
HARVARD T.H. CHAN
SCHOOL OF PUBLIC HEALTH
STUDENT HANDBOOK
2021–2022



HARVARD
T.H. CHAN

SCHOOL OF PUBLIC HEALTH

At times, a midyear review of academic, financial, or other considerations may lead to changes in policies, rules, and regulations. The Harvard T.H. Chan School of Public Health reserves the right at any time to make changes to the Student Handbook that may affect such matters as tuition and other fees, degrees and programs offered (including the modification or possible elimination of degrees and programs), degree and other academic requirements, academic policies, rules pertaining to student conduct and discipline, fields or areas of concentration, and other rules and regulations applicable to students.

As a matter of policy, law, and commitment, the Harvard T.H. Chan 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 handicap in admissions to, access to, treatment in, or employment in its programs and activities.

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COVID-19 Education Statement

The public health crisis occasioned by the COVID-19 pandemic has caused unprecedented social and economic disruption worldwide, in the United States, and in the Boston/Cambridge area. Anticipating that continued in-person, on-campus instruction would increase the risk of infections in our community, the University acted promptly in March to “de-densify” its campus and transition to online instruction. Harvard reached this decision after careful (but time-pressed) deliberation, drawing on insights and expertise from public health experts worldwide—including on the Harvard faculty.

As we look ahead to the fall and beyond, we are planning for several contingency scenarios that would protect the health and safety of our community, preserve our ability to adapt to evolving circumstances, and ensure the continuity of our teaching and research mission. The Harvard T.H. Chan School of Public Health continues to retain the discretion to apply its considered judgment to the question of how best to pursue its educational programs during the COVID-19 crisis, including by recourse to online instruction.

State Authorization Reciprocity Agreement (SARA)

Harvard is authorized to offer distance education under the State Authorization Reciprocity Agreement (SARA), an agreement that allows institutions of higher education in Massachusetts to offer distance education to students residing in other states that participate in SARA. For information about SARA-related student complaint processes for distance education students, please see <https://vpal.harvard.edu/nc-sara>.

Administration

Departments and Programs

The following is a list of Harvard T.H. Chan School of Public Health departments and programs, and their corresponding abbreviations and administrative points of contact:

DEPARTMENT/ PROGRAM

DEPARTMENT/ PROGRAM ABBREVIATION	DEPARTMENT/PROGRAM	ADMINISTRATOR	ADDRESS	TELEPHONE
Academic Year Nondegree	Boston Area Public Health Professional Harvard Affiliates Harvard Chan School Alumni Harvard Chan School Postdoctoral Fellows Tuition Assistance Program (TAP)	Sabrina Taileb-Houmel	Kresge G4	617-432-7596
ALI	Advanced Leadership Initiative	Anna Porter	14 Story St	617-384-9533
BST	Biostatistics	Jelena Follweiler	SPH2-408	617-432-1087
CBQG	Computational Biology and Quantitative Genetics	Jelena Follweiler	SPH2-408	617-432-1087
DBS/BPH	Division of Biological Sciences/PhD Program in Biological Sciences in Public Health	Tatevik Holmgren Eric Creighton	SPH2-111 SPH2-119	617-432-4397 617-432-7703
DrPH	Doctor of Public Health	Gary Williams	Kresge G29	617-432-5008
EH	Environmental Health	Barbara Zuckerman	SPH1-1304	617-432-2109
EPI	Epidemiology	Eric DiGiovanni Caroline Huntington Jeffrey Noyes	Kresge 903 Kresge 901 Kresge 901	617-432-1328 617-432-5250 617-432-7973
GHDI	Global Health Delivery Intensive	Jennifer Goldsmith	300 Fenway	617-521-3367
GHP	Global Health and Population	Barbara Heil Allison Conary	SPH1-1108d SPH1-1108	617-432-1179 617-432-2253
GID	Global Infectious Diseases Summer Program	Andrea Sabaroff	FXB 301	617-432-1023
HDSC	Health Data Science	Jelena Follweiler	SPH2-408	617-432-1087
HPM	Health Policy and Management MHCM Program	Jennifer Moltoni Nicole Pires Colin Fleming	Kresge 338 Kresge 336 Kresge 320	617-432-7075 617-432-4506 617-432-1650
IID	Immunology and Infectious Diseases	Andrea Sabaroff	FXB 301	617-432-1023
Lown	The Bernard Lown Scholars in Cardiovascular Health Program	Devan Dumas		617-432-4615
MPH	Master of Public Health	Anne Occhipinti Emily Davies Cleo Hereford Stephanie Lemoine	Kresge G29	617-432-3530 617-432-3042 617-432-0090 617-432-1558

DEPARTMENT/ PROGRAM ABBREVIATION	DEPARTMENT/PROGRAM	ADMINISTRATOR	ADDRESS	TELEPHONE
MET	Molecular Metabolism	Katrina Soriano	SPH2-311	617-432-0764
PCE	Program in Clinical Effectiveness	Marion Mattke Caroline Walsh	1620 Tremont St.	617-525-3199 617-525-3199
PHS	PhD in Population Health Sciences	Bruce Villineau Matthew Boccuzzi	Kresge G10	617-432-6076 617-432-2048
PREP-GSAS	Research Scholar Initiative	Katie Saibara	Smith Center	617-495-9551
NUT	Nutrition	Stefanie Dean	SPH2-310	617-432-1528
SBS	Social and Behavioral Sciences	Elizabeth Solomon Whitney Waddell	Kresge 622 Kresge 618	617-432-3761 617-432-3689
Summer-PHS	Summer Session in Public Health Studies	Stephanie Lemoine	Kresge G29	617-432-1558
Takemi	Takemi Fellows	Emily Coles	SPH1-1210	617-432-6006
Yerby	Yerby Postdoctoral Fellows	Mollie-Anne Maxfield	90 Smith St.	617 432 7629

OFFICE FOR STUDENT SERVICES

Kresge Building, G4
677 Huntington Avenue
Boston, MA 02115
Tel: 617-432-4067

Web: hsph.harvard.edu/student-services

Office Hours:

Monday through Friday, 9 am–5 pm Eastern time

Maritza Hernandez, Associate Dean for Student Services
Karen Brown, Office Manager

The Office for Student Services includes the Admissions Office, Registrar's Office, Office for Student Affairs, and Office of Financial Aid at the Harvard T.H. Chan School of Public Health (the School). 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.

ADMISSIONS OFFICE

158 Longwood Avenue
Boston, MA 02115
Tel: 617-432-1031

Web: hsph.harvard.edu/admissions

Email: admissions@hsph.harvard.edu

Fax: 617-432-7080

Office Hours:

Monday through Friday, 9 am–5 pm Eastern time

Kerri Noonan, Director of Admissions
Charlie Dill, Associate Director of Admissions
Lizzie Anderson, Assistant Director of Admissions
Andy Lopez-Lara, Admissions Assistant
Ruth Thompson, Admissions Coordinator

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 during office hours, and voicemail messages may be left outside business hours.

OFFICE FOR STUDENT AFFAIRS

Kresge Building, G4
677 Huntington Avenue
Boston, MA 02115

Tel: 617-432-1036

Web: hsph.harvard.edu/student-affairs

Email: studentaffairs@hsph.harvard.edu

Office Hours:

Monday through Friday, 9 am–5 pm Eastern time

Leah Kane, Director for Student Affairs
Colleen Cronin, Associate Director of Student Affairs
Amy De La Cerda, Program Coordinator
Luke Sutherland, Housing Manager, Title IX Resource Coordinator

The mission of the Office for Student Affairs (OSA) is to support and enrich the student experience at the Harvard T.H. Chan School of Public Health through a wide range of educational, cultural, and social programming. The office works to help ensure the general well-being of the student body and to support students who are experiencing challenges or difficulties. OSA plans both orientation and graduation programs and

events. The office assists students with disabilities, provides specialized programming and support for our diverse student population, assists with housing and residence life issues, works closely with officers of the Student Association, and advises and provides support to student organizations on a variety of issues, including goal setting and event planning. In addition, OSA administers the Massachusetts Bay Transportation Authority's Semester Pass, a discount subway pass program; assigns lockers; and serves as an information source for students.

OFFICE OF CAREER AND PROFESSIONAL DEVELOPMENT

**Kresge Building, G4
677 Huntington Avenue
Boston, MA 02115**

Tel: 617-432-1034

Web: hsph.harvard.edu/career-services

Email: careers@hsph.harvard.edu

Office Hours:

Monday through Friday, 9 am–5 pm Eastern time

Sheila Krishnan, Director of Career and Professional Development

Alison McAlear, Assistant Director, Employer Development and Engagement

Courtney Burke, Assistant Director, Employer Relations

Maria Ramos, Senior Program Coordinator

The mission of the Office of Career and Professional Development is to meet all Harvard Chan School students where they are on their individual career journeys to empower them in building careers that fulfill the greater mission of advancing public health. The office provides individualized career coaching, professional competency and skill development, network building, and education regarding career paths, industries, and employers. Log into CareerConnect to make an appointment, upload your résumé, view job postings, and find upcoming events. Office staff are available to meet with students and alumni in person or online.

OFFICE OF FINANCIAL AID

**Kresge Building, G4
677 Huntington Avenue
Boston, MA 02115**

Tel: 617-432-1867

Web: hsph.harvard.edu/financial-aid

Email: osfs@hsph.harvard.edu

Office Hours:

**Monday through Friday, 9 am–5 pm Eastern time,
or by appointment**

Kathryn Austin, Director of Financial Aid

Ada Horne, Assistant Director of Financial Aid

Brian Le, Financial Aid Coordinator

Senait Mulu, Financial Aid Coordinator

The mission of the Office of Financial Aid is to assist students and applicants in all matters related to fee assessments, billing, and financing education and expenses at the Harvard T.H. Chan School of Public Health. The office coordinates scholarship and fellowship decisions with the Office of the Dean 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. Telephone inquiries are welcome every day during office hours, and voicemail messages may be left during early morning and evening hours.

REGISTRAR'S OFFICE

**Kresge Building, G4
677 Huntington Avenue
Boston, MA 02115**

Tel: 617-432-1032

Web: hsph.harvard.edu/registrar

Email: registrar@hsph.harvard.edu

Office Hours:

Monday through Friday, 10 am–3 pm Eastern time

Joann Wilson-Singleton, Registrar

Alison Hardy, Senior Associate Registrar

Michelle Pessinis, Assistant Registrar

Hannah Aubin, Special Programs Manager

Michael Hampson, Enrollment Systems and Reporting Specialist

Hilary Lahan, Course Management Coordinator

Donna McLean, Financial and Student Records Coordinator

TBD, Master's Student Coordinator

Nate Smith, Registrar's Office Assistant

Sabrina Taileb-Houmel, Guest Student Coordinator

The Registrar's Office manages student enrollment, maintains student records and grades, monitors students' compliance with degree requirements, certifies enrollment, assesses tuition, and schedules courses.

Academics

Degree Requirements

To complete a degree program successfully, a student must satisfy both academic and financial requirements. Financial degree requirements can be found by program in the Harvard Chan School Billing Policy.

Academic Requirements

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

Note that exceptions to the ordinal credit requirement for graduation have been made for students enrolled in spring 2020 through spring 2021 due to COVID-19 pandemic conditions. Students should contact their department or program director for details.

Master of Science Academic Requirement

All master of science students are required to complete an Introduction to Public Health course. Students should refer to

their department's/program's student manual for details on the specific requirement.

Consecutive Programs

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. Harvard Chan School students are not permitted to be enrolled in concurrent degree programs unless those programs are approved joint-degree programs.

Joint, Combined, and Concurrent Degree Information

Harvard Chan School students may enroll in [joint or combined degree programs](#), or concurrent degree programs, as defined by the School. Participation in these programs requires acceptance into both institutions involved.

Change in Degree, Department, or Environmental Health Concentration

Currently enrolled students wishing to make a [change to their degree or department](#) may do so by completing a short application and submitting materials to the Registrar's Office. Students must secure the approval of their current department before beginning this process. Doctoral students applying

MASTER'S PROGRAMS

Minimum Number of Credits Required to Graduate, by Degree Program

Degree	42.5-Credit MPH	45-Credit MPH	65-Credit MPH	42.5-Credit SM	60-Credit SM	80-Credit SM
Total credits required to graduate	42.5	45	65	42.5	60	80
Number of ordinal credits required to graduate	30	32.5	47.5	30	45	60
Number of cross-registered credits permitted	No more than half of total credits of degree program and/or per term. MHCM, MPH-Epi, MPH-Gen, and students in summer-only degree programs are not eligible to cross-register.					
Other requirements	Check with adviser for departmental/program requirements.					

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

to a second department will receive a single diploma after successfully meeting the degree requirements of both.

Academic Standing

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

- All students must maintain a cumulative grade point average (GPA) of 2.70 or above. Some departments and programs require students to maintain an average above the 2.70 minimum.
- SD and DrPH students must receive a B- or better in all courses proposed in the Prospective/Final Program (the plan in which students indicate the formal coursework they are taking to support their degree), must adhere to the doctor of science timetable, and must successfully meet other specified departmental/program requirements. The Doctor of Science section of this handbook contains more information.

Failure to Meet Academic Requirements

Doctoral students may be deemed not to be making satisfactory academic progress for any of the following:

- Failure to maintain a minimum grade point average of 2.70 and/or maintain the standards of the department
- Failure to adhere to the doctoral timetable or other doctoral requirements specified by the Committee on Admissions and Degrees (CAD)
- Failure to complete courses/credits that delay completion of the 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 term under academic probation and subject to specific academic conditions, which, if not fulfilled by the specified time, may result in the termination of degree candidacy.

“A student who is permitted to register conditionally for a subsequent term following notification of unsatisfactory academic progress in a prior term 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/program director and adviser that the student

is on academic probation. The department/program reviews the student’s status and may recommend that the student be allowed to register for courses during the following term. The CAD reviews the student’s academic progress and the department’s/program’s recommendations. Additional policies and procedures regarding unsatisfactory academic performance appear in Disciplinary Procedures.

Satisfactory Academic Progress

Federal regulations require that federal student aid recipients maintain satisfactory academic progress. In addition to the required qualitative component (GPA 2.70), a quantitative component to satisfactory academic progress 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. More information is available on the [Office of Financial Aid’s](#) webpage.

Waiving Degree Requirements

Students should consult their program/department administrator for procedures regarding waiving a degree requirement.

Master of Public Health Programs

The information in this section pertains to students in the Master of Public Health (MPH) Programs only.

Committee on Admissions and Degrees

The Committee on Admissions and Degrees is responsible for monitoring the academic progress of all students at the School. The committee reviews petitions and forms submitted during the course of study.

Liaisons to the Committee on Admissions and Degrees

Registrar's Office, 617-432-1032

Master of Public Health (Academic Year; 45-credit) Alison Hardy

Master of Public Health (Summer Only; 45-credit) Hannah Aubin

Master of Public Health (65-credit) TBD

Master of Public Health (Epidemiology) Donna McLean

Master of Public Health (Generalist) TBD

Committee chair Paul Catalano

Master of Public Health Information

The Master of Public Health is a 45-credit or 65-credit program that students may complete on a full- or part-time basis. All students must complete School-wide core requirements and both recommended and required courses in their selected field of study. Additionally, all students must complete an MPH practicum and culminating experience, in accordance with the guidelines of the various fields of study.

MPH students must meet the following requirements:

- Complete the School-wide biostatistics and epidemiology core requirements
- Complete departmental course requirements
- Maintain a GPA of 2.70 or better
- Complete at least half of total earned credits at the Harvard Chan School
- Complete the full amount of credits required for each degree program:

- A minimum of 32.5 ordinal credits for the 45-credit program
- A minimum of 47.5 ordinal credits for the 65-credit program

In addition:

- MPH-45 students may not take more than 12.5 credits total as Pass/Fail.
- MPH-65 students may not take more than 17.5 credits total as Pass/Fail.
- MPH-45 academic-year (residential) students are limited to a maximum of 3.75 online credits in any term. Summer-only students are limited to a maximum of 5 online credits in any term. Both academic-year (residential) and summer-only students are limited to a maximum of 10 online credits overall of the required 45 credits for the MPH degree. MPH-65 students are limited to a maximum of 3.75 online credits in any term and a maximum of 10 online credits overall out of the required 65 credits for the MPH degree.

More information is available in the [MPH Curriculum Guides](#).

For academic year 2021–2022, please consult this guide for any exceptions to program or field of study requirements made due to COVID-19 pandemic conditions.

Students in the MPH program are enrolled in one of the following options:

- MPH academic-year degree
- MPH joint degree (MD/MPH, JD/MPH, or MPH/MUP)
- MPH summer-only degree
- [MPH in epidemiology degree](#) (blended online/on-campus program)
- MPH generalist degree (entirely online)

MPH Joint Degrees (MD/MPH, JD/MPH, or MPH/MUP)

The Harvard Chan School offers a **joint MD/MPH degree**. The MD/MPH degree program is limited to students currently enrolled in an MD program who are on a leave of absence from that program and have the intention of returning to complete their MD degree after completion of the academic requirements for and awarding of the MPH.

A **joint JD/MPH degree** is offered in conjunction with Harvard Law School (HLS). Having been accepted to both degree

programs, students may enroll in either the health policy or global health fields of study of the MPH program. Joint-degree students must register at the Harvard Chan School as full-time students during the fall 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.

A **joint MPH/master of urban planning (MUP)** degree is offered in conjunction with the Harvard Graduate School of Design (GSD). Having been accepted to both degree programs, students enroll in the 65-credit MPH in a [variety of fields of study](#). Joint-degree students must enroll entirely at GSD during their first year. During the second year of the program, they enroll entirely at the Harvard Chan School. The third year entails enrollment at both schools, with one school being the primary school in each semester.

The [Admissions Office website](#) provides more information on joint MPH degree programs.

MPH Summer-Only Degree

The Summer-Only Degree Students section contains information on summer-only degree programs ([pg. 32](#)).

Master in Health Care Management Program

The information in this section pertains to those students who are in the Master in Health Care Management (MHCM) Program only.

Committee on Admissions and Degrees

The Committee on Admissions and Degrees (CAD) is responsible for monitoring the academic progress of all students at the School. Petitions and forms submitted during the course of study are reviewed by the CAD.

Liaisons to the Committee on Admissions and Degrees:

Registrar's Office, 617-432-1032

Master in Health Care Management

Donna McLean

Committee Chair

Paul Catalano

Master in Health Care Management (MHCM) Information

The Master in Health Care Management is a 42.5-credit program that students complete on a part-time basis. The program follows an annual pattern of dates consisting of two years of three weeks in the summer and five four-day weekends. Home and small-group assignments using email and the internet maximize the flexibility and enhance the value that students derive from the program.

All students must complete School-wide core requirements and both recommended and required courses in their program.

MHCM students must meet the following requirements:

- Complete the School-wide public health core requirements
- Must complete an Introduction to Public Health course as detailed by their department/program
- Meet departmental course requirements
- Maintain a GPA of 2.70 or better
- Complete the full amount of ordinal credits required for degree program

Master of Science Programs

The information in this section pertains to students in the Master of Science (SM) Programs only.

Committee on Admissions and Degrees

The Committee on Admissions and Degrees is responsible for monitoring the academic progress of all students at the School. Petitions and forms submitted during the course of study are reviewed by the committee.

Liaisons to the Committee on Admissions and Degrees:

Registrar's Office, 617-432-1032

Master of Science TBD
(Academic Year; 42.5-,
60-, and 80-credit)

Master of Science Hannah Aubin
(Summer Only; 42.5-credit)

Committee Chair Paul Catalano

- Complete a minimum of 60 ordinal credits for the 80-credit program

Students in the SM program are enrolled in one of the following options:

- SM academic-year degree (42.5, 60, or 80 credits)
- SM summer-only degree in epidemiology (42.5 credits)

Master of Science Information

The SM is a 42.5-credit, 60-credit, or 80-credit program that students may complete on a full- or part-time basis. All students must complete School-wide core requirements and both recommended and required courses in their program. Additionally, all students may be required to complete a thesis, in accordance with the guidelines of the various fields of specialization.

SM students must meet the following requirements:

- Complete the School-wide biostatistics and epidemiology core requirements
- Complete an Introduction to Public Health course as detailed by their department/program
- Meet departmental course requirements
- Maintain a GPA of 2.70 or better
- Complete at least half of total earned credits at the Harvard Chan School
- Complete the full amount of credits required for each degree program:
 - Complete a minimum of 30 ordinal credits for the 42.5-credit program
 - Complete a minimum of 45 ordinal credits for the 60-credit program

Doctor of Science Program

The information in this section pertains to students in the Doctor of Science (SD) Program only. Students enrolled in the Doctor of Public Health (DrPH) Program should refer to the [Doctor of Public Health section](#) of this handbook (pg. 22).

Committee on Admissions and Degrees

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

Liaisons to the Committee on Admissions and Degrees:

Registrar's Office, 617-432-1032

Assistant Registrar	Michelle Flewelling
Registrar	Joann Wilson-Singleton
Committee Chair	Paul Catalano

Doctor of Science Information

The SD requires that enrolled students:

- Declare a major and two minor fields of study on the Prospective/Final Program Form
- Adhere to the doctoral student timetable (see below), including holding regular progress meetings with their research committee (every six months)
- Pass departmental written exams, if applicable
- Pass the oral qualifying exam
- Complete the doctoral student residency requirement that includes payment of two years of full-time tuition and one year of full-time reduced tuition or its equivalent
- Complete the School-wide biostatistics and epidemiology core requirements and two intermediate-level biostatistics courses
- Meet departmental course requirements
- Maintain a GPA of 2.70 or better
- Complete, defend, and submit an accepted dissertation
- Complete the program in five years for full-time candidates or seven years for part-time candidates

Tuition and Fees

Students must pay full-time tuition for a designated number of years, depending on their previous affiliation with the School. Students must pay the appropriate tuition rate for each

registration period as outlined in the Tuition and Fees section of this handbook.

All SD students are obliged to meet the financial residency requirement for the degree, regardless of status or if the degree is completed in less time than the residency requirement stipulates.

All part-time SD students are required to register for a minimum of 10 credits per term (CEP 2007).

Access to Facilities

Only enrolled students will have access to use Harvard academic facilities (e.g., libraries, computer labs).

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 CAD.

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

Students who have received a two-year SM degree from the School within five years of enrolling in an SD program will be assessed one year of full-time reduced tuition.

Students who have received an MPH degree and a one-year SM degree from the School within five years of enrolling in an SD program will be assessed one year of full-time reduced tuition.

Those enrolled as Special Students who have earned a minimum of 40 credits from the School within five years of enrolling in an SD program will be assessed one year of full-time tuition and one year of full-time reduced tuition.

STUDENT ENROLLMENT STATUS	YEARS AT THE SCHOOL				
	1st	2nd	3rd	4th	5th
Full time	FT	FT	FTR	FF	FF
Full time with previous one-year Harvard Chan School master's degree*	FT	FTR	FF	FF	FF
Full time with previous two-year Harvard Chan School master's degree*	FTR	FF	FF	FF	FF

*Within the previous five years

Facilities Fees

This tuition amount will be assessed to all resident students once they have met the residency requirements up to and including the semester of graduation.

A student who defends and submits a dissertation after the deadline for a degree-granting period will be assessed

facilities fees the following term and will be awarded a degree in the next degree-granting period. If a student defends and submits a dissertation before the degree-granting deadline of a term in which a student is paying full-time reduced tuition, then the student will not be charged facilities fees, but the student's tuition will be adjusted to match the remainder of the financial residency requirement.

Academic Requirements for SD Students

NUMBER OF CREDITS REQUIRED TO GRADUATE FOR SD

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 half of total credits per term
Other requirements	Adherence to the doctoral timetable, maintenance of satisfactory progress, and meeting departmental course requirements

**All SD students are required to submit a proposed plan of study (Prospective Program) declaring a major and two minor fields, or two majors and one minor field for doctoral students pursuing a joint degree, for the approval of the Committee on Admissions and Degrees no later than the end of the third term. This proposed plan will serve to declare a student's areas of concentration and research focus during their tenure at the Harvard Chan School. 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. The Prospective Program section contains more detailed information.*

Coursework 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 10 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 the School 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 Committee on Admissions and Degrees. If, in the opinion of the committee, the chosen fields are either too narrow or overlapping, the student may be required to choose other fields.

Although the School does not accept transfer credit from any other institution, the committee will consider coursework taken for previous master's or doctoral programs to be applied toward the Prospective and Final Programs. Students who wish to apply such previous coursework 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 the School may follow an accelerated timetable for completion of the doctoral degree requirements, since a substantial amount of the coursework for the major and minor fields will have been completed before entering the doctoral program. In such a case, the student may submit a Prospective/Final Program at the end of the first term but still no later than the end of the third term.

Coursework presented in the Final Program must be completed before the Oral Qualifying Examination.

Coursework and Research Credit

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

Required Courses

SD students must take one introductory epidemiology course (EPI 200, EPI 201, EPI 208, EPI 500, or EPI 505). Students must also successfully pass 10 credits of intermediate-level courses in biostatistics. Approved intermediate biostatistics courses include BST 210, BST 211, BST 213, BST 222, BST 223, and BST 226. Doctoral students who began their programs before 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 coursework approved by the Committee on Admissions and Degrees 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 that may be used to fulfill the intermediate-level biostatistics course requirement. Doctoral students in the Department of Global Health and Population may meet their intermediate-level biostatistics requirement by taking GHP 525 Econometrics for Health Policy. In addition, students in the Department of Social and Behavioral Sciences may take S-030 Intermediate Statistics: Applied Regression and Data Analysis offered at the Harvard Graduate School of Education.

Course Performance

Throughout the doctoral student's career at the Harvard Chan School, the Committee on Admissions and Degrees and the Registrar's Office monitor student performance in coursework. Grades of B- or better (Harvard Business School grade equivalents are I and II; Harvard Law School grade of P or better) 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 term, subject to specific academic conditions. If specified conditions are not fulfilled by the date set by the registrar, degree candidacy may be terminated.

Doctor of Science Timetable

The following outlines the timetable to which all SD students must adhere 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 Committee on Admissions and Degrees. The timetable outlines the term in which each progressive step must be completed.

A student in noncompliance with the timetable will have an administrative hold placed on their record. They will be unable to register until the required milestone is met or appropriate paperwork is submitted. Receipt of the appropriate form(s) by the Harvard Chan School Registrar's Office and/or the completion or submission of the progress milestone (e.g., the Oral Qualifying Exam or Progress Report) will clear this administrative hold. Students who fail to clear these holds by the specified date will be administratively withdrawn from Harvard Chan School degree candidacy. Questions regarding the doctoral timetable may be directed to the assistant registrar, Michelle Flewelling, at 617-432-1032.

DOCTORAL (SD) STUDENT TIMETABLE

	PROGRESS	PROGRESS DUE
1	Submission of Prospective Program Form	End of 2nd term, but no later than the end of the 3rd term, with permission*
2	Submission of Final Program Form Submission of Nomination of Oral Qualifying Examination Committee Form	End of 5th term*
3	Submission of Oral Qualifying Examination Scheduling Form	End of 6th term*
4	Submission of Nominations for Research Committee Form	One month after successful completion of oral examination
5	Submission of Progress Report Form	Six months after passing oral examination. Must be submitted at least twice a year thereafter until dissertation defense
6	Submission of Application for Degree Form	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 students have five academic years from date of entry into the program to complete required coursework and to defend and to submit their dissertation. Any deviation from the five-year limit must be approved by the Committee on Admissions and Degrees before the second term in the fifth year. Part-time students have seven academic years from date of entry to complete their degree requirements, and any deviation from this limit must be approved by the committee before the second term in the seventh year.

Prospective Program

The Prospective Program is a preliminary plan in which students list the formal coursework 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 Committee on Admissions and Degrees no later than the end of the second term 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 the School may submit a combined Prospective/Final Program as early as the end of their first term of study but no later than the end of the third term.

Guidelines

Each course listed in the Prospective Program must be a formal, non-independent study, nontutorial, nonresearch 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 the Harvard Chan School 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, students must include a [General Petition](#) outlining their request.

Procedure for Submitting the Prospective Program

1. Print the [Prospective/Final Program Form](#). A hard copy of the form is available at the Harvard Chan School Registrar's Office.
2. Meet with the adviser 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 adviser and department chair(s).
5. Return the form to the Harvard Chan School Registrar's Office for submission to the Committee on Admissions and Degrees. 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 fifth term. It includes the following:

- The final plan of coursework
- The topic of research
- The prospective dissertation adviser
- Nomination of the Oral Qualifying Examination Committee

Procedure for Submitting the Final Program

- Print the [Prospective/Final Program Form](#). A hard copy of the form is available at the Harvard Chan School Registrar's Office.
- Meet with the prospective dissertation adviser to discuss changes to the Prospective Program, goals and objectives for doctoral research, and the selection of the Oral Qualifying Examination Committee members.
- List all formal coursework in major and minor fields, including grades received.
- List the nominees for Oral Qualifying Examination Committee.
- Write a detailed statement of research goals and objectives.
- Obtain the required signatures of the adviser and department chair.
- Return the form to the Harvard Chan School Registrar's Office for submission to the Committee on Admissions and Degrees. The Final Program must be completed in ink.

Students should keep a copy of their Prospective, Prospective/Final, and Final Program Forms for their records before submitting them to the Registrar's Office.

Dissertation Adviser

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

Members of the Oral Qualifying Examination Committee

The members of the Oral Qualifying Examination 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 Qualifying Examination Committee must hold Harvard Chan School faculty appointments in disciplines representing the major field(s) as well as the minor field(s). With the approval of the Committee on Admissions and Degrees, other members of the Oral Qualifying Examination Committee may include faculty members from outside the School who have relevant expertise.

Chair of the Oral Qualifying Examination Committee

The chair of the Oral Qualifying Examination Committee is appointed by the Committee on Admissions and Degrees at the time of the approval of the Final Program. Students will be notified of their chair by the Harvard Chan School Registrar's Office. The student's research adviser may not serve as chair of the Oral Qualifying Examination 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 whether such an exam is required.

Oral Qualifying Examination

Students should schedule the Oral Qualifying Examination after the Committee on Admissions and Degrees approves the student's Final Program and has appointed a chair for the examining committee. Students must complete all coursework listed on their Final Program before taking the examination. All coursework 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 sixth term. Students who have received a master's degree from the School and have submitted a Prospective/Final Program are encouraged to schedule their oral examination as early as their second term.

Petitions to the Committee on Admissions and Degrees to delay the Oral Qualifying Examination will be considered only in extreme circumstances.

Failure to take the exam by the end of the sixth term will result in the student's administrative withdrawal from degree candidacy at the School.

Procedure for Scheduling the Oral Qualifying Examination

1. Obtain approval of the Final Program from the Committee on Admissions and Degrees.
2. Obtain the [Oral Examination Scheduling Form](#) from the Registrar's Office.
3. Schedule a room for the Oral Qualifying Examination with the assistance of the academic coordinator.
4. Obtain signatures of the adviser and the department chair(s). These signatures indicate the approval of the student's scheduling of the exam.
5. Submit the form to the Registrar's Office. The Oral Examination Scheduling form must include the name of the exam chair. Notification must be completed at least three weeks before the examination. Arrangements then will be made by the Registrar's Office for the announcement of the examination to be published on the School's event calendar.
6. Students who miss the publication deadline must post notices outlining the date, time, and place of the exam in departmental offices and on the first and ground floors of the Kresge Building, making certain that the Registrar's Office receives a copy of the posting. Notices must be posted at least one week before the exam. The examination is not valid unless this announcement has been made.
7. Outline a proposed plan of research and distribute the plan via email to the Oral Qualifying Examination Committee and the Registrar's Office approximately three weeks before the exam. Any updates to the proposal must also be submitted electronically. 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
8. Meet with members of the Oral Qualifying Examination Committee before 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.

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- 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](#).
 - A member of the Oral Qualifying Examination Committee or the student's adviser picks up the student's Report of Oral Qualifying Committee Form from the Registrar's Office on the day of the examination. The form must be completed by the examiners and returned to the Registrar's Office immediately following the exam.

During the Examination

Faculty members other than the examiners may attend the student's examination only if prior permission is given by the adviser 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.

All members of the student's committee must be physically present for the oral exam. If a member cannot be present, the student is expected to reschedule the exam. In extenuating circumstances, the student may petition via a [General Petition](#) before the exam to have a member participate in absentia.

At the conclusion of the exam, students may wish to nominate their Research Committee since, in some instances, the Research Committee is composed of the same people who served on the Oral Qualifying Examination Committee.

Oral Examination Results

At the end of the examination, the Oral Qualifying Examination Committee must report the examination result on the Report of Oral Qualifying Examination Committee form. This form must be returned to the Registrar's Office immediately after the exam by the adviser or committee member. The results of the exam may be the following:

- Passed Examination:** Students receiving a Pass on the examination and approval of their Research Committee by the Committee on Admissions and Degrees may begin to take research credit (350-level). Students may also apply for nonresident status after passing this examination.

Qualified Pass: Under the terms of a Qualified Pass, the committee must outline the specific conditions the student ultimately must meet in order to pass the examination. For example, the committee may require the student to complete additional coursework (specifying course and term to be taken), complete an oral or written examination in a specified field, or submit a revised research proposal by a designated date. The committee must specify the date by which the student must meet the conditions. The examination committee chair and/or the academic adviser must submit written confirmation to the Registrar's Office once the student has met all the specified conditions. Students will not be allowed to select their Research Committee until conditions are met.

- Failure of the Examination:** If the student fails the exam, the committee may allow one reexamination within a reasonable time (ordinarily within that term, 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 Committee on Admissions and Degrees and the Registrar's Office of the scheduled date of the written exam and subsequently the proposed date of the Oral Qualifying Examination via a [General Petition](#).

Research

SD 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.

Students who have completed all required coursework but who have not passed their Oral Qualifying Examination may register for research credits for one term only. These students must obtain permission to pursue research by submitting a completed General Petition (hard copy available at the Registrar's Office). The signatures of the department chair and the adviser must appear on the [General Petition](#) indicating approval of the student's undertaking research in their field before passing the Oral Qualifying Examination.

Nomination of the Research Committee

After passing the Oral Qualifying Examination, students, in consultation with their adviser, nominate a Research Committee to oversee progress toward the completion

of the dissertation. The Research Committee consists of the research/academic adviser, who serves as chair of the committee, and a minimum of two other faculty members. It is strongly recommended that these faculty members also be members of the student's Oral Qualifying Examination Committee. The research adviser must be from the student's department. However, members of the Research Committee may include faculty members from outside the Harvard Chan School. The nomination of the Research Committee must be submitted to the Registrar's Office within one month of the satisfactory completion of the Oral Qualifying Examination. The student's first Research Committee meeting should take place within six months of the satisfactory completion of the Oral Qualifying Examination.

The selection of the Research Committee is crucial to students' doctoral program progress. Students are encouraged to meet with each prospective committee member before the final selection.

Procedure for Submitting the Nominations for Research Committee Form

1. Print the [Nominations for Research Committee Form](#). A hard copy of this form is available at the Registrar's Office.
2. Obtain the signatures of all Research Committee members, the dissertation adviser, and the department chair(s) on the form.
3. Submit the form to the Registrar's Office for approval by the Committee on Admissions and Degrees.
4. The Committee on Admissions and Degrees reviews the proposed membership of the Research Committee and may suggest or require modifications.
5. The Registrar's Office notifies students of the Committee on Admissions and Degrees' decision.
6. Upon approval of the Research Committee by the Committee on Admissions and Degrees, 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 Committee on Admissions and Degrees. Students should obtain a General Petition from the 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 Registrar's Office for CAD approval.

Progress Reports

SD students are responsible for arranging meetings with their Research Committee at least once every six months or as directed by the Committee on Admissions and Degrees.

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, email, 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](#) (hard copy available at the Registrar's Office) to the meeting to be completed and signed by the committee members. Students then submit the completed form to the Registrar's Office. The Progress Report will be reviewed by the Committee on Admissions and Degrees. The Registrar's Office will notify students and their dissertation adviser of the result by email.

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.

Nonresident 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 Committee on Admissions and Degrees for approval of nonresident status. The completion of the minimum two years' residency requirement and the satisfactory completion of the Oral Qualifying Examination are prerequisites to gain nonresident status. A [Non-Resident Status Petition](#) and a [Progress Report Form](#) must be submitted to the committee before the end of the term preceding the requested departure. Hard copies of both forms are available at the Registrar's Office.

Nonresident 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 committee) while the student is a nonresident. Nonresident students are required to return to the School at least once a year for a committee meeting. By exception, nonresident students may request (via [General Petition](#)) the other six-month meeting be conducted via conference call. Before the Committee on Admissions and Degrees will consider a request for nonresident status, the Research Committee must meet with the candidate to appraise the dissertation plan. The Research Committee must complete the Progress Report Form, and the student must submit it with the petition for nonresident 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 that have been or will be made for direct supervision of the student**
- **An estimate of the minimum period the student will spend at the School before the dissertation presentation and defense**

It is assumed that the doctoral student will pursue dissertation work on a full-time basis while a nonresident. Therefore, the student must adhere to the timetable specified in this handbook. If students wish to change their status from full to part time, or continue part time, they must supply additional information 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 nonresident) must maintain full-time status when holding a visa issued by Harvard University.

Nonresident students pay only a nonresident fee. They do not pay facilities fees and have limited access to Harvard facilities.

Nonresident students must meet the financial degree requirements of two years' full-time tuition and one year's full-time reduced tuition before their tuition is assessed at the nonresident rate. The Committee on Admissions and Degrees will not grant nonresident 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 committee before a request for a second year is considered.

Insurance Policy for Nonresident Status

Nonresident students will be billed for both the Harvard University Student Health Fee and the Student Health Insurance Plan. To waive the Student Health Fee and/or the Student Health Insurance Plan, a student must file a waiver form online by the stated deadline. Information is located on the [Waiving Health Insurance Coverage](#) page. A waiver must be filed online each term.

Dissertation Completion

An acceptable dissertation must be submitted within five years of the date of matriculation for full-time doctoral candidates or seven years for part-time candidates. At the end of the five years, students who have not completed their dissertation will be reviewed by the Committee on Admissions and Degrees 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. In conjunction with the Research Committee, students must, at an early stage of the work, request permission from the Committee on Admissions and Degrees to submit a traditional dissertation rather than three or more papers.

Dissertation Defense

When the dissertation is complete, students must defend it to the entire Research Committee at a public presentation. All members of the student's Research Committee must be physically present for the defense. If a member cannot be present, the student is expected to reschedule the defense. In extenuating circumstances, the student may petition in advance via a General Petition to have a member participate in absentia.

Procedure for Scheduling the Defense

1. **Print the [Dissertation Scheduling Form](#). A hard copy of the form is available at the Registrar's Office.**
2. **Schedule a room for the dissertation defense with the assistance of your academic administrator.**
3. **Obtain the signatures of the dissertation adviser and the department chair(s). These signatures signify the approval of the student's scheduling of the defense.**
4. **Submit the Dissertation Scheduling Form to the Registrar's Office at least three weeks before the scheduled defense. Arrangements then will be made by the Registrar's Office for the announcement of the defense to be placed on the School's event calendar. The defense is not valid without this public announcement, and the student cannot be recommended for the degree without it. Students who schedule their dissertation defense fewer than three weeks before the defense date 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 the Kresge Building, making certain that the Registrar's Office receives a copy of the posting. These notices must be posted at least one week before the defense.**
5. **Submit copies of the dissertation to the Research Committee at least three weeks before the defense.**
6. **A dissertation committee member must pick up (and return) the student's Report of Dissertation Committee Form to the Registrar's Office before the defense. This form must be completed by the examiners at the end of the examination and returned to the Registrar's Office immediately after the student's defense.**

Although the dissertation defense is a public forum, examination of the student during the presentation is limited to the Research Committee members. The public may ask questions

once the presentation and examination by the committee have been completed.

After Successful Completion of the Defense

Students must submit their dissertation electronically via [ETDs @ ProQuest](#) by the dates listed below:

November 2021 degree candidates: September 17, 2021

March 2022 degree candidates: January 14, 2022

May 2022 degree candidates: April 15, 2022

On the recommendation of the department(s) and the Research Committee, the Committee on Admissions and Degrees recommends the student for the degree to the faculty, which then votes to award the degree to the student. After the degree has been voted on by the faculty, it is awarded by the Harvard University Governing Board.

Publishing the Dissertation

Information for SD degree candidates regarding publishing the dissertation is available on the School's website.

Doctor of Public Health Program

The Doctor of Public Health (DrPH) program at the Harvard Chan School requires that doctoral students perform the following:

- Adhere to the DrPH student timetable (see timetable below)
- Meet DrPH course requirements as outlined in the [DrPH Student Manual](#)
- Complete the doctoral student residency requirement, which includes payment of two years of full-time tuition and one year of full-time reduced tuition (tuition amounts are subject to change)
- Complete the program on a full-time basis—no part-time option is available
- Complete the Doctor of Public Health Degree program in three academic years (with an option to extend to a fourth year)
- Maintain a GPA of 2.70 or better
- Pass the DrPH qualifying examinations

Tuition and Fees

Tuition will be assessed at the full-time rate in three equal payments (summer/fall/spring) during the first two years. Tuition will be assessed at the full-time reduced rate in three equal payments in the third year. For tuition and fee information for DrPH students, visit the [Student Billing website](#).

Academic Requirements

Course requirements are provided on the [Prospective/Final Program Form](#). The required courses serve to demonstrate that the student has gained expertise in the competencies of the program and is prepared to be examined during qualifying examinations, as well as undertake the [DrPH Doctoral Project](#).

All courses applied to the DrPH must be taken for ordinal credits, and students must receive a grade of B- or better for each course taken. For courses that are offered with only a Pass/Fail option, students must achieve a passing grade for each one taken.

Students who have received a master's degree from the Harvard Chan School will follow the same timetable as the other DrPH students and will not be accelerated in the program.

Required Courses

DrPH students are required to take courses as specified in the online [DrPH Student Manual](#), which can also be obtained from the DrPH Program office.

Course Performance

Throughout the DrPH student's career at the School, the Committee on Admissions and Degrees and the Registrar's Office monitor student performance in coursework. Grades of B- or better (Harvard Business School grade equivalents are I and II; Harvard Law School grade equivalent of P or better) must be obtained in all courses taken to meet the DrPH degree requirements. As noted previously, a passing grade must be obtained in all courses offered as only Pass/Fail.

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

Student Timetable

DrPH students must adhere to the following timetable to be considered in satisfactory academic standing. This progress must be reported to and approved by the Committee on Admissions and Degrees. The timetable outlines the academic year in which each progressive task and/or milestone must be completed. Since the DrPH Program begins in July, an academic year goes from July to June.

Students in noncompliance with the timetable will have an administrative hold placed on their records. They will be unable to register until the required milestone is met or appropriate paperwork is submitted. Receipt of the appropriate form(s) by the Registrar's Office and/or completion or submission of the progress milestone will clear this administrative hold. Students who fail to clear these holds by the specified date will be administratively withdrawn from Harvard Chan School degree candidacy. Questions regarding the doctoral timetable may be directed to the assistant registrar, Michelle Flewelling, via email or by phone at 617-432-1032.

DrPH students have three academic years from date of entry into the program (July of academic year 1) to complete

DRPH STUDENT TIMETABLE*

TASKS & MILESTONES	TIMING
Adviser Meetings	At least quarterly throughout program
Winter Field Immersion 1	Winter of Year 1 (December–January)
Written Qualifying Examination	End of Year 1
Summer Field Immersion	Summer of Year 2 (June–August)
Prospective Program Submitted for Approval	Middle of Year 2 (December)
Final Program Submitted for Approval	End of Year 2 (May)
Nominations for Doctoral Committee	End of Year 2 (May)
Oral Qualifying Examination passed	End of Year 2 (June)
Doctoral Project Commences	Beginning of Year 3 (Summer)
Doctoral Project Progress Reports	From Students: Every three months during Doctoral Project
Oral Final Examination	Year 3 (March–April)
Doctoral Project Deliverables Submitted	Year 3 (March–April)

**Subject to Change*

required coursework and to defend and to submit the Doctoral Project deliverables. Requesting to extend to a fourth year must be approved by the Committee on Admissions and Degrees and the DrPH faculty director in the third year.

Prospective/Final Program

The Prospective/Final Program is a plan in which students indicate the formal coursework they are taking to support their DrPH degree. The Prospective Program must be submitted to the Committee on Admissions and Degrees no later than the middle of the second academic year (end of December). The Final Program must be submitted to the committee no later than the beginning of May of the second year. The Final Program must be approved by the Registrar's Office for the degree candidates to sit for their Oral Qualifying Examination. It is in the best interest of students to submit the [Prospective/Final Program Form](#) as early as possible.

Guidelines

Each course listed in the Prospective/Final Program must be taken for ordinal (e.g., A-, B-, etc.) credit, with the exception of those that are offered only with a Pass/Fail option. As mentioned above, a grade of B- or better must be obtained in all the courses proposed, with ordinal grading and a passing grade for those with a Pass/Fail grading option. Each course must be taken for graduate credit. This is of special note if a student is cross-registering into another school. In certain situations, a course can be used to waive a program-required course, with the expectation that the student completes the course with the same competency at a higher level.

Written Qualifying Examination

The Written Qualifying Examination covers the required coursework of the first year of the program. Faculty members anonymously grade the exam, and students are notified of their grade. Students do not receive the examination or indi-

vidual feedback on the exam. Students must pass this exam before going on to their Oral Qualifying Examination. More information on the Written Qualifying Examination appears in the [DrPH Student Manual](#).

Nomination of Doctoral Project Committee

The Doctoral Project Committee is the primary vehicle in the DrPH Program for both guiding and evaluating DrPH students in their culminating experience, the Doctoral Project. The committee should advise and guide students on developing the Doctoral Project final proposal and provide guidance and feedback during the experiential learning phase itself, with the overall objective of assisting students in achieving their professional and personal goals as outlined in the Project Proposal. The committee consists of three members:

- The committee chair, who must be a faculty member (professor, associate professor, assistant professor, senior lecturer, or lecturer) holding an appointment at the Harvard Chan School.
- Committee member number two, who must be a faculty member (professor, associate professor, assistant professor, senior lecturer, or lecturer) at the School or elsewhere within Harvard.
- Committee member number three, who may be either a faculty member (adjunct faculty included) or a professional in the public health field (with appropriate education and experience to assess work at the doctoral level at Harvard). To avoid any conflict of interest, the professional cannot be employed at the student's host organization.

Further information on the Doctoral Project Committee may be found in the [DrPH Doctoral Project Manual](#).

Oral Qualifying Examination

After passing the Written Qualifying Examination, DrPH students take the Oral Qualifying Examination. Students preparing to take the oral exam should submit their [Oral Qualifying Examination Scheduling Form](#) to the Registrar's Office at least three weeks before the date of the exam. Students may take the Oral Qualifying Examination only after passing the Written Qualifying Examination.

Procedure for Scheduling the Doctoral Project Oral Qualifying Examination

1. Schedule a room for the Oral Qualifying Examination. Please contact the DrPH Program Assistant.
2. Submit the form to the Harvard Chan School Registrar's Office at least three weeks prior to the exam.

Arrangements then will be made by the Registrar's Office for the announcement of the examination to be placed on the School's event calendar. Please note: The examination is not valid unless this announcement has been made.

3. 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 Harvard Chan School 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.
4. The Doctoral Project Proposal must be distributed to the Doctoral Project Committee and the Harvard Chan School Registrar's Office approximately three weeks prior to the exam. Please reference the [DrPH Doctoral Project Manual](#) for further details on proposal format.
5. Meet with members of the Doctoral Project 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.
6. Distribute copies of both sides of this form to each examiner well in advance of the examination.
7. Faculty members other than the examiners may attend the student's examination only if prior permission is given by both the Committee Chair 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.
8. A member of the student's examination committee must pick up the student's Report of Doctoral Project Oral Qualifying Examination Form from the Harvard Chan School's Registrar's Office in Kresge G4 prior to the examination. This form must be completed by the examiners at the end of the examination and returned to the Registrar's Office by a committee member immediately after the student's exam.

Oral Qualifying Examination Results

At the end of the examination, the Oral Qualifying Examination Committee must report the examination result on the Report of Oral Qualifying Committee Form. This form must be returned to the Registrar's Office immediately after the exam by the adviser or a committee member. The results of the exam may be the following:

1. **Passed Examination:** The committee approves the student to move forward with their Doctoral Project.
2. **Pass with Qualifications:** The committee requires the student to meet specific qualifications prior to the student moving forward with their Doctoral Project.

The committee must detail the specific qualifications the student is required to complete to secure a pass and must designate a deadline for completion of no later than three months from the examination date. Note that this may impact a student's time-to-degree; the student's Doctoral Timetable may be adjusted per the discretion of the Committee on Admission and Degrees. A student who fails to meet the qualifications and/or deadline(s) outlined by the committee is subject to withdrawal from degree candidacy.

- 3. Failure of the Examination:** The committee does not approve the student to move forward with their Doctoral Project. A student who receives a grade of Fail may schedule a second examination within three months of having received the Fail. Note that this may impact a student's time-to-degree; the Doctoral Timetable may be adjusted per the discretion of the Committee on Admission and Degrees. A student who fails the examination twice will be withdrawn from degree candidacy.

Doctoral Project Progress Reports

A Student Progress Report is designed to help the committee monitor satisfactory progress of the student's Doctoral Project and experience at the host organization. Progress Reports are to be completed as assigned by the Registrar's Office. During the meeting, all committee members must be present, in person or via a virtual chat platform. If a committee member needs to attend the meeting virtually, students must submit a General Petition to the Registrar's Office before the committee meeting. If a committee member cannot make the meeting, the meeting must be rescheduled. It is the student's responsibility to organize the meeting, secure all requisite signatures, and ensure that the required forms are submitted to the Registrar's Office on time. Students who extend their graduation date past the three academic years (with permission) will be required to submit additional Progress Reports.

Doctoral Project Oral Final Examination

The Oral Final Examination marks the completion of the project phase in the DrPH Program. It is the last evaluation of the student's work in the program, focusing on the Doctoral Project. All Harvard Chan School DrPH students must complete the field phase and deliverables before proceeding to the Oral Final Examination.

Procedure for scheduling the Oral Final Examination:

1. Schedule a room for the Oral Final Examination. Please contact the DrPH Program Assistant.
2. Submit the form to the Harvard Chan School Registrar's

Office at least three weeks prior to the exam. Arrangements then will be made by the Registrar's Office for the announcement of the examination to be placed on the School's event calendar. Please note: The examination is not valid unless this announcement has been made.

3. Meet with members of the Doctoral Project 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.
4. Distribute copies of both sides of this form to each examiner well in advance of the examination.
5. The Doctoral Project Oral Final Examination is open to the public.
6. A member of the student's committee must pick up the student's Report of the Oral Final Examination from the Harvard Chan School Registrar's Office in Kresge G4 prior to the examination. This form must be completed by the examiners at the end of the examination and returned to the Registrar's Office by a committee member immediately after the student's exam.

Oral Final Examination Results

The following are the possible outcomes:

1. **Pass:** The committee approves the student's Doctoral Project
2. **Pass with Qualifications:** The committee requires the student to meet specific qualifications prior to the student completing their Doctoral Project. The committee must detail the specific qualifications the student is required to complete to secure a Pass. Note: This will impact a student's time-to-degree. A student who fails to meet the qualifications and/or deadline(s) outlined by the committee is subject to withdrawal from degree candidacy. Students are allotted three months to complete revisions for their project. However, the committee can decide to have the student submit their work earlier. The committee must specify the date by which the student must meet the conditions. The chair of the Examination Committee and/or the academic adviser must submit written confirmation to the Registrar's Office once the student has met all the specified conditions.
3. **Fail:** The committee does not approve the student's Doctoral Project. A student who receives a grade of Fail may schedule a second examination within three months of having received the Fail. Note that this may impact a student's time-to-degree; the Doctoral Timetable may be adjusted per the discretion of the Committee on Admission and Degrees. A student who fails the examination twice will be withdrawn from degree candidacy.

After Successful Completion of the Defense

Students must submit their dissertation electronically via [ETDs @ ProQuest](#) by the dates listed below:

November 2021 degree candidates: September 17, 2021

March 2022 degree candidates: January 14, 2022

May 2022 degree candidates: April 15, 2022

On the recommendation of the department(s) and the Research Committee, the Committee on Admissions and Degrees recommends the student for the degree to the faculty, which then votes to award the degree to the student. After the degree has been voted on by the faculty, it is awarded by the Harvard University Governing Board.

Publishing the Thesis

Information for DrPH degree candidates regarding publishing their thesis is provided in the [DrPH Student Manual](#) and in the [Doctoral Thesis and Dissertation Guidelines](#) online.

The *DrPH Student Manual* contains further details and the most updated information on the DrPH Program.

Advisers

Each department/program/division appoints a primary academic adviser to each student. The adviser must have a School faculty appointment. The adviser provides the student with academic guidance, information, and general assistance. At a minimum, the adviser and the student must meet before the start of each term to discuss the student's proposed course of study and any procedural or personal issues relevant to the student's academic experience.

After students meet with their adviser and enroll in courses for the term, the adviser approves the student's course enrollment in my.harvard, Harvard University's student information system. The adviser's approval on the student's record is required and indicates that the courses in which the student has enrolled are appropriate for the successful completion of the student's degree program in the allotted time. If the student's adviser is not available to approve the record, the student must check with the department's academic administrator/program director for assistance.

Students who wish to change their adviser must do so via their home department/program.

In addition to the primary academic adviser, degree-seeking students are also assigned at least one advising committee. The advising committee consists of department/program administrator(s) and faculty member(s) who have access to students' records as part of their administrative and/or academic roles with the department/program.

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

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. The questionnaires are anonymous and are not returned to the instructor until grades for the course have been submitted to the Registrar's Office. Course evaluation summaries are available online at the [Office of Education's homepage](#). Submission of a course evaluation is a requirement of each course. Students will not be able to access their online grade reports until they submit course evaluations.

Course Prospectus/Syllabi

Syllabi for most courses may be found on Canvas, the electronic classroom tool. A link to Canvas appears on the my.harvard portal. The Harvard Chan School [Curriculum Center](#) may be able to assist in providing syllabi for courses offered in previous terms.

Cross-Registration

Harvard Chan School degree students may enroll in courses offered by the cross-registration consortium, which consists of the other Harvard faculties, Massachusetts Institute of Technology (MIT), MGH Institute of Health Professions, and The Fletcher School of Law and Diplomacy and Gerald A. and Dorothy R. Friedman School of Nutrition Science and Policy at Tufts University.

Cross-registration is offered only during the academic year, and only students in degree programs classified as residential are eligible to cross-register. Master's students in programs classified as nonresidential during the fall and spring semesters are not eligible to cross-register, including MHCM, MPH-Epi, MPH-Gen, and students completing summer-only degree programs.

Harvard Chan School nondegree students are not permitted to cross-register into other schools within the cross-registration consortium as part of their School study.

The table on the following page lists the members of the cross-registration consortium, their abbreviations, and their telephone numbers.

Cross-Registration Policies

For a cross-registered course to count toward a Harvard Chan School degree and to appear on a corresponding transcript, the course must meet the following requirements:

- It must be a graduate-level course relevant to the student's degree program;
- It must be taken for Pass/Fail or ordinal credit; and
- It must be approved by the student's adviser and, if required, the course instructor.

Obtaining credit for cross-registered courses is permitted only for graduate-level courses appropriate to the student's Harvard Chan School degree program and if a similar course is not available at the School. Courses may be taken for the grading basis listed in the course catalog but may not be taken for the grade of Audit. Deadline dates for cross-registration and for class meetings vary from school to school across

the consortium. Students must consult the academic calendars at both Harvard Chan School and the host school for class meeting dates and course enrollment deadlines.

Please note that MIT grades may not be received in time for any spring MIT course to count toward Harvard Chan School May graduation requirements. Instead, MIT grades will count as additional credits and not toward the minimum credits required for graduation. In addition, please note that certain spring courses offered at Harvard may end too late in the semester to be counted toward graduation. Degree candi-

dates are urged to check the exam schedules of cross-registered courses to avoid possible problems of late grade reporting to the Harvard Chan School registrar. Questions about this policy should be directed to the [Registrar's Office](#).

Undergraduate-level courses, as well as Radcliffe Institute for Advanced Study seminars, Harvard Extension and Summer School courses, and certain Harvard Medical School courses are not counted toward degree credit at the Harvard Chan School, nor is cross-registration into these courses permitted.

THE CROSS-REGISTRATION CONSORTIUM

NAME OF SCHOOL	SCHOOL CODE	TELEPHONE
Harvard Business School	HBS	617-495-6247
Harvard School of Dental Medicine	HSDM	617-432-1447
Harvard Divinity School	HDS	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	HGSE	617-495-3419
Harvard Kennedy School	HKS	617-495-1150
Harvard Law School	HLS	617-495-4612
Harvard Medical School	HMS	617-432-1515
The Fletcher School of Law and Diplomacy, Tufts University	FLE	617-627-3055
Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy, Tufts University	FRD and FRI	617-636-3777
Massachusetts Institute of Technology	MIT	617-258-6432

Cross-Registration Credit Limits

Harvard Chan degree students may not take more than half of their total degree credits in courses outside the School. Degree candidates can cross-register for a maximum of half of their total credits per term. 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.

Cross-Registration Credit Conversion

Credit values for cross-registration courses are converted from the host school's credit values into Harvard Chan School credit values using the credit-conversion chart in the [Student Knowledge Center](#) of the Registrar's Office.

Cross-Registration Deadlines

Harvard Chan School students cross-registering into consortium schools must abide by the deadlines set by both the Harvard

Chan School and the host school. Harvard Chan School students must finalize their cross-registration enrollment according to the cross-registration deadlines set forth by the host school and before the cross-registration add/drop/change deadline in the Harvard Chan School academic calendar.

Cross-Registration Grades

Students who cross-register are bound by the rules and regulations of the respective faculties regarding grades, examination schedules, makeup examinations, and incomplete work. These regulations are often very different from those at the Harvard Chan School. Auditing a cross-registered course is strictly prohibited.

The Harvard Chan School Registrar's Office receives the grades from the host 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 the Harvard Chan School's grading system. For example, Harvard Business School has a Roman numeral grading system (i.e., I, II, and III). Business School grades will appear on the student's official transcript as Roman numerals. Although these grades will not calculate into the Harvard Chan School GPA, 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.

Core-Course Requirements

School-wide Biostatistics and Epidemiology Requirements

Each professional degree-granting department/program is responsible for constructing a curriculum that meets core requirement objectives. As departmental/program core courses vary, students should consult their respective department(s)/program(s) for specific requirements. All students, however, must successfully complete the School-wide core course requirements, including introductory core courses in biostatistics and epidemiology.

Master of public health students must pass ID 201 or take a sequence of biostatistics and epidemiology courses from the table below. In total, all students must take a minimum of 5 credits in biostatistics and 2.5 credits in epidemiology. Please refer to the [MPH Curriculum Guides](#) for details on meeting this requirement.

COURSE CODE	COURSE TITLE
ID 201	Core Principles of Biostatistics and Epidemiology for Public Health Practice
BST 201	Introduction to Statistical Methods
EPI 201	Introduction to Epidemiology: Methods I
EPI 202	Epidemiologic Methods 2: Elements of Epidemiologic Research
BST 202	Principles of Biostatistics I
BST 203	Principles of Biostatistics II
BST 206	Introductory Statistics for Medical Research
BST 207	Statistics for Medical Research II
BST 208	Statistics for Medical Research, Advanced
EPI 208	Introduction to Clinical Epidemiology
EPI 500	Fundamentals of Epidemiology

Doctoral students must pass two intermediate-level biostatistics courses and one epidemiology course. SD students should refer to the Doctor of Science portion of this handbook ([pg. 12](#)) for further details.

Waiving

The School does not accept transfer credits for courses taken at other academic institutions. In certain situations, students may waive a core course. Students wishing to waive core courses in either biostatistics or epidemiology must submit a [Waiver of Core Course Requirement Form](#), signed by the relevant instructor(s) and department administrators. Students must present an official transcript and a copy of the course description and syllabi to the instructor(s) 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 Department of Biostatistics are automatically exempted from an introductory core course in biostatistics. A student waiving the requirement must still register for the minimum credits necessary for full- or part-time status. Students who wish to waive a noncore course as a prerequisite because of previous qualifications should make their request by submitting a petition to the instructor when adding the course in my.harvard.

Class Attendance

Class attendance, whether in-person or virtual, is required for successful class performance. An absence for any reason, including participation in a site visit or other School-related activity, does not relieve a student from responsibility for any part of the work covered in the class during the period of absence. Absences are excused in the event of a personal illness or family emergency. In those instances, absences from class will not count against a class participation policy, and students will be given an opportunity to make up missed work. Students who must be absent for more than a few days must inform their program administrator and the director for student affairs, who will notify the appropriate faculty member.

Travel for recruiting, interviews, or research trips will not be excused, and students may be penalized in accordance with any class rules articulated in the course syllabus.

Extended absences may preclude receiving course credit at the discretion of the faculty member or program director. Normally, any students absent from the class for more than two weeks without approval from their program will not receive credit for that course. Under these circumstances, a grade of WD (Withdraw) will be given for each class from which the student has been absent.

Exam Schedules

Students are required to take examinations as scheduled.

Absence from examinations is permitted only in extraordinary circumstances, and the reason must be verified. If authorized by the instructor to do so, the program administrator will make arrangements for a makeup exam.

Voting in Governmental Elections

Voting is not an excused absence. The polls open early and close late, so voting can be scheduled around classes.

Jury Duty

Jury duty or a court summons that cannot be postponed is an excused absence.

Grade Changes

Final authority for the designation of grades rests with the primary instructor of each course. Only primary instructors may initiate a change in grade once a grade has been submitted to the Registrar's Office. Change of Grade Forms will not be accepted from a student. The instructor must request a Change of Grade Form from the Registrar's Office and submit it when completed. Grades cannot be changed after a degree has been voted, nor will a grade change be considered beyond one term following the initial due date of the grade.

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

Grade Notification

Harvard Chan School grades are available to students in the form of official transcripts. In addition, students can view their grades online via my.harvard. The Transcripts section contains further information on official transcripts.

Federal regulations outlined in the Buckley Amendment (aka Family Educational Rights and Privacy Act) 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 course instructor or check my.harvard to see whether the grade has been posted.

Independent Studies and Research Sections

[Independent studies and research sections](#) are courses of study that involve substantial interaction with and instruction by faculty and are set up on an ad hoc basis. All independent

study and research courses are taken for Pass/Fail credit only. Independent studies may be set up with variable credits.

A Harvard Chan School faculty member or an adjunct faculty member must supervise all independent studies and research sections taken for degree credit at the School. Students who wish to enroll with a faculty member who has an annual appointment at the School or a faculty member from another Harvard school must enroll in the section sponsored by their Harvard Chan School academic adviser. By sponsoring the independent study, the School adviser agrees to the appropriateness of both the work and the non-School supervisor. The academic adviser must contact the non-School section supervisor to assign a grade for the student. The student's academic adviser must submit the grade at the end of the course as required by the School's Committee on Educational Policy.

Nondegree students may enroll only with a faculty member with a School "annual appointment." Nondegree students are not permitted to take research courses.

Summer Programs

The School offers degree and nondegree program options during the summer, which starts in June and ends in August. Most summer programs take place during July and August. June Session enrollment is limited to students who are completing the MPH in Epidemiology Program.

JUNE	JULY	AUGUST
June Session	Summer (includes Summer I and Summer II)	
	Summer I	Summer II

Newly admitted degree students who enroll in Summer II courses must also enroll in Summer I courses. Students taking Summer II courses will need to complete their Summer II enrollment by the add/drop/change deadline for Summer I. Students completing the MPH-65 Program are not eligible to enroll in summer courses. Cross-registration and auditing are not permitted during the summer.

For information about applying to a summer degree or nondegree program, interested individuals should visit the Admissions webpage. Continuing degree-seeking students who are part of a degree program for which summer enrollment is optional must indicate their plans to enroll in Summer Session courses by completing the preenrollment application made available to students in the spring. MPH-45 Clinical Effectiveness students will need to complete the preenrollment application only if they are on leave of absence during the spring semester directly preceding summer.

Students who withdraw from a summer program may receive some or all of their tuition refunded as per the [Student Withdrawal Refund Policy](#) posted on the Registrar's Office website.

SUMMER CREDIT LIMITS FOR DEGREE-SEEKING STUDENTS

FULL or PART TIME		ACADEMIC YEAR Degree-program students taking Summer courses**	SUMMER-ONLY Degree-program students	SUMMER REQUIRED Academic-year programs
Full time	Summer	10-credit maximum for Summer**	15 credit maximum for Summer* *Full-time students must take more than 10 credits for Summer	DrPH MHCM MPH-EPI Credit minimum and maximums vary by program. Refer to program for details.
	Per Summer I & Summer II	5-credit maximum in Summer I and/or Summer II**	7.5 credit maximum in Summer I and/or Summer II	
Part time	Summer	5-credit maximum for Summer	10 credit maximum for Summer	
	Per Summer I & Summer II	2.5-credit maximum in Summer I and/or Summer II	5-credit maximum for Summer I and/or Summer II	

****Students completing the Program in Clinical Effectiveness (PCE) must follow the credit requirements outlined by the PCE Program.**

Summer-Only Degree Programs

Summer-only degree students are required to be in residence and take courses on campus during the summer. Students who need to complete only their practicum/thesis during their final summer should submit the [Final Summer Practicum Intent Form](#).

Summer-only degree students are considered nonresident during the fall and spring and have limited enrollment options during these semesters. Given this nonresident status, summer-only degree students are not allowed to cross-register during the fall and spring semesters and are limited to online courses,* on a space-available basis, if they choose to enroll. Summer-only degree students may enroll in multiple instances of courses required for completing their practicum/thesis project during the fall and/or spring semesters. Student records will be inactive during optional semesters when students are not enrolled, and as a result, students will not have access to resources such as the library. If taking online courses, all applicable academic policies still apply.

Students should consult their program/department adviser to confirm other online credit limits per semester and program and to review fall and spring semester course offerings.

**During WinterSession, students may enroll in up to 5 credits (not limited to online credits). Students should contact their program/department regarding WinterSession enrollment.*

Summer Courses, Independent Studies, and Research

Students may elect to take independent studies or research during the summer period. Certain grants require that continuing doctoral and master's students enroll in the summer period. Students interested in summer independent study or research credit should contact the Registrar's Office at 617-432-1032 for details.

Summer Nondegree Programs

Summer programs let students experience the classes and culture of the Harvard Chan School while also meeting and learning from leading professors and practitioners similarly dedicated to assisting others. The Harvard Chan School offers several Nondegree Programs:

Summer Nondegree

There are nondegree program options during summer, which starts in July and ends in August. Cross-registration and auditing are not permitted during summer. New students would need to apply to the prospective nondegree summer program through the Admissions Office.

JULY	AUGUST
Summer (includes Summer I and Summer II)	
Summer I	Summer II

Summer Nondegree Course Requirements

Some programs require students to take specific course(s) (listed below) to meet the completion of the program. For more information, contact your Program Coordinator.

COURSE CODE	COURSE TITLE
BST 206	Introduction to Statistics for Medical Research
BST 207	Statistics for Medical Research II
BST 208	Statistics for Medical Research Advanced
EPI 208	Introduction to Clinical Epidemiology
GHP 213	Global Cardiovascular Disease Prevention – Methods, Study Designs, and Case Studies
GHP 532	Introduction to Global Health Care Delivery
GHP 555	Management Practices in Health Care Delivery
ID 505	Epidemiologic and Biostatistical Methods for Global Health
IID 232	Vector-Borne and Zoonotic Infections
IID 233	Infections Transmitted through Water and Food

SUMMER CREDIT LIMITS FOR NONDEGREE STUDENTS

FULL or PART TIME	Term	Program in Clinical Effectiveness	Global Health Delivery Intensive	Summer Session In Public Health Studies*
Full time	Summer	15 credits for summer	Not applicable	10 credits for Summer
	Per Summer I & Summer II	7.5-credit max in Summer I and/or Summer II	6.25-credit max in Summer I	5-credit max in Summer I or Summer II
Part time	Summer	Not applicable	Not applicable	5 credits for Summer
	Per Summer I & Summer II	Not applicable	Not applicable	2.5-credit max in Summer I or Summer II

**Students in programs such as Global Infectious Diseases, Lown Scholars, and exchange programs should consult their program coordinators.*

Global Health Delivery Intensive

The Global Health Delivery Intensive (GHDI) Program attracts a diverse, international cadre of midcareer global health professionals who seek training in global health delivery concepts and skills. Students take a curriculum of epidemiology, management science, and global health delivery case studies, enabling them to effectively design and manage programs that improve health care delivery and outcomes in low-resource settings.

Students are required to take 6.25 credits. Required courses: GHP 532, GHP 555, ID 505.

Global Infectious Diseases

The Program in Global Infectious Diseases is designed for students, public health officers, clinicians, and scientists who are seeking advanced training in infectious diseases that disproportionately affect individuals in resource-limited areas. The program specifically focuses on vectorborne and zoonotic infections, and infections transmitted by water and food. The program comprises 7.5 credits, 5.0 of which must include IID 232 and IID 233, with the remainder drawn from select courses in epidemiology and biostatistics also offered during the summer session.

Program in Clinical Effectiveness

The Program in Clinical Effectiveness (PCE) is designed for physician-clinicians, fellows, and faculty who are seeking

quantitative and analytic skills needed for clinical research or are interested in health care administration. The PCE is an intensive seven-week, 15-credit summer program that contains summerlong courses in clinical epidemiology and biostatistics, as well as two half-summer elective courses. This program also serves as the foundation for the MPH degree in clinical effectiveness and the summer-only SM in epidemiology.

Summer Session for Public Health Studies

Students are introduced to the core areas of public health in two intensive summer sessions. Courses in these programs help students develop the abilities to define, assess, and evaluate the health needs of populations, participate in the development of health policy, and ensure the delivery of health services.

Students may take up to 10 credits during the summer; no more than 5 credits in each term.

Academic Year Nondegree Programs

Nondegree Course Enrollment Policies & Procedures

Students are required to complete all course enrollment activities prior to the enrollment deadline(s) specified in the academic calendar. Students are expected to have their enrollments finalized in my.harvard by the posted deadlines. Students are encouraged to enroll in courses as early in the enrollment period as possible. The Harvard Chan School does not allow students to enroll in courses that have conflicting meeting times under any circumstance. If a student is required to take a course to graduate, the student should enroll in the course as soon as possible to secure their space in the course. If there is a wait list at the time of enrollment, the student should add themselves to the list for the course. Students placed on the wait list will not be adjusted for any reason. All nondegree students must abide by the following policies:

- Students must have their enrollments finalized in my.harvard by the posted deadlines.
- Students must enroll in courses as early in the enrollment period as possible.
- Harvard Chan School does not allow students to enroll in courses that have conflicting meeting times under any circumstance.
- Cross-registration is not permitted for nondegree students.
- Requesting an exception to increase the maximum credits allowed is not permitted.
- Nondegree students must take all their courses on campus without exception.
- Auditing courses (with the exception of Auditors) is not allowed under any circumstances.

The following procedures must be followed to complete the course enrollment process:

- Select courses on the [my.harvard](#) portal.
- Select grading options for each course on my.harvard (ordinal, Pass/Fail or Audit).
- Obtain all appropriate course-related permissions if required.
- Complete all registration requirements on or before the add/drop deadline.

Detailed instructions for processing course enrollment transactions and requesting instructor permission can be

found in the Knowledge Center at <https://about.my.harvard.edu/students>. Please note that students may not, under any circumstance, enroll in courses that meet at the same or overlapping time periods. Changes to one's schedule may be made up until the add/drop/change deadline.

Nondegree Academic Standing

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

All students must maintain a cumulative grade point average of 2.70 or above. If a nondegree student receives a cumulative grade point average of 2.70 or below for a semester/part of term, the student will be in academic suspension and ineligible to take nondegree courses at the Harvard Chan School.

Nondegree Withdrawal

Students must clear their holds by the add/drop/change deadline to prevent a withdrawal from their course(s). During the academic year, students are responsible for the full tuition of course(s) that have been withdrawn. For the summer tuition refund schedule, please visit [Student Withdrawal Refund Policy](#) for summer students.

Travel Grants for Travel-Related Courses

Modest funds are available to support expenses for Harvard Chan School's international travel-related WinterSession courses that are approved for funding. The criteria for funding are as follows:

- 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.
- Funds are available only for students enrolled in a Harvard Chan School degree program.
- Students will receive 25% of the economy round-trip airfare, up to a set limit, for travel between Boston and the location of the travel courses, regardless of where the student originates the trip. Per Harvard University travel policy, travelers will not be reimbursed for tickets purchased with frequent flyer miles. This policy also applies to tickets purchased with reward or award miles. Travelers will, however, be reimbursed for fees associated with issuing a ticket, such as taxes and agency or airline services fees.

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- For group travel, a maximum of 15 students per course will be supported.
 - Depending on the number of students and courses being supported, the funds may be used to cover additional and modest incidental expenses (\$75–\$100/week) related to the course during travel. Faculty may submit a budget for consideration by the Office for Student Services.
 - Students may receive a modest contribution toward per diem expenses, based on the length of the trip. Determination of the amount will depend on the availability of funds.
 - It is expected that departments/programs will cover all faculty per diem and other course-related expenses for travel-related courses.
 - **Nondegree students are not eligible for travel grants.**

Registration

Enrollment Check-In Requirements

All students are required to check in each term. The check-in process involves confirming a student's address, FERPA status (see below), and other information. Students who do not complete the check-in process will be blocked from enrollment. Detailed enrollment and check-in information is posted on the [New Degree Student Information](#) page of the Registrar's Office website. In addition to completing check-in, incoming students should please note the following:

- **Email is the official mode of communication at the School. Students are expected to claim and activate their Harvard email soon after receiving notification from Harvard University IT with instructions to do so. After activating their Harvard email, students are expected check their Harvard email account regularly for important notices. Note that all email correspondence will be directed to the official Harvard email once it is activated.**
- All students—except pregnant women, women of childbearing age attempting conception, and persons whose religious beliefs prevent them from being immunized—must demonstrate that they have received the required immunizations, as specified on the [Harvard University Health Services \(HUHS\)](#) website.
- Students who fail to obtain administrative, financial, and/or enrollment clearance by the required date will be administratively withdrawn from the Harvard T.H. Chan School of Public Health.
- All students are required to have laptops loaded with VDI software. The laptop policy and the instructions for loading VDI software onto the laptop can be found on the Registrar's Office [Laptop Requirement Policy](#) webpage.
- Incoming students who have not satisfied admissions contingencies will be blocked from enrollment activities. Students should note that the Schools of Public Health Application Service (SOPHAS) does not forward transcripts. All incoming students are required to submit official transcripts from all postsecondary institutions attended. Unless a student is in a Harvard Chan School joint (JD/MPH, MUP/MPH) or combined (MD/MPH) degree program, all degrees must have been awarded/conferred prior to matriculation at the School. If degree conferral has not occurred prior to matriculation at the School, official documentation regarding the completion of all degree requirements must be submitted to the School for the student to be allowed to proceed with enrollment.

Privacy of Educational Records

Students have the right to restrict the dissemination of their photo image and [directory information](#). According to the Family Educational Rights and Privacy Act of 1974, known as FERPA, during check-in, each student may restrict how and to whom directory data is provided (please see Privacy Statements). Once a student restricts directory information, it will be used only for official Harvard University business. It will not be given to fellow students, organizations, or outside parties and will not be published in the online photo directory, commencement publications, or alumni directories. Students should consider carefully whether to restrict access to their directory data. 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 Canvas or Zoom.

Students who wish to revise their decision on restricting their directory data must inform the Registrar's Office by updating their Directory Profile indicator on the Student Home tab of [my.harvard](#) or via the registration check-in on my.harvard.

my.harvard (Student Information System)

[my.harvard](#), the Harvard student information system, is the system of record for course enrollments for Harvard Chan School students and Harvard Chan School courses. my.harvard is used to maintain student records, manage course enrollment, and schedule classes. Using the my.harvard Student Portal, students can access information about their academic program, enroll in classes, view course history, view their student accounts, access to-do lists and holds, and update their personal information. Please note that academic credit will be given for coursework only if an enrollment record exists in my.harvard.

Academic Year Nondegree my.harvard

my.harvard is an online system that students access via the web. Using my.harvard, students can add, drop, and change their course enrollment, as well as access grade information and other personal information. Academic credit will not be given for coursework unless an enrollment record exists in my.harvard. More information about using my.harvard can be found in the [Knowledge Center](#).

- During the academic year, nondegree students may take up to 10 credits.

Course Enrollment Policies

Students are required to complete all course enrollment activities prior to the enrollment deadline(s) specified in the academic calendar. If a student is required to take a course to graduate, the student should enroll in the course as soon as possible to secure their space in the course. The School does not allow students to enroll in courses that have conflicting meeting times, under any circumstance. Verbal or email permission from an instructor to a student shall not be considered approval to override an enrollment policy. If there is a wait list at the time of enrollment, students should add themselves to the wait list for the course. A student's place on the wait list will not be adjusted for any reason.

Courses may be taken only for the grading options listed in the course catalog. Note that students will not be permitted to add, drop, or change their grading option after the add/drop/change deadline. Courses with variable credits may not be edited after the add/drop/change deadline. Students will not be permitted to withdraw from a course after the withdrawal deadline.

Online Course Schedules and Catalogs

Course listings from all Harvard faculties are available in the online [my.harvard course search](#). The course listings contain course descriptions, instructor information, credits, meeting times and locations, enrollment requirements, and other general information about each course.

Transfer Credits

Under no circumstance does the Harvard Chan School accept transfer credits from other academic institutions. If a Harvard Chan School nondegree student applies for and is granted admission into a master's degree program, up to 20 credits of completed coursework may be applied to academic degree requirements, if the courses taken were within the preceding five years of matriculating in a degree program. If the tuition was paid in full for these non-degree credits, they **may** be applied toward financial degree requirements as well. To determine how this may apply to your degree program please visit the [Non-Degree Transfer Credits](#) page of our website. Cohort-based programs are not eligible to transfer non-degree credits. Note that upon entering the degree program, students will be billed at the corresponding flat tuition rate for the year for the remaining terms necessary to complete program requirements. Students should carefully consider enrollment options (i.e.,

full-time, part-time, or summer) for completing the degree when transferring in prior credits, as this may not guarantee a lower total cost of the degree.

Student Status

Full-time degree-seeking academic-year students at the Harvard Chan School may not enroll in more than 27.5 credits and no fewer than 15 credits during the fall or spring semesters. Students may request an exception to the credit limit by submitting a [Request for Credit Limit Exception Form](#) to the Registrar's Office. Under certain circumstances, full-time students must petition to enroll in fewer than 40 credits per academic year while remaining a full-time student.

Credit limits for students in part-time degree programs are specified in the sections specific to those programs. Part-time doctoral students may take between 10 and 15 credits. Part-time master of science and master of public health students may take fewer than 15 credits per term.

Full-time and part-time credit limits are different during the summer term. Details appear in the Summer Programs and Summer Nondegree Programs sections of this handbook.

If students find it necessary to change their status, they may do so by submitting a [General Petition](#) to the Registrar's Office.

All students have a minimum credit limit in my.harvard to prohibit them from dropping all their classes.

Academic Year Nondegree Status

During the academic year, part-time status is 10 credits per semester. Special Fellows may only take 5 credits per semester.

Nonresident Status

Doctor of science (SD) 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 Committee on Admissions and Degrees (CAD) may pursue a portion of their program as a nonresident student. Nonresident status is granted for one year at a time, and students must reapply annually for this status. Students who fail to reapply on a yearly basis and do not enroll in credits for the following term will be administratively withdrawn from Harvard Chan School degree candidacy. SD students who have not met their tuition requirement before being approved for nonresident 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 nonresident status must petition for approval of status change. This

status will be granted only if the student will be fully employed or will have family responsibilities that will not enable the student to pursue research full time while a nonresident. The [tuition and fees schedule](#) contains information on insurance coverage for nonresident students.

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

Nonresident students must register for research via my.harvard for the appropriate number of credits according to their full- or part-time status. Nonresident students will continue to be assessed the appropriate tuition rate for each term that they are in nonresidence.

SD students holding nonresident status are required to maintain the doctoral student timetable to remain in good academic standing. Nonresident 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 degree candidacy.

Harvard Chan School Grading System

The Harvard Chan School offers ordinal (letter), Pass/Fail, and Audit grading options for degree candidates.

GRADING OPTION	GRADE DEFINITION	GRADE POINT AVERAGE
Ordinal	A–C, F grading scale	Calculated in final GPA
Pass/Fail	P = Pass, F = Fail	P not calculated in GPA, F calculated in GPA
Audit	Not graded	Not calculated in GPA

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

A	=	4.00 (Excellent)	F	=	0.00 (Fail/ordinal)
A-	=	3.70	WD*	=	Withdrawn
B+	=	3.30 (Good)	P*	=	Passing
B	=	3.00	F	=	Fail (Pass/Fail)
B-	=	2.70 (Satisfactory)	INC*	=	Incomplete (pending completion of work)
C+	=	2.30	INP*	=	Permanent Incomplete
C	=	2.00 (Poor)	ABS*	=	Absent from Exam
C-	=	1.70	IP*	=	In Progress
AU*	=	Audit	WDA*	=	Withdrawn Auditor

UA* Unassigned

*Does not calculate into GPA

To calculate the term grade point average:

1) For each course, multiply 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 term 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

+2.5 credits + 8.25

Totals 15.0 credits 45.75 grade points

45.75 grade points ÷ 15.0 credits = 3.05 term cumulative average

Grades of Pass, Incomplete, Absent from Exam, In Progress, or Not Satisfactory are not calculated into the grade point average. Certain grades received from Harvard Law School, Harvard Business School (I, II, III, and Excellent), and Harvard Medical School (Satisfactory and Unsatisfactory) are not calculated into the grade point average, although they will appear on the transcript and will count toward degree credits. Harvard Business School grades count as ordinal credit.

Auditing Courses

Only courses that have the Audit grading option allow auditors. This information appears on individual course listings in the my.harvard Course Search. There is a limit of 5 credits per term of audited coursework while registered as a full- or part-time student fulfilling degree requirements. Students do not receive credit for audited courses. Audited courses will appear on transcripts with the grade of AU. This grade will not be calculated in the GPA. Students who do not meet the instructors' expectations of an auditor will receive the grade of WDA. This grade will not be calculated in the GPA. Summer courses and cross-registered courses may not be audited.

Nondegree students are not permitted to audit any courses under any circumstances with the exception of Special Fellows.

Grade of Withdrawal

Students who petition and receive approval for withdrawing from a course after the period's add/drop deadline for any course at the Harvard Chan School will receive a grade of WD. The withdrawal will be part of their permanent academic record. Withdrawn course credits will not count toward attempted nor earned credits. Tuition is not refunded for withdrawn courses.

Grade of Absence From Examination

A student who cannot attend a regularly scheduled examination must request permission for an alternate examination from the instructor before 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 the examination. (CEP 2/89)

Grade of Failure

Students failing any course at the School will receive a grade of F. The failure will be part of their permanent academic record. Students who fail a course other than a core course have the opportunity to repeat the course for a new grade. Graduation dates will not be extended in order to repeat courses. A new grade will be given for the repeated course, but 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 (listed in this handbook under Core Course Requirements (pg. 29) or any required departmental or program courses must follow procedures established by the CAD:

- A student who is in their first year of a two-year or longer program and who fails a core or departmental/program requirement must retake the course in its entirety.
- A student who is in their final or only year of a degree program and who fails a core or departmental/program 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:

- The student must register for one of the following independent studies corresponding to the failed course (BST 201R, BST 202R, EPI 201R, EPI 202R, etc.). These independent studies are each 2.5 credits and will remain on the student's record.
- The faculty member who taught the failed core course must supervise the makeup independent study.
- The makeup independent study must have a final examination.
- At the successful completion of the makeup independent study, the department chair/program director must certify in writing that the student has met the minimum departmental/program requirements for the subject matter of the failed course. The makeup 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/program requirement:

- The student is 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.
- The makeup independent study must have a final examination.
- At the successful completion of the makeup independent study, the department chair/program director must certify in writing that the student has met the minimum departmental/program requirements for the subject matter of the failed course. The makeup independent study does not replace the original failure on the student's official academic transcript.

- A student who fails two or more core or departmental/program requirements will not be awarded the degree for which they are a candidate. A student who has extenuating circumstances and who has the approval of their chair and of the chair in whose department they failed the course may petition for permission to retake each failed course in its entirety. Makeup independent studies will not be allowed.

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 deadlines on coursework take an Incomplete, represented by an INC. Students who do not complete coursework will receive a grade on the work completed to date or will receive an Incomplete at the discretion of the instructor. Students who need additional time to complete course requirements must meet and discuss the issue with the course 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. When assigning an INC grade, an instructor will also determine a Lapse-To grade, the grade assigned if the student does not complete additional work by the Incomplete grade deadline.

When an Incomplete grade has been assigned, students will receive a notification that they have an Incomplete Grade Contract in my.harvard. In my.harvard, the student will be prompted to read the contract details and electronically acknowledge the contract if they agree with its contents. The note "Formerly Incomplete Grade" is added to the transcript beneath any grade that was changed from INC.

Policy on the grade of Incomplete:

The deadline for making up incomplete coursework should be no later than one term after the term 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 coursework. If the completed work is submitted by the deadline date, the instructor (or surrogate) will evaluate it, and the grade given will replace the incomplete ("INC")

on the student's record, so that the final grade will be "the final grade," with a notation on the student's transcript. If the incomplete work is not made up by the deadline date, a grade of "INC" will be given for the work not completed. If this work accounts for the whole grade, the final grade given will be an "INC." (CEP 7/2016)

Leaves of Absence and Withdrawal

Voluntary Leaves of Absence

Students who have a medical, family, or financial emergency or who wish to take time away from the School to welcome a child or because of family care issues may apply for a leave of absence. To apply for a leave, students must have completed at least one semester of a degree program and follow the steps outlined below. Students may be granted a leave for a maximum of one academic year at a time only. Students must reapply for each additional leave. Leaves of absence are generally limited to two years.

Students approved for a leave of absence will not be assessed tuition for the term(s) of leave that is approved. Students on leave are not covered by the University's health plan. [Information regarding insurance coverage during a leave of absence is available on the Harvard University Student Health Program website.](#) Email [Member Services](#) or call 617-495-2008.

Students on leave will not have access to some electronic library resources.

A leave of absence of one semester or up to one year must be requested from the Committee on Admissions and Degrees 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 adviser, 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)

To petition to obtain a leave of absence, students must complete a [Leave of Absence Petition](#), obtain the signatures of their adviser, their department chair/program director, and the financial aid officer, and then submit the completed form to the Registrar's Office for review before the start of the semester. In some instances, students will be asked to consult with the Office for Student Affairs to finalize their plans.

Involuntary Leaves of Absence

Under certain circumstances, a student may be placed on an involuntary leave of absence. An involuntary leave of absence

is not a disciplinary sanction; however, an incident that gives rise to a leave of absence, whether voluntary or involuntary, may subsequently be the basis for disciplinary action. A student who prefers to take a voluntary leave of absence for medical reasons rather than be placed on an involuntary leave of absence for medical reasons is ordinarily allowed to do so.

An involuntary leave of absence may be required for the following reasons:

- **Medical circumstances:** (a) The student's behavior poses a direct threat to the health or safety of any person or has seriously disrupted others in the student's residential community or academic environment; and (b) either the student's threatening, self-destructive, or disruptive behavior is determined to be the result of a medical condition or the student has refused to cooperate with efforts by Harvard University Health Services to determine the cause of the behavior. The decision to place a student on an involuntary leave of absence for health-related reasons is made in consultation with Harvard University Health Services (which may consider information from the student's current and/or former health care providers, if made available by the student) after an individualized assessment of all the pertinent factors, such as the nature of the student's conduct; the nature, duration, and severity of the risk; the likelihood of potential injury; and whether reasonable modifications of policies, practices, or procedures will mitigate the risk. However, reasonable modifications do not include changes that would fundamentally alter the academic program or unduly burden the School's resources or staffing capabilities or, with respect to the required level of care or monitoring, that would exceed the standard of care that a university health service can be expected to provide.
- **Alleged criminal behavior:** The student has been arrested on allegations of serious criminal behavior or has been charged with such behavior by law enforcement authorities.
- **Risk to the community:** The student has been charged with a violation of a disciplinary rule of the School, and their presence on campus poses a significant risk to the safety of others or to the educational environment of the community.
- **Indebtedness:** The student's term bill is unpaid, and the student has not made arrangements acceptable to the School to address the issue.
- **Noncompliance:** Failure to provide medical documentation of required immunizations.
- **Unfulfilled academic requirements:** The student has not met an academic requirement and has not taken steps acceptable to the School to meet the requirement.

The decision to place a student on involuntary leave is made by the associate dean for student services in consultation with the registrar, the student's adviser, the director for student affairs, the department chair or program director, and other officers of the University, or such other person as the associate dean for student services designates as appropriate. As previously noted, in the case of an involuntary leave of absence for medical reasons, the School will consult with an appropriate person at Harvard University Health Services.

A student is notified in writing that he or she has been placed on involuntary leave. The student may petition the associate dean for student services for reconsideration and may appeal a final decision to the dean of the School.

While on Leave of Absence

Any student who goes on leave of absence during the academic year is charged any applicable fees, including rent, to the end of the period in which they leave. Students receiving scholarship or other financial aid should consult the Office of Financial Aid concerning the financial aid implications of going on leave, including potentially jeopardizing their funding or loan deferral status. International students should consult the Harvard International Office concerning their status.

The date a student goes on leave will affect the student's health insurance through Harvard. [Leave of Absence information](#) is available on the Harvard University Student Health Program website. [Email Member Services](#) or call 617-495-2008.

In general, Harvard libraries and other facilities may be used only by students who are currently registered. Students on leave may not participate in extracurricular activities. Exceptions must be specifically approved in advance by the School. If so instructed by the associate dean for student services, a student on leave must remain away from the University campus.

All degree candidates, whether currently registered or not, are expected to maintain a satisfactory standard of conduct.

Following an individualized assessment, the School may require students who are on leave for medical reasons to comply with a treatment plan during their time away.

Returning to School

A student in good standing on a voluntary leave of absence is expected to return to an enrolled status by the semester indicated on the Leave of Absence Form. If an extension

is required, the student must contact the Registrar's Office before the end of the leave.

Students who were not in good standing at the time a voluntary leave of absence was granted and students who were placed on an involuntary leave of absence must petition the associate dean for student services for permission to return to the School and must demonstrate that the circumstances that led to their leave have been satisfactorily addressed and that they are ready to resume their studies. The decision of whether to allow a student to return is made by the associate dean for student services, in consultation with the registrar, the student's adviser, the director for student affairs, and the department chair or program director.

If the leave, whether voluntary or involuntary, was for medical reasons, the student must petition the associate dean for student services for permission to return to the School and must demonstrate that the circumstances that led to their leave have been satisfactorily addressed and that they are ready to resume their studies. In addition, so that the School may conduct an individualized assessment of their circumstances, students on medical leave will ordinarily be required to consult with Harvard University Health Services (and to grant permission to HUHS to obtain their treatment records and communicate with their treatment providers) so that a professional assessment about the student's stability and readiness to return can be shared with the School. If the School learns of serious concerns regarding the health or well-being of a student who is away from the School but not on a medical leave of absence, then the School similarly may require the student to consult with Harvard University Health Services (and to grant permission to HUHS to obtain their treatment records and communicate with their treatment providers) so that a professional assessment of the student's stability and readiness to return can be shared with the School. In all such cases, the decision of whether to allow a student to return is made by the associate dean for student services, in consultation with the registrar, the student's adviser, the director for student affairs, and the department chair or program director.

Any disciplinary matter must be resolved before a student on leave of absence will be allowed to return.

Students returning from a leave who wish to apply for financial aid must notify the Office of Financial Aid and are responsible for making all required arrangements in time for enrollment payment deadlines.

A student will not be allowed to register in the University again until all previous term-bill charges have been paid and no loan is in default.

Contracts for Enrollment

The School may condition a student's enrollment on certain terms or conditions, as set forth in a written contract between the School and the student, when the student's conduct or circumstances have caused heightened concerns about the student's safety and/or well-being and (a) the appropriateness of the student's continued enrollment or (b) the student's readiness to return to the Harvard community. The contract may include, among other things, compliance with a medical treatment plan, regular consultations with health care professionals, communication with administrators, and limited disclosure of relevant medical information, on a need-to-know basis, such as compliance with treatment and restrictions on certain activities. The decision to require such a contract is arrived at in consultation with Harvard University Health Services after an individualized assessment of the nature of the student's conduct and circumstances and any other pertinent factors.

Family Leave Policy

Doctoral students have several options designed to maximize flexibility during periods of family leave. A student may apply for parental leave or leave to assist an immediate family member in need of care under the standard procedures for leaves of absence. Students may choose to take time away from the School and make no progress toward their degree (leave of absence). Students on leave of absence may continue to have access to their School email 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 the Harvard Chan School and Countway Library. Arrangements for this access may be made through the School's Office for Student Affairs.

Alternatively, a doctoral student may make arrangements to enroll as a part-time student and register for a small number of independent study or research credits (1.25-credit minimum to 5-credit maximum). 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 access to all Harvard facilities and electronic library resources available to students at the School. Doctoral students who elect this option should be aware that tuition paid while on family leave will not count toward the residency requirement. The [GSAS policies website](#) contains more details. All degree candidates,

whether currently registered or not, are expected to maintain a satisfactory standard of conduct.

Students considering taking family leave should consult with their adviser, the Registrar's Office, and the Office for Student Affairs.

Refund Schedule for Leaves of Absence/Withdrawal

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

**ACADEMIC YEAR 2021–2022 LEAVE OF ABSENCE/
WITHDRAWAL TUITION REFUND SCHEDULE**

Students who take a leave of absence may pay a higher tuition rate upon their return to the program.

	FALL 2021	SPRING 2022	REFUND OF TUITION
Effective Date**	September 10	February 4	90%
Effective Date**	September 24	February 18	75%
Effective Date**	October 8	March 4	50%
Effective Date**	October 29	March 25	25%
Effective Date**	November 1 [†]	March 28 [†]	0%

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

†Students who do not make the November 1 or March 28 deadlines 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 federal/Title IV funding](#). This policy may affect the amount of federal aid both the School and the student are allowed to retain for the period of enrollment.

Students' Harvard health insurance will be affected by their withdrawal. For details, contact the [Harvard University Student Health Program](#) by phone at 617-495-2008 or [by email](#).

Applying for Graduation (formerly Commencement)

The Harvard Chan School has three degree-granting periods: November, March, and May. To apply for graduation, students must complete the Application for Degree by clicking on the Apply to Graduate link on the [my.harvard](#) portal.

Students expecting to graduate must apply to graduate via the my.harvard portal by the following dates:

DIPLOMA AWARDED DATE	DEADLINE FOR DEGREE APPLICATION	DOCTORAL DISSERTATIONS DUE
November 9, 2021	August 13, 2021	September 17, 2021
March 8, 2022	December 17, 2021	January 14, 2022
May 26, 2022	March 4, 2022	April 15, 2022

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

An academic degree audit by both the Registrar's Office and the student's department/program occurs shortly after the degree application deadline for degree applicants. The Registrar's Office also conducts a financial audit. Students who have met all academic and financial requirements will be placed on the degree list.

All degree candidates must make restitution to the Harvard Chan School and Harvard University by paying their Student Account and any other financial obligation to the University in full.

- Payments are due October 2021 for November degrees,
- February 2022 for March degrees, and
- May 2022 for May degrees.

Students who do not pay their Student Account or other financial obligations to the University in full will not receive their diploma(s) until this obligation is met and approval is granted by the Governing Board.

November, March, and May graduates are invited to attend Convocation and Graduation ceremonies in May at the Harvard Chan School and at Harvard Yard. The website has basic information on the ceremony and beginning in February includes information about the May Graduation. It is the graduate's responsibility to obtain information from this site. November and March graduates should continue to check their Harvard email accounts for May [Convocation and Graduation](#) details.

The process by which students apply to graduate is separate and distinct from declaring one's intention to attend the ceremonies. Students who do not expect to attend Graduation may request that [their diploma be sent to them](#) at the time they apply to graduate. There is a fee for postage and handling.

Harvard University Identification Card

CAMPUS SERVICE CENTER ID SERVICES
1350 Massachusetts Avenue, Smith Center, Room 807
Cambridge, MA 02138
Tel: 617-496-7827
Email: id_services@harvard.edu
Web: huid.harvard.edu

Note: While classes are offered remotely, ID cards will not be distributed, but all students are still required to upload a photo and validate their identity with Campus Services.

During incoming-student check-in, students are issued an official Harvard University Identification Card (HUID or ID) for gaining access to Harvard University libraries, classroom buildings, and services throughout the Harvard community.

New students are encouraged to submit an ID card photo using Harvard University's online [ID Card Photo Submission page](#). If a photo is successfully submitted, the student ID card will be printed. When new students arrive on campus, they must bring government-issued identification to facilitate photo and identity validation before they can receive their Harvard ID cards. If a photo is not successfully submitted using the online ID Card Photo Submission Application, students must go to the ID Office located on the first floor of the Kresge Building at the Harvard Chan School, where photographs will be taken to be placed on the front side of the permanent ID card. The permanent ID card will be available at the Registrar's Office. ID cards are valid through a student's expected date of graduation.

The ID card image 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. Although some facilities may require a sticker for entry, the front of the card and magnetic strips 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 them 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 their 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 their ID and for any circumstantial misuse. A student who alters or falsifies their Harvard ID card or produces or distributes false IDs of any kind is subject to disciplinary action. Students who lose their card can disable it (removing all building clearances and removing access to meal plan and Crimson Cash) by using the Report Lost Card feature in the [ID Card application](#).

Students who withdraw from the Harvard Chan School before the end of the academic year must immediately surrender their Harvard ID cards to the Registrar's Office. Students must also surrender identification cards upon request to any properly identified employee of the University. Surrendered cards will be sent immediately to ID Card Services.

Replacement of Harvard ID

Replacements may be ordered at the ID Office on the first floor of the Kresge Building at the Harvard Chan School. Each time a replacement ID is issued, the last digit of the ID increases by one. The replacement fee is \$25 for current students for each card lost (all fees are charged to the student's term bill). Nonstudents and alumni must go to the ID Office to pay the \$25 cash replacement fee.

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, and classroom and exam proctor lists.

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

If no previous objection is recorded, the University may print images of students, staff, faculty, or administration in its many traditional house/dorm books, class books, and 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.

If permission is given, the University may distribute images 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.

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 printed with the registrar's signature and the Harvard Chan School seal, placed in an envelope with an explanation of the School's grading system, and sealed. If the seal is broken, the transcript is considered unofficial. Students who would like to review their grades before sending them to a third party should use the grade report feature via my.harvard.

Students can request transcripts through [Credentials Solutions](#). There are fees associated with this service.

If a student requests a transcript (official/unofficial) and has an outstanding financial obligation to the Harvard Chan School or Harvard University, the transcript 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 the Harvard Chan School 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 credits were earned and the degree awarded.

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

Certifications

Certifications of Enrollment

Students who require certification of enrollment, tuition and fees, or graduation must complete the [Request for Certification Form](#) and submit it to the Registrar's Office. The processing time for certification is seven to 10 business days. 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 be certified only for the terms in which students are currently enrolled or for previous terms. For most student loans to be deferred, students must be registered for a minimum of 10 credits each term. Most student loan deferrals will be completed electronically. Students should consult the appropriate lending institution regarding requirements. Harvard University participates in the Student Loan Clearinghouse. Students whose lender does not participate in this program should take their loan deferral forms to the Registrar's Office for processing or send them by [email](#).

WinterSession (January)

Considered part of the spring term, WinterSession is a term at the Harvard Chan School that runs during the month of January. During WinterSession, students may enroll in up to 5 credits (not limited to online credits). Students should contact their program/department regarding WinterSession enrollment.

Awards

Each year, several awards are presented to students, faculty, instructors, and staff who have distinguished themselves at the School. The criteria and selection processes vary. Deadlines for awards open to nomination by the community will be advertised on Student News and on the [Graduation webpage](#) in the spring.

Academic Support

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.

Students considered by the instructor to be in academic difficulty in a core course required for graduation may be encouraged to arrange for a tutor. The Office for Student Affairs has limited funding to help support tutoring for students, referred by their instructor, who are experiencing academic difficulty in core biostatistics and/or epidemiology courses. Students should meet with Colleen Cronin, associate director of student affairs, via [email](#) or call her at 617-432-1542 concerning this assistance.

Tutoring is not available for nondegree students.

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.

General Regulations and Standards

University-Wide Statement on Rights and Responsibilities

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

See [University-Wide Statement on Rights and Responsibilities](#) for more details.

Code of Conduct

Honor and integrity are core values of the Harvard T.H. Chan School of Public Health. They are foundational to public health and well-being, which flourish in a culture of respect, a commitment to shared responsibility, and trust. Trust requires that students take responsibility for all that they do.

Harvard Chan students are held to expectations for conduct that are in keeping with these core values. These expectations are intended to facilitate meaningful engagement with didactic material, and are intended to enhance student learning.

These conduct standards relate to work prepared for evaluation by course instructors and represent our commitment to academic integrity. Forms of evaluation include, but are not limited to, homework, take-home quizzes and examinations, in-class quizzes and examinations, presentations, and papers.

The School's values and standards—our code of conduct—also apply to general behavior, outside of the classroom context. For example, violations of our standards could include falsifying one's identity for academic and professional purposes, unauthorized use of accounts, selling proprietary academic content, or research misconduct. Research misconduct by students ordinarily will be reviewed by the Office of Regulatory Affairs and Research Compliance, as detailed in the [Research Misconduct Policy](#). The Office of Regulatory Affairs and Research Compliance then will coordinate with the Office for Student Services, which may

impose sanctions pursuant to this Code of Conduct policy, depending upon the circumstances.

Academic Misconduct

Academic misconduct is antithetical to the core values of the Harvard T.H. Chan School of Public Health. Assessment, evaluation, and feedback are integral to learning, and serve a variety of educational purposes, such as:

- To help the student develop and cogently express concepts, knowledge, and skills
- To inspire creative thinking
- To monitor and identify gaps between students' learning and instructors' expectations for demonstrated understanding or mastery
- To provide a record of the students' progress
- To promote the learning of new material and to reinforce old material

Students who engage in academic misconduct (including, for example, plagiarizing, cheating, collaborating in unauthorized ways, fabricating or falsifying data) are pretending to have learned something they haven't learned and are misrepresenting their level of mastery and skill.

Learning contexts vary, and different courses or academic tasks do not all have the same expectations. For example, some assignments explicitly may involve the goal of learning how to collaborate, while others have the explicit goal of generating original hypotheses or syntheses. **All students are responsible for understanding the expectations and requirements of their academic work and knowing whether collaborative work is permitted for each of their courses and with respect to each assignment. While faculty and TAs should make every effort to outline expectations clearly, the onus for seeking clarification is on the student.**

The examples below, while not intended to be exhaustive, are meant to establish a standard set of definitions of academic misconduct. The School reserves the right to determine, in a given instance, what action constitutes an infringement of honesty and integrity. Sanctions will be aligned with the seriousness of the violation (see Reference Table for Recommended Sanctions for examples) and will apply to all students at Harvard Chan, including PhD students officially enrolled in the Graduate School of Arts and Sciences (GSAS),

though GSAS may be consulted if an incident involves a PhD student. Similarly, for students who are cross-registered into a Harvard Chan class from another Harvard School, Harvard Chan will coordinate with the student's home school on review processes and any recommended sanctions.

Plagiarism

Plagiarism is the appropriation of another person's ideas, processes, results or words without giving appropriate credit. All work submitted to meet course requirements is expected to be a student's own work. 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 (e.g., lecture, video, past presentations from students previously in the course, etc.). The responsibility for using proper forms of citation lies with the individual student. Direct quotes from other sources must be placed within quotation marks, and the original source must be clearly credited. All paraphrased material must also be acknowledged. If a student is unsure about the proper way to attribute credit for ideas other than their own, they should seek guidance from instructional staff and/or from Student Support Services. Allegations of plagiarism by a student with respect to research activities ordinarily will be reviewed by the Office of Regulatory Affairs and Research Compliance, in coordination with the Office of Student Services, as set forth above.

Self-Plagiarism

Self-plagiarism is trying to submit work previously completed in one context as original in a new context. A paper or other work normally may be submitted only in one course. Students must obtain prior written permission of the current instructor in order to submit the same or substantially the same work in any other course. A student who submits the same or substantially the same work for more than one course without such prior permission is subject to sanctions.

Unapproved Collaboration

The default assumption is that students must produce their own work. Unapproved collaboration – that is, working with others outside the specified, assigned collaborative activities of a course – is prohibited. The amount of permitted collaboration in the completion of assignments depends on the policy set by the course instructor. **Instructors are responsible for clearly stating collaboration policies in their course syllabi.** Students are in turn responsible for

understanding the appropriate degree of collaboration permitted by the instructional team, including clarifying any uncertainties with their instructors, and appropriately acknowledging collaboration in submitted work. This requirement applies to collaboration on editing as well as on substance.

A note on computer programs: Like other written material, code written to satisfy a course requirement is expected to be the original work of the student submitting it. Copying a program from another student or from any other source without appropriate attribution is a form of academic dishonesty, as is deriving a program substantially from the work of others without proper citation or permission of the instructor.

Fabrication and Falsification

Fabrication is making up data or results and recording or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Original research is an integral part of both academic training and the dissemination of general knowledge. While it comes in many forms, all research is held to rigorous standards both within the school in which it is conducted and beyond. As such, the fabrication or falsification of data, including but not limited to falsification of experimental results or surveys that are part of a student's academic training, will not be tolerated in any form. Allegations of fabrication or falsification of data by a student with respect to research activities ordinarily will be reviewed by the Office of Regulatory Affairs and Research Compliance, in coordination with the Office of Student Services, as set forth above.

Cheating or Colluding to Cheat on Examinations

Cheating on exams, whether take-home or in-class, involves either submitting test answers that are not one's own or providing test answers to others that they submit as if their own. Unless otherwise specified, take-home exams are given with the understanding that students may consult their class notes and other approved references but may not consult other students or other external sources. Students who submit work that is either not their own or lacks clear attribution of sources will be subject to sanctions. Students also should be aware that the school has common procedures for the administration of in-class 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 procedures to be followed.

Sexual Harassment – Title IX

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 T.H. Chan 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 themselves to be a victim of sexual or gender-based harassment should seek assistance. This may take the form of just talking over the circumstances, informal counseling, or filing a formal complaint. Persons at the School who are ready to help students include Robin Glover, associate dean for student services, at 617-432-4703; Luke Sutherland, housing coordinator, Title IX coordinator, at 617-432-5290; Jennifer Ivers, associate dean for faculty affairs, at 617-432-1381; Linda Picard, senior director of human resources, at 617-432-2719; the chair or director of the student’s department/program; or Melissa Brodrick, ombudsperson, at 617-432-4040. Often, an informal process can help remedy the situation, so do not hesitate to seek help.

Allegations Related to Sexual or Gender-Based Harassment or Other Sexual Misconduct

Harvard T.H. Chan School of Public Health (HCSPH) has adopted the University-wide Interim Title IX Sexual Harassment Policy and Interim Other Sexual Misconduct Policy. In addition, the University’s Sexual and Gender-Based Harassment policy addresses sexual harassment and other sexual misconduct alleged to have occurred between September 1, 2014, and August 14, 2020. Copies of all policies and their associated grievance procedures can be found [here](#). In all such cases, the Harvard University Office for Dispute Resolution (“ODR”) and the Office of Gender Equity are responsible for implementing the University’s grievance procedures, which will determine whether a student committed a policy violation. Whenever a formal complaint of sexual harassment or other sexual misconduct is investigated and the University’s grievance procedures result in a finding that a policy violation has occurred, the Disciplinary Board must accept that finding as final and nonreviewable. The only opportunity to appeal the determination of a policy violation is provided within the grievance procedures implemented by the ODR and the Harvard University Office of Gender Equity. Appeals within HCSPH pertain only to the decision of the Disciplinary Board in determining discipline.

To file a formal complaint, contact the University

Title IX Coordinator:

Nicole Merhill
Smith Campus Center, Suite 901
1350 Massachusetts Avenue
Cambridge, MA 02138
Tel: 617-496-0200
Email: Titleix@harvard.edu

Title IX

If you are considering filing a formal complaint or seeking informal resolution, you are encouraged to consult your School or unit [Title IX Resource Coordinator](#), the [University’s Title IX Coordinator](#), or the [Office for Dispute Resolution \(ODR\)](#).

ODR impartially investigates formal complaints of sexual harassment and other sexual misconduct against students, staff, and, with most Schools, faculty. ODR investigations are handled by professional investigators working with the involved Schools and units. Any member of the Harvard community may visit ODR to request information or advice, including how to file a formal complaint with the University Title IX Coordinator and assistance in seeking informal resolution. You are encouraged to bring your concerns to the relevant School or unit Title IX Resource Coordinator, the University Title IX Coordinator, or staff in ODR, but may, if you choose, contact another School or University officer, who will refer the matter as appropriate.

OFFICE FOR DISPUTE RESOLUTION

Smith Campus Center, Suite 935
1350 Massachusetts Avenue
Cambridge, MA 02138
Tel: 617-495-3786
Email: odr@harvard.edu
Web: www.odr.harvard.edu

For more information about your options and support services available to Harvard Chan School students, please visit the [HSPCH Title IX Resource Coordinator](#) website or the [Office of Gender Equity](#) website.

Disciplinary Procedures and Sanctions

It is the expectation of the Harvard Chan School that all students, whether or not they are on campus or are currently enrolled as degree candidates, will behave in a mature and responsible manner. This expectation for mature and responsible conduct also encompasses accountability for one’s own well-being, including responsible decision-making regarding physical and mental health. Further, the School expects every

student to be familiar with the regulations governing membership in the Harvard community, set forth in this handbook. Because students are expected to show good judgment and use common sense at all times, not all kinds of misconduct or behavioral standards are codified here.

Examples of violations of academic or community standards include without limitation: academic dishonesty such as cheating, plagiarism, unauthorized use of materials in academic exercises or examinations, misrepresentations, and/or distortions or serious omissions of data in research reports or other academic work; false statements or serious omissions on applications for admission or financial aid or any other official form or petition; disruption or obstruction of teaching, research or other University activities; unauthorized removal or misuse of library books, computer networks, or other university property; threat or use of force against others; harassment, coercion, or other conduct that threatens the health or safety of any person (including without limitation sexual or gender-based harassment); theft of or damage to property; hazing; infractions of university regulations, and infractions of city, state, and federal laws that reflect upon the person's suitability to be a health professional; and any other illegal, unethical, or other behavior inappropriate to the public health profession.

Students are expected to comply with all disciplinary rules from matriculation until the conferring of the degree. A degree will not be granted to a student who is not in good standing or against whom a disciplinary charge is pending.

Note About Admission Materials: Occasionally, candidates for admission will make inaccurate or incomplete statements or submit false material in connection with their application. In most cases, these misrepresentations or omissions are discovered during the admission process and the application is rejected. If a misrepresentation or omission is discovered after a candidate is admitted, the offer of admission normally will be withdrawn. If a misrepresentation or omission is discovered after a student has registered, or registered and completed courses, the offer of admission normally will be rescinded, the course credit and grades will be revoked, and the student will be required to leave the School. If the discovery occurs after a degree has been awarded, the offer of admission normally will be rescinded, and the course credit, grades, and degree will be revoked. The determination that an application is inaccurate, incomplete, or contains misrepresentations rests solely with the Admissions Office and will be resolved outside the student disciplinary process. Cases involving misrepresentations or omissions in connection with a student's application

may be decided by the Admissions Office rather than by the Student Code of Conduct Council.

Note About Student Discipline Pursuant to a Finding of Sexual and Gender-Based Harassment

The Harvard Chan School has adopted the University Policy on Sexual and Gender-Based Harassment. When information suggests the possibility of inappropriate conduct involving allegations of sexual or gender-based harassment, the University Policy applies, as do the University's Procedures for Handling Complaints Involving Students Pursuant to the Sexual and Gender-Based Harassment Policy (the "University Procedures"), which can be found at on the [Harvard Title IX website](#). Under the University Procedures, the Harvard University Office for Dispute Resolution (ODR) is responsible for determining whether a student has violated the University Policy.

When the Student Code of Conduct Council learns that a formal complaint has been filed with ODR, a Student Code of Conduct Council representative will meet with the respondent to explain, among other things, the disciplinary process that may take place following the issuance of the ODR's final report, the range of disciplinary sanctions, and the appeals process following the imposition of any discipline.

Whenever a formal complaint of sexual or gender-based harassment against a School student results in the issuance of a final report from the ODR, the Student Code of Conduct Council must accept as final and nonreviewable the report's findings of fact and its conclusions as to whether a violation of the University Policy has occurred. The role of the Student Code of Conduct Council is solely to determine the appropriate disciplinary response.

The Student Code of Conduct Council may interview the parties and may undertake any other action it deems necessary to arrive at its conclusions, including consulting with senior faculty or administrators at the University when it feels additional expertise or advice would be useful. The council's disciplinary proceedings against the student based on conduct addressed by the ODR's final report will proceed with the understanding that the final report carries the same validity as a determination reached by the council itself. All members of the Student Code of Conduct Council will receive appropriate training in the handling and resolution of allegations of sexual or gender-based harassment. To the extent any existing Harvard Chan School policies and procedures interfere with compliance with the University Policy or Procedures, application of such Harvard Chan School policies and procedures shall be suspended.

The council may take a number of disciplinary actions as

set forth below in the Sanctions for Misconduct (section E). When no violation of the University Policy has been found, the Student Code of Conduct Council will review the factual findings contained in the final report. Should the council conclude that the alleged conduct, while not a violation of the University Policy, might violate other Harvard Chan School policies or expectations for conduct, then the council will take up the case as set forth below. If the council votes to impose discipline, it will notify the respondent and, as appropriate, the complainant, of the discipline imposed.

Please note that for allegations of sexual and gender-based harassment, including sexual assault, sections A and B below do not apply.

Misconduct Reporting Procedures

Procedures (including reporting procedures) of alleged violations of the University Policy on Sexual and Gender-Based Harassment are set forth in the University Procedures discussed above and found here. The procedures below apply to all other allegations of misconduct.

Allegations of student misconduct should be brought to the associate dean for student services (preferably in a written report), describing with specificity the circumstances that gave rise to the allegation, along with any supporting information. In some cases, as they deem necessary, the associate dean for student services may make a referral to the Student Code of Conduct Council in the absence of a formal complaint from another party.

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 Student Code of Conduct Council 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.

Academic Misconduct Procedures

All members of the Harvard Chan community are responsible for upholding the School's values and standards. There are also context-specific elements to every potential violation of standards. In recognition that contexts and situations vary, the governance of these standards includes flexibility and multiple paths toward addressing perceived student academic misconduct that include:

Mediation is a path for asking questions and obtaining confi-

dential guidance prior to the formal reporting of an incident or at any time during the review of evidence about an incident. It might, for example, be useful to talk with the mediator if it is unclear whether an incident rises to the level of needing to be reported. Another example might include getting guidance about how best to talk with students about perceived or potential violations. A third example is to determine the path forward if a student is involved in a research misconduct incident, which will require coordination with the Office of Regulatory Affairs and Research Compliance and the Office of Student Services. Mediation is available both for someone who believes they have observed an incident of misconduct and for those who have been accused of misconduct, or both. Mediation is provided by the associate dean for student services. The associate dean may refer individuals to Student Support Services, suggest that there be further consultations between instructors, TAs, and students, provide advice about how to complete a form to register a violation, or any number of other actions designed to facilitate learning and adherence to our values and standards.

Internal review (usually within-course review) is a path for an incident to be documented but handled within the context of the perceived violation, without need for a hearing by the Student Code of Conduct Council. This most commonly occurs for incidents of academic misconduct, within the context of a course. Instructional staff who perceive academic misconduct would, in this context, determine whether there was a violation, complete a misconduct form, and determine the appropriate sanction and communicate it to the student without a hearing. Internal review is appropriate for incidents at Levels 1–3 of seriousness but not for a Level 4 incident.

Internal review is optional for both instructors and students. If either instructor or student (or both) prefer a Student Code of Conduct Council hearing, that is an option for a perceived incident of misconduct at any Level.

Code of Conduct Council hearing involves an incident that is reviewed by the council (a) either when one or both parties prefer a hearing to an internal review or (b) when the incident is serious enough to require a hearing.

Preliminary Investigation of a Report of Misconduct

In many instances, allegations of misconduct can be dealt with informally, without proceeding with the disciplinary process. Upon receiving a report of potential misconduct, the associate dean for student services (or 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 notifies the student about the concerns that have been raised and seeks the student's account of the events in question. Students who receive such a notification are strongly encouraged to meet at least once with the director for student affairs or their designee.

If the preliminary investigation indicates that disciplinary action may be warranted, then the associate dean for student services initiates formal disciplinary proceedings by sending a written charge to the Student Code of Conduct Council, to the student, and to the student's academic adviser. The written charge 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. 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 a preponderance of 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 Student Code of Conduct Council 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 or retained by the service.

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

Student Code of Conduct Council

The Student Code of Conduct Council is composed of three faculty members, four students, the Associate Dean for Student Services, and the Assistant Dean for Professional Education. The faculty members are appointed by the Dean for Education for three-year terms; one of the faculty members is designated by the Dean of Education to serve as co-chair with the Associate Dean for Student Services. One student representative is appointed by the Dean for Education from each of the school's four major degree programs (MPH, SM, DrPH, and PhD). Student roles on the Council may depend upon the specifics of the case (for example, a student representative could be recused if a student being reviewed by the Council comes from the representative's department or program)

Rules for Disciplinary Proceedings

- 1.** Upon issuance of a formal charge by the associate dean for student services, the Student Code of Conduct Council begins its review of the alleged misconduct.
- 2.** A member of the council who believes they cannot properly discharge responsibilities in a given case may excuse him or herself. The council also may, either in response to a student's request or on its own, decide to excuse a council member.
- 3.** Within one week of the issuance of a formal charge, the student should submit a written statement on the incident to the council, which should include the student's perspective on the situation along with copies of any additional information bearing on the matter. This statement should be written by the student in his or her own words, but the student is encouraged to seek the help of their adviser, another faculty member, the director for student affairs, or the associate dean for student services.
- 4.** When a complaint involves allegations of serious criminal conduct, students are advised to seek legal counsel before making any written or oral statements to the School. The School's disciplinary process is pedagogical rather than judicial, and attorneys for students are not permitted to participate. However, students are advised to seek legal advice about how the School's disciplinary process could affect any criminal case in which they may be involved. Ordinarily, if a complaint is being pursued through the criminal justice system, the council may assess the timing of the investigation so that it does not compromise the integrity of the criminal investigation. In some cases, the council may choose to postpone or suspend its own review of the matter until the criminal case has been concluded.
- 5.** The student has a right to a hearing before the Student Code of Conduct Council. Disciplinary hearings will be private. A recording may be made of that portion of the meeting in which the student meets with the council. A copy of the recording, if made, shall be made available to the student (without charge) upon request.
- 6.** A student appearing before the Student Code of Conduct Council may be accompanied by an adviser (chosen by the student) from within the Harvard T.H. Chan School of Public Health community. As noted above, in keeping with the nonadversarial character of the council's proceedings, attorneys for students cannot be present at hearings of the council.
- 7.** The student, after giving prior notice to the council, 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 council in writing.

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8. The council considers any information that it deems to be relevant and credible. Formal rules of evidence do not apply.
 9. The council may draw such reasonable inferences from a student's decision not to cooperate with the disciplinary process as it deems appropriate. Statements made to members of the council and others may be considered by the council at the hearing regardless of when made.
 10. If the student wishes the council to consider a medical excuse, explanation, or justification in a particular case, the student must consent to the release to the council of their relevant medical or psychiatric records by Harvard University Health Services (HUHS) or another health care provider. Refusal to authorize disclosure of information obtained by HUHS or other health care provider shall not be weighed against the student. The absence of such information, may, however, properly preclude the council from considering a medical excuse, explanation, or justification in a particular case.
 11. Disciplinary sanctions will not be imposed unless conduct warranting sanction is established by a preponderance of the evidence. Decisions of the council are final, except for those recommending expulsion or dismissal, which require a two-thirds vote by the Faculty Council.
 12. All Student Code of Conduct Council business is treated confidentially. The student against whom allegations were raised will be told only the disposition of his or her own case and only by the chair of the council or the chair's designee (usually the associate dean for student services).
 13. All decisions of the council to impose sanctions shall be communicated to the student in writing, along with specific findings of fact and conclusions, including, wherever appropriate, a statement of the reasons for the specific sanction and the principles upon which the council relied in setting the sanction. This information also may be conveyed to relevant faculty and staff of the School, including the student's adviser, their department chair or program head, the registrar, and others as appropriate.
 14. If the council concludes that no disciplinary action is warranted, then a written statement of this decision is sent to the student and no record of the charge shall appear on the student's transcript.
 15. The council's decision takes effect immediately. When dismissal or expulsion is recommended (in addition to the requirement to withdraw), then the dismissal or expulsion becomes effective upon a two-thirds vote at a Faculty Council meeting.
 16. When a disciplinary case comes before the Faculty

Council for a vote on dismissal or expulsion, the associate dean for student services will present the facts of the case in a written report to the Faculty Council.

17. A student may request that the Student Code of Conduct Council reconsider its decision if new materially relevant information becomes available. If the council refuses such a request, it must notify the student in writing of the reason for the refusal.
18. In the case of a disciplinary proceeding involving any crime of violence or nonforcible sex offense, the School may disclose the results of the proceeding to the alleged victim, without prior written consent of the student whose conduct was at issue, regardless of whether the council concluded a violation was committed.
19. Should situations arise that are not covered by these rules and procedures or in which the application of these rules and procedures, in the judgment of the council, would be inappropriate, the council may formulate and follow an appropriate ad hoc procedure.
20. Disciplinary cases are ordinarily considered by the Student Code of Conduct Council as quickly as is reasonably possible, given the council's schedule and the need to investigate matters carefully.

Sanctions for Misconduct

If a determination is made that there was no violation—whether through internal review or a Student Code of Conduct Council hearing—there will be no record of the incident kept in the student's file.

Formal sanctions, which become part of the student's official record, are described below. Also below are sanctions specific to academic misconduct. Please note that the Student Code of Conduct Council 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 they are in serious danger of being required to withdraw from the School, usually imposed for a specified period of time. At the end of the probationary period, the student may be relieved from probation by vote of the Student Code of Conduct Council if the student's conduct has been satisfactory. A student on probation may be required to withdraw from the School by vote of the Student Code of Conduct Council at any time if their conduct is unsatisfactory. No student on probation may be recommended for a degree. That the student is on proba-

tion 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: An action taken in serious disciplinary cases indicating that the student's behavior is unacceptable in the School community. A student who has been required to withdraw is not in good standing as a candidate for a degree and must surrender their Harvard University student ID card and leave School property for a period determined by the Council, usually two terms. Without exception, students who have been required to withdraw must petition the council to be readmitted to the Harvard Chan School; readmission is not guaranteed but is decided on a case-by-case basis by the council based on its judgment of the student's conduct during their time away from the School and the student's readiness to rejoin the School community. 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: An action taken in serious disciplinary cases whereby a student's connection with the School is terminated by a two-thirds vote of the Faculty Council attending the meeting where the case is presented. (The action taken by the Student Code of Conduct Council is a vote of requirement to withdraw with a recommendation to the Faculty Council that the student be dismissed.) Dismissal does not necessarily preclude a student's return, but readmission is granted rarely and only by a similar vote of the Faculty Council. A dismissed student is not in good standing until readmitted. 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 most extreme disciplinary action possible. It signifies that the student is no longer welcome in the community and can never be readmitted. Expulsion must be voted by the Faculty Council as described under "Dismissal." (The action taken by the council is a vote of requirement to withdraw with a recommendation to the Faculty Council that the student be expelled.) A student who is expelled can never be readmitted and restored to good standing. 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.

Academic Misconduct Sanctions

Level 1 or 2 Violation: A record of violation will be kept in the student's file until graduation for Level 1 or Level 2 violations. Recommended sanctions and actions for Level 1 and 2 violations, with an emphasis on academic misconduct violations, include:

- Redoing the assignment (appropriate for Level 1)
- Reduction of one letter grade on the assignment (appropriate for Level 1)
- Reduction of multiple letter grades on the assignment
- Zero credit or score on the assignment
- One-letter grade reduction in the course
- Discussion with Office for Student Affairs regarding time management, support for stress
- Discussion with the associate dean for student services regarding the School's Code of Conduct

Level 3 Violation: A record of violation will be kept in the student's file for three years after graduation for Level 3 violations. Recommended sanctions and actions for Level 3 violations, with an emphasis on academic misconduct include:

- Two-letter grade reduction in the course
- Loss of credit for the course
- Discussion with the associate dean for student services regarding the School's Code of Conduct

Level 4 Violation: A record of violation will either be kept permanently or for three years after graduation for Level 4 violations. The determination about whether the record is kept permanently or for three years will be made by the Student Code of Conduct Council on a case-by case basis. Level 4 violations include any individuals determined to have repeated violations. Recommended sanctions and actions include:

- Loss of credit for the course
- Suspension
- Dismissal from Harvard University

Research Misconduct Sanctions

In addition to the listed sanctions for misconduct, in the case of research misconduct, termination on research project and potential reimbursement of expended research funds.

Guidelines for Open Debate, Protest, and Dissent

All the members of the Harvard T.H. Chan School of Public Health community are reminded of our commitment to maintaining an academic environment that encourages the free exchange of ideas and protects the rights of individuals to express their views within the bounds of reasoned dissent. At the School, we are engaged in many areas of study and concern where there are often strongly held and divergent opinions. To foster an environment of open and civil discussion, the following guidelines frame the expectations for members of the Harvard Chan School's community during events, meetings, and other occasions apart from class sessions when speakers present their views—at the School or elsewhere at Harvard University. The guidelines here draw heavily on guidelines that have been used by the Harvard Kennedy School, Harvard Law School, and the Harvard Faculty of Arts and Sciences.

The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. A speaker is entitled to communicate her or his message to an audience during the allotted time, and all members of the audience are entitled to hear the message and see the speaker during that time; therefore, dissenters must not substantially interfere with a speaker's ability to communicate or an audience's ability to see and hear the speaker. Dissenters are entitled to express their objections in other ways: When an event is closed, dissent by nonattendees is limited to activity outside the event that does not impede access to the event or substantially interfere with communication inside; when an event is open, the acceptable form of dissent depends on whether a dissenter is inside or outside the event and on whether the dissenter is acting before, after, or during the event. Moreover, if the format of an event—as decided ahead of time with any guest speakers—includes open Q&A, the Harvard Chan School requests that event organizers arrange for a moderator so as to encourage a balanced set of questions or points of view from the audience.

Picketing and Distributing Literature

Picketing and protesting in an orderly way or distributing literature outside an event is acceptable unless it impedes access to the event or substantially interferes with communication inside the event. To facilitate both dissent and access to the event, Harvard Chan School may designate certain areas in close proximity to an event in which picketing or protest can occur. Distributing literature inside an open event is acceptable before the event is called to order and after the event is adjourned but not during the speaking portion of the event.

Silent or Symbolic Protest

Displaying a sign, wearing symbolic clothing, gesturing, standing, or otherwise protesting noiselessly inside an event is acceptable unless that protest interferes with an audience's view or prevents a speaker from effectively conveying their message. Therefore, signs, prolonged standing, and other activity likely to block the view of a speaker should be confined to the back of a room.

Noise

Responding vocally to a speaker, spontaneously and temporarily, is generally acceptable. However, chanting or making other sustained or repeated noise in a manner that substantially interferes with the speaker's communication is not permitted, whether inside or outside an event.

Force or Violence

Using or threatening force or violence—such as assaulting a speaker or a member of an audience, or interfering with the freedom of movement of a speaker or a member of an audience—is never permitted.

Responsibility of an Audience and Host

An audience and a host (including a host organization) must respect the right to dissent. For example, audience members should not attempt to remove signs that are not blocking the view of a speaker or shout down a questioner before a question has reasonably been finished. Anyone who substantially interferes with acceptable dissent is violating these guidelines as much as a dissenter who violates the rights of a speaker or audience.

Questions From Audience and Moderator Role

If the format of an event—as decided ahead of time with any guest speakers—includes open Q&A, the Harvard Chan School requests that event organizers arrange for a moderator so as to encourage a balanced set of questions or points of view from the audience. Harvard Chan School may determine that open and civil discussion at an event requires the use of a moderator and may designate a moderator in consultation with the host. A moderator will generally be a member of the faculty or administration of Harvard Chan School or Harvard University. Decisions at the event about how to balance the rights of a speaker with the rights of dissenters will be made by the moderator or other officials designated by Harvard Chan School or Harvard University. Failure to comply with requests by these moderators or other officials would be a violation of these guidelines.

Consequences

Any violations of these guidelines by Harvard Chan School students would represent violations of the student Code of

Conduct and Harvard’s University-Wide Statement on Rights and Responsibilities, and the violators would be subject to appropriate disciplinary action. Any violations of the guidelines by staff members, faculty members, speakers, or other audience members would also be grounds for appropriate disciplinary action.

Discrimination

In accordance with Harvard University policy, the Harvard T.H. Chan School of Public Health does not discriminate against any person on the basis of race, color, sex, sexual orientation, gender identity, 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 senior director of human resources, who can be reached by phone at 617-432-2719, has been designated to handle inquiries regarding the nondiscrimination programs. In addition, inquiries concerning nondiscrimination policies regarding race, color, national origin, age, sex, or disability may be referred to:

Regional Director
U.S. Department of Education Office for Civil Rights
8th Floor, 5 Post Office Square
Boston, MA 02109-3901
Tel: 617- 289-0111
Fax: 617-289-0150
Email: OCR.Boston@ed.gov

Drugs and Alcohol

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 worksite 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-use-disorder treatment, counseling, or education program as a condition of reinstatement or continuation with Harvard; suspension; and referral for prosecution. Although Massachusetts law

now permits adults age 21 or older to possess and consume marijuana under certain circumstances, federal law prohibits the possession, use, or distribution of marijuana, including for medical purposes, on Harvard property or as part of a Harvard activity. Thus, even if the possession or use of marijuana would be permitted under Massachusetts law, it remains prohibited on campus.

Additionally, the misuse of prescription drugs (sharing, buying, or using in a manner different than that prescribed) is a violation of University policy.

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 use disorders. The following are all strictly confidential services:

- The medical staff at [Harvard University Health Services \(HUHS\)](#) provides diagnosis and treatment recommendations. Students should contact their primary care physician or nurse practitioner’s office to make an appointment. Students who have not yet selected a primary care clinician should call medical area health services at 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 Emergency Treatment Line in Cambridge is available 24 hours a day at 617-495-2138. On evenings, weekends, and holidays, HUHS After-Hours urgent care is available at the HUHS Smith Campus Center Clinic, 75 Mount Auburn Street, Cambridge, on the third floor.
- 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.
- Narcotics Anonymous is a 12-step program for people trying to stop using drugs or keep off them. Call 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.

Information about alcohol at the School is available in the alcohol policy for student organization events, as outlined in the [Student Organization Handbook](#).

Bicycles

Bicycles are not allowed in the School's buildings. There are numerous bike racks and bike cages located on the Harvard Longwood 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 website, <http://hms.harvard.edu/bicycling>. The HMS Commuter Service and Parking Office can be reached by phone at 617-432-1111 or via email at hms-parking@hms.harvard.edu.

Computing and IT Policies

Software

Users of the Harvard Chan School computing 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:

- Copying programs for use on other systems
- Distribution or resale of programs outside Harvard
- Use of programs for noneducational purposes or for financial gain
- 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 Millennium Copyright Act (DMCA)

DMCA laws have extended copyright protection to additional forms of electronic materials, such as music and videos. The University is committed to maintaining the integrity and availability of the Harvard network for the vital educational and research purposes for which it was designed. All Harvard community members should be familiar with the [laws pertaining to the use of digital material](#) and comply with federal law and University policy regarding use of copyrighted materials.

Harvard University Technology Resources Policy (excerpts)

- 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 email, 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 employ those resources in an efficient, ethical, and legal manner. Access to such resources is limited to authorized users and is for approved purposes only.
- As has been the custom with the telephone, use of these facilities for incidental personal purposes is permitted, as 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 the Harvard Chan School, or other University policies.
- 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.
- IT users should note that distribution, storage, or viewing of pornography on University computers violates the Technology Resources Policy.

Email

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, email on a given topic that is sent to large numbers of recipients should in general be directed only to those who have indicated a willingness to receive such email.

A more [complete listing of the IT policies](#) of the Harvard Chan School and the University appear on the School's website. [More information about student computing](#) is located on the [IT website](#).

Further information is available from the IT Service Desk by phone at 617-432-HELP, via [email](#), or on the IT website.

University Access to Electronic Information

Effective March 31, 2014, Harvard University established a policy that sets out guidelines and processes for University access to user electronic information stored in or transmitted through any University system. This policy applies to all schools and units of the University. The [Policy on Access to Electronic Information](#) is located on the provost's website.

Dangerous Weapons and Threats

Threats Involving Deadly Weapons, Explosives, Bombs, Chemical or Biological Agents, or Other Deadly Devices or Substance

The following provision of Massachusetts law concerning certain kinds of threats underscores why such behavior must be treated by the Harvard Chan School as an actionable offense:

Whoever willfully communicates or causes to be communicated, either directly or indirectly, orally, in writing, by mail, by use of a telephone or telecommunication device including, but not limited to, electronic mail, internet communications and facsimile communications, through an electronic communication device or by any other means, a threat: (1) that a firearm, rifle, shotgun, machine gun or assault weapon, as defined in section 121 of chapter 140, an explosive or incendiary device, a dangerous chemical or biological agent, a poison, a harmful radioactive substance or any other device, substance or item capable of causing death, serious bodily injury or substantial property damage, will be used at a place or location, or is present or will be present at a place or location, whether or not the same is in fact used or present; or (2) to hijack an aircraft, ship, or common carrier thereby causing anxiety, unrest, fear, or personal discomfort to any person or group of persons shall be punished by imprisonment in the state prison for not more than 20 years or imprisonment in the house of correction for not more than 2 1/2 years, or by fine of not more than \$10,000, or by both such fine and imprisonment.

Whoever willfully communicates or causes to be communicated such a threat thereby causing either the evacuation or serious disruption of a school, school related event, school transportation, or a dwelling, building, place of assembly, facility or public transport, or an aircraft, ship or common carrier, or willfully communicates or causes serious public inconvenience or alarm, shall be punished by imprisonment in the state prison for not less than 3 years nor more than 20 years or imprisonment in the house of correction for not less than 6 months nor more than 2 1/2 years, or by fine of not less than \$1,000 nor more than \$50,000, or by both such fine and imprisonment. Massachusetts General Laws, Chapter 269 §14(b)-(c).

Firearms, Explosives, Combustible Fuels, Firecrackers, and Dangerous Weapons

Possession and/or use on University property of firearms or other dangerous weapons (as defined below) or ammunition, explosives, combustible fuels, firecrackers, and potential ingredients thereof is forbidden by University policy. The applicable Massachusetts law is as follows:

For the purpose of this paragraph "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged.

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by the person pursuant to chapter 140, carries on the person a firearm, loaded or unloaded, or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than \$1,000 or by imprisonment for not more than 2 years or both. A law enforcement officer may arrest without a warrant and detain a person found carrying a firearm in violation of this paragraph.

Any officer in charge of an elementary or secondary school, college or university, or any faculty member or administrative officer of an elementary or secondary school, college or university that fails to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than \$500. Massachusetts General Laws, Chapter 269 §10(j).

Under Massachusetts law, the definition of "dangerous weapons" includes many items designed to do bodily injury:

. . . any stiletto, dagger or a device or case which enables a knife with a locking blade to be drawn at a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double-edged blade, or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade of over one and one-half inches, or a slung shot, blowgun, blackjack, metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand,

or a Manriki-Gusari or similar length of chain having weighted ends. Massachusetts General Laws, Chapter 269 §10(b).

In addition, students should recognize that even when they are away from the University, Massachusetts law requires a permit or firearms identification card or compliance with other specialized rules (depending upon the type of weapon) for possession of any firearms. Carrying any firearm (even if unloaded) in violation of the law is punishable by imprisonment with a mandatory minimum sentence of 18 months, which cannot be suspended or reduced. Massachusetts General Laws, Chapter 269 §10(a).

Students should consult the local police department in the city or town in which they reside if they intend to possess firearms on non-University property, to ensure strict compliance with the applicable statutes.

Hazing

Students are advised that Massachusetts law expressly prohibits any form of hazing in connection with the initiation of students into student groups and organizations. The relevant statutes are provided below. The law applies to both officially recognized and unrecognized student groups and to practices conducted on and off campus.

Using the definition of “hazing” set forth in the Massachusetts hazing statute, the Disciplinary Board of the Harvard Chan School will consider all reports of hazing in the normal course of its oversight, taking disciplinary action in appropriate cases, and will report confirmed incidents to appropriate law enforcement officials.

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

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

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

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

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

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

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

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each

full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen, and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. Massachusetts General Laws, Chapter 269.

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

Inclement Weather

In general, the School's 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 Channel 7 and Channel 4, as well as CBSBoston.com and whdh.com 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. In addition, notification of School closure will be posted on the [School's homepage](#). A School-wide email message will communicate any decisions related to the suspension of normal operations, including delayed starts, early releases, cancellation of classes, or suspension of normal operations.

Patents

Office of Technology Development
Smith Campus Center, Suite 727E
1350 Massachusetts Avenue
Cambridge, MA 02138
Tel: 617-495-3067
Email: otd@harvard.edu
Web: otd.harvard.edu

Everyone, including students, is expected to notify and to disclose to the Office of Technology Development (OTD) any invention that they have made in connection with their University work and/or through the use of University-administered resources. The University's Statement of Policy in Regard to Intellectual Property (the IP Policy) provides additional details.

When an invention is owned by Harvard under the IP Policy, OTD may seek to patent it, in which case the cost of doing so is borne by the University; however, OTD makes both patented and unpatented Harvard technologies available for commercial license so they may be developed into new products and services. Net royalties received from licenses are shared with the inventors according to the formula provided in the IP Policy.

Religious Holidays Absence Policy

Students shall be excused from class, review, or an exam due to their religious beliefs (Chapter 151c, Section 2B, of the Massachusetts General Laws). It is the responsibility of the student to inform the instructor of conflicts caused by religious holidays. Students who will miss class, review, or an exam for religious reasons will be offered an opportunity to make up the work without penalty, unless it can be demonstrated that such a makeup opportunity would constitute an "unreasonable burden" to the instructor. Students must request this accommodation during the first week of classes, or whenever the dates of exams or reviews are announced.

Smoke-Free and Tobacco-Free Campus

As a part of the campaign for better health, the School has established a no-smoking policy, including e-cigarettes, in School buildings and on School grounds. Smokers are encouraged to attend smoking-cessation classes. The Tobacco Treatment Specialist, at 617-495-2068, offers smoking-cessation counseling at Harvard University Health Services in the Smith Campus Center in Harvard Square. HUHS waives the copay for these visits.

Trademarks and Use of Harvard's Name

Harvard Trademark Program

Tel: 617-495-9513

Email: trademark_program@harvard.edu

Web: www.trademark.harvard.edu

General Information About the Harvard Trademark Program

The Trademark Program is charged with the protection and licensing of Harvard's trademarks worldwide and the administration of the University's internal Use-of-Name policies and guidelines. The office also provides advice to members of the Harvard community on a wide range of trademark-related issues.

In its protection efforts, the Trademark Program registers Harvard's various trademarks and works to stop their unauthorized use around the world. Through its domestic and international licensing endeavors, the Trademark Program licenses the University's trademarks to qualified companies to produce a variety of insignia items. After covering the Trademark Programs' operational expenses, proceeds from the sales of these items help fund student financial aid initiatives of the University.

Use of Harvard's Trademarks by Students and Student Organizations

The Harvard names, insignia, and logos are trademarks of the University and are used by members of the Harvard community, including student organizations, with the permission of the President and Fellows of Harvard College. Their use is governed by the University's Use-of-Name policies, which are administered by the Harvard Trademark Program on behalf of the provost and the University. Those policies' primary Standard of Accurate Representation states that "The University and its members have a responsibility to ensure that any implied association with the University is accurate."

In short, student organizations must make it clear, in all instances and contexts, that they and their related activities are student activities, and not activities of the School or the University as a whole.

Failure of a student organization to abide by the University's Use-of-Name policies and trademark standards, as set forth in these guidelines, can result in the University's revocation of the use of the Harvard name by the student organization.

Any additional questions should be directed to the [Office for Student Affairs](#) and the [Harvard Trademark Program](#).

Student Organization Names

Harvard comprises 12 schools, hundreds of departments, offices, and centers, and thousands of students, faculty, and staff. Therefore, a student organization's name must accurately and clearly represent its relationship with the University. This helps avoid confusion and misinterpretation regarding an organization's University affiliation.

The names of all newly formed student organizations, as well as any student organizations requesting permission to change their name, must satisfy the following criteria:

- The use of "Harvard" alone in the name is not permitted.
- "Harvard Chan" or "Harvard T.H. Chan School of Public Health" must be in the name.
- "Student" must be in the name.
- The name must communicate the general purpose of the organization.
- "Organization," "Club," "Forum," "Society," "Committee," "Consortium," or equivalent must be in the name.
- Cannot include "Fund," "Institute," "Academy," or "Center" or other such words as these imply that the organization is an official activity of the School or University.
- Occasionally, student organizations may be affiliated with larger pan-Harvard groups, in which case "Chapter" may be used.

Logos and the Harvard T.H. Chan School of Public Health Shield

Student organizations are permitted to use the Harvard T.H. Chan School of Public Health shield for organizational purposes. For questions regarding shield images, please contact trademark_program@harvard.edu.

Use of other shields, including the University's Veritas shield, is not permitted.

The shield cannot be altered or edited in any way, including modifying the colors of the shield or changing the lettering on the books. Additional design elements may be added around the shield, provided they do not touch, overlap, or otherwise subsume the image.

Student organizations may also create their own shields and logos, provided they are consistent with the University's ["Guidelines for the Creation of a New Shield Design or Logo by Harvard Departments, Units, and Officially Recognized Organizations for Themselves or Their Activities."](#) These guidelines contain specific instructions for designing a new

shield or logo, including design criteria and the proper review and approval process. New or redesigned logos cannot be used before receiving final approval by the Office for Student Affairs and the Harvard Trademark Program.

Using Student Organization Names and Logos

The Trademark Program has established the following guidelines to help student organizations ensure that they represent their association with Harvard in an appropriate and accurate manner:

- All communication external to the Harvard Chan School, including the general Harvard community and/or the general public, must use the entire student organization name. This includes communication with any other part of Harvard University.
- For communication within the School where there is a reasonable expectation of familiarity, groups may use an approved abbreviation which shortens the name by omitting Harvard Chan or Harvard T.H. Chan School of Public Health, or an acronym which abbreviates the full, approved name of the student organization. Hybrid acronyms, which spell out Harvard while abbreviating the remainder of the name, are not permitted in any context.

Domain Names and Email Addresses

Domain names or email addresses that contain any form of “Harvard” require prior, written approval from the Harvard Trademark Program. The organization’s domain name and email address should accurately reflect the full approved name of the organization.

Any domain name that includes the word “Harvard” must be owned by the University and registered to “the President and Fellows of Harvard College.” External domain names that do not include the word “Harvard” should belong to the student organization and not an individual.

Website Content and Social Media

In all electronic contexts, including social media and organization websites, student organizations may use only an accurate representation of their full approved organization name, and the appropriate Harvard shield or organization logo. They must also have a statement of affiliation, such as “an official recognized Harvard T.H. Chan School of Public Health student organization,” clearly and prominently displayed.

Student organization **websites** must include the following on the main page of their websites:

- The full, approved organization name in a prominent location, typically in the header of the website. Subsequent references may use an accurate abbreviation or acronym.

- A statement of affiliation (“a student-run organization at the Harvard T.H. Chan School of Public Health”) in a prominent location and in a font size and color comparable to other fonts being used on the website, typically directly under the name in the header or in descriptive text in the body.
- This statement on use of name and trademark, typically in the footer of the website: “The Harvard T.H. Chan School of Public Health name and/or shield are trademarks of the President and Fellows of Harvard College and are used by permission of Harvard University.”

Student organizations should accurately represent themselves on **social media platforms** so that anyone publicly viewing a profile can easily determine its relationship to the Harvard Chan School. To the best of their abilities, the organization must:

- Choose an account name that is an accurate representation of their full, approved name or an accurate abbreviation or acronym.
- Include the full, approved organization name and a statement of affiliation in the About section.
- Include a link to the organizational website in the appropriate field.
- Create events through an account linked to the organization, such as an organization’s Facebook Group or Page, so that the event connects back to the hosting organization.

Student Organization Publications

Publications by student organizations must prominently state their affiliation on the cover or front page of the publication. This statement of affiliation must include (1) the full, approved name of the organization, (2) that it is a student-run publication, and (3) the name of the School with which the organization is affiliated. For example: “a publication of (name of student group), an officially recognized student organization at the Harvard T.H. Chan School of Public Health.”

The copyright page (or relevant section) of the publication must state: “The Harvard name and the VERITAS shield are trademarks of the President and Fellows of Harvard College and are used by permission of Harvard University.” This statement can be modified to reflect the exact Harvard trademarks being used.

Student Organization Events and Activities

The trademark guidelines also apply to student organization events and activities. All brochures, posters, publicity materials, etc. related to any student group event or activity, whether taking place in the U.S. or abroad, must clearly identify the

full, approved name of the sponsoring student organization, in addition to including a clear statement of affiliation.

The use of the name “Harvard” in the name of an event without additional context can create the inaccurate impression that an event is an activity of or is sponsored by the College or the University as a whole. Therefore, special care must be taken to create accurate event names. Since student organizations are recognized through the Harvard T.H. Chan School of Public Health, “Harvard” in an event title must always be within the context of the phrase “Harvard Chan” or “Harvard T.H. Chan School of Public Health.”

Although student organizations can collaborate with offices, departments, or centers on broader initiatives, use of “Harvard” alone in an event title is permitted only when ALL of the following are true:

- **The program or activity is University-wide, meaning its structure and governance has substantial faculty involvement from at least three separate Harvard Schools.**
- **It has institutional accountability in that it reports formally to University-wide officers, such as the president or provost or a group of deans from several faculties.**
- **There are not significant issues of confusion with activities elsewhere in the University (for example, “the Harvard Project on Government” or “the Harvard Health Project” would raise concerns of this nature).**

The phrases “held at Harvard University,” “at Harvard University,” and “at Harvard” may be used as a general geographic designation for activities held on campus, as long as they are accompanied by language that makes it clear that the activity is being run by a student organization and not the University or any other Harvard School or unit.

Ordering Apparel or Other Mercantile Items Bearing Harvard’s Trademarks

Requests by student organizations to have apparel or other mercantile items produced should first be submitted to the Office for Student Affairs via studentaffairs@hsph.harvard.edu. Student organizations must also follow up with the School’s Communication Office to obtain the correct digital files for representation as well as style guidelines.

If an organization wishes to include its organization name on merchandise, you must follow the Harvard Trademark Program’s licensing process and review the [“Guidelines for Ordering Internal Insignia Items \(“SWAG”\) for Harvard Schools, Departments, Units, and Officially Recognized Student](#)

[Organizations and Affiliates”](https://trademark.harvard.edu/guidelines-ordering-internal-insignia-items-swag) at <https://trademark.harvard.edu/guidelines-ordering-internal-insignia-items-swag>.

- **Please note that the Harvard Trademark Program will not be able to begin any review or approve any request until all the steps in the guidelines are followed and all the items outlined in Step 5 have been completed and submitted to trademark_licensing@harvard.edu.**
- **Companies that are not licensed with the Harvard Trademark Program may not produce Harvard-licensed products.**
- **Due to the high volume the Harvard Trademark Program receives for these types of requests, any questions you may have that are not answered in the guidelines link above will need to be submitted in writing to trademark_licensing@harvard.edu for a response.**

Please keep in mind that SWAG requests are reviewed in the order they are received, and follow-up questions or an approval may be expected within **7–14 business days**.

For any graphic representation that includes the Harvard name or insignia (including “Harvard” as part of the official organization name, or the name or insignia of any of its Schools or units), the organization must receive written approval from the Harvard Trademark Program before ordering the product. Insignia product designs are subject to the University’s Use-of-Name policies, primarily those policies’ standard of accurate representation. Each design is reviewed case by case, but general design criteria for an accurate graphic representation for student organizations can be found in Section 2 of the University’s “Guidelines for the Creation of a New Shield Design or Logo by Harvard Departments, Units, and Officially Recognized Organizations for Themselves or Their Activities.”

For further information about the Harvard Trademark Program, please visit the Trademark Program’s website: www.trademark.harvard.edu, or contact the office at trademark_program@harvard.edu.

Financial Aid

The mission of the Office of Financial Aid (OFA) is to help students meet their goals by reducing financial barriers to education and promoting financial health. The Office of Financial Aid is dedicated to providing high-quality, equitable, and compassionate service to our diverse community. In delivering our services, we counsel applicants, students, and alumni to make well-informed decisions while being responsible stewards of internal and external resources in compliance with regulatory requirements and institutional policy.

Scholarships/Grants

Students are encouraged to explore all avenues of funding opportunities. In addition to reviewing [internal scholarship opportunities](#) within the school and university, the Office of Financial Aid manages and updates our external resource database. Our [OFA Fund Finder](#) not only allows you to search for external opportunities but also is interactive, allowing students, faculty, and staff to submit outside resources of which they are aware.

Student Loans

The Harvard Chan School Office of Financial Aid determines eligibility for and administration of [federal and private student loan programs](#), which make up the majority of aid available. As such, debt management counseling is considered an important service in OFA. Individual exit counseling is offered to graduating students, as well as individual [personal finance appointments](#) and financial wellness programming throughout their time as a student.

U.S. Military Benefits

For students with U.S. military benefits, including VA benefits, there is information on the [website](#) on next steps to ensure these benefits are applied to the student account. Additionally, Harvard Chan does offer a match through the Yellow Ribbon program (up to \$10,000) for those that are eligible.

Third-Party Contracts

Students that are receiving sponsorship from their employer or another agency or organization may need to set up a [Third-Party Contract](#). Third-Party Contracts give Harvard University permission to send an invoice directly to an outside agency on behalf of a student.

Student Employment

Many students work part time while completing their degree,

and many domestic students are eligible for Federal Work-Study, a federal financial aid program in which the US government subsidizes the students' earnings. Federal Work-Study also can help students secure on-campus employment, as well as off-campus employment at times. More information on student employment opportunities can be [found here](#), for both international and domestic students.

More information about financial aid support and services can be found at <https://hsph.harvard.edu/financial-aid>.

Tuition and Fees

Tuition and fee rates for the 2021–2022 academic year can be found [here](#). Tuition rates are only for the academic year indicated; tuition increases annually. Archives of prior-year tuition rates can be found at the bottom of the page.

Since the tuition and fee information is for a specific academic year, we have also put together information on the total cost of our degree programs in the form of a Qualtrics survey.

Cost of Collections

Students who fail to pay their account balance, or any monies due and owing Harvard University by the scheduled due date, and fail to make acceptable payment arrangements to bring their account current may have those delinquent accounts referred by the University to a collection agency. It is further

understood that students of Harvard University are responsible for paying any collection agency fees, which may be based on a percentage at a maximum of 40% of a delinquent account, together with all costs and expenses, including reasonable attorney’s fees, necessary for the collection of a delinquent account. Finally, as students of Harvard University, it is understood that a delinquent account may be reported to one or more of the national credit bureaus.

Harvard Chan School Billing Policy

Visit the [Harvard Chan Billing Policy](#) to view details based on academic program.

Nondegree Tuition

Nondegree Students \$1,444 per credit

TAP INFORMATION TABLE

Number of Credits	Tuition	10% TAP Tuition	TAP Refund Tuition
0.25	\$ 361.00	\$ 36.10	\$ 324.90
0.5	\$ 722.00	\$ 72.20	\$ 649.80
0.75	\$ 1,083.00	\$ 108.30	\$ 974.70
1	\$ 1,444.00	\$ 144.40	\$ 1,299.60
1.25	\$ 1,805.00	\$ 180.50	\$ 1,624.50
2.5	\$ 3,610.00	\$ 361.00	\$ 3,249.00
3.75	\$ 5,415.00	\$ 541.50	\$ 4,873.50
5	\$ 7,220.00	\$ 722.00	\$ 6,498.00
6.25	\$ 9,025.00	\$ 902.50	\$ 8,122.50
7.5	\$ 10,830.00	\$ 1,083.00	\$ 9,747.00
8.75	\$ 12,635.00	\$ 1,263.50	\$ 11,371.50
10	\$ 14,440.00	\$ 1,444.00	\$ 12,996.00

Student Affairs

The Office for Student Affairs (OSA) supports student success by providing a variety of services, programs, and activities. Some of the programs and services OSA offers and supports include:

[Housing](#)

[Disability Services](#)

[Learning Support](#)

[Student Emergency Fund](#)

[Professional Development Support Fund for Students](#)

[Student Organizations](#)

[Campus Resources](#)

More information about OSA support and services can be found at <https://www.hsph.harvard.edu/student-affairs/>.

Health and Wellness

Health Insurance and Fees

Harvard University Student Health Program Member Services

75 Mount Auburn Street

Cambridge, MA 02138

Tel: 617-495-2008

Email: mservices@huhs.harvard.edu

Web: hushp.harvard.edu

Hours: Monday–Friday, 8:30 a.m.–5 p.m. Eastern time

Required Student Health Insurance

Massachusetts law requires that students enrolled in an institution of higher learning in Massachusetts participate in a qualifying student health insurance program or in a health plan of comparable coverage. All Harvard students are automatically enrolled in the Harvard University Student Health Program (HUSHP), and charges are applied to their student bill.

The HUSHP includes two parts:

Student Health Fee

The Student Health Fee is required of all students who are enrolled more than half time and studying in Massachusetts. This fee covers most services at Harvard University Health Services, including internal medicine, medical/surgical specialty care, mental health/counseling services, physical therapy, radiology, and urgent care. Visit HUSHP for details.

Student Health Insurance Plan

The Student Health Insurance Plan coverage includes emergency room visits, hospitalizations, diagnostic lab/radiology services, ambulatory surgery, specialty care outside HUHS (limited), and prescription drug coverage. Benefit limits and cost sharing may apply. Visit HUSHP for details.

Students should also visit HUSHP for details on HUSHP dependent coverage, dental coverage, and waiving the Student Health Insurance Plan.

Nondegree Health Insurance and Fees

Harvard University does not offer health insurance to nondegree students.

Health Insurance Coverage for Degree Candidates

November degree candidates may or may not be eligible for health insurance coverage through Harvard, depending on the date of completion of their degree requirements. The complete Harvard University Student Health Program's [November Degree Policy](#) website contains more information.

March degree candidates will not be assessed University health coverage.

Students graduating in November or March must consult the Harvard University [Student Health Program website](#) and/or contact Member Services by phone at 617-495-2008 or [by email](#) regarding the policy on health insurance coverage during the student's final term and after graduation.

Harvard University Health Services (HUHS)

Below is a summary of the services available at Harvard University Health Services (HUHS). We encourage you to visit huhs.harvard.edu for detailed, up-to-date information, including department locations, phone numbers, and hours of operation; how to make appointments; event listings and announcements; and additional health information and resources.

Harvard University Health Services is a multispecialty medical practice exclusively for members of the Harvard community—students, faculty, staff, eligible postdocs, retirees, and their dependents. HUHS has three locations across the Harvard campuses. The main location is in Smith Campus Center in Harvard Square, with satellite clinics on the Longwood Medical Area and Law School campuses.

Harvard Square Clinic

Richard A. and Susan F. Smith Campus Center

75 Mount Auburn Street

Cambridge, MA 02138

617-495-5711

Medical Area Clinic

Vanderbilt Hall

275 Longwood Avenue

Boston, MA 02115

617-432-1370

Law School Clinic

Pound Hall

1563 Massachusetts Avenue

Cambridge, MA 02138

617-495-4414

Harvard University Health Services clinicians provide confidential, personal care for each patient. Our services include:

- Internal medicine/primary care
- Mental and behavioral health
- Medical and surgical specialties
- Urgent care
- On-site laboratory

- Radiography and ultrasound services
- Physical therapy
- Vision care
- Complementary and alternative medicine

For more information about HUHS or to make an online appointment, please visit huhs.harvard.edu. **Cancellations must be made at least 24 hours in advance of a scheduled appointment, or the student will incur a charge.**

Urgent Care

Smith Campus Center

617-495-5711; TTY: 617-495-1211

Urgent care at HUHS provides advice and treatment for urgent health problems, both physical and emotional, that require prompt attention but are not life-threatening emergencies. If a problem seems life threatening, please call 911 immediately.

Please view the HUHS website for details on operating hours. Students are encouraged to call first to schedule an appointment or to obtain advice if unsure whether a medical or mental health need is urgent. Whenever possible, students are encouraged to call their primary care team or mental health provider for advice during regular office hours.

Primary Care/Internal Medicine

Harvard University Health Services provides comprehensive, coordinated health care led by a primary care physician and a primary care team that includes a nurse practitioner, registered nurses, and health assistants. The team works closely to provide high-quality outpatient care in a friendly, comfortable environment. Routine care includes:

- Physical exams
- Diagnosis and treatment of illness
- Management of chronic conditions
- Routine health screenings
- Preventive care

We recommend that you establish a relationship with your primary care team prior to any urgent medical needs. You can select another primary care physician at any time. Primary care/internal medicine is available at each of our satellite clinic locations.

Required Immunizations

All students are required to comply with the Massachusetts immunization regulations and submit a complete immunization history to Harvard University Health Services prior to registration. **Incomplete or overdue forms may delay registration.**

There is a fee for most immunizations at HUHS.

We encourage students to receive any required immunizations before they arrive at Harvard, as some health insurance plans will cover the cost. If you are unable to obtain these prior to your arrival on campus, you may arrange to get immunizations at various locations in the area, including HUHS. Please note that if you receive your immunizations at HUHS, you will be billed for the cost of the immunization.

Counseling and Mental Health Services (CAMHS)

Counseling and Mental Health Services provides services to students year-round. Counseling is available for a wide variety of concerns, including:

- Bereavement
- Transitional issues and adjustment difficulties
- Depression, anxiety, or stress
- Concerns interfering with work or relationships
- Sexual concerns
- High-risk behaviors around food, alcohol, and/or other substances

Treatment options include individual psychotherapy, medication management, workshops, group therapy, outside referrals, and 24/7 urgent care. Please view the CAMHS website for details on operating hours. All visits are confidential, and mental health records are held separately from the rest of the medical record, except for information on medications and hospitalizations. CAMHS also offers treatment at satellite health clinics on the Law School and Medical Area campuses.

Center for Wellness and Health Promotion

All members of the Harvard community can take advantage of the innovative programs, services, and initiatives at the Center for Wellness. Students, faculty, staff, retirees, and University affiliates can schedule a massage or acupuncture appointment, sample exercise, meditation, or yoga classes, or stop by for a chair massage. Students and Harvard University Group Health Plan members are eligible for discounts on these services.

Patient Advocate

The Patient Advocate is available to help students:

- Navigate the health services
- Explore choices for medical care
- Resolve or mediate problems
- Discuss financial assistance options
- Coordinate accessibility arrangements

All communications are confidential.

Accessibility

HUHS is prepared to meet the general and individualized health care needs of students. Early contact with a primary care clinician is advised to establish a base for continuity of care during a student's active stay at Harvard. A variety of access services are available through the Accessible Education Office, aeo.fas.harvard.edu, including sign language and oral interpreters. The HUHS Patient Advocate is available to assist in accommodating the needs of patients.

Confidentiality

Your right to privacy is important to Harvard University Health Services. We believe that patient confidentiality is an essential aspect of excellent medical and mental health care, and each patient can be assured that all health information is treated confidentially and protected to the fullest extent permissible by law. Our staff members adhere to the following laws, policies, and practices:

- [Notice of Privacy Practices](#).
- **Family Educational Rights and Privacy Act (FERPA).**
- **Patient rights and responsibilities.**
- **Release of health care information.**
- **Limitations of email: Harvard University Health Services cannot guarantee the privacy of email communications; email should not be used for urgent or time-sensitive issues.**
- **Secure messaging: Students and HUGHP members with a Harvard University Health Services primary care physician have access to the Patient Portal and can communicate directly with clinicians via secure messaging.**

Ombuds Office

**164 Longwood Avenue, 1st Floor
Boston, MA 02115**

Tel: 617-432-4041 (confidential line) or robin_cheung@hms.harvard.edu

**Web: hms.harvard.edu/departments/ombuds-office
(includes self-help resources)**

Office Hours:

Monday through Friday, 8 a.m.–5 p.m. Eastern time

Call to schedule an appointment.

Melissa Brodrick, Ombudsperson

Tel: 617-432-4040 (confidential line)

Email: melissa_brodrick@hms.harvard.edu

Justin Neiman, Associate Ombudsperson

Tel: 617-432-4043 (confidential line)

Email: justin_neiman@hms.harvard.edu

The ombudsperson and associate ombudsperson—who serve the Harvard T.H. Chan School of Public Health, Harvard Medical School, and Harvard School of Dental Medicine—provide impartial assistance to students, faculty, staff, trainees, and appointees at the affiliated institutions whose concerns are affecting their work or studies. The Ombuds Office offers a highly confidential, independent, and informal forum in which to help visitors clarify their concerns, identify their goals, and consider all their options in managing or resolving their situations. An ombudsperson does not serve as an advocate for any party to a dispute but does advocate for fair treatment and processes. An ombudsperson provides coaching in written and verbal communications, informal mediation, meeting facilitation, shuttle diplomacy, upward feedback, and information about policies/procedures and resources. Some typical concerns brought to the Ombuds Office include work/academic environment and performance, research-related concerns, harassment and discrimination, illness and disability, and policies and requirements. Any issue may be brought to an ombudsperson.

The Ombuds Office seeks to enhance the ability of all students to deal more effectively with challenging situations on their own. If a student requires assistance beyond individual coaching, the Ombuds Office can—with the permission of the student—gather further information about policies, procedures, or resources; make referrals to those with expertise in a specific area; or bring concerns forward to others at the school or affiliated institution. The student decides which course of action, if any, they want to take and that action is tailored to fit each situation.

Harvard International Office

Smith Center, Room 864
1350 Massachusetts Avenue
Cambridge, MA 02138
Tel: 617-495-2789

Email: elizabeth_capuano@harvard.edu

Office Hours: Monday–Friday, 9 a.m.–3 p.m. Eastern time

The [Harvard International Office](#) (HIO) staff advises foreign nationals on immigration matters, social and cultural differences, and financial and personal concerns. The office provides orientations throughout the year to help new students and their spouses adjust quickly to life in the US and to minimize the difficulties they may experience throughout their stay. Students may find that the HIO New Student Welcome Guide will help them get settled quickly once they arrive on campus.

The office offers various programming throughout the year. For example, the Host Program for International Students provides full-time enrolled students from abroad with the opportunity to get to know a resident in the Boston area who will welcome them and ease their transition to the American way of life. Programming for 2021-22 continues to be restructured based on the university's COVID-19 guidelines. Please check the [HIO Orientations website](#) for updated information. Students interested in information about how the host program and other programming will be administered for the fall 2021 semester should contact Renee Burke by phone at 617-495-1406 or by email at renee_burke@harvard.edu.

Note: The HIO's main office at the Smith Campus Center in Cambridge is closed due to COVID-19. For questions regarding immigration and visa matters, please email Elizabeth Capuano. Students are encouraged to provide their availability for a scheduled Zoom meeting with Elizabeth; group meetings are also available if all attendees are included in the email.

Social Security Number

To work in the United States, students must have a Social Security number. They may start working without a Social Security number as long as they provide evidence to their employer that they have applied for one. If students have a Social Security number, they should use it when completing their tax forms. Visit the HIO website for additional [information on Social Security numbers](#).

Opening a Bank Account and Credit Card

The HIO website offers some information about [opening a bank account](#). Students are usually not able to obtain a credit card without a Social Security number. However, if students

open an account at the Harvard University Employees Credit Union (HUECU), on the first floor of the Kresge Building at the Harvard Chan School, they should be eligible for a credit card with limited credit, even if they do not have a Social Security number. Visit the [HUECU website](#) for more information.

Harvard Libraries

The Countway Library of Medicine resources and services are available to all Harvard Chan School students, faculty, and staff. Visit Countway's website at <https://countway.harvard.edu/>. Through the [HOLLIS catalog](#), students can access materials from 70 Harvard libraries. This includes an extensive collection of current books and journals, as well as rare books, manuscripts, images, videos, and special collections.

Countway Chan School Liaisons are librarians and archivists from the Center for the History of Medicine, Research & Instruction, and Publishing & Data Services departments, and provide support for:

- Thesis and dissertation development
- Research, scholarship, and instruction
- Mediated database searching
- Course assignments
- Digital inquiries
- Publication assistance
- Resource access
- Archives and historical discovery

Countway Chan School Liaisons might be involved in your Canvas course website as course librarians, where they support discussion groups, provide one-on-one consultations, and provide resource suggestions for assignments.

This world-class collection of resources and expertise is located in the Countway Library, in the Longwood Medical Area campus. The entrance is at 695 Huntington Avenue, next to the Harvard Chan School. The Countway Building underwent renovation in 2020–2021 to provide an open, social, and community-driven space with plenty of areas for individual or group study. Once we are able to safely open the library space with regard to COVID-19, you will be able visit the library to work on assignments, have a cup of coffee, study for a test, request materials or resources, connect with a librarian, and much more! Currently, our services are available virtually.

To ask questions, request support, or suggest new materials or classes, visit the Countway website and click on [Ask Countway](#).

Harvard University Police and Safety

Harvard University Police Business, 617-432-1215

Every major city has areas that have higher crime rates than others. Safety precautions can be taken to maintain a safer city lifestyle. 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 the Harvard University Police business number, 617-432-1215. In a life-safety emergency, please call 911.

Harvard University Police, 617-432-1212, 24 hours a day

Longwood Area Harvard Police are stationed at 90 Smith Street, Boston. Officers are available to provide assistance 24 hours a day.

Harvard University Security Line, 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 as you enter a building. Security staff is located in the School’s FXB Building.

MessageMe: Emergency Notification System

MessageMe allows the University to quickly distribute critical information to you, wherever you are located, during an emergency. MessageMe helps you stay informed in the event of an emergency by sending alerts to your personal electronic device (cellphone, PDA, smartphone, etc.) through text messaging and voicemail and/or email. Please enroll in the MessageMe program.

Taxi Escort Service

The taxi escort service is available to School students on a first-come, first-served basis. The hours of operation are 9 p.m. to 6 a.m., seven days a week. Those eligible to use the service must have a current, valid Harvard University ID for the Harvard T.H. Chan 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 pickup. 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 go to only 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 walking escort service is available 24 hours a day. On request, a 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 15 minutes for your escort to arrive. Please wait for your escort once you have called.

Sensitive Crimes

If you or someone you know is or may be the victim of a sensitive crime (including rape, sexual assault and battery, domestic violence, and hate crimes), please seek assistance right away. Resources at the Harvard Chan School include the Office for Student Affairs, at 617-432-1036; Harvard University Office for Sexual Assault Prevention and Response, at 617-495-9100; and Harvard University Police Department, urgent Longwood number 617-432-1212. Additional resources and information, including both Harvard and non-Harvard area resources, are also available on the following websites: Harvard University Police Department and Harvard University Office for Sexual Assault Prevention and Response.

Missing Persons Policy

As required under federal law, Harvard T.H. Chan School of Public Health immediately will refer to the Harvard University Police Department (HUPD) any missing persons report involving a student who lives in on-campus housing. If any member of the Harvard community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify HUPD at 617-495-1212. If HUPD determines that the student has been missing for more than 24 hours, then, within the 24 hours following this determination, the School or HUPD will (1) notify an appropriate external law enforcement agency, unless the local law enforcement agency was the entity that made the determination that the student is missing; (2) contact anyone the student has identified as a missing person contact under the procedures described below; and (3) notify others at the University, as appropriate, about the student’s disappearance.

In addition to identifying a general emergency contact person, students residing in on-campus housing have the option to identify confidentially a separate person to be contacted by

Harvard in the event that the student is determined to be missing for more than 24 hours. Students are not required to designate a separate individual for this purpose, and if they choose not to do so, then Harvard will assume that they have chosen to treat their general emergency contact as their missing person contact.

Students who wish to identify a confidential missing person contact should notify the registrar. A student's confidential missing person contact information will be accessible only by authorized campus officials and by law enforcement in the course of an investigation and may not be disclosed outside a missing person investigation. In addition, if it has been determined that a student who is under 18 years of age and not emancipated has been missing for more than 24 hours, then the Harvard Chan School or HUPD will contact that student's custodial parent or guardian, in addition to contacting any other contact person designated by the student.

Students are reminded that they must provide the registrar with emergency contact information and/or confidential missing person contact information if they have not already done so.

Privacy Statements

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended is a federal law that gives students certain rights with respect to their education records. The Harvard University FERPA policy is available on the [provost's website](#).

Education Records

The Harvard T.H. Chan School of Public Health routinely maintains records for its students that describe and document their work and progress. These education records generally include documents such as permanent and local addresses, admissions records, enrollment status, course grades, reports and evaluations, completion of requirements and progress toward a degree, records of disciplinary actions, letters of recommendation, and other correspondence with or concerning the student.

Access to Student Records

To be useful, a student's records must be accurate and complete. The officials who maintain them are those in charge of the functions reflected in the records and the offices where the records are kept. These ordinarily include the registrar of the Harvard Chan School, the student's academic adviser, the student's department chair or program head, departmental evaluation committees where appropriate, the Committee on Admissions and Degrees, deans' offices, the Admissions Office (if reapplying), the Office of Financial Aid, and other

officials of the University deemed to have appropriate educational need. All students have access to their own education records and may contribute to them if they feel there is need for clarification. Students wishing access to their education records should contact the Harvard Chan School Registrar's Office. Students are asked to submit a written request that identifies the specific record or records they wish to inspect. Access will be given within 45 days from the receipt of the request. When a record contains information about more than one student, the student requesting access may inspect and review only the portion of the record relating to him or her. Students also are not permitted to view letters and statements of recommendation to which they waived their right of access, or that were placed in their file before January 1, 1975.

Students should direct any questions they have about the accuracy of records to the person in charge of the office where the records are kept. If questions still remain, the matter may be referred to the Harvard Chan School registrar. Should it be necessary, a hearing may be held to resolve challenges concerning the accuracy of records in those cases where informal discussions have not satisfactorily settled the questions raised.

Directory Information

The Harvard Chan School regards the following information as "directory information," that is, information that, under FERPA, can be made available to the general public: student name, image, major field of study, dates of attendance, degrees and awards received, previous schools attended and degrees received, local and permanent address, phone number, email address, and photograph captured for the HUID card. For student employees, directory information includes job title, teaching appointment (if applicable), employing department, and dates of employment.

Please note that Harvard University's definition of "directory information," found at http://provost.harvard.edu/files/provost/files/ferpa_overview.pdf, may include elements in addition to those used by the Harvard Chan School and that requests for directory information received at the University level thus may result in disclosure of such additional elements.

Students may direct the Harvard Chan School of Public Health not to disclose their directory information, usually known as putting in place a "FERPA Block." To do so, a student must inform the registrar of the Harvard Chan School, in writing, of that decision. Students should be aware of the possible consequences of putting in place a FERPA Block, such as missed mailings, messages, and announcements, nonverifica-

tion of enrollment or degree status, and non-inclusion in the Harvard Graduation booklet. Students who have previously chosen to put in place a FERPA Block may decide to reverse this decision, also by informing the registrar of the Harvard Chan School in writing.

Other Disclosures Permitted Under FERPA

In addition to permitting the disclosure of directory information, as set forth above, FERPA permits disclosure of educational records without a student's knowledge or consent under certain circumstances. For example, disclosure is permitted to Harvard officials with a legitimate educational interest in the records, meaning that the person needs the information to fulfill his or her professional responsibilities, including instructional, supervisory, advisory, administrative, academic or research, staff support, or other duties. "Harvard officials" include faculty, administrators, clerical employees, professional employees, Harvard University Health Services professionals, Harvard University police officers, agents of the University, such as independent contractors or vendors performing functions on behalf of a Harvard School or the University, members of Harvard's governing boards, and students serving on an official School or University committee or assisting another Harvard official in performing their tasks. A student's education record also may be shared with parties outside the University under certain conditions, including, for example, situations involving a health and safety emergency. In addition, a Harvard School will forward a student's education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.

If the Harvard T.H. Chan School of Public Health finds that a student has committed a disciplinary violation involving a crime of violence or a nonforcible sex offense, then it also may, if legally permitted and in the Harvard Chan School's judgment appropriate, disclose certain information about the disciplinary case. The disclosure may include the student's name, the violation committed, and the sanction imposed.

Student Rights Under FERPA

As set forth above, under both Harvard policy and FERPA, students and former students may inspect and review certain education records of theirs that Harvard maintains. They also have the right to exercise limited control over other people's access to their education records; seek to correct their education records if they believe them to be inaccurate, misleading, or otherwise in violation of their FERPA rights; file a complaint with the U.S. Department of Education if they believe Harvard

has not complied with the requirements of FERPA; and be fully informed of their rights under FERPA. Complaints regarding alleged violation of rights of students under FERPA may be submitted in writing within 180 days to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5920.

GDPR Policy

Visit the [Additional EEA Privacy Disclosures](#) page to read the University's European Economic Area (EEA) privacy disclosures and the European Union's General Data Protection Regulation (GDPR) disclosures.

Gramm-Leach Bliley Act

All information submitted for the purpose of securing financial aid is protected under Harvard's Enterprise Security Policy, FERPA, and the Gramm-Leach Bliley Act of 1999. Under these provisions, Harvard ensures the privacy and safeguarding of all financial aid information. For more information, contact the Office of Financial Aid at 617-432-1867 or via financialaid@hsph.harvard.edu.

Grievance Policy and Procedures

The following procedures should be used by Harvard T.H. Chan School of Public Health students for the prompt and equitable resolution of grievances alleging unfair action on the part of the University administration or faculty, including but not limited to:

- **Discrimination on the basis of race, color, sex (*with the exception of grievances related to sexual and gender-based harassment or other sexual misconduct*), the procedures which are covered by the interim Title IX Sexual Harassment Policy and the Other Sexual Misconduct Policy both of which can be found here: <https://titleix.harvard.edu/policies-procedures>), gender identity, sexual orientation, religion, creed, national origin, age, ancestry, veteran status, disability unrelated to job requirements, genetic information, military service, or any other legally protected basis.**

These procedures also may be used by students with disabilities who are not in agreement with the provision of accommodations by the School.

- **Academic retaliation: Using an academic assessment or other academic action as a means to retaliate against a student for engaging in conduct protected by University policy or the HGSU-UAW bargaining agreement is unacceptable and prohibited. Examples of prohibited academic retaliation include basing a grade, academic credit, authorship, or other academic judgment, or failing to provide opportunities for academic advancement, on a student's opposition to discrimination and/or good faith participation in a complaint or grievance process.**

There may be other University policies, outside of the Interim Other Sexual Misconduct Policy, that also provide protection from retaliation. Students may elect to follow the process in those other policies, as appropriate, instead of the process set forth here. That choice is final, and there will not be duplicative reviews of the same complaint.

Grievances Against Students or Others who are Not Members of the University Administration

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: their adviser, program director/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 (not involving allegations of sexual harassment, including gender-based harassment, or other sexual misconduct)

A student with a grievance against a member of the faculty or administration should initially take the matter to one of the following people: their academic adviser, program director/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 generally should 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 their discretion, seek resolution via the formal procedure outlined below.

Formal Grievance Procedure (not involving allegations of sexual or gender-based harassment or other sexual misconduct)

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 should go directly to the dean of the School.) The written complaint should be filed within two months of the alleged incident(s) and should include the following, as appropriate:

- a. Statement of the allegation
 - b. Description of the alleged facts
 - c. Summary of steps the student 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 then will appoint 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 who has completed at least one term at the School, chosen in consultation with the Harvard Chan Student Association. This ad hoc grievance committee shall be appointed and convened within 10 working days of receipt of the written complaint by the associate dean for student services or sooner if immediate action is required. In all cases, confidentiality shall be maintained during the selection and appointment process. A quorum requires that all members be present. The associate dean for student services will appoint the chairperson of the committee.
 - 3) The ad hoc grievance committee shall investigate the grievance. This investigation shall include but need not be limited to:
 - a. Meeting/s with the person aggrieved and the person/s (or representatives of the department or program) grieved against.
 - b. Consultation with such others as the ad hoc grievance committee deems necessary to provide a thorough investigation of the grievance, including other mitigating or extenuating circumstances that bear upon the situation.

For example, in the case of an allegation of academic retaliation involving a graded assignment or other assessment, the ad hoc grievance committee could identify a faculty member with subject matter expertise, and no involvement in the matter at issue, to review the student's work product or the action and advise as to whether the action was reasonable.
 4. The ad hoc grievance committee shall expeditiously consider the facts of the case and present 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 shall include findings of

facts and recommendations, if any. Reasonable precautions shall be taken to ensure the confidentiality of information obtained at meetings of the ad hoc grievance committee. The committee also shall work diligently 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 they feel 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 or program) against whom the formal complaint was filed. Once the procedure is completed, all records of the meetings of the ad hoc grievance committee and the final report of the committee shall remain in the possession of the associate dean for student services and will be 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 A:

Acronyms

List of Acronyms

The following abbreviations are used throughout this Handbook and other School-affiliated websites and documents.

ALI	Advanced Leadership Initiative	HSDM	Harvard School of Dental Medicine
AUD	Audit	HUHS	Harvard University Health Services
AV	Audio Visual	HUIT	Harvard University Information Technology
BAPHP	Boston Area Public Health Professional	HUPD	Harvard University Police Department
BCBS	Blue Cross/Blue Shield Insurance	HUSHP	Harvard University Student Health Program
BST	Biostatistics	ICF	Instructional Computing Facility IECs Institute for Clinical Effectiveness and Health Policy
CAD	Committee on Admissions and Degrees	ID	Interdepartmental
CAMHS	Counseling and Mental Health Services	IID	Immunology and Infectious Diseases
CBQG	Computational Biology and Quantitative Genetics	MHCM	Master in Health Care Management
CEP	Committee on Educational Policy	MPH	Master of Public Health
CLE	Clinical Effectiveness	MPP	Monthly Payment Plan
DBS	Division of Biological Sciences	NUT	Nutrition
DMM	Department of Molecular Metabolism	OCPD	Office of Career and Professional Development
DRPH	Doctor of Public Health	ODI	Office of Diversity and Inclusion
EH	Environmental Health	ODR	Office for Sexual and Gender-Based Dispute Resolution
EPI	Epidemiology	OFA	Office of Financial Aid
FAS	Faculty of Arts and Sciences	OSA	Office for Student Affairs
FERPA	Family Educational Rights and Privacy Act of 1974	OSAPR	Office for Sexual Assault Prevention and Response
FF	Facilities Fee	ORD	Ordinal
FT	Full-time	OTD	Office of Technology Development
FTR	Full-time Reduced Tuition	OQE	Oral Qualifying Examination (SD and DrPH students)
FWS	Federal Work Study	PCE	Program in Clinical Effectiveness
FXB	François-Xavier Bagnoud Building	P/F	Pass/Fail
GHDI	Global Health Delivery Intensive	PT	Part-time
GHP	Global Health and Population	SBS	Social and Behavioral Sciences
GID	Global Infectious Diseases	School	Harvard T.H. Chan School of Public Health
GSAS	Graduate School of Arts and Sciences	SD	Doctor of Science
GSD	Graduate School of Design	SM	Master of Science
GSE	Graduate School of Education	TAP	Tuition Assistance Plan
HBS	Harvard Business School	VDI	Virtual Desktop Interface
HCM	Health Care Management	WQE	Written Qualifying Examination (DrPH Students only)
HDS	Harvard Divinity School	XREG	Cross-registration
HDSC	Health Data Science		
HIO	Harvard International Office		
HKS	Harvard Kennedy School		
HLC	Harvard Longwood Campus		
HLS	Harvard Law School		
HMS	Harvard Medical School		
HPM	Health Policy and Management		
HSCF	Health Sciences Computing Facility		

APPENDIX B:

Veterans Affairs Compliance

Harvard T.H. Chan School of Public Health adheres to the requirements of and complies with S2248 PL 1150497 Section 103. S2248 states that we will not impose a late fee, prevent a student from attending classes, or demand payment for funds expected to be covered by the VA until we have given the VA 90 days to release funding to the school after certification.

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**HARVARD
T.H. CHAN**

SCHOOL OF PUBLIC HEALTH

677 Huntington Avenue

Boston, Massachusetts 02115

www.hsph.harvard.edu