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Administrative Organization

Office for Student Services (617-432-4703)

The Office for Student Services includes the Admissions Office, the Career Services Office, the Registrar's Office, the Office for Student Affairs, and the Office of Student Financial Services at the Harvard School of Public Health. The office is responsible for all aspects of administration pertaining to supporting students' admission, registration, academic records, degree progress, social and academic well-being, and financial support. The office is located on the ground floor of Kresge, 677 Huntington Avenue, Boston, MA 02115.

Stanley Hudson	Associate Dean for Student Services
Karen Brown	Office Coordinator
Gary Iversen	Programmer/Analyst
Anne Marie Stathis	Technology Support Specialist
Office Hours:	Monday through Friday 9 a.m. – 5 p.m.

Admissions Office (617-432-1031)

The Admissions Office processes applications for admission to the school, identifies prospective applicants, and advises them about the admissions process, opportunities offered by departments and programs, and the school's potential contribution to their professional development. The office can assist in arranging visits and information sessions for prospective students. Telephone inquiries are welcome every day from 9 a.m. to 5 p.m. Voice mail messages may be left outside of business hours. Please visit our web site www.hsph.harvard.edu/administrative-offices/admissions for more information, or contact us by e-mail at admisofc@hsph.harvard.edu. Our office is located at 158 Longwood Avenue, Boston, MA 02115-5810.

Vincent James	Director of Admissions
Kerri Noonan	Assistant Director of Admissions
Hildi Keary	Clinical Effectiveness Program & Summer Session Student Liaison
TBD	Admissions Coordinator
Ruth Thompson	Admissions Coordinator
Bob Woods	Admissions Coordinator
Office Hours:	Monday through Friday 9 a.m. - 5 p.m.
E-mail Address:	admisofc@hsph.harvard.edu
Fax Number:	617-432-7080

Career Services Office (617-432-1034/careers@hsph.harvard.edu)

The Career Services Office, located in Kresge G-18, provides individual career counseling, job search resources, career fairs, recruiting events, networking opportunities, and career preparation programs to assist students in finding challenging and rewarding work upon graduation. Among the web resources, found at: www.hsph.harvard.edu/administrative-offices/careers, we offer: CareerConnect, our online job, internship, and fellowship posting and electronic resume books site; a career development calendar with appropriate deadlines; an online career resource library with links to numerous

public health job search websites; Crimson Compass, which provides networking access to alums from the various Harvard schools; resume, CV, and cover letter reviews, practice interviews, and a calendar of workshops and events.

Peter Crudele	Director of Career Services
Meri Cayem	Assistant Director of Career Services
Katie Vedova	Employer Relations Coordinator
Maria Ramos	Program Coordinator
Office Hours:	Monday through Friday 9 a.m. - 5 p.m.

Office for Student Affairs (OSA) (617-432-1036)

The mission of the Office for Student Affairs (OSA) is to support and enrich the student experience at the Harvard School of Public Health through a wide range of educational, cultural, and social programming. The office works to ensure the general well being of the student body and to support students who are experiencing difficulties. The staff advises student groups on a variety of issues including goal setting and event planning. The OSA plans both orientation in August/September and commencement in June. The office handles housing and residence life issues and oversees the student administrative functions at the Henry Lee Shattuck International House. The OSA assists students with disabilities, works closely with officers of the student government, administers the MBTA discount pass program, assigns lockers and serves as an information source for students. Resources online include housing options and programs organized through the OSA at www.hsph.harvard.edu/administrative-offices/student-affairs. The office is located in Kresge G-20, 677 Huntington Avenue, Boston, MA 02115.

Andrew Eisenmann	Director for Student Affairs
Heather Curtin	Assistant Director for Student Affairs
Amy Wooldridge	Program Coordinator
Brittany Marshall	Program Coordinator
Office Hours:	Monday through Friday 9 a.m. - 5 p.m.

Office of Student Financial Services (617-432-1867)

The mission of the Office of Student Financial Services (OSFS) is to assist students and applicants in all matters related to fee assessments, billing and financing education and expenses at the Harvard School of Public Health. The OSFS coordinates scholarship and fellowship decisions with the dean's office and academic departments. The Office also determines eligibility for federal student aid and administers federal student loan programs. Counseling is available throughout the year on such topics as loan debt management, student billing, refund process and other areas as required. Please visit our web site www.hsph.harvard.edu/administrative-offices/student-financial-services for more information, or contact us by e-mail at osfs@hsph.harvard.edu. Telephone inquiries are welcome every day from 9 a.m. to 5 p.m. Voice mail messages may be left during early morning and evening hours. The office is located at 708 Huntington Avenue, Boston, MA 02115.

Kathryn Austin	Director of Student Financial Services
TBD	Associate Director of Student Financial Services
Mary Lee Venuti	Assistant Director of Student Financial Services
Majida Coleman	Financial Aid and Billing Coordinator Billing Questions; Entering-Student Financial Aid Application Coordinator

Jennifer Cseh **Staff Assistant**
Refunds and Stipends; Returning-Student Financial Aid Application Coordinator

Office Hours: **Monday through Friday 9 a.m. – 4 p.m. or by appointment.**

E-mail Address: **osfs@hsph.harvard.edu**

Registrar's Office (617-432-1032)

The Registrar's Office enrolls students, registers students for classes, maintains student data and grades, monitors students' compliance with degree requirements, certifies enrollment, and schedules courses. Telephone inquiries are welcome every day from 9 a.m. to 5 p.m. Voice mail messages may be left during early morning and evening hours. Please visit our web site www.hsph.harvard.edu/administrative-offices/registrar for more information, or contact us by e-mail at registra@hsph.harvard.edu. The office is located in Kresge G-4; 677 Huntington Avenue, Boston, MA 02115.

Joann Wilson-Singleton **Registrar**
Doctoral Student Liaison to the CAD

Alison Hardy **Assistant Registrar**
Master of Public Health Student Liaison to the CAD

Isabelle Bourdonne **Master of Science Student Liaison to the CAD**
Alumni/Affiliate/TAP Student and Cross-Registration Liaison

Carter Cochran **Course Scheduling Liaison**

Minh Hoang **Student Services Liaison**

Hildi Keary **Clinical Effectiveness Program & Summer Session Student Liaison**

Donna McLean **Financial and Enrollment Coordinator**

Office Hours: **Monday through Friday 9 a.m. - 4 p.m.**

E-mail Address: **registra@hsph.harvard.edu**

Ombuds Office (617-432-4040 or 617-432-4041)

The Ombuds Office is a resource if you experience any of the following:

- believe you may have been a victim of discrimination, harassment, or unfair treatment based on your race, color, religion, creed, ethnic or national origin, gender, ability, sexual orientation, or veteran's status
- have a problem you do not want others to know about because you fear retaliation or negative evaluation
- are facing an ethical dilemma
- are experiencing a personality conflict
- question school policies or procedures
- feel you have been treated unfairly, erroneously, or inequitably
- are in need of venting high-level emotion
- feel you have nowhere to turn

<p>The Ombuds Office is confidential and neutral. It is independent of any academic or administrative structures and is responsible only to the Dean of each Longwood Area school.</p>

Linda Wilcox

Longwood Area Ombudsperson can be reached at either 617-432-4040 (confidential line) or 617-432-4041 (staff assistant).

The Office is located at 164 Longwood Avenue, First Floor.

E-mail: linda_wilcox@hms.harvard.edu

Web site: www.hms.harvard.edu/ombuds/

Office Hours:

Monday through Friday 9 a.m. - 5 p.m.

Call to schedule an appointment

Academic Support

Academic Integrity

The following standards relate to all work prepared for evaluation by course instructors (i.e., homework, take-home exams, in-class examinations, presentations and papers). Students are required to submit such work for evaluation for various reasons:

- To help the students develop and cogently express concepts, knowledge, and skills
- To inspire creative thinking and work
- To provide the instructor with feedback revealing whether or not students grasp the material presented
- To provide a record of the student's progress
- To promote the learning of new material and to reinforce old material

Harvard University students are expected to adhere to the following guidelines regarding academic standards and behavior. There is no intention to discourage interactions among students, faculty, and others. Exchanges among students are invaluable, especially in this school where the diversity of backgrounds and experience is so rich and varied. Nevertheless, these guidelines emphasize the need for attributing credit and for doing independent work when required by the instructor.

All work submitted to meet course requirements is expected to be a student's own work. In the preparation of work submitted to meet course requirements, students should always take great care to distinguish their own ideas and knowledge from information derived from sources. Whenever ideas or facts are derived from a student's reading and research the sources must be indicated. The term "sources" includes not only published primary and secondary material, but also information and opinions gained directly from other people. The responsibility for using the proper forms of citation lies with the individual student. Quotations must be placed within quotation marks, and the source must be credited. All paraphrased material also must be completely acknowledged.

A computer program written to satisfy a course requirement is, like a paper, expected to be the original work of the student submitting it. Copying a program from another student or from any other source is a form of academic dishonesty, as is deriving a program substantially from the work of others.

The amount of collaboration with others that is permitted in the completion of assignments can vary, depending upon the policy set by the course instructor. ***Students must assume that collaboration in the completion of assignments is prohibited unless explicitly specified by the instructor.*** Students must acknowledge any collaboration and its extent in all submitted work. This requirement applies to collaboration on editing as well as collaboration on substance.

Unless otherwise specified, take-home examinations are given with the understanding that students may consult notes and references, but not other students. Students who submit work either not their own or without clear attribution of its sources may be subject to disciplinary action including the possibility of being required to withdraw from the school.

A paper or other work normally is submitted to only one course. If the same or substantially the same work is subsequently submitted to any other course, the prior written permission of the current instructor involved must be obtained. A student who submits the same or substantially the same work for more than one course without such prior permission may be subject to disciplinary action including the possibility of being required to withdraw from the school. (CEP 1/86. Adapted from the *Handbook for Students*, Harvard College, 1984-85.)

Students also should be aware that HSPH has instituted procedures for the administration of examinations. Depending on the size of the class, proctors may be used to monitor examinations, and students may be asked to follow a certain seating arrangement. Before the examination, the instructor or proctor will explain any particular procedures to be followed.

These examples are not meant to be exhaustive, and the school reserves the right to determine, in a given instance, what action constitutes an infringement of academic honesty and integrity. The Office for Student Services and academic departments actively attempt to inform students of the requirements of academic honesty through orientation programs and publications and will investigate vigorously complaints of academic dishonesty (see Appendix D: Disciplinary Procedures).

Advisors

Each department/program/division appoints an advisor to each student. The advisor must have an HSPH faculty appointment. The advisor provides the student with academic guidance, information, and general assistance. The advisor and the advisee must meet at least twice during the academic year (before the start of the fall and spring semesters) to discuss the student's proposed course of study and any procedural or personal issues relevant to the student's academic experience.

The advisor meets with the advisee to confirm the student's course of study. The advisor's signature on the *Registration Form* is required and indicates that the courses in which the student plans to enroll are appropriate for the successful completion of the student's degree program. If the student's advisor is not available to sign the *Registration Form*, designated surrogate advisors are available in most departments. Students will find a 'Surrogate Advisors List' in their registration packet. The HSPH Registrar's Office also maintains a list of approved surrogate advisors.

Students who wish to change their advisor should submit a *Change of Advisor Form* to the HSPH Registrar's Office. The form requires the signatures of the department chair, former advisor and new advisor.

Students who meet with academic difficulties should contact their advisor. If personal problems or disabilities are a factor in a student's academic difficulty, the student should also consult with appropriate staff in the Office for Student Affairs.

Departments and Programs

The following is a list of HSPH departments and programs, their corresponding abbreviations and administrative points of contact:

Department Abbreviation	Department	Administrator	Address	Telephone
BIO	Biostatistics	Jelena Follweiler	SPH2-408	617-432-1087
DBS/BPH	Division of Biological Sciences /Biological Sciences in Public Health	Ruth Kenworthy	SPH1-1312b	617-432-2932
EH	Environmental Health	Ken Wegner	SPH1-1301b	617-432-3483
EPI	Epidemiology	Joann Anderson	Kresge 926	617-432-1055
GCD	Genetics and Complex Diseases	Julie Gound	SPH2-107	617-432-0054
GHP	Global Health & Population	Barbara Heil	SPH1-1108d	617-432-1179
HPM	Health Policy & Management	Anne Occhipinti	Kresge 322	617-432-4511
IID	Immunology & Infectious Diseases	Andrea Sabaroff	FXB-301	617-432-1023
MPH	Master of Public Health	Roberta Gianfortoni	Kresge G29	617-432-3530
NUT	Nutrition	Colleen Bertrand	SPH2-307	617-432-1851
SHH (SD/DPH)	Society, Human Development, & Health	Michelle Brooks	Kresge 612	617-432-3775
SHH (SM)	Society, Human Development, & Health	Elizabeth Solomon	Kresge 622	617-432-3761

Registration

Please note that e-mail is considered an official mode of communication at HSPH. Students are expected to check their HSPH e-mail account as well as their student mailbox on the ground floor of the Kresge Building on a regular basis for important notices. Your mailbox number can be found on the label of your registration folder and on your Personal Information screen in OASIS.

Every resident student, whether full-time or part-time, **must register in person** at the beginning of each semester until the requirements for the degree are fulfilled or until degree candidacy is concluded. Registration dates and deadlines for fall, spring, and summer semesters are listed in Appendix B: Academic Calendar. Students missing registration will be charged an \$80.00 late fee, unless a written explanation/request is submitted to and approved by the registrar prior to registration.

To be considered officially registered, students must first gain financial and administrative clearance. Once these clearances have been obtained, they will be given their registration packet.

Administrative Clearance

Administrative clearance will be granted when the following conditions are met:

1) Admissions Contingencies: To register, students must complete all admissions requirements. Students should check their acceptance letter for any contingencies on their admission to the school. Contingencies may include, but are not limited to, documentation of official test scores, official transcripts, and degree conferral. Students who have not satisfied contingencies in their acceptance letter or who have failed to submit admission materials will be allowed to register conditionally until **September 12, 2008**. Students who do not satisfy admissions contingencies in a timely manner may jeopardize their enrollment status.

2) Immunization Contingencies: All new students must provide proof of immunization against measles, mumps, rubella, diphtheria, tetanus, hepatitis B and meningococcal as set forth by Massachusetts state law. New students who fail to provide proper immunization documentation will not be allowed to register and have until **August 29, 2008**, to provide documentation that they have been immunized either by a personal physician or by a University Health Services (HUHS) physician. Students may clear their immunization contingency by providing proper documentation of previous immunization to HUHS prior to registration.

Pregnant women, women of childbearing age attempting conception, and persons whose religious beliefs prevent them from being immunized may waive the immunization requirement by notifying HUHS in writing.

3) International Office Contingencies: All full-time students who hold an F-1 student visa or a J-1 exchange visitor visa must present their passport and entry permit or other evidence of their immigration status to representatives of the Harvard International Office (HIO) **before registration**. Students must go in person to the HIO, (Holyoke Center, 1350 Massachusetts Avenue, Cambridge), present these papers, and obtain a "blue slip" in order to demonstrate that they have visited the HIO. Students who do not provide the blue slip at the time of registration will be registered conditionally until **August 29, 2008**.

4) Doctoral Progress Contingencies: Returning doctoral students must submit by registration any *Prospective/Final Program, Oral Qualifying Examination Scheduling, Nominations for Research Committee,* and/or *Progress Report Forms* to comply with the doctoral timetable. Doctoral students who have forms outstanding will be registered only conditionally and must submit completed forms by **September 12, 2008**.

Students who fail to obtain administrative clearance by the said date will be administratively withdrawn from the Harvard School of Public Health.

To complete registration successfully, students must register via the web. School internet access is provided at the Instructional Computing Facility (ICF) located on the lower level of Kresge. Students will be required to update address information within OASIS, the school's Online Access Student Information System, prior to entering course selections. Students must input updated address information into OASIS no later than Friday, **September 5, 2008**.

Privacy of Educational Records (Family Educational Rights and Privacy Act of 1974 – FERPA)

Students have the right to restrict the dissemination of their photo image and directory information. According to FERPA, during registration, each student may restrict how and to whom directory data is given (please see Appendix G: Student

Records, for further details). Once a student restricts directory information, it will be used only for official Harvard business. If restricted, this information will not be given to fellow students, organizations or outside parties and will not be published in the online photo directory, or commencement publications. Students who decide to restrict their directory data should indicate the appropriate restriction code in the space provided. Students should consider carefully whether to allow others access to their directory data. Students may change their privacy restrictions at any time through the OASIS system. Please note that identifying information, even if restricted for directory purposes, may be shared within the classroom setting and through the use of electronic academic tools such as I-Commons.

Students who wish to reverse their decision on restricting their directory data should inform the HSPH Registrar's Office in writing by completing a new FERPA Form.

Financial Clearance

Each student has a financial account with the university and will have electronic access to their Student Term Bill beginning in the summer prior to fall registration. The Student Term Bill reflects all charges billed to the student's account. Charges may include tuition and fees, student insurance, course materials, student housing, and library fines. **The Registrar's Office assesses tuition, registration fees, University Health Services (HUHS) fee, and Blue Cross/Blue Shield (BC/BS).** . Various other charges (e.g., library fines and course materials fees) are assessed by departments other than the HSPH Registrar's Office and any inquiries should be directed to the office generating the charge. Inquiries about tuition and fees should be directed to the HSPH Registrar's Office

To gain financial clearance, students may use or combine any of the following options:

- 1) **Pay in full** any outstanding charges **and** pay in full the current semester's charges. (Please see 2008-09 Tuition Billing Policy for more information.) Students may either make an e-payment, mail their payment or pay in person at the Student Billing Office on the ninth floor of Holyoke Center in Harvard Square. **For complete payment procedures, please contact the Student Billing Office at 617-495-2739, or visit their web site at www.termill.harvard.edu.**
- 2) **Enroll in the Monthly Payment Plan (MPP)** prior to Registration. The plan requires students to pay one-quarter of the semester's charges at the time of registration and to spread the rest of the payments over the next three months. Students will receive an application for the MPP with their July bill or the application may be requested by calling the Student Receivables Office at 617-495-2739.
- 3) **Have approved loans and/or grants that will cover the semester's full tuition and fees.** Students will then be allowed to register **conditionally** until the funds are credited to the term bill. Funds may be disbursed to the term bill only after promissory loan notes have been signed.
- 4) **Provide sponsored billing documentation** to the Office of Student Financial Services prior to registration **that tuition and fees** are being directly billed to and **will be paid for in full by a sponsoring organization.**

Students who fail to obtain financial clearance for fall or spring registration periods will be administratively withdrawn from the Harvard School of Public Health.

Online Access Student Information System (OASIS)

OASIS is an online registration system which students access via the web. Computers are available at the HSPH Microlab located on the lower level of Kresge. Using OASIS, students can add, drop, and change courses, as well as access grade information. Students are required to maintain correct address information within OASIS. The Registrar's Office staff and the Instructional Computing Facility (ICF) are available to provide assistance. All HSPH courses to be taken by the student (including research courses and independent studies) during that semester must be entered into the student's electronic registration file.

While there is no maximum credit limit for full-time students, ordinarily, full-time students take between 20 and 25 credits per semester.

Registration Procedures

The following procedures must be followed in order to complete the HSPH course registration process.

1. Select courses on OASIS by going to www.hsph.harvard.edu/oasis.
2. Select grading options for each course on OASIS (ordinal, pass/fail or audit).
3. Print out OASIS registration form

4. Obtain all appropriate signatures
5. If registering for an independent study or cross-registered course, attach all required forms
6. Submit signed form(s) to Registrar's Office on or before the registration deadline. Failure to submit a signed registration printout will result in the assessment of an \$80.00 Late Registration Fee.

Please note that students may not, under any circumstance, register for courses that meet at the same or overlapping time periods.

Changes to one's schedule may be made up until the registration deadline. Students **must** submit their **final** schedule to the Registrar's Office.

If any changes are made in OASIS after submitting the Registration Form, a *new* form must be submitted to the Registrar's Office reflecting those changes. The new Registration Print Out must include all appropriate signatures. Depending on the circumstances, discrepancies between your registration form and OASIS may result in your being assessed a late fee, being assigned a grade of "WD" or being dropped from a class. Students may not register for courses that meet at the same or overlapping times.

Online Catalogs

Course information from all Harvard faculties is available online. The online course catalogs contain course descriptions, faculty information, and general information about taking classes at Harvard University. The course catalogs are available through the Web.

- 1) The university address: <http://coursecatalog.harvard.edu>
- 2) The HSPH address: <http://www.hsph.harvard.edu/administrative-offices/registrar/>
- 3) The university cross-registration address: <http://www.crossreg.harvard.edu>

Course Descriptions and Schedules

The *Course Descriptions Bulletin* includes descriptions for current HSPH courses. The bi-semester *Course Schedule* lists meeting times and locations. Both documents can be found online at the HSPH Registrar's home page and in OASIS. Additionally, all course and schedule changes are posted on the HSPH Registrar's Office bulletin board. A PDF version of the course schedule is available for printing on the Registrar's web site.

Course Evaluations

Course evaluations represent students' ratings of courses taught during the previous year. Although instructors may use a variety of methods to obtain feedback on their teaching, the formal student course evaluation process is administered by the Committee on Educational Policy (CEP). The questionnaires are anonymous and are not returned to the instructor until grades for the course have been submitted to the HSPH Registrar's Office. Course evaluation summaries are available online at the HSPH Registrar's home page. Submission of a course evaluation is a requirement of each course. Students will not be able to access their on-line grade reports until course evaluations are submitted.

Course Prospectus/Syllabi

Syllabi for most HSPH courses may be found on the Web (www.hsph.harvard.edu) via the *Course Gateway*, the electronic classroom tool.

Core Course Requirements

Each professional degree-granting program is responsible for constructing a curriculum that meets core requirement objectives. Departmental core courses vary; students should consult their respective department(s) for specific requirements.

All students, however, must successfully complete HSPH's school-wide core course requirements. These include introductory core courses in Biostatistics and Epidemiology (see table below). To meet the school wide requirement, masters students must successfully pass one Biostatistics **and** one Epidemiology course from the table below. Doctoral students must successfully pass two intermediate level Biostatistics courses **and** one Epidemiology course from the table below.

HSPH School-Wide Core Courses

Course Code	Course Title
BIO 200	Principles of Biostatistics
BIO 201	Introduction to Statistical Methods
EPI 200	Principles of Epidemiology
EPI 201	Introduction to Epidemiology

Waiving

Students providing an official transcript showing competency in a core area may waive a core requirement. **Please note that HSPH does not accept transfer credit for courses taken elsewhere.** A student waiving the requirement must still register for the minimum credits necessary for full- or part-time status. Waiving procedures are as follows:

- **School-Wide Core Courses:** Students wishing to waive core courses in either Biostatistics or Epidemiology must submit a *Waiver of Core Course Form*, signed by the relevant instructor (see table above). Students must present a transcript and a copy of the course description to the instructor to verify appropriate coursework. If the request to waive a core course is approved, the student will not be required to enroll in the core course. **Students within the Biostatistics Department are automatically exempted from an introductory core course in Biostatistics.**
- **Departmental Core Courses:** Students should consult their department administrator for procedures.

Tutors

Students experiencing difficulty in a course should consult with the instructor and/or teaching assistant in that course and should make full use of the resources available, including labs, teaching assistant sessions and office hours, instructor office hours, and scheduled remedial sessions. Many courses in Biostatistics and Epidemiology (and some others) can provide lists of recommended tutors.

Students considered by the instructor to be in academic difficulty in a core course required for graduation may be able to arrange for a tutor. The Office for Student Affairs has limited funding to help support tutoring for students in academic difficulty who are referred by their instructor. Please contact the Director for Student Affairs concerning this assistance.

Transfer Credit

Under no circumstance does HSPH accept transfer credits from other academic institutions. However, it is possible, pending instructor approval, to waive required core courses. An HSPH non-degree student, who applies to and is accepted into an HSPH degree program within five years of graduation, may have a maximum of 20 academic and financial credits counted toward the degree program.

Independent Studies (300-349 Level Courses)

Independent studies are courses of study that involve substantial interaction with and instruction by faculty and are set up on an ad hoc basis by the Registrar's Office. To register for independent studies, students must enter in OASIS the course code, number of credits (up to 5 credits per independent study), and the section number. All level 300-349 courses are taken for pass-fail credit only. The *Contract* will print along with the Registration Print Out.

In addition, students must file the *Contract Form* along with their registration material. The *Contract* must include a detailed description of the study and indicate the number of hours required per week and the number of credits to be awarded. Students are expected to complete a minimum of two hours of work per week throughout the semester to receive one unit of credit. Independent studies are limited to five credits per topic.

A faculty member or an adjunct faculty member must supervise all independent studies taken for degree credit at HSPH. Students who wish to register for an independent study with a faculty member with an HSPH annual appointment or a faculty member of another Harvard school must obtain the signature of the faculty member supervising the work, as well as the signature of their HSPH academic advisor.

By signing the *Contract Form*, the HSPH advisor agrees to the appropriateness of both the independent study and the non-HSPH supervisor. The academic advisor must contact the non-HSPH independent study supervisor to assign a grade for the

student on the grade sheet. The student's academic advisor must sign the grade sheet at the end of the course as required by the HSPH Committee on Educational Policy (CEP).

Travel Grants

Modest funds are available to support expenses for travel-related HSPH courses during WinterSession. The WinterSession Administrative Committee will distribute these funds based on the following criteria:

- Travel support will be provided only for credit-bearing courses. It is expected that these courses will include content before and after the travel experience and a student-generated academic product is part of the course requirements. Support is not available for independent study.
- The fund will provide 100% of faculty round-trip economy airfare.
- Students will receive 25% of the economy round-trip airfare for travel between Boston and the location of the travel courses regardless of where the student originates the trip.
- For group travel, a maximum of 15 students per course will be supported.
- Depending on the number of students and courses being supported, the fund may be used to cover additional and modest incidental expenses related to the course during the travel portion. Faculty may submit a budget for consideration by the WinterSession Administrative Committee.
- Students may receive a modest contribution toward per-diem expenses, based on the length of the trip. Determination of the amount will be dependent on funds available.
- It is expected that departments will cover all faculty per-diem and other course-related expenses for travel-related courses.

Cross-Registration

HSPH students may enroll in courses offered by the cross-registration consortium, which consists of the other Harvard faculties, the Massachusetts Institute of Technology (MIT), or Tuft's Fletcher School of Law and Diplomacy. ***Obtaining credit for cross-registered courses is permissible only for graduate-level courses appropriate to the student's HSPH degree program and if a similar course is not available at HSPH.*** Deadline dates for cross-registration and for the first day of classes vary from school to school. Students should avoid visiting the Registrar's Office of a consortium member school on the first day of their registration. Students **must** also list cross-registration courses on their *HSPH Registration Form*. The table below lists the cross-registration consortium, their abbreviations, and their telephone numbers.

Students must complete the HSPH Registration Check-in Process prior to cross registration.

THE CROSS-REGISTRATION CONSORTIUM

Name Of School	School Code	Telephone
Harvard Business School	HBS	617-495-6247
Harvard School of Dental Medicine	HDS	617-432-1447
Harvard Divinity School	DIV	617-495-5760
Harvard Graduate School of Arts and Sciences	GSAS	617-495-1519
Harvard Graduate School of Design	GSD	617-495-1237
Harvard Graduate School of Education	GSE	617-495-3419
Harvard Kennedy School	HKS	617-495-1150
Harvard Law School	HLS	617-495-4612
Harvard Medical School	HMS	617-432-1515
Episcopal Divinity School	EDS	617-868-3450
Tuft's Fletcher School of Law and Diplomacy	FLE	617-627-3055
Massachusetts Institute of Technology	MIT	617-258-6432

Registering For A Cross-Registered Course

Students must register for a cross-registered course at both the HSPH Registrar's Office and the consortium school's Registrar's Office. Failure to complete the registration process at both schools will result in a student's not being officially enrolled in the course. To register for courses offered by one of the consortium schools, students must complete each of the following steps:

- 1) Submit a completed *HSPH Cross-Registration Petition* to the host school. The petitions are available at the cross-registration web site <http://crossreg.harvard.edu>. The petitions are due to the host school **by the earlier of the two school's add/drop deadlines**. Both the instructor's signature and the advisor's signature are required. The host school will forward your registration paperwork to HSPH once you are officially approved to register.
- 2) Complete the Cross-Registration section on the OASIS registration print out. Indicate the number of HSPH credits for each course (refer to Credit Conversion chart at <http://crossreg.harvard.edu>).
- 3) Submit the completed OASIS printout to the HSPH Registrar's Office by the HSPH add/drop/change deadline.

The HSPH Registrar's Office Staff will add cross-registered courses to your schedule via OASIS once the approved registration paperwork is received from the host school.

Enrollment in a cross-registered course is not guaranteed; demand for a course may exceed capacity and each school has its own policies for enrollment. Please check with the host school for further information about their rules and guidelines.

Cross-Registration Credit Requirements

For a cross-registered course to count toward an HSPH degree and to appear on the HSPH transcript, the course must meet the following requirements:

- 1) it must be a graduate-level course relevant to the student's degree program
- 2) it must be taken for pass/fail or ordinal credit
- 3) it must be approved by the student's advisor.

Please note that Radcliffe Seminars and Harvard Extension and Summer School courses are not counted toward degree credit at HSPH, nor is cross-registration into these courses permissible.

Cross-Registration Credit Limits

HSPH degree candidates can cross-register for a maximum of 1/2 of their total credits per semester. For example, a full-time student who is planning to register for a total of 20 credits may not register for more than 10 cross-registered credits. Students who wish to take more than 1/2 of their total credits for the semester outside HSPH must file a *General Petition* (available at the HSPH Registrar's Office) for review and approval.

Cross-Registration Deadlines

Students cross-registering into consortium schools **must meet the deadlines set by both HSPH and the host school**. Therefore, a student who wishes to enroll in a cross-registered course **must meet the earlier add/drop/change deadline**. Please refer to the Cross-Registration Deadline Chart found in the registration packet or visit the Academic Calendar at the Cross-Registration web site at <http://crossreg.harvard.edu>.

Dropping after the Cross-Registration Deadline

A student dropping a cross-registered course **must do so by the earliest add/drop/change deadline** and must submit a completed *Cross-Registration Add/Drop/Change Form* to the HSPH Registrar's Office. Students who do not drop a cross-registered course via this form will be considered enrolled in the course and will receive a grade for it.

Students dropping a cross-registered course **after** the earlier add/drop/change deadline must complete the *Late Withdrawal Petition* and submit it to the HSPH Registrar's Office for review. If the petition is approved, the student will receive a grade of "WD" for the course. If the petition is not approved, the student will be expected to complete the course. Students are also subject to late fees which may be charged by the host school. HSPH students should continue to attend classes until notified by the Registrar's Office of the outcome of the petition.

Cross-Registration Grades

Students who cross-register are bound by the rules and regulations of the respective faculties regarding grades, examination schedules, make-up examinations, and incomplete work. These regulations are often very different from those at HSPH.

The HSPH Registrar's Office receives the grades from the consortium school's Registrar's Office and they are included as part of the student's official academic record. These grades will not be translated into HSPH's grading system. For example, HBS has a Roman numeral grading system (i.e., "I," "II," and "III"). HBS grades will appear on the student's official

transcript as Roman numerals. Although HBS grades will not calculate into the HSPH G.P.A., the credit taken counts for ordinal credit.

Individual instructors may not determine grading options for cross-registered students, but must conform to their Faculty's official regulations. Degree candidates are urged to check the exam schedules of cross-registered courses to avoid possible problems of late grade reporting to the HSPH Registrar. Some schools give exams at such late dates that HSPH degree candidates risk not receiving grades and credit for courses taken in time for them to be counted in the final degree audit for June Commencement.

Students should be aware that the Harvard Medical School will only allow students to take courses Pass/Fail.

Scheduling Cross-Registered Courses

Some schools pattern the length and activity of their classes much differently than that of HSPH. For example, at the Harvard Business School (HBS), classes meet intensively for several hours at a time instead of meeting in several one- or two-hour sessions per week. This may interfere with students' abilities to attend classes at HSPH. In addition, commuting time to all but the Medical School and the School of Dental Medicine may be as long as 45 minutes each way, so a course may require a 1-1/2 hour commute in addition to formal class meeting times. Students should discuss the desirability and feasibility of cross-registration with their advisor. *Please note that students may not, under any circumstance, register for courses that meet at the same or overlapping time periods.*

Foreign Language Courses

Students may cross-register for Harvard University language courses on an ordinal grade basis only. Ordinarily, these credits will not count towards the fulfillment of any HSPH school or department requirements, will not count towards the minimum credits required for completion of degrees, and will not count toward the maximum ordinal credits that can be taken in a degree program. This is especially true for students in one year programs. Exceptions to this policy may be requested through a general petition submitted to the Registrar to be reviewed by the CEP (CEP 11/2007). Students will be billed for these credits at the usual per credit rate.

Degree Requirements

To complete a degree program successfully, each student must satisfy both academic and financial requirements. Financial degree requirements can be found under **“Financial Degree Requirements” in Appendix H.**

Academic Requirements

All HSPH degree candidates have course load requirements to ensure the successful completion of their designated degree program within the degree date. The following table shows the number of credits required to graduate for each of the degree programs offered at HSPH, as well as the breakdown of the number of ordinal credits required and the number of cross-registered credits permitted.

MASTER'S PROGRAMS
Minimum Number of Credits Required to Graduate by Degree Program

Degrees	MPH	42.5 Credit MS	80 Credit MS	MOH
Total Credits Required to Graduate	42.5	42.5	80	42.5
Number of Ordinal Credits Required to Graduate	30	30	60	30
Number of Cross-Registered Credits Permitted	No more than 1/2 of total credits of degree program and/or per semester			
Other Requirements	Check with advisor for departmental/program requirements			

Students who are accepted into two consecutive programs must fulfill the requirements for the first degree prior to beginning the second degree program. Credits may not be carried over from the first program into the second.

To maintain satisfactory academic progress toward the degree, students are required to take an appropriate number of credits each semester to meet the expected graduation date defined in each student's letter of admission.

Joint, Concurrent, and Combined Degree Information

HSPH students may enroll in joint, combined or concurrent degree programs with Simmons College, a number of professional schools, and three faculties of Harvard University. Participation in these programs require acceptance into both the institutions involved.

HSPH offers a concurrent **MD/Master of Public Health** degree. The MD/MPH degree program is limited to students currently enrolled in a MD program who are on a leave of absence from their MD program, and have the intention of returning to complete their MD degrees after completion of the academic requirements of the MPH.

MPH degrees are conferred after completion of the MD degree, and submission of proof of MD degree conferral.

Applicants, while MD students, may be eligible to apply for admission to the regular MPH program if they already hold an advanced degree that meets the criteria for admissions into the program. Such degrees include, but are not limited to: Master of Science in Nursing, Master of Social Work, a master's degree or Ph.D. in a related field, JD, etc. Students who are eligible for enrollment in the regular MPH program are not held to the MD degree contingency. Please contact the Admissions Office should you have any questions regarding your application to either the MPH or MD/MPH degree program.

A joint **JD/MPH** degree is offered in conjunction with Harvard Law School (HLS). Having been accepted to both degree programs, these students must enroll in the Law and Public Health Concentration of the MPH program. Joint degree students must register at HSPH as a full-time student during the summer following their first year at HLS. Fulfillment of the remainder of their degree requirements may be completed on a part-time basis. The MPH will be awarded in conjunction with the law degree.

HSPH offers a combined oral epidemiology program with the Harvard School of Dental Medicine. Applicants must apply and be accepted to both schools. The award of the SD is dictated by the nature of the dissertation research.

In addition, HSPH offers two Master of Science programs in conjunction with Simmons College. Participating students must apply to and be accepted by both schools in order to matriculate. Students participating in this program will be awarded either a 42.5 credit SM in Environmental Health, concentrating in occupational health, or a 42.5 credit SM in Society, Human Development and Health.

Academic Standing

In addition to meeting course load requirements and distributions, HSPH students must remain in good academic standing, must complete program requirements within the designated time to degree, and must meet the following academic conditions:

- 1) **All** students must maintain a cumulative average of 2.70 or above. **Please note that some departments and programs require students to maintain an average above the 2.70 minimum.**
- 2) **Doctoral** students must receive a B- or better in all courses proposed in the Prospective/Final Program, must adhere to the doctoral timetable and must successfully meet other specified departmental requirements. Please see the Doctoral Student Supplement section of this handbook.

Failure to Meet Academic Requirements

Students may be deemed to be not making satisfactory academic progress for any of the following: (1) failure to maintain a grade point average of 2.70 and/or maintain the standards of the department; (2) failure to adhere to the doctoral timetable or other doctoral requirements specified by the CAD; (3) failure to complete courses/credits which delay completion of degree by designated degree date. Students determined to be making unsatisfactory academic progress will be withdrawn from degree candidacy **or** will be permitted to register for the subsequent semester under probation and subject to specific academic conditions, which, if not fulfilled by the specified time, may result in the termination of degree candidacy.

CAD policy states that: *A student who is permitted to register conditionally for a subsequent semester following notification of unsatisfactory academic progress in a prior semester will be on academic probation until specific academic conditions are fulfilled or until he/she is required to withdraw for failure to fulfill conditions.* (CAD 1/89)

The academic review process begins with notification to the department and advisor that the student is on academic probation. The department reviews the student's status and may recommend that the student be allowed to register for courses during the following semester. The CAD will review the student's academic progress and the department's recommendations. For additional policies and procedures regarding unsatisfactory academic performance, please refer to "Review of Academic Standing" in Appendix D: Disciplinary Procedures.

Satisfactory Academic Progress

Federal regulations require that federal student aid recipients maintain satisfactory academic progress. In addition to the qualitative component (GPA 2.7) required, there is a quantitative component to satisfactory academic progress which states that a student cannot receive federal student aid for more than 150% of the length of time required to complete the program of study. For more information, please see the *Student Financial Services Guide*.

HSPH Grading System

HSPH offers ordinal (letter), pass-fail, and audit grading options for degree candidates.

Grading Option	Grade Definition	Grade Point Average
Ordinal	A - F Grading Scale	Calculated In Final G.P.A.
Pass/Fail	P = Pass, F = Fail	Not Calculated In G.P.A.
Audit	Not Graded	Not Calculated In G.P.A.

Please note that "audit" may be selected only by HSPH degree candidates and only with the permission of the instructor. Courses which exclude auditors or courses which must be taken pass/fail are noted as such in the *Course Descriptions*. There is a limit of 5 credits per semester of audited course work while registered as a full- or part-time student fulfilling degree requirements. If a student still has time to degree (graduation date) and is not registered for courses for credit, he/she may register for up to 5 credits of audited courses. Students do not receive credit for audited courses. Audited

courses do not appear on transcripts. Summer courses may not be taken for audit. Please see "Cross-Registration" for information on choosing grading options for cross-registered courses.

If the student does not select a grading option, the Registrar's Office assigns the default grading option of ordinal.

The table below reflects the grades used and their corresponding grade point values.

A	=	4.00 (Excellent)	F	=	0.00 (Failing/ordinal)
A-	=	3.70	WD*	=	Withdrawn
B+	=	3.30 (Good)	P*	=	Passing
B	=	3.00	F*	=	Failing (pass/fail)
B-	=	2.70 (Satisfactory)	Inc*	=	Incomplete
C+	=	2.30	ABS*	=	Absent from Exam
C	=	2.00 (Poor)	SIP*	=	Still in Progress
C-	=	1.70	---	=	Multi-Term Course (grade assignment in following term)

* Does not calculate into GPA

To calculate the semester grade point average:

1) For each course, tally the number of credits by the numerical value of the ordinal grade received.

(Number of credits) X (Numerical value of the ordinal grade) = grade points

Example:	2.5 credits X 3.30 for a "B+"=	8.25 grade points
	5.0 credits X 2.70 for a "B-"=	13.50 grade points
	2.5 credits X 3.00 for a "B"=	7.50 grade points
	2.5 credits X 3.30 for a "B+"=	8.25 grade points
	2.5 credits X 3.30 for a "B+"=	8.25 grade points

2) Then, calculate the semester grade point average by dividing the sum of grade points by the sum of the credits.

	2.5 credits	8.25
	5.0 credits	13.50
	2.5 credits	7.50
	2.5 credits	8.25
	<u>+2.5 credits</u>	<u>+ 8.25</u>
Totals	15.0 credits	45.75 grade points

45.75 grade points ÷ 15.0 credits = **3.05 semester cumulative average**

Grades of Pass or Fail (taken on a pass/fail basis), Incomplete, Absent from Exam, or Not Satisfactory are not calculated into the grade point average. Grades received from HBS ("I," "II," "III," and "Excellent") and from HMS ("Satisfactory" and "Unsatisfactory") are not calculated into the grade point average, though they will appear on the transcript and will count towards degree credits. HBS grades count as ordinal credit.

Grade of Withdrawal

Students who petition for, and have approval for withdrawing from a course after the period's add/drop deadline for any course at HSPH will receive a grade of "WD." The withdrawal will be a part of their permanent academic record. Withdrawn course credits will count towards attempted but not earned credits.

Grade of Absence from Examination

A student who cannot attend a regularly scheduled examination must request permission for an alternate examination from the instructor in advance of the examination. At the discretion of the instructor, and in the case of significant medical or personal reasons, an alternate examination may be permitted. Ordinarily, the instructor will consult with the director for student affairs concerning medical and personal problems. An excuse for absence from an examination and permission for an alternate examination must be recorded on the Absence from Examination Form from the Registrar's Office. In the case of an unexcused absence, the instructor will give a grade of "F" for this examination. (CEP 2/89)

Grade of Failure

Students failing any course at HSPH will receive a grade of "F." The failure will be a part of their permanent academic record. If the grading option for the failed course was ordinal, "0.00" will be calculated into the cumulative grade point average.

Students who fail a course other than a core course have the opportunity to repeat the course for a new grade. Please note that graduation dates will not be extended in order to repeat courses. A new grade will be given for the repeated course, however, the "F" previously received will remain on the student's record and will continue to be calculated into the GPA.

Failure of Core Courses

Students who fail one of the core requirements (BIO 200, BIO 201, EPI 200, or EPI 201) or any required departmental or program courses, must follow procedures established by the CAD:

- 1) A student who is in his/her first year of a two-year or longer program and who fails a core or departmental requirement must retake the course in its entirety.
- 2) A student who is in his/her final or only year of a degree program and who fails a core or departmental requirement may (with the approval of the student's department chair, as well as the chair of the department in which the course is taught) retake the course in the form of an independent study. The CAD must approve the proposed course of study.

The following procedures apply if the student has failed a core requirement:

- a. The student must register for one of the following independent studies, which corresponds to the failed course (BIO 200R, BIO 201R, EPI 200R, or EPI 201R). These independent studies are each 2.5 credits, and will remain on the student's record.
- b. The faculty member who taught the failed core course must supervise the make-up independent study.
- c. The make-up independent study must have a final examination.
- d. At the successful completion of the make-up independent study, the department chair must certify in writing that the student has met the minimum departmental requirements for the subject matter of the failed course. ***The make-up independent study does not replace the original failure on the student's official academic transcript.***

The following procedures apply if the student has failed a department requirement:

- a. The student is not required to take the independent study for the same number of credits as the failed course. The CAD recommends a minimum of 2.5 credits to be awarded upon the successful completion of the independent study.
- b. The make-up independent study must have a final examination.
- c. At the successful completion of the make-up independent study, the department chair must certify in writing that the student has met the minimum departmental requirements for the subject matter of the failed course. ***The make-up independent study does not replace the original failure on the student's official academic transcript.***

3) A student who fails two or more core or departmental requirements will not be awarded the degree for which he is a candidate. A student who has extenuating circumstances and who has the approval of his/her chair and of the chair in whose department he/she failed the course may petition for permission to retake each failed course in its entirety. Make-up independent studies will not be allowed.

Failure of Examinations

Students who fail an examination may not retake the exam unless the course is a core course. Examinations for core courses may only be retaken with the permission of the associate dean for student services, the chairperson of the department offering the course, and the instructor of the course. Failing an exam in a course in which that exam is the only means of evaluation results in failure of the course.

Grade of Incomplete

Instructors may grant an extension to students who fail to submit an assignment by a deadline date. The penalty for missing a deadline ordinarily is a lowering of the student's grade on the assignment by one letter (e.g., from A- to B-); however, the instructor may decide that a lesser or greater penalty is required. Instructors should set policy at the beginning of the course concerning the impact of missed deadlines on students' grades.

Instructors may recommend that students who have missed several deadlines on course work take an "Incomplete." Students who do not complete course work will receive a grade on the work completed to date or will receive an "Incomplete" at the discretion of the instructor. **Students receiving an incomplete must obtain the *Incomplete Contract* from the HSPH Registrar's Office -- a written contract between the student and instructor.** Both parties agree to the work to be performed, the completion deadline, and the penalty, if any, to be assigned if the work is not completed. These terms are recorded on the form. The signed form is then submitted to the HSPH Registrar's Office *by the instructor*. Forms hand delivered by the student will not be accepted.

Policy on the grade of "Incomplete" is as follows:

The deadline for making up incomplete course work should be no later than one semester after the semester in which the course was taken, and may be earlier, at the discretion of the instructor. If the instructor will not be present when the deadline arrives, a designated surrogate must be appointed by the instructor to receive and evaluate the completed course work. If the completed work is submitted by the deadline date, the instructor (or surrogate) will evaluate it, and the grade given will be added to the incomplete ("I") on the student's record, so that the final notation will be "I/letter grade." If, for example, the grade given is a "B," the final notation will be "I/B." If the incomplete work is not made up by the deadline date, a grade of "F" will be given for the work not completed. If this work accounts for the whole grade, the final grade given will be an "I/F." (CEP 1/89)

If the HSPH Registrar's Office does not receive a grade from the faculty member after one semester, the grade of "Inc" becomes permanent on the student's transcript, and the credits will not count toward the student's degree program.

Grade Changes

Final authority for the designation of grades rests with the grading instructor of each course. **Only instructors may initiate a change in grade.** Once a grade has been submitted to the HSPH Registrar's Office, the following procedures must be followed in order to make any changes:

- 1) **To change an "Incomplete" to an I/ordinal or I/pass/fail grade:** The grading instructor must complete the final portion of the *Incomplete Contract* for the student and deliver the form directly to the HSPH Registrar's Office.
- 2) **To correct a clerical error in reporting the original grade:** The grading instructor must submit a *Change of Grade Form* to the registrar for review and decision by the chair of the CAD for his/her designee.
- 3) **To change a grade in light of new and relevant information regarding the student's performance:** The grading instructor must submit a *Change of Grade Form* to the registrar for review and decision by the chair of the CAD for his/her designee.

*For grade changes other than those made to resolve an incomplete, the grading instructor is expected to indicate that he/she has reviewed the work of **all** other students in the course in order to determine that no similar errors have been made and gone uncorrected (CAD 1/89).*

Change of Grade Forms will not be accepted from a student; the instructor must submit the completed form.

Please note that grades cannot be changed after a degree has been voted, nor will a grade change be considered beyond one semester following the initial due date of the grade.

Grade Notification

HSPH grades are available to students in the form of official transcripts. In addition, HSPH degree candidates are able to view their grades online via OASIS. Students will not be sent grade reports as grades are available on OASIS. Please see section on “*Certification of Enrollment*” for further information on official transcripts.

Federal regulations outlined in the Buckley Amendment restrict the reporting of grades via telephone or fax. Students who would like to know a grade immediately after a course ends may make arrangements with the instructor of the course or check OASIS to see whether the grade has been posted.

Final Examination Policy

No student should be required to take more than two examinations during any one day of finals week. Students who have more than two examinations scheduled during a particular day during the final examination period may take their class schedules to the director for student affairs for assistance in arranging for an alternate time for all exams in excess of two.

Student Status

Resident Status

Full-Time	15 or more credits per semester*
Part-Time	Less than 15 credits per semester

Ordinarily, HSPH students maintain a full-time or part-time status while attending HSPH. However, students may find it necessary to change their status. This may be done via a *General Petition*, available at the HSPH Registrar’s Office.

*Full-time students must petition to enroll in less than 35 credits per year, while remaining a full-time student.

Non-Resident Status

Doctoral students who have passed their Oral Qualifying Examination, who are conducting advanced research outside the Boston area, and who receive permission from their department and the CAD may pursue a portion of their program as a non-resident student. Non-resident status is granted for one year at a time. Students must reapply annually for non-resident status. Students who fail to reapply on a yearly basis and do not attend registration for the following term will be administratively withdrawn from HSPH degree candidacy.

Doctoral students who have not met their tuition requirement before being approved for non-resident status will continue to be billed resident status tuition until the residency requirement is met.

Full-time resident students who wish to gain part-time non-resident status must petition for approval of status change.

This status will only be granted if the student will be fully employed or will have family responsibilities that will not enable them to pursue research full-time while a non-resident student. Please refer to the tuition and fees schedule for information on insurance coverage for non-resident students.

International students who wish to study as a non-resident within the U.S. must remain on a full-time basis if their visa is sponsored by Harvard University.

Non-resident students must register for research via OASIS for the appropriate number of credits according to their full- or part-time status. ***Non-resident students will continue to be assessed the registration fee and the appropriate tuition rate for each semester that they are in non-residence.***

Doctoral students holding non-resident status are required to maintain the doctoral student timetable in order to remain in good academic standing. Non-resident students must continue to hold regular meetings with research committees and submit the required progress reports. Failure to do so may result in administrative withdrawal from HSPH degree candidacy.

Leave of Absence

Students who have a medical, family, or financial emergency or who wish to take time away from the school due to childbirth or family care may apply for a leave of absence. To apply for leave of absence, students must follow the steps outlined below. The date a student goes on leave of absence will determine whether or not the student will retain student

health insurance coverage for that term. In either case, students on leave of absence may purchase two consecutive terms of health insurance. Please see the HUHS web site “Policy on Health Insurance for Change in Status to Leave of Absence” and/or contact the Student Insurance Office for more information (617-495-2008). Students on leave will not be issued a student ID, nor will have access to some electronic library resources. *A leave of absence of one semester or longer must be requested from the CAD and may be approved when it is consistent with the educational and personal needs of the student. The request for such a leave should include a statement, signed by the student, the student's advisor, and the department chairperson, summarizing the anticipated consequences of the leave on the student's course of study (e.g., what will be done with regard to course sequences that may be interrupted).* (CEP 1/86)

Steps To Petition To Obtain A Leave Of Absence

- 1) Obtain the *Request for Leave of Absence Form* from the HSPH Registrar's Office.
- 2) Complete the form and obtain the signatures of the advisor, Department Chair, and Financial Aid Officer.
- 3) Submit the completed form to the HSPH Registrar's Office for review.

If the petition is approved, the student will be assessed a leave of absence fee each semester he is on leave. Additionally, the student's term bill will be adjusted to reflect the student's new leave of absence status. In some instances, students will be asked to consult with Student Affairs to finalize their plans.

Application should be made prior to the registration period for the semester during which the leave of absence would begin. Retroactive leaves cannot be granted. If a student should request a leave after the beginning of the semester, the tuition refund policy (see Refund Schedule for Leave of Absence/Withdrawal) would apply.

Students may be granted leave for a maximum of one academic year at a time only. Students must reapply for each additional leave every academic year. The leave of absence/withdrawal tuition refund schedule is applied on the date the leave petition or withdrawal letter is received by the Registrar's Office, or later if specified in the letter. Leaves of absence are generally limited to two years.

The “time to degree clock” stops upon approval of a leave of absence and the expected degree date will be recalculated depending on length of leave (one or two semesters).

Students who are considering applying for leave of absence status and who are receiving financial aid should contact the HSPH Office of Student Financial Services as their funding or loan deferral status may be jeopardized.

All students on leave of absence are assumed *not* to be making progress toward their degree in the form of research, progress meetings with their advisor and/or doctoral research committee, or writing their dissertation. If it is found that a doctoral student who is on leave has been making progress toward his/her degree, the appropriate tuition will be charged retroactively.

Students who fail to return to HSPH by the date the leave expires will be administratively withdrawn from HSPH degree candidacy. Students who wish to reactivate degree candidacy after administrative withdrawal must reapply for admission and must pay the current semester's leave of absence fee for each registration period that has elapsed since termination of degree candidacy. The reactivating of the application must be approved by both the department and the CAD.

Leaves of absence are granted to degree students only.

Family Leave Policy

Students have a number of options which are designed to maximize flexibility during periods of family leave. A student may apply for maternity leave or leave to assist an immediate family member in need of care under the standard procedures for leaves of absence (pp. 19-20 of this Handbook). Students may choose to take time away from the school and make no progress towards their degree (leave of absence). Students on leave of absence may continue to have access to their HSPH e-mail account, but will not be considered active students and will thus not have access to electronic library resources nor be able to use a student ID for access to facilities. Students on leave may maintain some physical access to HSPH and Countway Library. Arrangements for this access may be made through the HSPH Office for Student Affairs.

Alternatively, a student may make arrangements to enroll, as a part-time student and register for a small number of credits (1.25 credit minimum). If the student chooses the latter alternative, tuition will be assessed at the standard per-credit rate.

Students enrolled in part-time status will maintain all of the access to Harvard facilities and electronic library resources available to all students at HSPH.

Students considering taking family leave should consult with the Office for Student Affairs.

Involuntary Leave of Absence for Medical Reasons

The associate dean for student services may place a student on "leave of absence for medical reasons" if:

- 1) The student poses a direct threat to the health and safety of him/herself or others or has seriously disrupted others in the student's residential community or academic environment, and
- 2) The student's behavior is determined to be the result of a medical condition, or the student refuses to cooperate with efforts deemed necessary by the University Health Services to evaluate the cause of the student's behavior or threatening state.

Before placing a student on "leave of absence for medical reasons," the associate dean for student services will consult with the registrar, the student's advisor, the director for student affairs, department chair or program director, and the University Health Services.

The student will be notified in writing of the decision to place him or her on "leave of absence for medical reasons" and the reasons for the decision. The student may ask the associate dean for student services, in person or in writing, to reconsider the decision.

A student who has been placed on "leave of absence for medical reasons" and later requests to return to HSPH will be required to provide evidence that he/she is ready to resume his/her studies and academic responsibilities. The student should submit a petition to the associate dean for student services at least eight weeks in advance of the semester in which he/she wishes to return. The petition should include the following: (1) A description of the student's attempts to resolve the issues that led to his/her departure from the school; (2) evidence of the student's readiness to return, such as letters from individuals from whom the student received care and/or from employers; (3) permission for University Health Services staff to consult with health care providers from whom the student received treatment, and the providers' contact information; and (4) a mandatory meeting with the director of mental health services at University Health Services. In a case where a student has been placed on an involuntary medical leave more than once, the petition and supporting medical documentation also should specifically address this past history, including what evidence there is that the student's medical issues are sufficiently resolved to avoid the risk of future relapse.

If the student disputes any of the factual considerations underlying the decision either to place him/her on "leave of absence for medical reasons" or to allow him/her to return to the school, he/she may request a review of the decision by writing to the dean for academic affairs, who will consider whether to form an ad hoc fact-finding committee with membership appropriate to the specific situation.

General guidelines for students taking a leave of absence will apply to these cases (see Leave of Absence, above).

Withdrawal

Students who do not intend to register (as a resident or a non-resident student) or who do not intend to apply for a leave of absence must terminate their HSPH degree candidacy. Degree candidacy is terminated automatically for those students who do not terminate their degree candidacy formally and fail to register for a full semester or longer.

Students wishing to withdraw must notify the registrar and their department in writing. The student also must schedule an exit interview with the Office of Student Financial Services and/or the Harvard International Office as appropriate.

The CAD, with departmental recommendation, may terminate a student's degree candidacy under the following conditions:

- 1) Failure to make satisfactory academic progress (see "Review of Academic Standing" in Appendix D: Disciplinary Procedures).
- 2) Failure to complete the doctoral program within the five-year limit as a full-time student or within seven years for a part-time student.
- 3) Failure to complete the degree within the appropriate time. Please check your admission letter for expected degree date.

- 4) Failure to submit an acceptable proposal for doctoral dissertation.
- 5) Failure to maintain the doctoral timetable.
- 6) Failure of 2 or more core courses.

The Disciplinary Board may also recommend termination of degree candidacy in matters involving academic discipline (see Appendix D: Disciplinary Procedures).

Students who have withdrawn and who wish to reactivate degree candidacy must pay the current semester's leave of absence fee for each registration period that has elapsed since the termination of degree candidacy and must reapply for admission. The new application must be approved by both the department and the CAD. If more than five years have lapsed since previous matriculation, tuition paid and academic credit earned is forfeited.

Students who have been required to withdraw for disciplinary reasons must apply to the Disciplinary Board to be readmitted (see Appendix D: Disciplinary Procedures). In either case, prior to re-admission, the student must pay any outstanding amount to the university as well as the current leave of absence fee for each semester that has elapsed since the termination of degree candidacy.

Students who withdraw from degree candidacy after the last meeting of a class are considered registered for the entire course, and a grade is assigned and recorded.

Refund Schedule for Leave of Absence/Withdrawal

Tuition is prorated according to the schedule below for students who take a leave of absence or withdraw after the semester has begun. The effective date of a leave of absence or withdrawal is the date the petition is filed with the HSPH Registrar's Office or a future date if so requested in the student's letter.

Academic Year 2008-2009 Leave of Absence/Withdrawal Tuition Refund Schedule

	Fall 2008	Spring 2009*	Refund of Tuition
Effective Date**	September 12	February 68	90 %
Effective Date**	September 17	February 20	75 %
Effective Date**	October 10	March 13	50 %
Effective Date**	October 24	March 27	25 %
Effective Date**	October 27 [†]	March 28 [†]	0 %

*Any student who withdraws by the second session of their Winters Session course, will receive a 100% refund of WinterSession course tuition. Refunds for Spring Semester, Spring1 and Spring2 are applicable per Spring 2009 column above.

** Date by which the student notifies the HSPH Registrar's Office.

†Note if you do not make the October 24 or March 27 deadlines you will **not** receive a refund.

Students who withdraw or take a leave of absence greater than 180 days in length and who are federal student aid recipients are subject to the return of Title IV funds policy. This policy may effect the amount of federal aid both the school and the student are allowed to retain for the period of enrollment. Please see the 2008-2009 *Student Financial Services Guide* for a more detailed description of the Return of Title IV Funds policy including the refund.

Master of Science Health Care Management Students Only

Schedule for May bill	Schedule for December bill	
Before July 7, 2008	Before September 19, 2008	100% tuition refunded - \$500 non-refundable deposit
End of day, July 8, 2008	End of day, September 22, 2008	90% tuition refunded
End of day, July 10, 2008	End of day, November 14, 2008	75% tuition refunded
End of day, July 14, 2008	End of day, November 17, 2008	50% tuition refunded

End of day, July 17, 2008	End of day, January 12, 2009	25% tuition refunded
July 21, 2008 or later:	January 13, 2009 or later	0% tuition refunded

Please note that BC/BS insurance and UHS fees cannot be refunded upon withdrawal.

Commencement

There are three degree granting periods at HSPH: November, March, and June. To apply for graduation, students must complete the *Application for Degree Form*, which can be obtained from the HSPH Registrar's Office. The form requires that students provide the following information: name as it should appear on the diploma, current degree program and department, previous degree(s), and the name(s) of the academic institutions, which conferred the degree(s).

Previously conferred degrees will appear in the Harvard University Commencement Booklet only if the student's file contains an official transcript from the institution conferring the degree showing the conferral of the degree.

Students must also submit a *Diploma Dispersal Form* indicating whether or not they will be attending the HSPH Commencement Ceremony. Students who do not expect to attend Commencement may request that their diploma be sent to them. There is a fee for postage and handling. Students expecting to graduate must complete and return the *Application for Degree Form* and the *Diploma Dispersal Form* by the following dates:

For Diploma Awarded On:	Deadline for Degree Application:	Doctoral Dissertations Due:
November 4, 2008	September 12, 2008	October 3, 2008
March 10, 2009	January 5, 2009	January 23, 2009
June 4, 2009	February 20, 2009	May 1, 2009

Students who fail to comply with the above deadlines will have to apply for the degree in the next granting period.

An academic degree audit by both the HSPH Registrar's Office and the student's department occurs shortly after the degree application deadline for degree applicants. The Student Financial Services Office also conducts a financial audit. Students who have met all academic and financial requirements will be placed onto the degree list. The HSPH Registrar's Office posts a list of degree candidates prior to the June degree-granting period. Each degree candidate should check this list to verify that his/her name, degree program, and concentration (for Environmental Health students) are correct. If any information is *incorrect*, the degree candidate should notify the Registrar's Office.

Any degree candidate who expects to graduate and who finds that his/her name is not on the list should alert the HSPH Registrar's Office immediately.

All degree candidates must make restitution to HSPH and Harvard University by paying their Student Term Bill and any other financial obligation to the university in full.

Payments due	October 31, 2008	for November degrees
Payments due	February 27, 2009	for March degrees
Payments due	May 25, 2009	for June degrees

Those students who do not pay their Student Term Bill or other financial obligations to the university in full will not have their degree(s) voted. Graduating students paying the balance late in the semester should obtain a receipt from the Student Billing Office and bring it to the HSPH Registrar's Office to obtain financial clearance to graduate.

Students graduating in November or March who wish to maintain health insurance during the final semester are required to pay the Blue Cross/Blue Shield fee for the semester in which the degree is voted.

November 2008, March 2009, and June 2009 graduates are invited to attend commencement ceremonies at Harvard Yard and HSPH on June 4, 2009. All information regarding the commencement ceremony in June is provided through the web at <http://www.hsph.harvard.edu/commencement/>. This web site ("Commencement Corner") is available beginning February

2009 for the June 2009 commencement. It is the graduate's responsibility to obtain information from this site. The web site is available all year for basic information on the ceremony.

Please note that the process whereby students “apply to graduate” is a separate and distinct process from one’s intention to attend the ceremony. Please see the web site referred to above for more details on attending the ceremony.

Diplomas

To receive diplomas, graduates must pay all debts to the university in full (including Emergency Loans and rent).

November graduates may pick up their diplomas at the HSPH Registrar's Office in December. March graduates may pick up their diplomas in April. June graduates may pick up their diplomas after the HSPH Commencement ceremony or on the following day.

When graduates receive their diplomas on Commencement Day in June, they also will be given their grades for the entire academic year. If in reviewing their grades, graduates find errors or have questions, they should contact the HSPH Registrar's Office.

Joint MD/MPH Degree Candidates

The MPH degree will be awarded after a student’s MD degree *has been* awarded, and official proof of conferral has been received by the Registrar’s Office. Final transcripts showing the award of the MD degree, or official letters confirming that the MD *has been* awarded satisfy this contingency. Letters verifying *expected* MD graduation dates will **not** be considered.

The candidate’s MPH degree will be voted by the faculty at the next degree granting period (November, March or June) after proof of the MD is received. The Registrar’s Office reserves the right to set deadlines for MD degree award notification, and the right to change expected MPH graduation dates based on MD graduation dates. Deadlines and other MPH graduation information will be communicated to the candidate via the student’s HSPH email address.

Harvard University Identification Card

Harvard ID Office

1350 Massachusetts Avenue, Holyoke Center Room 953

Phone: 617-495-3322, E-mail: id_services@harvard.edu

During fall registration, students will be issued an official Harvard University Identification Card (ID) for gaining access to Harvard University libraries, classroom buildings, and services throughout the Harvard community.

New students who have been cleared for registration will be given a temporary ID card at fall registration. These students will show their temporary ID at the Photo Capture Station where photographs will be taken to be placed on the front side of the permanent ID card. The photo session for first year students occurs at fall registration. Anyone missing the photo session will be charged a \$15.00 fee. The permanent ID card will be available at the HSPH Registrar's Office approximately two weeks into the semester; students must submit their temporary card in exchange for their permanent card. ID cards are valid through a student’s expected date of graduation.

These images may be used for proctor lists, professor lists, and other academic purposes. Images may also be used for face books and internal electronic directories. Data and images are secured for internal use only. Students who do not wish to see their picture in either face books or internal electronic directories should contact the Registrar’s Office at 617-432-1032.

ID cards are required for admission to most Harvard activities and facilities, including libraries, museums, dining halls, athletic buildings, student residences and the M2 Shuttle service. Though some facilities may require a sticker for entry, the front of the card and magnetic strip on the back must be kept free from stickers. The Harvard ID identifies the bearer as a Harvard University member who has the privileges given him/her by the university. Students should display their ID at all times to Harvard University security personnel.

ID cards are not transferable. A student may not allow any other person to use his/her Harvard ID for any purpose. ID cards are the property of Harvard University and are intended for university purposes only. Every student is responsible for his/her ID and any circumstance of misuse. A student who alters or falsifies his/her Harvard ID card or produces or distributes false IDs of any kind is subject to disciplinary action. Lost cards should be reported immediately to the ID Card Office.

Students must give up identification cards upon request to any properly identified employee of the university. Surrendered cards will be sent immediately to ID Card Services.

All students granted a leave or who withdraw from HSPH before the end of the academic year must immediately surrender their Harvard ID cards to the HSPH Registrar's Office.

Replacement of Harvard ID

Replacements may be ordered at the HSPH Registrar's Office. Each time a replacement ID is issued, the last digit of the ID increases by one. The replacement fee is \$20.00 for the first and second losses. The replacement cost for the third and subsequent losses in an academic year is \$40.00 (all fees are charged to the student's term bill).

Rights of the University to Capture and Use Digital Images

The use of digital photographs for ID cards for academic and security purposes at the university is a condition of employment for all employees and a condition of enrollment for all students. The university is within its rights to require images for the purposes of security and academic integrity. Specifically, Harvard University may use digitally recorded images of its populations for identification purposes including ID cards, security systems, classroom and exam proctor lists.

Requests for exemptions from having a photo ID will be reviewed by the Office of the General Council and will be granted only in extreme circumstances.

Should no previous objection be recorded, the university may print images of students, staff, faculty, or administration in its many traditional house/dorm books, class books, organizational charts, for purposes *within* the university. Should no previous objection be recorded, the university may print images in internal publications of students and faculty who are receiving degrees or awards.

Should permission be given, the university may distribute prints of all students and faculty receiving degrees or awards to parties outside the university. Images will not be distributed from the database for purposes of negative publicity or publicity that could endanger a member of our community.

Health Insurance and Fees

Harvard University Student Health Plan

Member Services

75 Mt. Auburn St., 617-495-2008

Hours: Monday–Friday, 9:00 a.m.–5:00 p.m.

huhs.harvard.edu

msservices@huhs.harvard.edu

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 University students are automatically enrolled in the Harvard University Student Health Plan, including resident students who are traveling scholars. Coverage for the fall term is effective August 1 through January 31; coverage for the spring term is effective February 1 through July 31. Charges are applied to the student's term bill. Students who meet certain requirements may be eligible to waive all or a portion of the Harvard University Student Health Plan; see below for details.

The Harvard University Student Health Plan consists of two parts:

Part I: The Student Health Fee (SHF) covers most services provided at the Harvard University Health Services (HUHS) and includes a prescription drug benefit. 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: The Student Blue Cross Blue Shield (BCBS) Plan of Massachusetts covers medically necessary hospitalization, emergency care, and some services and procedures not available through HUHS, such as diagnostic testing. Please note this Student BCBS plan is unique from other BCBS plans (e.g., no coverage for routine care; limited office visits to specialists) in that it is designed to complement the comprehensive health care provided under the SHF at HUHS. Please review complete details on covered services at huhs.harvard.edu

Waiving Your Student Health Insurance

Students who meet certain requirements may be eligible to waive all or a portion of the Harvard University Student Health Plan. Students are encouraged to review the information on the waiver website carefully before making this important decision. All waivers must be completed online each academic year prior to the waiver deadlines (fall term deadline 9/30; spring term deadline 2/28). The online waiver form and more information on waiving insurance can be found on the Student Health Insurance web page at huhs.harvard.edu.

For detailed information on the Harvard University Student Health Plan policies, benefits, limitations, and exclusions, including waiver eligibility and dependent enrollment, please visit the Student Health Insurance website at huhs.harvard.edu.

Dental Care Options

Dental insurance is available for students through the Delta Dental of Massachusetts PPO Value Plan. Coverage is effective October 1 through September 30. An enrollment form must be completed each academic year prior to the September 30th enrollment deadline to obtain coverage for that plan year (renewal of coverage is not automatic). Deadlines are firm and no exceptions will be made. HUHS Dental Services and the Harvard School of Dental Medicine (HSDM) also offer preventive and specialty dental care services at competitive fee-for-service rates. For detailed information on all dental care options please visit the Student Health Insurance page at huhs.harvard.edu.

Questions about the Harvard University Student Health Plan or dental care options can be directed to HUHS Member Services, located at 75 Mount Auburn Street, Cambridge, MA 02138. Call 617-495-2008, email: mservices@huhs.harvard.edu or stop by to speak with a representative.

Harvard International Office

Holyoke Center Room 864, 1350 Massachusetts Avenue, Cambridge (617-495-2789)

The Harvard International Office (HIO) staff advises foreign nationals on immigration matters, social and cultural differences, financial matters, and traveling and personal concerns. The office provides programs designed to help new students and their families adjust quickly to life in the U.S. and to minimize the difficulties they may experience throughout their stay. Services provided by the HIO include orientation programs, referrals to English language classes, and discussion groups and activities for accompanying spouses. The Friends of International Students Program provides students from abroad with the opportunity to get to know an American family who will welcome them and ease their transition to the American way of life; contact Zarrin Foster at 617-496-2816 for more information. In late February-early March the HIO organizes tax seminars for foreign students and scholars. This office also maintains a web site (www.hio.harvard.edu) which is updated regularly.

All newly admitted international students must visit the HIO before registering for classes. They should bring their passports and entry permits or other evidence of their immigration status.

The HIO is open Monday through Friday, 9:00 a.m. to 5:00 p.m. The MASCO shuttle bus to Harvard Yard stops a block away from the HIO.

An HIO representative holds regular office hours in the HSPH Career Services Office (Kresge G-18). Dates, hours, and location are advertised in advance on the HIO web site, www.hio.harvard.edu.

Summer Courses, Independent Studies, and Research at HSPH

Students may elect to take courses, independent studies, or research during the summer period. Application for admission to summer courses is required (please see "Summer Programs" below).

Certain grants require that continuing doctoral and master's students register in the summer period. A maximum of five credits will be given for independent studies or research taken during the summer. Students must file a *Summer Registration Form* with the HSPH Registrar's Office by July 1, 2009. Students must pay summer tuition in full to receive degree credit for summer work.

Tuition paid for summer independent studies or research may not be credited toward tuition requirements for full-time students.

Summer Programs

Degree candidates must apply to the Summer Programs (Clinical Effectiveness Program or Summer Session in Public Health Studies) in order to participate in the Summer Programs and are charged the per-credit rate for each course and the summer registration fee. The maximum number of credits allowed in the summer is 15 credits in the Clinical Effectiveness Program and 10 credits in the Summer Session. Billing and credit limits for the MS1 in Health Care Management is described in the MS1 HCM brochure distributed by that office.

Students are charged on a per-credit basis for all the courses they take in the summer. Academic credits taken during the summer, can count toward the degree requirements and the tuition paid counts toward the student's tuition obligation for the particular degree. Students should study their choices carefully before requesting enrollment in summer courses, since such enrollment may effect them financially. Students in this situation should contact Hildi Keary in the Registrar's Office (617-432-1052) for details.

Non-degree summer students are charged on a per-credit basis for their courses as well. If such a student applies for admission to a degree program and is accepted within five years of initial matriculation, up to 20 academic and financial credits may be counted toward the degree program.

Summer tuition is prorated according to the schedule below for students who withdraw after the period has begun.

Withdrawal Tuition Refund Schedule

	Summer1 2009	Summer2 2009	SummerSession 2009	Refund Of Tuition
Deadline*	By July 1	By July 27	By July 1	100%
Deadline*	July 7	July 30	July 10	90%
Deadline*	July 10	August 3	July 15	75%
Deadline*	July 14	August 6	July 20	50%
Deadline*	July 16	August 10	July 24	25%
Deadline*	July 17	August 11	July 25	0%

* Date by which the student must notify the HSPH Registrar's Office.

Please refer to the Summer Programs brochure (available at the Registrar's Office) for more information on the Clinical Effectiveness Program and the Summer Session in Public Health Studies or call Hildi Keary at 617-432-1052.

WinterSession

Considered part of the Spring Semester, WinterSession is a special term at the Harvard School of Public Health which runs from January 5 through January 28, 2009. For students and faculty, WinterSession provides a break from the academic routine of the fall and spring semesters, and offers opportunities for creativity and innovation in learning and teaching. Students should consult the WinterSession web site, www.hsph.harvard.edu/administrative-offices/registrar/winter-session, for further information.

Awards

Each year, many of the following awards are presented to students who have distinguished themselves at the school. The nomination processes vary; those involving competition or an open nomination process are advertised to the HSPH community.

Albert Schweitzer Award: A certificate to one or more graduating students whose past work and current activities exemplify a reverence for life and who have sought, as expressed by Schweitzer, "to make my life my argument."

Charles F. Wilinsky Award: A monetary award to students in Health Policy and Management who have shown exceptional aptitude and achievement in their field of study.

Dr. Fang-Ching Sun Memorial Award: Awarded each year by the Department of Society, Human Development, and Health to an outstanding graduating student of the school who is dedicated to promoting the health of underprivileged communities.

Edgar Haber Award in Biological Sciences: Awarded to a graduating doctoral student in recognition of original work that contributes to the understanding of biological problems of importance to public health.

François-Xavier Bagnoud Health and Human Rights Essay Award: A monetary prize and certificate awarded for the best student essay or other paper of outstanding scholarship and creativity contributing to the advancement of health and human rights. Essays may be papers that have been prepared for courses or seminars, unpublished articles, or any other original work. Submissions in the range of 15 to 20 pages double spaced are encouraged.

Robert B. Reed Prize for Excellence in Biostatistical Science: A certificate to the student who has distinguished himself/herself in his/her studies, research, and service to the Department of Biostatistics.

Samperil Health Law Essay Award: A monetary prize to a graduating student who has written an exemplary essay on a subject pertaining to health law.

Gareth M. Green Award for Excellence in Public Health: Recognizes a student team or individual whose project in public health practice contributes to the improvement of health of a defined population and makes a significant contribution to the public health practice knowledge base.

Student Recognition Award: Honors a graduating student who has demonstrated, through student activities and/or community service efforts, a commitment to leadership, volunteerism, and the highest ethical standards.

Teaching Assistant Award: A certificate to the graduating student voted by his or her fellow students to have been the best teaching assistant of the year. (Students also present one award and additional citations for excellence in teaching to HSPH instructors and one or more awards to outstanding faculty mentors.)

Uwe Brinkmann Memorial Travel Fellowship: Awarded each year to an outstanding doctoral student conducting field research in international health epidemiology.

Libraries

Students may borrow from the Countway Library, the Harvard College Library (Widener) in Cambridge, and from the various libraries of other Harvard schools. Some departments within the school also maintain libraries. The fall orientation packet includes a brochure that lists all Harvard University libraries, as well as the *Welcome to Boston* guide, which provides information on libraries in the Boston area. Both documents are available in the Office for Student Affairs.

The Countway Library of Medicine offers students all the amenities of a state-of-the art health science library and is complemented by extensive contemporary collections and extraordinary rare book and special materials. The library's web site at www.countway.harvard.edu provides a gateway to Countway's programs and services including borrowing, interlibrary loan, physical access to library resources, remote access to licensed digital resources, contact information for consultation with reference librarians, classes and tutorials covering a variety of information resources and more.

Patents, Trademarks and Use of Harvard's Name

Patents

Office of Technology Development

1350 Massachusetts Avenue, Holyoke Center Room 727

617-495-3067

Members of the university, including students, are expected to notify and to disclose to the Office of Technology Development (OTD) any discovery or invention they make in connection with their university work. Copies of the university policy regarding inventions, patents, and copyrights are available from OTD and at www.techtransfer.harvard.edu. When inventions are subject to the university policy, OTD determines whether a patent application should be filed (the cost of which is borne by the university) and undertakes a marketing effort to license the invention to one or more companies for development into commercial products. Net income received from licenses is shared with the inventors.

Trademarks and Use of Harvard's Name

Harvard Trademark Program

124 Mt. Auburn Street, Suite 570-N

617-495-9513

Trademark_program@harvard.edu

www.trademark.harvard.edu

Harvard University's Trademark Program is responsible for licensing the use of Harvard's various trademarks (e.g., "Harvard," "Harvard College," "Harvard Law School," "the VERITAS shield," etc.) worldwide. Revenue from the program is provided to FAS and is used for undergraduate financial aid. Any student group wishing to reproduce any university trademark on products (e.g., t-shirts, mugs, etc.) must contact the Trademark Program for written approval. The Trademark Program will provide guidance on how the marks may be used, can recommend licensed manufacturers, and advise when royalty exemptions apply. All student group names, logos, or publications incorporating any of the university's trademarks (e.g., "Harvard Polo Club") are owned by the President and Fellows of Harvard College and are used by permission of the university. The Trademark Program is also responsible for dealing with the unauthorized use of Harvard's trademarks worldwide, provides advice on trademark related issues, and assists departments and units in obtaining trademark protection for any trademarks they are using, whether or not they include the word "Harvard." In addition to licensing and trademark protection, the Trademark Program oversees Harvard's "Use-of-Name" policies, which ensure that the university's various trademarks (names and insignias) are used appropriately and accurately by the Harvard community and in accordance with the principles embodied in the policies. Students or student groups are permitted to use the names and insignias of the university or any of its units only as spelled out in the *University Policy on the Use of the Harvard Names and Insignias* (see www.provost.harvard.edu/policies_guidelines/names_insignias.php). In particular, references to "Harvard" or "Harvard University" or suggestions of affiliation with any school or unit of the university in connection with any organization, publication, activity, or third-party are allowable only with advance permission of the dean or provost.

Doctoral Student Information

The Committee on Admissions and Degrees

The Committee on Admissions and Degrees (CAD) is responsible for monitoring the academic progress of all doctoral students at HSPH. All petitions and forms submitted during the course of the doctoral degree are reviewed by the CAD.

Doctoral Student Liaison to the CAD: Joann Wilson-Singleton, Registrar
HSPH Registrar's Office, Kresge G-4
617-432-1032

**Chair of CAD:
Liaison to the CAD:** Wafaie Fawzi
Department of Nutrition

The Doctoral Program

The Doctoral programs at HSPH require that the doctoral student perform the following:

- Declare a major and two minor fields of study on the Prospective/Final Program
- Adhere to the doctoral student timetable (see timetable which follows); including holding regular progress meetings with research committee (every six months)
- Pass departmental written exams, if applicable
- Pass HSPH Oral Exam
- Complete the doctoral student residency requirement that includes payment of 2 years of full-time tuition and 1 year of full-time reduced tuition
- Complete EPI 200a or EPI 201a; BIO 200ab or BIO 201ab; and two intermediate-level biostatistics courses
- Meet departmental course requirements
- Maintain a G.P.A. of 2.7 or better
- Complete, defend and submit an accepted dissertation
- Complete the Doctor of Science or Doctor of Public Health degree program in five years for full-time candidates or seven years for part-time candidates

Doctoral Tuition and Fees

Doctoral students must pay full-time tuition for a designated number of years, depending on their previous affiliation with the School of Public Health. Students must pay the appropriate tuition rate for each registration period as outlined in Appendix H: Tuition and Fees.

All doctoral students are obligated to meet the residency requirement (pay tuition) for the degree regardless of status or if the degree is completed in less time than the residency requirement stipulates.

All part-time doctoral students are required to register for a minimum of 10 credits per semester (CEP 2007). Doctoral students who were enrolled prior to fall 2007, were grandfathered into the 06-07 Doctoral Student Policy for the 07-08 academic year only.

Resident Status

All degree candidates who are enrolled in courses or who intend to use any Harvard academic facilities (e.g., libraries, computer labs) must register as resident students.

2008-2009 DOCTORAL STUDENT TUITION ASSESSMENT CHART*

FULL-TIME STATUS		PART-TIME STATUS	
FT or Full-Time	\$33,320	1 - 80 credits	\$ 833 per credit
FTR or Full-Time Reduced	\$16,660	81 - 120 credits	\$ 416 per credit
FF or Facilities Fees	\$ 4,165	121 credits - degree completion	\$ 2,082 per semester**
TDF or Dissertation Defense Fees	\$ 1,838	TDF or Dissertation Defense Fees	\$ 1,838 final semester
Non-Resident Doctoral Tuition (for full or part-time students)		\$2,304	

* Please Note: 2008-2009 Tuition Rates do not include Blue Cross/Blue Shield Health Insurance coverage (BC/BS), the mandatory University Health Services Fee (UHS), or the per semester registration fee.

**Part-time doctoral students who enrolled prior to fall 2007 were grandfathered into the 2006-2007 HSPH Tuition Policy for 2007-2008 only.

Student Enrollment Status	Years at HSPH				
	1st	2nd	3rd	4th	5th
Full-Time	FT	FT	FTR	FF	FF/ TDF+
Full-Time with previous 1-year HSPH Master's Degree*	FT	FTR	FF	FF	FF/ TDF+
Full-Time with previous 2-year HSPH Master's Degree*	FTR	FF	FF	FF	FF/ TDF+

* Within previous three years

+ Please see section (following) on assessment of Dissertation Defense Fee.

Residency Requirement

The residency requirement is fulfilled by the payment of two years of full-time tuition and one year of full-time reduced tuition or the part-time equivalent tuition, as well as by the pursuit of an academic program approved by the department or concentration and by the Committee on Admissions and Degrees.

Students who have received a one-year master's degree (SM or MPH) from HSPH within five years of enrolling in a doctoral program will be assessed one year of full-time tuition and one year doctoral full-time reduced tuition.

Students who have received a two-year Master of Science degree from HSPH within five years of enrolling in a doctoral program will be assessed one year of full-time reduced doctoral tuition.

Students who have received an MPH degree and a Master of Science one-year degree from HSPH within five years of enrolling in a doctoral program will be assessed one year of full-time reduced doctoral tuition.

After these tuition requirements have been met, students will be assessed one of the following fees:

Facilities Fees. This tuition and fees amount will be assessed to all resident students once they have met the residency requirements and until they successfully defend and submit their dissertation.

Dissertation Defense Fee. This tuition and fee amount will be assessed in the semester in which the doctoral dissertation is submitted by the student, approved by the department and the CAD, and the degree is voted by the faculty and the Governing Board.

A student who defends and submits a dissertation after the deadline for a degree granting period will be assessed the Dissertation Defense Fee the *following* semester and will be awarded a degree in the next degree granting period. E.g. a student defending in late June and submitting the dissertation then will be eligible for the November degree.

The example below illustrates the charges assessed to a fifth-year doctoral student (normally charged the facilities fee in the spring semester) who successfully defends and submits a bound dissertation to the Registrar in the spring semester.

Spring	Facilities Fee	\$2,082.00
	Adjustment (credit)	- \$ 244.00
Total Tuition	Dissertation Defense Fee	\$1,838.00

If a student defends and submits a dissertation before the degree-granting deadline of a semester in which a student is paying full-time reduced tuition, then the student will not be charged the dissertation defense fee.

Academic Requirements for Doctoral Students

DOCTORAL PROGRAMS Number Of Credits Required To Graduate

Degree	DS and DPH
Number of Ordinal Credits Required to Graduate	40 minimum credits normally distributed between one major and two minors*
Number of Cross-Registered Credits Permitted	No more than 1/2 of total credits per semester
Other Requirements	Adherence to the doctoral timetable, maintenance of satisfactory progress, as well as meeting departmental course requirements

*All doctoral students are required to submit a proposed plan of study (Prospective Program) declaring a major and two minor fields, or two major and one minor for doctoral students pursuing a joint degree, for the approval of the CAD no later than the end of the second semester. This will serve to declare a student's areas of concentration and research focus during their tenure at HSPH. The courses listed serve to demonstrate that the student has gained expertise in the three fields and is prepared to be examined in those fields during the Oral Qualifying Examination. Please refer to the *Prospective Program* section of this Supplement for more detailed information.

Course work requirements must be met by proposing a minimum of 40 credits in graduate-level courses. These are to be distributed over one major and two minor fields as outlined in the Prospective/Final Program. The major field consists of 20 or more graduate-level credits in formal courses. Each of the two minor fields consists of at least 10 credits each of graduate-level work. In the event that a student declares two majors, the course credit distribution should be 20 credits in each of the two major fields and ten credits in one minor field (admission to two departments is required).

All courses applied to the major and minor fields must be taken for ordinal credit (e.g., grades of A, A-, B+ etc.). A grade of B- or better must be received for each course submitted for approval on the *Prospective/Final Program Form*.

The declared fields should be broad enough to constitute substantive bodies of knowledge and should be sufficiently different from one another so that their content is not duplicative. Acceptable choices would be fields that are based on the content of courses in any departments of HSPH and fields that are recognized as being substantive and distinct by virtue of published journals, professional organizations and the national scientific meetings devoted to them. Approval of the declared fields rests with the student's department of degree candidacy and the CAD. If, in the opinion of the CAD, the chosen fields are either too narrow or overlapping, the student may be required to choose other fields.

While HSPH does not accept transfer credit from any other institution, the CAD will consider course work taken for previous Master's or Doctoral programs to be applied towards the Prospective and Final Programs. Students who wish to apply such previous course work to their areas of concentration must submit course descriptions and an official transcript along with their Prospective and Final Programs.

Students who have received a Master's degree from HSPH may follow an accelerated timetable for completion of the doctoral degree requirements since a substantial amount of the course work for the major and minor fields will have been

completed prior to entering the doctoral program. In such a case the student may submit a Prospective/Final Program at the end of the first semester, but still no later than the end of second semester.

Course work presented in the Final Program must be completed prior to the Oral Examination.

Course Work and Research Credit

The student's first year of doctoral study is ordinarily devoted to full-time course work applicable to the major and minor fields. Second-year students normally continue formal course work in preparation for the Oral Qualifying Examination and by enrolling in independent studies (300-level course work). Before a student can register for full-time research (350-level course work), he/she must successfully complete the oral exam. Prior to passing the oral exam, doctoral students may petition to register for full-time research credits for one semester, in the event that they have completed all required course work.

Required Courses

Doctoral students must take **one introductory epidemiology course** (EPI 200: *Principles of Epidemiology* or EPI 201: *Introduction to Epidemiology*). Students beginning their doctoral program in the fall of 2005 must also successfully pass **10 credits** of intermediate-level courses in biostatistics. Recommended courses include BIO 210, 211, 213, 222, 223, and 226. Doctoral students who began their programs prior to fall 2005 must successfully pass **two intermediate-level courses in biostatistics**. This Biostatistics requirement should be met primarily with coursework from the department of Biostatistics. However, at most, 5 credits of CAD approved coursework from outside the Department of Biostatistics may be substituted. Students who believe that they have the equivalent preparation of the introductory biostatistics and epidemiology school-wide requirements may petition to waive these requirements.

Departments may however, stipulate specific courses which may be used to fulfill the intermediate-level biostatistics course requirement. Doctoral students in Global Health and Population, with concentrations in Econometrics or Health Systems may meet their intermediate-level biostatistics requirement by taking GHP525 *Econometrics for Health Policy* and BIO213 *Applied Regression for Clinical Research*. In addition, students in the Department of Society, Human Development and Health may take S030 *Intermediate Statistics: Applied Regression and Data Analysis* offered at the Harvard Graduate School of Education.

Course Performance

Throughout the doctoral student's career at HSPH, the CAD and Registrar's Office monitor student performance in course work. Grades of B- or better (Harvard Business School grade equivalents are I and II) must be obtained in all courses used to meet the degree requirements for major and minor fields.

Students making unsatisfactory progress will either be required to withdraw from degree candidacy or will be permitted to register for the subsequent semester, subject to specific academic conditions. If specified conditions are not fulfilled by the date set by the registrar, degree candidacy may be terminated.

Doctoral Student Timetable

The following outlines the timetable to which all doctoral students must adhere in order to be considered in satisfactory academic standing. This progress must be made by all doctoral students and must be reported to and approved by the CAD. The timetable outlines the semester in which each progressive step must be completed.

A student in noncompliance with the timetable will be considered conditionally registered until a specified date set by the registrar (normally two weeks after the beginning of the semester). Receipt of the appropriate form by the HSPH Registrar's Office and/or the completion or submission of the progress milestone (i.e., the Oral Qualifying Exam or Progress Report) will clear this conditional registration. Students who fail to clear these conditions by the specified date will be administratively withdrawn from HSPH degree candidacy. Questions regarding the doctoral timetable may be directed to the Registrar, Joann Wilson-Singleton (617-432-1032).

THE DOCTORAL STUDENT TIMETABLE

	PROGRESS	PROGRESS DUE
1	Submission of <i>Prospective Program Form</i>	End of 2nd Semester*
2	Submission of <i>Final Program Form</i> Submission of <i>Nomination of Oral Qualifying Examination Committee Form</i>	End of 3rd Semester*
3	Submission of <i>Oral Qualifying Examination Scheduling Form</i>	End of 4th Semester*
4	Submission of <i>Nominations for Research Committee Form</i>	One month after successful completion of Oral Examination
5	Submission of <i>Progress Report Form</i>	Six months after passing Oral Examination. Must be submitted at least twice a year thereafter until dissertation defense
6	Submission of <i>Application for Degree Form</i>	Before degree granting period in which dissertation is defended
7	Dissertation Defense	End of 5th year for full-time students End of 7th year for part-time students

* Double the time for part-time students.

Full-time doctoral students have five academic years from date of entry into the program to complete required course work, and to defend and to submit the dissertation. Any deviation from the five-year limit must be approved by the CAD prior to the second semester in the fifth year. Part-time students have seven academic years from date of entry to complete degree requirements, and any deviation from this limit must be approved by the CAD prior to the second semester in the seventh year.

The Prospective Program

The Prospective Program is a preliminary plan in which students list the formal course work they intend to take to support their chosen major and minor fields. Students must declare a minimum of 20 credits to take in the major field and a minimum of 10 credits in each of the two minor fields.

Students may not use the required introductory-level Biostatistics and Epidemiology courses to fulfill requirements of the Prospective Program.

Students in a joint degree program (admitted to two departments) must declare two major fields and one minor field. In this case, each of the two major fields should comprise a minimum of 20 credits, and the minor field should comprise a minimum of 10 credits. Students in joint degree programs must meet all departmental requirements for both departments.

The Prospective Program must be submitted to the CAD no later than the end of the second semester of the first year. It is in the best interest of the student to submit the Prospective Program as early as possible. Students who received a Master's degree from HSPH may submit a combined Prospective/Final Program as early as the end of their first semester of doctoral study, but no later than the end of the third semester.

Guidelines

Each course listed in the Prospective Program must be a formal, non-independent study, non-tutorial, non-research course, taken for ordinal (e.g., A-, B-, etc.) credit. A grade of B- or better must be obtained in all the courses proposed. Each course must be taken for graduate credit. This is of special note if a student is cross-registering into another school.

Students proposing to include graduate-level courses not taken at HSPH in the *Prospective/Final Program* must submit a course description and/or syllabus from the course along with the *Prospective/Final Program*. Students must also submit an official transcript indicating the successful completion and the grade of the course(s) taken elsewhere. In addition the student must include a general petition outlining their request.

Procedure for Submitting the Prospective Program

- 1) Obtain the *Prospective/Final Program Form* from the HSPH Registrar's Office.
- 2) Meet with the advisor to discuss course selection for major and minor fields.
- 3) List all formal courses proposed for major and minor fields.

- 4) Obtain the required signatures from the advisor and department chair.
- 5) Return the form to the HSPH Registrar's Office for submission to the CAD*.

*The prospective program MUST be submitted in ink.

The Final Program and Nomination of the Oral Qualifying Examination Committee

The Final Program updates the Prospective Program and notes any changes from the Prospective Program. It should be submitted as early as possible, but no later than the end of the third semester. It includes the following:

- The final plan of course work
- The topic of research
- The prospective dissertation advisor
- Nomination of the Oral Qualifying Examination Committee

Procedure for Submitting the Final Program

- 1) Obtain the *Prospective/Final Program Form* from the HSPH Registrar's Office.
- 2) Meet with the prospective dissertation advisor to discuss changes to the Prospective Program, goals and objectives for doctoral research, and the selection of the Oral Examination Committee members.
- 3) List all formal course work in major and minor fields, including grades received.
- 4) List the nominees for Oral Examination Committee.
- 5) Write a detailed statement of research goals and objectives.
- 6) Obtain the required signatures of the advisor and department chair.
- 7) Return the form to the HSPH Registrar's Office for submission to the CAD*.

*The Final Program must be submitted in ink.

Prospective and Final Program Forms must be completed in ink. Keep a copy of your Prospective, Prospective/Final, and Final Program Forms for your records prior to submission to the Registrar's Office.

The Dissertation Advisor

The prospective dissertation advisor may be the same person as the original advisor, though it may be desirable to review the designation at the time of the student's shifting from formal course work to research. The dissertation advisor must be a faculty member from the student's department.

Members of the Oral Examining Committee

The members of the Oral Examining Committee participate in the student's Oral Qualifying Examination by preparing questions to assess the student's potential to perform research in the chosen fields. At least two members of the Oral Examining Committee must hold HSPH faculty appointments in disciplines representing the major field(s) as well as the minor field(s). With the approval of the CAD, other members of the committee may include faculty members from outside HSPH who have relevant expertise.

The Chair of the Oral Examining Committee

The Chair of the Oral Examining Committee is appointed by the CAD at the time of the approval of the Final Program. Students will be notified by the HSPH Registrar's Office who will chair the examination. ***The student's research advisor may not serve as Chair of the Committee.***

Departmental Written Examinations

Some departments require their doctoral students to take written or laboratory examinations prior to taking the Oral Qualifying Examination. Students should consult their department(s) to determine if such an exam is required.

Oral Qualifying Examination

Students should schedule the Oral Qualifying Examination after the CAD approves the student's *Final Program* and has appointed a chair for the examining committee. ***Students must complete all course work listed on their Final Program prior to taking the examination.*** All course work listed should be completed with a grade of B- or better.

The Oral Qualifying Examination should be scheduled to take place no later than the end of the fourth semester. Students who have received a Master's degree from HSPH and have submitted a *Prospective/Final Program* are encouraged to schedule their Oral Examination as early as their second semester.

Petitions to the CAD to delay the Oral Qualifying Examination will be considered only in extreme circumstances.

Failure to take the exam by the end of the fourth semester will result in the student's administrative withdrawal from degree candidacy at the Harvard School of Public Health.

Procedure for Scheduling the Oral Qualifying Examination

- 1) Obtain CAD approval of the Final Program.
- 2) Obtain the *Oral Examination Scheduling Form* from the HSPH Registrar's Office.
- 3) Schedule a room for the Oral Qualifying Examination. If you require a room other than your departmental conference room, please contact the Registrar's Office (Kresge G4), by writing via e-mail at registra@hsph.harvard.edu or calling 617-432-1032.
- 4) Obtain the signatures of the advisor and the department chair(s). These signatures indicate the approval of the student's scheduling of the exam.
- 5) Submit the form to the HSPH Registrar's Office. It is important that the *Oral Scheduling Form* include the name of the Chair of the exam. ***Notification must be done at least three weeks prior to the Examination.*** Arrangements then will be made by the Registrar, Joann Wilson-Singleton, for the announcement of the examination to be placed in *Harvard Public Health NOW*.

Students who schedule their oral qualifying examination when *Harvard Public Health NOW* is not published and/or students who miss the deadline for publication must post notices outlining the date, time and place of the exam in departmental offices and on the first and ground floors of Kresge, making certain that the HSPH Registrar's Office receives a copy of the posting. Notices must be posted at least one week prior to the exam. *The examination is not valid unless this announcement has been made.*

- 6) Outline a proposed plan of research and distribute the plan to the Oral Examination Committee and the HSPH Registrar's Office approximately ***three weeks prior to the exam.*** The usual format of the research proposal should be similar to that submitted to a granting agency or foundation and should include the following:
 - research objectives
 - methods of procedure
 - anticipated problems and results
 - the overall significance of the research
- 7) Meet with members of the Examination Committee prior to the examination. The student is encouraged to meet with each examiner to discuss the general nature of the questions to be asked during the Examination.
- 8) Distribute copies of the "Procedure for Oral Qualifying Examination" to each examiner well in advance of the examination. These procedures are located on the back of the *Oral Examination Scheduling Form*.
- 9) The advisor picks up (and returns) the student's *Report of Oral Qualifying Committee Form* from the HSPH Registrar's Office on the day of the examination. The *Report of Oral Qualifying Committee Form* must be completed by the examiners and returned to the HSPH Registrar's Office immediately following the exam.

Students, at the conclusion of the exam, may wish to nominate their Research Committee since, in some instances, the Research Committee is comprised of the same people who served on their Oral Qualifying Exam Committee.

Faculty members other than the examiners may attend the student's examination only if prior permission is given by the advisor and the student. These other faculty members may question the student only with the consent of the Chair of the examination committee. No one else may attend.

Students usually open the exam with a short presentation outlining the dissertation topic. Students may choose not to give a formal presentation. Examiners may question the student on the proposed dissertation research, with emphasis on the field they represent. General questions may be asked to explore the student's understanding of the major and minor fields declared.

Oral Examination Results

At the end of the examination, the Committee must report the result of the examination on *The Report of Oral Qualifying Committee Form*. This form must be returned to the HSPH Registrar's Office immediately after the exam by the advisor. The Results of the exam may be the following:

- 1) **Passed Examination:** Students receiving a "Pass" on the Examination and CAD approval of their Research Committee may begin to take research credit (350-level). Students may also apply for non-resident status after passing this Examination.
- 2) **Qualified Pass:** Under the terms of a qualified pass, the Committee must outline the specific conditions which the student ultimately must meet in order to pass the examination. For example, the Committee may require the student to complete additional course work (specifying course and semester to be taken), to complete an oral or written examination in a specified field or to submit a revised research proposal by a designated date as conditions that must be satisfied. The Committee must specify the date by which the student must meet the conditions. The academic advisor must submit written confirmation to the HSPH Registrar's Office once the student has met all of the specified conditions. Students will not be allowed to select their Research Committee until conditions are met.
- 3) **Failure of the Examination:** If the student fails the exam, the Committee may allow one re-examination within a reasonable time (ordinarily within that semester, but no later than six months after the first exam).

Delay in Scheduling the Oral Qualifying Examination

Students who delay scheduling the Oral Qualifying Examination due to the departmental written exam must notify the CAD and the HSPH Registrar's Office of the date when the written exam is scheduled and subsequently, the proposed date of the Oral Qualifying Examination via a *General Petition Form*.

Research

Doctoral students who have passed their school-wide Oral Qualifying Examination and who are prepared to undertake advanced work along the lines of fundamental or applied research in their department may enroll for research credit toward the completion of their dissertation.

Doctoral students who have completed all required coursework, but who have not passed their Oral Qualifying Examination may register for research credits for **one semester only**. These students must obtain permission to pursue research by submitting a completed *General Petition Form* (available at the Registrar's Office). The signatures of the department chair and the advisor must appear on the *General Petition Form* indicating approval of the student's undertaking research in his/her field prior to passing the Oral Qualifying Examination.

Nomination of the Research Committee

After passing the Oral Qualifying Examination, students, in consultation with their advisor, nominate a Research Committee to oversee progress toward the completion of the dissertation. The Committee consists of the research advisor, who serves as the Chair of the Committee, and at least two other faculty members. It is strongly recommended that these faculty members were also members of the student's Oral Examining Committee. The research advisor must be from the student's department. However, members of the Research Committee may include faculty members outside HSPH. The nomination of the Committee must be submitted to the HSPH Registrar's Office **within one month** of the satisfactory completion of the Oral Qualifying Examination. The student's first Research Committee meeting should be **within six months** of the satisfactory completion of the Oral Qualifying Examination.

<p>The selection of this Committee is crucial to your doctoral progress. It is suggested that you meet with each prospective member prior to your final selection.</p>

Procedure for Submitting the Nominations for Research Committee Form

- 1) Students obtain the *Nominations for Research Committee Form* from the HSPH Registrar's Office.
- 2) Obtain the signatures of all Research Committee members, dissertation advisor, and Department Chair(s) on the form.
- 3) Submit it to the HSPH Registrar's Office for CAD approval.
- 4) The CAD reviews the proposed membership of the Research Committee and may suggest or require modifications.
- 5) The HSPH Registrar's Office notifies students of the CAD's decision.

Upon approval of the Research Committee by the CAD, the student will be permitted to register solely for research credits.

Changes in Research Committee

Changes in the Research Committee membership must be approved by the CAD. Students should obtain a *General Petition Form* from the HSPH Registrar's Office, complete it by noting the change in membership and the reasons for the change, obtain the proper signatures and submit the form to the HSPH Registrar's Office for CAD approval.

Progress Reports

Doctoral students are responsible for arranging meetings with their Research Committee at least once every six months or as directed by the CAD. Students approved to extend original graduation dates are required to submit progress reports every three months. These meetings must be formal face-to-face group meetings (not conference call, e-mail or ad-hoc one-on-one meetings) except in extremely extenuating circumstances. A petition for consideration of extenuating circumstances is required. Students must bring a *Progress Report Form* (available at the HSPH Registrar's Office) to the meeting to be completed and signed by the committee members. Students then submit the completed form to the HSPH Registrar's Office. The progress report will be reviewed by the CAD. The HSPH Registrar's Office will notify students and their dissertation advisor of the result by mail.

Students who fail to submit Progress Reports at least every six months will be reviewed for unsatisfactory progress and risk conditional registration or administrative withdrawal.

Non-Resident Doctoral Status (Dissertation Work in Absentia)

Doctoral students occasionally need to perform dissertation research in absentia (outside the Boston metropolitan area). The student must apply to the CAD for approval of non-resident status. The completion of the minimum two years residency requirement and the satisfactory completion of the Oral Qualifying Examination are prerequisites to gain non-resident status. A *Non-Resident Status Petition Form* and a *Progress Report Form* must be submitted to the CAD prior to the end of the semester preceding the requested departure. Both forms are available at the HSPH Registrar's Office.

Non-resident status will be granted for one year at a time only. *Progress Reports* will be due minimally every six months (or more frequently, if stipulated by the CAD) while the student is a non-resident. Non-resident students are required to return to HSPH at least once a year for a committee meeting - the other 6-month meetings/reviews may be done via conference call or e-mail. Before the CAD will consider a request for non-resident status, it is necessary for the Research Committee to meet with the candidate to appraise the dissertation plan. The Committee must complete the *Progress Report Form* and the student must submit it with the petition for non-resident status. The progress report must include the committee's assessment of the following items:

- the acceptability and feasibility of the proposed dissertation plan
- the timing and scope of the periodic written reports required of the student
- the arrangements which have been or will be made for direct supervision of the student
- an estimate of the minimum period of time the student will spend at HSPH prior to dissertation presentation and defense

It is assumed that the doctoral student will pursue dissertation work on a full-time basis while a non-resident. Therefore, the student must adhere to the timetable noted in this *Handbook*. If students wish to change their status from full- to part-time, (or continue part-time), additional information must be supplied on the *Non-Resident Status Petition* declaring the reason/s research will be conducted only on a part-time basis.

All international students (resident and non-resident) must maintain full-time status when holding a visa issued by Harvard University.

Non-resident students do not pay facilities fees (only a non-resident fee) and do not have access to Harvard facilities.

Non-resident students must meet the financial degree requirements of 2 years full-time tuition and 1 year full-time reduced tuition before their tuition is assessed at the non-resident rate. The CAD will not grant non-resident status for more than one year at a time. Both a *Non-Resident Status Petition* and an acceptable *Progress Report Form* must be submitted to the CAD before a request for a second year is considered.

Insurance Policy for Non-Resident Status

According to Massachusetts state law, a student who is conducting research on a non-resident full-time status will be billed for Blue Cross/Blue Shield Student Health Plan, but not for the University Health Service fees. Students may waive the Harvard sponsored BC/BS Student Health Plan only if their insurance carrier is a health insurance company based in the United States, and meets the minimum standards required by Massachusetts law. To waive the Harvard sponsored BC/BS Student Health Plan, a student must file a waiver form online at <http://huhs.harvard.edu/Waiver/default.htm> by registration day. A waiver must be filed online each academic year. **NO WAIVERS WILL BE ACCEPTED AFTER THE STATED DEADLINE.**

Dissertation Completion

An acceptable dissertation must be submitted within five years of the date of matriculation as a full-time (seven years for part-time candidates) doctoral candidate. At the end of the five years, students who have not completed their dissertation will be reviewed by the CAD for unsatisfactory progress. Extensions of time beyond five years are considered only upon special petition and explanation. Generally, the dissertation is published as a series of papers. Occasionally it becomes apparent that publication of the dissertation work as a series of papers is not feasible. Students, in conjunction with the Research Committee, must, at an early stage of the work, request permission from the CAD to submit a traditional dissertation rather than one or more papers.

Dissertation Defense

When the dissertation is complete, students must defend it to the entire Research Committee at a public presentation.

Scheduling the Defense

- 1) Obtain the *Dissertation Scheduling Form* from the HSPH Registrar's Office.
- 2) Schedule a room for the dissertation defense. If you require a room other than your departmental conference room, please contact the Registrar's Office (Kresge G4) by writing via e-mail: registra@hsph.harvard.edu or by calling 617-432-1032.
- 3) Obtain the signatures of the dissertation advisor and the department chair. These signatures signify the approval of the student's scheduling of the defense.
- 4) Submit the *Dissertation Defense Scheduling Form* to the HSPH Registrar's Office at least three weeks prior to the scheduled defense. Arrangements then will be made by the Registrar, Joann Wilson-Singleton, for the announcement of the defense to be placed in *Harvard Public Health NOW*. ***The defense is not valid without this, and the student cannot be recommended for the degree without this public announcement.*** Students who schedule their dissertation defense when *Harvard Public Health NOW* is not published or who miss the deadline for the publication of the notice must post notices outlining the date, time and place of the defense and the dissertation title in departmental offices and on the first and ground floors of Kresge, making certain that the HSPH Registrar's Office receives a copy of the posting. These notices must be posted at least one week prior to the defense.
- 5) Submit copies of the dissertation to the committee at least three weeks prior to defense.
- 6) The dissertation advisor picks up (and returns) the student's *Report of Dissertation Committee Form* to the HSPH Registrar's Office on the day of the defense. This form must be completed by the examiners at the end of the exam and returned to the HSPH Registrar's Office immediately after the student's defense.

The dissertation defense is a public forum. Examination of the student at the presentation is limited to the members of the Research Committee.

After Successful Completion of the Defense

Students must submit to the HSPH Registrar's Office two bound copies (or three for those students pursuing a joint degree in two departments) of the dissertation by the dates listed below.

- November degree candidates October 3, 2008
- March degree candidates January 23, 2009
- June degree candidates May 1, 2009

All copies of the dissertation should have the original signatures of the Research Committee members on the signature page.

On the recommendation of the department/s and the Research Committee, the CAD recommends the student for the degree to the HSPH Faculty who then vote to award the degree to the student. After the degree has been voted by the HSPH Faculty, it is voted by the Harvard University Governing Board.

Publishing the Dissertation

All bound and signed dissertations are due on the dates specified above for each degree awarding period (November, March and June). Dissertations must be physically present for the degree to be voted. No exceptions can be made to this rule.

Delivery

Bound dissertations must be delivered to the Harvard School of Public Health, Registrar's Office, 677 Huntington Avenue; Kresge G-4; Boston, Massachusetts 02115-6096, ATTN.: Joann Wilson-Singleton.

Number of Bound Copies

Doctoral students must submit *two bound copies* of their dissertation. The HSPH Registrar's Office will distribute one copy of the dissertation to Countway Library and one copy to the student's department. Those students who have an approved double major should submit *three bound copies* (i.e., copies for each department and the original for the library).

Printing Method

The dissertation must be typed, laser printed (300 dots per inch), high contrast Xeroxed, or optically or digitally scanned. The size of the font size should be ***at least 10 point, but no larger than 12 point.***

Paper

High-quality, white 8 1/2 x 11 inches, acid-free or acid-neutral paper must be used. (If cotton, the paper should be 20% rag content or higher.) Paper which does not meet these minimum specifications is not acceptable for either the original or the copy. Some acceptable brands of paper are Crane's Thesis Paper, Permalife, Perma-Dur, Hammermill Bond, Hollinger Acid-Free, Finch Opaque, and Xerox XXV Archival Bond. The Harvard Coop has dissertation-quality archival paper available.

Reprints

High-quality Xerox reprints should be made of any articles already having appeared in print. All pages must be 8 1/2 x 11 inches. It is not necessary to retype the article. There should be no grays or paper marks on the reprints. If there are photographs, the original should undergo "archival" or "optimum" processing. These should be included in the appendix.

Typing

All text should be double-spaced on one side of the page with footnotes single-spaced. If the dissertation is typewritten (i.e., not printed from a personal computer), the ribbon used should be black, preferably using film or nylon ribbon of medium darkness. The corrections must be made by some system that removes the unwanted character - preferably by erasure or by a "correcting" typewriter that actually lifts the unwanted letter from the page. Correction fluids, which simply coat the unwanted letters with a white paint, should not be used under any circumstances, since with time they bleed and flake away from the paper, exposing the type underneath.

Margins

The margins of dissertation must be: 1-1/4 inches at the top, 1 inch at the bottom, 1-1/2 inches at the left, and 1 inch at the right.

Pagination

Roman numerals (lower case) should be used for paginating the Title Page, Preface, Table of Contents, List of Figures, and List of Tables. Arabic numerals should be used for the text of the dissertation; all pages, including folding sheets containing tabular matter or drawings, should be numbered consecutively in the upper right corner of the page or folded sheet. Page numbers should be at least 1/2 inch from any edge of the paper to avoid loss when the dissertation is trimmed during the binding process. It is customary not to have a page number at the top of a page containing a chapter heading; the number may be centered at the bottom of the page, or omitted entirely.

- a. Drawings, charts, graphs, and photographs should be referred to as figures and should be numbered consecutively within the text of the dissertation with Arabic numerals. Each figure should carry a suitable caption; e.g.,

Fig. 42. Arrangement of Experimental Equipment.

- b. All illustrations should be either original drawings or reproductions made by photographic, Photostat, scanning, or blue print processed directly onto acid free, 20 lb. weight paper.
- c. Illustrations should be made carefully. Labels on figures can be lettered with the help of a guide or template to promote neatness and uniformity.
- d. All photographs included in the dissertation should undergo "archival" or "optimum" processing to ensure reasonable permanency. This processing is a series of special chemical procedures done while developing the film. Color photographs should not be used since they are impermanent. If color photographs are used, they should be accompanied by a mounted black and white copy.
- e. Any dissertation which includes electron micrographs should have an appendix with the original treated by a permanency process.
- f. Photographs printed too small to be bound directly into the dissertation should be permanently mounted on 8 1/2 x 11 inch high quality, long-lived and durable paper, using good quality commercial paste, dry-mount tissues (ironed on with a warm iron), or dry-mounting adhesive sheets. Do not use any gummed or cellophane tapes or rubber cement for mounting, since these materials deteriorate rapidly. Avoid also the dry-mount cements; they are vulnerable in time to both chemical spotting of the print and peeling away from the mounting sheet.

Tables

Tables should be typed directly on, laser printed or offset printed onto the dissertation paper. A table that is small may be set into the text page in its logical location; a large table generally is presented on a separate following page. If a table needs more width than the narrow dimension afforded by the portrait page, the table can be typed across the length of the page (landscape). If using landscape format, leave a 1-1/2 inch margin on the long edge of the paper above the top of the table. Tables should be numbered consecutively within the text of the dissertation with Arabic numerals and should have suitable captions; for example:

Table 33. "Cigarette Consumption in the US; Adults Over 15 Years of Age, By Year."

Arrangement of Dissertation

- a. Title Page (see format below)
- b. Copyright Statement Form (available at Registrar's Office)
- c. Signature Page with original signatures of Research Committee members (see format below)
- d. Preface, including acknowledgments, with original signature of degree candidate
- e. Table of Contents
- f. List of Figures with captions
- g. List of Tables with captions
- h. Body of Dissertation
- i. Bibliography (see format below)

Title

The title of the dissertation should be brief and should indicate the general subject treated. **Nine words** are usually sufficient to describe the investigation.

Title Page

The title page should contain the following information, well spaced and centered on the page:

TITLE OF DISSERTATION

NAME OF AUTHOR

A Dissertation Submitted to the Faculty of

The Harvard School of Public Health

in Partial Fulfillment of the Requirements

for the Degree of (insert Doctor of Public Health or Doctor of Science)

in the Department of (insert department affiliation)

Boston, Massachusetts.

Date (month, year in which degree will be awarded)

Copyright Statement Form

This form governs the use of the student’s dissertation by other scholars with research or scholarly interest in the paper. The student has the option of retaining all distribution rights pertaining to the dissertation, or granting the Countway Library the right to allow others to copy all or part of the dissertation for research or scholarship needs. The form must be signed by the student under one of the two options. Please pick up a blank form at the Registrar's Office or the library’s website

<https://www.countway.harvard.edu/lenya/countway/live/menuNavigation/historicalResources/archivesAndRecordsManagement/copyrightforTheses.html>.

Signature Page

Following the copyright statement form there should be a page for the signatures of the Research Committee Members. The following should appear at the center of the page:

This dissertation has been read and approved by:

(typed name below line - signature above)

(typed name below line - signature above)

(typed name below line - signature above)

The Research Committee members should sign two copies of the signature page (three if the student is pursuing a joint degree in two departments) at the time of the dissertation presentation indicating their final approval of the dissertation.

Body of Dissertation

The dissertation should consist of one or more manuscripts suitable for publication in a scientific medium appropriate to the candidate's field. If the work is published prior to submission of the dissertation, copies of the publication may be submitted in lieu of the manuscript. If not included in these documents, an introduction should be added to describe the historical setting and objectives of the work and a concise discussion providing an overall evaluation of its significance. Technical appendices should be added where necessary to demonstrate full development of the dissertation material. Papers published under joint authorship are acceptable provided the candidate has contributed a major part to the investigation. The degree candidate is expected to be senior author on at least one of the papers. In the case of manuscripts published under joint authorship, the co-authors or the advisor may be consulted by the readers or the CAD to clarify the nature and extent of the candidate's contribution. In addition to evaluating the quality and significance of the work, those responsible for accepting the dissertation (the Department(s) and the Research Committee) may determine whether the format is suitable for publication in a scientific medium appropriate to the degree candidate's field/s.

Bibliography

To document the sources of information, a bibliography must be included at the end of the papers or dissertation. References may be numbered or listed alphabetically. Within any bibliographic section there should be consistency and adherence to an acceptable journal style for a bibliography. Each reference in the bibliography must contain the name of the author, title of the paper, name of publication, volume, date, and first page. Bibliographic Example:

23. Gibbs, C.S.: Filterable virus carriers. *J. Bact.*, 23, 1932, 113.

The initial number should be omitted if references are listed alphabetically. If references in the bibliography are numbered, corresponding references in the text of the paper should be indicated by listing the number in parentheses after the name of the author. Example: ". . . as Gibbs (23) has stated." More than one publication by the same author in the same year should be indicated both in the bibliography and in the text by the use of underlined letters, etc., after the date of publication. The standard system of abbreviation used by the Quarterly Cumulative Index should be followed for the abbreviations of journal titles.

If there are two reprints, each from different journals with different bibliographic styles, it is not necessary to change the bibliographic style of one to match the other. Consistency within each bibliographic section is the most important element.

Footnotes

Footnotes are reserved for substantive additions to the text and should be indicated by an asterisk in the text. Extensive use of footnotes is not encouraged. The footnote should be placed at the bottom of the page. A horizontal line of at least two inches should be typed above the first footnote on any page. Footnotes should be so placed that at least one inch is left at the bottom of the page. Use single-spacing within footnotes.

Consultation

The student should consult his/her advisor concerning either special requirements which are not provided for in the above outline or disposition of the original data gathered in the conduct of the research.

Binding

Binding the dissertation is the student's responsibility. The dissertation must be bound at the student's expense, in crimson cloth covers, in Class A Library Binding, sewn and covered in buckram. The dissertation title, the author's name, the year of submission and the volume number (if applicable) should be embossed in gold on the spine. If the dissertation is thick enough, the lettering should be horizontal when the dissertation is standing upright. If the lettering must run along the spine, it should read from the top down. Please note that binding requires anywhere from one day to two weeks. Prices and time required vary. Some binderies charge a premium for rush jobs. Listed below are suggested vendors for the dissertation binding.

Acme Bookbinding
100 Cambridge Street
Charlestown, MA 02129
617-242-1100

Wells Bindery
54 Stearns Street
Waltham, MA 02154
781-893-3050

Doctoral Forms

Listed below are forms that doctoral students are required to submit for approval by the CAD throughout their tenure at HSPH. All forms are available at the HSPH Registrar's Office.

Prospective Program

Used to declare major and minor fields and to list proposed course work to be taken in each of three fields.

Final Program

Used to nominate Oral Examination Committee members as well as to confirm course work taken in major and minor fields.

Oral Qualifying Examination Scheduling Form

Used to schedule the Oral Examination.

Nominations for Research Committee

Used to nominate Research Committee members.

Progress Report Form

Used to chart and evaluate progress toward the degree as assessed by Research Committee; must be completed every six months, or more frequently, if deemed necessary by the CAD.

Dissertation Defense Scheduling Form

Used to schedule the Dissertation Defense.

Application for Degree

Used to apply for graduation. Student must provide name as it should appear on the diploma, degree program and department, previous degree/s, and the name/s of the academic institutions which conferred the degree/s.

Following are the forms that may be used by doctoral students in specific situations.

General Petition

Used when requesting that any changes be made to the Prospective or Final Programs. This form also should be used when changing course load status.

Independent Study Contract Form

Used to schedule independent study prior to the Oral Qualifying Examination. These forms are printed automatically from OASIS as part of the registration process.

Leave of Absence

Used only when extenuating circumstances prohibit academic progress for a short period of time. Research must not continue during this time. A Leave of Absence will be granted for no more than a single academic year at a time.

Non-Resident Status Petition

Used when research will take student outside of the Boston metropolitan area for an extended period of time. This status will be granted for a maximum of one year at a time. A *Progress Report Form* must accompany the *Non-Resident Status Petition*.

Services

Athletic Facilities

Athletic facilities are available at Vanderbilt Hall (107 Avenue Louis Pasteur) and are free to all Longwood area Harvard students. These facilities include courts for tennis, squash, and basketball; a weight room; and an aerobics area. For more information, call 617-432-1630 or visit the web site at www.hms.harvard.edu/operations/vh.

All other Harvard athletic facilities require HSPH students to get an athletic membership at a subsidized rate. The main Cambridge facilities membership is free to students and at a reduced rate for their families. These facilities include basketball courts, Nautilus equipment, sailboats and sculls, ice skating rinks, squash and tennis courts, and swimming pools. Classes are offered in fencing, karate, scuba diving, aerobics, yoga, and volleyball. Students who wish to row or sail must pass a swimming test. For more information, please call the Athletic Office (617-495-4848) or visit www.gocrimson.com.

Certifications

Certifications of Enrollment

Students who require certification of enrollment, tuition and fees, or of graduation must obtain a *Request for Certification Form* from the HSPH Registrar's Office. The processing time for certification is five to seven business days. Certifications are stamped with the HSPH Registrar's seal. Certifications may be forwarded directly to third parties if requested by the student. There is no fee for this type of certification.

Certifications of Loan Deferrals

Students who have loans from Harvard or other institutions must keep in mind that enrollment may only be certified for the semesters in which students are currently enrolled or for previous semesters. In order for most student loans to be deferred, students must be registered for a minimum of 10 credits each semester. Please consult the appropriate lending institution regarding requirements. Harvard University participates in the Student Loan Clearinghouse. Most student loan deferrals will be completed electronically. If your lender does not participate in this program, please bring your loan deferral forms to the Registrar's Office for processing.

Transcripts

An official transcript includes the student's name, degree program/s, courses taken, grades received, date/s of the degree/s conferred, and GPA. The transcript is stamped with the registrar's stamp and the HSPH seal, placed in an envelope with an explanation of the HSPH grading system, and sealed. Should the seal be broken, the transcript is considered unofficial. Students who would like to review their grades before sending them to a third party should request a separate copy.

Students may request a copy of their official transcript by submitting a *Request for Transcript Form* to the HSPH Registrar's Office. Students should allow five to seven business days for processing transcript requests. For students who matriculated prior to September 2003, the first transcript is issued at no charge; for subsequent requests, there is a processing fee of \$2.00 for each transcript. Students matriculating after September 2003 will be charged a one-time Academic Records fee of \$10.00, which covers the cost of transcripts.

Unofficial transcripts will be sent directly to students who have outstanding financial obligations to HSPH or Harvard University and will bear the notations "issued to student" and "student's financial obligations to the university have not been met." These transcripts will not be sent to third parties. Transcripts cannot be issued to third parties for students facing disciplinary proceedings.

Transcripts from other schools submitted by students to HSPH as part of the admissions process to the school remain part of the student's permanent record. These transcripts are never sent to third parties. Students must obtain copies of these transcripts from the school where the academic credit was earned and the degree awarded.

Some institutions will not accept transcripts which have not been sent directly to them by the registrar. Please check with the third party before requesting a transcript.

Child Care/Elder Care

**Harvard Medical Center Office of Work and Family
164 Longwood Avenue, Room 106 (617-432-1615)**

The Harvard Medical Center Office of Work and Family offers information and referrals on a wide spectrum of family-related issues ranging from prenatal exercise classes to elder housing options. The office provides lists of child care centers, openings in family child care homes in the area, summer camps, after-school child care and more. The office has a collection of information on many family resources in the greater Boston area, and schedules lunch-time seminars for parents on a variety of topics. There are six Harvard University affiliated child care centers, all of them in Cambridge, and two affiliated child care centers in the Longwood Area. Information about these centers and family child care in the area or in your community can be obtained by calling the Office of Work and Family. Workshops for those caring for their elderly family members or friends are also sponsored by the office. The office maintains a web site at <http://www.hms.harvard.edu/hr/owf.html>.

Communication with Students

The Student Services offices communicate with students via student mailboxes and the Registrar's Office bulletin board, both of which are located on the ground level of the Kresge Building, as well as via e-mail. E-mail messages are automatically sent to your HSPH e-mail address. Students who wish to receive e-mail messages at a separate e-mail address can arrange to have their e-mail messages forwarded to the separate e-mail address. Please go to the HSPH Microlab (Kresge lower level) to make arrangements. Students should regularly check their mailboxes and e-mail accounts for important notices about policy updates, CAD notifications, registration, commencement, and deadlines. Announcements and events will also be posted to the student portal. Students should also check the HSPH Registrar's Office bulletin board and web site for any room and time changes made to the course schedule and for deadline and timeline information.

Failure to check your student e-mail account and/or mailbox will not be accepted as a valid excuse for missing a deadline or for failing to comply with a requirement.

Computing Facilities

The School of Public Health operates its own Instructional Computing Facility (ICF) dedicated to serving the dissertation, course work, and academic computing needs of students and faculty. It is located on the lower level of the Kresge Building in rooms LL-6, LL-10, LL-15, LL-19, and rooms 209 and 210. The Administrative Office may be reached by calling 617-432-4357. The User Assistance line may be reached by dialing 617-432-3165.

ICF provides free academic computing and data processing resources in a distributed computing environment. Resources include a SUN V880 8 cpu Unix server, and 150 IBM PC's running on the Novell Network. A wide array of software is available including statistical packages, programming languages, analytical programs, word processing, and anti-virus software. Peripheral equipment includes laser printers and LCD projector systems.

All of the School of Public Health buildings are wired for high speed data networking and wireless access, and connections can be made to the university's data network, as well as to the INTERNET and the Web. HSPH utilizes Novell Groupwise for e-mail and calendaring, and the system is provided at no cost. Students can access their e-mail through PC's in the ICF, or kiosk stations located around the school. E-mail can also be accessed from home or anywhere on the internet using just a web browser on any PC.

The SUN Unix computer can be accessed using PC's in the ICF, departmental network connections, or through ISP accounts at home. Available software packages include C, FORTRAN, SAS, IMSL, BMDP, S-Plus, and STATA.

IBM PC software includes: Microsoft office, PC-SAS, STATA, Smltree, Loglin, S-Plus, ARCView, Endnote, and file transfer and terminal emulation software.

The facility is open daily throughout the entire year. During the academic year, a knowledgeable staff of user assistants is available from 9 a.m. to 10 p.m. to advise and assist with computing questions and problems. Teaching assistants from courses which have computing assignments are also available. Telephone support, walk-in consultations, documentation, and short introductory courses and seminars are offered during the year on how to utilize available hardware and software.

Users of the facility should note that commercial software and databases are protected by copyright laws and license agreements. Users are expected to abide by the restrictions inherent in these contractual agreements. These restrictions include prohibitions against the following:

- a) copying programs for use on other systems
- b) distribution or resale of programs outside Harvard
- c) use of programs for non-educational purposes or for financial gain
- d) altering or disclosure of program source code

Illegal copies of software may not be used on machines owned by the school, and copy protected software owned by the facility may not be illegally duplicated.

Digital Millenium Copyright Act (DMCA)

New DMCA laws have extended copyright protection to additional forms of electronic materials such as music and videos. All I/T users at HSPH should note that it is a violation of Federal copyright law to copy, share, or transmit these materials through the Harvard network utilizing mechanisms such as Napster, Gnutella, Morpheus, or other similar systems.

Harvard University Technology Resources Policy (excerpts)

- 1) Access to and use of technology resources at Harvard University are provided to members of the Harvard community to assist in fulfilling the education, research, and service missions of the university. Such resources include e-mail, telephone, voicemail, computer hardware and software, Internet access, and the campus computer network. All technology resources and their components or peripheral parts are the property of Harvard University. All users have the responsibility to use those resources in an efficient, ethical, and legal manner. Access to such resources is limited to authorized users and is for approved purposes only.
- 2) As has been the custom with the telephone, it is permissible to use these facilities for incidental personal purposes. Incidental personal use is permitted so long as it does not interfere with job performance, consume significant time or resources, interfere with the activities of others, or otherwise violate this policy, the rules of HSPH, or other university policies.
- 3) University technology resources should not be used in connection with lobbying or political campaigns. In addition, such resources should not be used for private business or commercial activities, except where such activities are otherwise permitted under applicable university policies.
- 4) I/T users should note that distribution, storage, or viewing of pornography on university computers violates the Technology Resources Policy.

E-Mail

Harvard neither sanctions nor censors individual expression of opinion on its systems. The same standards of behavior, however, 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, e-mail 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 e-mail.

You may find a more complete listing of the I/T policies of HSPH and the university on the HSPH web site at <http://www.hsph.harvard.edu/administrative-offices/information-technology/hsph-it-policies/>. Instructional Computing Facility information can be found under the Student Computing tab.

For further information about the Instructional Computing Facility, call the User Assistance office at 617-432-3165.

Additional Computing Resources

Many individual departments in the school provide additional computing resources for students in their department. Students should check with their department administrators to determine what resources are available to them.

Funded research computing accounts are available on the school's Information Technology Department computers and High Performance Computing Cluster for a fixed annual fee.

University Information Systems (UIS) is Harvard's central computing organization which offers members of the university many additional services (some for a fee), such as classes on various computer topics, user groups, technical support, and discounts on hardware and software purchases.

Disabilities, Services for Students with

The Harvard School of Public Health is committed to providing appropriate services to students with documented learning, physical, and other disabilities who are enrolled in degree-granting or special programs, whether full- or part-time. The provision of accommodations is intended to ensure that students with disabilities have the opportunity to learn on an equal basis with nondisabled peers. Disabled students are encouraged to take advantage of opportunities available to help them in order to achieve their educational goals.

The definition of a disability is very broad. A disability is a physical or mental impairment that substantially limits one or more major life activities -- including but not limited to seeing, learning, walking, and hearing. It may include physical and mobility limitations, hearing or vision loss, serious illnesses, learning disorders, and psychological impairments, to name a few. Some impairments are not necessarily obvious, e.g., chemical sensitivity, lupus, arthritis, and diabetes.

The university, in accordance with its obligations under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, does not discriminate against qualified individuals with disabilities in either admission or access to programs and activities. The Office for Student Affairs assists all students with learning, manual, mobility, hearing, visual, and other disabilities. For more information, students may contact the Office for Student Affairs by writing to the Director for Student Affairs at the Harvard School of Public Health, Office for Student Affairs, 677 Huntington Avenue, Boston, MA 02115, or by calling 617-432-1542.

Marie Trottier is the university's Disability Coordinator and is responsible for coordinating Harvard's efforts on behalf of individuals with disabilities. Her address is 932 Holyoke Center, Cambridge, MA 02138. She also may be contacted by telephone at 617-495-1859 (voice) or 617-495-4801 (TTD), or by e-mail at Marie_Trottier@harvard.edu. HSPH students should first contact the HSPH Director for Student Affairs at 617-432-1542.

Procedure for Requesting Accommodations

- 1) Students accepted to a program at HSPH receive a letter introducing the school's services for students with learning, physical or other disabilities who require accommodations. Included is a form that students who are requesting accommodations for the forthcoming program or academic year should complete and return to the Office for Student Affairs (by May 25 for the summer or fall term).
- 2) Recent clinical or other appropriate supporting documentation that describes the disability, specifies the accommodations requested, and states the reason the accommodations are necessary must accompany the form. Requests for accommodations cannot be considered without this documentation. It is important to note that students *must identify themselves* as in need of accommodations and initiate this process directly with the Office for Student Affairs. Independent arrangements cannot be made with faculty members. In addition, retroactive accommodations are not possible.
- 3) In consultation with the University Disability Compliance Officer, Marie Trottier, accommodations are approved, denied or modified from their original request.
- 4) The Director for Student Affairs informs the student of his/her approved accommodations. The Director for Student Affairs also informs the student that it is their responsibility to identify to him, in writing, the specific courses or situations for which they will need accommodations. From these semester based requests, he contacts individual faculty. The nature of the disability is not disclosed, unless there is a compelling need to share the information in order to provide appropriate accommodations.

Appropriate Documentation

Clinical documentation for *learning disabilities* must include a comprehensive diagnostic interview/consultation and neuropsychological or psychoeducational evaluation plan, which generally should have been completed within the last three years. Recent documentation ensures that the provision of reasonable accommodations and services is based upon assessment of the current effect of the student's disabilities on her or his academic performance. Upon application and in appropriate circumstances, the three-year currency requirement may be waived.

Professionals conducting assessments and rendering diagnoses of specific learning disabilities and making recommendations for appropriate accommodations must be qualified to do so. Comprehensive training and direct experience with an adolescent and adult learning disabled population is essential. The name, title, and professional

credentials of the evaluator, including information about license or certification (e.g., licensed psychologist) as well as the area of specialization, employment, and state in which the individual practices should be clearly stated in the documentation. For example, the following professionals would generally be considered qualified to evaluate specific learning disabilities, provided that they have additional training and experience in evaluating adolescent and adult learning disabilities: clinical or educational psychologists; school psychologists; neuropsychologists; learning disabilities specialists; and medical doctors with training and experience in evaluating adolescent and adult learning disabilities.

Harvard University reserves the right to request additional diagnostic information from the student's clinician or from University Health Services.

Confidentiality

All student records concerning disabilities are maintained separately from academic records. All information is treated as confidential and disclosure is limited to individuals who have a legitimate need to know. In situations when it is necessary to speak with the doctor or others who are supporting the accommodation request, students will be asked to give written permission.

The Office for Student Affairs will notify the instructor or appropriate staff in writing of any accommodations to be granted. This is most often accomplished through e-mail. The nature of the disability will not be disclosed, unless there is a compelling need to share this information in order to provide appropriate accommodations.

Harvard University Health Services (HUHS)

Medical Area, 275 Longwood Avenue, Boston (617-432-1370)

Harvard Campus and Urgent Care, 75 Mt. Auburn Street, Cambridge (617-495-5711)

The following is a summary. Please visit huhs.harvard.edu for detailed information.

Harvard University Health Services (HUHS) provides high quality, comprehensive, confidential health care to students, staff, faculty, and their dependents 24 hours a day, 365 days a year. Primary care and mental health services are available at the main health service located at Holyoke Center in Harvard Square, as well as at satellite clinics on the Longwood Medical Area, Business School, and Law School campuses. The Longwood Medical Area clinic is located in the west wing of Vanderbilt Hall, across Longwood Avenue from the Tosteson Medical Education Center. The Medical Area clinic offers appointments Monday through Friday from 9:00 a.m. until 5:00 p.m. During the academic year on Mondays and Thursdays, they offer appointments until 6:30 p.m. For more information or to make an appointment with HUHS in the Medical Area, call 617-432-1370. Information about the Medical Area clinic is also available at huhs.harvard.edu.

The Harvard University Health Services main clinic is located in Harvard Square at Holyoke Center, 75 Mount Auburn Street, Cambridge. The Holyoke Center location is open Monday through Friday from 8:00 a.m. until 5:00 p.m. for regular visits. The After Hours Urgent Care Clinic on the 5th floor of HUHS at Holyoke Center is open seven days a week, 365 days a year, including weekends and holidays. Services at Holyoke Center location include primary care, mental health services, pediatrics, dental service, pharmacy, wellness center, health promotion/education, anonymous HIV testing, vision care clinic, optical shop, and contact lens services. A range of other medical and surgical specialty services at the Holyoke Center location are available by referral from your HUHS primary care physician including allergy, dermatology, diabetology, gastroenterology, neurology, nutrition, obstetrics/gynecology, ophthalmology, orthopedics, otolaryngology, physical therapy, podiatry, rheumatology, general surgery, urology, laboratory, and radiology services. For more information, please visit the HUHS web site at huhs.harvard.edu. To make an appointment at the main clinic, or to reach the After Hours Urgent Care Clinic, call 617-495-5711.

Students may schedule routine and non-urgent appointments by calling the HUHS clinic or department during regular business hours. HUHS makes every effort to accommodate any student who wishes to be seen on any given day for a medical or mental health concern, and appointments are reserved each day to accommodate urgent needs. Students may also wish to speak with a clinician prior to making an appointment to determine appropriate care and treatment.

Cancellations must be made at least 24 hours in advance of a scheduled appointment, or the student will incur a charge. Students needing to renew prescriptions are advised to call their provider directly at least 48 hours in advance to allow time to process the request.

Confidentiality

The confidentiality of all records and other medical information about patients at HUHS is protected to the full extent of the law. Written authorization from the student is necessary to release record information to any third party except in highly unusual circumstances as required by law, or as indicated in the HUHS Notice of Privacy Practices.

HUHS Appeals and Concerns

Patient Advocate – Harvard University Health Services

75 Mt. Auburn Street, First Floor, Cambridge (617-495-7583)

The Patient Advocate is available to facilitate interactions with HUHS around healthcare-related concerns. This includes providing assistance navigating the healthcare system, interceding on behalf of patients who feel they have encountered a problem, providing information on available choices regarding medical care, assisting with special needs arrangements, and answering questions and concerns. All requests are welcome, including positive comments and recommendations for improvement. All communications are kept in the strictest confidence. Patient Satisfaction feedback forms may be submitted to the Patient Advocate at any of the suggestion boxes located throughout HUHS, or at huhs.harvard.edu.

Housing

As a non-residential campus, new and returning HSPH students are responsible for finding their own housing. The HSPH Office for Student Affairs has many resources available to assist students in their search for housing. The office maintains a housing web site, www.hsph.harvard.edu/housing. The site includes the housing guide plus additional information and resources for finding Harvard owned or private housing. Students are strongly encouraged to use this site, which is frequently updated, during their housing search.

Harvard Owned and Operated Facilities:

Shattuck International House

www.hsph.harvard.edu/housing

The Henry Lee Shattuck International House is maintained on a nonprofit basis by HSPH as a residence for its graduate students and their families from the U.S. and abroad. There are three apartment buildings, located at 199-203-207 Park Drive, Boston, within walking distance of the Harvard Longwood campus, public transportation, and several shopping areas. The seventy furnished apartments have either one or two bedrooms. Each apartment has its own kitchen and bath. Shattuck International House rents include all utilities except telephone. High speed internet connection is available in each apartment and is provided free of charge.

Priority for housing assignments at Shattuck is given to HSPH students. Applications from student from other Harvard schools and HSPH research fellows, visiting scholars, and post-doctoral fellows will be considered only if there are vacancies after assignment to HSPH students. Full-time registered students and research fellows affiliated with Harvard University and their spouses and/or children are eligible to live in Shattuck International House; other relatives, childcare providers, etc., are not permitted to live in Shattuck International House. This policy also applies to arrangements for subletting or sharing accommodations.

Shattuck International House tenants who have not paid their rent or have damaged their apartments will be reported to the Registrar's Office. Registration for the next semester will be denied, official transcripts will be marked stating that charges are outstanding, and diplomas will be withheld until all charges have been paid in full. For further information contact Amy Wooldridge at awooldri@hsph.harvard.edu or call 617-432-6650.

Harvard Affiliated Housing

7 Holyoke Street, Cambridge

www.hres.harvard.edu/rre.htm

The Harvard Housing Office in Cambridge manages housing in university-owned complexes. Information and application forms are on-line or can be requested by telephone or at the Harvard Housing Office in Cambridge. The Housing Office also maintains a self-service computerized listing of apartments and houses in the area not owned by the university, as well as a list of people looking for roommates. These listings must be viewed in person; information is not given out by mail or telephone. Students must show a university ID or a copy of their letter of admission from the school in order to view Harvard Housing listings. "Trilogy," a Harvard owned apartment complex located in the Fenway area of Boston, opened in the summer/fall of 2006. This is in close proximity to HSPH. For further information, e-mail hhousing@harvard.edu or call the Harvard Housing Office at 617-495-3377 (local and international) or 800-252-5020 (domestic and outside of eastern Massachusetts).

Vanderbilt Hall

www.hms.harvard.edu/operations/vh

107 Avenue Louis Pasteur, Boston, MA 02115

Vanderbilt Hall is a dormitory operated by Harvard Medical School. Although priority is given to students of the Harvard Medical and Dental Schools and the Division of Medical Sciences, HSPH and GSAS students may apply. Vanderbilt,

located at the corner of Avenue Louis Pasteur and Longwood Avenue, includes furnished rooms, shared single-sex bathrooms, and shared fully equipped kitchens. Recreational facilities include a music studio, a grand piano, a game room, darkroom, and wood shop. There is also an outdoor tennis court, an indoor basketball court, squash courts, a weight room, and an aerobics area. The athletic facilities are free for students (guests must pay a fee). For more information, contact the Vanderbilt Hall Business Office at 617-432-1630

Legal Services

There are a number of notaries public in the Longwood area. At HSPH, contact Roberta Gianfortoni (617-432-3530), Rose Doherty (617-432-1026), or Peter Crudele (617-432-1719). The Office of the General Counsel of Harvard University (617-495-1280) will provide students with names of lawyers in the various legal specialties, but does not perform legal work for students.

Shuttle Service

(Cambridge-Longwood)

MASCO provides a free shuttle bus service for Longwood campus students commuting between Harvard Square and the Longwood Campus (the M2 LMA shuttle). To board, you must show your Harvard ID. Buses leave the Cambridge and Longwood Campuses every 10-15 minutes during peak periods and at least once an hour during the rest of the day, from approximately 7 a.m. to 11:30 p.m. The trip takes 20 to 30 minutes, depending on traffic and weather conditions. Call 617-632-2800 or consult MASCO's web site, <http://www.masco.org/transit/ptsm2.htm>, for schedules and other information.

Student Lounge

The student lounge is located on the mezzanine of the FXB lobby. It is available to students to relax, study, and meet in small groups. There is also a study area located at the rear of the atrium on the second floor of the Kresge Building.

Student Mailboxes

Each student is assigned a mailbox on the ground floor of Kresge. On any given day you may find in your mailbox notes from fellow students or professors; notices of course changes and deadlines for registration; announcements of lectures and social events; student surveys; research project notices or invitations; and any number of other items. It is the student's responsibility to check their mailboxes and e-mail accounts regularly for important notices. Some departments also provide student mailboxes for distribution of departmental materials. Personal mail should be received at the student's home address.

Study Carrels

Space is in extremely short supply at HSPH. Much study takes place in the cafeteria before and after food service closes, in the student lounge and in the study area located at the rear of the atrium on the second floor of the Kresge Building. Some HSPH departments have rooms and study carrels available to their students on seniority or need basis. Students can also work in empty classrooms. Countway Library is quiet and has group study rooms, study tables, and individual study carrels available on a first come basis. The Russell Current Journal Reading Room on the first floor is furnished with comfortable seating that overlooks the plaza. Computer workstations are also available throughout the Library.

Student Life

Alcohol at HSPH

Please see “Drugs and Alcohol Policy” below and “Guidelines for Events Sponsored by Student Organizations” in Appendix F: Student Organizations and Activities.

Alumni Programs, Office of

The Office of Alumni Programs is a liaison between 10,000 School of Public Health alumni and the faculty, students, and administrators at the School of Public Health. It develops and implements programs to facilitate alumni access to university resources, and serves as a networking forum for alumni, students, faculty, and outside constituencies. Through printed and electronic publications, the Office of Alumni Programs disseminates information about accomplishments of alumni and about events organized by the Office of Alumni Programs. In order to ensure an effective implementation of the programs, the office collaborates closely with the Office for Educational Programs, Career Services Office, Office for Resource Development, Office for Student Affairs, Admissions Office, and academic departments. Alumni Programs staff can be reached by phone at 617-998-8813 or via e-mail at alumpr@hsph.harvard.edu for further information. The principle office is located at Landmark Center, 401 Park Drive, East Atrium, Third Floor, Room 069, Boston, MA 02215.

Bicycles

Bicycles are not allowed in HSPH buildings. There are numerous bike racks and bike cages located on campus. Students, faculty, and staff should register their bicycles with the HMS Commuter Service and Parking Office. Information regarding registering bicycles is found on the HMS Commuter Service and Parking Office web site, <http://park.med.harvard.edu>. The HMS Commuter Service and Parking Office can be reached by phone at 617-432-1111 or via e-mail at parking@hms.harvard.edu.

Discrimination, Policy Against

In accordance with Harvard University policy, the Harvard School of Public Health does not discriminate against any person on the basis of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities. The Associate Dean of Human Resources, (617-432-7096), has been designated to handle inquiries regarding the nondiscrimination programs. In addition, inquiries concerning non-discrimination policies regarding race, color, national origin, age, sex, or handicap may be referred to the Regional Director, U.S. Department of Education Office for Civil Rights, J. W. McCormack POCH, Room 707, Boston, MA 02109-4557 (617-223-9662).

Increasing numbers of students with disabilities are enrolling at Harvard and are participating in the full range of programs and activities. Every effort is made to meet their special needs. There are, however, no separate academic programs for students with either physical handicaps or learning disabilities; all enrolled students undertake the same program. At HSPH, the Office for Student Affairs assists disabled students in adapting to life at the school (617-432-1542). Please see “Disabilities, Services for Students with.”

Drugs and Alcohol Policy

The policy statement on drugs and alcohol is designed to address the university's concerns about substance abuse and to ensure that the Harvard community complies with the Federal Drug-Free Workplace Act of 1988 (the "Drug-Free Workplace Act") and the Drug-Free Schools and Communities Act Amendments of 1989 (the "Drug-Free Schools Act").

The unlawful possession, use, or distribution of controlled substances or alcohol is prohibited in or on Harvard premises, in vehicles provided by Harvard, at any work-site or location at which university duties are being performed by Harvard employees or students, or as part of any of Harvard's activities. Common examples of controlled substances, as defined by law, are cocaine, marijuana and heroin. The university will take disciplinary action against violators, consistent with federal, state and local laws. Such action may include requiring satisfactory participation in a substance abuse treatment, counseling, or education program as a condition of reinstatement or continuation with Harvard, suspension, and referral for prosecution.

Because of the considerable health risks involved in drug and alcohol use, resources are available to assist the Harvard community in dealing with drug and alcohol abuse problems. The following are all strictly confidential services:

- HUHS Center for Health Education provides educational material and referral to local resources; call 617-495-9629.
- The medical staff at HUHS provides diagnosis and treatment recommendations. Call your primary care physician or nurse practitioner's office for an appointment. If you have not yet selected a primary care clinician, call 617-432-1370 (Longwood campus) or 617-495-5711 (Cambridge area) for assistance and scheduling.
- For immediate care of acute problems, the HUHS Acute Treatment Area in Cambridge (617-495-2138) is available weekdays from 8:00 a.m. to 5:30 p.m. On evenings, weekends, and holidays there is always a doctor at the HUHS After-Hours Urgent Care Clinic on the fifth floor of the Holyoke Center facility. From 12:00 a.m. to 8:00 a.m., press the buzzer and the door will be opened by intercom from Stillman Infirmary (617-495-5711).
- Alcoholism is a chronic medical disease that can cause emotional and social problems. The HUHS Mental Health Service staff is available to discuss such concerns and provide referrals as needed. Call the Longwood campus branch of HUHS at 617-432-1370 or the Cambridge mental health staff at 617-495-2042.
- Alcoholics Anonymous is the well-established 12-step program for people who are trying to achieve or maintain sobriety. There are several AA meetings each day of the week: call 617-426-9444.
- Al-Anon meetings provide help for friends and families of alcoholics, whether or not the alcoholic is involved with AA. There are also special meetings for children of alcoholics. Call 617-426-9444 for more information.
- Narcotics Anonymous is a 12-step program for people trying to stop using drugs or keep off them (866-624-3578).

These programs and offices are part of Harvard's ongoing effort to maintain a drug-free workplace. The university will adhere to strict policies of confidentiality for all participants in drug/alcohol abuse rehabilitation programs as described in university and federal regulations covering confidentiality of student health records.

Firearms and Dangerous Weapons

According to Massachusetts law, persons other than law enforcement officers (whether or not they have a license) are prohibited from carrying a loaded or unloaded firearm or any other dangerous weapon in any university building or on the grounds of the university, without written authorization of the board or officer in charge of the university. A dangerous weapon includes items designed to do bodily injury such as a stiletto, ballistic knife, blackjack, 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).

Any faculty member or administrative officer of the university who fails to report violations of this statute is subject to a fine of up to \$500.

Hazing

The Commonwealth of Massachusetts prohibits hazing. A copy of the Massachusetts Law regarding hazing can be found at <http://www.hsph.harvard.edu/registrar/handbook/hazingstatute.pdf>. The definition of hazing and its punishments imposed by the Commonwealth are as follows:

The term "hazing" 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 adversely affect 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.

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.

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

Whoever knows that another person is the victim of hazing as defined above and is at the scene of such a 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.

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 information; provided, however, that an institution's compliance with this requirement by providing this information 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 information 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 information, that each of its members, plebes, pledges, or applicants has received a copy of this information, and that such group, team, or organization understands and agrees to comply with the provisions of this document. 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 full time student in such institution a copy of this information.

No individual shall perform an act that is likely to cause physical, psychological, or social harm to any person within the university community. HSPH students who organize or commit a crime of hazing are subject to HSPH disciplinary action as well as to sanctions imposed by the Commonwealth.

Inclement Weather Policy

In general, HSPH teaching and research activities are expected to continue during inclement weather. An absence due to a student's concern about weather (from a class that was held) should be discussed with the faculty member to determine whether options for making up the lost time in class are possible. In the event of a severe storm in which state officials advise against travel and/or when public transportation facilities are limited or not functioning, the dean may elect to close the school in the interest of faculty, staff, and student safety. In this event, television stations News 4 New England, 7 News, and News Center 5 and radio stations WBZ 1030/AM and WRKO 680/AM will be notified to announce the closing. The school will also post a telephone hotline message at 617-432-NEWS if a decision has been made to close the school. Also, notification will be posted on the school's main web page.

Lockers

A number of lockers with combination locks are available for students. They are assigned by lottery by the Office for Student Affairs, generally during the first week of classes. Locker assignments are made for the academic year or for the summer only and are reassigned at the end of that period. Lockers must be emptied at the end of each school year or summer, at which time any remaining contents will be discarded.

Parking

Parking places are scarce. Most streets around HSPH are either metered or reserved for Mission Hill residents only. Some stretches of Tremont Street are zoned for 2-hour free parking. Use of public transportation is strongly advised.

There is no day parking available on campus. All students may purchase an annual after-hours parking permit for \$50 for the academic year. After-hours allows one to park from 5:00 p.m. to 5:00 a.m., Monday through Friday, all day Saturday, all day Sunday, and any Harvard holidays in most surface lots and the Quad Garage. Unauthorized and non-permitted vehicles will be towed at the owner's expense. The HMS Commuter Service and Parking Office is located at 180B Longwood Avenue, room 134, and its hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. For more information, students should consult the HMS Commuter Service and Parking Office's web site at <http://parking.med.harvard.edu>. The

HMS Commuter Service and Parking Office can be reached either by phone at 617-432-1111 or via e-mail at parking@hms.harvard.edu.

Safety and Security

Every major city has areas that have higher crime rates than others. There are safety precautions that can be taken to maintain a safer city life style. The university document *Playing it Safe*, available from the Harvard University Police Department, contains important information on crime prevention programs and services at Harvard. It also outlines federal and state laws and university policies on sexual offenses (including rape, date rape, sexual assault, sexual harassment, and other sexual offenses). For more information, please call Harvard University Police (617-432-1212).

Police (617-432-1212)

The Longwood Area police are stationed at 180 Longwood Avenue. Officers are available to give assistance 24 hours a day.

Security in FXB Building(617-432-1040, 24 hours a day)

Security guards are posted at all Harvard Longwood area building entrances. Guards will ask you to stop and show your ID. It is estimated that 65% of campus thefts are committed by non-Harvard infiltrators, some of whom gain access unchallenged because they appear to the guards to be accompanying students.

Taxi Escort Service

The taxi escort service is available to HSPH students on a first come, first serve basis. The hours of operation are 9:00 p.m. to 3:00 a.m. seven days a week. Those eligible to use the service must have a current, valid Harvard University ID for the School of Public Health. The taxi escort is arranged through the security officer stationed at the FXB Security Desk at 651 Huntington Avenue upon presentation of a current, valid ID. Security will distribute a taxi voucher and coordinate taxi pick-up. The taxi service is free within a one mile radius of the campus. **Should your destination go beyond the one mile radius of the campus, the taxi meter will be turned on and you will be responsible for the additional fare beyond the one mile radius.** Each taxi will only go to one destination with up to four riders. Multiple riders going to different destinations will require separate taxis and vouchers. Traffic and weather conditions may affect the timeliness of the taxi service.

Walking Escort Service

The Harvard Longwood Campus has a walking escort service available 24 hours a day. On request, the security officer will escort faculty, staff, or students to any of the Longwood Campus Area parking lots, buildings, or local "T" stops. To use this service, call 617-432-1040. Please call ahead as it may take as long as fifteen minutes for your escort to arrive. Please wait for your escort once you have called.

Sensitive Crimes (including rape, sexual assault and battery, domestic violence, and hate crimes)

If you or someone you know is or may be the victim of a sensitive crime, please seek assistance right away. Resources at HSPH include the Office for Student Affairs (617-432-1036), the Office for Student Services (617-432-4703), and the Harvard University Police Department (urgent Longwood number 617-432-1212). Additional information is also available on the following web sites, including both Harvard and non-Harvard area resources: Harvard University Police Department, <http://www.hupd.harvard.edu/index.php> and Harvard College Office for Sexual Assault Prevention and Response, <http://www.fas.harvard.edu/~osapr/>.

Sexual Harassment

As expressed by the Faculty Council of Harvard College, "the determination of what constitutes sexual harassment will vary with particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical or verbal comments or suggestions, which adversely affects the working or learning environment of an individual." The administration of the Harvard School of Public Health wishes to do everything it can to maintain an environment free from harassment. Sexual harassment, especially by persons with authority, be it faculty members or teaching assistants, will not be tolerated.

Anyone believing herself or himself to be a victim of sexual harassment should seek assistance. This may take the form of just talking over the circumstances, informal counseling, or filing a formal complaint. Persons at HSPH who are ready to help you include Stanley Hudson, Associate Dean for Student Services (617-432-4703); Andy Eisenmann, Director for

Student Affairs (617-432-1542); Bernita Anderson, Associate Dean for Academic Affairs (617-432-1069); Chris Ciotti, Director of Human Resources (617-432-7096); the chair of your department; or Linda Wilcox, Ombudsperson (617-432-4040). Often an informal process can remedy the situation, so do not hesitate to seek help.

Showers

Locations at HSPH:	Women:	Building II, second floor women's room
	Men:	Building II, first floor men's room Building II, third floor men's room

Smoking, Policy Against

As a part of the campaign for better health, the school has established a no-smoking policy in school building and on school grounds. Smokers are encouraged to attend smoking cessation classes.

APPENDIX A:

Abbreviations

List of Abbreviations

The following abbreviations are used throughout this *Handbook*:

AUD	Audit	OSA	Office for Student Affairs
AV	Audio Visual	OASIS	Online Access Student Information System
BAPHP	Boston Area Public Health Professional	ORD	Ordinal
BCBS	Blue Cross/Blue Shield Insurance	OSFS	Office of Student Financial Services
BIO	Biostatistics	OTD	Office of Technology Development
CAD	Committee on Admissions and Degrees	P/F	Pass/Fail
CEP	Committee on Educational Policy	PT	Part-Time
CLE	Clinical Effectiveness	SHDH	Society, Human Development, and Health
DBS	Division of Biological Sciences	SHH	Society, Human Development, and Health
DPH	Doctor of Public Health	TAP	Tuition Assistance Plan
DS	Doctor of Science	UHS	University Health Services
EH	Environmental Health	XREG	Cross-Registration
EPI	Epidemiology		
FAS	Faculty of Arts and Sciences		
FERPA	Family Educational Rights and Privacy Act of 1974		
FT	Full-Time		
FWS	Federal Work Study		
FXB	François-Xavier Bagnoud Building		
GCD	Genetics and Complex Diseases		
GHP	Global Health and Population (formerly Population and International Health)		
GSAS	Graduate School of Arts and Sciences		
GSD	Graduate School of Design		
GSE	Graduate School of Education		
HBS	Harvard Business School		
HDS	Harvard Dental School		
HIO	Harvard International Office		
HKS	Harvard Kennedy School		
HLS	Harvard Law School		
HMS	Harvard Medical School		
HPM	Health Policy and Management		
HSCF	Health Sciences Computing Facility		
HSPH	Harvard School of Public Health		
HUHS	Harvard University Health Services		
HUSHP	Harvard University Student Health Plan		
ICF	Instructional Computing Facility		
ID	Interdepartmental		
IID	Immunology and Infectious Diseases		
MOH	Master of Occupational Health		
MPH	Master of Public Health		
MPP	Monthly Payment Plan		
MS	Master of Science		
NUT	Nutrition		

APPENDIX B:

Academic Calendar

Academic Year 2008-2009

The academic year is divided into three semesters. The fall semester begins in early September, and the spring semester begins in early January. Each of these semesters is divided into two eight-week periods: Fall1 and Fall2 in the fall semester and Spring1 and Spring2 in the spring semester. WinterSession takes place between the semesters in January and is considered part of spring semester. It is a special month-long term providing the opportunity for course work, fieldwork, and special projects. The first three-week summer session (Summer1 term) begins the first full week of July. The second summer session (Summer2 term) begins the first week of August.

Fall Semester 2008

Monday, August 18, 2008

Deadline to submit Intent to Register form: for TAP/Affiliates and Non-Harvard Cross-Registrants for Fall Semester and Fall1 Term courses

August 25, 2008 (Tuesday)

Check-in, new students (1:00 pm to 5:00 pm.)

August 25, 2008 – August 29, 2008 (Tuesday - Friday)

Orientation Programs

September 1, 2008 (Monday)

Labor Day, a holiday

September 2, 2008 (Tuesday)

Fall Semester and Fall1 courses begin

September 5, 2008 (Friday)

Add/Drop/Change Deadline: for TAP/Affiliates and Cross-Registration into HSPH for Fall Semester and Fall1 Term Courses

September 5, 2008 (Friday)

Deadline for students to update address information on OASIS

September 12, 2008 (Friday)

*Add/Drop/Change Deadline: Fall Semester and Fall1 Term courses for HSPH degree candidates, including all Cross-Registration out of HSPH
Final Signed Registration Printouts due (5:00 p.m.)*

September 26, 2008 (Friday)

*Withdrawal Deadline: Fall1 Term courses**

October 13, 2008 (Monday)

Columbus Day, a holiday

October 14, 2008 (Tuesday)

Deadline to submit Intent to Register form: for TAP/Affiliates and Non-Harvard Cross-Registrants for Fall2 Term courses

October 24, 2008 (Friday)

Fall1 Term courses end

October 27, 2008 (Monday)

Fall2 Term courses begin

October 31, 2008 (Friday)

Drop/Add/Change Deadline: for TAP/Affiliates and Cross-Registration into HSPH for Fall2 Term Courses.

October 31, 2008 (Friday)

Grades Due: Fall1 Term Courses

November 4, 2008 (Tuesday)

November Degree Voting Date

November 7, 2008 (Friday)

Add/Drop/Change Deadline: Fall2 Term courses for HSPH degree candidates including all Cross-Registration out of HSPH Final Signed Registration Printouts Due (5:00 p.m.)

November 11, 2008 (Tuesday)

Veterans' Day Observed, a holiday

November 19, 2008 (Wednesday)

*Withdrawal Deadline: Fall Semester and Fall2 courses**

November 27, 2008 - November 30, 2008 (Thursday-Sunday)

Thanksgiving Recess

December 4, 2008 (Thursday)

Registration for Spring 2009 begins

December 19, 2008 (Friday)

Fall Semester and Fall2 Term Courses End

December 22, 2008 – January 2, 2009 (Monday - Friday)

Student Winter Recess, inclusive

Spring Semester 2009

January 1, 2009 (Thursday)

New Year's Day, a holiday

January 2, 2009 (Friday)

Grades due: Fall Semester and Fall2 courses

January 5, 2009 (Monday)

WinterSession courses begin

Add Deadline: WinterSession courses for HSPH, Cross-Registration and TAP/Affiliate students (Drop/Change deadline is the second day of the course)

January 19, 2009 (Monday)

Martin Luther King, Jr. Day, a holiday

January 20, 2009 (Tuesday)

Deadline to submit Intent to Register form: for TAP/Affiliates and Non-Harvard Cross-Registrants for Spring Semester and Spring1 Term courses

January 28, 2009 (Wednesday)

WinterSession courses end

February 2, 2009 (Monday)

Spring Semester and Spring1 Term courses begin

February 6, 2009 (Friday)

Add/Drop/Change Deadline: for TAP/Affiliate students and Cross-Registration into HSPH for Spring Semester and Spring1 Term courses

February 6, 2009 (Friday)

Grades Due: WinterSession courses

February 13, 2009 (Friday)

*Add/Drop/Change Deadline: Spring Semester and Spring1 Term courses for HSPH degree candidates including all Cross-Registration out of HSPH
Final Signed Registration Printouts due (5:00 p.m.)*

February 16, 2009 (Monday)

Presidents' Day, a holiday

February 20, 2009 (Friday)

*Withdrawal Deadline: Spring1 Term courses**

March 10, 2009 (Tuesday)

March Degree Voting Date

March 16, 2009 (Monday)

Deadline to submit Intent to Register form: for TAP/Affiliates and Non-Harvard Cross-Registrants for Spring2 Term courses

March 20, 2009 (Friday)

Spring1 Term courses end

March 23 – March 27, 2009 (Monday - Friday)

Spring Recess

March 27, 2009 (Friday)

Grades Due: Spring1 Term courses

March 30, 2009 (Monday)

Spring2 Term courses begin

April 3, 2009 (Friday)

Add/Drop/Change Deadline: for TAP/Affiliates and Cross-Registration into HSPH for Spring2 Term courses

April 10, 2009 (Friday)

*Add/Drop/Change Deadline: Spring2 Term courses for HSPH degree candidates including all Cross-Registration out of HSPH
Final Signed Printouts with Spring2 Term changes due (5:00 p.m.)*

April 24, 2009 (Friday)

*Withdrawal Deadline: Spring Semester and Spring2 Term courses**

May 22, 2009 (Friday)

Spring Semester and Spring2 Term courses end

May 25, 2009 (Monday)

Memorial Day, a holiday

May 27, 2009 (Wednesday)

Grades Due: Spring Semester and Spring2 Term courses

June 1, 2009 (Monday)

June Degree Voting Date

June 4, 2009 (Thursday)

Commencement 2009

*The notation WD will be permanently noted in the student's academic record

2008 - 2009 Degree Calendar

For a diploma to be awarded on:	Degree applications are due at the Registrar's Office on	Dissertations are due at Registrar's Office on:
November 4, 2008	September 12, 2008	October 3, 2008
March 10, 2009	January 5, 2009	January 23, 2009
June 4, 2009	February 20, 2009	May 1, 2009

Note: All degree candidates expecting to graduate must file a degree application according to the dates outlined above. If deadlines are missed, students may apply for a degree to be conferred on a later date.

Academic Year Summary 2008-2009

Fall		Spring		
September 2, 2008 - December 19, 2008		January 5, 2009 - May 21, 2009		
Fall1 Term	Fall2 Term	WinterSession	Spring1 Term	Spring2 Term
September 2 - October 24	October 27 - December 19	January 5 - January 28	February 2 - March 20	March 30 - May 20

Summer Session 2009

July 1, 2009 – August 14, 2009	
Summer1 Term	Summer2 Term
July 1 - July 24, 2009	July 27 - August 14, 2009

Religious Holidays

According to Chapter 151c, Section 2B, of the General Laws of Massachusetts, any student in an educational or vocational training institution, other than a religious or denominational training institution, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or requirement which he or she may have missed because of such absence on any particular day, provided that such makeup examination or work shall not create an unreasonable burden upon the school. No fees of any kind shall be charged by the institution for making such opportunity available to the student, and no adverse or prejudicial effect shall result to any student for availing himself or herself of these provisions.

APPENDIX C:

Directory of Important Telephone Listings

Dean's Office, HSPH			
	Phone	Fax	Address
Dean of Faculty, HSPH Barry Bloom	617-432-1025	617-277-5320	SPH3 – 1005
Dean for Academic Affairs James Ware	617-432-1026	617-277-5320	SPH3 – 1005
Associate Dean for Academic Affairs Bernita Anderson	617-432-1069	617-432-4711	SPH3 – 1010
Associate Dean for Student Services Stanley Hudson	617-432-4703	617-432-2009	SPH3 – G10
Academic Departments & Divisions			
	Phone	Fax	Address
Biostatistics	617-432-1056	617-739-1781	SPH2 – 451
Division of Biological Sciences	617-432-4470	617-432-0433	SPH1 - 1312
Environmental Health	617-432-1270	617-277-2382	SPH1 – 1411
Epidemiology	617-432-1050	617-566-7805	SPH3 – 928
Genetics and Complex Diseases	617-432-0054	617-432-5236	SPH2 - 107
Global Health and Population	617-432-1232	617-566-0365	SPH1 - 1108
Health Policy and Management	617-432-1090	617-432-4494	SPH3 – 3 rd Floor
Immunology and Infectious Diseases	617-432-2334	617-739-8348	FXB – 4 th Floor
MPH Program	617-432-0090	617-432-3365	SPH3 – G29
Nutrition	617-432-1333	617-432-2435	SPH2 – 305
Society, Human Development, & Health	617-432-1080	617-432-3755	SPH3 – 6 th Floor
Society, Human Development, & Health	617-432-1135	617-432-3123	SPH3 – 7 th Floor
Administration Numbers, HSPH			
Admissions Office	617-432-1031	617-432-7080	158 Longwood Ave.
Alumni Programs, Office of	617-998-8813	617-432-4517	Landmark Ctr. – Room 069
Career Services Office	617-432-1034	617-432-3184	SPH3 – G18
Certification/Transcript Requests	617-432-2389	617-432-2009	SPH3 - G4
Committee on Educational Policy	617-432-1327	617-432-4711	SPH3 – 1010
Continuing Professional Education, Center for	617-384-8692	617-384-8690	Landmark Ctr. – East, 3 rd Floor
Course Scheduling	617-432-1032	617-432-2009	SPH3 - G4
Educational Program, Office for	617-432-0090	617-432-3365	SPH3 – G29
Financial Services, Administrative	617-432-1015	617-432-2840	SPH3 – 1001
Harvard Public Health NOW	617-432-6052	617-432-3232	SPH1 – 1312A
Human Resources	617-432-1046	617-432-4361	SPH3 – 505
Information Technology	617-432-4357	617-432-4998	SPH3 – LL15
Media Services	617-432-2216		SPH3 - LL17b
Operations Department	617-432-1152	617-432-4998	SPH3 - LL15
Registrar's Office	617-432-1032	617-432-2009	SPH3 - G4
Resource Development Office	617-384-8990	617-384-8989	Landmark Ctr. - East Atrium, 3 rd Floor
Room Reservations	617-432-4067	617-432-2009	SPH3 – G10
Shattuck House Administration	617-432-0488	617-432-3879	SPH3 – G20
Student Affairs, Office for	617-432-1036	617-432-3879	SPH3 – G20
Student Financial Services	617-432-1867	617-432-5431	708 Huntington Ave.
Takemi Program	617-432-0686	617-432-1251	SPH1 – 1207

Books/Supplies/Course Materials	Phone	Fax	Address
Longwood Area Coop	617-499-3300	617-277-7944	333 Longwood Avenue
Cambridge Coop	617-499-2000	617-441-2814	1400 Massachusetts Ave.
MIT Coop	617-499-3200	617-621-0856	3 Cambridge Center
Cambridge/Holyoke Center			
ID Cards	617-495-3322	617-495-1858	Holyoke Center – 953
International Office	617-495-2789	617-495-4088	Holyoke Center – 864
Sponsored Billing	617-496-8050	617-495-1858	Holyoke Center – 953
Sponsored Research/Awards Management	617-495-5501	617-496-2424	Holyoke Center – 600
Stipends	617-495-1992	617-495-1858	Holyoke Center – 953
Student Receivables	617-495-2739	617-495-1858	Holyoke Center – 953
Student Taxes (Foreign Students)	617-495-2739	617-495-1858	Holyoke Center - 953
Student Term Bills	617-495-2739	617-495-1858	Holyoke Center – 953
Computing Information			
Department of Information Technology - HSPH			
Administrative Office/User Help Line	617-432-4357	617-432-4998	SPH3 - LL15
Student Phone in Microlab	617-432-0780		SPH3 - LL19
Technology Product Center	617-495-5450	617-495-8545	219 Western Ave.
University Information Systems			
UIS Helpdesk	617-496-2001		Holyoke Center – 752
General Information			
Harvard University	617-495-1000		
Holyoke Center			
Events & Information Center	617-495-1573	617-495-0905	Holyoke Ctr., Arcade
Longwood Area	617-432-1000		
Safety/Security/Emergency			
Boston Area Rape Crisis Center	617-492-RAPE		
Boston / Cambridge Fire Department	9-911		
Cambridge Health Alliance Victims of Violence Program	617-591-6360		
Cambridge Police - Sexual Assault Unit/Domestic Violence	617-349-3370 (d) 617-349-3356 (24 hrs.)		
Cambridge Women's Center	617-354-8807		46 Pleasant Street
Center for Violence Prevention & Recovery	617-667-8141		330 Brookline Avenue
HUPD Sensitive Crimes Unit	617-495-1796		1033 Mass. Avenue
In Common	617-384-TALK		
Lost & Found			
Cambridge	617-495-1783		1033 Mass. Avenue
Longwood	617-432-1397		180 Longwood Ave.
Police Services			
Cambridge	617-495-1212		1033 Mass. Avenue
Longwood	617-432-1212		180 Longwood Ave.
Walking Escort			

Cambridge	617-495-0400		175 N. Harvard Street
Longwood	617-432-1379		180 Longwood Ave.

Health Services	Phone	Fax	Address
Emergency Care/Appointments			
Cambridge	617-495-5711		75 Mount Auburn Street
Longwood	617-432-1370		275 Longwood Avenue
Center for Health Communication	617-432-1038	617-731-8184	SPH3 – 329
Student Insurance	617-495-2008	617-496-6125	Holyoke Center, 1 st Fl.
Libraries at Harvard			
Baker Library (HBS)	617-495-6040		25 Harvard Way
Biological Laboratories Library	617-495-3944		Bio Labs 1086
Career Reference Library (FAS Office of Career Services)	617-495-2595		54 Dunster Street
Weatherhead Center for International Affairs	617-495-2173		1737 Cambridge St.
Chemistry Library	617-495-4079		12 Oxford Street
Countway Library of Medicine	617-432-4888		10 Shattuck Street
Engineering and Applied Sciences	617-495-2836		29 Oxford St, 3rd Floor
Fine Arts Library	617-495-3374		32 Quincy St., Fogg Museum, 1st Floor
Government Documents & Microforms	617-495-2479		Lamont Library
Gutman Library (Education)	617-495-4225		6 Appian Way
Industrial Relations Collection	617-495-2106		Littauer Center
HKS Library	617-495-1300		79 JFK Street
Langdell Library (Law)	617-495-3170		Langdell Hall
Library Privileges Desk (Widener)	617-495-4166		Widener Library
Littauer Library (Government)	617-496-2532		Littauer Center
Population Studies, Center (HSPH)	617-432-1234		SPH1 – 1111
Statistics Library	617-495-5496		Science Center, 607
University Health Services Library	617-495-9013		75 Mt. Auburn Street
Widener Library	617-495-2413		Harvard Yard
Libraries (Public)			
Boston Public Library (Main)	617-536-5400		700 Boylston Street
Brookline Public Library (Main)	617-730-2370		361 Washington Street
Cambridge Public Library (Main)	617-349-4040	617-349-4028	359 Broadway
Transportation			
Boston Cab	617-262-2227		
Checker Taxi	617-536-7000		
MBTA Information	617-222-3200		
Cambridge & Longwood	617-496-1792		Holyoke Center - 370
Metro Cab	617-242-8000		
Shuttle Bus			
Harvard/Cambridge	617-495-0400		175 N. Harvard Street
Longwood Area (MASCO)	617-632-2800		375 Longwood Avenue
Town Taxi	617-536-5000		
Other			
Fogg Art Museum	617-495-9400		32 Quincy Street
Glass Flowers	617-495-2365		22 Divinity Avenue

Gray Herbarium	617-495-2365		22 Divinity Avenue
Harvard Crimson	617-576-6600	617-576-7810	14 Plympton Street
Other, Continued	Phone	Fax	Address
Harvard Film Archive	617-495-4700	617-496-6750	24 Quincy Street
Harvard Magazine	617-495-5746	617-495-0324	7 Ware Street
RESPONSE (Peer Counseling)	617-495-9600		Lowell E-013

APPENDIX D:

Disciplinary Procedures

Misconduct

Misconduct warranting disciplinary action includes any significant departures from generally accepted standards of integrity and appropriate behavior. Improper conduct on the part of a degree candidate is of concern no matter where it occurs. The following offenses are examples of those warranting initiation of disciplinary procedures:

Cheating, plagiarism, unauthorized use of materials in academic exercises or examinations, misrepresentations, distortions or serious omissions of data in research reports, false statements or serious omissions on admission or financial aid applications, falsification on any other official form or petition, unauthorized removal or misuse of library books or other university property, threat or use of force against others, harassment of another member of the university community, hazing, infractions of university regulations, and infractions of city, state, and federal laws which reflect upon the person's suitability to be a health professional.

Occasionally candidates for admission will make inaccurate statements or submit false material in connection with their application. 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 normally will be withdrawn. If a misrepresentation is discovered after a student has registered, the offer of admission normally 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 normally will be rescinded. The determination that an application is inaccurate or contains misrepresentations rests solely with the Admissions Office and will be resolved outside the student disciplinary process.

Sanctions for Misconduct

Formal sanctions, those that become part of the student's office record, that may be imposed in cases of misconduct are described below. Please note that the Disciplinary Board may also (or instead) impose sanctions as appropriate to a specific case.

Admonition: A formal reprimand that becomes part of the student's official record but does not appear on the transcript.

Probation: A warning to the student that he/she is in serious danger of being required to withdraw from the school or a period during which a withdrawal action is pending. At the end of that time, the student may be relieved from probation by vote of the Disciplinary Board if the student's conduct has been satisfactory. A student on probation may be required to withdraw from the school by vote of the Disciplinary Board at any time if his/her conduct is unsatisfactory. No student on probation may be recommended for a degree. The fact that the student is on probation appears on the student's transcript during the period of probation. The notation on the transcript will normally read "Disciplinary Probation" and will include the dates of the period of the probation.

Requirement to Withdraw: A student who is not in good standing as a candidate for a degree must surrender his/her Harvard University student ID card and leave school property for a period usually lasting two semesters. After lapse of this time, the student may apply to the Disciplinary Board to be re-admitted, and may be re-admitted if his/her conduct has been deemed satisfactory by the Board. The fact that the student was required to withdraw for disciplinary reasons appears permanently on the student's transcript. The notation on the transcript will normally read "Disciplinary Withdrawal Required" and will include the date of the withdrawal.

Dismissal: The student's connection with the school is terminated. This action must be approved by a two-thirds vote of the faculty attending the faculty meeting where the case is presented. Re-admission is possible only if approved by a similar vote of the faculty. The fact of dismissal appears permanently on the student's transcript. The notation on the transcript will normally read "Disciplinary Dismissal" and will include the date of the dismissal.

Expulsion: The student is expelled from the school and may never be re-admitted. This action must be approved by vote of the faculty, as described under "Dismissal." The fact of expulsion appears permanently on the student's transcript. The notation on the transcript will normally read "Disciplinary Expulsion" and will include the date of the expulsion.

Misconduct Reporting Procedures

A faculty member, staff member, or student who questions whether misconduct has taken place is encouraged to discuss the issue with the associate dean for student services.

A faculty member, other instructor, or teaching assistant who becomes aware in the course of his/her duties of a possible instance of misconduct should inform the associate dean for student services (preferably in a written report), specifying the particular circumstances of the apparent instance and supporting evidence of misconduct. Other members of the school community are encouraged to report possible instances of misconduct to the associate dean for student services in like manner.

If the reporting individual is a faculty member and the apparent misconduct concerns work submitted for credit, the faculty member remains responsible for deciding the grade to be awarded for the work on the academic merits. The board may, in consultation with the grading instructor, recommend a grade change in assignments, exams, or final course grades. When the student's grade depends upon work for which a question of misconduct is not yet resolved, the faculty member will assign a grade of "unassigned grade" until the issue of misconduct is resolved.

Preliminary Investigation of a Report of Misconduct

In many instances, reports of possible misconduct can be dealt with informally, without proceeding with the disciplinary process. Therefore, upon receiving a report of suspected misconduct, the associate dean for student services or his or her designee promptly conducts a preliminary investigation for the purposes of determining whether the incident should be treated as a disciplinary case. As part of this preliminary investigation, the associate dean for student services informs the student concerned of the report of suspected misconduct as well as the supporting evidence and seeks the student's account of the events. Students who are so informed are required to meet at least once with the director for student affairs or his or her designee.

If the preliminary investigation produces evidence indicating that disciplinary action may be warranted, the associate dean for student services initiates formal disciplinary proceedings by sending a written charge to the Disciplinary Board, to the student, and to the student's academic advisor that explains the nature of the alleged disciplinary infraction, describes in general the evidence on which it is based, and identifies the possible disciplinary actions that could result. Such a charge shall be issued only if the associate dean for student services believes it reasonably likely that the charged infraction can be established by clear and convincing evidence.

In cases of suspected plagiarism, student papers may be submitted to a private contracted service that reviews content for originality. Results from this review may be used to inform the associate dean and Disciplinary Board in their inquiry. Papers submitted to this service are retained by that company and become part of their database of materials used in future searches. No personal identifying information is either submitted nor retained by the service.

The Registrar's Office is informed that disciplinary proceedings are under way; transcripts will not be issued to third parties for students facing disciplinary proceedings.

Disciplinary Board

The Disciplinary Board is composed of three faculty members appointed by the dean for three-year terms; one of the members is designated by the dean to serve as chair. There are three students appointed to the board as full voting members. Two of these will be assigned to specific cases on a case-by-case basis and will not be in the same division as the student facing disciplinary action. The associate dean for student services serves as a non-voting ex officio member of the board. The board is not an adversarial or prosecutorial body. Its charge is to handle matters which come before it as favorably to students and other members of the Harvard School of Public Health as possible, consistent with the maintenance of the high academic and ethical standards of the faculty of the school.

Rules for Disciplinary Proceedings

- 1) Upon issuance of a formal charge by the associate dean for student services, the Disciplinary Board begins its review of the alleged misconduct.
- 2) A member of the board who believes he/she cannot properly discharge responsibilities in a given case may excuse him or herself. At the request of the student or if required by the board, a member may excuse him or herself.
- 3) The student shall be asked to submit a written statement on the incident to the board within 1 week of issuance of the formal charge and to offer any evidence bearing on the matter. The student shall be advised to seek the help of his/her

advisor, another faculty member, the director for student affairs, or the associate dean for student services in writing this statement.

4) The student has a right to a hearing before the Disciplinary Board. Disciplinary hearings will be private. A tape recording will be made of that portion of the meeting in which the student meets with the board. A copy of the tape recording shall be made available to the student (without charge) upon request.

5) A student appearing before the Disciplinary Board may be accompanied by an advisor (chosen by the student) from within the Harvard School of Public Health community. In keeping with the non-adversarial character of the board's proceedings, attorneys acting as student representatives or advisors can not be present at hearings of the board.

6) The student, after giving prior notice, may bring to the hearing persons who have information relevant to the facts of the alleged misconduct. Individuals wishing to attest to the character of a student may not attend the hearing but will be allowed to communicate with the board in writing.

7) The board considers any evidence which it deems to be relevant and trustworthy. Formal rules of evidence do not apply.

8) The board does not recognize a privilege of noncooperation and may, therefore, draw such reasonable inferences from noncooperation as it deems appropriate. Statements made to members of the board and others are admissible at the hearing regardless of when made.

9) If the student wishes the board to consider a medical excuse, explanation, or justification in a particular case, the student's consent must be given for release of information obtained in confidence by University Health Services (HUHS) or other provider of either medical or psychiatric health care. Without the student's consent, such information shall not be sought or considered by the Disciplinary Board. No weight is to be given to a student's refusal to authorize disclosure of information obtained by the UHS or other provider of health care. The absence of such information, may, however, properly preclude the board from considering a medical excuse, explanation, or justification in a particular case.

10) Disciplinary sanctions will not be imposed unless conduct warranting sanction is established by clear and convincing evidence. Decisions of the board are final, except for those recommending expulsion or dismissal, which require a two-thirds vote at a faculty meeting.

11) It is understood that the transaction of Disciplinary Board business will not be discussed with anyone not on the board other than the dean or advisors to the dean, except as may be compelled as a matter of law. Board members' attitudes, votes, or other such information will not be revealed. The student concerned may be told only the disposition of his or her own case and only by the chairperson of the board or the chairperson's designee (usually the associate dean for student services).

12) All decisions of the board to impose sanctions shall be communicated to the student in writing and shall be supported by specific findings of fact and conclusions, including, wherever appropriate, a statement of the reasons for the specific sanction and the principles or policies upon which the board relied in setting the sanction. This information may also be conveyed to relevant faculty and staff of the school, including the student's advisor, his or her department chair or program head, the registrar, and others as appropriate.

13) The board will maintain locked files concerning all cases about which it makes decisions.

14) If the board concludes that no disciplinary action is warranted, a written statement of this decision is sent to the student. The decision is recorded in the locked files of the board. No record of the charge shall then appear in the student's file or on the student's transcript.

15) The board's decision takes effect immediately unless dismissal or expulsion is recommended, in which case the sanction becomes effective immediately when supported by a two-thirds vote at a faculty meeting.

16) When a disciplinary case comes before the faculty, the associate dean for student services will present the facts of the case in a written report to the faculty.

17) If the faculty fails to accept by two-thirds vote a recommendation by the Disciplinary Board for dismissal or expulsion, the case shall be returned to the Disciplinary Board for decision as to whether another disciplinary action should be taken.

18) In case of emergence of new information at any time, a student may request the board to reconsider its decision. If the board refuses such a request it must notify the student in writing of the reason for the refusal.

19) In the case of a disciplinary proceeding against an alleged perpetrator of a violent crime, HSPH is allowed to disclose the results of the proceeding to the alleged victim of that crime, without prior written consent of the alleged perpetrator. In the case of sexual misconduct involving violence, disclosure to the victim of the outcome of the review process against the alleged perpetrator is required.

20) Should situations arise which are not covered by these rules and procedures or in which the application of these rules and procedures, in the judgment of the board, is inappropriate, the board may formulate and follow an appropriate ad hoc procedure. In any event, departures from these rules of procedure shall not, ipso facto, constitute a defense to the imposition of a disciplinary sanction.

21) Copies of these procedures shall be published and made generally available. These procedures also should be given to any student involved in a report of misconduct as soon as it appears that the matter may be treated as disciplinary.

Academic Standing, Review of

In fulfilling its responsibilities, the Committee on Admissions and Degrees (CAD) must decide whether applicants have met requirements for admission and/or requirements for registration as degree candidates, whether students' academic progress is satisfactory, and whether students applying for degrees have met degree requirements. (A matriculant is defined here as an applicant who has been accepted for degree candidacy, has accepted the offer, and has registered.)

Procedures followed by the CAD in taking any of the actions described below:

- 1) When any of the actions listed below is contemplated, the individual concerned is informed in writing, and if possible in person (by the associate dean for student services or the registrar), of the conduct under consideration and of the actions which might be taken by the CAD.
- 2) The individual is invited to write to the CAD within a given time interval to describe or explain the conduct under consideration by the subcommittee.
- 3) The CAD, meeting after this time interval, considers the individual's written submission (if one is sent) and any other known circumstances of the case and decides upon action. The decision is communicated promptly in writing to the individual concerned.
- 4) The decision of the CAD is also communicated to the individual's department or program head, advisor, and to instructors in any course then being taken by the individual.

Decisions of the CAD may lead to the following actions:

- 1) **Revocation of the offer of admission.** An offer of admission may be revoked when the CAD determines that admission requirements have not been met or concludes that the application contained erroneous or misleading material, or omitted relevant material. When an offer of admission is revoked, the individual neither receives credit for any course work taken nor will be required to pay tuition. The individual may apply again for admission, including a statement concerning his or her view of the circumstances leading to revocation of the offer of admission and the reasons why he/she believes reconsideration of admission is warranted. A record of the reasons for revocation of admission will be kept in the Admissions Office.
- 2) **Denial of registration.** A matriculant may be denied registration if he/she fails to comply with stated policies and procedures governing registration. When registration is denied, the individual neither will receive credit for any course work taken nor will be required to pay tuition. The CAD may decide to permit the matriculant to register subsequently if specified conditions are met, or may require the matriculant to apply again if he/she desires reinstatement as a degree candidate. Deposits confirming intent to register may be retained by HSPH. A record of the reasons for denial of registration will be kept in the Registrar's Office.
- 3) **Academic probation.** A student may be put on academic probation for a defined period if he/she fails to comply with stated school policies and procedures concerning degree candidacy or if his/her academic progress is unsatisfactory. A student on academic probation is on warning that he/she may be required to

withdraw at any time during the period of probation if the CAD decides that the conditions of probation have not been met. The fact that a student is on academic probation appears temporarily on the student's official transcript but is removed if the term of probation is satisfactorily completed. The notation on the transcript will normally read "Academic Probation" and will include the dates of the probation period.

- 4) Requirement to withdraw from degree candidacy.** A student who is conditionally registered, previously registered or currently registered, may be required to withdraw from degree candidacy if he/she fails to comply with stated policies and procedures governing degree candidacy or with the terms of the documents signed by the student at the time of conditional registration, or if his/her academic progress is unsatisfactory.

When requiring a student to withdraw, the CAD decides whether the individual will receive credit for any course work taken (ordinarily, if no credit is received the student will not be required to pay tuition); and whether to permit the individual to register following a stated period if specified conditions are met, or to require the individual to apply again if he/she desires reinstatement as a degree candidate. Non-tuition fees, such as registration and late fees, may be retained by HSPH. The reasons for the requirement to withdraw are permanently recorded on the student's official transcript. The notation on the transcript will normally read "Academic Withdrawal" and will include the effective date of the withdrawal.

Three other actions may be recommended by the CAD but can be taken only if approved by a two-thirds vote of the faculty.

- 1) Dismissal.** The student's connection with the school is terminated. Re-admission is only possible if approved by a two-thirds vote of the faculty. The fact of dismissal will appear permanently on the student's transcript.
- 2) Expulsion.** The student is expelled from the school and shall never be re-admitted. The fact of expulsion will appear permanently on the student's transcript.
- 3) Revocation of Degree.** A graduate who is found after graduation to have misrepresented his/her compliance with degree requirements may have his/her degree revoked. The fact of degree revocation will appear permanently on the student's transcript.

APPENDIX E:

Grievance Procedures for Students

For both legal and policy reasons, it is desirable that HSPH students have an established and approved mechanism by which serious grievances may be resolved promptly and equitably. The following procedures should be used by students for the resolution of grievances alleging unfair action on the part of the university administration or faculty, including discrimination on the basis of race, color, religious belief, political beliefs, sex (including sexual harassment), national or ethnic origin, handicap, age or sexual orientation. This policy will also apply to students with disabilities who are not in agreement with the provision of accommodations by the school.

A student considering lodging a grievance against another student or other individual who is not a member of the university administration or faculty, and which does not involve behavior covered under the school's disciplinary procedures, should discuss the matter with one of the following people: his/her advisor, department chair, the associate dean for student services, affirmative action officer, Longwood Campus ombudsperson, or other appropriate faculty member or administrator. If the grievance cannot be resolved informally, the student may ask the associate dean for student services to arrange for mediation of the dispute or to conduct some other process appropriate to the particular circumstance; the process may or may not include elements of the formal grievance procedure described below.

Informal Resolution of Grievances

A student with a grievance against a member of the faculty or administration should initially take the matter to one of the following people: his/her advisor, department chair, associate dean for student services, director for student affairs, affirmative action officer, Longwood Campus ombudsperson, or other appropriate faculty member or administrator. Grievances concerning accommodations for disabled students should generally be taken to the director for student affairs. If the grievance cannot be resolved satisfactorily between the student and the initial faculty/administration contact, the student may, at his/her discretion, seek resolution via the formal procedure outlined below. The person investigating the grievance shall, at the request of the student, make a written report available to the ad hoc grievance committee in the event that a resolution is not possible in the informal phase.

Formal Grievance Procedure

An aggrieved student may request resolution of the grievance by initiating the following formal procedure.

- 1) A formal grievance is a complaint in writing from the student to the associate dean for student services, asking that an ad hoc grievance committee be appointed. (In the event that the complaint is against the associate dean for student services, the written complaint goes directly to the dean of the school.) The written complaint should be filed within two months of the event to which it refers and should include the following, as appropriate:
 - a. Statement of the allegation
 - b. Description of the alleged facts
 - c. Summary of steps he/she already has taken in attempt to resolve the problem
 - d. Name/s of the person/s thought to be responsible for the alleged events
 - e. Other facts considered to be pertinent to the case
 - f. Signature of the person initiating the complaint

- 2) The associate dean for student services appoints an ad hoc grievance committee consisting of a representative of the Faculty Council, at least one member of the school's administration, and a student, chosen in consultation with the Student Government, who has completed at least one semester at the school. This ad hoc grievance committee is appointed and convened within ten working days of receipt by the associate dean for student services of the written complaint, or sooner if immediate action is required. In all cases, confidentiality is maintained during the selection and appointment process. A quorum requires that all members be present. The associate dean for student services appoints the chairperson of the committee.

- 3) The ad hoc grievance committee investigates the grievance. This investigation includes, but need not be limited to:
 - a. Meeting/s with the person aggrieved and the person/s (or representatives of the department) grieved against.
 - b. Consultation with such others as the ad hoc grievance committee deems necessary to provide a thorough investigation of the grievance, including scientific ramifications or concerns, and other mitigating or extenuating circumstances that bear upon the situation.
- 4) The ad hoc grievance committee expeditiously considers the facts of the case and presents a report to the dean of the school or, in the case of a grievance involving a disability, to the university's 504 disability coordinator. The report includes findings of facts and recommendations, if any. Every precaution is taken to ensure the confidentiality of information obtained at meetings of the ad hoc grievance committee. The committee also makes every effort to conclude the investigation promptly and to take any needed remedial action.
- 5) Upon receipt of the report from the ad hoc grievance committee, the dean of the school, or the university's 504 disability coordinator may exercise the following options:
 - a. Take whatever action he or she feels is warranted, using the report of the ad hoc grievance committee as advisory information.
 - b. Return the matter to the ad hoc grievance committee for further consideration. This action returns the grievance to Step 3 of this procedure.
- 6) The final action of the dean of the school or of the university's 504 disability coordinator constitutes the formal completion of the grievance procedure. The ad hoc grievance committee is then discharged. The final action is communicated to both the person aggrieved and the person/s (or department) grieved against. Once the procedure is completed, all records of the meetings of the ad hoc grievance committee and the final report of the committee remain in the possession of the associate dean for student services and are treated with appropriate confidentiality.
- 7) Any request for exceptions to the foregoing should be addressed to the associate dean for student services. By mutual agreement of the associate dean for student services and the student, the stated formal procedure may be waived in favor of a procedure more appropriate to a particular circumstance.

APPENDIX F:

Student Organizations and Activities

Student Organizations at HSPH

All HSPH student organizations are open to all HSPH students. All officers of HSPH student organizations must be HSPH students. For a list of officially recognized HSPH student groups, please see <http://www.hsph.harvard.edu/administrative-offices/student-affairs/student-organizations/> for more detailed information.

Guidelines for Student Organizations

Official Recognition

Only officially recognized student organizations are authorized to sponsor academic and social functions and receive budgetary support from the school. Applications for new student groups are accepted at any time during the academic year. Funding associated with official group recognition is disbursed three times per year. Please see "Budget Management for Student Organizations" for more information.

In order to be officially recognized by HSPH, all student organizations must provide the assistant director of student affairs with an application that includes the following information:

- Name of the organization (must include "HSPH" and "Student")
- Names, addresses, and phone numbers of all elected officers for the academic year
- Signatures of at least 20 students who are, or seriously intend to become, members and participants in the organization
- The mission of the organization and a constitution
- A list of the names, addresses, and phone numbers of any groups outside HSPH with which the organization is affiliated
- A letter of support from a member of the HSPH faculty or administration who has agreed to serve as the organization's advisor

Constitution

All organizations must submit a constitution to the assistant director of student affairs for approval. The following information must be included:

- **Mission:** The objectives and goals of the organization should be identified, including a short statement describing the contribution that the organization will make to the HSPH community. The statement should explain why no existing student organization meets the needs and objectives of this organization. Substantial duplication of purpose with an existing organization may be grounds for refusal to approve the proposed organization.
- **Officers:** All organizations must elect a president, secretary, and treasurer. The responsibilities of each officer must be clearly specified, and the election procedures must be clearly described. All officers must be HSPH students; officers who graduate or otherwise end their HSPH student status thereby relinquish their position as an officer of the organization. In the spring, each organization must designate a continuing student to serve as the interim officer and contact person until elections are held in the fall.
- **Decision-making Procedures:** The constitution must specify the process by which decisions are made to spend organizational funds (e.g., by vote of the membership, authority delegated to officers, etc.). Only HSPH students have decision making power and this must be stipulated in the constitution.
- **Constitutional Amendments:** The process for amending the constitution must be outlined. All amendments to the constitution must have the approval of the director of student affairs before enactment.
- **Certification:** The constitution should include a statement that organizing members and officers agree to abide by the policies and procedures of the school and of the university as outlined in the student handbook or elsewhere. This statement should be signed by each organizing member of the group (who must be HSPH students) and by the director of student affairs. Amendments to existing constitutions should be signed by the officers of the student organization and by the director of student affairs at the time the amendments are made.

Faculty or Administrative Advisor

All student organizations must have an advisor who is an HSPH faculty member or senior administrator. The advisor's role shall be purely advisory, except in cases where assistance is requested or a specific situation has developed that requires the advisor's attention. (If necessary, the faculty advisor can bring such situations to the attention of the director of student affairs.) Student organizations should keep their advisors updated on the activities of the organization throughout the year. Faculty advisors have no legal responsibility for student organization debts, although debts incurred by organizations should always be a matter of concern to advisors.

Application Timeline

Once an application is completed and submitted, the content is reviewed by the assistant director. If the assistant director approves the constitution, the group president meets with the director of student affairs for a final discussion and approval. If the application is not approved, the group president will meet with the assistant director for discussion and review. The group will be given another opportunity to resubmit an application after that time. Once an application is submitted, the recognition process takes approximately two-three weeks.

Membership

All HSPH student organizations are open to all HSPH students. Membership in an HSPH student organization is normally restricted to HSPH students; members who are not HSPH students cannot be officers in the organization and may not hold responsibility for any activities involving expenditure of the organization's funds. Non-HSPH members are limited to Harvard community members. Community membership should not be more than half of the group's total membership.

Active Status

If a group does not meet regularly during the academic year or if it does not submit budget reports in December and May of each academic year (regular meetings are defined as one meeting per month) the group status will change to inactive. Inactive groups will not receive the funding disbursed at the beginning of the academic year, but official recognition will not be revoked (see "Budget Management" section for more details). If the group does not return to active status within one year of inactivity, all funding will be revoked and the group will no longer be considered a group. Please note, student groups should strive to maintain an active roster of 20 or more members.

Budget Management for Student Organizations

All student organizations must elect a treasurer who oversees income and expenses so that the organization stays within its budget. The treasurer approves all expenditures, including requests for reimbursements; and submits two budget reports per year, in December and May. The treasurer must submit written approval of all expenditures before payments or reimbursements will be processed. Forms for this purpose may be obtained from the Office for Student Affairs (Kresge G-20). If an organization's treasurer fails to comply with the financial policies of the school or of the University, the director of student affairs may require that the treasurer be replaced. Some specific policies are as follows:

Annual Financial Disbursement

By September 1st of each year the office for student affairs will deposit \$1,200 in each active student group account provided the group has not carried over more than \$2,000 of HSPH funding from previous years. Any group with \$2,000 or more in their account on the last day of August will not receive new funding.

New student groups will receive funding based on the date of official recognition. Groups recognized during Fall I will receive the full \$1,200 funding. Groups recognized during Fall II will receive \$800. Groups recognized during Spring I will receive \$400. Funding will not be disbursed to groups who are recognized during Spring II. For this reason, applications should be submitted to the assistant director of Student Affairs at least three weeks before a semester end or funding may be reduced or not awarded.

Working with Vendors

Before working with any vendors, students should understand the University's vendor policy. This is described at the annual student group meeting in September and printed below. Students who are not certain about the policy should always consult a member of the Office for Student Affairs.

Vendors must bill the University directly for any supplies or services provided. If vendors are reluctant to do so, they must contact the Office for Student Affairs to make other arrangements. The University is tax exempt and does not pay a sales tax when billed directly.

While direct billing to the university after the event is preferred, some vendors (bands, DJs, and caterers) require either prepayment or payment in full on the date of the event. A request for prepayment (or for two checks: a deposit and payment of the balance due) must be accompanied by an official invoice from the vendor on the vendor's letterhead. The invoice must include an itemized explanation of expenses and must specify that prepayment is required. If the vendor is not incorporated, a tax identification number must be included. Checks are prepared by the university's central Accounts Payable Office, not by the school. For that reason, requests for prepayments must be submitted to the Office for Student Affairs several weeks in advance of the date the check is needed. Last-minute requests may result in the cancellation of an event. Under no circumstances should a student use personal funds to pay bands, caterers, or vendors; students who do so cannot be reimbursed for tax reasons.

Student Reimbursement Requests

Only members of a group's executive board may request reimbursement for out-of-pocket miscellaneous expenses, such as meeting supplies and photocopying. (This does not apply to payment for vendor services; see "Prepayments," above.) The request for reimbursement must be accompanied by the following: (1) An *Approval of Expense Form* signed by the treasurer of the student organization; (2) an explanation for the reimbursement; (3) original receipts; (4) name, address, Harvard ID number, and social security number of the person requesting reimbursement. *Approval of Expense Forms* are available in the Office for Student Affairs (Kresge G20) and the request should be submitted to the assistant director of student affairs.

Travel, Conference, or Event Attendance Expenses

In certain instances, and with prior approval of the director of student affairs, it may be appropriate for a student organization to reimburse an invited speaker for his or her travel expenses. It may also be appropriate for a member or members of a student organization to be reimbursed for travel, conference, or event attendance. This also requires pre-approval from the director of student affairs. The reimbursement must be within the organization's budget and cannot exceed 25% of the group's annual financial disbursement (\$400). The following must be submitted within ten days of completion of the travel: (1) *Approval of Expense Form* signed by the treasurer of the student organization; (2) the name and date of the event; (3) the name, legal address, and social security number of traveler; (3) the mailing address to which the check should be sent; (4) original receipts for lodging, meals, all purchased transportation expenses of \$75 or more (including air, train, and bus fares, taxis and car rental charges), and other expenses of \$75 or more. Credit card payment forms and travel agency invoices are not acceptable receipts for transportation, lodging, or car rental. *For air and train fare, the actual ticket stub is required.* Travelers are expected to use the most economical mode of transportation that is consistent with the purpose of the trip, and whenever possible, travelers should take advantage of excursion rates or other airline discounts; air and train travel other than coach class will be reimbursed only in exceptional circumstances and only with the prior approval of the Office for Student Affairs. Travelers who use their own automobiles will be reimbursed at the university's standard rate per mile, as long as the total cost does not exceed the cost of coach airfare to the destination.

Handling Cash Transactions

A student organization may take in cash as the result of T-shirt or ticket sales or in raising funds for charity. It is the responsibility of the organization's treasurer to see that all cash is processed promptly, delivering the money order to the Office for Student Affairs for deposit to the organization's account. This must occur by the next business day after the event for which tickets were sold or, in the case of on-going sales (of T-shirts, for example), on a daily basis. Cash should be secured in the Office for Student Affairs until it is taken to a bank. Additional security measures may be required based on the event and circumstance.

Contributions to Charity

Funds provided by the school to support a student organization may not be contributed to charity. A student organization wishing to make a contribution to a charitable institution may hold a special event (such as a charity ball) or sell merchandise (such as T-shirts), the proceeds of which will be given to a specified charity. Such activities must be approved in advance by the director of student affairs. The proceeds of the fundraising activity must first be used to cover the costs of the activity; the balance of the proceeds may then be contributed to the charity. Student groups must use outside bank checks to send to their charities.

Guidelines for Events Sponsored by Student Organizations

- Obtaining Event Permission
 - Event Authorization Form
 - Budget Proposal
- Determining the Event Location
 - Reserving the Space
- Advertising
 - Print
 - Electronic
- Catering (Food and Beverage)
- Rules for Serving Alcohol
- Operational Logistics
 - Alcohol License
 - Entertainment License
 - Security
 - Custodial Services
 - Audio Visual Services
 - Heating, Ventilation and Air Conditioning
- Accommodation for Participants with Disabilities
- Invitations to Special Guests or Speakers
- Guidelines for Showing Films
- Clean Up

Obtaining Event Permission

Permission to hold academic and social functions is granted only to officially recognized HSPH student organizations (see "Guidelines for Student Organizations: Official Recognition," above) by the Office for Student Affairs. Permission is also granted to officially organized committees of Shattuck International House, which may be subject to different policies and procedures. These guidelines are not intended to govern simple business meetings of the organization at which only members are present (typically during normal working hours, Monday – Friday, 8:00am to 6:00pm).

The first step in planning an event is to pick up an Event Authorization Form in the Office for Student Affairs (Kresge G-20). The completed form must be signed by the assistant director or director of student affairs before planning may proceed on a provisional basis. The form is also signed by the student chiefly responsible for planning the event and by the organization's treasurer; student signatories are held individually and personally responsible for complying with the terms by which permission to hold the event is granted.

A budget proposal for the event should be submitted with the form. Any event that exceeds the available budget (i.e., for which fundraising is required, whether inside or outside the school) requires a more detailed process and special approval. This process includes, but is not limited to: a submission of a detailed description of the proposed fundraising, the donors that will be solicited, and a clear contingency plan if the funds are not raised. All of this must be provided in writing to the director of student affairs for his approval. See below for information about potential expenses relating to licenses, security, custodial services, etc.

As described above, many aspects of planning for the event must be in place at least four weeks in advance of the event, so this form should be picked up a minimum of five weeks before the event date.

The director of student affairs reserves the right to cancel an event if proper procedures, as outlined in this document, are not followed.

Determining the Event Location

• Reserving a Room at HSPH: Student organizations may reserve HSPH classrooms and dining facilities for their events. Rooms are reserved on a first-come, first-served basis (subject to "bumping" by the Dean's Office). Room use is free of charge during normal working hours (8:00 a.m. to 6:00 p.m.). In order to reserve a room, students must fill out an "Event Authorization Form" through the Office for Student Affairs (OSA). Students must also complete this form in order to book rooms through Sebastian's (the Kresge cafeteria or room 101) and for rooms through the Harvard Medical School.

- **Reserving a non-Harvard Facility:** Student organizations wishing to hold an event in a non-Harvard facility (e.g., a restaurant, club, or hotel) must consult the assistant director of student affairs (617-432-0488) before any contract is signed. The contract will be reviewed by the university's Insurance Office to ensure that the student organization will not be unduly liable in the event of accident or loss; if the off-site location is not adequately insured, the student organization may be required to purchase its own coverage for the event. The unsigned contract must be presented to the Office for Student Affairs at least four weeks in advance of the event.

Advertising

- **Print:** Students may post flyers on public HSPH bulletin boards and in the student mailboxes outside of Kresge G1. Public bulletin boards are available for community members in a number of locations throughout the School including the main elevator banks and outside of Kresge 110. Such bulletin boards are clearly marked as “public.” Public bulletin boards may be used by HSPH community members with the following guidelines:
 - Bulletin board notices should include the date of the event.
 - Undated and outdated postings are subject to be removed by any community member.
 - The individual(s) responsible for an event should remove the posting within three days of the event or the posting date (or the last day of the month - whichever is sooner).
 - At all times the HSPH community is expected not to disturb the postings of others. Part of this expectation includes an understanding that all members of the HSPH community enjoy the ability to express a diversity of opinions and viewpoints.
 - Some bulletin boards are designated to specific departments or organizations and others are for public use by the community.
 - Department/organization boards: Use of these bulletin boards must be approved by the official representative of the respective department or organization.
 - Public boards: these are public, non-monitored bulletin board for the use of the HSPH community. Please do not remove postings and only remove those outdated or those belonging to your own group or organization. Postings are cleared on the last day of the month or before major events at the school (this includes, but is not limited to orientation and commencement).
- **Electronic:** In addition to posting flyers on HSPH bulletin boards and placing them in student mailboxes, students may list their events in the School newsletter, *Harvard Public Health NOW* (contact Christina Roache at croache@hsph.harvard.edu), in the School's on-line calendar (see the on-line listing submission form at: <https://www.hsph.harvard.edu/calendar>) and on the student portal/student e-mail system at: www.my.HSPH.harvard.edu. Policies for posting to the student portal/student e-mail system are located in the Student Affairs website: <http://www.hsph.harvard.edu/administrative-offices/student-affairs/>

Catering (Food and Beverage)

The school's contract with the management of Sebastian's specifies Sebastian's as the sole caterer permitted to provide food and beverages for functions held in HSPH buildings (except Shattuck International House). If alcohol is served, Sebastian's will also bill the organization for the services of a bartender. The Office for Student Affairs will work with the student group and Sebastian's catering manager to provide menu and pricing information for large or small receptions, parties, or dinners.

Rules for Serving Alcohol

In an effort to maintain an environment that promotes and reinforces healthy, responsible living, respect for the well-being of the members of the HSPH community, and compliance with state and federal laws and Harvard University regulations, HSPH has established and will enforce the following policies regarding alcohol at HSPH-sponsored functions. These guidelines represent minimum standards; for particular events, HSPH may require additional precautions.

- The minimum drinking age in Massachusetts is 21. At any event where alcoholic beverages are served or sold, there must be a designated person at the door checking IDs.
- Alcohol may not be left open for self-service. It must be attended at all times and served by a trained bartender (who, by Massachusetts law, will refuse to serve anyone who appears to be intoxicated). For events held on HSPH property, the bartender will be provided by Sebastian's. For events held at Shattuck International House, the bartender may be a TIPS certified Resident Community Advisor (RCA) or a hired professional bartender. At the end of the event, the Sebastian's bartender (or, for events held at Shattuck International House, the RCA) is responsible for ensuring that all alcohol is disposed of or removed from the premises.
- For events held in an HSPH building (except Shattuck International House), all food and beverages, including

beer and wine, must be purchased from Sebastian's.

- In certain instances, as described above under "Planning the Event: Operations," organizations sponsoring events where alcohol will be served may be required to purchase an alcohol license or to pay for security coverage.
- Drinking games are prohibited.
- Alcohol must be served in an illuminated area, and there must be an ample supply of food and nonalcoholic beverages available throughout the event.
- The serving of all alcohol must be discontinued at least one hour before the expected conclusion of the function. The organization should promote (for example, with a sign where alcoholic beverages are dispensed) the concept of the "designated driver."
- Advertising the event if alcohol is served - if alcohol will be served, the flyer or announcement should clearly state that admission will be subject to the provision of a photo ID showing proof of age (the minimum drinking age in Massachusetts is 21); the phrase "happy hour" may not be used, and the flyer should not suggest that drinking alcohol is the main purpose of the event.

Operational Logistics

At least four weeks in advance of an event being held in an HSPH building, students organizing the event must fill out an "Event Authorization Form" (see above "Determining the Event Location"). This form will be reviewed by the OSA in consultation with the Operations Office. Issues of concern to the Operations Office include, but are not limited to requirements for licenses, security, custodial services, audiovisual services, and heating, ventilation, and air conditioning.

Depending on the type and scope of the event, a joint meeting with Operations, Sebastian's, Student Affairs, and the student group may be necessary.

Alcohol licenses: A license to sell beer and wine is held by the school for events taking place in HSPH buildings. For events held at Shattuck International House, a single-event alcohol license must be purchased if the event is open to the public (i.e., to non-residents). An entertainment license is required for events at any location for which admission is charged, including non-cash admissions charges such as contributions of canned foods. Events held at non-HSPH locations may also require the purchase of a license; students should ask about this when reserving a site.

Entertainment licenses: An entertainment license is required for events at any location for which admission is charged, including non-cash admissions charges such as contributions of canned foods. Events held at non-HSPH locations may also require the purchase of a license; students should inquire before reserving a site. The process of securing an entertainment license for events held at HSPH is as follows:

- 1) The student in charge of an event must complete an application for a license (obtainable from the Harvard University Police) and bring it to the Area B Police Station (near Dudley MBTA station).
- 2) The Area B police chief, if available, will approve and sign the form while the student waits. If the chief is unavailable, the student might have to return to the station at another time to collect the form.
- 3) The student takes the application to Boston City Hall (Room 817) with the inspection certificate for the facility where the event is being held along with a certified check or money order (made payable to the City of Boston) for \$25. (If Sebastian's has been hired, a certificate for the cafeteria and A New Season must accompany the application.)
- 4) The student returns to City Hall to pick up the license after the Licensing Board has met. (Meetings are usually held each Thursday.)
- 5) The license must be posted in the area where the event is taking place.

Security: The Operations Office, in consultation with the Harvard University Police Department, determines when security coverage is required for an event. Several factors are involved in the decision, including the location of the event, the number of people expected to attend, the availability of alcohol, and whether a guest speaker is considered to be controversial. **If an organization fails to arrange for security coverage as required, the event will be canceled.** If individuals from outside the school are invited to attend an event, a member of the organization should be assigned to the area of the security desk to help identify and direct non-HSPH participants and guests to the location of the event. We strongly recommend that the organization provide a prepared list of expected guests or issue tickets to the event in this situation.

Custodial Services: The organization may be charged for custodial services if breaking down and resetting an area (for example, the cafeteria) is required. Student groups should provide volunteers or hire students to clean up after an event. If

the area is not thoroughly and properly cleaned, the student organization will be billed for custodial services.

Audiovisual (Media) Services: For microphones, public address systems, VCRs and monitors, and other audiovisual equipment and services, complete a request form online on the Media Services web site: <http://www.hsph.harvard.edu/administrative-offices/information-technology/forms-fees/media-services-request/index.html>. There will be a charge for services provided after normal working hours.

Heating, ventilation, and air conditioning: After-hours or weekend events may require special arrangements for heating, ventilation, and air conditioning that result in a charge to the organization.

Accommodation for Participants with Disabilities

Because the school is committed to making social events, as well as academic programs, accessible to individuals with disabilities, all events should be held in a wheelchair-accessible location. Pre-event publicity should invite individuals with disabilities to notify event organizers of special needs. For example, the flyer can include the following statement: "Individuals with disabilities requiring accommodations should contact [name] at [telephone number/e-mail address] as far in advance of the event as possible." The director of student affairs is the HSPH student disability coordinator and can provide assistance/consultation.

Invitations to Special Guests or Speakers

Invitations to outside speakers or special guests must be discussed with the assistant director of student affairs before they are tendered. The following guidelines have been instituted by the President of Harvard University regarding distinguished visitors: invitations to heads of state, heads of government, foreign or domestic cabinet ministers, or other major political figures must be reviewed by the university Marshal's Office to ensure that no conflicting invitations have been extended; if not, the invitation is extended by letter from the president of the university, or if appropriate, by the dean of the School of Public Health. [For more information please see the "*Guidelines for Harvard Invitations to Heads of State, Heads of Government, and Other High-Level International and American Officials*" as published by the College through the Office of the University Marshal www.marshall.harvard.edu – however, public health students should always first consult with the HSPH assistant director of student affairs].

Guidelines for Showing Films

Student groups interested in showing films must follow appropriate federal copyright guidelines and laws. This often involves a fee to the production company. Please contact the assistant director of student affairs for more information and before planning a film event.

Clean Up

All student groups are responsible for leaving the event site in the same manner in which they found it. If student volunteers do not clean up after an event, the organization will be charged for custodial services. All money collected at or in advance of an event must be deposited promptly. (See the section on "Budget Management for Student Organizations" for details.)

APPENDIX G:

Student Records

HSPH Student Records, Policies, and Procedures

Annually, the Harvard School of Public Health informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This Act was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the U.S. Department of Education concerning alleged failures by HSPH to comply with FERPA.

Local policy explains in detail the procedures to be used by the institution for compliance with the provision of the Act. Copies of the policy can be found in the Registrar's Office. The policy is also located on the HSPH web site. The Registrar's Office also maintains a *Directory of Records* which lists all education records maintained on students by this institution. Questions concerning the FERPA may be referred to the Registrar's Office. Students will be notified of their FERPA rights annually.

Definitions

For the purposes of this policy, HSPH uses the following definition of terms:

Student - A student is defined as one who has completed the admissions and/or registration processes successfully and who has matriculated into classes.

Education records - any record (in handwriting, print, tapes, film, or other medium) maintained by HSPH or an agent of the university which is directly related to a student, except:

- 1) A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- 2) An employment record of an individual, whose employment is not contingent on the fact that he/she is a student, provided the record is used only in relation to the individual's employment.
- 3) Records maintained by the Harvard University Police Department if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and if the Harvard University Police Department does not have access to education records maintained by HSPH.
- 4) Records maintained by the Harvard University Health Services if the records are used only for treatment of a student and made available only to those persons providing the treatment.
- 5) Alumni records which contain information about a student after he/she is no longer in attendance at HSPH and which do not relate to the person as a student.

School Official – an individual employed by the university in a departmentally related, administrative, supervisory, academic or research, or support staff position; any member of the Board of Trustees; an administrative officer of HSPH; or agents of the HSPH or the university, such as a person under contract.

Information provided and controlled by a student on HSPH electronic databases is not considered to be maintained by the university and therefore is not part of the student's education record.

Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the Registrar's Office. Students should submit a written request to the Registrar's Office, a written request which identifies as precisely as possible the record or records he/she wishes to inspect. The Registrar's Office will make the needed arrangements for access as promptly as possible and coordinate with the student the time and place where the records may be inspected. Access will be given within 45 days

from the receipt of the request. Inspection of the record will occur in the presence of a Registrar's Office staff member. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

Right of Harvard School of Public Health to Refuse Access

HSPH reserves the right to refuse to permit a student to inspect the following records:

- 1) Letters and statements of recommendation to which the student has waived his/her right of access, or which were placed in file before January 1, 1975.
- 2) Records connected with an application to attend HSPH or a component unit of HSPH if that application was denied, or if the admitted applicant has not yet matriculated.
- 3) Those records which are excluded from the FERPA definition of education records.

Types, Location and Custodians of Education Records

The following table lists the types of records that HSPH maintains, their locations, and their custodians.

Record Type	Location	Custodian
Admissions	Admissions Office 158 Longwood Avenue Boston, MA 02115-5810	Vincent James Director of Admissions 617-432-4705
Cumulative Academic Records	Registrar's Office 677 Huntington Avenue Boston, MA 02115-6096	Joann Wilson-Singleton Registrar 617-432-4702
Departmental Records	Student's Academic Department	Department Administrators
Financial Aid	Office of Student Financial Services 708 Huntington Avenue Boston, MA 02115-5924	Kathryn Austin Director of Student Financial Services 617-432-1989
Financial Records (Billing and Payment)	Student Billing Office 953 Holyoke Center Cambridge, MA 02138	Carol Tiffany Manager 617-495-2739
Health Records	University Health Services 75 Mount Auburn Street Cambridge, MA 02138	Paula Fiore Manager 617-495-2008

Disclosure of Education Records

HSPH will disclose information from a student's education records only with the written consent of the student except in the following circumstances:

1) To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by HSPH in a departmentally related administrative, supervisory, academic, research or support staff position.
- Members of the Board of Trustees.
- Administrative officers of the School of Public Health.
- A person under contract to HSPH or the university (such as an attorney or auditor).

A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill a professional responsibility.

- 2) To federal, state and local authorities involved in an audit or evaluation of compliance with educational programs.
- 3) In connection with a student's request for or receipt of Financial Aid, as necessary to determine the eligibility, amount or conditions of the Financial Aid, or to enforce the terms and conditions of the aid.
- 4) If required by state law requiring disclosure that was adopted before November 19, 1974.
- 5) To organizations conducting certain studies for or on behalf of Harvard University.
- 6) To accrediting organizations to carry out their functions.
- 7) To comply with a judicial order or a lawfully issued subpoena.
- 8) If the information has been designated by HSPH as Directory Information and has not been restricted by the student
- 9) To schools in which a student seeks or intends to enroll.
- 10) To appropriate parties in a health or safety emergency.

Directory Information

HSPH designates, and FERPA allows, the following items as Directory Information: student name, image, major field of study, dates of attendance, degree and awards received, previous schools attended and degrees received, local and permanent address, phone number, e-mail address, and birth date. HSPH may disclose any of those items without written consent if the student has not restricted the distribution. Students have the right to restrict the distribution and/or publication of personal information such as address, and telephone number or all information, including attendance at HSPH. Students must notify the Registrar's Office at registration (on the FERPA form) if they wish to restrict the personal information or all information. Students may change their restrictions at any time of the year by re-submitting the FERPA form to the Registrar's Office.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. If a student wants to amend or expunge misleading or inaccurate content from the file, he/she should make a written request to the registrar. A committee, comprised of the registrar and the associate dean for students, will consider the request and make a decision as to the appropriate action. If the requested change is not granted, the student may place in the file any correspondence outlining perceived inaccuracies or misleading information. If a student believes that the school has failed to comply with the provisions of the Buckley Amendment, or with the implementing of regulations, he/she may file a complaint with the U.S. Department of Education. Complaints regarding alleged violation of rights under FERPA may be submitted in writing within 180 days to the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC, 20202-4605.

The following are the procedures for the correction of records:

- 1) A student must request in writing that the Registrar's Office of HSPH amend a record. In so doing, the student should identify the part of the record misleading or in violation of his or her privacy or other rights.

- 2) HSPH may or may not comply with the request. If HSPH decides not to comply, the registrar will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
- 3) Upon request, the registrar will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
- 4) The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
- 5) HSPH will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- 6) If HSPH decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
- 7) The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If HSPH discloses the contested portion of the record, it must also disclose the statement.
- 8) If HSPH decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student and amend the record accordingly.

A copy of the FERPA is kept on file in the Registrar's Office for review.

General Records

General records are compiled by the Admissions Office. These include materials furnished by the student, such as application forms and personal statements, references, transcripts, and other materials from third parties. These files are not available to students until they are admitted and registered at the school. Once a student registers, these folders are transferred to the Registrar's Office, where they are held until the student graduates. Copies of any correspondence with the student are added to these folders. In addition, if a student applies for financial aid, separate records of these transactions are kept in the Office of Student Financial Services.

Persons at the school who have access to student records are the student's academic advisor, the student's department chair or program head, departmental evaluation committees where appropriate, the CAD, the Deans Offices, the Admissions Office (if reapplying), the Office of Student Financial Services, the Registrar's Office, and other officials of the university deemed to have appropriate educational need. Students may ask to see their records any time after registration by going to the appropriate office and requesting an appointment to inspect the records. Students wishing to discuss or question their records may speak with the registrar. Please refer to the section above titled: **Procedure to Inspect Education Records**.

APPENDIX H:

Tuition and Fees

Tuition and Fee Schedule for 2008-2009 (All but HCM MS1 Program)

<i>Per Credit Assessment (full-time and part-time¹ students)</i>	\$ 833 per credit
<i>Full-time tuition for one-year master's degree students (42.5 credits required)</i>	\$ 35,403 per year
<i>Full-time tuition for two-year master's degree students (40 credits per year required)</i>	\$ 33,320 per year
<i>Tuition for full-time resident doctoral students (40 credits per year required)</i>	
Full-time, years 1 & 2	\$33,320 per year
Full-time reduced, year 3	\$16,660 per year
Facilities fee, year 4 to dissertation defense	\$ 4,165 per year
Dissertation defense Fee	\$ 1,838 final semester
<i>Tuition for part-time resident doctoral students¹</i>	
Credits 1 - 80	\$ 833 per credit
Credits 81-120	\$ 416 per credit
Credits 121 to dissertation defense	\$ 2,082 per semester
Dissertation defense fee	\$ 1,838 final semester
<i>Tuition for non-resident doctoral student</i>	\$ 2,304 per year
<i>Dissertation defense fee</i> (Tuition adjusted to this rate the semester the dissertation is defended, submitted, and voted by faculty and university)	\$ 1,838 final semester
<i>Summer matriculation (2008)</i> (Includes HSPH summer courses, Summer Session, Clinical Effectiveness, Summer SM in Epidemiology, and doctoral 5-credit research.)	\$ 833 per credit
<i>Registration fee</i> (Summer, fall and spring)	\$ 125 per semester
<i>Academic Records Fee</i>	\$ 10 one-time fee

¹Please refer to information on part-time matriculation and loan eligibility, deferring prior loans, billing procedure for part-time students.

Blue Cross/Blue Shield Insurance³ \$ 1,404 per year
 Charged to every resident and full-time non-resident student.
 Full- and part-time students may waive this fee and this coverage if the on-line waiver form is completed prior to September 30th for fall, and February 28th for spring providing comparable coverage by U.S.-based insurance carrier.

University Health Services Fee⁴ \$ 1,426 per year
 Compulsory for all resident students taking more than 10 credits per semester.
 Part-time students taking 10 or less credits may waive this fee and this coverage if on-line waiver form is completed prior to September 30th for fall, and February 28th for spring.

Leave of absence status fee/active file status fee \$ 125 per semester
 Students petition for this status prior to start of semester and may not be making degree progress

Late registration fee \$ 80

Late add/drop/change fee \$ 80 per petition

³ Family/spousal BC/BS health insurance is available to all students at a coverage fee of \$3,287 for a student and spouse; \$2,532 for student and child; \$4,345 for a student, spouse and child; or \$4,892 for a student, spouse and children.

⁴ Family/spousal UHS service is available to all students at a coverage fee of \$3,218 for a student and spouse; \$2,218 for student and child; \$4,010 for a student, spouse and child; and \$4,408 for a student, spouse and children.

Tuition and Fees for Health Care Management Program

Tuition for the class entering July, 2008 is \$58,000.00 for the entire 42.5 credit program. One quarter of the tuition will be charged in May 2008, December 2008, May 2009, and December 2009. A registration fee of \$125.00 will be charged for each quarter of the billing cycle.

Bill Date/Due Date	Bill Date/Due Date	Bill Date/Due Date	Bill Date/Due Date
5-2008/ 6-15-2008	12-2008/1-15-2009	5-2009/6-15-2009	12-2009/1-15-2010
Tuition: \$14,500	Tuition: \$14,500	Tuition: \$14,500	Tuition: \$14,500
Registration Fee: \$125	Registration Fee: \$125	Registration Fee: \$125	Registration Fee: \$125

Tuition for the returning class (entered July, 2007) is \$51,500 for the entire 40 credit program. One quarter of the tuition will be charged in May 2008, and December 2008. A registration fee of \$125.00 will be charged for each quarter of the billing cycle.

Bill Date/Due Date	Bill Date/Due Date
5-2008/6-15-2008	12-2008/1-15-2009
Tuition: \$12,875	Tuition: \$12,875
Registration Fee: \$125	Registration Fee: \$125

NOTE: Due dates for bills are approximates, please pay careful attention to the due date

2008-09 Tuition Billing Policy

Billing for Full-Time Degree Candidates

Full-Time students will be charged on a per-credit basis and must take at least 15 credits per semester. Students in a one year Masters Program are required to complete a minimum of 42.5 credits. Students in a two year Masters Program or Doctoral Program who wish to complete less than 35 credits per year, must petition via a general petition form to do so, and must complete the 80 credit requirement by the end of their second year. Since the Registrar's office cannot predict the exact number of credits full-time students will be taking each semester, the following billing scenario applies:

1. The initial bills for each term (in July for the Fall and November for the Spring) will be based on 20 credits. A registration fee, academic records fee (1-time), Blue Cross/Blue Shield (BC/BS) fee and a University Health Service (UHS) fee will also be charged each term.
2. In order to be cleared financially for pre-registration all full-time students are required to pay for 20 credits, all fees (as described in #1), as well as any outstanding prior debt.
3. Student accounts will be updated to reflect the actual number of registered credits from OASIS when the 2nd add/drop/change deadline information has been posted. All registered credits exceeding 20 are expected to be paid for prior to the next registration period.
4. Students are expected to check their bill regularly. Students have two ways view their account information at the term bill website (www.termbill.harvard.edu) including *View latest charges and payments on your account* which allows you to see the most current account information; OR *View your e-bill or make an e-payment* which shows you the most recent e-bill which is a dated billing statement or snapshot of a student's account based on the monthly billing cycle. Students are strongly encouraged to pay their bills as they register since all current balances must be cleared by the end of the term.

Billing for Part-Time Degree Candidates

Part-Time students are charged tuition on a per-credit basis and are eligible to take up to but not including 15 credits per semester. Since the Registrar's office cannot predict the exact number of credits part-time students will be taking each semester, the following billing scenario applies:

1. The initial bills for each term (in July for the Fall and November for the Spring) will be based on a registration fee, academic records fee (1-time), Blue Cross/Blue Shield (BC/BS) fee and a University Health Service (UHS).

Only part-time students taking 10 or fewer credits are eligible to waive the University Health Services Fee. Please see the University's Health Services website for more details www.huhs.harvard.edu.

Tuition requirements for resident doctoral students

Tuition requirements for resident doctoral students are listed in the Doctoral Student Supplement in this Handbook.

Non-Resident Tuition

Non-residents are required to pay the appropriate non-resident tuition to maintain their status as a degree candidate at HSPH. Accumulation of tuition paid by non-resident doctoral students will not be credited toward the two-year, full-time and one-year, full-time reduced tuition payment requirement. The non-resident tuition covers periodic consultation with the student's doctoral advisor and research committee, but does not provide for the use of Harvard facilities.

Students who are considering non-resident part-time status and who are receiving financial aid should first contact the HSPH Office of Student Financial Services to discuss whether funding will be jeopardized.

Non-resident students must complete payment of the required two years of full-time tuition and one year of reduced doctoral tuition before paying the non-resident status fee.

Financial Degree Requirements

In addition to meeting academic requirements, students must meet HSPH financial requirements. Students must pay the appropriate amount of tuition to receive a degree. Students in a one-year degree program are required to pay for a minimum of 42.5 credits; those in a two-year degree program must pay for a minimum of 80 credits to HSPH. Doctoral students are required to pay two years of full-time tuition and one year of full-time reduced or its part-time equivalent.

Tuition paid to any school other than HSPH, will *not* be counted toward financial degree requirements for HSPH.

Tuition Requirements

All degree candidates must:

- 1) Pay tuition for and be registered continuously as either a resident student, non-resident doctoral student or a student on leave of absence.**
- 2) Pay full tuition for a designated number of years** (Amount of tuition depends on student's degree program and, for doctoral students, on their previous affiliation with HSPH.)
- 3) Pay the appropriate tuition rate for each registration period as outlined in the Tuition and Fees Schedule.**

Tuition Paid to HSPH as a TAP, Affiliate, or Boston Area Public Health Professional (BAPHP) Student

If an affiliate, TAP or BAPHP student applies for and is granted admission into a degree program, up to 20 credits of tuition credit may be applied to the tuition degree requirement, if the tuition was paid in full to HSPH, and if the courses taken were within the preceding three years of matriculating in a degree program. For the credit to be applied, all affiliate-status students listed above must file a General Petition with the Registrar's Office requesting that the academic and tuition credits be applied to the degree program.

Eligibility for Federal Student Loans and/or Federal Work Study (FWS)

To be eligible for Federal Title IV loans (Direct Subsidized/Unsubsidized Stafford and Perkins Loans) and FWS, students must be registered in a degree program for a minimum of 10 credits per semester. Financial aid in the form of federal loans is not available during the summer.

Deferring Prior Loans

Part-time students requesting a deferral of prior educational loans must be registered for a minimum of 10 credits each semester for which a deferral is requested.

Waiving UHS Fee

UHS fee is mandatory for all students registered for more than 10 credits each semester. Part-time students taking 10 or less credits may waive this fee and this coverage if on-line waiver form is completed prior to September 30th for fall, and February 28th for spring.

Student Term Bills

Full time students:

- Billed tuition and fees in July preceding fall semester
- Billed tuition and fees in November preceding spring semester

Part-time students:

- Billed for fees in July preceding fall semester
- Tuition adjusted when student registers and is based on actual number of enrolled credits
- Billed in same fashion in November for spring semester

Note: Students who have an outstanding tuition and fees balance for the Fall and for the Spring will be deleted from class lists and will be administratively withdrawn from degree candidacy for failure to meet financial requirements.

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