep. 9	Oct. 9	Nov. 18*		Dec. 10	Dec. 18
TUFTS	Sep. 9	Sep. 18	Oct. 9*	*	Dec. 11	Dec. 22

Spring	Classes Begin	X-Reg Petition Due	Drop Deadline w/o Notation(1)	Drop Deadline w/Notation(2)	Classes End	Exams End
HDS	Jan. 25	Feb. 12	Feb. 12	Mar. 23	Apr. 28	May 15
FAS	Jan. 25	Feb. 15	Mar. 23*	*	Apr. 28	May 15
HBS	Jan. 25	Jan. 28	Feb. 12	*	Consult HBS	Consult HBS
GSD	Jan. 25	Feb. 19	Feb. 19	*	Apr. 27	May 13
GSE	Jan. 25	Feb. 12	Feb. 19*	*	Apr. 28	May 15
HKS***	Jan. 25	Feb. 18	Feb. 18	Apr. 22	Apr. 30	May 14
HLS**	Jan. 25	Feb. 1	Feb. 1	*	Apr. 23	May 5
HMS	Feb. 1	Feb. 19	Feb. 19	*	Consult HMS	Consult HMS
SPH	Jan. 25	Feb. 5	Feb. 5	*	May 14	N/A
MIT	Feb. 2	Mar. 5	Apr. 22	*	May 13	May 21
TUFTS	Jan. 20	Jan. 29	Feb. 16	*	Apr. 30	May 11

* 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 Harvard Kennedy School 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 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.

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

As dates vary, students wishing to cross-register within the BTI should consult the Registrar's Office of the individual schools. If the HDS deadlines are earlier students must follow the HDS dates.

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; non-degree candidates must pay the normal audit fee (\$400 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 prior work 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 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 for a letter grade or on a SAT/UNSAT basis. Ordinarily, Reading and Research courses may not be elected until after a student's first semester is completed.

DROPPING AND ADDING COURSES

Fall 2009 Deadline

Wednesday, September 23, by 5 pm in the Registrar's Office

Spring 2010 Deadline

Friday, February 12, 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 (or the first non-holiday thereafter) 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 (or the first non-holiday thereafter) will be evaluated and assigned a grade. There is a \$10 fee assessed to HDS students for any change made after the due date for study cards.

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.

GRADING OPTION CHANGES AND LAST DAY TO DROP WITH NOTATION

Fall 2009

Tuesday, October 27 by 5 pm in the Registrar's Office

Spring 2010

Tuesday, March 23 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 (or the first non-holiday thereafter). 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 (or the first non-holiday thereafter) 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. It is the responsibility of the student to ensure that their registration has been properly processed. 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 2009-10 runs from Saturday, December 12, through Monday, December 21; spring examination period runs from Friday, May 7, through Saturday, May 15. 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.

EXAMINATION ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Depending upon the nature of the student's documented disability, the Divinity School will provide appropriate examination arrangements. Students who know that they will require accommodations for exams due to a disability should present written documentation to the Coordinator of Disability Services at least two weeks before the last day of classes during the fall or spring term. If students are unsure whether or not they are eligible for this accommodation they should contact Disability Services as soon as possible. Exam accommodations cannot be provided until documentation is reviewed and intake is completed. Accommodations and services can not be provided retroactively. For more information regarding the exam accommodation policies and procedures please visit <http://www.hds.harvard.edu/disability>.

MAKE-UP EXAMINATIONS

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 Associate Dean for Faculty and 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. Make-up exams for 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.

INCOMPLETES

In the event that a student is unable to complete the final work for a course (excluding exams) they are normally limited to one Incomplete per academic year, or one per eight courses completed for students on part-time or per-course basis. Under extraordinary, documentable circumstances (i.e. hospitalization or death in the family) additional petitions to request an incomplete may be granted by the Registrar; however the instructor is not required to grant the incompletes.

Petitions to request an Incomplete must be requested from the Registrar's Office no later than the last day of exams in the term in which the course was taken. Eligible students may then approach the relevant faculty member for permission to take an incomplete; the instructor reserves the right not to grant the incomplete for any reason. The student must give sufficient reason for the delay and provide a satisfactory plan for completion of the work. The petition must be signed by both the student and instructor, with copies retained by each; the original must be submitted to the Registrar's Office.

The due date for the work in a fall course may be no later than the day after spring break the following term (this year March 22, 2010) and for spring courses no later than the last non-weekend day before the subsequent fall semester (this year September 1, 2010). If a student fails to submit work for an Incomplete directly to the HDS Registrar's Office by these deadlines, the work will not be accepted, and the Registrar will ask the course head to assign a final grade for the course in light of completed work and the failure to complete remaining assignments.

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 Registrar will then ask the course head to assign a final grade for the course in light of completed work and the failure to complete remaining assignments. On rare occasions, a student may be granted additional time to complete work for an incomplete by the appropriate curriculum committee. Such requests are granted only in highly unusual circumstances involving serious illness or other unforeseen events beyond the student's control. A form titled Petition to Extend an Incomplete beyond the Time Allowed may be submitted to the Registrar to make such a request. The form will not be considered complete until it contains the signature and comments of the student's advisor and documentation of the circumstances that warrant an extension. Petitions to extend an incomplete must be submitted no later than three weeks after the original due date.

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.

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 (absent from exam) and are governed by the rules governing Make-up examinations.

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 and others as indicated in the course description. The standard for a grade of "satisfactory" is a C- or above.

A student's grade point average does not appear on their transcript; however for the purposes of the MTS and MDiv programs which require a student to maintain a "B" average, the grade point average is calculated using the following scale:

A = 4.0; A- = 3.67; B+ = 3.3; B = 3.0; B- = 2.67; C+ = 2.33; C = 2.0; C- = 1.67; D+ = 1.33; D = 1.0; D- = .67; and E, unsat, and abs = 0. Grades of "dropped" and "sat" are not averaged. MTS and MDiv students should see the appropriate degree requirement section for more specific information about the grade requirement.

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. Once the student submits the work to the Registrar's Office, a grade of NGR will replace the "INC". Students who do not submit the incomplete work by the deadline will receive a grade for the course that reflects the absence of this work.

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. Under these circumstances an instructor should submit a letter to the Registrar requesting the grade change. The Registrar will consult with the Associate Dean for Faculty and Academic Affairs and, if it is deemed an appropriate request, the change will be made. 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 iSite and classroom door should a class meeting be cancelled. Classes as a whole are rarely cancelled due to inclement weather. Information about class cancellations may be obtained by calling 617.496.6397.

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, colloquia, and the MDiv Senior Seminar). These evaluations are administered by the Registrar's Office. 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.

FACULTY ADVISING

Before registration, students at Harvard Divinity School are assigned an academic advisor by the Registrar. The relationship between student and advisor is meant to enhance a student's academic 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 con-

cerning career options and how to prepare for them. Students are required to obtain their advisors' signatures on their study cards at the beginning of each semester before the study card deadline. The advisor's signature is also required on all petitions submitted to curriculum committees to request 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 at least 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.

PROGRAM REQUIREMENT ADVISING

Although advisors are there to guide and assist students in their academic pursuits, students should seek advice concerning specific degree requirements directly from a representative of the Registrar's Office. Answers to questions about course, program, and graduation requirements may be obtained from the Registrar's Office. Ultimately, however, it is the individual student's responsibility to know and satisfy all requirements.

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.

ACADEMIC PROGRESS

An MDiv, MTS or ThM student may be placed on probationary status or required to withdraw should the appropriate curriculum committee determine him or her to not be making satisfactory academic progress. (ThD students should refer to the Handbook for ThD Students.) Should a student do any of the following, the appropriate committee will review the student's academic progress and take any action deemed warranted:

- Fail to satisfy or be on course to satisfy the residency requirement (the requirement to complete four courses in each of two consecutive semesters during a student's first three semesters), or alternatively petition successfully to defer or waive the residency requirement. (Students who have officially been recognized as studying part-time are exempt from this requirement.)
- Receive any non-passing grade(s) ("Unsat" or grades below C- for MDiv and MTS students, "Unsat" or grades below B- for ThM students) in any semester.

- Fail to complete at least two half-courses each semester, and at least two-thirds of the courses taken in any two consecutive semesters, with grades other than incomplete, absent from exam, or withdrawn.
- In the case of MTS and MDiv students, fail to maintain a B average overall for the degree program to date; though not averaged, each incomplete grade must be offset by two As, irrespective of the minus, to be considered adequate for the B average standard.
- Fail to complete courses at a rate and with a distribution that will allow the student to complete the degree within the maximum length of program requirements (no longer than four years for MDiv students, two-and-one-half years for MTS students, and one year for ThM students), or have this requirement extended by the appropriate committee.

When a student meets any of these criteria, the student will be notified of the pending curriculum committee discussion of his or her progress and given the opportunity to make a written statement providing pertinent information before the committee meets. The committee will make a reasonable effort to notify the student, however, if there is no response from the student the committee will act regardless. The committee may offer specific advice to the student and may take any of the following actions:

- Place the student on academic probation, allowing the student to register on probationary status for a subsequent semester with or without further restrictions. When a student is placed on probation, the committee will review the student's academic progress prior to the following semester and whenever new grades are reported to determine whether probationary status can be removed or more significant action is required.
- Require the student to take a leave of absence for a set period of time. The committee may make stipulations about what the student is required to do in order to return from leave and may require proof that those stipulations have been met. Should the student not satisfactorily meet the requirements set to return from leave they may be withdrawn from the program.
- Require the student to withdraw from the program either permanently or for a set period of time with conditions. Such a requirement may set forth conditions for application for readmission, which must be met before application for readmission is made, or may indicate that readmission is unlikely. If the student is withdrawn by committee action, such action will be noted on the student's transcript.

Decisions taken by committee are final. (See also the section titled "Withdrawal" in this Handbook.)

Ordinarily, when a student fails to make satisfactory academic progress (i.e., meeting any of the above criteria) in a subsequent semester while on academic probation, the student will be required to withdraw by the appropriate committee. A student who is readmitted may be required to begin his or her return to studies on probationary status.

Students who have been placed on academic probation for making unsatisfactory academic progress are eligible to receive institutional and federal financial aid for only one additional semester unless such sanction is lifted. A student who remains on academic probation more than one semester normally is not eligible to receive institutional or federal financial aid for any subsequent semester on probation, and is ordinarily required to withdraw.

PART-TIME STUDY

Students who have extraordinary extenuating circumstances may petition to complete their program on a part-time basis. Typically, students apply for part-time status prior to the start of their programs and should submit a petition to the Director of Admissions. However, if a student's situation changes drastically during the course of their studies, he or she may petition the curriculum committee to be allowed to switch to part-time status. 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 how and when all program requirements will be met. Students who switch mid-program may be charged tuition to cover courses previously taken in order to obtain a balanced courses taken/courses paid for ratio.

Should a part-time student decide to switch to full-time status they should consult the Registrar; these students may be required to continue to pay on a per-course basis in order to fulfill their financial degree requirement.

Part-time students may take no more than two courses per term and will be charged on a per course basis. Students seeking part-time status should speak with the Financial Aid Office.

TEACHING GUIDELINES AND OPPORTUNITIES FOR MASTER'S STUDENTS

1. Teaching fellows may not be in a peer to peer relationship with their students. Consequently: (a) teaching fellows may not both take and teach the same course in a semester; (b) MTS and MDiv teaching fellows can 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 unless there is a section strictly limited to undergraduate students.
2. First-year MTS and MDiv students are ordinarily not eligible for teaching appointment in undergraduate courses in FAS.
3. Each section (or "fifth") taught counts as the equivalent of one course; the total course load which may not exceed five courses for the term without permission of the Associate Dean for Faculty and Academic Affairs. Students can not be appointed as a teaching fellow in FAS without the approval of HDS; students should discuss their teaching plans with the Teaching Fellow Coordinator as soon as possible.
4. With permission of the Teaching Fellow Coordinator, ThM students may be eligible to teach in undergraduate courses during their first year.
5. MTS, MDiv, and ThM students must complete a "Teaching Fellow Application" and obtain the signature of the professor of the course, their advisor, and the Associate Dean for Faculty and Academic Affairs prior to their appointment being finalized. FAS will not appoint HDS students without explicit approval of the HDS Associate Dean for Faculty and Academic Affairs.
6. 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.

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 MDiv Curriculum Committee, 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 based on their enrollment in an MDiv program at another institution must petition the MDiv Curriculum Committee during their second semester in the program. 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 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 a conferred degree be accepted. Courses approved for credit may be used to satisfy distribution requirements. No more than 8 half courses may be applied to the HDS MDiv program.

MTS, MDiv, and ThM students may petition the appropriate curriculum committee 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 a committee. Advanced standing may be granted for no more than four half-courses toward the MTS and ThM programs.

LEAVE OF ABSENCE FOR MASTERS 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 by the add/drop deadline of that term, the student will be recorded as Withdrawn and will be required to either petition for reinstatement or reapply to the program in order to return to her or his studies. (See "Withdrawal")

For any request for a medical leave of absence, HDS reserves the right to consider at the time the leave request is made or at the time the student seeks to return whether it will require the student to be evaluated by Harvard University Health Services ("HUHS") at the time the student seeks to resume his or her studies.

Students who request a leave of absence due to extraordinary circumstances (ordinarily medical) after the add/drop deadline will have a grade of "dropped" permanently notated for each course on their transcript. Students will be assessed tuition for that term based on the schedule detailed in the section titled "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.

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 for MDiv students will be granted for up to one year only, for MTS and ThM students one semester only. To be allowed a longer leave, students must petition the appropriate curriculum committee. If after an approved leave of absence a student fails to register and does not petition for an extension, he or she will be recorded as Withdrawn. See the sections titled “Withdrawal” and “Readmission” for more information.

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 appropriate curriculum committee.

Students interested in continuing their health care coverage while on leave should contact the HUHS insurance office at 617.495.2008 for more information.

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.

INVOLUNTARY LEAVE OF ABSENCE

The Dean at HDS 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 HUHS to evaluate the cause of the student’s behavior or threatening state.
- The decision to place a student on an involuntary leave of absence for health related reasons is arrived at by an individualized assessment of all the pertinent factors, such as the nature of the student’s conduct, consultation with Harvard University Health Services (which may consider information from the student’s current or former health care providers if made available by the student), and the absence of feasible alternatives (for example, where the extent of accommodation needed would fundamentally change the academic program or unduly burden the resources of staffing capabilities of HDS, or where the care or monitoring required would exceed the stan-

dard of care that a University Health Services can be expected to provide.)

- **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 the Associate Dean for Student Services and may consult with other officers of the University (for example, with HUHS in the case of a leave for medical reasons) or with the Administrative Board.

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, 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. (However, the Dean or the Associate Dean for Student Services may notify the student that, at the time the student seeks to resume his or her studies, in the case of a leave for medical reasons, the student is expected to be evaluated by HUHS regarding readiness to return and evidence that the circumstances that led to the leave of absence have been satisfactorily addressed.) 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 (tuition, fees, and any other charges on student's university bill) 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 of the student's readiness to return will include consultation with HUHS so that the HUHS may advise the Associate Dean for Student Services whether the medical condition that resulted in a leave of absence is under control through treatment or no longer exists.

The decision of whether to allow a student to return from involuntary leave of absence rests with the Dean in consultation with the Associate Dean for Student Services and Harvard University Health Services 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 by the add/drop deadline for a given semester and who have not been

granted official leave will be withdrawn from their program (see the section below titled “Program Withdrawal”).

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 been withdrawn by a curriculum committee, (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. See the section titled “Reinstatement” for more information. Degree students who withdraw from a degree program prior to the end of a semester are given a tuition refund 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 2009

On or before October 6: Withdrawal (in writing) for $\frac{3}{4}$ tuition refund.
On or before November 3: Withdrawal (in writing) for $\frac{1}{2}$ tuition refund.
Thereafter, no tuition refund.

Spring Semester 2010

On or before February 23: Withdrawal (in writing) for $\frac{3}{4}$ tuition refund.
On or before March 23: Withdrawal (in writing) for $\frac{1}{2}$ tuition refund.
Thereafter, no tuition refund.

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. Students who withdraw should consult the Harvard University Health Services insurance office for coverage information.

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

REINSTATEMENT

A withdrawn student, whether they withdrew themselves or were withdrawn by HDS, who later wishes to resume studies is required to petition the appropriate curriculum committee (or the Administrative Board in cases of disciplinary Withdrawal) for reinstatement or, depending on the circumstances, may be required to reapply to the program. Students should contact the Registrar for information about the reinstatement process. Should a petition be required, it 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 5; for the spring, by December 1. Students required to reapply should speak to the Admissions Office regarding the application process. All outstanding financial obligations to the University must be met before petitioning for reinstatement or reapplying to the school.

Students who withdrew or were withdrawn from HDS ten or more years ago must reapply to HDS and restart their programs, meaning that prior coursework will not be counted toward the degree.

CURRICULAR COMMITTEES AND STUDENT PETITIONS

Academic programs and the students who progress through those programs are overseen by curriculum committees: the MTS Curriculum Committee, the MDiv Curriculum Committee and a committee to oversee the ThM program as convened by the Associate Dean for Faculty and Academic Affairs. Students who wish to have an exception to the normal course of study may make a request to the appropriate curriculum committee. Such petitions may include requests for advanced standing, part-time study, course distribution requirement substitution, etc. The petition process begins in the Registrar's Office where students may pick up the appropriate form and consult on precedent. The petitions may be reviewed by a Committee as delegated by the curriculum committees.

Students are 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 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 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 prior to or during their penultimate semester.
- A petition to extend the length of time available to complete an incomplete course must be filed no more than three weeks after the incomplete was originally due.
- A petition to change from the MTS program into the MDiv program, or vice versa, should be filed in a student's first semester. Late submissions of such requests are unlikely to be approved.

DEGREE APPLICATION

Deadlines:

For November 2009 Graduation: August 12, by 5 pm in the Registrar's Office

For March 2010 Graduation: December 3, by 5 pm in the Registrar's Office

For May 2010 Graduation: January 25, 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.

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. 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 multireligious 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 MULTIRELIGIOUS SERVICE

Multireligious Service of Thanksgiving for the Graduating Class: Wednesday, May 26, 2010

Commencement Exercises: Thursday, May 27, 2010

Commencement exercises are held in May for candidates receiving degrees throughout the academic year (November, March, and May). 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 Registrar’s Office one month prior to Commencement. Each graduate receives a free luncheon ticket and may purchase additional tickets for guests.

The Multireligious Service honors the graduating class and is held at Memorial Church. Wearing Harvard robes and hoods from previously earned degrees, students gather for the service 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, 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 May 27. Students who have not cleared all financial obligations to the University 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. A fee of \$5 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. The fee for rush service is \$10 per copy. This service includes processing within 1-2 business days and standard USPS mail delivery.

DEGREE PROGRAMS AND REQUIREMENTS

MASTER OF DIVINITY

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 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. No courses with grades below C- may be counted toward the degree.
- An overall grade average of B must be maintained. Using the scale detailed in the section titled “Grading System”, the Registrar’s Office will calculate the student’s average at the end of each semester and when grades for incompletes or ABS courses are received. Each incomplete grade must be offset by two A’s (irrespective of the minus). Failure to maintain the B average will trigger an automatic review of academic progress.
- 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 Summer Language program may be taken once during the program, either the summer immediately prior to matriculation or the summer between the first and second years or second and third years, or their equivalent for part-time students. Students who wish to take SLP a second time or to take it after their final semester of full-time registration, may not count the coursework toward their program, may not have the course appear on their transcript, and must pay the non-HDS tuition.

The normal course load is four half-courses per term, two half-courses for students in part-time status. For full-time students, the maximum course load is five half-courses. Excepting the residency semesters, provided that a student is on pace to complete his or her degree within the permitted time and with the permission of his or her advisor, a student may register for as few as three courses per term. Full-time students who need to register for a seventh or greater term (or the equivalent additional

term for students with advanced standing) to complete degree requirements may register for as few courses as needed in these terms.

Additional Course Requirements:

A. Full Course-Load Residency Requirement

A residence of at least one year (understood as two consecutive terms) spent in full-time study at the full tuition rate is required, meaning that a student must be enrolled in and complete at least four half-courses or the equivalent each term. This requirement must be fulfilled within the first three terms of a student's program. Exception to this requirement is allowed only when a student is initially admitted to the degree program in part-time status or, after matriculation when, based on extraordinary circumstances, the MDiv Committee or its delegate either allows a student to defer this requirement to later in their program or places a student on part-time status and overtly sets aside the residency requirement.

Students who, due to extraordinary circumstances, would like to petition to be a part-time student should see the section titled "Part-Time Study" for details. For students granted part-time status, the residency requirement is automatically waived and the maximum period for completion for the MDiv is five years.

B. Introductory Courses Requirement

MDiv students must successfully complete in their first year 4510 Introduction to Ministry Studies, 4511 Introduction to the Histories, Theologies, and Practices of Christianity, and 4515 Introduction to Theories and Methods in the Study of Religion. These courses must be taken for a letter grade. Students who do not successfully complete these courses in their first year may be reviewed for satisfactory academic progress.

C. Distribution Requirements

Successful completion of twelve courses distributed within the three curricular categories:

- Three half-courses in the Theories and Practices of Scriptural Interpretation (SI)
- Six half-courses in the Histories, Theologies, and Practices (HTP)
- Three half-courses in the Other Religions and Comparative Courses (OR)

One course may fulfill only one distribution category.

Theories and Practices of Scriptural Interpretation (SI)

All students are 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. Courses listed in the "Introductory Course Requirements" 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.

No more than three courses that are principally in the practice of the art of ministry may be used to meet this requirement, but any arts of ministry course may be counted toward this requirement regardless of religious tradition.

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.

Two-thirds (Four) of the courses used to meet the Histories, Theologies and Practices requirement must be HDS courses.

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 may focus on another religion or be an explicitly comparative course. Two of the three courses must be taken at HDS.

D. Language Requirement

Successful completion of three half-courses in a single language relevant to the student's 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 while others choose to study a modern language. Summer Language Program may be used only once toward this requirement.

E. Theological Reflection Requirement

Students must take and successfully complete 2933 Meaning Making: Thinking Theologically about the Practice of Ministry, for a letter grade, concurrently with the first field education placement.

F. Senior Seminar and Paper Requirement

Successful completion of 4591 MDiv Senior Seminar course for a letter grade, the senior paper, and the required paper discussion. All students must take 4591 MDiv Senior Seminar course 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

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

The School provides coursework and field placements leading to competence in six 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 requirement.

Art of Ministry descriptions:

Preaching and 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 Studies 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.) 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 Handbook available in the Office of Ministry Studies.)

Concurrently with their first placement during the academic year, all students take 2933 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. Students must register for and complete HDS 4516, Field Education in order to receive course credit for their field education requirement.

4. Second-Year Paper Requirement

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 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.

By the last day of exams of a student's second year, he or she must submit a Second-Year Senior Paper Statement of Intent form to the Registrar's Office. This form describes how the second-year paper has prepared some intellectual groundwork for the senior paper. It also solicits the student's top three choices for a faculty thesis advisor.

5. Second-Year Review Requirement

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 MDiv Curriculum Committee. 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 and should be returned to the Registrar's Office.

6. Financial Requirements

MDiv students must pay three years of full tuition. Students who must enroll for a seventh term in order to complete requirements must pay for these courses on a per-course basis. Students who have been approved to be part-time will pay tuition on a per-course basis throughout their programs and for no fewer than twenty-four half-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 HDS while enrolled in an MDiv program at another institution. See the section titled "Advanced Standing" for more information.

MASTER OF THEOLOGICAL STUDIES

REQUIREMENTS FOR THE DEGREE

The Master of Theological Studies (MTS) program enables students to explore deeply and broadly the languages, literatures, thought, institutions, practices, normative claims, and structures of a variety of religious traditions. It also enables them to think critically, with sophistication and self-awareness, about the scholarly study of these traditions. The program is flexible and can be adapted to satisfy students' diverse educational interests and vocational goals. It may be considered as preparatory to entering a doctoral program in religion or related discipline, or as a means to approach another field or profession from a perspective enriched by theological study.

Conferral of the MTS degree is dependent upon the successful completion of the following requirements: (1) Course Requirements; (2) Course Distribution Requirements; (3) Language Requirement; (4) Financial Requirements; and (5) Time to Degree

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:

A residence of at least one year (understood as two consecutive terms) spent in full-time study at the full tuition rate is required, meaning that a student must be enrolled in and complete at least four half-courses or the equivalent each term. This requirement must be fulfilled within the first three terms of a student's program. Exception to this requirement is allowed only when a student is initially admitted to the degree program in part-time status or, after matriculation when, based on extraordinary circumstances, the MTS Committee or its delegate either allows a student to defer this requirement to later in their program or places a student on part-time status and overtly sets aside the residency requirement.

- Thirteen of the required sixteen courses for the degree must be taken for a letter grade. No courses with grades below C- can be counted toward the degree.
- An overall grade average of B must be maintained. Using the scale detailed in the section titled "Grading System", the Registrar's Office will calculate the student's average at the end of each semester and when grades for incompletes or ABS courses are received. Each incomplete grade must be offset by two A's (irrespective of the minus). Failure to maintain the B average will trigger an automatic review of academic progress.
- One-half of the total number of courses attempted each semester must be chosen from those offered by the Divinity School.

The normal course load is four half-courses per term, two half-courses for students in part-time status. For full-time students, the maximum course load is five half-courses. Excepting the residency semesters, provided that a student is on pace to complete his or her degree within the permitted time and with the permission of his or her advisor, a student may register for as few as three courses per term. Full-time students who need to register for a fifth or greater term to complete degree requirements may register for as few courses as needed in these terms.

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

The Summer Language program may be taken once during the program, either the summer immediately prior to matriculation or the summer between the first and second years, or their equivalent for part-time students. Ordinarily, students who wish to take SLP a second time or to take it after their final semester of full-time registration, may not count the coursework toward their program, may not have the course appear on their transcript, and must pay the non-HDS tuition rate.

Students who, due to extraordinary circumstances, would like to petition to be a part-time student should see the section titled "Part-Time Study" for details. For students granted part-time status, the residency requirement is automatically waived and the maximum period for completion for the MTS is four years.

2. Course Distribution Requirements

MTS students must successfully complete no fewer than six half-courses within his or her chosen area of focus. All of these must be taken for a letter grade and completed with a grade of B- or better. At least three courses in the student's chosen area of focus must be in the Divinity School.

MTS students must successfully complete four half-courses outside their chosen area of focus. Three of the four courses must be HDS courses with an area designation. With the approval of their advisor and the Chair of the Curriculum Committee, the fourth course may be outside HDS or an HDS course not in an area (i.e. a Reading and Research). None of the four courses may be listed in the student's chosen area of focus.

MTS students in their first semester and in consultation with their advisors declare an area of focus. Typically, a student selects an area from the nineteen listed below which are fully supported by the resources of the School:

African and African American Religious Studies	Philosophy of Religion
Buddhist Studies	Religion and the Social Sciences
Comparative Studies	Religion, Ethics, and Politics
East Asian Religions	Religion, Literature, and Culture
Hebrew Bible/Old Testament	Religions of the Americas
Hindu Studies	Religious Studies and Education
The History of Christianity	South Asian Religious Traditions
Islamic Studies	Theology
Jewish Studies	Women, Gender, Sexuality, and Religion
New Testament and Early Christianity	

Occasionally, if a student's interests are not accommodated by the established areas, he or she (with his or her academic advisor) may make a request to pursue an individually designed area of focus. Such a request is made to the MTS Curricular Committee and must show why an established area of focus is inadequate and how the proposed area is sufficiently supported by the resources of the University. This petition begins in the Registrar's Office.

At the beginning of each semester an MTS student in consultation with her or his advisor creates a plan of study indicating the sixteen courses that will make up his or her program. On this study plan the student indicates which courses will satisfy the distribution categories. The courses that automatically satisfy an area of focus are indicated as such in the course listings. A student may request that a course satisfy an area of focus requirement that is not designated by discussing it with their advisor and indicating her or his preference on her or his study plan. Such requests are reviewed by the MTS Curriculum Committee which may ask for additional information such as a written rationale or a course syllabus before making a determination.

3. Language Requirement

MTS students, in consultation with their advisor, must demonstrate intermediate-level reading competency in a language that is (normally and preferably) relevant to the student's area of focus.

HDS offers instruction and examination in a number of theological and religious studies languages: New Testament Greek, Biblical Hebrew, Latin, French, German, Spanish and Arabic. MTS students, however, are not limited to these. If another language of theological and religious studies scholarship is more appropriate to their studies, they are encouraged to seek instruction in this language through Harvard's Faculty of Arts and Sciences courses. For example, students choosing Buddhist Studies as an area of focus may choose Sanskrit or Tibetan to fulfill their language requirement.

Options for demonstrating competency 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.

4. Financial Requirements

MTS students must pay two years of full-time 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.

5. Time to Degree

Completion of all degree requirements ordinarily must be within two and one-half years of matriculation into the MTS program, inclusive of leaves of absence. Transferees from the MDiv program ordinarily must complete the degree within two and one-half years of matriculation into the MDiv program. Special Students who are admitted to the MTS program ordinarily must complete the degree within two and one-half years from matriculation at HDS inclusive of leaves of absence while an MTS candidate, but exclusive of any time not a Special Student or MTS candidate at the Divinity School. Students who have completed all requirements for the degree and have met the four-term tuition requirement or the pro-rated equivalent are not permitted to register for a final semester should one remain in their time to degree.

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 completed no more than 10 years prior may be available to MTS candidates based on dual degree candidacy with another school at Harvard or the Fletcher School of Diplomacy, 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 MTS Curriculum Committee. 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 RELIGIOUS STUDIES AND EDUCATION

Harvard Divinity School's Program in Religious Studies and Education (PRSE) is on a temporary hiatus pending new permanent funding that will allow the program to continue and to be capable of serving more students than can currently be admitted into the program. Beginning with the 2009-10 academic year, no new students will be admitted to the program for at least the next two years.

The Program in Religious Studies and 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 middle and 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 is predicated on the assumption that an important goal of compulsory K-12 education is to train citizens to become informed and active members of a participatory and multicultural democracy. At the core of the program is the notion of education as vocation: the conviction that one teaches because partnership in shaping the future of our multicultural democracy is work that matters. From this perspective, the values emphasized in the preparation for teaching available through the PRSE are: 1) a deep respect for and appreciation of adolescents as multifaceted, capable, imaginative, and energetic young citizens; 2) an understanding of education as a profoundly moral enterprise; and 3) a commitment to fostering the ideals of democracy with a special emphasis on social justice, respect for human dignity, and multicultural (including religious) literacy. Through coursework and field experiences in the schools, students learn about adolescent development, critical theory, and a wide range of educational methods and pedagogies as they formulate their own understanding of education as vocation and the frameworks that best represent that articulation.

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 plays 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.

Students in the PRSE integrate their training in theological studies with their training to become effective educators. Each student works closely with the Director to devise an individual program of study to address his or her unique interests. Core requirements for all students enrolled in the PRSE are as follows:

- A course in Adolescent Psychology
- Religion, Democracy and Education (HDS 2916)
- Colloquium in Religion and Secondary Education (HDS 2915)
- Religious Studies and Education Methods Seminar (HDS 2923)
- 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 4591) 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

Professor of the Practice in Religious Studies and Education

Director of the Program in Religious Studies and Education

617.384.8047

diane_moore@harvard.edu

DUAL DEGREE CANDIDACY

MTS and MDiv students may take advantage of the opportunity to pursue degree programs concurrently in two schools of the University. HDS students who have also been admitted to another Harvard graduate program or to the Fletcher School of Diplomacy of Tufts University 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 Harvard Kennedy School, 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 Associate Dean for Faculty and Academic Affairs and the other School. Once the course work at the other school has been completed, the student then petitions the MTS or MDiv Curriculum Committee to receive advanced standing.

Students may receive advanced standing for no more than four half-courses based on dual degree candidacy status.

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
<http://www.wesleyseminary.edu/academics/ID.15/detail.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

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 learning 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.

A student who has completed an MDiv program and subsequently enrolled as a non-degree student at HDS may petition to receive advanced standing for up to four courses taken while a non-degree student. Courses must have been taken within four years immediately preceding matriculation. Advanced standing is not granted under any other circumstances.

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

2. Language Requirement

Students must demonstrate intermediate-level reading competence 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 theoretical 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.

Doctoral students should refer to the ThD Handbook for Students for specific program requirements.

TEACHING OPPORTUNITIES AND GUIDELINES FOR DOCTORAL STUDENTS

The contributions of teaching fellows are essential to teaching at HDS, and teaching experience is an integral component of doctoral education. The following guidelines apply for doctoral students.

1. Teaching fellows may not be in a peer to peer relationship with their students. Consequently: (a) teaching fellows may not both take and teach the same course in a semester; (b) teaching fellows should not grade doctoral students in a course.
2. First-year doctoral students are ordinarily not eligible for appointment. Requests for exceptions must be made in writing to the Teaching Fellow Coordinator, Kathryn Kunkel, and include a letter of support from the student's advisor. Final hiring authority rests with the HDS Registrar. Priority for teaching fellow appointments are given to ThD candidates in their 4th and 5th years, followed by doctoral candidates who have completed their general exams and candidates who are pre-generals.
3. ThD candidates in their 4th or 5th years are given priority for pre-appointment for teaching oppor-

tunities; candidates who are post- and pre-generals will be considered after placement of the priority group. Requests for exceptions to this rule must be made to the Teaching Fellow Coordinator.

4. Second-year doctoral students are permitted a maximum of 1/5 time per term, or, if teaching two sections in the same course where no additional preparation for the second one is required, a maximum of 2/5.

5. After the second year, doctoral students:

A. who have not passed their departmental General Examinations may hold a maximum appointment of 2/5 time per semester;

B. who have completed their departmental General Examinations may hold a maximum appointment of 6/5 time in an academic year, with no more than 4/5 appointment in a single term. Students are expected to use good judgment in accepting employment that might delay their academic progress.

6. Usually, no doctoral student may hold a teaching fellowship for more than four years in the University, regardless of whether the appointment is for one or two terms within the same year. Exceptions to this may be granted when other eligible candidates are not available, and when the candidate

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

The study of languages is considered an integral part of education in theological and religious studies at HDS. HDS offers instruction in several languages and examinations in six languages: New Testament Greek, Biblical Hebrew, Christian Latin, French, German, and Spanish. Students are not limited to these languages, however, and are encouraged to consider the extensive offerings of the Faculty of Arts and Sciences. Students are expected to address their language requirements as early in their programs as possible.

LANGUAGE REQUIREMENTS FOR THE MTS AND THM DEGREES

MTS and ThM students must satisfy a language competency requirement by demonstrating intermediate reading competency in a language of scholarship in theological and religious studies. Students in these programs are not limited to the six languages examined by the School and may meet their requirement with another language subject to the approval of the appropriate curriculum committee. ThM students may additionally be required to demonstrate competency in a second language based on their area of concentration and particular topic of study.

There are four ways MTS and ThM students may demonstrate intermediate-level reading competency to satisfy the language requirement with one of the six languages examined by HDS:

- Passing an HDS language qualifying examination (given in September and April; in addition, French, Spanish and German will be offered in January).
- 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 advanced intermediate-level course in Latin (e.g., 4331 Readings in Christian Latin: Hildegard of Bingen and the Gospels).
- Receiving a grade of A- or higher on the final exam in a modern language course in the School's Summer Language Program.
- Receiving an A- or better in 4414 Advanced Intermediate German Readings or 4454 Advanced Intermediate French Readings or 4464 Advanced Intermediate Spanish Readings.

For students satisfying the requirement with a language other than the six examined by the school, intermediate competency is determined by the Director of Languages.

ThM students who wish to have a language other than the usual six meet the language requirement must receive approval from the appropriate curriculum committee. On such a petition, the student must demonstrate that the language is essential to their academic program.

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

- French: 4453 Intermediate French Readings; 4454 Advanced Intermediate French Readings; Reading Modern French (FAS-French Ax)
- German: 4412 German for Reading; 4413 Intermediate German Readings; 4414 Advanced Intermediate German Readings; German for Reading Knowledge (FAS German Ax)

- Spanish: 4463 Intermediate Spanish Readings; 4464 Advanced Intermediate Spanish Readings; Reading Spanish (FAS-Spanish Ax)
- Greek: 4210 Elementary Greek; 4220 Intermediate Greek I; 4221 Intermediate Greek II
- Hebrew: 4010 Elementary Classical Hebrew; 4020 Intermediate Classical Hebrew I; 4021 Intermediate Classical Hebrew II
- Latin: HDS 4310 Introduction to Christian Latin; 4311 Intermediate Grammar and Readings in Christian Latin
- HDS Summer Language Program courses offered in French, German, Spanish, Greek, Latin, Hebrew, and Arabic.

LANGUAGE COURSE REQUIREMENTS FOR THE MDiv PROGRAM

MDiv students are required to satisfy a language course requirement by successfully completing three semesters of study in one language relevant to their program (three half-courses) through coursework at Harvard with a minimum of B- in each course.

Suggested course sequences at HDS for satisfying the MDiv language course requirement are given below. Courses may be taken at FAS as well. (Students should be aware that FAS may require two full courses of study for certain languages and that oral proficiency is required for many language courses.)

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

THD LANGUAGE REQUIREMENTS

All doctoral students must achieve at least intermediate reading competency 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 ThD 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 competency at an intermediate level in Greek, Hebrew, Sanskrit, or an equivalent ancient language. All language requirements must be met before General Examinations are taken. Competency in the modern languages is to be demonstrated in one of four ways:

- By receiving a High Pass score on Harvard Divinity School's modern language exams, or
- By receiving a B+ grade or higher in both a third and fourth semester language course at Harvard, or
- By receiving an A- or better in 4414 Advanced Intermediate German Readings or 4454 Advanced Intermediate French Readings, or, in exceptional cases,
- By an approved, regular member of the faculty, certifying both 1. 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 2. that the faculty member has tested the student's competency 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:

- By receiving a Pass on the HDS language exam in Greek, Hebrew, or Latin, or
- 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
- By completing an advanced 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 competency" will be determined by faculty members in the relevant field.

LANGUAGE EXAMS

FRIDAY, SEPTEMBER 4

French: 1-2 pm

German: 2:15-3:15 pm

Spanish, Christian Latin, Biblical Hebrew, and New Testament Greek: 3:30-4:30 pm

FRIDAY, JANUARY 29

French, Spanish, and German: 1-2 pm

FRIDAY, APRIL 30

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 April. In addition, French, Spanish, and German exams are given a third time in January. These tests certify reading competency at an intermediate level in a language of theological scholarship for the purpose of meeting the HDS language requirement for the MTS, ThM, or ThD degrees. 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.

THE SUMMER LANGUAGE PROGRAM

Summer 2010: June 14 - August 6

- 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

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.

HDS degree students who take courses through SLP may include these courses as part of their degree program once, provided they will be registered and paying tuition during the fall term immediately following SLP. Students who attempt but do not successfully complete SLP due to either failing or dropping the course may petition the appropriate curriculum committee to be allowed to take SLP a second time and use it toward their program. If this petition is granted the student may be required to pay additional tuition that may not be eligible for financial aid assistance.

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 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 the 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 \$4,370 in the summer of 2009. 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/registrar.

NON-DEGREE PROGRAMS AND CONTINUING EDUCATION

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 (\$400 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 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 2009-10 academic year, Resident Fellows pay \$5,714 in tuition charges for their semester in residence. Inquiries should be made to the Registrar's Office.

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. Inquiries should be made to the Registrar's Office.

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 \$400 per half-course, as well as a \$50 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

TUITION FOR THE 2009-10 ACADEMIC YEAR

MDiv, MTS, and ThM programs: \$22,856 (\$2,857 per half-course)

ThD Program

Full Tuition: \$33,696

Reduced Tuition: \$8,760

Guidance and Facility Fee: \$2,230

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

Special Students and Resident Graduates: \$2,857 per course taken for credit, \$400 per half-course audited

Auditors: \$400 per half-course plus a \$50 registration fee

Ministers in the Vicinity: \$1,429 per course taken for credit, \$200 per audited course

Resident Fellows: \$5,714 for the term (after grant is applied)

The required \$300 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

MTS STUDENTS

MTS students are required to pay full term tuition (\$11,428 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.

An MTS student who needs to register for a fifth semester must pay tuition for each course at the per-course rate (\$2,857 in 2009-10). In such a case, the total number of courses attempted by the student may not exceed 18 without approval of the curriculum committee.

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

MDIV STUDENTS

MDiv students are required to pay full term tuition (\$11,428 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.

An MDiv student who needs to register for a seventh or eighth semester must pay tuition for each course at the per-course rate (\$2,857 in 2009-10). In such a case, the total number of courses attempted by the student may not exceed 27 without approval of the curriculum committee.

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

THM STUDENTS

ThM students are required to pay full term tuition (\$11,428 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 and should refer to 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, \$5,714). If more than two half-courses are taken in a single semester, then full tuition will be assessed (this year, \$11,428 per term) and the student will be switched to full-time status. Once a student has gone to full-time status they must re-petition to return to part-time status. If only a single half-course is taken in a single term, then the student is billed for it at the current course rate (\$2,857 in 2009-10). 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.

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 per course rate will be assessed (\$2,857 in 2009-10) and financial aid may not be available for these additional courses.

Students who successfully petition to go to part-time status after matriculation may be required to pay additional tuition in order to create a 1:1 ratio for courses taken: courses paid for. Students who switch to full-time status may be required to continue to pay on a per-course basis.

BILLING FOR DOCTORAL STUDENTS

Full ThD tuition is assessed each semester of the two prescribed years of residence (this year, \$16,848 per semester). During the following two years, reduced tuition is charged (this year, \$4,380 per semester). For each additional year that a candidate remains in the Boston area, a Guidance and Facilities Fee will be assessed (this year, \$1,115 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.

SPECIAL STUDENT BILLING

Special Students pay tuition according to the number of courses taken (this year, \$2,857 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
HUSHP Basic: \$563 per semester
HUSHP Supplemental: \$857 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 Life Together, the student association of Harvard Divinity School, to support their activities and the activities of formally recognized student organizations.

STUDENT HEALTH INSURANCE FEES

Required Student Health Insurance

Massachusetts law requires that any full-time or part-time student enrolled in an institution of higher learning in Massachusetts must participate in a qualifying student health insurance program or in a health plan of comparable coverage. All Harvard students are automatically enrolled in the Harvard University Student Health Plan.

The Harvard University Student Health Plan consists of two parts:

Part I: HUSHP Basic covers most services provided at Harvard University Health Services (HUHS). Primary Care Providers are available at clinics on each Harvard campus for routine health care.

Urgent care is available 24 hours a day, 365 days a year at HUHS in Holyoke Center.

Part II: HUSHP Supplemental offered through Blue Cross Blue Shield (BCBS) Hospital/Specialty and Medco Prescription Drug coverage is designed to complement the health care provided under the

basic plan. This plan covers medically necessary hospitalization, emergency care, and specialty services and includes the prescription drugs benefit.

Waiving the Harvard Student Health Insurance Plan

Students who meet certain requirements may be eligible to waive all or a portion of the Harvard University Student Health Plan. Eligible students may apply to waive coverage for the entire year, or apply each term to waive coverage for that term only. All waivers must be completed online prior to the waiver deadlines (Fall 2009 deadline 9/30/09; Spring 2010 deadline 2/28/10). **Late waiver requests will not be granted. There are no exceptions to this policy.** A waiver form is available online (www.huhs.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.

Students with questions regarding the Harvard sponsored insurance should consult the HUHS Student Insurance Office: 75 Mount Auburn Street, 1st floor, 617.495.2008, mservices@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

Bill Date	Payments Due
07/08/2009	08/03/2009
08/12/2009	ON RECEIPT
09/9/2009	10/5/2009
10/7/2009	11/02/2009
11/04/2009	12/01/2009
12/09/2009	01/05/2010
02/03/2010	02/26/2010
03/03/2010	03/29/2010
03/31/2010	04/26/2010
04/28/2010	05/14/2010
06/02/2010	06/28/2010

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.termbill.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.

\$22,856 Tuition
2,840 Health fees
30 Student activities fee
9,078 Housing allowance
3,891 Food allowance
4,351 Personal expenses
1,732 Books
\$44,778 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 Handbook.

STUDENT RECORDS AND PRIVACY

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; 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 EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

- 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.
- 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.

- 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.
- 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.

MISSING PERSONS POLICY

As required under federal law, the Harvard Divinity School immediately will refer any missing persons report involving a student to the Harvard University Police Department. If HUPD determines that the student has been missing for more than 24 hours, then, within the 24 hours following this determination, the School, working with HUPD as necessary, will: (1) attempt to contact the student using any confidential contact information that the student may have provided to the School; (2) notify an appropriate external law enforcement agency; (3) contact any person the student has identified to the Registrar as an emergency contact; and (4) notify others at the University, as appropriate, about the student's disappearance. Students are reminded that they may provide the Registrar with emergency contact information and/or confidential personal contact information if they have not already done so.

STANDARDS OF CONDUCT AND THE LEARNING ENVIRONMENT

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 Associate Dean for Faculty and 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.

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 representation 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 aca-

democratic 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 and is subject to appropriate discipline.

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 policy below 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. 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 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.

Any student who believes that this policy has been violated should contact an appropriate officer, such as director of student life, the associate dean for student services, or the associate dean for faculty and academic affairs.

DISCRIMINATION AND HARASSMENT POLICY

It is unlawful and contrary to Harvard University's policy to discriminate on the basis of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran status, or disability unrelated to job or course of study requirements. Harvard Divinity School condemns all forms of discrimination or harassment, whether subtle or overt, and asserts that all members of the community should join in assuring that all students are accorded the dignity and respect called for in the University Statement of Rights and Responsibilities. Students who believe they may be victims of any form of discrimination or harassment have recourse to grievance procedures developed by Harvard Divinity School.

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 harassment 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 otherwise 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 procedures, is encouraged to bring the matter to the attention of the director of student life, associate dean for student services, associate dean for faculty and 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. These procedures, which are consonant with public law, are available in the Office of Student Life, Office of Religious and Spiritual Life, Office of Ministry Studies, and the Office of the Associate Dean for Faculty and Academic Affairs.

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

731 Holyoke Center

Sarah Rankin, Director

General office number (24 hour information line): 617.495.9100

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 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.

RESOURCES

Harvard University Police Department

Sensitive Crime Unit 617.495.1976

Cambridge Police Department
Sexual Assault Unit 617.349.3371

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 imprisonment 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 post-secondary 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 anyone 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, 617.495.5711, or calling Mental Health Services directly, 495.2042. For evening, weekend, or holiday care, the After Hours Urgent Care Clinic is available, 617.495.5711.

THE ADMINISTRATIVE BOARD OF THE 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 degree committees and the Executive Committee on Academic Programs. The Board is composed of five voting members, three Faculty members (one of which is the academic dean) and two students, as well as one non-voting member, the Associate Dean for Student Services. The chairperson of the Board is appointed by the Dean from among the faculty 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.

Procedures

1. For an Administrative Board case to ensue, the Divinity School has to know of an alleged violation of its rules. Usually a Faculty member, student, administrator or other University official reports an incident that appears to violate the HDS rules or standards of conduct to the Associate Dean for Student Services or the Associate Dean for Faculty and Academic Affairs. Students who know they are in trouble may wish to contact either Dean directly to start the process cooperatively.
2. The Associate Dean for Student Services conducts a preliminary review to determine whether there is sufficient basis to refer the incident to the Administrative Board. In the course of the preliminary review, the student and the Associate Dean consult. During this consultation the student is normally provided an understanding of what might result from the Administrative Board hearing, a statement of the expectations of honesty by HDS, and a description of the Associate Dean's role as fact-finder. In the event that the case turns out to be based on a misunderstanding, it will be dismissed by the Associate Dean in consultation with the chair of the Administrative Board.
3. If the incident will be referred to the Administrative Board, the Associate Dean prepares a charge letter to the student, identifying the incident and asking the student to prepare a statement. The charge letter is copied to the chair of the Administrative Board.
4. The student then prepares a statement that tells his/her view of the incident and reflects on it. Students should be aware that, if the Associate Dean or the Chair of the Board believes it would be helpful to do so, the statement may be shared with the person presenting the complaint. (The Dean will advise the student on when, as a general matter, statements normally would be shared.) The Associate Dean or the Board may also solicit statements from other relevant parties or witnesses. To assist the Board, complaining parties and responding students are encouraged to identify persons from whom the Associate Dean should consider soliciting statements or from whom the Board should otherwise hear.
5. The Chair of the Administrative Board calls a meeting, and the Associate Dean advises the student when the meeting will occur. Normally all hearings are conducted before the Board as a whole, although in given situations the Board may proceed differently. If the responding student believes that a member of the Board has a direct or personal interest in the case, he or she may request in writing that the Chair excuse the member. The request should describe the basis for the

student's belief.

6. The Board hears the case. Meetings are private, but students charged are offered the opportunity to make an appearance. Students are not required to do so, and no conclusion is drawn based on appearance or non-appearance. In cases involving harassment or sexual assault, the complainant is also given an opportunity to appear.

Students appearing before the Board (responding or as complainants) may each ask a personal advisor who is an Officer of the University to accompany him or her. The advisor may not address the Board.

Ordinarily, the meeting with the responding student will proceed along the following lines:

- At the prescribed time, the Associate Dean will meet the student and his or her advisor and escort them into the meeting;
 - The Chair will introduce himself/herself to the student and outline the procedures;
 - The Chair or the Associate Dean will review the case briefly for the student;
 - The Chair will ask if the student has anything to add, to which the student may respond;
 - If willing, the Student will respond to questions from the Board;
 - The student and advisor will then be excused from the meeting.
7. Immediately following, the Board will discuss and determine the case orally with an eye towards whether there was wrong-doing over which the Board has authority. The Chair will ultimately call for a vote.

When voting an action of dismissal of charge(s), admonition, warning, or requirement to withdraw majority rule is sufficient to determine the outcome. In the case of a motion for dismissal or expulsion, a two-thirds majority is necessary to forward such a recommendation to the Faculty. Should such a motion fail, lesser sanctions may be considered.

When reviewing a case, the Board may consider any information it deems relevant. Decisions of the Board are final except for recommendations of expulsion and dismissal, which require a two-thirds vote of the Faculty present at a Faculty Meeting to be effective. Decisions of the Board (with the exception of dismissal and expulsion) take effect immediately.

8. Shortly after the Board meets, the Associate Dean will inform the student against whom the charges were brought of the decision. Following this, the Associate Dean writes a formal letter informing the student of the Board's decision and describing generally how the case was seen, with a copy to the Chair. Copies of letters and statements received and any other relevant documentation go into the student's confidential file as a record of the case.
9. Ordinarily, deliberations of the Board or how members voted will not be discussed with anyone not on the Board, except that matters may be discussed with the Office of the General Counsel.
10. In cases of harassment or sexual assault, the complainant will be informed of the outcome.

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*. Cautioning 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 (tuition and fees, library fines, 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. The fact that a student was withdrawn for a period of time for any reason remains on the transcript. Dismissal and expulsion are permanently noted.

ACADEMIC RESOURCES

ANDOVER-HARVARD THEOLOGICAL LIBRARY

Circulation Desk: 617.495.5788

Reference Desk: 617.496.2485

www.hds.harvard.edu/library

Our rich and deep collection of theological sources enables students to encounter the historical breadth, cultural diversity, and global scope of religious life and thought. Critical thinking and research skills are essential in this information age. Our friendly and knowledgeable librarians help students design efficient research strategies, select the best information from myriad options, and judge the reliability of sources. Research skills learned at HDS serve as a foundation for future education and professional careers.

The Andover-Harvard Theological Library provides the community with four floors of comfortable study space, a wireless network, and a deep collection, containing over 500,000 volumes, 30,000 rare books, 2,000 current periodical titles, 88,000 microforms, as well as 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, 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.

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

Library Hours during the Academic Year:

- Monday-Thursday: 8:30 am - 10:00 pm
- Friday: 8:30 am - 6:00 pm
- Saturday: 9:00 am - 6:00 pm
- Sunday: 12 Noon - 10:00 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 reduced hours between semesters and during vacations and is closed for University Holidays. A complete schedule of library hours is on the library website.

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, unauthorized removal from the library or damage of any library materials, property, or other resources by a student may lead to the requirement to withdraw from the School. 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.

Licensed electronic resources are restricted to users of Harvard's libraries for purposes of research,

teaching, and private study. Under Harvard's licenses for electronic resources, users generally may not permit anyone other than authorized users to use the licensed materials; modify or create a derivative work of the licensed materials without the permission of the licensor; remove, obscure or modify any copyright or other notices included in the licensed materials; or use the licensed materials for commercial purposes, including but not limited to the sale of the licensed materials.

In addition to respecting the copyrights of library print collections, all Harvard users must respect the copyrights in works that are accessible through computers connected to the Harvard network. No copyrighted work may be copied, published, disseminated, displayed, performed or played without permission of the copyright holder except in accordance with fair use or licensed agreement. This includes music, movies and other copyrighted material. Users are individually responsible for compliance with these terms.

BOSTON THEOLOGICAL INSTITUTE

617.527.1073

www.bostontheological.org

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

The Boston Theological Institute (BTI) is an association of 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 an on-line catalog that includes course offerings, academic calendars, maps, and contact information for participating schools. A copy of the BTI Catalog can be viewed online at 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.

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
Harvard Kennedy School
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

Andover Hall, Ground Floor
617.496.9111
www.hds.harvard.edu/its
hds-help@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 the on-campus computer facility. 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 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 charged on a per-page basis.

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. 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.

Inherent in the use of computer systems are concerns of security, privacy, and conduct. Working in the student computer lab or via wireless connects the user to the entire Harvard network and makes computers 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.

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 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.
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.

Digital Copyright Policy

The University prohibits the use of the Harvard network for illegal activities. Examples of relevant policies can be found on the Harvard site listed below for the Digital Millennium Copyright Act.

Federal law prohibits the reproduction, distribution, public display or public performance of copyrighted materials over the Internet without permission of the copyright holder, except in accordance with fair use or other specifically applicable statutory exceptions. Harvard may terminate the network access of users who are found to have repeatedly infringed the copyrights of others. In addition, unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities. Harvard complies fully with the federal Digital Millennium Copyright Act of 1998 ("DMCA") and has in place the mandated process for receiving and tracking alleged incidents of copyright infringement.

Harvard network users should be aware of recent changes in the pre-subpoena notification approach employed by the Recording Industry Association of America (RIAA). These changes include notices requesting the preservation of records in advance of a subpoena, and notices providing an option for users to settle in advance of potential lawsuits. University policy remains unchanged. We will continue to comply with the Digital Millennium Copyright Act and federal law pertaining to DMCA subpoenas, and will continue to update the community of significant changes to process or law.

The University is committed to maintaining the integrity and availability of the Harvard network for vital educational and research purposes for which it was designed. We recommend that you become familiar with the laws pertaining to the use of digital material and to comply with federal law and University policy regarding use of copyrighted materials. More information may be found at http://www.dmca.harvard.edu/copyright_policy.php and <http://www.dmca.harvard.edu/faqs.php>.

THE REGISTRAR'S OFFICE

Divinity Hall, Room 208
Phone: 617.495.5760
Fax: 617.495.0807
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
- Petition process
- Transcripts and diplomas

OFFICE OF MINISTRY STUDIES

Andover Hall, Room 112
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

42 Francis Avenue
617.495.4495
www.hds.harvard.edu/cswr
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 2009-10 CSWR is organizing its programming around the theme "Ecologies of Human Flourishing." Consult the CSWR website for the program schedule.

WOMEN'S STUDIES IN RELIGION PROGRAM

The Carriage House
56 Francis Ave.
617.495.5705
www.hds.harvard.edu/wsrp
wsrp@hds.harvard.edu

The Women's Studies in Religion Program brings five scholars to Harvard Divinity School every year to work on a book-length research project advancing our knowledge of religion and gender. Each teaches a course related to the research, augmenting courses taught by the regular faculty listed under the Women, Gender, Sexuality and Religion area of focus. The Program explores the fundamental part played by religious traditions in defining and changing roles for women and men, both inside religious communities and in broader public spheres. Examination of women's perspectives has major implications for understanding the past and for shaping the future. The Program's goal is the production of new primary research addressing these issues and the dispersal of that information through courses, publications, and public programs. All are warmly welcomed to participate in the courses, public lectures and other events sponsored by WSRP.

Since the 1970s, the Program has supported more than one hundred scholars, representing over fifty institutions of higher learning in the United States and around the world, including France, Ghana, Korea, Mexico, Finland, Israel, South Africa, Nigeria, and Morocco. Together, they have produced a body of scholarship that has helped transform the study of religion and the theological education of ministers and religious leaders. This year's Research Associates, who will continue to build this wealth of scholarship, are:

Benjamin Dunning, PhD (Fordham University)

Specters of Paul: Sexual Difference, Creation, and Resurrection in Early Christianity

An examination of theologies of sexual difference in second- and third-century Christian thought.

Particular attention is paid to the ways in which the text of Genesis and the theological anthropology of the Apostle Paul fueled, shaped, and also constrained early Christian approaches to the issue. (Early Christian History)

Tania Oldenhage, PhD (Protestant Academy of Boldern, Switzerland)

Blessed Are the Barren: Birth and Catastrophe in the Passion Narratives

This project offers a critical reading of resonances between New Testament passion narratives and women's birth stories. The figure of Jesus as a birthing mother has a long tradition in women's religious writing. How can feminists today draw on this trope without silencing birth stories of catastrophe? The "blessing of the barren" in the gospel of Luke is used to show how images of birthing highlight the devastating effects of violence. (Theology)

Solimar Otero, PhD (Louisiana State University)

Coming Home: Sacred Spaces and Diaspora in Afro-Cuban Women's Culture

This interdisciplinary project addresses gendered spaces and geographies in the Afro-Cuban religion of Santería. It explores the construction of gendered cartographies and sacred spaces created by female priests, santeras, in Cuba. These ritual consecrations perform a portable Cuban identity that can be perpetuated through religious practice and social performance in religious diasporas. (Afro-Atlantic Religion)

Lucinda Ramberg, PhD (University of Kentucky)

Given to the Goddess: South Indian Devadasis and the Kinship of Religion and Sex

This book project considers religiosity, sexuality and postcolonial governance through an ethnography of theogamy (devadasi dedication) and its reform in Karnataka, South India. Karnataka devadasis are Dalit female priests whose sexuality and religiosity are bound up in their marriage to the devi they serve. This ethnography will provide an occasion for a consideration of what counts as religion and who, and what, marriage is for. (South Asian Religion)

Susan Crawford Sullivan, PhD (College of the Holy Cross)

Colorado Scholar

Living Faith: Everyday Religion and Mothers in Poverty

This project explores personal faith and organized religion in the lives of low-income urban mothers, based on interviews with women and pastors and survey data analysis. While rejecting a reductive notion of religion in poor women's lives, it argues that both organized and personal religion can provide important resources to poor urban mothers facing difficult challenges. (Sociology of Religion)

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 Duddleian 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

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 and meditate with our companions across the boundaries of our many respective traditions. One week, the Harvard Buddhist Community at HDS 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 or Lutheran students may sponsor a Eucharistic liturgy; while in yet another week, the Jewish Student Association may sponsor a mid-day Torah study, or Shura⁷: The Islamic Forum at HDS 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 Thursday morning Eucharist in the Christian 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 pursuing professional credentials and in arranging for services particular to their own faith communities. The Director of Religious and Spiritual Life 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 devotional practice is listed at www.hds.harvard.edu/spiritual.) Special services for the entire HDS community are also sponsored by the School each year, including "Seasons of Light," a multireligious observance held each December of song, readings and ritual that honors 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 spiritual 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 spiritual practice at HDS is but one aspect of the many responsibilities of the Director of Religious and Spiritual Life. 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. We offer 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 Director of Religious and Spiritual Life 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 our programs and to utilize our services. For more information, please feel free to contact the Director of Religious and Spiritual Life, Kerry Maloney, at kmaloney@hds.harvard.edu or at 617.495.5778.

COMMUNITY RESOURCES AND SERVICES

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.

DISABILITY SERVICES

Divinity Hall, Room 201
Phone: 617.496.2660
Fax: 617.495.0382
www.hds.harvard.edu/disability/

Disability Services at the Divinity School serves as the central resource for faculty, staff and all students with disabilities (including those with learning, psychiatric, physical and medical disabilities). Depending upon the nature of the students documented disability, Disability Services commonly provides accommodations which may include exam accommodations, note-taking, sign language interpreters and alternate text formats such as E-text. Other accommodations are available as needed.

Notification of a Disability and Requesting an Accommodation

Students who know they will require accommodations for disabilities should notify the HDS Disability Services coordinator and provide supporting documentation by August 10 prior to Fall registration (December 12 prior to Spring registration), or immediately following an injury or illness. Academic accommodations will be based on a combination of Divinity School policies and relevant, comprehensive clinical documentation. Disability Services 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.

Please note:

- Accommodation cannot be provided until formal documentation is reviewed and intake is completed.
- Accommodation cannot be provided retroactively.
- 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.

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 Services coordinator as soon as possible to discuss requests for temporary accommodation. Harvard University Health Services (HUHS) 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. For more information about services and documentation guidelines go to www.hds.harvard.edu/disability/.

OFFICE OF STUDENT LIFE

Divinity Hall, Room 204
Phone: 617.496.6569
Fax: 617.495.0382,
studentlife@hds.harvard.edu
www.hds.harvard.edu/osl

The Office of Student Life 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 Office of Student Life oversees new student orientation; provides writing and English-as-a Second language (ESL) assistance, coordinates the Peer-to-Peer tutoring program; organizes the weekly Community Tea; advises and recognizes student organizations; advises Life Together, the Student Association of HDS; publishes The NAVE Online; coordinates locker assignments and MBTA discount passes; and provides information and advising regarding available resources (such as counseling resources), current policies (such as sexual harassment and/or discrimination policies), and other support services available.

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, academic deadlines, and other matters of interest to students. Announcements of interest to the HDS community should be submitted to The Nave Online, nave@hds.harvard.edu. 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

Student mailboxes are administered by the Office of Student Life. 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.

WRITING SUPPORT

The Office of Student Life provides several resources for academic writing, as well as for support of students for whom English is a non-native language. The Peer-to-Peer tutoring program is available for any student who would like assistance with editing papers and/or cultural exchange from a fellow student. Dr. Milton Kornfeld, a professional writing coach, provides writing and editing assistance during weekly office hours, and an ESL tutor is also retained for one-on-one assistance with any student in need of ESL writing assistance. Student Life also provides web-based and print resources for writing.

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. The Office of Career Services and the Office of Student Life have bulletin boards on the second floor of Divinity 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 Divinity Hall, the entrance to Rockefeller Hall and on the various levels of the library.

RESERVING DIVINITY SCHOOL ROOMS

The various rooms and facilities in Andover and Divinity Halls are available for community activities and may be reserved by recognized student groups. 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 parking as early as possible. Students who are interested in reserving a room for a student group should contact the Office of Student Life.

STUDENT ASSOCIATION (LIFE TOGETHER)

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

The Life Together Coordinating Committee represents students' interests by providing public venues for discussion such as Town Halls and Roundtables, by appointing students to serve on a number of the school's standing committees and search committees, and by attending meetings of the Faculty Council, as necessary.

The Life Together Coordinating Committee for 2009-10:
Marcus McCullough, Coordinator for Academics
Whitney Barth, Coordinator for Communications
Lauren Gallant, Coordinator for Events
Derek van Bever, Coordinator for Finance
Julia Wilkinson, Coordinator for Life Together
Joshua Eaton, Coordinator for Spirituality
Kendra Goodson, 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 breadth 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. Recognized organizations are eligible for financial support from the Life Together Finance Committee and may hold events in HDS facilities, in accordance with current HDS event policies and procedures. Student organization bulletin boards are assigned by the Office of Student Life and are located throughout the first floor of Andover Hall.

THE OFFICE OF CAREER SERVICES

Divinity Hall, Rooms 205 & 207
Phone: 617.496.3313
Fax: 617.495.0382
careers@hds.harvard.edu
www.hds.harvard.edu/ careers

The Office of Career Services at Harvard Divinity School provide HDS students and alumni with access to career resources, advising, and programs for career assessment, job search strategies, and the attainment of professional goals. An array of services are offered including: Individual Career Counseling; Online Career Management and Jobs Database; Forums, Fairs, and Workshops; Alumni Advisors and Networking; Advanced Degree Application Assistance; Fellowship Advising; Resume, Cover Letter, and CV Review; and a Career Resources Library.

The Office of Career Services is open Monday through Friday, and is directed by Susan Lawler. Please call 617.496.3313 for appointments and further information.

HARVARD INTERNATIONAL OFFICE

1350 Massachusetts Avenue
Holyoke Center, Room 864
617.495.2789
617.495.4088
www.hio.harvard.edu

Monday through Friday, 9 to 5

The Harvard International Office (HIO) is part of the Central Administration of Harvard University and offers services to international students and scholars at Harvard College, graduate or professional schools, as well as numerous research centers and affiliated teaching hospitals. The HIO advises international students, scholars, and their families on visa-related matters. It also provides general information on a wide range of topics, including social security number application procedures, tax filing obligations, health insurance, adjustment to life in the United States, financial questions, and various personal concerns.

All newly admitted international students must check in with the HIO before registering at HDS. Please bring your passport, Form I-94 (the small white card issued at a U.S. port of entry), and your visa document (Form I-20 or Form DS-2019). All international students are encouraged to visit the HIO Web site regularly for updated information or contact their designated HIO advisor via e-mail for questions and concerns. They may also use the HIO On-Line Appointment System (OLAS) to set up an in-office appointment with their HIO advisor (http://www.hio.harvard.edu/students_scholars/web_appointment.php).

HARVARD UNIVERSITY POLICE DEPARTMENT

1033 Massachusetts Avenue, 6th Floor
Emergencies 617.495.1212
Other Business 617.495.1215
Crime Prevention 617.495.1795
Security Patrol 617.495.1795
Sensitive Crime Unit/Sexual Assault Unit 617.495.1796
Campus Escort Program 617.384.8237

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.

MOTOR VEHICLE REGISTRATION AND PARKING

Harvard University Parking Services
46 Blackstone St.
Phone: 617.495.3772
Recorded information: 617.495.4785
parking@harvard.edu
www.uos.harvard.edu/transportation

The University has limited 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 Cambridge Traffic & 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 Services 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.