Questions about HPM courses and programs can be directed to:

Jennifer Moltoni
Assistant Director of Academic Programs and Student Services
Kresge Building, Room 338
Telephone: (617) 432-4324
Email: jmoltoni@hsph.harvard.edu

Or

Elizabeth Nolan
Senior Coordinator
Kresge Building, Room 336
Telephone: (617) 432-4506
Email: enolan@hsph.harvard.edu
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*NOTE: Courses are subject to change. Please be sure to check for updated course information at: http://www.hsph.harvard.edu/administrative-offices/registrar/courses-and-schedules/ when planning your class schedule.
Purpose of Handbook

This handbook provides the degree requirements for the One-Year Master of Science (SM1) program in the Department of Health Policy and Management, and also provides information for those in Health Policy and Health Management fields of study in the MPH program.

We encourage you to review carefully the requirements for your academic program, and to consult with your faculty advisor and program director to develop a course of study that fulfills the requirements of your degree program and best meets your interests and career goals.

Please also become familiar with the HPM policy on Winter Session on page 9 of this handbook.

Other Degree Programs

HPM participates in a number of other degree programs, including: the school-wide Master of Public Health (MPH) program, the joint JD/MPH program with Harvard Law School, and the university-wide doctor of philosophy (PhD) in Health Policy program. The degree requirements for these programs can be obtained by contacting:

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Contact</th>
<th>Office</th>
<th>Telephone and E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Public Health (MPH) *</td>
<td><strong>Anne Occhipinti</strong> Assistant Dean for Professional Education Or <strong>Emily Davies</strong> Program Administrator</td>
<td>Kresge G-29</td>
<td>617-432-3530 <a href="mailto:aocchipi@hsph.harvard.edu">aocchipi@hsph.harvard.edu</a> 617-432-3042 <a href="mailto:edavies@hsph.harvard.edu">edavies@hsph.harvard.edu</a></td>
</tr>
<tr>
<td>PhD in Health Policy</td>
<td><strong>Deborah Whitney</strong> Executive Director, PhD Program in Health Policy</td>
<td>14 Story Street Cambridge, MA 02138</td>
<td>617-496-5506 <a href="mailto:deborah_whitney@harvard.edu">deborah_whitney@harvard.edu</a></td>
</tr>
</tbody>
</table>

*Students in the MPH Fields of Study of Health Management (HM) and Health Policy (HP), and the joint JD/MPH program must follow the MPH Curriculum Guide which is available in the Office of Education office in Kresge G29 or on the Harvard Chan School website at:
Other Harvard Chan School Resources

Students should become familiar with the following resources found on the school’s website or by visiting the appropriate office:

**Harvard Chan School Courses and Schedules**
www.hsph.harvard.edu/registrar/courses

**Procedure for Cross-Registration at Other Schools**
http://www.hsph.harvard.edu/admissions/registrar/cross-registration
Contact: Cherly St. Louis, Cross-Registration Coordinator: stlouis@hsph.harvard.edu

**University-Wide Course Catalog**
https://coursecatalog.harvard.edu/icb/icb.do

**Academic Calendar 2016-2017**
https://www.hsph.harvard.edu/registrar/2016-2017-academic-calendar-summary/

**Harvard Chan School Student Handbook**
http://www.hsph.harvard.edu/academics/student-handbook

**Harvard Chan School Photo Directory**
http://www.hsph.harvard.edu/people/

**Student Financial Services**
http://www.hsph.harvard.edu/osfs
Contact: Kathryn Austin, Director of Student Financial Services

**Office for Student Affairs**
http://www.hsph.harvard.edu/administrative-offices/student-affairs
Contact: Leah Kane, Director for Student Affairs

**Office for Alumni Affairs and Career Advancement**
http://www.hsph.harvard.edu/careers
Contact: Randi Friedman, Director of Career Advancement

See in particular the career resources for students at: www.hsph.harvard.edu/careers

**Office for Alumni Affairs and Career Advancement**
http://www.hsph.harvard.edu/alumni
Contact: Jim Smith, Assistant Dean for Alumni Affairs and Career Advancement

See in particular the alumni network resources for students at:
The Department of Health Policy and Management (HPM) is committed to training and inspiring the next generation of health care leaders. Our students and faculty are passionate about making the world a better place by improving health and health care. We work on compelling and important problems, from making the delivery of care safer and more efficient, to expanding health insurance coverage and eliminating disparities, to designing and improving the performance of entire health systems. Our educational programs focus on helping students develop the critical thinking and applied problem-solving skills needed to address a wide variety of public health challenges.

The research priorities in the Department of Health Policy and Management (HPM) are organized into six broad areas: decision science; health economics; management; quality and access; political policy; and public health policy.

Further information about HPM, including faculty profiles and research interests, and departmental programs and courses can be found on the department’s website at www.hsph.harvard.edu/departments/health-policy-and-management
**Key Contacts for Students**

<table>
<thead>
<tr>
<th>Program</th>
<th>Key Contact</th>
<th>Office</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-Year Masters (SM1)</td>
<td>Jennifer Moltoni</td>
<td>Kresge 338</td>
<td><a href="mailto:jmoltoni@hsph.harvard.edu">jmoltoni@hsph.harvard.edu</a></td>
</tr>
<tr>
<td>MPH 45/65-Health Management Field of Study Director</td>
<td>Sara Singer</td>
<td>Kresge 317</td>
<td><a href="mailto:ssinger@hsph.harvard.edu">ssinger@hsph.harvard.edu</a></td>
</tr>
<tr>
<td>MPH 45 – Health Policy Field of Study Director</td>
<td>Anna Sinaiko</td>
<td>Kresge 409</td>
<td><a href="mailto:asinaiko@hsph.harvard.edu">asinaiko@hsph.harvard.edu</a></td>
</tr>
<tr>
<td>MPH 65 – Health Policy Field of Study Director</td>
<td>Nancy Turnbull</td>
<td>Kresge 303</td>
<td><a href="mailto:ntturnbul@hsph.harvard.edu">ntturnbul@hsph.harvard.edu</a></td>
</tr>
<tr>
<td>JD/MPH Program</td>
<td>Anne Occhipinti</td>
<td>Kresge G-29</td>
<td><a href="mailto:aocchipi@hsph.harvard.edu">aocchipi@hsph.harvard.edu</a></td>
</tr>
</tbody>
</table>

**HPM Academic Programs and Student Services Resources**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Moltoni</td>
<td>Assistant Director of Academic Programs and Student Services</td>
<td>Kresge 338</td>
<td><a href="mailto:jmoltoni@hsph.harvard.edu">jmoltoni@hsph.harvard.edu</a> 617-432-4324</td>
</tr>
<tr>
<td>Elizabeth Nolan</td>
<td>Senior Coordinator</td>
<td>Kresge 336</td>
<td><a href="mailto:enolan@hsph.harvard.edu">enolan@hsph.harvard.edu</a> 617-432-4506</td>
</tr>
</tbody>
</table>

MPH students may also contact Anne Occhipinti at:

617-432-3530 or aocchipi@hsph.harvard.edu

**Cross-Registering from Harvard Chan School**

HSPH students may enroll in courses offered by one of the other Harvard faculties, Massachusetts Institute of Technology (MIT), Tufts Fletcher School of Law and Diplomacy, and Tufts Friedman School of Nutrition Science and Policy -- the cross-registration consortium. Obtaining credit for cross-registered courses is permissible only for graduate-level courses appropriate to the student's Harvard Chan School degree program and if a similar course is not available at the Harvard Chan School.

Students may obtain cross registration information via a web-based system developed by the Provost Office and the Harvard Registrars. The site is: [http://coursecatalog.harvard.edu/icb/icb.do?keyword=CourseCatalog&tabgroupid=icb.tabgroup104752](http://coursecatalog.harvard.edu/icb/icb.do?keyword=CourseCatalog&tabgroupid=icb.tabgroup104752)

**Cherly St. Louis** is the Masters of Science and Guest Student Coordinator in the Registrar’s Office who handles all cross-registration concerns at the Harvard Chan School. She can be reached at stlouis@hsph.harvard.edu. Please contact her with any cross-registration questions or concerns that you have.
The Registrar’s Office is the best resource for cross-registration information. The Registrar’s Office Cross-Registration Information webpage is located here: https://www.hsph.harvard.edu/registrar/cross-registration-2/

Here are a few important cross-registration items to keep in mind:

Cross-Registration Credit Requirements:

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

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

Undergraduate-level and language courses are not counted toward a Harvard Chan School degree, and students do not receive credit for them. Radcliffe Seminars and Harvard Extension and Summer School courses are also not counted toward degree credit at the Harvard Chan School. If students still want to take these courses, and can fit them into their schedules while meeting all of their other degree requirements, they may take them, however, it is with the understanding that these courses will not be counted towards their degree and they will not receive credit for them.

Cross-Registration Deadlines:

Students cross-registering into consortium schools must meet the deadlines set by both the Harvard Chan 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 Cross-Registration Deadline Chart found in the registration packet or visit the Harvard Cross-Registration website, which contains links to cross-registration information for all consortium schools.

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 Harvard Chan School.

Degree candidates are urged to check the examination schedules of cross-registered courses to avoid possible problems of late grade reporting to the Harvard Chan School Registrar. Some schools give examinations at such a late date that Harvard Chan 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. Please note 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 Registrar’s Office.

Scheduling Cross-Registered Courses:

Please note that students may not, under any circumstance, register for courses that overlap time periods.
HPM Policy on Winter Session

A. Each full-time HPM student is expected to participate in WinterSession activities that will enhance the student's academic experience. The nature of these experiences will vary in accordance with the needs and interests of individual students. Some of the activities that would be appropriate include:

- Courses on campus - these may be credit or non-credit courses at the Harvard Chan School or at other Harvard graduate schools or MIT;
- School-sponsored field trips;
- Independent study under the auspices of a faculty sponsor (HPM 300 courses);
- Research projects; and
- Volunteer work in the community.

B. Part-time students are not required to participate in WinterSession activities. There will be a tuition charge for any credit courses taken by part-time students.
Advisor Information for HPM Students

**Advisors:** Each student is assigned an advisor, who is an HPM faculty member. The advisor’s role is to provide the student with academic guidance, information and general assistance. Each student must meet with his or her advisor 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 issues or problems relevant to the student’s academic performance.

After meeting to review your proposed course of study, the advisor will approve your courses via the school’s online system.

Your advisor’s signature is required for certain other types of registration actions (e.g., General Petition forms). If your advisor is not available, the following people in HPM are surrogate advisors for the purposes of signing various forms:

- Jennifer Moltoni  Kresge Room 338
- Nancy Turnbull  Kresge Room 303

**A few advising tips:** Schedule meetings in advance and let your advisor know what you would like to discuss. Some faculty members have regularly scheduled office hours but most prefer to schedule appointments through e-mail. Ask your advisor about the best way to arrange meetings.

Faculty members are usually not the best resource on administrative questions. So, if possible, look up the answers to your administrative questions in the HPM or Harvard Chan School student handbooks, visit search the HPM or School website, or ask Jennifer Moltoni or Elizabeth Nolan in HPM’s Office for Academic Programs and Student Services.

During the first three weeks of the semester, new students should set up an individual appointment with Jennifer Moltoni, Assistant Director of Academic Programs and Student Services; so that she can answer any questions you may have and help get your semester off to a great start.

Your advisor is not the only faculty member who can give you guidance and support. We encourage you to talk with other faculty members, including those in other departments. Other students are invaluable resources too, particularly for advice on classes.

**If you and your advisor are not a good match, you should feel comfortable changing advisors.** Students who wish to change advisors should speak with Jennifer Moltoni or Nancy Turnbull.
Meetings/Seminars and Discussions for HPM Students

MPH Cohort Meetings
Students in the MPH program will have three opportunities each semester to meet with the Directors of their programs as a group. These meetings are strategically scheduled prior to registration and drop/add deadlines throughout each semester, and it is strongly recommended that all students attend. These meetings will take place at lunchtime and a light lunch will be served. As soon as these meetings have been scheduled, students will be notified via email.

Lunchtime Discussions/Seminars: HSPH abounds with lunchtime speakers, talks and seminars. Three discussions/seminars of particular interest to HPM students are:

- **The Harvard Injury Control Research Center** sponsors a monthly seminar series. For dates and topics, check the Center’s website at: [http://www.hsph.harvard.edu/hicrc/seminar-series/](http://www.hsph.harvard.edu/hicrc/seminar-series/).

- **Lunch with the Chair:** Twice a year, Professor Arnold Epstein, the Department Chair of HPM, has a lunchtime discussion with students in an informal question-and-answer format. You will receive e-mails inviting you to attend this event. Space is limited, so you will need to respond to the e-mail invitation to secure your place.

- **HPM Monthly Research Seminars:** HPM faculty members present on recent research. The seminars are held from 12:30-1:20 pm in Kresge 439. Look for posters and e-mails for further information on specific sessions. Some presenters will be announced later in the academic year. This is a great opportunity to hear about cutting-edge research. While you do not need to sign up for these sessions, you should arrive promptly to secure a seat.