

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

Brandeis University



**Academic Policies and Procedures
Ph.D. Program in Social Policy**

Fall 2018

It is the policy of Brandeis University not to discriminate against any applicant on the basis of race, color, religion, sex, sexual or affectional preference, age, national origin, veteran or disability status. The University encourages minorities and women to apply, both in terms of employment and to all the rights, privileges, programs and activities generally accorded or made available to its students.

Table of Contents

TABLE OF CONTENTS	2
MISSION STATEMENT	4
MISSION OF THE HELLER SCHOOL FOR SOCIAL POLICY AND MANAGEMENT AND PH.D. PROGRAM GOALS	4
PROGRAM REQUIREMENTS	4
CONCENTRATIONS	6
COMPREHENSIVE PAPER.....	7
DISSERTATION COMMITTEES	8
M.A. IN WOMEN’S AND GENDER STUDIES AND PH.D. IN SOCIAL POLICY	8
JOINT PH.D. IN SOCIAL POLICY/SOCIOLOGY	9
ACADEMIC ADVISING	10
REGISTRATION AND COURSE ENROLLMENT	11
CHOOSING COURSES.....	12
POLICY CAPPING MODULE CREDITS	12
SELECTING RESEARCH COURSES	12
TUTORIALS.....	12
AUDITING COURSES	13
COURSES IN OTHER BRANDEIS DEPARTMENTS	13
COURSES OUTSIDE BRANDEIS UNIVERSITY	14
GRADUATE COURSES AT ACCREDITED PROGRAMS OUTSIDE OF BRANDEIS UNIVERSITY AT NON-CONSORTIUM SCHOOLS	14
WITHDRAWAL FROM COURSES	14
EXCEPTIONS AND WAIVERS.....	15
EVALUATION PROCEDURES	15
COURSE GRADES	15
INCOMPLETES.....	15
POLICY ON LAPTOP USE DURING CLASSTIME	17
EVALUATION OF COURSES BY STUDENTS	17
SATISFYING RESIDENCY REQUIREMENTS AND MAINTAINING STUDENT STATUS	17
RESIDENCY REQUIREMENTS	17
<i>Required-Residence</i>	17
<i>Post-Residence</i>	17
<i>Continuation</i>	18
MAINTAINING STUDENT STATUS	18
LIMIT OF CANDIDACY FOR THE PH.D. DEGREE	18
<i>General Guidelines</i>	18
<i>Time Limit in the Ph.D. Program</i>	18
<i>Actions to Monitor Progress</i>	19
LEAVES OF ABSENCE.....	ERROR! BOOKMARK NOT DEFINED.
VOLUNTARY WITHDRAWAL	20
PAYMENTS AND BILLING PROCEDURES	20

TUITION BILLS	20
MATRICULATION FEE REFUND	21
STIPEND CHECKS.....	21
<i>Tax Policy for Stipends</i>	21
PH.D. GRADUATION FEE (FINAL DOCTORAL FEE).....	21
UNIVERSITY POLICIES	21
ACADEMIC RECORDS.....	21
DISABILITY	21
ACADEMIC INTEGRITY.....	21
STUDENT JUDICIAL SYSTEM	22
ADMINISTRATIVE WITHDRAWALS	22
TRANSCRIPTS	22
BRANDEIS UNIVERSITY RECORDS POLICY	22
PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION.....	22

Mission Statement

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

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

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

- a core curriculum that builds a knowledge and skills foundation within an integrative interdisciplinary environment;
- preparation in various research design and analytic methods that promotes a sophisticated level of empirical theory;
- concentrations in Children, Youth, and Families; Behavioral Health; Health including global health; Assets and Inequalities; and Global Development and Sustainability [no longer admitting students]
- course offerings that foster breadth and depth;
- varied educational experiences inside and outside the classroom; and
- individual mentoring through the educational and dissertation processes.

Program Requirements

Students in the program must complete fifteen courses (60 credits) over two years in residence (training grants have additional requirements). The core curriculum spreads across three categories: theory, methods, and area of concentration. Students have to take the 5.5 core curriculum courses. These are indicated by name below. In addition students have to take one course as well as a non-credit doctoral seminar in their area of concentration. Of the remaining 8.5 courses, 3.5 must be from an approved list of PhD courses listed below, allowing for 5 electives. Electives can be chosen from a variety of offerings in all three categories. Upon the completion of course work, students must successfully complete and integrated Comprehensive Exam. Successful completion of the Comprehensive Exam and all course work fulfills requirements for the Master of Arts in Social Policy and allows students to proceed to the dissertation.

Core Requirements (5.5 courses – 22 credits)

Course Number	Course Name	Credits	Usual Semester
HS 401b	Research Methods	4	Fall 1
HS 403b	Qualitative Research	4	Fall 1

HS 404b	Applied Regression Analysis	4	Fall 1
HS 326f	Introduction to STATA Programming and Data Management	2	Fall 1
HS 510a	Applied Design and Analysis	4	Spring 1
HS 508a	Theory of Social Policy and Change	4	Spring 1

REQUIRED COURSE BY CONCENTRATION:

Children, Youth and Families

- HS324a, Social Experimentation in Child, Youth and Family Policymaking
- HS602c, Doctoral Seminar

Assets and Inequalities

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

Health, Behavioral Health and Global Health

(Students on NIAAA training grant have additional requirements. Please refer to Individualized Learning Plan- ILP)

- HS513a, National Health Policy (Global Health students may substitute HS236a International Health Systems)
- HS603c or HS605c Doctoral Seminar

The following courses have been approved for PhD credit in the “Selectives” category on your Individualized Learning Plan (ILP):

Full Semester Courses (4 credits)

	<u>Semester</u>
• HS 236b International Health Systems (Bowser)	Fall
• HS307a Immigrant Integration in the United States: Policy, Practice and People (Eaton)	Spring
• HS 322b Sociological Inquiry (Boguslaw)*	Spring
• HS 324a Social Experimentation in Child, Youth and Family Policymaking (Acevedo-Garcia)	Fall
• HS 334a Child, Youth and Family Policy: U.S. and Cross Cultural Perspectives	Spring (Warfield)
• HS354a The Political Economy of the American Welfare State (Kuttner)*	Spring
• HS 367a Working with National Data Sets to Inform Policy Analysis and Recommendations (Meschede)	Fall
• HS 372b Economic Theory and Social Policy (Bishop)	Spring
• HS 407b Survey Research Methods (Saxe)	Spring
• HS 416a Foundations in Social Theory: From Early 20 th Century to Critical Race Theory (Sampath)	Fall
• HS 409a Advanced Econometrics (Hodgkin)	Fall

- **HS 410a Applied Research Seminar: Quantitative (Ritter)** Spring
- HS 411b Advanced Topics in Qualitative Research (Kammerer) Fall
- HS 412b Substance Use and Societal Consequences (Horgan)* Fall
- **HS 472b Policy to Action: Understanding Implementation (Prottas)** Spring
- HS 501a Innovations in Health and Human Service Systems (Gittell)* Spring
- HS 513a Issues in National Health Policy (Altman) Fall
- HS 518a Management of Health Care Organizations (Chilingerian) Fall
- HS 519a Health Economics (Bishop)* Spring
- HS 520a Payment and Finance of Health Care (Stewart)* Spring
- HS 521a Political and Organizational Analysis (Prottas) Spring
- **HS 526a Organizational Theory and Behavior (Chilingerian and Gittell)** Fall
- HS 529a Diversity, Inclusion and Equity in Social Policy (Pineros Shields) Fall
- HS 534b Assets and Social Policy (Santos) Fall
- HS 572a Economics of Behavioral Health (Hodgkin)* Spring
- HS 586a Issues in Substance Abuse Treatment (Horgan) * Fall

Half-Semester Courses (modules – 2 credits)

- HS NEW Introduction to Economics of Labor as Applied to Social Policy Issues Spring
- HS 308f Markets in Social Justice (Kuttner) Fall
- HS 200f Social Movements for Emancipatory Development (Simon) Fall
- HS 228f The Paulo Freire Seminar (Simon) Fall
- HS313f Indigenous Peoples and Development: Challenges and Synergies Spring
(Espinosa)
- HS 319f Ethics, Rights and Development (Sampath)* Fall
- HS 406f Multilevel Modeling Fall
- HS 413f Introduction to Demography for Policy Planning, Implementation and Evaluation (Simon) Fall
- HS 420f Trauma: Towards Research-Informed Practice and Policy (Kammerer)* Fall
- HS 422f Cost-Effectiveness (Shepard) Spring
- HS 424f Housing in the US: From Building Wealth to Homelessness (Meschede)* Spring
- HS 425f Case Study Methodology (Prottas) Spring
- HS 426f Advanced Techniques of Cost-Effectiveness and Cost-Benefit Analysis (Zeng) Spring
- HS 448f Introduction to SAS Programming (TBA) Spring
- HS 505f Quality and Performance Measurement in Health Care (Garnick) Spring
- HS 506f Advanced Topics in Quality and Performance Measurement in Health Care (Garnick)* Spring

Key:

Recommended for all PhD students

*course not offered every year

Concentrations

The basic purpose of concentrations in the doctoral program is to ensure the availability to our students of a minimal core of faculty, courses, and infrastructure support in an area related to their professional interests. An additional purpose of the concentrations is to ensure that all students graduate with a

baseline level of competence in a specific area of social policy that complements the core education and research skills they receive.

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

Comprehensive Exam

As part of the degree requirements, Ph.D. students must successfully complete an integrative Comprehensive Exam. The exam is an original, scholarly, integrative analysis written at the completion of course work. While it is strongly recommended that students complete the required fifteen courses before taking the exam, they may take the exam with two elective courses remaining. However, funding is not guaranteed for the third year if coursework is not complete. Students are expected to demonstrate through this paper:

- An ability to relate theoretical approaches to the assigned topic based on either one or multiple disciplines or areas of knowledge.
- Knowledge of the history, developments and issues in the substantive aspect of the topic.
- An ability to apply an analytic approach to the assigned question.
- An ability to argue points clearly and to write at a level suitable for publication in professional journals.

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

1. permit the student to continue in the program
2. require additional coursework or study (with clearly specified goals) before continuing in the program.
3. terminate the student from the program.

If the student is permitted to continue in the program, with or without additional coursework, she or he will be required to take the comprehensive exam in the following year. Students who fail the exam at the second attempt will be terminated from the program.

A student's comprehensive examination essay may meet many Heller standards but be lacking in one or more specific areas. In this case, the student may receive a grade of Revise and Resubmit. In this case, the student must re-write the paper according to specific guidelines. The student must complete the paper within four weeks after meeting with the faculty member of his or her choice for feedback on the Revise and Resubmit essay. If the student's re-submitted comprehensive exam essay does not pass, the grade will be Fail.

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

Dissertation Committees

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

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

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

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

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

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

The Paper

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

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

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

Joint Ph.D. in Social Policy/Sociology

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

Joint degree students are funded by the program in which they first matriculate. Therefore, should any student accept an offer of admission for the joint degree with Sociology their funding will continue through the Heller School. All Heller PhD students receive full tuition, mandatory fees, Brandeis individual health insurance and annual stipend (\$21,000 for 2018/19) for the first two years of full-time study. A third and fourth year of funding is provided contingent upon meeting certain Fellowship requirements.

Given that the joint degree program adds additional coursework and an additional qualifying exam, we have modified the fourth year fellowship requirements for joint degree students. The general Heller requirement for fourth year funding is proof of progress toward the degree by the completion of a dissertation proposal. In the case of joint degree students we will consider the successful completion of Qualifying Portfolio Defense (QPD) for the Department of Sociology as an equivalent proof of progress. The timing and terms of fourth year funding are unchanged, only the proof of progress is being modified to meet the circumstances of the dual degree.

Program of Study

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

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

- 1) HS401b, Research Methods
- 2) HS403b, Qualitative Methods
- 3) HS404b, Stats/Regression Analysis (including applications lab)
- 4) HS508a, Theory of Social Policy and Change
- 5) HS510a, Applied Design and Analysis

The remaining four courses may be a combination of Heller concentration and methods courses. Students are also required to take a noncredit doctoral seminar at the Heller School for two semesters.

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

Residence Requirement

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

Teaching Requirement

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

Language Requirement

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

Comprehensive/Qualifying Examinations

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

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

Dissertation and Defense/Final Oral Examination

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

Academic Advising

Students are assigned advisors by the school's concentration chairs prior to the first semester of study. Assignments are made based on the student's area of interest and faculty availability. Students are free to change their advisors should they find someone more fitting to their interests. Signatures need to be collected by the student on a "Change of Advisor Form" and submitted to the Ph.D. program for the student record.

Students should meet with their advisor each semester for the first two years to discuss Individualized Learning Plans (ILPs). The advisor will recommend and approve course choices and sign the ILP that the student will return to the PhD Program Manager by the final day of registration. In addition, at the end of each year for the first three years the student should meet with their advisor to discuss their professional goals and development. The professional development meeting will vary in content based on the individual and the year in the program but the discussion might include:

- 1) The fit between research plans and course based training.
 - a. Is the student taking the right courses to prepare substantively for their dissertation?

- b. Is there a methodological match between plans and coursework?
 - c. What skills does the student need to hone and how?
 - d. What other faculty should the student plan to meet?
 - e. How does the student access additional support/resources when needed?
- 2) Opportunities for practical research experience.
- a. What is the student doing or planning to do to get experience in putting the concepts and methods they learn in class into actual practice in research?.
 - b. Is the student involved with any grant funded research projects? If not, what should the do to get on a project?
- 3) Experience in grant writing
- a. Is the student submitting small grants for such things as dissertation support and/or playing a role with faculty who are submitting grants?
- 4) Conferences
- a. What conferences should the student attend? How many?
 - b. Purpose of attending conference in early years. What should the student expect?
 - c. Submitting papers or posters at conferences.
- 5) Writing experience for publication
- a. Does the student have plans to write for publication?
 - b. Is the student a co-author on a faculty paper?
- 6) Heller Career Development
- a. Has the student met with Career Development? Attended a workshop?

The professional development meeting is scheduled by the faculty advisor. After the meeting , the student will prepare a statement that documents the discussion. Both the advisor and the student will sign this statement and the student will return it to the Ph.D. Program Manager. Both ILPs and Professional Development statements will be filed in the student record.

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

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

Registration and Course Enrollment

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

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

Every student must have a health examination report and evidence of health insurance coverage on file at University Health Services. A student who has not completed the University's health requirements or who has outstanding financial or other obligations will have a "Hold" placed on his or her account and will not be allowed to register. If holds are not cleared up by the last day of the course enrollment period, students will be administratively withdrawn from the University. Once a student is administratively withdrawn from the University, he or she will be required to reapply for admission in a subsequent semester.

Choosing Courses

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

Policy Capping Module Credits

Heller students are not permitted to register for more than 20 credits per semester distributed as evenly as possible between Module I and Module II within the semester. Permission to take over 20 credits may be granted by the student's academic program under special circumstances.

Selecting Research Courses

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

- 1) Must I take this course as a pre-requisite for another research course I plan to take? If the answer is yes, take the course unless you believe you have already mastered that area of research. The instructor of the course must grant permission to enroll if you did not take the prerequisite.
- 2) Do I plan or is it likely that I will be writing a dissertation utilizing the research methods taught in a particular course? If the answer is yes, take the course unless you believe you have already mastered that area of research. A student must demonstrate that he or she is qualified in the methods of research he or she intends to use in his/her dissertation for his/her proposal to be approved.
- 3) Will this particular research course improve my ability to read more critically research in social policy? If the answer is yes, decide what is appropriate based on your priorities.
- 4) Do my career plans include jobs where it would be essential or desirable to know a particular field of research? If the answer is yes, take the course to increase your own market value.

Tutorials

A student might wish to design an independent study project that allows a more in-depth approach to a topic than is offered by an existing course, or that allows exploration of some topic for which there is no appropriate course offering. Normally, a student should not take a tutorial until he or she has completed a semester (or four courses) at The Heller School.

Credit for a tutorial is equivalent to either one full-semester (4 credits) or half-semester module course (2 credits) and should include the equivalent amount of reading and writing as a regular course. A course usually involves 42 hours of class time, 50-60 readings and several papers. Written work might be in the form of one longer paper, several shorter papers, critical essays on a body of literature, or appropriate data analysis exercises.

To take a tutorial for credit, a student should identify a faculty member willing to supervise the tutorial. After conferring with the faculty supervisor, the faculty member must submit a course proposal to the Program Director describing the tutorial and covering the following points:

- 1) a clear statement of educational goals;
- 2) a sequenced list of readings and products (this may not be a week by week list but there needs to be sections and stages);
- 3) a plan for regular interaction between the professor and the student;
- 4) a plan for deliverables to the faculty member;
- 5) a plan for how the professor will evaluate student performance.

Caveats for acceptable tutorials:

- 1) Students acting as research assistants may not propose an independent study that reflects their work on the project. This is so even if that work enhances the project or their understanding of it. Research assistantships are of great educational value. We rightly pay students to engage and contribute to research. Research assistantships and courses both contribute to professional development but we need to keep them distinct.
- 2) Dissertation preparation and proposal preparation are a student's responsibility and we now provide funding for the time to do this work. It is important, but it is not a course. Independent studies that involve literature reviews, dissertation background, etc. will not be approved.
- 3) As a general rule, a maximum of two independent studies will be approved for any one student over the course of two years.
- 4) As a general rule a student will only be allowed to take one independent study per semester.
- 5) An independent study on a specialized methodology is perfectly appropriate. In general these should be conceptualized as a module and only 2 credits should be requested.

The faculty supervisor must approve the proposal. After obtaining this approval, the student completes a tutorial request form, which is available online on the Heller homepage under Current Students. The form must be signed by the tutorial supervisor, the student's advisor, and the Program Director and returned to the Assistant Director for Student Records and Enrollment before the end of the registration period in order to receive credit for the tutorial.

Auditing Courses

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

Courses in Other Brandeis Departments

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

Courses Outside Brandeis University

The Heller School has cross-registration agreements with Babson College, Bentley University School of Business Administration, Boston College, Boston University, Massachusetts Institute of Technology (Urban Studies), Regis College, and Tufts University (excluding the Fletcher School). A full-time graduate student at the Heller School may enroll in one graduate-level course per term (excluding the summer term) at any one of these institutions. Information on courses for cross-registration at each of the host institutions is available at the graduate school office of each institution.

Students may take any graduate-level course at these schools that fits reasonably into their educational goals and does not duplicate a course offered at Brandeis, with several provisos:

- 1) Consortium schools do not allow cross-registration in some of their graduate programs, or in particular courses.
- 2) Students need the permission of the instructor to register.
- 3) Outside courses may not be used to substitute for courses offered in The Heller School's curriculum unless there are serious and unavoidable extenuating circumstances. In such cases, the student should secure the approval of their faculty advisor and the Program Director. The approval should be put in writing in the student's official file.
- 4) Full-time students are permitted to take a maximum of four courses outside The Heller School and may take no more than one consortium course per semester. These consortium privileges are not applicable to part-time students.
- 5) Students should obtain a copy of the course description from the school, discuss with advisor and list on Individualized Learning Plan (ILP) in the semester the course is taken.
- 6) Consortium privileges do not extend to the summer term. If a student wishes to enroll for a summer course at one of the consortium schools, he or she will be responsible for paying full tuition to that school.

The consortium schools have a tuition sharing agreement, so students who register for a course at one of the consortium schools do not have to pay tuition there but must still pay full tuition at Brandeis.

A student should follow these [instructions](#) to register for a course at one of the consortium schools.

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

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

- 1) Secure a course description and syllabus;
- 2) Have the permission of the Program Director, in writing;
- 3) File the written approval with the PhD Program Manager; and
- 4) Pay tuition and register for the course at the other school.

Upon completion of the course the student is responsible for getting an official transcript to Heller's Assistant Director for Student Records and Enrollment.

Withdrawal from Courses

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

Exceptions and Waivers

If a student feels that they need any kind of exception to a policy or rule, a student should talk first with their advisor. The advisor can help a student think through the issues before they write a formal letter of request to the Director of the Ph.D. Program for an exception. The Program Director must approve any exception or waiver to a policy regarding an academic requirement. An example of such an exception is waiving a course that a student has already taken at a graduate level at a comparable institution. To obtain a waiver, the student must fill out a petition for waiver of a required course and submit the form, along with a transcript and a course syllabus, to the course instructor and the Program Director. The course instructor will review the syllabus and make a recommendation to the Program Director who will make the final decision and inform the student. Students must have received a grade of B or higher to be eligible for a waiver. Once the student receives written approval they must send the approval, transcript, and syllabus to the PhD Program Office to be placed in the student's official file.

Students who waive a requirement must replace the waived course with another graduate course appropriate for credit within the program. When initiating the course waiver request, the student should discuss with his or her advisor or the Program Director what alternative course is of interest. In the written request for waiver made to the course instructor and Program Director, each alternative course should be named and, if not taught at Heller, its catalogue course description or syllabus should be attached.

Evaluation Procedures

Course Grades

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

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

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

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

Grade Appeal Process

All Heller course instructors will make independent decisions about their grading process and will be supported in those decisions by The Heller School's program and administrative staffs. However, any student who feels they have been graded incorrectly or unfairly in a course taken for credit may take the following steps. First, the student should contact the instructor to set up a meeting within seven business days after the grade in question is made available. If such a meeting results in a mutually acceptable solution, the grade will be adjusted accordingly.

If the meeting does not result in a mutually acceptable solution, the student should submit a written statement, specifying the nature of the complaint and the remedy desired, to the director of the program in which the student is enrolled within seven business days of the meeting. Although there will be a presumption in favor of the instructor, the program director or their designee will take into account all evidence presented by the student and will seek to resolve the matter as soon as possible, normally within seven business days, from submission of the complaint. Final disposition of the appeal will be in writing to all parties involved. The decision of the program director or their designee is final.

At each level, the agreed upon resolution or decision should be in writing. Each party should retain a copy and the original decision should be forwarded to the Assistant Director for Student Records and Enrollment for placement in the student's academic record.

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

In addition to an overall assessment, students have the right to meaningful feedback regarding their performance in a course. When they do not receive feedback they have the right to approach the instructor or Program Director. Each instructor may give feedback in any way they deem appropriate. This might include written comments on papers and exams, personal meetings, etc. The course syllabus will inform the student how feedback will be delivered. If a student requests to meet with an instructor, the instructor is obligated to respond to this request.

Brandeis University reserves the authority to sever relations with students whose academic performance is so deficient as to suggest an inability to meet academic requirements. The academic performance and potential for degree completion will be reviewed by a faculty committee appointed by the Director of the Ph.D. program when a doctoral student receives two unsatisfactory or Excused Incomplete (EI) grades or one of each in a term. After reviewing all relevant information, this committee will make a recommendation to the Dean as to whether the student should stay or be asked to leave the program. The Dean will make the final decision, in consultation with the student and faculty (as the Dean considers appropriate).

Incompletes

Students are expected to complete all requirements for a course by the end of the semester in which it is offered. If a student encounters extenuating circumstances during a semester that prevents them from completing coursework, they must ask the instructor for an extension. It is the responsibility of the student to approach the instructor well in advance with such a request. Instructors are not required to give extensions, so students are again responsible to check with the instructor to determine whether their reason(s) for not completing requirements on time is acceptable.

A Schedule of Deadlines should be developed by the student and shared and discussed with the instructor prior to approval. The dates set for completion of the work in the **Schedule of Deadlines** must be well before the maximum time allowed by University as noted on the [Academic Calendar](#)¹. The instructor will send the Schedule of Deadlines to the Program Director for review and approval. Once the extension is approved, the Instructor should issue a temporary grade of "EI" for the student on the grading roster. If the extension is not approved or if the student does not follow the policy for requesting an extension, the instructor will issue a grade of Unsatisfactory "U" on the grading roster.

If a student is granted an Excused Incomplete, they are subject to the following:

- 1) The student must finish all requirements for the course(s) by the dates agreed upon between student, instructor, and the program as outlined in the **Schedule of Deadlines**.
- 2) If all course work is not completed per the Schedule of Deadlines, the instructor will issue a grade of Permanent Incomplete or a Unsatisfactory
- 3) If the grade has not been changed by the instructor by the dates published in the Brandeis [Academic Calendar](#), the grade will be converted to a Permanent Incomplete by the University Registrar.
- 4) If the student must retake a required course or wishes to retake an elective course for which they received an Incomplete or Unsatisfactory grade, those credits attempted will count toward their maximum allowed within an academic term.

1 Academic Calendar dates are determined each year by University Registrar.

Academic Standing

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

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

Policy on Laptop Use During Classtime

Laptops may be used in Heller classrooms at the discretion of the course instructor. The instructor may ban them or restrict their use. In no case shall students use laptops for purposes other than taking notes or other instructor approved tasks. Surfing the web, email and text messaging are not permitted under any circumstances and are a breach of professional conduct.

Laptops are not permitted to be used during exams unless the instructor deems them integral to the taking of the exam. Cell phones and PDAs must be silenced during all classes and may not be used during exams.

Evaluation of Courses by Students

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

Students are urged to discuss courses with professors while they are in progress. Students should not feel that they must wait until the end of the semester to voice their concern on the course evaluation form.

Course evaluations are available on the Heller home page under the Current Students heading.

Satisfying Residency Requirements and Maintaining Student Status

Residency Requirements

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

Required-Residence

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

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

Post-Resident

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

Continuation

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

Maintaining Student Status

To maintain student status, students should keep in mind:

- To be considered full-time, resident students need to take a minimum of 3 courses per semester. Full-time status is especially important for people with student loans, training grants, and fellowships.
- Part-time students must take 2 courses per semester. A student who wishes to take only 1 course because of special circumstances needs a written approval from his or her advisor and the Ph.D. Program Director.
- No student will be allowed to maintain status and register if he or she owes any tuition and/or fees from prior semesters (see the 'Payments and Billing' section).

Every student must have a health examination report and evidence of health insurance coverage on file at University Health Services. First-year students will not be allowed to register until they have submitted the Brandeis University Health Services Physician's Report completed by their doctor. Each year, all full-time students are automatically billed for the University health insurance individual coverage. Students who have private health insurance coverage can have the charge removed from his/her bill by returning the health insurance waiver form to the Health Services Department providing details about his/her private insurance coverage.

Limit of Candidacy for the Ph.D. Degree

General Guidelines

- 1) All required coursework and the comprehensive paper are expected to be completed within two calendar years from admission for full-time students, and four calendar years for part-time students.
- 2) The dissertation proposal development, review, and hearing are expected to be completed within one calendar year after #1.
- 3) The dissertation is expected to be completed and defended within two calendar years after #2.

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

Time Limit in the Ph.D. Program

While the expected time for completion of the Ph.D. Program is 4-5 years, the maximum time limit for completion is 10 years from entry into the program, 12 years for part-time students (subject to any relevant accommodations as discussed below). Except in situations where there is an approved accommodation, there will be no possibility for reinstatement after the maximum time limit has been reached.

Full-time students must defend their dissertations no later than 9½ years (before March 1) from entry into the program. Part-time Heller School for Social Policy and Management students must defend their dissertations no later than 11½ years (before March 1) from their entry in the program. If any student's dissertation committee requires changes, whether major or minor, the student has no more than 6 months to successfully re-defend his or her dissertation. Full-time students must successfully defend their dissertation proposal, including minor or major changes, within 6 years (before August 31) from the date of entry into the program. Part-time students must successfully defend their dissertation proposal, including any minor or major changes, by 8 years (before August 31) after their entry into the program (August 31). Except in situations where there is an approved accommodation, failure to successfully defend either the proposal or the dissertation within these time limits will result in termination from the program.

Brandeis University is committed to providing reasonable accommodations for qualified individuals with disabilities and to the protection and equal treatment of pregnant students and students with pregnancy-related conditions. Students requiring reasonable accommodations based on a documented disability or pregnancy-related conditions may be entitled to an extension to any time limits in the Heller Ph.D. Program. Students who believe they may require a disability accommodation should contact Student Accessibility Support (SAS) (access@brandeis.edu; 781-736-3470) who will consult with the student and conduct an individualized assessment to determine whether and what accommodations may be necessary. Students who need accommodations due to pregnancy or pregnancy-related conditions should contact the Office of Equal Opportunity (OEO) (oeo@brandeis.edu; 781-736-4806) who will consult with the student and conduct an individualized assessment to determine whether and what accommodations may be necessary.

Actions to Monitor Progress

Although students are responsible for ensuring that their progress is satisfactory and timely, the PhD program will contact students in writing each year after successful completion of comprehensive exam to ensure that students are fully aware of their progress and of the School's policies and expectations. Students who are not achieving satisfactory progress may be asked to leave the program.

Leaves of Absence

Students who have not completed their residence requirements may request a leave of absence from the program. Students who believe they may require a medical leave should contact Student Accessibility Support (SAS) (access@brandeis.edu; 781-736-3470) who will consult with the student and conduct an individualized assessment to determine whether and what accommodations may be necessary. All other requests for leave should be sent to the Ph.D. Program Director. The request must be approved by the student's advisor and the Ph.D. Program Director. Written approval of the leave must be submitted to the Program Manager, Ph.D. Program for placement in the student's file. Leaves of absence up to one year will normally be granted to students in good academic standing who present compelling personal reasons or need to do work off campus in connection with their graduate studies. Except for authorized disability leaves, time spent on program-approved leaves of absence will not be added to the maximum time permitted to complete degree requirements. Extensions to a one-year leave are granted only for medical

reasons with appropriate documentation. Requests for extensions must be submitted in writing to SAS before the leave of absence expires. Failure to do so will result in administrative withdrawal from the University.

Students who have completed residence requirements are not eligible for a leave of absence, except in situations where there is an approved accommodation.

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

Voluntary Withdrawal

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

Submission of Proposals for Outside Funding

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

As soon as a student has identified a funding source they wish to apply for, contact **must** be made with the Associate Director of Research Accounting at the Heller School. This process begins with the submission of the Heller School Proposal Alert Form. This form must be signed by the student's advisor or dissertation chair and the appropriate Institute Director associated with the student's concentration. The Grants and Contracts Manager will then review the Request for Proposal or program announcement and meet with the student to go over the requirements and timing.

It is critical to alert the Associate Director or Research Accounting, who will help students ensure all necessary paperwork is submitted to the Brandeis University Office of Research Administration in a timely manner. Personnel in both these offices are extremely busy and must be aware of student intentions in order for deadlines to be met.

Payments and Billing Procedures

Tuition Bills

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

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

Any student who has not paid tuition by the due date will incur a late fee and have a hold placed on his or her registration by the Office of Student Financial Services. Graduate students may deduct the 1st disbursement of their subsidized and unsubsidized Stafford loans ($\frac{1}{2}$ of the loan amount minus 1.066%

origination fees) from the balance due. If students have a billing or financial aid question, they should speak to the Office of Student Financial Services.

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

Matriculation Fee Refund

Students who are receiving a full tuition scholarship may be refunded their \$500 matriculation deposit under the normal refund process after all tuition and fees have been paid. To obtain a refund, request through SageSelf Service. The link to the refund request can be found in the Student Center Finances section under “My Account.” Part-time students will have the \$500 deposit applied against their tuition.

Stipend Checks

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

Tax Policy for Stipends

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

Ph.D. Graduation Fee (Final Doctoral Fee)

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

University Policies

Academic Records

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

Documentation in the official file is audited to determine student eligibility to graduate. Regardless of conversations that may have informally taken place, if a matter is not formalized in writing and in the official file, it will not be taken into account in the audit.

Disability

If you are a student with a documented disability on record at Brandeis University and wish to have a reasonable accommodation made for you in a class, please see The Heller School’s Assistant Dean for Academic and Student Services immediately.

Academic Integrity

Academic integrity is central to the mission of Brandeis University and The Heller School. As stated in the student handbook, “[e]very member of the University community is expected to maintain the highest standards of academic honesty. A student shall not receive credit for work that is not the product of the

student's own effort." Allegations of academic dishonesty by students are reported to the Office of Campus Life for adjudication within the Student Judicial System.

Student Judicial System

The University establishes standards of student behavior and reserves the right to suspend or permanently dismiss students whose conduct warrants such action. These standards apply to all Heller students. The University will give due notice and, if requested, a hearing before the appropriate body. The Student Judicial System is administered by the Office of Campus Life. Standards, policies and procedures are set forth in *Rights and Responsibilities*, published by the Office of Student Affairs.

Administrative Withdrawals

Students who do not comply with registration procedures, medical documentation requirements, and financial obligations are subject to administrative withdrawal from the University. Any Heller student receiving notification of impending administrative withdrawal should immediately contact the Assistant Director for Student Records

Transcripts

Students, former students, and graduates can request an [official transcript](#) through the Office of the University Registrar. Please contact the Assistant Director for Student Records and Enrollment if you require additional assistance.

Brandeis University Records Policy

<https://www.brandeis.edu/registrar/bulletin/EducRecordsPolicy.html>

Public Notice Designating Directory Information

Public Notice Designating Directory Information

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

Category I: Name, local address and telephone number, date of birth, campus email, campus mailbox/stop, directory phone, affiliation (undergraduate or graduate program),.

Category II: Full-time/part-time status, class (year of study), dates of attendance and field of concentration at Brandeis, previous institution(s) attended and major fields of study, awards and honors, degree(s) conferred and date(s) conferred.

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

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

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