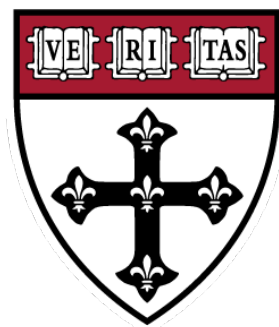


# **HARVARD T. H. CHAN SCHOOL OF PUBLIC HEALTH STUDENT HANDBOOK**

**2014 - 2015**



**Although every effort has been made to ensure accuracy at the time of publication, the Harvard T.H. Chan School of Public Health reserves the right to modify rules, or amend regulations and procedures, at any time without prior notice.**

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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# Administrative Organization

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## Office for Student Services (617-432-4703)

The Office for Student Services includes the Admissions Office, the Career Services Office, the Registrar's Office, the Office for Student Affairs, and the Office of Student Financial Services at the Harvard 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. The office is located on the ground floor of Kresge, 677 Huntington Avenue, Boston, MA 02115.

<b>Stacey Herman</b>	<b>Associate Dean for Student Services</b>
<b>Karen Brown</b>	<b>Office Manager</b>
<b>Office Hours:</b>	<b>Monday through Friday 9 a.m. – 5 p.m.</b>

## Admissions Office (617-432-1031)

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

<b>Vincent James</b>	<b>Director of Admissions</b>
<b>Kerri Noonan</b>	<b>Associate Director of Admissions</b>
<b>Isabelle Bourdonné</b>	<b>Special Programs Manager</b>
<b>Kelly Latendresse</b>	<b>Admissions Operations Coordinator</b>
<b>Maria Maxell</b>	<b>Admissions Data Analyst/Coordinator</b>
<b>Ruth Thompson</b>	<b>Admissions Coordinator</b>
<b>Cathy Tso</b>	<b>Admissions Assistant</b>
<b>Office Hours:</b>	<b>Monday through Friday 9 a.m. - 5 p.m.</b>
<b>E-mail Address:</b>	<b><a href="mailto:admissions@hsph.harvard.edu">admissions@hsph.harvard.edu</a></b>
<b>Fax Number:</b>	<b>617-432-7080</b>

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

The mission of the Office for Student Affairs (OSA) is to support and enrich the student experience at the Harvard 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. The OSA plans both Orientation and Commencement programs and events. The office assists students with disabilities, provides specialized programming and support for diverse student populations, assists with housing and residence life issues, works closely with officers of the Student Government, and advises and provides support to student organizations on a variety of issues including goal setting and event planning. In addition, the OSA administers the MBTA discount pass program, assigns lockers, and serves as an information source for students. Information online includes some housing and other resources, recognized student organizations, and programs organized through the OSA at



<http://www.hsph.harvard.edu/student-affairs/>. The office is located in Kresge G-20, 677 Huntington Avenue, Boston, MA 02115.

<b>Leah Kane</b>	<b>Director for Student Affairs</b>
<b>Amy Wooldridge</b>	<b>Associate Director</b>
<b>Joel-Michael Martin</b>	<b>Program Coordinator</b>
<b>Katherine Worthington</b>	<b>Program Coordinator</b>
<b>Office Hours:</b>	<b>Monday through Friday 9 a.m. - 5 p.m.</b>

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

The mission of the Office of Student Financial Services (OSFS) is to assist students and applicants in all matters related to fee assessments, billing and financing education and expenses at the Harvard T.H. Chan School of Public Health. The OSFS coordinates scholarship and fellowship decisions with the dean's office and academic departments. The Office also determines eligibility for federal student aid and administers federal student loan programs. Counseling is available throughout the year on such topics as loan debt management, student billing, refund process and other areas as required. Please visit our web site [www.hsph.harvard.edu/administrative-offices/student-financial-services](http://www.hsph.harvard.edu/administrative-offices/student-financial-services) for more information, or contact us by e-mail at [osfs@hsph.harvard.edu](mailto:osfs@hsph.harvard.edu). Telephone inquiries are welcome every day from 9 a.m. to 5 p.m. Voice mail messages may be left during early morning and evening hours. The office is located at 708 Huntington Avenue, Boston, MA 02115.

<b>Kathryn Austin</b>	<b>Director of Student Financial Services</b>
<b>Stephanie Hunt</b>	<b>Associate Director of Student Financial Services</b>
<b>Shannon Kirwan</b>	<b>Financial Aid Officer</b>
<b>Office Hours:</b>	<b>Monday through Friday 10 a.m. – 3 p.m. or by appointment.</b>
<b>E-mail Address:</b>	<b><a href="mailto:osfs@hsph.harvard.edu">osfs@hsph.harvard.edu</a></b>

### **Registrar's Office (617-432-1032)**

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

<b>Joann Wilson-Singleton</b>	<b>Registrar</b>
<b>Alison Hardy</b>	<b>Associate Registrar</b> Master of Public Health Student Liaison to the CAD
<b>Isabelle Bourdonné</b>	<b>Special Programs Manager</b>
<b>Matthew Fabian</b>	<b>Registration Systems Manager</b>
<b>Norris Guscott</b>	<b>Master of Science Student Liaison to the CAD</b>
<b>Donna McLean</b>	<b>Financial and Enrollment Coordinator</b>
<b>Laura Ruggiero</b>	<b>Doctoral Student Liaison to the CAD</b>
<b>Sarah Stillman</b>	<b>Guest Students Liaison</b>



**Office Hours:** Monday through Friday 10 a.m. - 3 p.m.

**E-mail Address:** [registrar@hsph.harvard.edu](mailto:registrar@hsph.harvard.edu)

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

The Ombuds Office, established in 1991, provides students with a highly confidential, independent, independent assistance in managing or resolving issues affecting their work or academics. Students can talk informally and off the record with the Ombuds in order to clarify their issues, identify their goals and consider a range of options to address their concerns. The Ombudsperson serves students (as well as faculty, staff and trainees) at Harvard Medical School, Harvard School of Dental Medicine, and Harvard T.H. Chan School of Public Health. The Ombudsperson does not serve as an advocate for any party to a dispute. However, an Ombudsperson does advocate for fair treatment and processes. Some typical concerns brought to the Ombuds Office include work/learning environment and performance, fear of retaliation, professional misconduct, authorship, sexual harassment and discrimination. Any issue may be brought to the Ombudsperson.

The Ombuds Office seeks to enhance the ability of all students to deal more effectively with challenging situations on their own. If assistance is needed beyond individual coaching, further information can be gathered on behalf of the student, referrals can be made to those with expertise in a specific area or proper authorities at the school or affiliated institution can be contacted. When appropriate, the Ombudsperson can provide shuttle diplomacy or informal mediation services to help find a satisfactory solution. The student decides which course of action, if any, is taken and that action is tailored to fit each situation.

For more information:

**HMS/HSDM/Harvard Chan School Ombuds Office**

**Melissa Brodrick, Ombudsperson**

**164 Longwood Avenue, 1<sup>st</sup> Floor**

617-432-4040 (Ombuds)

617-432-4041 (Office)

617-432-0586 (confidential fax)

[melissa\\_brodrick@hms.harvard.edu](mailto:melissa_brodrick@hms.harvard.edu)

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

**Office Hours:**

**Monday through Friday, 8 a.m. – 5 p.m.**

Call to schedule an appointment



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# Academic Support

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## Academic Integrity

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

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

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

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

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

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

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

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

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

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



## Advisors

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

The advisor meets with the advisee to confirm the student's course of study. The advisor's approval on the student's registration 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. If the student's advisor is not available to approve the record, the department's academic administrator may do so. Some departments provide surrogate advisors. The students' departments would maintain this information.

Students who wish to change their advisor must do so via their home department.

**Students who experience academic difficulties should contact their advisor. 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.**

## Departments and Programs

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

Department Abbreviation	Department	Administrator	Address	Telephone
BIO	Biostatistics	Jelena Follweiler	SPH2-408	617-432-1087
CBQG	Computational Biology and Quantitative Genetics	Jelena Follweiler	SPH2-408	617-432-1087
DBS/BPH	Division of Biological Sciences /Biological Sciences in Public Health	Deirdre Duckett	SPH2-111	617-384-7781
DrPH	Doctor of Public Health	Frances Newton	Kresge G29	617-432-3055
EH	Environmental Health	Barbara Zuckerman	SPH1-1304	617-432-2109
EPI	Epidemiology	John Paulson	Kresge 912	617-432-1055
GCD	Genetics and Complex Diseases	Marjorie Tatum	SPH2-103	617-432-3763
GHP	Global Health & Population	Barbara Heil Allison Gallant	SPH1-1108d SPH1-1108	617-432-1179 617-432-2253
HPM	Health Policy & Management	Anne Occhipinti Elizabeth Nolan Colin Fleming (HCM)	Kresge 324 Kresge 322 Kresge 338	617-432-4511 617-432-4506 617-432-7075
IID	Immunology & Infectious Diseases	Andrea Sabaroff	FXB-301	617-432-1023
MPH	Master of Public Health	Roberta Gianfortoni Emily Davies	Kresge G29 Kresge G29	617-432-0090 617-432-3042
NUT	Nutrition	Amelia Marsh	SPH2-305A	617-432-6993



SBS	Social and Behavioral Sciences	Michelle Brooks	Kresge 612	617-432-3775
		Elizabeth Solomon	Kresge 622	617-432-3761
		Whitney Waddell	Kresge 618	617-432-3689

## Fall Check-In

Detailed fall registration and check-in information is posted on the MyHSPH portal. In addition, please note the following.

### Important things to note:

- E-mail is considered an official mode of communication at the School. Students are expected to check their School e-mail account as well as their student mailbox on the ground floor of the Kresge Building on a regular basis for important notices. Your mailbox number can be found on your folder label distributed at fall check-in.
- Pregnant women, women of childbearing age attempting conception, and persons whose religious beliefs prevent them from being immunized may waive the immunization requirement by notifying HUHS in writing.
- Students who fail to obtain administrative and/or registration clearance by the said date will be administratively withdrawn from the Harvard T.H. Chan School of Public Health.

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

Students have the right to restrict the dissemination of their photo image and directory information. According to FERPA, during registration, each student may restrict how and to whom directory data is given (please see Appendix E: Student Records, for further details). Once a student restricts directory information, it will be used only for official Harvard University business. If restricted, this information will not be given to fellow students, organizations or outside parties and will not be published in the online photo directory, commencement publications, or alumni directories. Students should consider carefully whether to restrict access to their directory data. Students who wish to restrict their directory data may do so by visiting the FERPA channel on the Student One Stop tab of the MyHSPH portal. Please note that identifying information, even if restricted for directory purposes, may be shared within the classroom setting and through the use of electronic academic tools such as I-Commons.

**Students who wish to revise their decision on restricting their directory data should inform the School Registrar's Office by updating their Directory Profile indicator, under the ALICE Personal Information tab or via the registration check list on the MyHSPH portal.**

**Incoming students who have not satisfied admissions contingencies will be blocked from pre-registration and other registration 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 for all post-secondary institutions attended. Unless a student is in a School joint (JD/MPH) or combined (MD/MPH) degree program all degrees must have been awarded/conferred prior to matriculation at the School. In the event that 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 in order to be allowed to proceed with registration.**

### **Accessible Link to Information on Classes and Enrollment (ALICE)**

ALICE is an online registration system which students access via the web. Using ALICE, students can add, drop, and change courses, as well as access grade information and other personal information. All School courses to be taken by the student (including research courses and independent studies) must be entered into the student's electronic registration file.

- i) *While there is no maximum credit limit for full-time students, ordinarily, full-time students take between 20 and 25 credits per semester. Part-time students may take less than 15 credits per semester.*

## Registration Procedures

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

1. Select courses on ALICE by going to the MyHSPH portal at [www.my.sph.harvard.edu](http://www.my.sph.harvard.edu).
2. Select grading options for each course on ALICE (ordinal, pass/fail or audit).



3. Obtain all appropriate course related permissions.
4. If registering for a cross-registered course, submit all required petitions on-line.
5. Complete all registration requirements on or before the registration deadline. Failure to do so will result in the assessment of an \$80.00 Late Registration Fee.
6. Advisors will indicate registration approvals via ALICE.

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

Changes to one's schedule may be made up until the registration add/drop/change deadline.

## **Academic Calendar**

The School academic calendar is available online at <http://www.hsph.harvard.edu/registrar/academic-calendar/> or by clicking the calendar link on the School homepage. Subscribing to the academic calendar with Google calendar may be done by following these [instructions](#).

## **Online Course Schedules and Catalogs**

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

- 1) The university address: <http://coursecatalog.harvard.edu>
- 2) The School course schedule and catalog is available on the MyHSPH portal.

## **Course Evaluations**

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

## **Course Prospectus/Syllabi**

Syllabi for most School courses may be found on the Course Isite, the electronic classroom tool. Course Isites are available on the MyHSPH portal.

## **Core Course Requirements**

Each professional degree-granting program is responsible for constructing a curriculum that meets core requirement objectives. Departmental core courses vary; students should consult their respective department(s) for specific requirements. All students, however, must successfully complete the School's school-wide core course requirements. These include introductory core courses in Biostatistics and Epidemiology (see table below).

### ***School-Wide Core Courses***

#### ***Academic Year Core Courses Requirement***

To meet the school wide requirement, master's students must successfully pass one Biostatistics **and** one Epidemiology course from the table below. SD and DPH students must successfully pass two intermediate level Biostatistics courses **and** one Epidemiology course. SD and DPH students should refer to the *Required Courses* section of the Doctor of Science and Doctor of Public Health Student Information portion of this handbook for further details.

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



EPI 200	Principles of Epidemiology
EPI 201	Introduction to Epidemiology
EPI 500	Fundamentals of Epidemiology

\*Covers both BIO and EPI requirement

### **Summer Core Course Requirement**

To meet the school wide requirement, master's students must successfully pass **two** Biostatistics **and** one Epidemiology courses from the table below. Students enrolled in the PCE must select BIO 206 and BIO 207 or 208 or 209 plus EPI 208.

Course Code	Course Title
BIO 202	Principles of Biostatistics I
BIO 203	Principles of Biostatistics II
BIO 206	Introduction to Statistics for Medical Research - PCE only
BIO 207	Statistics for Medical Research II - PCE only
BIO 208	Statistics for Medical Research Advanced - PCE only
BIO 209	Statistics for Medical Research Trans - PCE only
EPI 208	Introduction to Clinical Epidemiology - PCE only
EPI 500	Fundamentals of Epidemiology
EPI 505	Epidemiologic Methods for Global Health
*ID 207	Introduction to Clinical Epidemiology and Biostatistics

\*Covers both BIO and EPI requirement

### **Waiving**

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

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

### **Tutors**

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

Students considered by the instructor to be in academic difficulty in a core course required for graduation may be encouraged to arrange for a tutor. The Office for Student Affairs has limited funding to help support tutoring for students in academic difficulty in core Biostatistics and/or Epidemiology courses who are referred by their instructor. Please contact Leah Kane, Director for Student Affairs, at [leah\\_kane@harvard.edu](mailto:leah_kane@harvard.edu) or at 617-432-0488 concerning this assistance.



## Transfer Credit

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

## Independent Studies (300-349 Level Courses)

Independent studies are courses of study that involve substantial interaction with and instruction by faculty and are set up on an ad hoc basis. To register for independent studies, students must indicate the appropriate course code and number of credits. . All level 300-349 courses are taken for pass-fail credit only.

A faculty member or an adjunct faculty member must supervise all independent studies taken for degree credit at the School. Students who wish to register for an independent study with a faculty member with a School annual appointment or a faculty member of another Harvard school must have the independent study sponsored by their School academic advisor. The student must register for the sponsored section with their School advisor.

By sponsoring the independent study, the School advisor agrees to the appropriateness of both the independent study and the non-School supervisor. The academic advisor must contact the non-School independent study supervisor to assign a grade for the student. The student's academic advisor must submit the grade at the end of the course as required by the School's Committee on Educational Policy (CEP).

## Travel Grants

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

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

## Cross-Registration

The School's degree students may only enroll in courses offered by the cross-registration consortium, which consists of the other Harvard faculties, the Massachusetts Institute of Technology (MIT), or Tufts' Fletcher School of Law and Diplomacy and Friedman School of Nutrition Science and Policy. ***Obtaining credit for cross-registered courses is permissible only for graduate-level courses appropriate to the student's School degree program, and if a similar course is not available at the School.*** Deadline dates for cross-registration and for the first day of classes may vary from school to school across the consortium. **Due to the change in graduation date, students must be aware that MIT grades will not be received in time for any Spring MIT course to count towards May graduation requirements.** Instead, MIT grades will count as additional credits, not toward the minimum credits required for graduation. Questions about this policy should be directed to the School Registrar's Office.

The table below lists the cross-registration consortium, their abbreviations, and their telephone numbers



**Students must complete the School's Registration Check-in Process prior to cross registration.**

#### THE CROSS-REGISTRATION CONSORTIUM

Name Of School	School Code	Telephone
Harvard Business School	HBS	617-495-6247
Harvard School of Dental Medicine	HDS	617-432-1447
Harvard Divinity School	DIV	617-495-5760
Harvard Graduate School of Arts and Sciences	GSAS	617-495-1519
Harvard Graduate School of Design	GSD	617-495-1237
Harvard Graduate School of Education	GSE	617-495-3419
Harvard Kennedy School	HKS	617-495-1150
Harvard Law School	HLS	617-495-4612
Harvard Medical School	HMS	617-432-1515
Tufts' Fletcher School of Law and Diplomacy	FLE	617-627-3055
Tufts' Friedman School of Nutrition Science and Policy		617- 636-3777
Massachusetts Institute of Technology	MIT	617-258-6432

#### **Registering For A Cross-Registered Course**

All cross-registration is completed online at the [Harvard University Course Catalog](#) site. The site is a synopsis of cross registration information and resources available to Harvard University students who wish to register for course at different Harvard faculties. To register for courses offered by one of the consortium schools, students must complete each of the following steps:

#### **To cross-register for a course offered by the Harvard faculties:**

- Complete the online cross-registration petition via the [Harvard University Course Catalog](#) site.
- Communicate with the instructor of the course to understand the prerequisites necessary prior to registering.
- Check the cross-registration [credit conversion table](#).

#### **For courses at MIT and Tufts Fletcher School of Law and Diplomacy:**

- Complete the Non-Harvard Petition form, found at the [Harvard University Course Catalog](#) site.
- Communicate with the instructor of the course to understand the prerequisites necessary prior to registering.
- Check the cross-registration [credit conversion table](#).

Please note that MIT grades will not be received in time for any Spring MIT course to count towards May graduation requirements. Instead, MIT spring grades will count as additional credits, not toward the minimum credits required for graduation. Questions about this policy should be directed to the Registrar's Office.

Students who fail to complete the cross-registration process will not be considered officially enrolled.

#### **Cross-Registration Credit Requirements**

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

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

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

#### **Cross-Registration Credit Limits**

School degree candidates can cross-register for a maximum of 1/2 of their total credits per semester. For example, a full-time student who is planning to register for a total of 20 credits may not register for more than 10 cross-registered credits.



Students who wish to take more than 1/2 of their total credits for the semester outside the School must submit a [General Petition](#) to the School Registrar's Office for review and approval.

### ***Cross-Registration Deadlines***

Students cross-registering into consortium schools **must meet the deadlines set by both the School and the host school**. Therefore, a student who wishes to enroll in a cross-registered course **must meet the earlier add/drop/change deadline**. Please refer to the Academic Calendar at the Cross-Registration [web site](#).

### ***Adding and Dropping a Cross-Registered Course***

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

### ***Dropping after the Cross-Registration Deadline***

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

### ***Cross-Registration Grades***

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

The School Registrar's Office receives the grades from the consortium school's Registrar's Office and they are included as part of the student's official academic record. These grades will not be translated into the School's grading system. For example, HBS has a Roman numeral grading system (i.e., "I," "II," and "III"). HBS grades will appear on the student's official transcript as Roman numerals. Although HBS grades will not calculate into the School G.P.A., the credit taken counts for ordinal credit.

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

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

### ***Scheduling Cross-Registered Courses***

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

### ***Foreign Language Courses***

Students may cross-register for Harvard University language courses on an ordinal grade basis only. These credits will not count towards the fulfillment of any School or department requirements, will not count towards the minimum credits required for completion of degrees, and will not count towards the maximum ordinal credits that can be taken in a degree program. Students should carefully consider this option with their advisor. This is especially true for students in one year programs. Exceptions to this policy may be requested through a general petition submitted to the Registrar to be reviewed by the CEP (CEP 11/2007). These credits will be assessed at the student's tuition rate at the time of course enrollment.



## Degree Requirements

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

### *Academic Requirements*

All H 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 of the degree programs offered at Harvard Chan School, as well as the breakdown of the number of ordinal credits required and the number of cross-registered credits permitted.

MASTER'S PROGRAMS				
Minimum Number of Credits Required to Graduate by Degree Program				
Degrees	MPH	42.5 Credit MS	60 Credit MS	80 Credit MS
Total Credits Required to Graduate	42.5	42.5	60	80
Number of Ordinal Credits Required to Graduate	30	30	45	60
Number of Cross-Registered Credits Permitted	No more than 1/2 of total credits of degree program and/or per semester			
Other Requirements	Check with advisor for departmental/program requirements			

**Students who are accepted into two consecutive programs must fulfill the requirements for the first degree prior to beginning the second degree program. Credits may not be carried over from the first program into the second. Harvard Chan School students are not permitted to be enrolled in concurrent degree programs, unless those programs are approved joint degree programs.**

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

### *Joint, Concurrent, and Combined Degree Information*

Harvard Chan School students may enroll in joint, combined or concurrent degree programs with Simmons College and three faculties of Harvard University. Participation in these programs require acceptance into both institutions involved.

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

**MPH degrees are conferred after completion of the MD degree, and submission of proof of MD degree conferral. MD/MPH students have 3 years upon completion of the academic requirements for the MPH to complete the MD degree and submit proof of the MD degree conferral. This timeline must be met in order to maintain satisfactory academic standing and be awarded the MPH degree.**



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

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

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

### ***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 letters of recommendations to the School's Admissions Office. Students must first have the approval of their current department prior to beginning this process.

### ***Academic Standing***

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

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

### ***Failure to Meet Academic Requirements***

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

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

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

### ***Satisfactory Academic Progress***

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



## Harvard Chan School of Public Health Grading System

The School offers ordinal (letter), pass/fail, and audit grading options for degree candidates.

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

Please note that “audit” may be selected only by Harvard Chan School degree candidates and only with the permission of the instructor. Courses which exclude auditors or courses which must be taken pass/fail are noted as such in the *Course Schedule*. There is a limit of 5 credits per semester of audited course work while registered as a full- or part-time student fulfilling degree requirements. Students do not receive credit for audited courses. Starting July 2010, audited courses will appear on transcripts with the grade of AU. This grade will not be calculated in the G.P.A. Starting September 2012, 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 G.P.A. Summer courses may not be audited. Please see “Cross-Registration” for information on choosing grading options for cross-registered courses.

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

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

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

\* Does not calculate into GPA

To calculate the semester grade point average:

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

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

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

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

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

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



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

### ***Grade of Withdrawal***

Students who petition for, and have approval for withdrawing from a course after the period's add/drop deadline for any course at Harvard Chan School will receive a grade of "WD." **The withdrawal will be a part of their permanent academic record.** Withdrawn course credits will count towards attempted but not earned credits. **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 **in advance of the examination**. At the discretion of the instructor, and in the case of significant medical or personal reasons, an alternate examination may be permitted. Ordinarily, the instructor will consult with the director for student affairs concerning medical and personal problems. An excuse for absence from an examination and permission for an alternate examination must be recorded on the Absence from Examination Form from the Registrar's Office. In the case of an unexcused absence, the instructor will give a grade of "F" for this examination. (CEP 2/89)*

### ***Grade of Failure***

Students failing any course at the School will receive a grade of "F." The failure will be a 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. Please note that graduation dates will not be extended in order to repeat courses. A new grade will be given for the repeated course, however, the "F" previously received will remain on the student's record and will continue to be calculated into the GPA.

### ***Failure of Core Courses***

Students who fail one of the core requirements (see the School's school-wide Core Courses) or any required departmental or program courses, must follow procedures established by the CAD:

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

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

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

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

- a. The student is required to take the independent study for the same number of credits as the failed course. The CAD recommends a minimum of 2.5 credits to be awarded upon the successful completion of the independent study.
- b. The make-up independent study must have a final examination.



- c. At the successful completion of the make-up independent study, the department chair must certify in writing that the student has met the minimum departmental requirements for the subject matter of the failed course. ***The make-up independent study does not replace the original failure on the student's official academic transcript.***

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

### ***Failure of Examinations***

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

### ***Grade of Incomplete***

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

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

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

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

**If the School Registrar's Office does not receive a grade from the faculty member after one semester, the grade of "Inc" becomes permanent on the student's transcript, and the credits will not count toward the student's degree program. The I/INC functions as an "F" grade and will factor into a student's GPA.**

### **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 School Registrar's Office, the following procedures must be followed in order to make any changes:

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



3) **To change a grade in light of new and relevant information regarding the student's performance:** The primary instructor must submit a *Change of Grade Form* to the registrar for review and decision by the chair of the CAD or his/her designee.

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

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

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

## **Grade Notification**

Harvard Chan School grades are available to students in the form of official transcripts. In addition, the School's degree candidates are able to view their grades online via ALICE. Please see section on "*Certification of Enrollment*" for further information on official transcripts.

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

## **Final Examination Policy**

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

## **Student Status**

### ***Resident Status***

<b>Full-Time</b>	15 or more credits per semester*
<b>Part-Time</b>	Less than 15 credits per semester

Ordinarily, Harvard Chan School students maintain a full-time or part-time status while attending the School. However, students may find it necessary to change their status. This may be done by submitting a [General Petition](#) to the School Registrar's Office.

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

### ***Non-Resident Status***

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

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

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

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



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

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

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

### ***Leave of Absence***

Students who have a medical, family, or financial emergency or who wish to take time away from the school due to childbirth or family care may apply for a leave of absence. To apply for leave of absence, students must follow the steps outlined below. Students on leave are not covered by the University's health plan. Students interested in health insurance coverage should contact HUHS directly. Please see the HUHS web site "Policy on Leave of Absence" and/or contact the Student Insurance Office for more information (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 CAD and may be approved when it is consistent with the educational and personal needs of the student. The request for such a leave should include a statement, signed by the student, the student's advisor, and the department chairperson, summarizing the anticipated consequences of the leave on the student's course of study (e.g., what will be done with regard to course sequences that may be interrupted).* (CEP 1/86)

### **Steps To Petition To Obtain A Leave Of Absence**

- 1) Complete the [Request for Leave of Absence Form](#).
- 2) Obtain the signatures of the advisor, Department Chair, and Financial Aid Officer.
- 3) Submit the completed form to the School Registrar's Office for review.

If the petition is approved, the student will be assessed a leave of absence fee each semester they are on leave. In some instances, students will be asked to consult with Student Affairs to finalize their plans.

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

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

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

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

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

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



Leaves of absence are granted to degree students only.

### ***Family Leave Policy***

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

Alternatively, a 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 min - 5.0 credit max). If the student chooses the latter alternative, tuition will be assessed at the standard per-credit rate. Students enrolled in part-time status will maintain all of the access to Harvard facilities and electronic library resources available to all students at the School. Doctoral students who elect this option should be aware that tuition paid while on family leave will not count towards the School's residency requirement. See the School's doctoral student handbook for more details.

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

### ***Involuntary Leave of Absence for Medical Reasons***

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

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

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

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

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

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

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



### ***Withdrawal***

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

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

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

- 1) Failure to make satisfactory academic progress (see "Review of Academic Standing" in Appendix B: Disciplinary Procedures).
- 2) Failure to complete the Doctor of Science or Doctor of Public Health program within the five-year limit as a full-time student or within seven years for a part-time student.
- 3) Failure to complete the degree within the appropriate time. Please check your admission letter for expected degree date.
- 4) Failure to submit an acceptable proposal for Doctor of Science or Doctor of Public Health dissertation.
- 5) Failure to maintain the Doctor of Science and Doctor of Public Health timetable.
- 6) Failure of 2 or more core courses.

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

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

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

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

### ***Refund Schedule for Leave of Absence/Withdrawal***

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

**Academic Year 2014-2015  
Leave of Absence/Withdrawal Tuition Refund Schedule**

	<b>Fall 2014</b>	<b>Spring 2015*</b>	<b>Refund of Tuition</b>
<b>Effective Date**</b>	September 19	February 13	90 %
<b>Effective Date**</b>	October 3	February 27	75 %
<b>Effective Date**</b>	October 17	March 6	50 %
<b>Effective Date**</b>	October 31	March 27	25 %
<b>Effective Date**</b>	November 3 <sup>†</sup>	March 30 <sup>†</sup>	0 %

\*Any student who withdraws by the second session of their WinterSession course will receive a 100% refund of WinterSession course tuition. Refunds for Spring Semester, Spring1 and Spring2 are applicable per Spring 2015 column above.



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

†Note if you do not make the October 31 or March 27 deadlines you will **not** receive a refund.

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

**Master of Science Health Care Management Students Only**

<b>Schedule for May bill</b>	<b>Schedule for December bill</b>	
Before July 8, 2014	Before September 20, 2014	100% tuition refunded - \$500 non-refundable deposit
End of day, July 8, 2014	End of day, September 20, 2014	90% tuition refunded
End of day, July 10, 2014	End of day, September 23, 2014	75% tuition refunded
End of day, July 12, 2014	End of day, November 18, 2014	50% tuition refunded
End of day, July 17, 2014	End of day, January 11, 2015	25% tuition refunded
July 18, 2014 or later:	January 12, 2015 or later	0% tuition refunded

**Please note your Harvard student health insurance will be affected by your withdrawal. For details see the HUHS Student Insurance website at [www.huhs.harvard.edu](http://www.huhs.harvard.edu) or contact the Student Insurance Office at 617-495-2008 or by email at [mservices@huhs.harvard.edu](mailto:mservices@huhs.harvard.edu)**

## Commencement

There are three degree granting periods at the School: 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 apply to graduate tab on the MyHSPH portal.

**Previously conferred degrees will appear in the Harvard University Commencement Program only if the student's file contains an official transcript from the institution conferring the degree showing the conferral of the degree, and the student has not invoked FERPA.**

Students expecting to graduate must apply to graduate via the MyHSPH portal by the following dates:

<b>For Diploma Awarded On:</b>	<b>Deadline for Degree Application:</b>	<b>Doctoral Dissertations Due:</b>
<b>November 14, 2014</b>	<b>September 5, 2014</b>	<b>September 19, 2014</b>
<b>March 10, 2015</b>	<b>January 4, 2015</b>	<b>January 16, 2015</b>
<b>May 28, 2015</b>	<b>February 6, 2015</b>	<b>April 24, 2015</b>

Students who do not expect to attend Commencement may request that their diploma be sent to them at the time they apply to graduate. There is a fee for postage and handling.

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

An academic degree audit by both the School Registrar's Office and the student's department 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 onto the degree list.

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

<b>Payments due</b>	<b>October 2014</b>	<b>for November degrees</b>
<b>Payments due</b>	<b>February 2015</b>	<b>for March degrees</b>
<b>Payments due</b>	<b>May 2015</b>	<b>for May degrees</b>



**Those students who do not pay their Student Term Bill or other financial obligations to the university in full will not receive their degree(s) until this obligation is met, and approval is granted by the Governing Board. Graduating students paying the balance late in the semester should obtain a receipt from the Student Billing Office and bring it to the School Registrar's Office to obtain financial clearance to graduate.**

IMPORTANT NOTE ABOUT HEALTH INSURANCE: November degree candidates who complete their degree requirements by September 10 will not be eligible for health coverage through the HUSHP. Students who register for the fall term and complete their degree requirements after September 10 will be charged for both the Student Health Fee and Student Health Insurance Plan health coverage through the HUSHP.

March degree candidates will not be assessed University health coverage.

Students graduating in November or March must consult the Harvard University Health Services web site and/or with HUHS Member Services (at 617-495-2008 or [mservices@huhs.harvard.edu](mailto:mservices@huhs.harvard.edu)) regarding the HUHS policy on health insurance coverage during your final semester and after graduation.

November, March, and May graduates are invited to attend commencement ceremonies at Harvard Yard and at the School. All information regarding the commencement ceremony in May is provided through the web at <http://www.hsph.harvard.edu/commencement/>. This web site ("Commencement Corner") is available beginning in February for the May commencement. It is the graduate's responsibility to obtain information from this site. The web site is available all year for basic information on the ceremony.

Please note that the process whereby students "apply to graduate" is a separate and distinct process from one's intention to attend the ceremony. Please refer to the above mentioned web site for more details on attending the ceremony.

## **Diplomas**

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

November graduates may pick up their diplomas at the School Registrar's Office in December. March graduates may pick up their diplomas in April. May graduates may pick up their diplomas after the School Commencement ceremony. Graduates, who do not pick up their diplomas after the ceremony, may do so at the School Registrar's Office beginning on the following day.

Prior to collecting their diplomas, graduates should review their final grades on the grade report via ALICE. . If in reviewing their grades, graduates find errors or have questions, they should contact the School Registrar's Office.

## **Joint MD/MPH Degree Candidates**

MD/MPH students receive the MPH degree upon successful completion of both programs and conferral of the doctoral degree.

Students enrolled in the combined MD/MPH program at the School must understand and agree to the following terms and conditions:

- You are currently on a leave of absence from your medical school.
- The Master of Public Health (MPH) degree will be awarded only after your MD has been awarded, and not earlier.
- MD/MPH students have 3 years upon completion of the academic requirements for the MPH to complete the MD degree and submit proof of MD degree conferral. If this timeline is not met, the student will be withdrawn from degree candidacy for the MPH. In this case a student would have to make a formal request for reinstatement in order to be awarded the MPH degree upon submission of proof of MD conferral.
- The MPH degree will be voted during the next degree-granting period, after the School Registrar's Office has received proof that your MD degree has been awarded. The degree granting periods are in November, March, and May. Degrees are not voted outside those established degree-granting dates. You will be notified of the deadline for submitting proof of your MD degree conferral by the School Registrar.
- Proof of degree conferral is limited to an official final transcript received in the School Registrar's Office directly from your medical school, showing the conferral of the MD degree and the date on which it was conferred. Letters from the medical school's registrar verifying an expected MD graduation date will not be considered by the Registrar's Office.



- The School Registrar's Office will notify you once your final MD transcript has been received. You should contact the Registrar's Office if notification is not received within 30 days of the transcript's mailing.
- You must keep the School Registrar's Office informed of any changes to contact information (including email and postal mail addresses) after completing your coursework at the School. The Registrar's Office will convey important information to you via your School email address until your MPH is awarded. Please forward this email to an address you will check regularly to avoid missing any important deadlines.
- You are expected to notify the School Registrar's Office of any circumstances that will directly impact your expected MPH graduation date.

Information on participating in the School and Harvard University Commencement ceremonies can be found on the [Commencement website](#).

## Harvard University Identification Card

### Campus Service Center

#### ID Services

1350 Massachusetts Avenue, Smith Center Room 807

Phone: 617-496-7827, E-mail: [id\\_services@harvard.edu](mailto:id_services@harvard.edu)

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

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

New students are encouraged to submit an ID Card photo using Harvard University's ID Card Photo Submission [Web Application](#). If a photo is successfully submitted, the Student ID card will be printed. When the 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 ID Card Photo Submission Application, students must go to the School Photo Capture Station where photographs will be taken to be placed on the front side of the permanent ID card. Anyone missing the photo session will be charged a \$15.00 fee. The permanent ID card will be available at the School Registrar's Office approximately two weeks into the semester. ID cards are valid through a student's expected date of graduation.

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

ID cards are required for admission to most Harvard activities and facilities, including libraries, museums, dining halls, athletic buildings, student residences and the M2 Shuttle service. Though some facilities may require a sticker for entry, the front of the card and magnetic 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 him/her by the university. Students should display their ID at all times to Harvard University security personnel.

ID cards are not transferable. A student may not allow any other person to use his/her Harvard ID for any purpose. ID cards are the property of Harvard University and are intended for university purposes only. Every student is responsible for his/her ID and for any circumstantial misuse. A student who alters or falsifies his/her Harvard ID card or produces or distributes false IDs of any kind is subject to disciplinary action. Students who lose their card have the ability to disable their card (removing all building clearances and removing access to meal plan and Crimson Cash) by using the "Report Lost Card" feature in the ID Card Web Application at <https://idcard.huid.harvard.edu>.

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

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

### *Replacement of Harvard ID*

Replacements may be ordered at the I.D. Office on the first floor of the Kresge Building at the School. Each time a replacement ID is issued, the last digit of the ID increases by one. The replacement fee is \$25.00 for each card lost (all fees are charged to the student's term bill).



### ***Rights of the University to Capture and Use Digital Images***

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

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

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

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

## **Health Insurance and Fees**

### **Harvard University Student Health Program (HUSHP)**

#### **Member Services**

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

Hours: Monday–Friday, 8:30 a.m.–5:00 p.m.

[mservices@huhs.harvard.edu](mailto:mservices@huhs.harvard.edu)

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

#### ***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 Harvard University Student Health Program (HUSHP) is comprised of two parts:***

#### **Student Health Fee (SHF)**

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

#### **Student Health Insurance Plan (SHIP)**

The Student Health Insurance Plan provides hospital/specialty care through Blue Cross Blue Shield of Massachusetts and prescription drug coverage through [Express Scripts](#). 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.harvard.edu](http://hushp.harvard.edu) for more details.

### ***HUSHP Student Dependent Coverage***

Students may enroll their spouse/same sex domestic partner and/or unmarried dependent children (under age 19) in HUSHP. You must enroll dependents by September 30, 2014 for the fall term, and February 28, 2015 for the spring term. Rates, enrollment forms, and deadlines are available at [hushp.harvard.edu](http://hushp.harvard.edu).

### ***Waiving the Student Health Insurance Plan***

Students enrolled in a comparable health insurance plan may be eligible to waive the Student Health Insurance Plan. Waivers must be completed by the appropriate deadline or the charges will remain on your term bill. The deadline to waive is July 31, 2014 for the fall term (or full academic year), and January 31, 2015 for the spring term.

- Before waiving, carefully evaluate whether your existing health plan will provide adequate, comprehensive coverage in the Boston area. You can review the waiver checklist on the HUSHP website. You will be fully responsible for all medical claims and prescription drug costs if you waive the Student Health Insurance Plan.



- International students studying on campus at Harvard are not eligible to waive the insurance plan with foreign insurance, including those with a U.S.-based administrator. This is a requirement pursuant to the Massachusetts student health program regulations.

For detailed information on the Harvard University Student Health Program (HUSHP) policies, benefits, limitations, and exclusions, visit [hushp.harvard.edu](http://hushp.harvard.edu).

### ***Dental Care***

Dental coverage options may be available for students and their eligible dependents. Visit [hushp.harvard.edu](http://hushp.harvard.edu) for more information. Enrollment deadlines apply.

## **Harvard International Office**

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

The Harvard International Office (HIO) staff advises foreign nationals on immigration matters, social and cultural differences, 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 U.S. and to minimize the difficulties they may experience throughout their stay. During the month of August, walking tours to shopping areas are provided. 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; contact Zarrin Foster at 617-496-2816 for more information.

All newly admitted international students must register with the HIO before registering for classes. They should bring their passports, visa stamps, and I-20 or DS-2019 documents with them to complete registration with the HIO.

The HIO is open Monday through Friday, 9:00 a.m. to 3:00 p.m. The MASCO shuttle bus stops in front of the Smith Center, the building in which HIO is located.

**An HIO representative holds regular office hours in the School Career Advancement Office (Kresge G-4). Dates, hours, and location are advertised in advance on the HIO web site:**  
<http://hio.harvard.edu/about/hio/locationandhours/hbslmaofficehours>.

## **Summer Courses, Independent Studies, and Research at the Harvard Chan School**

Students may elect to take independent studies or research during the summer period. Certain grants require that continuing doctoral and master's students register in the summer period. A maximum of five credits will be given for independent studies or research taken during the summer. Students must pay summer tuition in full to receive degree credit for summer work. Student interested in summer independent study or research credit should contact Isabelle Bourdonné in the Registrar's Office (617-432-0168) for details.

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

## **Summer Programs**

Degree candidates must apply to the Summer Programs (Clinical Effectiveness Program or Summer Session in Public Health Studies) in order to participate in the Summer Programs and are charged the per-credit rate for each course and the summer registration fee. The maximum number of credits allowed in the summer is 15 credits in the Clinical Effectiveness Program and 10 credits in the Summer Session. Billing and credit limits for the SM in Health Care Management is available from the department of Health Policy and Management.

Students are charged on a per-credit basis for all the courses they take in the summer. Academic credits taken during the summer can count toward the degree requirements and the tuition paid counts toward the student's tuition obligation for the particular degree. Students should study their choices carefully before requesting enrollment in summer courses since such enrollment may affect them financially. Students in this situation should contact Isabelle Bourdonné in the Registrar's Office (617-432-0168) for details.



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

Summer tuition is prorated based on the summer 2014 withdrawal schedule.

Withdrawal Tuition Refund Schedule	For courses starting June 2, 2014	For courses starting July 1, 2014	For courses starting July 28, 2014	Refund Of Tuition
<b>Deadline*</b>	By May 30	By June 27	By July 25	100%
<b>Deadline*</b>	June 4	July 3	July 30	75%
<b>Deadline*</b>	June 6	July 7	August 1	50%

\* Date by which the student must notify the School Registrar's Office

### Summer Only Degree Students

Summer only degree students pursuing an MPH in Clinical Effectiveness or Quantitative Methods and MS in Epidemiology can register for multiple instances of either ID 320, EPI 315 or ID 270 throughout the academic year to complete their project. This allows students to have continued access to resources such as the library, and plenty of time to complete their project. Every time a student registers for credits under ID 320, ID 270, or EPI 315, they will be expected to complete work towards their project and be graded and be assessed regular tuition and registration fee.

**When registering during the academic year, summer only degree students will fall under regular academic rules.**

#### Students can take the following credits towards their project:

- Up to 5 credits in WinterSession. WinterSession being 2 to 3 weeks long only, a total of 5 credits cannot be exceeded when taking classes and credits toward a project. Students in QM may petition to present their project in the winter above the 5 credits allowed.
- Up to 5 credits for ID 270, up to 7.5 credits for ID 320, and up to 12.5 credits for EPI 315 during the fall or spring semesters. Concurrent enrollment in classes is not permitted.
- Students cannot take more than 15 credits worth of courses over the summer. They may petition to take an additional 2.5 credits to present their project.

Please refer to the [Summer @Harvard website](#) for more information on the Clinical Effectiveness Program and the Summer Session in Public Health Studies or call 617-432-0168.

### WinterSession

Considered part of the Spring Semester, WinterSession is a special term at the Harvard T.H. Chan School of Public Health which runs during the month of January. For students and faculty, WinterSession provides a break from the academic routine of the fall and spring semesters, and offers opportunities for creativity and innovation in learning and teaching. Students should consult the [WinterSession](#) web site, [www.hsph.harvard.edu/registrar/winter-session](http://www.hsph.harvard.edu/registrar/winter-session), for further information.

### Awards

Each year a number of 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 Commencement web page in the spring, <http://www.hsph.harvard.edu/commencement/awards/>.

#### Student Awards:

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

**Dr. Fang-Ching Sun Memorial Award:** Awarded each year to an outstanding graduating student at the School who is dedicated to promoting the health of vulnerable people.



**Edgar Haber Award in Biological Sciences:** Presented annually to one graduating Ph.D. or S.D. student in the Division of Biological Sciences at the Harvard T.H. Chan School of Public Health.

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

**James H. Ware Award for Achievement in the Practice of Public Health:** Awarded to a student upon graduation who has demonstrated commitment and achievement and has advanced the cause of public health practice while enrolled as a student at the School.

**Robert B. Reed Prize for Excellence in Biostatistical Science:** Awarded each year to the student(s) receiving the highest grade on the Department's written qualifying exam.

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

**Teaching Assistant Award:** A certificate to the graduating student voted by his or her fellow students to have been the best teaching assistant of the year.

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

#### **Faculty Awards:**

##### ***Roger L. Nichols Excellence in Teaching Award***

The Roger L. Nichols Award for Excellence in Teaching is intended to enhance the quality of education in public health by honoring outstanding achievement in teaching at the Harvard T.H. Chan School of Public Health. The Award shall recognize excellence in classroom instruction, capacity to inspire students and dedication to teaching. Members of the Faculty whose principal employment and primary academic affiliation is the School of Public Health are eligible for the award.

**Teaching Citations and Mentoring Awards:** The School teaching and mentoring awards are based on student feedback, through course evaluation questions that focus on quality of teaching and effectiveness in class for teaching awards, and through student nominations and committee vote for a faculty member who has enriched students' academic, professional, or personal development for the mentoring award.

#### **Staff Awards:**

**Staff Recognition Award:** Awarded to School staff who have made a significant impact on the lives of students at the School.

## **Libraries**

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

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

## **Patents, Trademarks and Use of Harvard's Name**

### ***Patents***

#### **Office of Technology Development**

1350 Massachusetts Avenue, Holyoke Center, Suite 727E  
617-495-3067



[otd@harvard.edu](mailto:otd@harvard.edu)

[www.otd.harvard.edu](http://www.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”), which provides additional details, is available from the OTD website at:

[www.otd.harvard.edu/resources/policies/IP](http://www.otd.harvard.edu/resources/policies/IP)

When an invention is subject to the IP Policy, OTD determines whether a patent application should be filed (the cost of which is borne by the University) and undertakes a marketing effort to license the technology for commercial development into new products and services. Net Royalties received on account of licenses are shared with the inventors according to the formula provided in the IP Policy.

### ***Trademarks and Use of Harvard’s Name***

#### **Harvard Trademark Program**

124 Mt. Auburn Street, Suite 570-N

617-495-9513

[Trademark\\_program@harvard.edu](mailto:Trademark_program@harvard.edu)

[www.trademark.harvard.edu](http://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 office registers Harvard’s various trademarks and works to stop their unauthorized use around the world. Through its domestic and international licensing endeavors, the office licenses the University’s trademarks (e.g., Harvard, Harvard University, Harvard College, Harvard Medical School, HBS, Harvard Football, the VERITAS shield, etc.) to qualified companies to produce a variety of insignia items; proceeds from the sales of these items are provided to the Faculty of Arts and Sciences for undergraduate financial aid. The office also administers Harvard’s Use-of-Name policies, which were established by the University to ensure that the Harvard name and insignias are used appropriately and accurately by the University community and in accordance with the principles contained in the policies.

#### **Use of Harvard’s Trademarks by Students and Student Groups**

All Harvard student group names incorporating any of the University’s trademarks are owned by the President and Fellows of Harvard College (Harvard University) and are used by permission of the University. In addition, the use of any of Harvard’s shields/logos by student groups is by permission of the University. And, any use of Harvard’s names/logos by student groups or students must comply with all relevant University policies, including the policy on the *Use of Harvard Names and Insignias*.

#### **Student Organization Guidelines**

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, as is required of all members of the Harvard community under the Use-of-Name policies. Specifically, the guidelines stipulate that all student organizations must clearly and accurately identify their association with the University in print and electronic publications, on websites, and in promotional materials and related activities:

**Publications:** a student organization publication must bear a statement on its cover identifying that it is a publication of a student organization and the statement must be prominently placed and include the name of the school with which the student organization is associated, for example: “a publication of (name of the student group), an officially recognized student organization at (name of the relevant school).” Also, the identity statement that is used must be compliant with any supplemental guidelines established by the school with which the student organization is associated. In addition, the copyright page (or corresponding section) of the publication must state that “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 by the student group.

**Websites:** as is the case with publications, a student organization’s website must bear a statement prominently placed on its homepage identifying the group as “an officially recognized (name of relevant school) student organization.” The statement must include the name of the school with which the group is associated and must be compliant with any supplemental



guidelines established by the student group's school. In addition, the website's homepage must state that "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 by the student group.

**Promotional Materials and Related Activities:** the trademark guidelines also apply to student organization promotional materials and related activities. Thus, 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 event/activity as being hosted by an officially recognized student group from (relevant school name).

### **Ordering Apparel or other Mercantile Items bearing Harvard's Trademarks**

Any student or student group that wants to have apparel or other mercantile items produced bearing any of the University's trademarks (e.g., Harvard, Harvard University, Harvard College, Harvard Law School, H, HMS, Harvard Tennis, the VERITAS shield, all other Harvard school and house shields, etc.), including items bearing a student organization's name that incorporates any of Harvard's trademarks and/or logos, must seek approval from the Trademark Program before ordering such items (whether such items are for use by the student, student group, to give away, or to sell). The Trademark Program will provide guidance on how the trademarks may be used on the items, will assist the student or student group in selecting a licensee to produce the items (only official licensees of Harvard are permitted to produce mercantile items bearing the University's trademarks), and will determine if the items being ordered qualify for royalty exemption.

Requests to have apparel or other mercantile items produced should be submitted via email to [trademark\\_program@harvard.edu](mailto:trademark_program@harvard.edu).

For further information about the Harvard Trademark Program, please visit the Trademark Program's website: [www.trademark.harvard.edu](http://www.trademark.harvard.edu) or contact the office at [trademark\\_program@harvard.edu](mailto:trademark_program@harvard.edu).



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# Doctor of Science and Doctor of Public Health Student Information

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The information in this section pertains to those students who are in the Doctor of Science and Doctor of Public Health (DPH) programs only. Students enrolled in the Doctor of Public Health (DrPH), should refer to the Doctor of Public Health (DrPH) section of the Student Handbook.

## **The Committee on Admissions and Degrees**

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

### **Doctoral Student Liaisons to the CAD:**

Joann Wilson-Singleton, Registrar, & Laura Ruggiero  
Harvard Chan School Registrar's Office, 617-432-1032

### **Chair of CAD:**

Marie McCormick

## **The Doctoral Program (SD or DPH)**

The Doctoral programs at the School require that enrolled students:

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

## **Doctor of Science and Doctor of Public Health Tuition and Fees**

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

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

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

## **Resident Status**

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



## 2014-2015 DOCTORAL (SD and DPH) STUDENT TUITION ASSESSMENT CHART\*

**All Doctoral Students are charged a flat tuition rate \***  
**(40 credits per year required)**

Full-time flat rate, years 1 and 2	\$ 40,200	per year
Full-time reduced flat rate, year 3	\$ 20,100	per year
Facilities fee, year 4 to thesis defense	\$ 5,025	per year

**Tuition for part-time resident doctoral students \***  
 (minimum of 10 credits per semester required)

Part-time flat rate, years 1-4	\$ 20,100	per year
Part-time flat rate, years 5 and 6	\$ 10,050	per year
Facilities fee, year 7 to thesis defense	\$ 5,025	per year

**Tuition for non-resident doctoral students \*** \$ 2,775 per year

\*Please Note: Tuition Rates do not include the Harvard University Student Health Plan (HUSHP) charges.

Student Enrollment Status	Years at the School				
	1st	2nd	3rd	4th	5th
Full-Time	FT	FT	FTR	FF	FF
Full-Time with previous 1-year Harvard Chan School Master's Degree*	FT	FTR	FF	FF	FF
Full-Time with previous 2-year Harvard Chan School Master's Degree*	FTR	FF	FF	FF	FF

\* Within previous five years

### Residency Requirement

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

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

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

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

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

### Facilities Fees.

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

A student who defends and submits a dissertation after the deadline for a degree granting period will be assessed facilities fees the **following** semester 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 semester in which a student is paying full-time reduced tuition, then the student will not be charged facilities fees, but rather, the student's tuition will be adjusted to match the remainder of the financial residency requirement.



## Academic Requirements for Doctor of Science and Doctor of Public Health (DPH) Students

**Number of Credits Required To Graduate**

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

\*All SD and DPH 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 for doctoral students pursuing a joint degree, for the approval of the CAD no later than the end of the third semester. This will serve to declare a student's areas of concentration and research focus during their tenure at the 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. Please refer to the *Prospective Program* section of this Supplement for more detailed information.

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

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

The declared fields should be broad enough to constitute substantive bodies of knowledge and should be sufficiently different from one another so that their content is not duplicative. Acceptable choices would be fields that are based on the content of courses in any departments of 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 CAD. If, in the opinion of the CAD, the chosen fields are either too narrow or overlapping, the student may be required to choose other fields.

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

Students who have received a Master's degree from the School may follow an accelerated timetable for completion of the doctoral degree requirements since a substantial amount of the course work for the major and minor fields will have been completed prior to entering the doctoral program. In such a case the student may submit a Prospective/Final Program at the end of the first semester, but still no later than the end of the third semester.

<b>Course work presented in the Final Program must be completed prior to the Oral Examination.</b>
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## Course Work and Research Credit

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

### Required Courses

SD or DPH 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 BIO 210, 211, 213, 222, 223, and 226. Doctoral students who began their programs prior to fall 2005 must successfully pass **two intermediate-level courses in biostatistics**. This Biostatistics requirement should be met primarily with coursework from the department of Biostatistics. However, at most, 5 credits of CAD approved coursework from outside the Department of Biostatistics may be substituted.

Students who believe that they have the equivalent preparation of the introductory biostatistics and epidemiology school-wide requirements may petition to waive these requirements.

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

### Course Performance

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

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

## Doctor of Science and Doctor of Public Health (DPH) Timetable

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

A student in non-compliance 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 submitted. Receipt of the appropriate form(s) by the School Registrar's Office and/or the completion or submission of the progress milestone (i.e., the Oral Qualifying Exam or Progress Report) will clear this administrative hold. Students who fail to clear these holds by the specified date will be administratively withdrawn from the School degree candidacy. Questions regarding the doctoral timetable may be directed to the Registrar, Joann Wilson-Singleton, or Laura Ruggiero (617-432-1032).

### THE DOCTORAL (SD and DPH) STUDENT TIMETABLE

	PROGRESS	PROGRESS DUE
1	Submission of <i>Prospective Program Form</i>	End of 2nd Semester, but no later than the end of the 3rd semester with permission*
2	Submission of <i>Final Program Form</i> Submission of <i>Nomination of Oral Qualifying Examination Committee Form</i>	End of 5th Semester*
3	Submission of <i>Oral Qualifying Examination Scheduling Form</i>	End of 6th Semester*



4	Submission of <i>Nominations for Research Committee Form</i>	One month after successful completion of Oral Examination
5	Submission of <i>Progress Report Form</i>	Six months after passing Oral Examination. Must be submitted at least twice a year thereafter until dissertation defense
6	Submission of <i>Application for Degree Form</i>	Before degree granting period in which dissertation is defended
7	Dissertation Defense	End of 5th year for full-time students End of 7th year for part-time students

\* Double the time for part-time students.

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

## The Prospective Program

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

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

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

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

### Guidelines

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

Students proposing to include graduate-level courses not taken at the 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 the student must include a general petition outlining their request.

### Procedure for Submitting the Prospective Program

- 1) Obtain the *Prospective/Final Program Form* from the School Registrar's Office.
- 2) Meet with the advisor to discuss course selection for major and minor fields.
- 3) List all formal courses proposed for major and minor fields.
- 4) Obtain the required signatures from the advisor and department chair(s).
- 5) Return the form to the School Registrar's Office for submission to the CAD\*.

\*The prospective program MUST be submitted in ink.

## The Final Program and Nomination of the Oral Qualifying Examination Committee

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



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

### ***Procedure for Submitting the Final Program***

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

\*The Final Program must be submitted in ink.

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

### ***The Dissertation Advisor***

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

### ***Members of the Oral Examining Committee***

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

### ***The Chair of the Oral Examining Committee***

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

## **Departmental Written Examinations**

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

## **Oral Qualifying Examination**

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

The Oral Qualifying Examination should be scheduled to take place no later than the end of the sixth semester. 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 semester.

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



**Failure to take the exam by the end of the sixth semester will result in the student's administrative withdrawal from degree candidacy at the Harvard T.H. Chan School of Public Health.**

***Procedure for Scheduling the Oral Qualifying Examination***

- 1) Obtain CAD approval of the Final Program.
- 2) Obtain the *Oral Examination Scheduling Form* from the School Registrar's Office.
- 3) Schedule a room for the Oral Qualifying Examination with the assistance of your academic coordinator.
- 4) Obtain the signatures of the advisor and the department chair(s). These signatures indicate the approval of the student's scheduling of the exam.
- 5) Submit the form to the School Registrar's Office. It is important that the *Oral Scheduling Form* include the name of the Chair of the exam. ***Notification must be done at least three weeks prior to the Examination.*** Arrangements then will be made by the Registrar's Office for the announcement of the examination to be placed on the school's event calendar.

**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 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.***

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

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

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

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

**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 to have a member participate in absentia.



### ***Oral Examination Results***

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

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

### ***Delay in Scheduling the Oral Qualifying Examination***

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

### **Research**

SD and DPH 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 semester only***. These students must obtain permission to pursue research by submitting a completed *General Petition Form* (available at the Registrar's Office). The signatures of the department chair and the advisor must appear on the *General Petition Form* indicating approval of the student's undertaking research in his/her field prior to passing the Oral Qualifying Examination.

### **Nomination of the Research Committee**

After passing the Oral Qualifying Examination, students, in consultation with their advisor, nominate a Research Committee to oversee progress toward the completion of the dissertation. The Committee consists of the research /academic advisor, who serves as the 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 Examining Committee. The research advisor must be from the student's department. However, members of the Research Committee may include faculty members outside the School. The nomination of the Committee must be submitted to the School Registrar's Office ***within one month*** of the satisfactory completion of the Oral Qualifying Examination. The student's first Research Committee meeting should be ***within six months*** of the satisfactory completion of the Oral Qualifying Examination.

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

### ***Procedure for Submitting the Nominations for Research Committee Form***

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



5) The School Registrar's Office notifies students of the CAD's decision.

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

#### ***Changes in Research Committee***

Changes in the Research Committee membership must be approved by the CAD. Students should obtain a *General Petition Form* from the School 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 School Registrar's Office for CAD approval.

#### **Progress Reports**

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

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

#### **Non-Resident Doctoral Status (Dissertation Work in Absentia)**

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

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

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

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

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

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

Non-resident students must meet the financial degree requirements of 2 years full-time tuition and 1 year full-time reduced tuition before their tuition is assessed at the non-resident rate. The CAD will not grant non-resident status for more than one



year at a time. Both a *Non-Resident Status Petition* and an acceptable *Progress Report Form* must be submitted to the CAD before a request for a second year is considered.

### ***Insurance Policy for Non-Resident Status***

Non-resident students will be billed for both the HUSHP Student Health Fee (SHF) and the HUSHP Student Health Insurance Plan (SHIP). To waive the SHF and/or SHIP, a student must file a waiver form online at <http://hushp.harvard.edu/waive> by the stated deadline. A waiver must be filed online each semester.

### **Dissertation Completion**

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

#### ***Scheduling the Defense***

- 1) Obtain the *Dissertation Scheduling Form* from the School 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 advisor and the department chair(s). These signatures signify the approval of the student's scheduling of the defense.
- 4) Submit the *Dissertation Defense Scheduling Form* to the School Registrar's Office at least three weeks prior to 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 event calendar*. ***The defense is not valid without this, and the student cannot be recommended for the degree without this public announcement.*** Students who schedule their dissertation defense less than three weeks prior to 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 Kresge, making certain that the School Registrar's Office receives a copy of the posting. These notices must be posted at least one week prior to the defense.
- 5) Submit copies of the dissertation to the committee at least three weeks prior to defense.
- 6) The dissertation advisor picks up (and returns) the student's *Report of Dissertation Committee Form* to the School Registrar's Office on the day of the defense. This form must be completed by the examiners at the end of the exam and returned to the School Registrar's Office immediately after the student's defense.

***While the dissertation defense is a public forum, examination of the student during the presentation is limited to the members of the Research Committee. The public may ask questions once the presentation and examination by the committee has completed.***

#### ***After Successful Completion of the Defense***

Students graduating in **November of 2014** must submit two bound copies (or three for those students pursuing a joint degree in two departments) to the School Registrar's Office by September 19, 2014. All copies of the dissertation should have the original signatures of the Research Committee members on the signature page.

Students graduating beginning March 2015 onward must submit their dissertation electronically by the dates listed below.

- |                           |                  |
|---------------------------|------------------|
| • March degree candidates | January 16, 2015 |
| • May degree candidates   | April 24, 2015   |



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

**Publishing the Dissertation (March 2015 degree candidates and forward)**

Information regarding publishing the dissertation for March 2015 and forward for SD and DPH degree candidates is provided via the following link: <http://www.hsph.harvard.edu/registrar/dissertation-guidelines/>.



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# Doctor of Science and Doctor of Public Health (DPH) Forms

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Listed below are forms that doctoral students are required to submit for approval by the CAD throughout their tenure at the School. All [forms](#) are available on the School Registrar's Office website.

**[Prospective Program](#)**

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

**[Final Program](#)**

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

**[Oral Qualifying Examination Scheduling Form](#)**

Used to schedule the Oral Examination.

**[Nominations for Research Committee](#)**

Used to nominate Research Committee members.

**[Progress Report Form](#)**

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

**[Dissertation Defense Scheduling Form](#)**

Used to schedule the Dissertation Defense.

**[Application for Degree](#)**

Used only to apply for a Master of Science degree along the way to a doctorate. Student must provide their name as it should appear on the diploma, the degree program and department, previous degree(s), and the name(s) of the academic institutions which conferred the degree(s). All other doctoral students should complete the on-line application on the MyHSPH portal.

**The following are forms that may be used by doctoral students in specific situations.**

**[General Petition](#)**

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

**[Leave of Absence](#)**

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

**[Non-Resident Status Petition](#)**

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



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# Doctor of Public Health (DrPH) Student Information

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## Doctor of Public Health (DrPH) Student Information

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

- Adhere to the DrPH student timetable (see timetable which follows), including holding regular progress meetings with the advisor (at least quarterly)
- Pass the DrPH qualifying examinations
- Complete the doctoral student residency requirement that includes payment of 2 years of full-time tuition and 1 year of full-time reduced tuition
- Meet DrPH course requirements as outlined in the DrPH Student Manual
- Maintain a G.P.A. of 2.7 or better
- Complete the Doctor of Public Health degree program in no less than 3 academic years but no more than 4 academic years
- Complete the program on a full-time basis – no part-time option is available

## Doctoral Tuition and Fees

Doctoral students must pay full-time tuition for years one and two followed by full-time reduced tuition in year three, regardless of their previous affiliation with the School of Public Health. Students must pay the appropriate tuition rate for each registration period as outlined in Appendix F: Tuition and Fees.

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

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

## Academic Requirements for DrPH Students

Course requirements will be provided prior to the start of the program's first academic year. 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 DELTA Project.

All courses applied to the DrPH must be taken for ordinal credits and with a grade of B- or better for each course taken.

Students who have received a master's degree from the School will have the same timetable and will not be accelerated in the program.

## *Required Courses*

Doctoral students will be required to take courses as specified on the [DrPH website, hsph.me/drph](http://hsph.me/drph).

## *Course Performance*

Throughout the doctoral student's career at the School, the Committee on Admission and Degrees (CAD) and Registrar's Office monitor student performance in course work. Grades of B- or better (Harvard Business School grade equivalents are I and II) must be obtained in all courses taken to meet the DrPH degree requirements.

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



### ***DrPH Student Timetable***

The following outlines the timetable to which all DrPH students must adhere in order to be considered in satisfactory academic standing. This progress must be reported to and approved by the CAD. 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 non-compliance 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 submitted. Receipt of the appropriate form(s) by the School Registrar's Office and/or the 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 the School degree candidacy. Questions regarding the doctoral timetable may be directed to the Registrar, Joann Wilson-Singleton, or Laura Ruggiero via email at [registrar@hsph.harvard.edu](mailto:registrar@hsph.harvard.edu) or phone at (617)-432-1032.

### **THE DrPH STUDENT TIMETABLE**

<b>Tasks &amp; Milestones</b>	<b>Timing</b>
<b>Advisor Meetings</b>	At least quarterly throughout program
<b>Progress Reports</b>	From advisor: Semi-annually during years 1 & 2 From Students: Quarterly during DELTA Project
<b>Leadership Development Portfolio: Self-Assessment Complete</b>	End of Year 1 (May)
<b>DELTA Project Topic Form Submitted for Approval</b> <b>Anticipated Academic Coursework Form Submitted for Approval</b>	Middle of Year 2 (December) Both forms are to be created
<b>Qualifying Examinations</b> <b>DELTA Project Topic Approved</b> <b>Leadership Development Portfolio: DELTA Personal Development Goals Finalized</b>	End of Year 2 (June)
<b>DELTA Project Commences</b>	Beginning of Year 3 (Summer)
<b>DELTA Project Thesis</b> <b>DELTA Project Portfolio</b> <b>DELTA Project Personal Self-assessment</b>	9-18 months after DELTA Project's commencement

DrPH students have three academic years from date of entry into the program (July of academic year 1) to complete required course work, and to defend and to submit the DELTA Project. Any deviation from the three-year limit must be approved by the CAD prior to the second semester in the third year.

### **Anticipated Academic Coursework**

*Anticipated Academic Coursework* is a preliminary plan in which students list the formal course work they intend to take to support their DrPH degree. This plan must be submitted to the CAD no later than the middle of the second academic year (December). It is in the best interest of the student to submit anticipated coursework as early as possible.

### ***Guidelines***

Each course listed in the *Anticipated Academic Coursework* must be a formal, non-independent study, non-tutorial, non-research course, taken for ordinal (e.g., A-, B-, etc.,) credit. A grade of B- or better must be obtained in all the courses



proposed. Each course must be taken for graduate credit. This is of special note if a student is cross-registering into another school.

While the School does not accept transfer credit from any other institution, the CAD will consider course work taken for previous Master's or Doctoral programs to be applied towards the *Anticipated Academic Coursework*. Students proposing to include graduate-level courses outside Harvard University in the *Anticipated Academic Coursework* must submit a course description and/or syllabus from the course along with the *Anticipated Academic Coursework*. In addition, students must include a general petition outlining their request. Students must also submit an official transcript indicating the successful completion and the grade of the course(s) taken elsewhere.

***Procedure for Submitting Anticipated Academic Coursework\****

- 1) Obtain the *Anticipated Academic Coursework* form.
- 2) List all formal courses proposed.
- 3) Obtain the required signatures from the advisor and DrPH Director.
- 4) Return the form to the School Registrar's Office for submission to the CAD\*.

\*The Anticipated Academic Coursework form MUST be submitted in ink.

**The Final Program and Nomination of the Oral and Written Qualifying Examination Committee**

At this time the final program and examination information is provided through the DrPH Program Office.



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## Services

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### **Athletic Facilities**

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

All other Harvard athletic facilities open to School students require an athletic membership. The main Cambridge facilities membership is free to School students and at a reduced rate for their families. These facilities include basketball courts, Nautilus equipment, sailboats and sculls, ice skating rinks, squash and tennis courts, and swimming pools. Classes are offered in a variety of areas, including fencing, karate, scuba diving, aerobics, yoga, and volleyball. Students who wish to row or sail must pass a swimming test. For more information, please call the Athletic Ticket and Membership Office (617-495-1585) or visit <http://recreation.gocrimson.com/landing/index>.

### **Certifications**

#### ***Certifications of Enrollment***

Students who require certification of enrollment, tuition and fees, or of graduation must complete the [Request for Certification Form](#) and submit it to the School Registrar's Office. The processing time for certification is five to seven business days. Certifications are stamped with the School Registrar's seal. Certifications may be forwarded directly to third parties if requested by the student. There is no fee for this type of certification.

#### ***Certifications of Loan Deferrals***

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

#### ***Transcripts***

An official transcript includes the student's name, degree program(s), courses taken, grades received, date(s), of the degree(s), conferred, and GPA. The transcript is stamped with the registrar's stamp and the School seal, placed in an envelope with an explanation of the School grading system, and sealed. Should the seal be broken, the transcript is considered unofficial. Students who would like to review their grades before sending them to a third party should review them using the grade report feature via ALICE. Students may request a copy of their official transcript by submitting a [Transcript Request Form](#) to the School Registrar's Office. Students who require a notarized transcript must indicate so at the time of the request. Students should allow five to seven business days for processing transcript requests. For students who matriculated prior to September 2003, the first transcript is issued at no charge; for subsequent requests, there is a processing fee of \$2.00 for each transcript. Students may also elect to request transcripts on-line at [www.studentclearinghouse.org](http://www.studentclearinghouse.org).

If you request transcripts (official/unofficial) and have outstanding financial obligations to the School or Harvard University, the transcripts 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 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 credit was earned and the degree awarded.

<b>Some institutions will not accept transcripts which have not been sent directly to them by the registrar. Please check with the third party before requesting a transcript.</b>
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## **Child Care/Adult and Elder Care**

**Susanna Katzman**

**Work/Life Program Manager**

**Harvard Longwood Campus (HLC)**

**[worklife@hsph.harvard.edu](mailto:worklife@hsph.harvard.edu) or 617-432-1048**

The Work/Life Liaison offers information and referrals on a wide spectrum of family-related issues. Susanna provides information about where to find referrals to child care centers, family child care homes, summer camps, after-school child care, housing for elderly family members and more.

For Harvard University affiliated child care centers in Cambridge please see <http://childcare.harvard.edu/>. For child care options within the Longwood Medical Area please see <http://hms.harvard.edu/humanresources/worklife-harvard-longwood/child-care-information>.

In addition to consultations and referrals to resources, we offer free lunch-time seminars covering a range of topics from caring for yourself to caring for children to caring for adult relatives. Please visit our website for a current listing of topics, <http://www.hsph.harvard.edu/administrative-offices/human-resources/worklife/seminars/index.html>.

## **Communication with Students**

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

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

## **Computing Facilities**

The Harvard Chan School operates its own Instructional Computing Facility (ICF) dedicated to serving the dissertation, course work, and academic computing needs of students and faculty. It is located on the lower level of the Kresge Building in rooms LL-6, LL-15, LL-19, and rooms 209, 210, and 213. The Administrative Office may be reached by calling 617-432-4357. The User Assistance line may be reached by dialing 617-432-3165.

ICF provides free academic computing and data processing resources in a distributed computing environment. Resources include 150 Dell PC's running on a Novell Network and a wide array of software including Microsoft Office, PC-SAS, STATA, Smltree, Loglin, S-Plus, ARCView, Endnote, and anti-virus software. Laser printing is available at a modest fee for service basis after an initial free quota is depleted. A fax machine and a scanner are also available in the ICF.

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

The facility is open daily throughout the entire year. During the academic year, a knowledgeable staff of user assistants is available from 9 a.m. to 5 p.m. to advise and assist with computing questions and problems. Teaching assistants from courses which have computing assignments are also available. Telephone support, walk-in consultations, documentation, and short introductory courses and seminars are offered during the year on how to utilize available hardware and software.

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

- a) copying programs for use on other systems
- b) distribution or resale of programs outside Harvard



- c) use of programs for non-educational purposes or for financial gain
- d) altering or disclosure of program source code

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

### ***Digital Millenium Copyright Act (DMCA)***

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

### ***Harvard University Technology Resources Policy (excerpts)***

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

### ***E-Mail***

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

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

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

### ***Additional Computing Resources***

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

Funded research computing accounts are available in Cambridge on FAS's High Performance Computing Cluster for a fixed annual fee.

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



## Disabilities, Services for Students with

The Harvard T.H. Chan School of Public Health is dedicated to providing students with appropriate support and services to ensure that they have an accessible and welcoming learning environment. The School's services for students with disabilities, located in the Office for Student Affairs, complies with the Americans with Disabilities Act of 1990 (as amended in 2008) and Section 504 of the Rehabilitation Act of 1973 in providing services to students with disabilities.

The School determines reasonable accommodations on an individual, case-by-case basis. Students are required to submit current clinical documentation by an appropriate medical care professional and must include the student's name, a diagnosis, and detail the functional limitations caused by the diagnosis. This documentation should also outline the treating medical professional's recommended accommodations. Additional documentation may be requested as needed. Please note that obtaining documentation from a medical professional can take time and, therefore, students should plan accordingly. Last-minute submission of documentation may result in delays in accommodations.

Please note that the Harvard T.H. Chan School of Public Health works to maintain privacy; however, information on functional limitations and accommodations may be shared internally on a need-to-know basis. This material is released to a third party consistent with state and federal law.

Please contact Leah Kane, Director for Student Affairs, Harvard T.H. Chan School of Public Health, 677 Huntington Avenue, Kresge G-20, Boston, MA 02115, at [leah\\_kane@harvard.edu](mailto:leah_kane@harvard.edu), or 617-432-0488 for further information and/or to request accommodations and begin the process of attaining them.

### Links:

- Harvard Chan School Disability Request Form: <http://www.hsph.harvard.edu/student-affairs/files/2013/02/DISABILITY-Services-Request-frm-13-14.pdf>
- Graduate Student Learning Support (GSLs): <http://www.hsph.harvard.edu/student-affairs/learning-assistance/>
- Harvard University Health Services (HUHS): <http://www.uhs.harvard.edu/Home.aspx>

General Health and Wellness resources: <http://www.hsph.harvard.edu/student-affairs/health-and-wellness/>

## Harvard University Health Services (HUHS)

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

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

**[huhs.harvard.edu](http://huhs.harvard.edu)**

Below is a summary of the services available at Harvard University Health Services (HUHS). We encourage you to visit [huhs.harvard.edu](http://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 (HUHS) provides comprehensive, confidential health care to students, staff, faculty, and their dependents. HUHS has four locations across the Harvard campuses. The main location is in Smith Campus Center in Harvard Square, with satellite clinics on the Longwood Medical Area, Business School, and Law School campuses. The Longwood Medical Area clinic is located in the west wing of Vanderbilt Hall, across Longwood Avenue from the Tosteson Medical Education Center, and provides primary care and some mental health services. To make an appointment with HUHS in the Medical Area, access the Patient Online Portal at [huhs.harvard.edu](http://huhs.harvard.edu), or call 617-432-1370.

Services at the main clinic in Smith Campus Center include:

- 24-hour urgent care
- Primary care
- Mental health
- Medical/surgical subspecialties
- Pediatrics



### ***Medical Emergencies***

Any student experiencing symptoms of a medical emergency (e.g., chest pain, severe shortness of breath) should call 911 immediately. After-hours and weekend care for non-routine, urgent medical concerns or symptoms is available through the After Hours Urgent Care Clinic in the Smith Campus Center.

### ***After Hours Urgent Care Clinic (AHUCC)***

Smith Campus Center – Fifth floor  
617-495-5711; TTY: 617-495-1211  
[huhs.harvard.edu/HealthServices/AfterHoursUrgentCareClinic.aspx](http://huhs.harvard.edu/HealthServices/AfterHoursUrgentCareClinic.aspx)

The AHUCC is open nights, weekends, and holidays for urgent care. Students can schedule same-day non-routine appointments online through the Patient Portal at [huhs.harvard.edu](http://huhs.harvard.edu). Whenever possible, students are encouraged to call their primary care team or mental health provider for advice during regular office hours.

### ***Primary Care Services***

HUHS is committed to providing each student with complete, coordinated health care through a working relationship with a primary care team comprised of a primary care physician (PCP), nurse practitioner, registered nurses, and health assistants. Students are assigned a PCP and primary care team that will provide any needed care throughout the year.

A complete listing of primary care clinicians is available at [huhs.harvard.edu](http://huhs.harvard.edu). Students may change their PCP at any time and for any reason by emailing Member Services, [mservices@huhs.harvard.edu](mailto:mservices@huhs.harvard.edu), with their selection. Students with chronic medical conditions are advised to establish a relationship with the primary care team early in the academic year. It will be helpful to provide copies of medical records for health care received at other facilities.

### ***Stillman Infirmary***

Stillman Infirmary provides short-stay care for medical and mental health problems, and certain post-operative cases. Admission to Stillman Infirmary is based on clinical indications as determined by a student's primary care team and/or the After Hours Urgent Care Clinic staff.

### ***Required Immunizations***

[huhs.harvard.edu/HealthInformationAndResources/FindAForm/ImmunizationForms.aspx](http://huhs.harvard.edu/HealthInformationAndResources/FindAForm/ImmunizationForms.aspx)

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.

### ***Travel Health Immunizations and Information***

HUHS provides immunizations and related services, including expert counseling and advice for individual travel health needs, on a fee-for-service basis. HUHS recommends scheduling travel health appointments six to eight weeks in advance of travel.

### ***Student Mental Health Services***

[Huhs.harvard.edu/HealthServices/StudentMentalHealth Services.aspx](http://Huhs.harvard.edu/HealthServices/StudentMentalHealth%20Services.aspx)

HUHS Student Mental Health Services (SMHS) provides coverage 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, and group therapy. 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. Student Mental Health Services are also offered at satellite health clinics on the Law School, Business School, and Medical Area campuses.

### ***Office of Sexual Assault Prevention & Response***

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

24-hour response line: (617) 495-9100

The Office of Sexual Assault Prevention & Response (OSAPR) provides confidential, 24-hour information, assistance, and support for those who have experienced sexual assault and related forms of interpersonal violence, including sexual harassment and relationship abuse. Services provided by HUHS and OSAPR include:

- 24-hour response line (617-495-9100) for those in immediate need of services
- Transportation to Harvard-affiliated hospitals and coordination of follow-up care as appropriate
- Assistance with resource referrals
- Explanation of options for medical and mental health care, reporting, and adjudication
- Consultation and support for friends, partners, and other relations of sexual assault survivors
- Educating the Harvard community about sexual assault, its prevention, and its impact

Students may access these services by calling or visiting the Office of Sexual Assault Prevention & Response. All communications and services are completely confidential and no information about the victim will be reported to the police unless the victim requests it.

### ***Center for Wellness***

[cw.huhs.harvard.edu](http://cw.huhs.harvard.edu)

The Center for Wellness (CFW) is a University-wide resource that is focused on promoting the lifelong health and well-being of those in the Harvard community. The approach is three fold and focuses on mind/body wellness. The Center for Wellness offers group classes and workshops, individual appointments for massage and acupuncture, and collaborates with a number of student groups and other offices around the University in health promotion and education.

### ***Patient Advocate***

[huhs.harvard.edu/HealthInformationAndResources/PatientAdvocate.aspx](http://huhs.harvard.edu/HealthInformationAndResources/PatientAdvocate.aspx)

The Patient Advocate is available to assist students with any health care-related concerns, questions, or comments. All communications are confidential.

### ***Special Needs***

HUHS is prepared to meet the general and special 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](http://aeo.fas.harvard.edu), including sign language and oral interpreters. The Patient Advocate is available to assist individuals with special needs.

### ***Student Peer Advocate Workgroup***

The Student Peer Advocate Workgroup is a student organization affiliated with Harvard University Health Services (HUHS), providing a channel for Harvard students to express their views and provide suggestions about the services they receive at HUHS. The group works closely with the Patient Advocate to assist students in resolving their concerns, promoting a better understanding of health care services at Harvard, improving the relationship students have with HUHS, and developing services to better meet their needs.

### ***Other Services***

Other services available at the Smith Campus Center include:

- Pharmacy
- Dental
- Vision care and eye services
- Optical shop



Note: Not all of these services are covered by insurance.

For more information or to make an online appointment, please visit [huhs.harvard.edu](http://huhs.harvard.edu). **Cancellations must be made at least 24 hours in advance of a scheduled appointment, or the student will incur a charge.** Students renewing prescriptions should call their provider directly at least 48 hours in advance to allow time to process the request.

### ***Confidentiality***

HUHS protects the confidentiality of all health and health-related records to the full extent of the law. These records are accessed only by the HUHS staff members directly involved in the patient's care and on a need-to-know basis. Each and every staff member employed by or affiliated with HUHS must participate in a thorough training and orientation on health information privacy and security laws and standards, and sign a confidentiality statement agreeing to maintain patient privacy within and outside the workplace. With limited exceptions, written authorization from a student is necessary to release record information. The student may designate that only certain elements of his or her record can be released.

### **Housing**

As a non-residential campus, new and returning Harvard Chan School students are responsible for finding their own housing. The School Office for Student Affairs has some resources available to assist students in their search for housing, including a resource housing web site, [www.hsph.harvard.edu/housing](http://www.hsph.harvard.edu/housing). The site includes a housing guide plus additional information and resources for finding Harvard-owned or private housing. Students are strongly encouraged to use this site during their housing search.

#### **Harvard Owned and Operated Facilities:**

##### **Shattuck International House**

**[www.hsph.harvard.edu/housing](http://www.hsph.harvard.edu/housing)**

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

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

Please note that Shattuck International House tenants who have not paid their rent or have damaged their apartments will be reported to the Registrar's Office. Registration for the next semester will be denied, and requests for transcripts and diplomas will be withheld until all charges have been paid in full.

##### **Harvard University Housing (HUH)**

**[www.huhousing.harvard.edu/HarvardUniversityHousing/index.aspx](http://www.huhousing.harvard.edu/HarvardUniversityHousing/index.aspx)**

HUH manages housing in university-owned buildings including "Harvard@Trilogy," an apartment complex located in the Fenway area of Boston, close to the School. Information and application forms for Harvard Housing are available online. The HUH website also provides links to helpful resources such as a self-service listing of apartments and houses in the area not owned by the university, as well as a list of people looking for roommates, and short-term rental resources. For more information, email [housing@harvard.edu](mailto:housing@harvard.edu) or call HUH at 617-496-7827 (local and international) or 800-252-5020 (within the US).

##### **Vanderbilt Hall**

**<http://hms.harvard.edu/departments/vanderbilt-hall>**

**107 Avenue Louis Pasteur, Boston, MA 02115**

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



openings are not guaranteed and may occur late in the application process. Vanderbilt, located at the corner of Avenue Louis Pasteur and Longwood Avenue, includes furnished single bedrooms, shared single-sex bathrooms, and shared fully equipped kitchens. Recreational facilities include a music studio, a grand piano, and a game room. There is also an outdoor tennis court, an indoor basketball court, squash courts, weight rooms, a spinning studio, and a group fitness room. The athletic facilities are free for Harvard students (guests must pay a fee). For more information, contact the Vanderbilt Hall Business Office at 617-432-1630 or [vanderbilt\\_hall@hms.harvard.edu](mailto:vanderbilt_hall@hms.harvard.edu).

## Legal Services

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

## Shuttle Service

### (Cambridge-Longwood)

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

### (Landmark Shuttle)

The Landmark Shuttle transports School community members between the Landmark Center and the Longwood Campus from 8:00 a.m. to 6:10 p.m. It will make a stop at Shattuck International House by request to the driver for drop-off or by wave for pick-up.

## Student Lounge

A student lounge is located on the second floor of the Kresge Building in Kresge 206. It is available for students to relax, study, and meet in small groups. There is also a study/lounge area located adjacent to the main computing facility in LL-19 and an open area on the second floor mezzanine of the FXB lobby.

## Student Mailboxes

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

## Study Carrels

Space is in extremely short supply at the School. Much study takes place in the cafeteria before and after food service closes, in the student lounge located on the second floor of the Kresge Building in Kresge 206, in the open area located on the mezzanine of the FXB Building, and in the study/lounge area located adjacent to the main computing facility in LL-19. Some School departments have rooms and study carrels available to their students on seniority or need basis. Students can also work in empty classrooms. Countway Library is quiet and has group study rooms, study tables, and individual study carrels available on a first come basis. The Russell Current Journal Reading Room on the first floor is furnished with comfortable seating that overlooks the plaza. Computer workstations are also available throughout the Library.



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## Student Life

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### **Alcohol at the Harvard Chan School**

Please see “Drugs and Alcohol Policy” below and the alcohol policy for student organization events as outlined in the “Student Organization Handbook” in the group documents page of the Office for Student Affairs web site.

### **Alumni Affairs and Career Advancement, Office for**

The Office for Alumni Affairs and Career Advancement is strategically positioned within the Office of External Relations and the Office of Education in order to better complement the career and professional development program offerings for students and alumni. Utilizing a network of over 12,000 School alumni, the Office for Alumni Affairs and Career Advancement builds connections between students and alumni and provides the tools for developing professional networks and mentoring relationships that set the stage for the lifelong learning that students and alumni need to succeed at the highest level. Our comprehensive career development and job search resources enable you to design and implement a successful strategy to enable you achieve your professional goals, from your first day on campus and throughout your career as a public health professional.

#### ***Alumni Affairs***

The Alumni Affairs team develops and implements programs to build the alumni network, and serves as a catalyst for connecting students, alumni, faculty, and outside constituencies on local, regional, and international levels through the Harvard T.H. Chan School Alumni Association. In addition, the office works with regional chapters of the School by supporting membership and chapter programming.

The Alumni Affairs team develops opportunities for alumni to provide practice placements and acts as a resource for possible career opportunities and alumni-student mentoring. The Office works with the School Alumni Association and the Alumni Council, the association’s elected representative body, to organize educational and networking events around the globe. The Office provides an interactive online community to help facilitate connections between School students, faculty and alumni and the highly valued ASK Mentor program, a network of alumni from across the spectrum of career fields and specialties that responds to answer career-related questions.

#### ***Career Advancement***

The Career Advancement team offers individual career counseling, job search resources, career fairs, recruiting events, networking opportunities, and career preparation programs that assist students and alumni with building challenging and rewarding careers. Among the web resources found at: [www.hsph.harvard.edu/careers](http://www.hsph.harvard.edu/careers) are:

- CareerConnect, our online job, internship, and fellowship posting and electronic resume/cv books website;
- an online career resource library with links to numerous public health job search websites;
- Crimson Compass, which provides networking access to alums from the various Harvard schools
- The Harvard T.H. Chan School of Public Health Alumni Directory that facilitates networking connections with the School alumni;
- CaseQuestions.com an interactive case interview preparation site;
- CareerShift, a comprehensive tool for networking and job search; and
- InterviewStream, an interactive interview practice resource.
- resume/cv and cover letter reviews, practice interviews, and a calendar of workshops, fairs and other career events.

### **Bicycles**

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

### **Discrimination, Policy Against**

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, 617-432-2719, has been designated to handle inquiries regarding the nondiscrimination programs. In addition, inquiries concerning non-discrimination policies regarding race, color, national origin, age, sex, or disability may be referred to the Regional Director, U.S. Department of Education Office for Civil Rights, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3901; Telephone: 617- 289-0111; Facsimile: (617) 289-0150; [Email: OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov).

## **Diversity and Inclusion, Office of**

The Harvard T.H. Chan School of Public Health Office of Diversity and Inclusion initiates and supports activities that increase diversity and promote cultural competency among all members of the School community. The Office hosts and co-sponsors cross-cultural educational activities and events including speaker seminars, a Multicultural Film Series, and the Yerby Diversity Lecture in Public Health. The Office is a place where students can work and socialize, talk about issues related to difference in a supportive environment, and receive counseling and referrals to academic and other assistance. The Office also directs a comprehensive recruitment program to engage emerging minority scientists at every stage of their career, providing them with resources, networks and professional guidance.

The Office is home to the Student and Faculty Ambassador Programs. Student Ambassadors provide an invaluable link to the student body as representatives of the various student service offices, as well as select academic departments. Through the Faculty Ambassador Program, School faculty members initiate partnerships with key faculty/administrators at Historically Black Colleges and Universities, Minority-Serving Institutions (MSIs), and other key institutions, to provide information about careers in public health, School summer internship programs, degree programs and fellowship opportunities.

### **Office of Diversity and Inclusion Contact:**

Dr. Dale Trevino, Director, Email: [dtrevino@hsph.harvard.edu](mailto:dtrevino@hsph.harvard.edu)

Dr. Meredith Rosenthal, Associate Dean for Diversity, Email: [mrosenth@hsph.harvard.edu](mailto:mrosenth@hsph.harvard.edu)

35 Wigglesworth Street, Boston, MA 02120 USA

Phone: 617-384-5411

## **Drugs and Alcohol Policy**

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

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

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

- The medical staff at HUHS provides diagnosis and treatment recommendations. Call your primary care physician or nurse practitioner's office for an appointment. If you have not yet selected a primary care clinician, call Medical area health services at 617-432-1370 (Longwood campus) or 617-495-5711 (Cambridge area) for assistance and scheduling. For more information, visit [www.huhs.harvard.edu](http://www.huhs.harvard.edu).
- For immediate care of acute problems, the HUHS Acute Treatment Emergency Treatment Line in Cambridge (617-495-2138) is available 24 hours a day. On evenings, weekends, and holidays there is always a doctor at the HUHS After-Hours Urgent Care Clinic on the fifth floor of the Smith Campus Center facility.
- Alcoholism is a chronic medical disease that can cause emotional and social problems. The HUHS Mental Health Service staff is available to discuss such concerns and provide referrals as needed. Call the Longwood campus branch of HUHS at 617-432-1370 or the Cambridge mental health staff at 617-495-2042.



- Alcoholics Anonymous is the well-established 12-step program for people who are trying to achieve or maintain sobriety. There are several AA meetings each day of the week: call 617-426-9444.
- Al-Anon meetings provide help for friends and families of alcoholics, whether or not the alcoholic is involved with AA. There are also special meetings for children of alcoholics. Call 617-426-9444 for more information.
- Narcotics Anonymous is a 12-step program for people trying to stop using drugs or keep off them (866-624-3578).

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

## **Firearms and Dangerous Weapons**

According to Massachusetts law, persons other than law enforcement officers (whether or not they have a license) are prohibited from carrying a loaded or unloaded firearm or any other dangerous weapon in any university building or on the grounds of the university, without written authorization of the board or officer in charge of the university. A dangerous weapon includes items designed to do bodily injury such as a stiletto, ballistic knife, blackjack, brass knuckles, billy stick, switchblade knife, and martial arts items such as throwing stars, kung fu sticks, and nunchaku (sticks connected by a rope, chain, wire, or leather).

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

## **Harvard University Policy on Access to Electronic Information**

Effective March 31, 2014, Harvard 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 is available in the Policies section of [www.provost.harvard.edu](http://www.provost.harvard.edu).

## **Hazing**

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

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

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

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

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

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this information; provided, however, that an institution's compliance with this requirement by providing this information to unaffiliated student groups, teams, or organizations shall not



constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team, or organization shall distribute a copy of this information to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this information, that each of its members, plebes, pledges, or applicants has received a copy of this information, and that such group, team, or organization understands and agrees to comply with the provisions of this document. Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as full time student in such institution a copy of this information.

**No individual shall perform an act that is likely to cause physical, psychological, or social harm to any person within the university community. 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 Policy**

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, Channel 56, 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. Also, notification will be posted on the School's homepage ([www.hsph.harvard.edu](http://www.hsph.harvard.edu)). 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.

### **Lockers**

Lockers are managed by Office for Student Affairs and are available to academic year and summer students. Students must submit an application to be granted a locker. The locker application form can be found on the OSA website.

Please note that students are responsible for cleaning out their lockers by the end of each academic year (notification will be in Student News and through individual email), after which any remaining contents will be removed and discarded. Lockers should be used for storing books, bags and other personal items. Please do not store perishable food, or expensive personal items. The School reserves the right to search the lockers if a concern for safety arises.

If the lock is changed or any lock is used that is not registered with the School, we reserve the right to confiscate the lock and discard the locker contents.

### **Parking**

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

There is no day parking available on campus. All students may purchase an annual after-hours parking permit for \$126 for the academic year. After-hours allows one to park from 5:00 p.m. to 5:00 a.m., Monday through Friday, all day Saturday, all day Sunday, and any Harvard holiday at your choice of either the Quad or NRB Garage. Unauthorized and non-permitted vehicles will be towed at the owner's expense. The HMS Commuter Service and Parking Office is located at 180B Longwood Avenue, room 132, and its hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. For more information, students should consult the HMS Commuter Service and Parking Office's web site at <http://hms.harvard.edu/content/commuter-services-and-parking>. The HMS Commuter Service and Parking Office can be reached either by phone at 617-432-1111 or via e-mail at [parking@hms.harvard.edu](mailto:parking@hms.harvard.edu).

### **Religious Holidays**

According to Chapter 151c, Section 2B, of the General Laws of Massachusetts, any student in an educational or vocational training institution, other than a religious or denominational training institution, who is unable, because of his or her



religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or requirement which he or she may have missed because of such absence on any particular day, provided that such makeup examination or work shall not create an unreasonable burden upon the school. No fees of any kind shall be charged by the institution for making such opportunity available to the student, and no adverse or prejudicial effect shall result to any student for availing himself or herself of these provisions.

## **Safety and Security**

Every major city has areas that have higher crime rates than others. There are safety precautions that can be taken to maintain a safer city life style. The university document *Playing it Safe*, available from the Harvard University Police Department, contains important information on crime prevention programs and services at Harvard. It also outlines federal and state laws and university policies on sexual offenses (including rape, date rape, sexual assault, sexual harassment, and other sexual offenses). For more information, please call Harvard University Police (617-432-1212). In a life safety emergency, please call 9-1-1.

### ***Police (617-432-1212)***

The Longwood Area police are stationed at 90 Smith Street. Officers are available to give assistance 24 hours a day.

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

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

### ***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 to stay informed in the event of an emergency by sending alerts to your personal electronic device (cell phone, pda, smartphone, etc.) through text messaging, voice and/or email. Please enroll in the MessageMe Program (This requires an annual renewal.) at <https://messageme.harvard.edu>.

### ***Taxi Escort Service***

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

### ***Walking Escort Service***

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

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

If you or someone you know is or may be the victim of a sensitive crime, please seek assistance right away. Resources at the School include the Office for Student Affairs (617-432-1036), the Office for Student Services (617-432-4703), the Harvard University Office for Sexual Assault Prevention and Response (617-495-9100), and the 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 web sites: Harvard University Police Department, <http://www.hupd.harvard.edu/index.php> and Harvard University Office of Sexual Assault Prevention and Response, <http://www.osapr.harvard.edu/>.



## Sexual Harassment

As expressed by the Faculty Council of Harvard College, "the determination of what constitutes sexual harassment will vary with particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical or verbal comments or suggestions, which adversely affects the working or learning environment of an individual." The administration of the Harvard 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 herself or himself to be a victim of sexual harassment should seek assistance. This may take the form of just talking over the circumstances, informal counseling, or filing a formal complaint. Persons at the School who are ready to help you include Stacey Herman, Associate Dean for Student Services (617-432-4703); Leah Kane, Director for Student Affairs (617-432-0488); Mahnaz El-Kouedi, Assistant Dean of Faculty Affairs (617-432-1381); Linda Picard, Senior Director of Human Resources (617-432-2719); the chair of your department; or Melissa Brodrick, Ombudsperson (617-432-4040). Often an informal process can help to remedy the situation, so do not hesitate to seek help.

## Showers

Shower facilities at the School:

Building 1:	Second Floor (Unisex) Sixth Floor (Unisex) Eleventh Floor (Unisex)
Building 2:	Ground Floor (Women) First Floor (Men) Second Floor (Women) Third Floor (Men)
Building 3:	Ninth Floor (Men)

## Smoke-Free and Tobacco-Free Campus

As a part of the campaign for better health, the school has established a no-smoking policy in school buildings and on school grounds. Smokers are encouraged to attend smoking cessation classes. The Tobacco Treatment Specialist (617-495-2068) offers smoking cessation counseling at HUHS in the Smith Campus Center. The Center waives the copay for these visits.

## Statement on Academic Rights and Responsibilities

All the members of the School 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.

We welcome the opportunity to share and learn in this dynamic and stimulating intellectual community. In this regard, we are guided by Harvard's University-Wide Statement on Rights and Responsibilities which explicitly recognizes that "The central functions of an academic community are learning, teaching, research and scholarship. By accepting membership in the University, an individual joins a community ideally characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others, and openness to constructive change. The rights and responsibilities exercised within the community must be compatible with these qualities." (The full text can be found at the Provost's site at [http://www.provost.harvard.edu/policies\\_guidelines/rights\\_university.php](http://www.provost.harvard.edu/policies_guidelines/rights_university.php) )

These rights and responsibilities belong to all members of our academic community, students and faculty alike, and apply to all matters, whether controversial or mundane, and whether in or outside of the classroom, including when student groups organize events on topics of interest to our community. I see as one of our most important responsibilities the protection of the ability of all members of our community to express their views appropriately on all matters affecting Public Health anywhere in the world. This is fundamental to our academic mission.



Also fundamental to our mission is our respect for the inherent worth of each individual from many diverse backgrounds. We are committed to tolerance, sensitivity, understanding, and mutual respect everywhere within our community. Our diversity statement and mission are detailed at <http://www.hsph.harvard.edu/diversity/>.

### **Student Organizations**

The Office for Student Affairs (OSA) believes that student organizations are a vital part of the Harvard T.H. Chan School of Public Health . Student organizations provide rich opportunities for networking, peer learning, and professional and personal growth and support. OSA serves as a liaison between student organizations and School administrative offices and can assist you with your goals, program planning and vetting new initiatives. Complete information regarding student organizations and activities can be found on the OSA web site at <http://www.hsph.harvard.edu/student-affairs/student-organizations/>



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## APPENDIX A:

## Abbreviations

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### List of Abbreviations

The following abbreviations are used throughout this *Handbook*:

<b>ALICE</b>	Accessible Link to Information on Classes and Enrollment	<b>HLS</b>	Harvard Law School
<b>AUD</b>	Audit	<b>HMS</b>	Harvard Medical School
<b>AV</b>	Audio Visual	<b>HPM</b>	Health Policy and Management
<b>BAPHP</b>	Boston Area Public Health Professional	<b>HSCF</b>	Health Sciences Computing Facility
<b>BCBS</b>	Blue Cross/Blue Shield Insurance	<b>HUH</b>	Harvard University Housing
<b>BIO</b>	Biostatistics	<b>HUHS</b>	Harvard University Health Services
<b>CAD</b>	Committee on Admissions and Degrees	<b>HUPD</b>	Harvard University Police Department
<b>CBQG</b>	Computational Biology and Quantitative Genetics	<b>HUSHP</b>	Harvard University Student Health Program
<b>CEP</b>	Committee on Educational Policy	<b>ICF</b>	Instructional Computing Facility
<b>CLE</b>	Clinical Effectiveness	<b>ID</b>	Interdepartmental
<b>DBS</b>	Division of Biological Sciences	<b>IID</b>	Immunology and Infectious Diseases
<b>DPH</b>	Doctor of Public Health	<b>MOH</b>	Master of Occupational Health
<b>DRPH</b>	Doctor of Public Health	<b>MPH</b>	Master of Public Health
<b>SD</b>	Doctor of Science	<b>MPP</b>	Monthly Payment Plan
<b>EH</b>	Environmental Health	<b>SM</b>	Master of Science
<b>EPI</b>	Epidemiology	<b>NUT</b>	Nutrition
<b>FAS</b>	Faculty of Arts and Sciences	<b>OSA</b>	Office for Student Affairs
<b>FERPA</b>	Family Educational Rights and Privacy Act of 1974	<b>ORD</b>	Ordinal
<b>FT</b>	Full-Time	<b>OSFS</b>	Office of Student Financial Services
<b>FWS</b>	Federal Work Study	<b>OTD</b>	Office of Technology Development
<b>FXB</b>	François-Xavier Bagnoud Building	<b>P/F</b>	Pass/Fail
<b>GCD</b>	Genetics and Complex Diseases	<b>PT</b>	Part-Time
<b>GHP</b>	Global Health and Population (formerly Population and International Health)	<b>SBS</b>	Social and Behavioral Sciences (formerly Society, Human Development, and Health)
<b>GSAS</b>	Graduate School of Arts and Sciences	<b>School</b>	Harvard T.H. Chan School of Public Health
<b>GSD</b>	Graduate School of Design	<b>SHDH</b>	Society, Human Development, and Health
<b>GSE</b>	Graduate School of Education	<b>SHF</b>	Student Health Fee
<b>HBS</b>	Harvard Business School	<b>SHH</b>	Society, Human Development, and Health
<b>HDS</b>	Harvard Dental School	<b>SHIP</b>	Student Health Insurance Plan
<b>HIO</b>	Harvard International Office	<b>TAP</b>	Tuition Assistance Plan
<b>HKS</b>	Harvard Kennedy School	<b>XREG</b>	Cross-Registration
<b>HLC</b>	Harvard Longwood Campus		



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## APPENDIX B:

# Disciplinary Procedures

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### **Misconduct**

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

Examples of violations of academic or community standards include, but are not limited to cheating, plagiarism, unauthorized use of materials in academic exercises or examinations, misrepresentations, distortions or serious omissions of data in research reports, false statements or serious omissions on admission or financial aid applications, falsification on any other official form or petition, unauthorized removal or misuse of library books or other university property, threat or use of force against others, harassment, including sexual harassment, of another member of the university community, hazing, infractions of university regulations, and infractions of city, state, and federal laws which reflect upon the person's suitability to be a health professional. Illegal, unethical, or other behavior inappropriate to the public health profession that is engaged in by a student outside of the School community may also be considered.

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

### ***Allegations of Sexual and Gender-based Harassment***

The School has adopted the “University Policy on Sexual and Gender-Based Harassment.” When there is information suggesting 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, which can be found at <http://diversity.harvard.edu/policies/university-sexual-harassment-policies-procedures>. In such cases, under the University Procedures, the Harvard University Office for Sexual and Gender-Based Dispute Resolution (“ODR”) is responsible for determining whether a violation of the University Policy by a student took place. The School remains responsible for student discipline through the Disciplinary Board. All members of the Disciplinary Board will receive appropriate training in the handling and resolution of allegations of sexual or gender-based harassment. To the extent any existing School policies and procedures interfere with compliance with the University Policy or Procedures, application of such School policies and procedures shall be suspended.

When the Disciplinary Board learns that a formal complaint has been filed with ODR, a Disciplinary Board 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. The PRB representative will also be available to meet with the complainant.

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 Disciplinary Board must accept as final and non-reviewable the report’s findings of fact and its conclusions as to whether a violation of the University Policy has occurred. The Disciplinary Board may interview the student 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 complainant also will have the option of meeting with the Disciplinary Board, but is not required to do so. However, the Board’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 Board itself. The role of the Disciplinary Board is solely to determine the appropriate disciplinary response. The Board may take a number of disciplinary actions as set forth below in the Sanctions for Misconduct section. When no violation of the University Policy



has been found, the Disciplinary Board will review the factual findings contained in the final report. Should the Board conclude that the alleged conduct, while not a violation of the University Policy, might violate other School policies or expectations for conduct, then the Board will take up the case as set forth below. If the Board votes to impose discipline, it will notify the respondent and, as appropriate, the complainant of the discipline imposed.

### ***Sanctions for Misconduct***

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

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

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

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

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

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

### ***Misconduct Reporting Procedures***

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

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

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

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



associate dean for student services may make a referral to the Disciplinary Board in the absence of a formal complaint from another party.

### ***Preliminary Investigation of a Report of Misconduct***

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

If the preliminary investigation produces evidence indicating that disciplinary action may be warranted, the associate dean for student services initiates formal disciplinary proceedings by sending a written charge to the Disciplinary Board, to the student, and to the student's academic advisor that explains the nature of the alleged disciplinary infraction, describes in general the evidence on which it is based, and identifies the possible disciplinary actions that could result. Such a charge shall be issued only if the associate dean for student services believes it reasonably likely that the charged infraction can be established by 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 Disciplinary Board in their inquiry. Papers submitted to this service are retained by that company and become part of their database of materials used in future searches. No personal identifying information is either submitted or retained by the service.

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

### ***Disciplinary Board***

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

### ***Rules for Disciplinary Proceedings***

- 1) Upon issuance of a formal charge by the associate dean for student services, the Disciplinary Board begins its review of the alleged misconduct.
- 2) A member of the board who believes he/she cannot properly discharge responsibilities in a given case may excuse him or herself. At the request of the student or if required by the board, a member may excuse him or herself.
- 3) The student shall be asked to submit a written statement on the incident to the board within 1 week of issuance of the formal charge and to offer any evidence bearing on the matter. The student shall be advised to seek the help of his/her advisor, another faculty member, the director for student affairs, or the associate dean for student services in writing this statement.
- 4) The student has a right to a hearing before the Disciplinary Board. Disciplinary hearings will be private. A tape recording will be made of that portion of the meeting in which the student meets with the board. A copy of the tape recording shall be made available to the student (without charge) upon request.
- 5) A student appearing before the Disciplinary Board may be accompanied by an advisor (chosen by the student) from within the Harvard T.H. Chan School of Public Health community. In keeping with the non-adversarial character of the board's proceedings, attorneys acting as student representatives or advisors cannot be present at hearings of the board.



- 6) The student, after giving prior notice, may bring to the hearing persons who have information relevant to the facts of the alleged misconduct. Individuals wishing to attest to the character of a student may not attend the hearing but will be allowed to communicate with the board in writing.
- 7) The board considers any evidence which it deems to be relevant and trustworthy. Formal rules of evidence do not apply.
- 8) The board does not recognize a privilege of noncooperation and may, therefore, draw such reasonable inferences from noncooperation as it deems appropriate. Statements made to members of the board and others are admissible at the hearing regardless of when made.
- 9) If the student wishes the board to consider a medical excuse, explanation, or justification in a particular case, the student's consent must be given for release of information obtained in confidence by University Health Services (HUHS) or other provider of either medical or psychiatric health care. Without the student's consent, such information shall not be sought or considered by the Disciplinary Board. No weight is to be given to a student's refusal to authorize disclosure of information obtained by the UHS or other provider of health care. The absence of such information, may, however, properly preclude the board from considering a medical excuse, explanation, or justification in a particular case.
- 10) Disciplinary sanctions will not be imposed unless conduct warranting sanction is established by a preponderance of evidence. Decisions of the board are final, except for those recommending expulsion or dismissal, which require a two-thirds vote at a faculty council meeting.
- 11) It is understood that the transaction of Disciplinary Board business will not be discussed with anyone not on the board other than the dean or advisors to the dean, except as may be compelled as a matter of law. Board members' attitudes, votes, or other such information will not be revealed. The student concerned may be told only the disposition of his or her own case and only by the chairperson of the board or the chairperson's designee (usually the associate dean for student services).
- 12) All decisions of the board to impose sanctions shall be communicated to the student in writing and shall be supported by specific findings of fact and conclusions, including, wherever appropriate, a statement of the reasons for the specific sanction and the principles or policies upon which the board relied in setting the sanction. This information may also be conveyed to relevant faculty and staff of the school, including the student's advisor, his or her department chair or program head, the registrar, and others as appropriate.
- 13) The board will maintain locked files concerning all cases about which it makes decisions.
- 14) If the board concludes that no disciplinary action is warranted, a written statement of this decision is sent to the student. The decision is recorded in the locked files of the board. No record of the charge shall then appear in the student's file or on the student's transcript.
- 15) The board's decision takes effect immediately unless dismissal or expulsion is recommended, in which case the sanction becomes effective immediately when supported by a two-thirds vote at a Faculty Council meeting.
- 16) When a disciplinary case comes before the Faculty Council, the associate dean for student services will present the facts of the case in a written report to the Faculty Council.
- 17) If the Faculty Council fails to accept by two-thirds vote a recommendation by the Disciplinary Board for dismissal or expulsion, the case shall be returned to the Disciplinary Board for decision as to whether another disciplinary action should be taken.
- 18) In case of emergence of new information at any time, a student may request the board to reconsider its decision. If the board refuses such a request it must notify the student in writing of the reason for the refusal.
- 19) In the case of a disciplinary proceeding against an alleged perpetrator of a violent crime, the School is allowed to disclose the results of the proceeding to the alleged victim of that crime, without prior written consent of the alleged perpetrator.
- 20) Should situations arise which are not covered by these rules and procedures or in which the application of these rules and procedures, in the judgment of the board, is inappropriate, the board may formulate and follow an appropriate ad hoc procedure. In any event, departures from these rules of procedure shall not, ipso facto, constitute a defense to the imposition of a disciplinary sanction.



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

### **Academic Standing, Review of**

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

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

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

**Decisions of the CAD may lead to the following actions:**

- 1) **Revocation of the offer of admission.** An offer of admission may be revoked when the CAD determines that admission requirements have not been met or concludes that the application contained erroneous or misleading material, or omitted relevant material. When an offer of admission is revoked, the individual neither receives credit for any course work taken nor will be required to pay tuition. The individual may apply again for admission, including a statement concerning his or her view of the circumstances leading to revocation of the offer of admission and the reasons why he/she believes reconsideration of admission is warranted. A record of the reasons for revocation of admission will be kept in the Admissions Office.
- 2) **Denial of registration.** A matriculant may be denied registration if he/she fails to comply with stated policies and procedures governing registration. When registration is denied, the individual neither will receive credit for any course work taken nor will be required to pay tuition. The CAD may decide to permit the matriculant to register subsequently if specified conditions are met, or may require the matriculant to apply again if he/she desires reinstatement as a degree candidate. Deposits confirming intent to register may be retained by the School. A record of the reasons for denial of registration will be kept in the Registrar's Office.
- 3) **Academic probation.** A student may be put on academic probation for a defined period if he/she fails to comply with stated school policies and procedures concerning degree candidacy or if his/her academic progress is unsatisfactory. A student on academic probation is on warning that he/she may be required to withdraw at any time during the period of probation if the CAD decides that the conditions of probation have not been met. The fact that a student is on academic probation appears temporarily on the student's official transcript but is removed if the term of probation is satisfactorily completed. The notation on the transcript will normally read "Academic Probation" and will include the dates of the probation period.
- 4) **Requirement to withdraw from degree candidacy.** A student who is conditionally registered, previously registered or currently registered, may be required to withdraw from degree candidacy if he/she fails to comply with stated policies and procedures governing degree candidacy or with the terms of the documents signed by the student at the time of conditional registration, or if his/her academic progress is unsatisfactory.

When requiring a student to withdraw, the CAD decides whether the individual will receive credit for any course work taken (ordinarily, if no credit is received the student will not be required to pay tuition); and whether to permit the individual to register following a stated period if specified conditions are met, or to require the individual to apply again if he/she desires reinstatement as a degree candidate. Non-tuition fees,



such as registration and late fees, may be retained by the School. The reasons for the requirement to withdraw are permanently recorded on the student's official transcript. The notation on the transcript will normally read "Academic Withdrawal" and will include the effective date of the withdrawal.

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

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



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## APPENDIX C:

### Grievance Procedures for Students

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

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

#### ***Informal Resolution of Grievances***

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

#### ***For Allegations of Sexual and Gender-based Harassment:***

When the information suggesting the possibility of inappropriate conduct involves allegations of sexual or gender-based harassment against a staff member or faculty member, School policies can be found at <http://diversity.harvard.edu/pages/hsph-sexual-harassment-policies-and-procedures>.

#### ***Definition of Sexual Harassment***

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities (hostile environment).

Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex.

A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct may violate this Policy:

- Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties
- Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient(s)
- Sexual advances, whether or not they involve physical touching
- Commenting about or inappropriately touching an individual's body



- Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment
- Lewd or sexually suggestive comments, jokes, innuendoes, or gestures
- Stalking

Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the University's programs or activities. Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

### **Unwelcome Conduct**

Conduct is unwelcome if a person (1) did not request or invite it and (2) regarded the unrequested or uninvited conduct as undesirable or offensive. That a person welcomes some sexual contact does not necessarily mean that person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion. Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors. The following types of information may be helpful in making that determination: statements by any witnesses to the alleged incident; information about the relative credibility of the parties and witnesses; the detail and consistency of each person's account; the absence of corroborating information where it should logically exist; information that the Respondent has been found to have harassed others; information that the Complainant has been found to have made false allegations against others; information about the Complainant's reaction or behavior after the alleged incident; and information about any actions the parties took immediately following the incident, including reporting the matter to others. In addition, when a person is so impaired or incapacitated as to be incapable of requesting or inviting the conduct, conduct of a sexual nature is deemed unwelcome, provided that the Respondent knew or reasonably should have known of the person's impairment or incapacity. The person may be impaired or incapacitated as a result of drugs or alcohol or for some other reason, such as sleep or unconsciousness. A Respondent's impairment at the time of the incident as a result of drugs or alcohol does not, however, diminish the Respondent's responsibility for sexual or gender-based harassment under this Policy.

### **Gender-Based Harassment**

Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this Policy.

### **Formal Grievance Procedure**

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

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



appointed and convened within ten working days of receipt by the associate dean for student services of the written complaint, or sooner if immediate action is required. In all cases, confidentiality is maintained during the selection and appointment process. A quorum requires that all members be present. The associate dean for student services appoints the chairperson of the committee.

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



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## APPENDIX D:

# Missing Persons Policy

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As required under federal law, Harvard T.H. Chan School of Public Health immediately will refer to the Harvard University Police Department 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, he or she 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; (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. 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 School or HUPD will contact that student's custodial parent or guardian. 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.



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## APPENDIX E:

# Student Records

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### ***Family Educational Rights and Privacy Act ("FERPA")***

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") is a federal law that gives students certain rights with respect to their education records.

### ***Education Records***

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

### ***Access***

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 T.H. Chan School of Public Health, the student's academic advisor, the student's department chair or program head, departmental evaluation committees where appropriate, the CAD, the Deans Offices, the Admissions Office (if reapplying), the Office of Student Financial Services, 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 T.H. Chan School of Public Health Registrar's Office. Students are asked to submit a written request that identifies the specific record or records he/she wishes 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 T.H. Chan School of Public Health 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 T.H. Chan School of Public Health 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, degree and awards received, previous schools attended and degrees received, local and permanent address, phone number, e-mail address and photograph captured for the HUID card.

Please note that Harvard University's definition of "directory information," found at <http://www.security.harvard.edu/glossary-terms> may include elements in addition to those used by the Harvard T.H. Chan School of Public Health, 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 T.H. 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 T.H. Chan School of Public Health, 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, non-verification of enrollment or degree status, and non-inclusion in the Harvard Commencement 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 T.H. Chan School of Public Health 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 in order 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 his or her tasks. A student's education record also may be shared with parties outside the University under certain conditions, including, for example, in 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 so 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 non-forcible sex offense, then it also may, if legally permitted and in the Harvard T.H. Chan School of Public Health'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 of their education records that are maintained by Harvard. 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, US Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5920.



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# APPENDIX F:

## Tuition and Fees

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### Tuition and Fee Schedule July 2014 - June 2015 (All but HCM SM1 Program)

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#### MASTERS (SM/MPH) STUDENTS TUITION

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All Masters Students are charged based on a per credit assessment (full-time and part-time\* students)

<b>SM1 and MPH</b>	\$ 1,184	per credit
Full-time tuition for one – year master's degree students (42.5 credits required)	\$ 50,320	per year
<b>SM2 and SM60**</b>	\$ 1,005	per credit
Full-time tuition for two-year master's degree students (40 credits per year expected)	\$ 40,200	per year

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#### DOCTORAL (SD/DPH/DrPH) STUDENTS TUITION

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All SD/DPH doctoral students are charged a flat tuition rate (40 credits per year required)

All DrPH doctoral students are charged a flat tuition rate (55 credits per year required)

Full-time flat rate, years 1 and 2	\$ 40,200	per year
Full-time reduced flat rate, year 3	\$ 20,100	per year
Facilities fee, year 4 to thesis defense	\$ 5,025	per year

#### Tuition for part-time resident doctoral students \*

(minimum of 10 credits per semester required)

Part-time flat rate, years 1-4	\$ 20,100	per year
Part-time flat rate, years 5 and 6	\$ 10,050	per year
Facilities fee, year 7 to thesis defense	\$ 5,025	per year

<b>Tuition for non-resident doctoral students</b>	\$ 2,775	per year
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#### SUMMER AND NON-DEGREE TUITION

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*Summer matriculation (2014)*

<b>June Course (7.5 credits)</b>	\$ 9,000	Per term
<b>MPH, SM1, Non-Degree Students</b>	\$ 1,184	per credit
<b>SM2, SD, DPH, SM60</b>	\$ 1,005	per credit

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#### STUDENT FEES

<b>HUSHP Student Health Insurance Plan (SHIP)****</b>	\$ 2,366	per year
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Charged to every resident and non-resident student. Full- and part-time students may waive this fee and this coverage if on-line waiver form is completed prior to July 31st for Fall, and January 31st for Spring proving comparable coverage by U.S.-based insurance carrier.



**HUSHP Student Health Fee (SHF)** \$ 992 per year

Compulsory for all students taking more than 10 credits per semester. Part-time students taking 10 credits or less may waive this fee and this coverage if on-line waiver form is completed prior to July 31st for Fall, and January 31st for Spring.

**Leave of absence status fee/active file status fee** \$ 150 per semester

Students petition for this status prior to start of semester and may not be making degree progress.

**Late registration fee** \$ 80

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\*Please refer to information in the School Student Handbook on part-time matriculation including minimum tuition, loan eligibility, deferring prior loans and billing procedure for part-time students.

\*\*The SM60 program does not have a 40 credit requirement in the second year.

\*\*\*Family/spousal health insurance is available to all students at a coverage fee of \$8,696 for a student and spouse; \$6,160 student and child; \$11,498 for a student, spouse and child; and \$12,908 for a student, spouse and children. These fees include both HUSHP SHIP and SHF (combined).



## Cost of Collections

Any student who leaves the University with an amount due on their student bill that is unpaid for sixty days or more may be subject to collection activities. The costs associated with collecting an unpaid account will be added to the student's outstanding debt and must be paid in full.

## Tuition and Fees for Health Care Management Program

Tuition for the class entering July, 2014 is \$73,000 for the entire 42.5 credit program. One quarter of the tuition will be charged in May 2014, December 2014, May 2015, and December 2015.

Bill Date/Due Date	Bill Date/Due Date	Bill Date/Due Date	Bill Date/Due Date
5-2014/ 5-30-2014	12-2014/1-14-2015	5-2015/5-31-2015	12-2015/1-15-2016
<b>Tuition:</b> \$18,250	<b>Tuition:</b> \$18,250	<b>Tuition:</b> \$18,250	<b>Tuition:</b> \$18,250

Tuition for the returning class (entered July, 2013) is \$71,000 for the entire 42.5 credit program. One quarter of the tuition will be charged in May 2014, and December 2014. A registration fee of \$125.00 will be charged for each quarter of the billing cycle.

Bill Date/Due Date	Bill Date/Due Date
5-2014/5-30-2014	12-2014/1-14-2015
<b>Tuition:</b> \$17,750	<b>Tuition:</b> \$17,750
<b>Registration Fee:</b> \$125	<b>Registration Fee:</b> \$125

**NOTE:** Due dates for bills are approximates, please pay careful attention to the due date that is printed on your billing statement.

Other Fees: Course materials and library fines are other fees that may appear on a student's bill. It is recommended that a student review the bill carefully each month to ensure accuracy in billing.

## Tuition Billing Policy

**SD/DPH Billing Policy (Note: no new applicants will be accepted to the DPH effective Fall 2014)**

SD/DPH students are required to pay two years of full-time tuition and one year of full-time reduced tuition or its part-time equivalent. For full-time students this will be the equivalent of 40 credits per year and 20 credits per year for part-time students. Tuition assessment is calculated by adding the total number of terms that a student has been billed in a particular enrollment status (part-time or full-time).

Under the flat-rate SD/DPH billing policy:

**Full-time students** are billed four semesters at the full-time flat rate; two semesters at the full-time reduced flat rate, and all subsequent semesters at the flat facilities fee.

**Part-time students** are billed eight semesters at the part-time flat rate, four semesters at the part-time reduced flat rate, and all subsequent semesters at the flat facilities fee. Those SD/DPH students at part-time enrollment status will be required to take a minimum of 10 credits per term and will be assessed a flat rate of one-half the full-time tuition rate.

### Important Exception:

Students who have switched enrollment status between full and part-time prior to reaching the flat facilities fees may incur a prorated charge.

- A student falling in between their 2<sup>nd</sup> and 3<sup>rd</sup> year tuition assessment will be charged an equivalent to 75% of the full-time flat rate.
- A student falling in between their 3<sup>rd</sup> and 4<sup>th</sup> year tuition assessment will be charged an equivalent to 75% of the full-time reduced flat rate.



### **Summer Enrollment**

Students approved to take one or more classes during a summer semester will be charged on a per-credit rate basis at the full-time tuition rate. For example, if a student is currently at the full-time reduced or facilities fee tuition rate and they take a class during the summer, they will be billed at the full-time tuition rate, not at the full-time reduced or facilities fee rates. These charges will not be applied towards the financial requirement listed above.

### **Non-Resident Tuition**

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

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

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

### **SD students who have paid tuition prior to enrolling in their program:**

#### **Tuition paid to the School as a prior degree recipient**

If a student applies for and is granted admission into an SD degree program within 5 years of graduation from a prior School degree program, tuition credit may be applied as follows:

- A one year Masters recipient will earn an equivalent of one year full-time tuition rate.
- A two year Masters recipient will earn an equivalent of two years full-time tuition rate, therefore billing will began at full-time reduced flat rate.

This applies if the tuition was paid in full to the School, and if the courses taken were within the preceding five years of matriculating into the SD program.

#### **Tuition paid to the School as a TAP, Affiliate, Special Student or Boston Area Public Health Professional (BAPHP)**

If an affiliate, TAP, Special Student or BAPHP student applies for and is granted admission into an SD degree program, tuition credit may be applied as follows:

- Less than 10 credits earned will not receive a tuition credit.
- Between 10 and 20 credits will receive an equivalent of one semester's part-time tuition rate.
- 20 credits earned will receive an equivalent of one semester's full-time tuition rate
- 40 credits earned (Special Students only) will receive an equivalent of one year's full-time tuition rate

This applies if the tuition was paid in full to the School, and if the courses taken were within the preceding five years of matriculating in a degree program. For the credit to be applied, all affiliate-status students listed above must file a General Petition with the Registrar's Office requesting that the academic and tuition credits be applied into the SD program.

### **Financial Degree Requirements for SD/DPH Students**

In addition to meeting academic requirements, students must meet the School's financial requirements. Students must pay the appropriate amount of tuition to receive a degree. SD/DPH students are required to pay two years of full-time tuition and one year of full-time reduced tuition or its part-time equivalent.

### ***DrPH Billing Policy – new DrPH starting in 2014-2015***

DrPH students are required to pay two years of full-time tuition and one year of full-time reduced tuition. Participation in this program requires full-time status.



Under the flat-rate DrPH billing policy:

Tuition will be assessed at the full-time flat rate in three equal payments (summer/fall/spring) during the first two years and at the full-time reduced flat rate in the three equal payments in the third year and all subsequent semesters at the flat facilities fee.

### **Financial Degree Requirements for DrPH Students**

In addition to meeting academic requirements, students must meet the School's financial requirements. Students must pay the appropriate amount of tuition to receive a degree. DrPH students are required to pay two years of full-time tuition and one year of full-time reduced tuition. Students with prior School degrees will NOT receive financial credit towards the DrPH financial requirements.

### ***Masters Student Billing Policy***

**Full-time Students** will be charged on a per-credit basis and must take a minimum of 15 credits per semester. Students in a *one-year* Masters Program are required to complete a minimum of 42.5 credits at the end of their program. Ordinarily, students in a *two-year or 60 credit* Masters Program are expected to complete 40 credits at the end of the first academic year. Students who wish to complete less than 35 credits per year, must petition via a General Petition form to do so, and must complete the 80 credit requirement by the end of their second year or the 60 credit required by the end of the second fall term. Since the Registrar's office cannot predict the exact number of credits full-time students will be taking each semester, the following billing scenario applies:

1. The initial *fall* bill will be based on 22.5 credits for *one-year* Masters and 20 credits for *two-year or 60 credit* Masters. If you are a one-year Masters and have taken classes starting in the summer, the initial fall and spring bills will be based on 15 credits. For students who matriculate in the fall term, the initial *spring* bill will be based on 20 credits for *one-year, two-year and 60 credit* masters. HUSHP Student Health Insurance Plan (SHIP) fee and a HUSHP Student Health Fee (SHF) will also be charged each term.
2. In order to be cleared financially for pre-registration all full-time students are required to pay for these credits, all fees (as described in #1), as well as any outstanding prior debt.
3. Student accounts will be updated to reflect the **actual number** of registered credits when the 1st add/drop/change deadline information has been posted. All registered credits exceeding the initial charges are expected to be paid prior to the next registration period.
4. Students are expected to check their bill regularly.

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

1. The initial bills for each term (in July for the fall and November for the spring) will be based on an HUSHP Student Health Insurance Plan (SHIP) fee and a HUSHP Student Health Fee (SHF).
2. Student accounts will be updated to reflect the **actual number** of registered credits when the 1st add/drop/change deadline information has been posted. All registered credit charges are expected to be paid by the next billing cycle.
3. Only part-time students taking 10 or fewer credits are eligible to waive the **HUSHP Basic Student Health Fee (SHF)**. Please see the University's Health Services website for more details [www.huhs.harvard.edu](http://www.huhs.harvard.edu).
4. Students are expected to check their bill regularly.

### **Tuition paid to the School as a TAP, Affiliate, or Boston Area Public Health Professional (BAPHP)**

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



### ***Financial Degree Requirements for Masters Students***

In addition to meeting academic requirements, students must meet the School's financial requirements. Students must pay the appropriate amount of tuition to receive a degree. Students in a one-year degree program are required to pay for a minimum of 42.5 credits; those in a two-year degree program must pay for a minimum of 80 credits to the School; and those in the 60 credit degree program must complete a minimum of 60 credits.

### ***Tuition Requirements***

All degree candidates must:

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

**Tuition paid to any school other than Harvard Chan School, will *not* be counted toward financial degree requirements for the School.**

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

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

### **Deferring Prior Loans**

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

### **Waiving Student Health Fee (SHF)**

SHF fee is mandatory for all students registered for more than 10 credits each semester. Part-time students taking 10 or less credits may waive this fee and this coverage if on-line waiver form is completed prior to July 31st for fall, and January <sup>31st</sup> for spring.

### **Student Term Bills**

#### ***Full time students:***

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

#### ***Part-time students:***

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

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



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