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

As a matter of policy, law, and commitment, the Harvard T.H. Chan School of Public Health does not discriminate against any person on the basis of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran status or handicap in admissions to, access to, treatment in, or employment in its programs and activities.
Table of Contents

Administrative Organization _________________________________________________________ 5
  Office for Student Services (617-432-4067) _________________________________________________________ 5
  Admissions Office (617-432-1031) _________________________________________________________ 5
  Office for Student Affairs (OSA) (617-432-1036) _____________________________________________________ 5
  Office of Financial Aid (617-432-1867) _______________________________________________________________ 6
  Registrar's Office (617-432-1032) ________________________________________________________________ 6
  Ombuds Office _________________________________________________________ 7

Academic Support __________________________________________________________________ 8
  Academic Integrity _____________________________________________________________________________ 8
  Advisors _____________________________________________________________________________________ 9
  Departments and Programs _________________________________________________________ 10
  Check-In _________________________________________________________ 11
  my.harvard _________________________________________________________ 11
  Academic Calendar _________________________________________________________ 11
  Course Enrollment Policies _________________________________________________________ 12
  Online Course Schedules and Catalogs _________________________________________________________ 12
  Course Evaluations _________________________________________________________ 12
  Course Prospectus/Syllabi _________________________________________________________ 12
  Cross-Registration Policies _________________________________________________________ 12
  Foreign Language Courses _________________________________________________________ 14
  Core-Course Requirements _________________________________________________________ 14
  Transfer Credits _________________________________________________________ 15
  Independent Studies and Research Courses _________________________________________________________ 15
  Travel Grants _________________________________________________________ 15
  Tutors _________________________________________________________ 15
  Student Status _________________________________________________________ 16
  Degree Requirements _________________________________________________________ 16
  Harvard Chan School Grading System _________________________________________________________ 18
  Grade Changes _________________________________________________________ 21
  Grade Notification _________________________________________________________ 21
  Final Examination Policy _________________________________________________________ 21
  Leaves of Absence and Withdrawal _________________________________________________________ 21
  Commencement _________________________________________________________ 25
  Diplomas _________________________________________________________ 26
  Harvard University Identification Card _________________________________________________________ 26
  Health Insurance and Fees _________________________________________________________ 27
  Harvard International Office _________________________________________________________ 27
  Summer Programs _________________________________________________________ 28
  Summer Only Degree Students _________________________________________________________ 28
  Summer Courses, Independent Studies, and Research at the Harvard Chan School _________________________________________________________ 29
  WinterSession (January) _________________________________________________________ 29
  Awards _________________________________________________________ 29
  Libraries _________________________________________________________ 29
  Patents, Trademarks and Use of Harvard’s Name _________________________________________________________ 29

Master of Public Health Student Information __________________________________________ 32
  The Committee on Admissions and Degrees _________________________________________________________ 32
  The Master of Public Health Programs (MPH) _________________________________________________________ 32

Masters of Science Information _________________________________________________________ 34

Doctor of Science Information _________________________________________________________ 35
  The Committee on Admissions and Degrees _________________________________________________________ 35
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The SD Doctoral Program</td>
<td>35</td>
</tr>
<tr>
<td>Doctor of Science Tuition and Fees</td>
<td>35</td>
</tr>
<tr>
<td>Access to Facilities</td>
<td>35</td>
</tr>
<tr>
<td>Residency Requirement</td>
<td>36</td>
</tr>
<tr>
<td>Academic Requirements for Doctor of Science (SD) Students</td>
<td>36</td>
</tr>
<tr>
<td>Course Work and Research Credit</td>
<td>37</td>
</tr>
<tr>
<td>Doctor of Science Timetable</td>
<td>38</td>
</tr>
<tr>
<td>The Prospective Program</td>
<td>39</td>
</tr>
<tr>
<td>The Final Program and Nomination of the Oral Qualifying Examination Committee</td>
<td>39</td>
</tr>
<tr>
<td>Departmental Written Examinations</td>
<td>40</td>
</tr>
<tr>
<td>Oral Qualifying Examination</td>
<td>40</td>
</tr>
<tr>
<td>Research</td>
<td>42</td>
</tr>
<tr>
<td>Nomination of the Research Committee</td>
<td>42</td>
</tr>
<tr>
<td>Progress Reports</td>
<td>43</td>
</tr>
<tr>
<td>Non-Resident Doctoral Status (Dissertation Work in Absentia)</td>
<td>43</td>
</tr>
<tr>
<td>Dissertation Completion</td>
<td>44</td>
</tr>
<tr>
<td>Dissertation Defense</td>
<td>44</td>
</tr>
<tr>
<td>Publishing the Dissertation</td>
<td>44</td>
</tr>
<tr>
<td>Doctor of Public Health (DrPH) Student Information</td>
<td>45</td>
</tr>
<tr>
<td>DrPH Tuition and Fees</td>
<td>45</td>
</tr>
<tr>
<td>Academic Requirements for DrPH Students</td>
<td>45</td>
</tr>
<tr>
<td>DrPH Student Timetable</td>
<td>46</td>
</tr>
<tr>
<td>Prospective/Final Program</td>
<td>46</td>
</tr>
<tr>
<td>Written Qualifying Examination</td>
<td>47</td>
</tr>
<tr>
<td>Oral Qualifying Examination</td>
<td>47</td>
</tr>
<tr>
<td>Nomination of the Doctoral Project Committee</td>
<td>47</td>
</tr>
<tr>
<td>Doctoral Project Progress Reports</td>
<td>47</td>
</tr>
<tr>
<td>Oral Final Exam</td>
<td>47</td>
</tr>
<tr>
<td>Publishing the Thesis</td>
<td>47</td>
</tr>
<tr>
<td>Doctoral Student Forms</td>
<td>48</td>
</tr>
<tr>
<td>Student Life Policies</td>
<td>49</td>
</tr>
<tr>
<td>Academic Rights and Responsibilities</td>
<td>49</td>
</tr>
<tr>
<td>Alcohol at the Harvard Chan School</td>
<td>49</td>
</tr>
<tr>
<td>Bicycles</td>
<td>49</td>
</tr>
<tr>
<td>Certifications</td>
<td>49</td>
</tr>
<tr>
<td>Communication with Students</td>
<td>50</td>
</tr>
<tr>
<td>Computing and IT Policies</td>
<td>50</td>
</tr>
<tr>
<td>Dangerous Weapons and Threats</td>
<td>51</td>
</tr>
<tr>
<td>Discrimination, Policy Against</td>
<td>53</td>
</tr>
<tr>
<td>Drugs and Alcohol Policy</td>
<td>53</td>
</tr>
<tr>
<td>Harvard University Policy on Access to Electronic Information</td>
<td>54</td>
</tr>
<tr>
<td>Hazing</td>
<td>54</td>
</tr>
<tr>
<td>Immunizations</td>
<td>55</td>
</tr>
<tr>
<td>Inclement Weather Policy</td>
<td>55</td>
</tr>
<tr>
<td>Religious Holidays, Absence Due to</td>
<td>55</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>55</td>
</tr>
<tr>
<td>Sensitive Crimes (including rape, sexual assault and battery, domestic violence, and hate crimes)</td>
<td>56</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>56</td>
</tr>
<tr>
<td>Smoke-Free and Tobacco-Free Campus</td>
<td>57</td>
</tr>
<tr>
<td>APPENDIX A: Abbreviations</td>
<td>58</td>
</tr>
<tr>
<td>APPENDIX B: Disciplinary Procedures</td>
<td>59</td>
</tr>
<tr>
<td>APPENDIX C: Grievance Procedures for Students</td>
<td>64</td>
</tr>
<tr>
<td>APPENDIX D: Missing Persons Policy</td>
<td>67</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>----</td>
</tr>
<tr>
<td>APPENDIX E: Student Records</td>
<td>68</td>
</tr>
<tr>
<td>APPENDIX F: Tuition and Fees</td>
<td>70</td>
</tr>
<tr>
<td>APPENDIX G: Veterans Affairs Compliance</td>
<td>72</td>
</tr>
<tr>
<td>INDEX</td>
<td>73</td>
</tr>
</tbody>
</table>
Administrative Organization

Office for Student Services (617-432-4067)
The Office for Student Services includes the Admissions Office, the Registrar’s Office, the Office for Student Affairs, and the Office of Financial Aid at the Harvard T.H. Chan School of Public Health (the School). The office is responsible for all aspects of administration pertaining to supporting students’ admission, registration, academic records, degree progress, social and academic well-being, and financial support. The office is located on the ground floor of Kresge, 677 Huntington Avenue, Boston, MA 02115.

Robin Glover  Associate Dean of Student Services
Jim Smith  Assistant Dean for Student and Alumni Services
Karen Brown  Office Manager
Yasmina Kamal  Student Services Liaison and Coordinator

Office Hours:  Monday through Friday 9 a.m. – 5 p.m.

Admissions Office (617-432-1031)
The Admissions Office processes applications for admission to the school, identifies prospective applicants, and advises them about the admissions process, opportunities offered by departments and programs, and the School’s potential contribution to their professional development. The office can assist in arranging visits and information sessions for prospective students. Telephone inquiries are welcome every day from 9 a.m. to 5 p.m. Voice mail messages may be left outside of business hours. Please visit our web site www.hsph.harvard.edu/admissions for more information, or contact us by e-mail at admissions@hsph.harvard.edu. Our office is located at 158 Longwood Avenue, Boston, MA 02115-5810.

Vincent James  Director of Admissions
Kerri Noonan  Associate Director of Admissions
Charlie Dill  Assistant Director of Admissions
Kelly Latendresse  Assistant Director of Admissions
Andy Lopez-Lara  Admissions Assistant
Ruth Thompson  Admissions Assistant

Office Hours:  Monday through Friday 9 a.m. - 5 p.m.
E-mail Address:  admissions@hsph.harvard.edu
Fax Number:  617-432-7080

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. 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 Association, and advises and provides support to student organizations on a variety of issues including goal setting and event planning. In addition, OSA administers the MBTA discount pass program, assigns lockers, and serves as an information source for students. Please visit our web site www.hsph.harvard.edu/student-affairs/ for more information, or contact us by e-mail at studentaffairs@hsph.harvard.edu. The office is located in Kresge G-4, 677 Huntington Avenue, Boston, MA 02115.

Leah Kane Director for Student Affairs
Colleen Cronin Associate Director of Student Affairs
Amy De La Cerda Program Coordinator
Luke Sutherland Housing and Resident Life Coordinator
Katherine Worthington Program Coordinator
Office Hours: Monday through Friday 9 a.m. - 5 p.m.

Office of Financial Aid (617-432-1867)
The mission of the Office of Financial Aid (OFA) 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 OFA 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/osfs for more information, or contact us by e-mail at osfs@hsph.harvard.edu. Telephone inquiries are welcome every day from 9 a.m. to 5 p.m. Voice mail messages may be left during early morning and evening hours. The office is located in the Kresge G-4 suite, 677 Huntington Avenue, Boston, MA 02115.

Kathryn Austin Director of Financial Aid
Ada Horne Assistant Director of Financial Aid
Brian Le Financial Aid Coordinator
Senait Mulu Financial Aid Coordinator
Office Hours: Monday through Friday 9 a.m. – 5 p.m. or by appointment.
E-mail Address: osfs@hsph.harvard.edu

Registrar’s Office (617-432-1032)
The Registrar’s Office manages student enrollment, maintains student records and grades, monitors students’ compliance with degree requirements, certifies enrollment, assesses tuition, and schedules courses. The office is open Monday-Friday from 10 a.m. to 3 p.m. Please visit our web site www.hsph.harvard.edu/registrar for more information, or contact us by e-mail at registrar@hsph.harvard.edu. The office is located in the Kresge G-4 Suite, 677 Huntington Avenue, Boston, MA 02115.

Joann Wilson-Singleton Registrar
Alison Hardy Senior Associate Registrar
TBD Associate Registrar for Technology
Michelle Pessinis Assistant Registrar
Ombuds Office
Ombuds Office (confidential line) 617-432-4041
The Ombudsman for HMS/HSDM/Harvard T.H. Chan School of Public Health provides impartial assistance to students, faculty, staff and trainees and appointees at the affiliated institutions whose concerns are affecting their work or studies. The Ombuds Office offers a highly confidential, independent, and informal forum in which to help visitors to clarify their concerns, identify their goals and consider all of their options in managing or resolving their situations. The Ombudsman does not serve as an advocate for any party to a dispute. However, an Ombudsman does advocate for fair treatment and processes. The Ombudsman provides coaching in written and verbal communications, informal mediation, meeting facilitation, shuttle diplomacy, upward feedback, and information about policies/procedures and resources. Some typical concerns brought to the Ombuds Office include work/academic environment and performance, research-related concerns, harassment and discrimination, illness and disability, and policies and requirements. Any issue may be brought to the Ombudsman.

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. 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 T.H. Chan School of Public Health Ombuds Office
164 Longwood Avenue, 1st Floor

Melissa Brodrick, Ombudsman
617-432-4040
melissa_brodrick@hms.harvard.edu

Justin Neiman, Associate Ombudsman
617-432-4043
justin_neiman@hms.harvard.edu

Office Hours:
Monday through Friday, 8 a.m. – 5 p.m.
Call to schedule an appointment
https://hms.harvard.edu/departments/ombuds-office (includes self-help resources)
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 a primary academic 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 a minimum, before the start of each term to discuss the student's proposed course of study and any procedural or personal issues relevant to the student's academic experience.

The advisor meets with the advisee to confirm the student's course of study. After the student has enrolled in courses for the term and meets with their advisor, the advisor approves the student’s course enrollment in my.harvard. The advisor's approval on the student's record is required and indicates that the courses in which the student has enrolled are appropriate for the successful completion of the student's degree program in the allotted time. If the student's advisor is not available to approve the record, the student must check with their department’s academic administrator/program director for assistance.

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

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

Students who experience academic difficulties should contact their academic 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 T.H. Chan School of Public Health departments and programs, their corresponding abbreviations and administrative points of contact:

<table>
<thead>
<tr>
<th>Department/Program Abbreviation</th>
<th>Department/Program</th>
<th>Administrator</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>BST</td>
<td>Biostatistics</td>
<td>Jelena Follweiler</td>
<td>SPH2-408</td>
<td>617-432-1087</td>
</tr>
<tr>
<td>CBQG</td>
<td>Computational Biology and Quantitative Genetics</td>
<td>Jelena Follweiler</td>
<td>SPH2-408</td>
<td>617-432-1087</td>
</tr>
</tbody>
</table>
| DBS/BPH                        | Division of Biological Sciences /PhD Program in Biological Sciences in Public Health | Tatevik Holmgren  
Tom Brazda | SPH2-111  
SPH2-119 | 617-432-4397  
617-632-6603 |
| DrPH                           | Doctor of Public Health                                 | Gary Williams  
Aria Jin | Kresge G29  
Kresge G29 | 617-432-5008  
617-432-2109 |
| EH                             | Environmental Health                                    | Barbara Zuckerman       | SPH1-1304   | 617-432-2109 |
| EPI                            | Epidemiology                                            | Ellen Fuxhi  
Eric DiGiovanni  
Warisha Amin  
Caroline Huntington | Kresge 904  
Kresge 901  
Kresge 901 | 617-432-1055  
617-432-1328  
617-432-7973 |
| GCD                            | Genetics and Complex Diseases                           | Angela Epshtein         | SPH2-107    | 617-432-0054 |
| GHP                            | Global Health & Population                              | Barbara Heil  
Allison Gallant | SPH1-1108d  
SPH1-1108 | 617-432-1179  
617-432-2253 |
| HDSC                           | Health Data Science                                     | Jelena Follweiler       | SPH2-408    | 617-432-1087 |
| HPM                            | Health Policy & Management                              | Jennifer Moltoni  
Colin Fleming (HCM)  
Nicole Pires | Kresge 338  
Kresge 320  
Kresge 336 | 617-432-4324  
617-432-7075  
617-432-1650 |
| IID                            | Immunology & Infectious Diseases                        | Andrea Sabaroff         | FXB-301     | 617-432-1023 |
| MPH                            | Master of Public Health                                  | Anne Occhipinti  
Emily Davies  
Cleo Hereford  
Stephanie Lemoine | Kresge G29  
Kresge G29  
Kresge G29  
Kresge G29 | 617-432-3530  
617-432-3042  
617-432-0090  
617-432-1558 |
| PHS                            | PhD in Population Health Sciences                       | Bruce Villineau  
Matthew Bocuzzi | Kresge G10  
Kresge G10 | 617-432-6076  
617-432-2048 |
| NUT                            | Nutrition                                                | Stefanie Dean           | SPH2-310    | 617-432-1528 |
| SBS                            | Social and Behavioral Sciences                          | Elizabeth Solomon  
Whitney Waddell | Kresge 622  
Kresge 618 | 617-432-3761  
617-432-3689 |
Check-In
All students are required to check-in each term. The check-in process involves confirming your address, FERPA status, and other information. If you do not complete the check-in process, you will be blocked from enrollment. Detailed enrollment and check-in information is posted on the Enrollment page of the Registrar’s Office website. In addition to completing check-in, incoming students should please note the following:

- E-mail is the official mode of communication at the School. Students are expected to claim and activate their Harvard email soon after receiving notification from Harvard University IT with instructions to do so. After activating the Harvard email, students are expected check their Harvard e-mail account on a regular basis for important notices. Note that all email correspondence will be directed to the official Harvard email once it is activated.

- 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, financial and/or enrollment clearance by the said date will be administratively withdrawn from the Harvard T.H. Chan School of Public Health.

- All students are required to have laptops loaded with VDI software. The laptop policy and the instructions for loading VDI software onto your laptop can be found at http://www.hsph.harvard.edu/registrar/laptop-requirement-policy.

- Incoming students who have not satisfied admissions contingencies will be blocked from enrollment activities. Students should note that the Schools of Public Health Application Service (SOPHAS) does not forward transcripts. All incoming students are required to submit official transcripts for all post-secondary institutions attended. Unless a student is in a Harvard Chan School joint (JD/MPH, MUP/MPH) or combined (MD/MPH) degree program all degrees must have been awarded/conferred prior to matriculation at the School. 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 enrollment.

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 check-in, 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. Please note that identifying information, even if restricted for directory purposes, may be shared within the classroom setting and through the use of electronic academic tools such as Canvas, BlueJeans, or Zoom.

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

**my.harvard**
my.harvard is Harvard University’s student information system, and is the system of record for course enrollments for HSPH students and HSPH courses. my.harvard is used to maintain student records, manage course enrollment, and schedule classes. Using the my.harvard Student Portal, students can access information about their academic program, enroll in classes, view course history, view their student accounts, access to-do lists and holds, and update their personal information. Please note that academic credit will not be given for coursework unless an enrollment record exists in my.harvard.

**Academic Calendar**
The academic calendar is available online at http://www.hsph.harvard.edu/registrar/academic-calendar/ or by clicking the calendar link on the School’s homepage. Subscribing to the academic calendar with Google calendar may be done by following these instructions. Please note that all important academic dates and deadlines are listed on the Academic Calendar.
Course Enrollment Policies
Students are required to complete all course enrollment activities prior to the enrollment deadline(s) specified in the academic calendar. Students are expected to have their enrollments finalized in my.harvard by the posted deadlines. Students are encouraged to enroll in courses as early in the enrollment period as possible. HSPH does not allow students to enroll in courses that have conflicting meeting times under any circumstance. If a student is required to take a course in order to graduate the student should enroll in the course as soon as possible so as to secure their space in the course. If there is a waitlist at the time of enrollment the student should add themselves to the waitlist for the course.

Please note, students will not be permitted to add, drop or change their grading option after the add/drop/change deadline. Students will not be permitted to withdraw from a course after the withdrawal deadline.

Online Course Schedules and Catalogs
Course listings from all Harvard faculties are available in the my.harvard Course Search. The online course listings contain course descriptions, instructor information, credits, meeting times and locations, enrollment requirements, and other general information about the course.

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 Registrar’s Office. Course evaluation summaries are available online at the Office of Education’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 courses may be found on Canvas, the electronic classroom tool. A link to Canvas can be found on the my.harvard portal. The HSPH Curriculum Center may be able to assist in providing syllabi for courses offered in previous terms.

Cross-Registration Policies
Degree students may enroll in courses offered by the cross-registration consortium, which consists of the other Harvard faculties, the Massachusetts Institute of Technology (MIT), MGH Institute of Health Professions, 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 class meetings vary from school to school across the consortium. Students must consult the academic calendars at both HSPH and the host school for class meeting dates and course enrollment deadlines.

Students must be aware that MIT grades may 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. In addition please be aware that certain spring courses offered at Harvard may end too late to be counted towards graduation. Keep this in mind when contemplating spring cross-registration. Questions about this policy should be directed to the HSPH Registrar’s Office.

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

<table>
<thead>
<tr>
<th>Name Of School</th>
<th>School Code</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard Business School</td>
<td>HBS</td>
<td>617-495-6247</td>
</tr>
<tr>
<td>Harvard School of Dental Medicine</td>
<td>HSDM</td>
<td>617-432-1447</td>
</tr>
<tr>
<td>Harvard Divinity School</td>
<td>HDS</td>
<td>617-495-5760</td>
</tr>
<tr>
<td>Harvard Graduate School of Arts and Sciences</td>
<td>GSAS</td>
<td>617-495-1519</td>
</tr>
</tbody>
</table>
For a cross-registered course to count toward an HSPH degree and to appear on a corresponding 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, and instructor if required

Please note that Undergraduate level, Radcliffe Seminars, Harvard Extension and Summer School and certain HMS courses are not counted toward degree credit at the Harvard Chan School, nor is cross-registration into these courses permissible. In addition, students are not allowed to take cross-registration courses for audit.

**Cross-Registration Credit Limits**
School degree candidates can cross-register for a maximum of 1/2 of their total credits per term. For example, a full-time student who is planning to register for a total of 20 credits may not register for more than 10 cross-registered credits. Students who wish to take more than 1/2 of their total credits for the term outside the School must submit a **General Petition** to the Registrar's Office for review and approval.

**Cross-Registration Credit Conversion**
Credit values for cross-registration courses are converted from the host school’s credit values into the HSPH credit values using the credit mapping on the Registrar’s website.

**Cross-Registration Deadlines**
HSPH Students cross-registering into consortium schools **must abide by the deadlines set by both HSPH and the host school.** **HSPH students must finalize their cross-registration enrollment according to the cross-registration deadlines set forth by the host school and before the last date to enroll deadline in the HSPH Academic Calendar.** Please see the **Enrollment Information** webpage for more information about enrollment deadlines at HSPH.

**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. Auditing cross-registered course is strictly prohibited.

The Harvard Chan School Registrar's Office receives the grades from the host school’s Registrar's Offices and they are included as part of the student's official academic record. These grades will not be translated into the Harvard Chan School's grading system. For example, 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 Harvard Chan 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 Harvard Chan School Registrar. Some schools give exams at such late dates that 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.**
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 Harvard Chan School or departmental/program 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. In addition, these courses will not display on transcripts once a grade has been assigned. 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). For students who are assessed tuition on a per-credit basis, these credits will be assessed at the student’s tuition rate at the time of course enrollment.

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

Master of Public Health students must successfully pass ID 201, or take a sequence of Biostatistics and Epidemiology courses from the table below. In total, all students must take a minimum of 5 credits in Biostatistics and 2.5 credits in Epidemiology. Please refer to the MPH Curriculum Guide for details on meeting this requirement.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 201</td>
<td>Core Principles of Biostatistics and Epidemiology</td>
</tr>
<tr>
<td>BST 201</td>
<td>Introduction to Statistical Methods</td>
</tr>
<tr>
<td>EPI 201</td>
<td>Introduction to Epidemiology: Methods I</td>
</tr>
<tr>
<td>EPI 202</td>
<td>Epidemiologic Methods 2: Elements of Epidemiologic Research</td>
</tr>
<tr>
<td>BST 202</td>
<td>Principles of Biostatistics I</td>
</tr>
<tr>
<td>BST 203</td>
<td>Principles of Biostatistics II</td>
</tr>
<tr>
<td>BST 206</td>
<td>Introductory Statistics for Medical Research</td>
</tr>
<tr>
<td>BST 207</td>
<td>Statistics for Medical Research II</td>
</tr>
<tr>
<td>BST 208</td>
<td>Statistics for Medical Research, Advanced</td>
</tr>
<tr>
<td>EPI 208</td>
<td>Introduction to Clinical Epidemiology</td>
</tr>
<tr>
<td>EPI 500</td>
<td>Fundamentals of Epidemiology</td>
</tr>
</tbody>
</table>

Doctoral students must successfully pass two intermediate level Biostatistics courses and one Epidemiology course. SD students should refer to the Required Courses section of the Doctor of Science Student Information portion of this handbook for further details.

Waiving
The School does not accept transfer credits for courses taken at other academic institutions. In certain situations, students may waive a core course. Students wishing to waive core courses in either Biostatistics or Epidemiology must submit a Waiver of Core Course Form, signed by the relevant instructor(s) and department administrators. Students must present an official transcript, copy of the course description and syllabi to the instructor(s) to verify appropriate coursework. If the request to waive a core course is approved, the student will not be required to enroll in the core course. Students within the Biostatistics Department are automatically exempted from an introductory core course in Biostatistics. A student waiving the requirement must still register for the minimum credits necessary for full or part-time status.
Transfer Credits
Under no circumstance does the Harvard T.H. Chan School of Public Health accept transfer credits from other academic institutions. If a Harvard Chan non-degree student applies for and is granted admission into a master’s degree program, up to 20 credits of completed coursework may be applied to the financial 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. Note that upon entering the degree program, students will be billed at the corresponding flat tuition rate for the year for the remaining terms necessary to complete program requirements. Therefore, prior coursework completed will be a financial benefit to the extent that it shortens the time necessary to complete degree requirements. Students should carefully consider enrollment options (i.e. full-time, part-time, summer enrollment) for completing the degree when transferring in prior credits, as this may not guarantee a lower total cost of the degree.

Independent Studies and Research Courses
Independent studies and research sections are courses of study that involve substantial interaction with and instruction by faculty and are set up on an ad hoc basis. All independent study and research courses are taken for pass-fail credit only. Independent Studies may be set up with variable credits.

An HSPH faculty member or an adjunct faculty member must supervise all independent studies and research sections taken for degree credit at the School. Students who wish to enroll with a faculty member with a School “annual appointment” or a faculty member from another Harvard school must enroll in the section sponsored by their School academic advisor. By sponsoring the independent study, the School advisor agrees to the appropriateness of both the work and the non-School supervisor. The academic advisor must contact the non-School section 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 Harvard Chan School Global Health and Population Field courses during WinterSession (January Session). Funds are provided 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.
- Students will receive 25% of the economy round-trip airfare up to a set limit for travel between Boston and the location of the travel courses regardless of where the student originates the trip. Per Harvard University travel policy, travelers will not be reimbursed for tickets purchased with frequent flyer miles. This policy also applies to tickets purchased with reward or award miles. Travelers will, however, be reimbursed for fees associated with issuing a ticket, such as taxes and agency or airline services fees.
- 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 Student Services.
- 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/programs will cover all faculty per-diem and other course-related expenses for travel-related courses.

Tutors
Students having trouble 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
Colleen Cronin, Associate Director of Student Affairs, at cronin@hsph.harvard.edu or at 617-432-1542 concerning this assistance.

**Student Status**

Full-time degree-seeking students at HSPH may not enroll in more than 27.5 credits and no less than 15 credits in a given term. Students may request an exception to the credit limit by submitting a Request for Credit Limit Exception Form to the Registrar’s Office. Under certain circumstances, full-time students must petition to enroll in less than 40 credits per year, while remaining a full-time student.

Students in part-time degree programs have different credit limits that are specified in the sections specific to those programs. Part-time doctoral students may take between 10-14.99 credits. Part-time Master of Science students may take less than 15 credits per term.

If students find it necessary to change their status, they can do so by submitting a General Petition to the Registrar’s Office.

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

**Non-Resident Status**

SD students who have passed their Oral Qualifying Examination, who are conducting advanced research outside the Boston area, and who receive permission from their department and the 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 this status. Students who fail to reapply on a yearly basis and do not enroll in credits for the following term will be administratively withdrawn from Harvard Chan School degree candidacy.

SD students who have not met their tuition requirement before being approved for 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 my.harvard 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 term that they are in non-residence.*

SD 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 degree candidacy.

**Degree Requirements**

To complete a degree program successfully, each student must satisfy both academic and financial requirements. Financial degree requirements can be found under “Harvard Chan School Billing Policy” in Appendix F.

**Academic Requirements**

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

**Minimum Number of Credits Required to Graduate by Degree Program**

<table>
<thead>
<tr>
<th>Degrees</th>
<th>42.5 Credit MPH</th>
<th>45 Credit MPH</th>
<th>65 Credit MPH</th>
<th>42.5 Credit SM</th>
<th>60 Credit SM</th>
<th>80 Credit SM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Credits Required to Graduate</strong></td>
<td>42.5</td>
<td>45</td>
<td>65</td>
<td>42.5</td>
<td>60</td>
<td>80</td>
</tr>
<tr>
<td><strong>Number of Ordinal Credits Required to Graduate</strong></td>
<td>30</td>
<td>32.5</td>
<td>47.5</td>
<td>30</td>
<td>45</td>
<td>60</td>
</tr>
<tr>
<td><strong>Number of Cross-Registered Credits Permitted</strong></td>
<td>No more than 1/2 of total credits of degree program and/or per term</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Requirements</strong></td>
<td>Check with advisor for departmental/program requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 term to meet the expected graduation date defined in each student’s letter of admission.

**Master of Science Academic Requirement**
All master of science students are required to complete an introduction to public health course. Students should refer to their department’s/program’s student manual for details on the specific requirement.

**Joint, Concurrent, and Combined Degree Information**
Harvard Chan School students may enroll in joint, combined or concurrent degree programs with Simmons College and other faculties of Harvard University as defined by the School. Participation in these programs require acceptance into both institutions involved.

For information on the joint MPH degree programs, please refer to the Master of Public Health Student Information provided on the [Admissions Office website](#).

**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 Admissions Office. Students must first have the approval of their current department prior to beginning this process. Doctoral students applying to a second department will receive a single diploma, after successfully meeting the degree requirements of both.

**Academic Standing**
In addition to meeting course load requirements and distributions, Harvard Chan School students must remain in good academic standing, must complete department/program requirements within the designated time to degree, and must meet the following academic conditions:
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 students must receive a B- or better in all courses proposed in the Prospective/Final Program, must adhere to the Doctor of Science timetable and must successfully meet other specified departmental/program requirements. Please see the Doctor of Science Student Supplement section of this handbook.

Failure to Meet Academic Requirements
Doctoral 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 term under academic probation and subject to specific academic conditions, which, if not fulfilled by the specified time, may result in the termination of degree candidacy.

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

The academic review process begins with notification to the department/program and advisor that the student is on academic probation. The department/program reviews the student's status and may recommend that the student be allowed to register for courses during the following term. The CAD will review the student's academic progress and the department’s/program’s recommendations. For additional policies and procedures regarding unsatisfactory academic performance, please refer to 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 refer to the Office of Financial Aid’s policies and disclosure webpage.

Waiving Degree Requirements
Students should consult their program/department administrator for procedures.

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

<table>
<thead>
<tr>
<th>Grading Option</th>
<th>Grade Definition</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinal</td>
<td>A – C, F Grading Scale</td>
<td>Calculated In Final G.P.A.</td>
</tr>
<tr>
<td>Pass/Fail</td>
<td>P = Pass, F = Fail</td>
<td>P Not Calculated in G.P.A., F Calculated In G.P.A.</td>
</tr>
<tr>
<td>Audit</td>
<td>Not Graded</td>
<td>Not Calculated In G.P.A.</td>
</tr>
</tbody>
</table>

Auditing Courses
Please note that only courses that have the Audit grading option allow auditors. This information can be found on individual course listings in the my.harvard Course Search. There is a limit of 5 credits per term of audited course work while registered as a full- or part-time student fulfilling degree requirements. Students do not receive credit for audited courses. Audited courses will appear on transcripts with the grade of AU. This grade will not be calculated in the G.P.A. 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.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00 (Excellent)</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30 (Good)</td>
</tr>
<tr>
<td>F</td>
<td>0.00 (Failing/ordinal)</td>
</tr>
<tr>
<td>WD*</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>P*</td>
<td>Passing</td>
</tr>
</tbody>
</table>
B = 3.00  F = Failing (pass/fail)
B- = 2.70 (Satisfactory)  INC* = Incomplete (pending completion of work)
C+ = 2.30  INP* = Permanent Incomplete
C = 2.00 (Poor)  ABS* = Absent from Exam
C- = 1.70  IP* = In Progress
AU* = Audit  WDA* = Withdrawn Auditor

UA* = Unassigned
* Does not calculate into GPA

To calculate the term grade point average:

1) For each course, 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 term grade point average by dividing the sum of grade points by the sum of the credits.

2.5 credits  8.25
5.0 credits  13.50
2.5 credits  7.50
2.5 credits  8.25
+2.5 credits + 8.25
Totals  15.0 credits  45.75 grade points

45.75 grade points ÷ 15.0 credits = 3.05 term cumulative average

Grades of Pass, Incomplete, Absent from Exam, In Progress, or Not Satisfactory are not calculated into the grade point average. Certain grades received from 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 the Harvard Chan School will receive a grade of "WD." The withdrawal will be a part of their permanent academic record. Withdrawn course credits will not count towards attempted nor earned credits. Tuition is not refunded for withdrawn courses.

Grade of Absence from Examination (ABS)
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 Harvard Chan 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 their first year of a two-year or longer program and who fails a core or departmental/program requirement must retake the course in its entirety.

2) A student who is in their final or only year of a degree program and who fails a core or departmental/program requirement may (with the approval of the student’s department chair, as well as the chair of the department in which the course is taught) retake the course in the form of an independent study. The CAD must approve the proposed course of study.

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

   a. The student must register for one of the following independent studies, which corresponds to the failed course (BST 200R, BST 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/program director must certify in writing that the student has met the minimum departmental/program requirements for the subject matter of the failed course. *The 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/program 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/program director must certify in writing that the student has met the minimum departmental/program requirements for the subject matter of the failed course. *The 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/program 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 their chair and of the chair in whose department they failed the course may petition for permission to retake each failed course in its entirety. Make-up independent studies will not be allowed.

Grade of Incomplete

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

Instructors may recommend that students who have missed deadlines on course work take an “Incomplete”, represented by an INC. 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 who need additional time to complete course requirements, must meet and discuss the issue with the course instructor. Both parties agree to the work to be performed, the completion deadline, and the penalty, if any, to be assigned if the work is not completed. The note “Formerly Incomplete Grade” is added to the transcript to any grade that was changed from INC.
Policy on the grade of "Incomplete" is as follows:
The deadline for making up incomplete course work should be no later than one term after the term in which the course was taken, and may be earlier, at the discretion of the instructor. If the instructor will not be present when the deadline arrives, a designated surrogate must be appointed by the instructor to receive and evaluate the completed course work. If the completed work is submitted by the deadline date, the instructor (or surrogate) will evaluate it, and the grade given will replace the incomplete ("IN") on the student’s record, so that the final grade will be “the final grade”, with a notation on the student’s transcript. If the incomplete work is not made up by the deadline date, a grade of “INC” will be given for the work not completed. If this work accounts for the whole grade, the final grade given will be an “INC.” (CEP 7/2016)

If the Registrar's Office does not receive a grade from the faculty member after one term, the grade of "INC" becomes permanent on the student’s transcript, represented by an INP, and the credits will not count toward the student's degree program. The INP 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 Registrar's Office.

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 term 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 Harvard Chan School students are able to view their grades online via my.harvard. 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 my.harvard 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.

Leaves of Absence and Withdrawal
Voluntary Leaves of Absence
Students who have a medical, family, or financial emergency or who wish to take time away from the school 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 approved for a leave of absence will be assessed a leave of absence fee of $150 for each term of leave that is approved. 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 website “Policy on Leave of Absence” and 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
To petition to obtain a leave of absence, students must complete a Leave of Absence Petition, obtain the signatures of the advisor, Department Chair/Program Director, and Financial Aid Officer, and then submit the completed form to the Registrar’s Office for review. In some instances, students will be asked to consult with the Office for Student Affairs to finalize their plans.

**Involuntary Leaves of Absence**

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

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

1. **Medical circumstances:** (a) The student’s behavior poses a direct threat to the health or safety of any person, or has seriously disrupted others in the student’s residential community or academic environment; and (b) either the student’s threatening, self-destructive, or disruptive behavior is determined to be the result of a medical condition or the student has refused to cooperate with efforts by Harvard University Health Services to determine the cause of the behavior. The decision to place a student on an involuntary leave of absence for health related reasons is made in consultation with Harvard University Health Services (which may consider information from the student’s current and/or former health care providers, if made available by the student), after an individualized assessment of all of the pertinent factors, such as: the nature of the student’s conduct; the nature, duration and severity of the risk; the likelihood of potential injury; and whether reasonable modifications of policies, practices or procedures will mitigate the risk. However, reasonable modifications do not include changes that would fundamentally alter the academic program or unduly burden the School’s resources or staffing capabilities or, with respect to the required level of care or monitoring, that would exceed the standard of care that a university health service can be expected to provide.

2. **Alleged criminal behavior:** The student has been arrested on allegations of serious criminal behavior or has been charged with such behavior by law enforcement authorities.

3. **Risk to the community:** The student has been charged with a violation of a disciplinary rule of the School, and their presence on campus poses a significant risk to the safety of others or to the educational environment of the community.

4. **Indebtedness:** The student’s term bill is unpaid and the student has not made arrangements acceptable to the School to address the issue.

5. **Failure to provide medical documentation of required immunizations.**

6. **Unfulfilled academic requirements:** The student has not met an academic requirement and has not taken steps acceptable to the School to meet the requirement.

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

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

**While on Leave of Absence**

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

The date a student goes on leave will affect the student’s health insurance through Harvard. For details, review the Leave of Absence policy on the HUHSP website, or contact the Student Health Insurance Office, Member Services, at 617-495-2008 or mservices@huhs.harvard.edu.
Libraries and other facilities normally may be used only by students who are currently registered. Students on leave may not participate in extracurricular activities. Exceptions to this rule must be specifically approved in advance by the School. If so instructed by the associate dean for student services, a student on leave must remain away from the University campus. Students going on leave are reminded that all degree candidates, whether currently registered or not, are expected to maintain a satisfactory standard of conduct.

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

**Returning to School**
A student in good standing on a voluntary leave of absence ordinarily may return by notifying the registrar twelve weeks in advance of the start of any term, although it remains the student’s responsibility to ensure that they have adequate time to complete the degree within the time limits established by the School.

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

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

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

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

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

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

Doctoral students have 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 Harvard Chan School and Countway Library. Arrangements for this access may be made through the School’s Office for Student Affairs.

Alternatively, a doctoral student may make arrangements to enroll, as a part-time student and register for a small number of independent study or research credits (1.25 credit 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 residency requirement. See the doctoral student handbook for more details. Students going on leave are reminded that all degree candidates, whether currently registered or not, are expected to maintain a satisfactory standard of conduct.

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

**Refund Schedule for Leaves of Absence/Withdrawal**

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

### Academic Year 2019-2020

<table>
<thead>
<tr>
<th>Leave of Absence/Withdrawal Tuition Refund Schedule</th>
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</thead>
<tbody>
<tr>
<td><strong>Effective Date</strong></td>
</tr>
<tr>
<td>September 13</td>
</tr>
<tr>
<td>September 27</td>
</tr>
<tr>
<td>October 11</td>
</tr>
<tr>
<td>November 1</td>
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<tr>
<td>November 4†</td>
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</tbody>
</table>

*Any student who withdraws by the second session of their WinterSession course will receive a 100% refund of WinterSession course tuition. Refunds for Spring Term, Spring1 and Spring2 are applicable per Spring 2020 column above.

** Date by which the student notifies the Registrar's Office.
†Note if you do not make the November 4 or March 30 deadlines you will not receive a refund.

Students who take a Leave of Absence may pay a higher tuition rate upon return to the program.

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 Office of Financial Aid website for a more detailed description of the Return of Title IV Funds policy including the refund.

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
Commencement
There are three degree granting periods at the Harvard Chan 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 my.harvard 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 my.harvard portal by the following dates:

<table>
<thead>
<tr>
<th>For Diploma Awarded On:</th>
<th>Deadline for Degree Application:</th>
<th>Doctoral Dissertations Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 12, 2019</td>
<td>August 16, 2019</td>
<td>September 20, 2019</td>
</tr>
<tr>
<td>March 10, 2020</td>
<td>December 20, 2019</td>
<td>January 17, 2020</td>
</tr>
<tr>
<td>May 28, 2020</td>
<td>March 2, 2020</td>
<td>April 17, 2020</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Payments due</th>
<th>October 2019</th>
<th>for November degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments due</td>
<td>February 2020</td>
<td>for March degrees</td>
</tr>
<tr>
<td>Payments due</td>
<td>May 2020</td>
<td>for May degrees</td>
</tr>
</tbody>
</table>

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

**IMPORTANT NOTE ABOUT HEALTH INSURANCE:** November degree candidates who complete their degree requirements by September 8 will not be eligible for health coverage through the HUSHP. Students who register for the fall term and complete their degree requirements on or after September 9 will be charged for both the Student Health Fee and Student Health Insurance Plan health coverage through the HUSHP. Please review the complete HUHS November degree policy.

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) regarding the HUHS policy on health insurance coverage during their final term and after graduation.

November, March, and May graduates are invited to attend convocation and commencement ceremonies at the Harvard Chan School and at Harvard Yard. All information regarding the convocation and commencement ceremonies in May is provided through the web at http://www.hsph.harvard.edu/commencement/. This web site 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. November and March graduates should continue to check their Harvard email accounts for May Convocation and Commencement details.

Please note that the process whereby students “apply to graduate” is a separate and distinct process from one’s intention to attend the ceremonies. Please refer to the above mentioned web site for more details on attending the ceremonies.
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 Registrar's Office in December. March graduates may pick up their diplomas in April. May graduates may pick up their diplomas after the Harvard Commencement ceremony. Graduates who do not pick up their diplomas after the ceremony may do so at the Registrar's Office beginning on the following day.

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

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
Web: www.huid.harvard.edu

During incoming student check-in, students are 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 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 I.D. Office located on the first floor of the Kresge Building where photographs will be taken to be placed on the front side of the permanent ID card. The permanent ID card will be available at the Registrar’s Office. ID cards are valid through a student’s expected date of graduation.

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 them by the university. Students should display their ID at all times to Harvard University security personnel.

ID cards are not transferable. A student may not allow any other person to use their Harvard ID for any purpose. ID cards are the property of Harvard University and are intended for university purposes only. Every student is responsible for their ID and for any circumstantial misuse. A student who alters or falsifies their Harvard ID card or produces or distributes false IDs of any kind is subject to disciplinary action. Students who lose their card 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 who withdraw from the Harvard Chan School before the end of the academic year must immediately surrender their Harvard ID cards to the Registrar's Office.

Replacement of Harvard ID
Replacements may be ordered at the I.D. Office on the first floor of the Kresge Building at the Harvard Chan School. Each time a replacement ID is issued, the last digit of the ID increases by one. The replacement fee is $25.00 for current students for each card lost (all fees are charged to the student’s term bill). Non-students and alumni must go to the I.D. Office on the first floor of the Kresge Building to pay the $25.00 cash replacement fee.
**Rights of the University to Capture and Use Digital Images**

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

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, and urgent care. Visit hushp.harvard.edu for more details.

**Student Health Insurance Plan**

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

Students should also visit hushp.harvard.edu for more details on HUHSP Dependent Coverage, Dental Coverage and waiving the Student Health Insurance Plan.

**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. Students may find the HIO welcome guide a helpful place for information that will help them get settled quickly once they arrive on-campus: http://www.hio.harvard.edu/student-guide.

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. Please review the HIO website here: http://www.hio.harvard.edu/registration-orientation, and contact Zarrin Foster at 617-496-2816 for more information.

All newly admitted international students and returning international students enrolled in summer-only programs must register with the HIO before the add/drop deadline. They should have their passports, visa stamps, and I-20 or DS-2019 documents with them to complete registration with the HIO. For any questions regarding immigration and visa matters, please contact Elizabeth Capuano at elizabeth_capuano@harvard.edu.

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. Elizabeth holds regular office hours at the Harvard T.H. Chan School of Public Health. Dates, hours, and location are advertised in advance on the HIO website: http://www.hio.harvard.edu/office-hours.

HIO Contact Information:
Email: elizabeth_capuano@harvard.edu
Phone: (617)495-2798

Location:
Smith Campus Center, Room 864
Office Hours:
Monday-Friday, 9:00am to 3:00pm

Social Security Number
To work in the United States students must have a Social Security Number. They may start working without a Social Security Number as long as they provide evidence to their employer that they have applied for one. If the student has a Social Security Number, they should use it when completing their tax forms. For additional information on Social Security Numbers, visit: http://www.hio.harvard.edu/social-security-numbers.

Opening a Bank Account
The HIO has some information about opening a bank account on their website: http://www.hio.harvard.edu/bank-accounts-and-credit-cards.

Please note that students are usually not able to get a credit card without a Social Security Number. However, if they open an account at the Harvard University Employee’s Credit Union, on the first floor of Kresge, they should be eligible for a credit card with limited credit, even if they do not have a Social Security Number. For more information about the Harvard University Employee’s Credit Union (HUECU), go to their website: https://www.huecu.org.

Summer Programs
Degree students interested in participating in a summer program should contact the Registrar’s Office for information on the registration process. New degree candidates must pay the summer tuition deposit, except for Summer-only degree students, to confirm their participation. Credit maximums vary by program during the summer session. Contact the Registrar’s Office for details. Academic credits taken during the summer will count toward the degree requirements.

Students who withdraw from a summer program may get some or all of their tuition refunded as per the Withdrawal Summer Tuition Refund Schedule posted on the summer website.

Summer Only Degree Students
Summer-only degree students pursuing a MPH in Clinical Effectiveness or Quantitative Methods or a SM in Epidemiology can enroll for multiple instances of either ID 320, ID 370 or EPI 315 throughout the academic year to complete their practicum project. Keep in mind that students who are not enrolled do not have continued access to resources such as the library.

When enrolling during the academic year, Summer-Only degree students will fall under regular academic rules.

Summer-Only MPH students may enroll in online courses on a space-available basis. Summer-only MPH students are limited to a maximum of 5 online credits in any term and a maximum of 10 online credits overall out of the required 45
credits for the MPH degree. Students may also take up to 5 credits in WinterSession (January). As WinterSession (January) is 2 to 3 weeks long only, 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. Summer Only degree students should reference their program guide for other credits which may be taken towards their project. If a student does not register for practicum credits during a particular term their student record will become inactive until their return. For more course offerings during the Academic Year, consult the MPH Curriculum Guide.

Please refer to the Summer @ The Harvard Chan School website for more information on Summer Non-Degree Programs.

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 enroll in the summer period. Students interested in summer independent study or research credit should contact the Registrar’s Office at (617) 432-1032 for details.

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

WinterSession (January)
Considered part of the Spring Term, WinterSession is a term at the Harvard T.H. Chan School of Public Health which runs during the month of January.

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/.

Libraries
Students have access to a broad array of resources through the Countway Library of Medicine and other Harvard University libraries. The Countway offers students all the amenities of a state-of-the-art health science library. Its extensive contemporary collection is complemented by the extraordinary collection of rare books and special materials held in the Center for the History of Medicine. The library’s website at www.countway.harvard.edu provides a gateway to Countway’s programs and services including remote access to digital resources, borrowing, interlibrary loan, physical access to library resources, and contact information for consultation with reference librarians. The website lists classes and tutorials covering a variety of information resources and more. The HOLLIS catalog, http://hollis.harvard.edu/, allows patrons to explore not just Countway's resources but holdings throughout all of Harvard's extraordinary collections.

See what Countway Library can do to support you by visiting the website and clicking on “Ask a Librarian”.

Patents, Trademarks and Use of Harvard’s Name

Patents
Office of Technology Development
1350 Massachusetts Avenue, Smith Campus Center, Suite 727E
617-495-3067
otd@harvard.edu
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: http://otd.harvard.edu/faculty-inventors/resources/policies-and-procedures/statement-of-policy-in-regard-to-intellectual-property/.
“When an invention is owned by Harvard under the IP Policy, OTD may seek to patent it, in which case the cost of doing so is borne by the University; however, OTD makes both patented and unpatented Harvard technologies available for commercial license, so that they may be developed 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**  
617-495-9513  
trademark_program@harvard.edu  
www.trademark.harvard.edu  

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

In its protection efforts, the Trademark Program registers Harvard’s various trademarks and works to stop their unauthorized use around the world. Through its domestic and international licensing endeavors, the Trademark Program licenses the University’s trademarks (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; after covering the Trademark Programs’ operational expenses, proceeds from the sales of these items help fund student financial aid initiatives of the University. The Trademark Program also administers Harvard’s Use-of-Name policies, which were established by the University to ensure that the Harvard’s names and insignias (including those of its schools and units) are used appropriately and accurately by the University community and in accordance with the standards contained in the policies.

**Use of Harvard’s Trademarks by Students and Student Organizations**  
All student group names incorporating any of the University’s trademarks, including the name Harvard, are owned by the President and Fellows of Harvard College (Harvard University) and, by extension, are used by permission of the University. In addition, the use of any of Harvard’s shields/logos by student groups is only 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* and that policy’s associated use-of-name policies and guidelines.

**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 so that the viewer understands that any given activity represented is that of a student organization and not an activity of the University or one of its schools or units:

**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 and Other Social Media:** as is the case with publications, a student organization’s website and other social media 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 organization 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 by Student Organizations to have apparel or other mercantile items produced should first be submitted to the Office for Student Affairs via studentaffairs@hsph.harvard.edu. Student Organizations must also follow up with the School’s Communication Office to obtain the correct digital files for representation as well as style guidelines.

Further information about the Harvard Trademark Program, please visit the Trademark Program’s website: www.trademark.harvard.edu or contact the office at trademark_program@harvard.edu.
Master of Public Health Student Information

The information in this section pertains to those students who are in the Master of Public Health (MPH) programs only.

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

Liaisons to the CAD:
- Registrar's Office, 617-432-1032
- Alison Hardy
- Sabrina Taileb-Houmel
- Faith Ross
- Donna McLean
- Paul Catalano

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

MPH students must meet the following requirements:
- Complete the school-wide Biostatistics and Epidemiology core requirements
- Meet departmental course requirements
- Maintain a G.P.A. of 2.7 or better
- Complete at least half of total earned credits at the Harvard Chan School
- Complete the full amount of credits required for each degree program:
  - Complete a minimum of 32.5 ordinal credits for the 45-credit program
  - Complete a minimum of 47.5 ordinal credits for the 65-credit program

Please note the following:
- MPH-45 students matriculating in July or August 2017 or later may not take more than 12.5 credits total as Pass/Fail.
- MPH-65 students matriculating in August 2017 or January 2018 or later may not take more than 17.5 credits total as Pass/Fail.
- MPH-45 Academic year (residential) students are limited to a maximum of 3.75 online credits in any term. Summer-only students are limited to a maximum of 5 online credits in any term. Both academic year (residential) and summer-only students are limited to a maximum of 10 online credits overall of the required 45 credits for the MPH degree. MPH-65 students are limited to a maximum of 3.75 online credits in any term and a maximum of 10 online credits overall out of the required 65 credits for the MPH degree.

For more information, consult the [MPH Curriculum Guide](#).

Students in the MPH program are enrolled in one of the following options:
- MPH Academic Year Degree
- MPH Joint Degrees (MD/MPH, JD/MPH, MPH/MSN or MPH/MUP)
- MPH Summer Only Degree
- MPH in Epidemiology Degree (Online Blended)

**MPH Joint Degrees (MD/MPH, JD/MPH, MPH/MSN or MPH/MUP)**
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 for and awarding of the MPH.
A joint JD/MPH degree is offered in conjunction with Harvard Law School (HLS). Having been accepted to both degree programs, these students may enroll in either the Health Policy or Global Health fields of study of the MPH program. Joint degree students must register at the Harvard Chan School as a full-time student during the fall following their first year at HLS. Fulfillment of the remainder of their degree requirements may be completed on a part-time basis. The MPH will be awarded in conjunction with the law degree.

A dual MPH/MSN degree is offered in conjunction with Simmons College. Students enroll in half-time study at both Simmons College and the Harvard Chan School for two academic years and study at Simmons for one summer session. Students must earn 45 credits at the Harvard Chan School, and they must maintain satisfactory academic progress at both schools. Students must apply concurrently to the nurse practitioner degree program at Simmons College and the master of public health 45-credit program in the Health and Social Behavior field of study.

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

For information on the joint MPH degree programs, please consult the Admissions Office website.

**MPH Summer Only Degree**
For information on summer-only degree programs, please refer to the Summer Only Degree Students section.
Masters of Science Information

The information in this section pertains to those students who are in the Masters of Science (SM) programs only.

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

Liaisons to the CAD:
- Registrar’s Office, 617-432-1032
- Faith Ross
- TBA
- Paul Catalano

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

SM students must meet the following requirements:

- Complete the school-wide Biostatistics and Epidemiology core requirements.
- Must complete an introduction to public health course as detailed by their department/program.
- Meet departmental course requirements.
- Maintain a G.P.A. of 2.7 or better.
- Complete at least half of total earned credits at the Harvard Chan School.
- Complete the full amount of credits required for each degree program:
  - Complete a minimum of 30 ordinal credits for the 42.5-credit program.
  - Complete a minimum of 45 ordinal credits for the 60-credit program.
  - Complete a minimum of 60 ordinal credits for the 80-credit program.

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

- SM Academic Year Degree (42.5, 60, or 80 credits).
- SM Summer Only Degree in Epidemiology (42.5 credits).
Doctor of Science Information

The information in this section pertains to those students who are in the Doctor of Science program 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.

Doctrinal Student Liaison to the CAD: Michelle Pessinis, Assistant Registrar & Joann Wilson-Singleton, Registrar Harvard Chan School Registrar's Office, 617-432-1032

Chair of CAD: Paul Catalano

The SD Doctoral Program
The Doctoral program requires 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 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-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 degree program in five years for full-time candidates or seven years for part-time candidates

Doctor of Science Tuition and Fees
Students must pay full-time tuition for a designated number of years, depending on their previous affiliation with the Harvard T.H. Chan 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 students are obligated to meet the financial residency requirement for the degree regardless of status or if the degree is completed in less time than the residency requirement stipulates.

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

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

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

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

### Student Enrollment Status

<table>
<thead>
<tr>
<th>Student Enrollment Status</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>FT</td>
<td>FT</td>
<td>FTR</td>
<td>FF</td>
<td>FF</td>
</tr>
<tr>
<td>Full-Time with previous 1-year Harvard Chan School Master's Degree*</td>
<td>FT</td>
<td>FTR</td>
<td>FF</td>
<td>FF</td>
<td>FF</td>
</tr>
<tr>
<td>Full-Time with previous 2-year Harvard Chan School Master's Degree*</td>
<td>FTR</td>
<td>FF</td>
<td>FF</td>
<td>FF</td>
<td>FF</td>
</tr>
</tbody>
</table>

* Within previous five years

Facilities Fees.

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

A student who defends and submits a dissertation after the deadline for a degree granting period will be assessed facilities fees the following term and will be awarded a degree in the next degree granting period.

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

### Academic Requirements for Doctor of Science (SD) Students

#### Number of Credits Required To Graduate for SD

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

*All SD students are required to submit a proposed plan of study (Prospective Program) declaring a major and two minor fields, or two majors and one minor for doctoral students pursuing a joint degree, for the approval of the CAD no later than the end of the third term. This will serve to declare a student's areas of concentration and research focus during their tenure at the Harvard Chan School. The courses listed serve to demonstrate 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 term, but still no later than the end of the third term.

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

Course Work and Research Credit
The student's first year of doctoral study is ordinarily devoted to full-time course work applicable to the major and minor fields. Second-year students normally continue formal course work in preparation for the Oral Qualifying Examination and by enrolling in independent studies (300-level course work). Before a student can register for full-time research (350-level course work), they 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 term, in the event that they have completed all required course work.

Required Courses
SD students must take one introductory epidemiology course (EPI 200, EPI 201, EPI 208, EPI 500 or EPI 505). Students must also successfully pass 10 credits of intermediate-level courses in biostatistics. Approved intermediate biostatistics courses include BST 210, 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 Harvard Chan 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, Harvard Law School grade of P or better) must be obtained in all courses used to meet the degree requirements for major and minor fields.

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

Doctor of Science Timetable
The following outlines the timetable to which all SD students must adhere 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 term 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 Harvard Chan 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 Harvard Chan School degree candidacy. Questions regarding the doctoral timetable may be directed to the Assistant Registrar, Michelle Pessinis (617-432-1032).

<p>| THE DOCTORAL (SD) STUDENT TIMETABLE |</p>
<table>
<thead>
<tr>
<th>PROGRESS DUE</th>
<th>PROGRESS DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Submission of Prospective Program Form</td>
<td>End of 2nd Term, but no later than the end of the 3rd term with permission*</td>
</tr>
<tr>
<td>2 Submission of Final Program Form</td>
<td>End of 5th Term*</td>
</tr>
<tr>
<td>Submission of Nomination of Oral Qualifying Examination Committee Form</td>
<td></td>
</tr>
<tr>
<td>3 Submission of Oral Qualifying Examination Scheduling Form</td>
<td>End of 6th Term*</td>
</tr>
<tr>
<td>4 Submission of Nominations for Research Committee Form</td>
<td>One month after successful completion of Oral Examination</td>
</tr>
<tr>
<td>5 Submission of Progress Report Form</td>
<td>Six months after passing Oral Examination. Must be submitted at least twice a year thereafter until dissertation defense</td>
</tr>
<tr>
<td>6 Submission of Application for Degree Form</td>
<td>Before degree granting period in which dissertation is defended</td>
</tr>
<tr>
<td>7 Dissertation Defense</td>
<td>End of 5th year for full-time students End of 7th year for part-time students</td>
</tr>
</tbody>
</table>

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

Guidelines
Each course listed in the Prospective Program must be a formal, non-independent study, 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 Harvard Chan School in the Prospective/Final Program must submit a course description and/or syllabus from the course along with the Prospective/Final Program. Students must also submit an official transcript indicating the successful completion and the grade of the course(s) taken elsewhere. In addition the student must include a General Petition outlining their request.

Procedure for Submitting the Prospective Program
1) Print the Prospective/Final Program Form. A hard copy of the form is available at the Harvard Chan School Registrar's Office.
2) Meet with the 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 Harvard Chan 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 term. 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) Print the Prospective/Final Program Form. A hard copy of the form is available at the Harvard Chan School Registrar's Office.
2) Meet with the 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 Harvard Chan 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 Harvard Chan 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 Harvard Chan 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 term. Students who have received a Master's degree from the School and have submitted a Prospective/Final Program are encouraged to schedule their Oral Examination as early as their second term.

Petitions to the 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 term 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 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 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 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 via email to the Oral Examination Committee and the Registrar's Office approximately three weeks prior to the exam. Any updates to proposal must also be submitted electronically. The usual format of the research proposal should be similar to that submitted to a granting agency or foundation and should include the following:

- research objectives
- methods of procedure
- anticipated problems and results
- the overall significance of the research

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 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 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 Form, prior to the exam, 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 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 term 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 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 term, but no later than six months after the first exam).

**Delay in Scheduling the Oral Qualifying Examination**
Students who delay scheduling the Oral Qualifying Examination due to the departmental written exam must notify the CAD and the 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 students who have passed their school-wide Oral Qualifying Examination and who are prepared to undertake advanced work along the lines of fundamental or applied research in their department may enroll for research credit toward the completion of their dissertation.

Students who have completed all required coursework, but who have not passed their Oral Qualifying Examination may register for research credits for **one term only**. These students must obtain permission to pursue research by submitting a completed *General Petition Form* (hard copy 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 their 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 Harvard Chan School. The nomination of the Committee must be submitted to the Registrar's Office within one month of the satisfactory completion of the Oral Qualifying Examination. The student’s first Research Committee meeting should 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) Print the *Nominations for Research Committee Form*. A hard copy of this form is available at the Registrar's Office.
2) Obtain the signatures of all Research Committee members, dissertation advisor, and Department Chair(s) on the form.
3) Submit it to the 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 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 Registrar's Office, complete it by noting the change in membership and the reasons for the change, obtain the proper signatures and submit the form to the Registrar's Office for CAD approval.
Progress Reports
SD students are responsible for arranging meetings with their Research Committee at least once every six months or as directed by the 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 (hard copy available at the Registrar's Office) to the meeting to be completed and signed by the committee members. Students then submit the completed form to the Registrar's Office. The progress report will be reviewed by the CAD. The Registrar's Office will notify students and their dissertation advisor of the result by email.

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

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 term preceding the requested departure. Hard copies of both forms are available at the 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. By exception, non-resident students may request (via General Petition) the other 6-month meeting be done via conference call. 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 and the HUSHP Student Health Insurance Plan. To waive the Student Health Fee and/or the Student Health Insurance Plan, a student must file a waiver form online at https://hushp.harvard.edu/waiving-health-insurance-coverage by the stated deadline. A waiver must be filed online each term.
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 in advance via General Petition, to have a member participate in absentia.

Scheduling the Defense
1) Print the Dissertation Scheduling Form. A hard copy of the form is available at the Registrar's Office.
2) Schedule a room for the dissertation defense with the assistance of your academic administrator.
3) Obtain the signatures of the dissertation 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 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 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) A dissertation committee member must pick up (and returns) the student's Report of Dissertation Committee Form to the Registrar's Office prior to the defense. This form must be completed by the examiners at the end of the exam and returned to the 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 must submit their dissertation electronically via ETDs @ Harvard by the dates listed below.

- November degree candidates: September 20, 2019
- March degree candidates: January 17, 2020
- May degree candidates: April 17, 2020

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

Publishing the Dissertation
Information regarding publishing the dissertation for SD degree candidates is provided via the following link: https://www.hsph.harvard.edu/student-handbook/dissertation-guidelines/.
Doctor of Public Health (DrPH) Student Information

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

- Adhere to the DrPH student timetable (see timetable which follows).
- Meet DrPH course requirements as outlined in the DrPH Student Manual.
- Complete the doctoral student residency requirement that includes payment of 2 years of full-time tuition and 1 year of full-time reduced tuition*.
- Complete the program on a full-time basis – no part-time option is available.
- Complete the Doctor of Public Health degree program in 3 academic years.
- Maintain a G.P.A. of 2.7 or better.
- Pass the DrPH qualifying examinations.

*Subject to change.

DrPH Tuition and Fees
Tuition will be assessed at the full-time rate in three equal payments (summer/fall/spring) during the first two years. Tuition will be assessed at the full-time reduced rate in three equal payments in the third year.

For tuition and fee information for DrPH students visit the Tuition and Fees page.

Academic Requirements for DrPH Students
Course requirements are provided on the Prospective/Final Program Form. The required courses serve to demonstrate that the student has gained expertise in the competencies of the program and is prepared to be examined during qualifying examinations as well as undertake the Doctoral 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. Note: for courses that are offered with Pass/Fail as the only option, a passing grade must be achieved for each one taken.

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

Required Courses
DrPH students will be required to take courses as specified in the DrPH Student Manual that can be obtained from the DrPH Program office.

Course Performance
Throughout the DrPH 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; Harvard Law School grade equivalent of P or better) must be obtained in all courses taken to meet the DrPH degree requirements. As noted above, a passing grade must be obtained in all courses offered as only Pass/Fail.

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

THE DrPH STUDENT TIMETABLE*

<table>
<thead>
<tr>
<th>Tasks &amp; Milestones</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor Meetings</td>
<td>At least quarterly throughout program</td>
</tr>
<tr>
<td>Field Immersions:</td>
<td></td>
</tr>
<tr>
<td>Winter Field Immersion 1</td>
<td>Winter of Year 1 (November – January)</td>
</tr>
<tr>
<td>Summer Field Immersion</td>
<td>Summer of Year 2 (May – August)</td>
</tr>
<tr>
<td>Winter Experiential Learning</td>
<td>Winter of Year 2 (January)</td>
</tr>
<tr>
<td>Doctoral Project Prospectus Submitted</td>
<td>Middle of Year 2 (December)</td>
</tr>
<tr>
<td>Prospective Program Submitted for Approval</td>
<td></td>
</tr>
<tr>
<td>Written Qualifying Examination passed</td>
<td>End of Year 2 (April – May)</td>
</tr>
<tr>
<td>Nominations for Doctoral Committee</td>
<td>End of Year 2 (May)</td>
</tr>
<tr>
<td>Oral Qualifying Examination passed</td>
<td>End of Year 2 (June)</td>
</tr>
<tr>
<td>Doctoral Progress Reports</td>
<td>From Students: Every 3 months during Doctoral Project or as directed by the CAD</td>
</tr>
<tr>
<td>Doctoral Project Commences</td>
<td>Beginning of Year 3 (Summer)</td>
</tr>
<tr>
<td>Doctoral Project Deliverables Submitted Final Oral Examination</td>
<td>Year 3 (March – April)</td>
</tr>
</tbody>
</table>

* Subject to change.

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 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 Harvard Chan School degree candidacy. Questions regarding the doctoral timetable may be directed to the Assistant Registrar, Michelle Pessinis, via email at registrar@hsph.harvard.edu or phone at (617)-432-1032.

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

Prospective/Final Program
The Prospective/Final Program is a plan in which students indicate the formal course work they are taking to support their DrPH degree. The Prospective Program must be submitted to the CAD no later than the middle of the second academic year (end of December). The Final Program must be submitted to the CAD no later than the beginning of May of the second year. The Final Program must be approved by the Registrar’s Office in order for the degree candidate to sit for their Oral Qualifying Examination. It is in the best interest of the student to submit the Prospective/Final Program form as early as possible.

Guidelines
Each course listed in the Prospective/Final Program must be taken for ordinal (e.g., A-, B-, etc.,) credit with the exception of those that are offered with Pass/Fail as the only option. As mentioned above, a grade of B- or better must be obtained in all the courses proposed with ordinal grading and a passing grade for those with a Pass/Fail grading option. Each course must be taken for graduate credit. This is of special note if a student is cross-registering into another school. In certain situations, a course can be used to waive a program- required course with the expectation the student complete the course with the same competency at a higher level.
Written Qualifying Examination
The Written Qualifying Examination (WQE) covers the required coursework of the first two years of academic coursework of the Program. Two faculty members anonymously grade the WQE and students are notified of their grade. Students do not receive the examination or individual feedback on the exam. Students must pass this exam before going on to their Oral Qualifying Exam. For further information on the WQE please see the Doctoral Project Manual.

Oral Qualifying Examination
After passing the WQE, DrPH students take the Oral Qualifying Examination (OQE). Students preparing to take the OQE should submit their OQE Scheduling Form to the Registrar’s Office at least three weeks before the date of the exam. Students can take the OQE only after passing the WQE.

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

- A Committee Chair: must be a faculty member (Professor, Associate Professor, Assistant Professor, Senior Lecturer, Lecturer) holding an appointment at the Harvard T.H. Chan School of Public Health
- Committee Member #2: must be a faculty member (Professor, Associate Professor, Assistant Professor, Senior Lecturer, Lecturer) at Harvard School of Public Health or elsewhere within Harvard
- Committee Member #3: may be either a faculty member (adjunct faculty included) or a professional in the public health field (with appropriate education and experience to assess work at doctoral level at Harvard). To avoid any conflict of interest, the professional cannot be employed at the student’s host organization.

For further information on the Doctoral Project Committee please see the Doctoral Project Manual.

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

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

Publishing the Thesis
Information regarding publishing the Thesis for DrPH degree candidates is provided via the DRPH Student Manual as well as the following link: https://www.hsph.harvard.edu/student-handbook/dissertation-guidelines/

NOTE: Please refer to the DrPH Student Manual for more details and the most updated information on the DrPH Program.

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Doctoral Student Forms

All forms which doctoral students are required to submit for approval by the CAD throughout their tenure at the Harvard Chan School are available on the Registrar's Office website. Forms will not be accepted without all of the required signatures.
Student Life Policies

Academic Rights and Responsibilities
All the members of the Harvard Chan School community are reminded of the School’s 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.

The School welcomes the opportunity to share and learn in this dynamic and stimulating intellectual community. In this regard, it is 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 https://provost.harvard.edu/university-wide-statement-rights-and-responsibilities.)

These rights and responsibilities belong to all members of the School’s 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 the School’s community. One of the School’s most important responsibilities is the protection of the ability of all members of its community to express their views appropriately on all matters affecting Public Health anywhere in the world. This is fundamental to the School’s academic mission.

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

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” on the Organization Documents page of the Student Organizations section of the Office for Student Affairs web site.

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

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 Registrar’s Office. The processing time for certification is seven to ten business days. Certifications may be forwarded directly to third parties if requested by the student. There is no fee for this type of certification.

Certifications of Loan Deferrals
Students who have loans from Harvard or other institutions must keep in mind that enrollment may only be certified for the terms in which students are currently enrolled or for previous terms. In order for most student loans to be deferred, students must be registered for a minimum of 10 credits each term. 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 printed with the registrar's signature and the Harvard Chan School seal, placed in an envelope with an explanation of the School’s grading system, and sealed. 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 my.harvard. Students may request a copy of their official transcript by submitting a Transcript Request Form to the Registrar's Office. Students who require a notarized transcript must indicate so at the time of the request. Students should allow seven to ten 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. For students who matriculated after September 2003, there is no fee for transcripts. The cost of transcripts is covered by the Academic Records Fee or is included in the cost of tuition. Students may also elect to request transcripts on-line at [www.studentclearinghouse.org](http://www.studentclearinghouse.org). There are fees associated with requesting transcripts on-line.

If you request transcripts (official/unofficial) and have outstanding financial obligations to the Harvard Chan 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 Harvard Chan School as part of the admissions process to the school remain part of the student's permanent record. These transcripts are never sent to third parties. Students must obtain copies of these transcripts from the school where the academic credits were earned and the degree awarded.

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

**Communication with Students**

Students are required to have a campus e-mail address, to check it and to view the student portal on a regular basis. Important information is disseminated through these electronic methods. The Student Services offices communicate with students via e-mail. E-mail messages are automatically sent to the students’ 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 visit the School’s Microlab (Kresge lower level) to make arrangements. Students should regularly check their e-mail accounts for important notices about policy updates, CAD notifications, as well as information regarding registration, commencement, and deadlines.

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

Students also receive a daily e-mail digest, Student News, which contains announcements, event information, and reminders about important deadlines. More information is available at: [https://www.hsph.harvard.edu/student-affairs/studentcommunication/](https://www.hsph.harvard.edu/student-affairs/studentcommunication/)

**Computing and IT Policies**

**Software**

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

- 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 Millennium Copyright Act (DMCA)**

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

**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 Harvard Chan 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.


**Dangerous Weapons and Threats**

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

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

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

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

Firearms, Explosives, Combustible Fuels, Firecrackers, and Dangerous Weapons
Possession and/or use on University property of firearms or other dangerous weapons (as defined below) or ammunition,
explosives, combustible fuels, fire-crackers, and potential ingredients thereof is forbidden by University policy. The
applicable Massachusetts law is as follows:

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

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

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

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

. . . any stiletto, dagger or a device or case which enables a knife with a locking blade to be drawn at a
locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any
mechanism, dirk knife, any knife having a double-edged blade, or a switch knife, or any knife having an
automatic spring release device by which the blade is released from the handle, having a blade of over one
and one-half inches, or a slug shot, blowgun, blackjack, metallic knuckles or knuckles of any substance
which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku,
zoobow, also known as lackers or kung fu sticks, or any similar weapon consisting of two sticks of wood,
plastic or metal connected at one end by a length of rope, chain, wire or leather, a shuriken or any similar
pointed starlike object intended to injure a person when thrown, or any armband, made with leather which
has metallic spikes, points or studs or any similar device made from any other substance or a cestus or
similar material weighted with metal or other substance and worn on the hand, or a Manriki-Gusari or
similar length of chain having weighted ends . . . . Massachusetts General Laws, c. 269 § 10(b).

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

Students should consult the local police department in the city or town in which they reside if they intend to
possess firearms on non-University property, in order to assure strict compliance with the applicable statutes.
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, 8th Floor, 5 Post Office Square, Boston, MA 02109-3901; Telephone: 617- 289-0111; Facsimile: (617) 289-0150; Email: OCR.Boston@ed.gov.

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

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

Because of the considerable health risks involved in drug and alcohol use, resources are available to assist the Harvard community in dealing with drug and alcohol 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.

• 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 HUHS After-Hours urgent care is available at the HUHS Smith Campus Center Clinic, 75 Mt. Auburn Street, Cambridge, on the third floor.

• Alcoholism is a chronic medical disease that can cause emotional and social problems. The HUHS Mental Health Service staff is available to discuss such concerns and provide referrals as needed. Call the Longwood campus branch of HUHS at 617-432-1370 or the Cambridge mental health staff at 617-495-2042.

• Alcoholics Anonymous is the well-established 12-step program for people who are trying to achieve or maintain sobriety. There are several AA meetings each day of the week: call 617-426-9444.

• Al-Anon meetings provide help for friends and families of alcoholics, whether or not the alcoholic is involved with AA. There are also special meetings for children of alcoholics. Call 617-426-9444 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.
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 the Provost’s website: www.provost.harvard.edu under the heading “Electronic Communications Policies”.

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

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

Massachusetts General Laws Chapter 269
Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

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

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

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

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

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.
Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen, and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of higher education and, in the case of secondary institutions, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

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.

Immunizations

Required Immunizations
https://huhs.harvard.edu/health-forms-topics/forms

Massachusetts has strict immunization requirements that students must meet in order to register for classes. Immunizations help protect students from illnesses and contribute to the overall well-being of the School’s community. The School encourages students to receive any required immunizations before they arrive at Harvard, as many private health plans will cover the cost. If students are unable to obtain these prior to their arrival on campus, they may arrange to get immunizations at various locations in the area, including HUHS. Please note that the student’s health plan may not cover immunizations that they receive at HUHS, in which case the student will be responsible for the cost of the immunizations. Please note that the Student Health Insurance Plan covers preventive immunizations only administered at HUHS. 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.

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 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). 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.

Religious Holidays, Absence Due to

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

Harvard University Police Business (617-432-1215)

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 business number (617-432-1215). In a life safety emergency, please call 9-1-1.

Harvard University Police (617-432-1212)
The Longwood Area Harvard police are stationed at 90 Smith Street. Officers are available to give assistance 24 hours a day.

Security (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. Security staff is located in the FXB Building.

MessageMe: Emergency Notification System
MessageMe allows the University to quickly distribute critical information to you, wherever you are located, during an emergency. MessageMe helps you 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 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 Harvard T.H. Chan School of Public Health. The taxi escort is arranged though 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 Harvard Chan School include the Office for Student Affairs (617-432-1036), 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 themselves 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 students include Robin Glover, Associate Dean for Student Services (617-432-4703); Leah Kane, Director for Student Affairs (617-432-0488); Jennifer Ivers, Associate Dean for Faculty Affairs (617-432-1381 ); Linda Picard, Senior Director
of Human Resources (617-432-2719); the chair or director of the student’s department/program; or Melissa Brodrick, Ombudsperson (617-432-4040). Often an informal process can help to remedy the situation, so do not hesitate to seek help.

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

**List of Abbreviations**
The following abbreviations are used throughout this *Handbook*:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>AUD</td>
<td>Audit</td>
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<tr>
<td>AV</td>
<td>Audio Visual</td>
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<tr>
<td>BAPHP</td>
<td>Boston Area Public Health Professional</td>
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<tr>
<td>BCBS</td>
<td>Blue Cross/Blue Shield Insurance Biostatistics</td>
</tr>
<tr>
<td>CAD</td>
<td>Committee on Admissions and Degrees</td>
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<tr>
<td>CAMHS</td>
<td>Counseling and Mental Health Services</td>
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<tr>
<td>CBQG</td>
<td>Computational Biology and Quantitative Genetics</td>
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<tr>
<td>CEP</td>
<td>Committee on Educational Policy</td>
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<tr>
<td>CLE</td>
<td>Clinical Effectiveness</td>
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<tr>
<td>DBS</td>
<td>Division of Biological Sciences</td>
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<tr>
<td>DRPH</td>
<td>Doctor of Public Health</td>
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<tr>
<td>SD</td>
<td>Doctor of Science</td>
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<tr>
<td>EH</td>
<td>Environmental Health</td>
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<tr>
<td>EPI</td>
<td>Epidemiology</td>
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<tr>
<td>FAS</td>
<td>Faculty of Arts and Sciences</td>
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<tr>
<td>FERPA</td>
<td>Family Educational Rights and Privacy Act of 1974</td>
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<tr>
<td>FT</td>
<td>Full-Time</td>
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<tr>
<td>FWS</td>
<td>Federal Work Study</td>
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<tr>
<td>FXB</td>
<td>François-Xavier Bagnoud Building</td>
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<tr>
<td>GCD</td>
<td>Genetics and Complex Diseases</td>
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<tr>
<td>GHP</td>
<td>Global Health and Population (formerly Population and International Health)</td>
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<tr>
<td>GSAS</td>
<td>Graduate School of Arts and Sciences</td>
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<tr>
<td>GSD</td>
<td>Graduate School of Design</td>
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<tr>
<td>GSE</td>
<td>Graduate School of Education</td>
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<tr>
<td>HBS</td>
<td>Harvard Business School</td>
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<tr>
<td>HSDM</td>
<td>Harvard Dental School</td>
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<tr>
<td>HDS</td>
<td>Harvard Divinity School</td>
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<tr>
<td>HDSC</td>
<td>Health Data Science</td>
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<tr>
<td>HIO</td>
<td>Harvard International Office</td>
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<tr>
<td>HKS</td>
<td>Harvard Kennedy School</td>
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<tr>
<td>HLC</td>
<td>Harvard Longwood Campus</td>
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<tr>
<td>HLS</td>
<td>Harvard Law School</td>
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<tr>
<td>HMS</td>
<td>Harvard Medical School</td>
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<tr>
<td>HCM</td>
<td>Health Care Management</td>
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<tr>
<td>HPM</td>
<td>Health Policy and Management</td>
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<tr>
<td>HSCF</td>
<td>Health Sciences Computing Facility</td>
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<tr>
<td>HUHS</td>
<td>Harvard University Health Services</td>
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<td>HUIT</td>
<td>Harvard University Information Technology</td>
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<tr>
<td>HUPD</td>
<td>Harvard University Police Department</td>
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<tr>
<td>HUSHP</td>
<td>Harvard University Student Health Program</td>
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<tr>
<td>ICF</td>
<td>Instructional Computing Facility</td>
</tr>
<tr>
<td>ID</td>
<td>Interdepartmental</td>
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<tr>
<td>IID</td>
<td>Immunology and Infectious Diseases</td>
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<tr>
<td>MPH</td>
<td>Master of Public Health</td>
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<tr>
<td>MPP</td>
<td>Monthly Payment Plan</td>
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<tr>
<td>SM</td>
<td>Master of Science</td>
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<tr>
<td>NUT</td>
<td>Nutrition</td>
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<tr>
<td>ODI</td>
<td>Office of Diversity and Inclusion</td>
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<tr>
<td>ODR</td>
<td>Office for Sexual and Gender-Based Dispute Resolution</td>
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<tr>
<td>OFA</td>
<td>Office of Financial Aid</td>
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<tr>
<td>OSA</td>
<td>Office for Student Affairs</td>
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<tr>
<td>OSAPR</td>
<td>Office of Sexual Assault Prevention and Response</td>
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<tr>
<td>ORD</td>
<td>Ordinal</td>
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<tr>
<td>OTD</td>
<td>Office of Technology Development</td>
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<tr>
<td>OQE</td>
<td>Oral Qualifying Examination (SD and DrPH students)</td>
</tr>
<tr>
<td>P/F</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>PT</td>
<td>Part-Time</td>
</tr>
<tr>
<td>SBS</td>
<td>Social and Behavioral Sciences (formerly Society, Human Development and Health)</td>
</tr>
<tr>
<td>School</td>
<td>Harvard T.H. Chan School of Public Health</td>
</tr>
<tr>
<td>TAP</td>
<td>Tuition Assistance Plan</td>
</tr>
<tr>
<td>VDI</td>
<td>Virtual Desktop Interface</td>
</tr>
<tr>
<td>WQE</td>
<td>Written Qualifying Examination (DrPH students only)</td>
</tr>
<tr>
<td>XREG</td>
<td>Cross-Registration</td>
</tr>
</tbody>
</table>
APPENDIX B: Disciplinary Procedures

Misconduct
Misconduct warranting disciplinary action includes any significant departures from generally accepted standards of integrity and appropriate behavior. It is the expectation of the Harvard Chan School that all students, whether or not they are on campus or are currently enrolled as degree candidates, will behave in a mature and responsible manner. This expectation for mature and responsible conduct also encompasses accountability for one’s own well-being, including responsible decision-making regarding physical and mental health. Further, the School expects every student to be familiar with the regulations governing membership in the Harvard community, set forth in this Handbook. Because students are expected to show good judgment and use common sense at all times, not all kinds of misconduct or behavioral standards are codified here.

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

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

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

Note about Student Discipline Pursuant to a Finding of Sexual and Gender-based Harassment
The Harvard Chan School has adopted the “University Policy on Sexual and Gender-Based Harassment.” When information suggests the possibility of inappropriate conduct involving allegations of sexual or gender-based harassment, the “University Policy” applies, as do the University’s Procedures for Handling Complaints Involving Students Pursuant to the Sexual and Gender-Based Harassment Policy (the “University Procedures”), which can be found at http://titleix.harvard.edu/procedures-complaints-against-students. Under the University Procedures, the Harvard University Office for Dispute Resolution (ODR) is responsible for determining whether a student has violated the University Policy.

When the 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.
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 role of the Disciplinary Board is solely to determine the appropriate disciplinary response. The Disciplinary Board may interview the parties and may undertake any other action it deems necessary to arrive at its conclusions, including consulting with senior faculty or administrators at the University when it feels additional expertise or advice would be useful. The 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. 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 Harvard Chan School policies and procedures interfere with compliance with the University Policy or Procedures, application of such Harvard Chan School policies and procedures shall be suspended.

The Board may take a number of disciplinary actions as set forth below in the Sanctions for Misconduct (section E). When no violation of the University Policy has been found, the 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 Harvard Chan 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.

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

**A. Misconduct Reporting Procedures**

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

Faculty members, staff members, students or others who have concerns about a student’s conduct are encouraged to discuss the issue with the associate dean for student services.

Allegations of student misconduct should be brought to the associate dean for student services (preferably in a written report), describing with specificity the circumstances that gave rise to the allegation, along with any supporting information. In some cases, as 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.

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 Disciplinary 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.

**B. Preliminary Investigation of a Report of Misconduct**

In many instances, allegations misconduct can be dealt with informally, without proceeding with the disciplinary process. Upon receiving a report of potential misconduct, the associate dean for student services (or designee) promptly conducts a preliminary investigation for the purposes of determining whether the incident should be treated as a disciplinary case. As part of this preliminary investigation, the associate dean for student services notifies the student about the concerns that have been raised and seeks the student’s account of the events in question. Students who receive such a notification are strongly encouraged to meet at least once with the director for student affairs or his or her designee.

If the preliminary investigation indicates that disciplinary action may be warranted, then the associate dean for student services initiates formal disciplinary proceedings by sending a written charge to the Disciplinary Board, to the student, and to the student’s academic advisor. The written charge explains the nature of the alleged disciplinary infraction, describes in general the evidence on which it is based, and identifies the possible disciplinary actions that could result. A charge shall be issued only if the associate dean for student services believes it reasonably likely that the charged infraction can be established by a preponderance of evidence.
In cases of suspected plagiarism, student papers may be submitted to a private contracted service that reviews content for originality. Results from this review may be used to inform the associate dean and 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.

**C. Disciplinary Board**

The Disciplinary Board is composed of three faculty members and three students. The faculty members are appointed by the Dean for three-year terms; one of the members is designated by the Dean to serve as chair. All three students are appointed to the board as full voting members; two students will be assigned to specific cases on a case-by-case basis, though they will not be assigned to cases in which the student facing disciplinary action is in their own department/program. 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 objectively consider the matters that come before it, consistent with the maintenance of the high academic and ethical standards of the faculty of the school.

**D. 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 they cannot properly discharge responsibilities in a given case may excuse him or herself. The Board also may, either in response to a student’s request or on its own, decide to excuse a Board member.

3) Within one week of the issuance of a formal charge, the student should submit a written statement on the incident to the Board, which should include the student’s perspective on the situation along with copies of any additional information bearing on the matter. This statement should be written by the student in his or her own words, but the student is encouraged to seek the help of their advisor, another faculty member, the director for student affairs, or the associate dean for student services.

4) When a complaint involves allegations of serious criminal conduct, students are advised to seek legal counsel before making any written or oral statements to the School. The School’s disciplinary process is pedagogical rather than judicial, and attorneys for students are not permitted to participate. However, students are advised to seek legal advice about how the School’s disciplinary process could affect any criminal case in which they may be involved. Ordinarily, if a complaint is being pursued through the criminal justice system, the Board may assess the timing of the investigation so that it does not compromise the integrity of the criminal investigation. In some cases, the Board may choose to postpone or suspend its own review of the matter until the criminal case has been concluded.

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

6) 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. As noted above, in keeping with the non-adversarial character of the board's proceedings, attorneys for students cannot be present at hearings of the Board.

7) The student, after giving prior notice to the Board, 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.

8) The Board considers any information that it deems to be relevant and credible. Formal rules of evidence do not apply.

9) The Board may draw such reasonable inferences from a student’s decision not to cooperate with the disciplinary process as it deems appropriate. Statements made to members of the Board and others may be considered by the Board at the hearing regardless of when made.

10) If the student wishes the Board to consider a medical excuse, explanation, or justification in a particular case, the student must consent to the release to the Board of his or her relevant medical or psychiatric records by the University
Health Services (HUHS) or another healthcare provider. The refusal to authorize disclosure of information obtained by HUHS or other healthcare provider shall not be weighed against the student. The absence of such information, may, however, properly preclude the Board from considering a medical excuse, explanation, or justification in a particular case.

11) Disciplinary sanctions will not be imposed unless conduct warranting sanction is established by a preponderance of the evidence. Decisions of the Board are final, except for those recommending expulsion or dismissal, which require a two-thirds vote by the Faculty Council.

12) All Disciplinary Board business is treated confidentially. The student against whom allegations were raised will be told only the disposition of his or her own case and only by the chair of the Board or the chair’s designee (usually the associate dean for student services).

13) All decisions of the Board to impose sanctions shall be communicated to the student in writing, along with specific findings of fact and conclusions, including, wherever appropriate, a statement of the reasons for the specific sanction and the principles upon which the board relied in setting the sanction. This information also may be conveyed to relevant faculty and staff of the School, including the student’s advisor, their department chair or program head, the registrar, and others as appropriate.

14) If the Board concludes that no disciplinary action is warranted, then a written statement of this decision is sent to the student and no record of the charge shall appear on the student's transcript.

15) The Board’s decision takes effect immediately. When dismissal or expulsion is recommended (in addition to the requirement to withdraw), then the dismissal or expulsion becomes effective upon a two-thirds vote at a Faculty Council meeting.

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

17) A student may request that the Board reconsider its decision if new materially relevant information becomes available. If the Board refuses such a request it must notify the student in writing of the reason for the refusal.

18) In the case of a disciplinary proceeding involving any crime of violence or non-forcible sex offense, the School may disclose the results of the proceeding to the alleged victim, without prior written consent of the student whose conduct was at issue, regardless of whether the Board concluded a violation was committed.

19) 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, would be inappropriate, the Board may formulate and follow an appropriate ad hoc procedure.

20) Disciplinary cases are ordinarily considered by the Disciplinary Board as quickly as is reasonably possible, given the Board’s schedule and the need to investigate matters carefully.

E. Sanctions for Misconduct

Formal sanctions, which become part of the student's official record, 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 they are in serious danger of being required to withdraw from the school, usually imposed for a specified period of time. At the end of the probationary period, the student may be relieved from probation by vote of the 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 their conduct is unsatisfactory. No student on probation may be recommended for a degree. 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**: An action taken in serious disciplinary cases indicating that the student’s behavior is unacceptable in the School community. A student who has been required to withdraw is not in good standing as a
candidate for a degree and must surrender their Harvard University student ID card and leave school property for a period determined by the Board, usually two terms. Without exception, students who have been required to withdraw must petition the Board to be readmitted to the Harvard Chan School; readmission is not guaranteed but is decided on a case-by-case basis by the Board based on its judgment of the student’s conduct during their time away from the School and the student’s readiness to rejoin the School community. That the student was required to withdraw for disciplinary reasons appears permanently on the student's transcript. The notation on the transcript will normally read “Disciplinary Withdrawal Required” and will include the date of the withdrawal.

**Dismissal:** An action taken in serious disciplinary cases whereby a student's connection with the School is terminated by a two-thirds vote of the Faculty Council attending the meeting where the case is presented. (The action taken by the Board is a vote of requirement to withdraw with a recommendation to the Faculty Council that the student be dismissed.) Dismissal does not necessarily preclude a student’s return, but readmission is granted rarely and only by a similar vote of the Faculty Council. A dismissed student is not in good standing until readmitted. The fact of dismissal appears permanently on the student's transcript. The notation on the transcript will normally read “Disciplinary Dismissal” and will include the date of the dismissal.

**Expulsion:** The most extreme disciplinary action possible. It signifies that the student is no longer welcome in the community and may never be re-admitted. Expulsion must be voted by the Faculty Council as described under "Dismissal." (The action taken by the Board is a vote of requirement to withdraw with a recommendation to the Faculty Council that the student be expelled.) A student who is expelled can never be readmitted and restored to good standing. The fact of expulsion appears permanently on the student's transcript. The notation on the transcript will normally read “Disciplinary Expulsion” and will include the date of the expulsion.
APPENDIX C:
Grievance Procedures for Students
(For the grievance procedures to resolve allegations of Sexual and Gender-Based Harassment, see below.)
For both legal and policy reasons, it is desirable that Harvard T.H. Chan School of Public Health 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 (for sexual harassment and other sexual misconduct, see below), national or ethnic origin, disability status, 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: their advisor, program director/department chair, the associate dean for student services, affirmative action officer, Longwood Campus ombudsperson, or other appropriate faculty member or administrator. If the grievance cannot be resolved informally, the student may ask the associate dean for student services to arrange for mediation of the dispute or to conduct some other process appropriate to the particular circumstance; the process may or may not include elements of the formal grievance procedure described below.

Informal Resolution of Grievances (not involving allegations of sexual or gender-based harassment)
A student with a grievance against a member of the faculty or administration should initially take the matter to one of the following people: their advisor, program director/department chair, associate dean for student services, director for student affairs, affirmative action officer, Longwood Campus ombudsperson, or other appropriate faculty member or administrator. Grievances concerning accommodations for disabled students 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 their 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.

Informal Resolution of Grievances (not involving allegations of sexual or gender-based harassment)
A student with a grievance against a member of the faculty or administration should initially take the matter to one of the following people: their advisor, program director/department chair, associate dean for student services, director for student affairs, affirmative action officer, Longwood Campus ombudsperson, or other appropriate faculty member or administrator. Grievances concerning accommodations for disabled students 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 their discretion, seek resolution via the formal procedure outlined below. The person investigating the grievance shall, at the request of the student, make a written report available to the ad hoc grievance committee in the event that a resolution is not possible in the informal phase.

Formal Grievance Procedure (not involving allegations of sexual and gender-based harassment. For procedures to resolve allegations of Sexual and Gender-Based Harassment, see below.)
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 they already have 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 Association, who has completed at least one term 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 they feel is warranted, using the report of the ad hoc grievance committee as advisory information.
   b. Return the matter to the ad hoc grievance committee for further consideration. This action returns the grievance to Step 3 of this procedure.

6) The final action of the dean of the school or of the university’s 504 disability coordinator constitutes the formal completion of the grievance procedure. The ad hoc grievance committee is then discharged. The final action is communicated to both the person aggrieved and the person/s (or department) 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 of student services and are treated with appropriate confidentiality.

7) Any request for exceptions to the foregoing should be addressed to the associate dean of student services. By mutual agreement of the associate dean of student services and the student, the stated formal procedure may be waived in favor of a procedure more appropriate to a particular circumstance.

Grievance Procedures for Allegations of Sexual and Gender-Based Harassment

The Harvard T.H. Chan School of Public Health has adopted the University Policy on Sexual and Gender-Based Harassment to govern conduct that may be sexual or gender-based harassment. This policy applies to all members of the School’s community. The grievance procedures to investigate violations of the policy are outlined below:

**For Complaints against Students**

The Harvard Chan School has adopted the University’s Procedures for Handling Complaints Involving Students Pursuant to the Sexual and Gender-Based Harassment Policy. In such cases, the Harvard University Office for Sexual and Gender-Based Dispute Resolution (ODR) is responsible for conducting the investigation and determining whether a violation of the University Policy has occurred. Students may contact ODF for information or advice, seek an informal resolution, or file a formal complaint against any member of the community.

To file a formal complaint, contact ODR:

   Office for Sexual and Gender-Based Dispute Resolution
   Smith Campus Center, Suite 935
   1350 Massachusetts Avenue
   Cambridge, MA 02138
   Phone: 617-495-3786
   odr@harvard.edu
   www.odr.harvard.edu

**For Complaints against Faculty**

When the information suggesting the possibility of inappropriate conduct involves allegations of sexual or gender-based harassment against a faculty member, the complaint will be handled in the manner outlined in the grievance procedures for faculty.
For Complaints against Staff

When the information suggesting the possibility of inappropriate conduct involves allegations of sexual or gender-based harassment against a staff member, the complaint will be handled pursuant to the procedures outlined in the Harvard University Personnel Manual.

For more information about the procedures and support services available to Harvard Chan School students, please visit https://www.hsph.harvard.edu/student-affairs/sexual-and-gender-based-harassment/ to find your Title IX Coordinator contact information.
APPENDIX D:
Missing Persons Policy

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

In addition to identifying a general emergency contact person, students residing in on-campus housing have the option to identify confidentially a separate person to be contacted by Harvard in the event that the student is determined to be missing for more than 24 hours. Students are not required to designate a separate individual for this purpose and if they choose not to do so, then Harvard will assume that they have chosen to treat their general emergency contact as their missing person contact.

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

Students are reminded that they must provide the Registrar with emergency contact information and/or confidential missing person contact information if they have not already done so.
APPENDIX E:
Student Records

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. The Harvard University FERPA policy can be found on the Provost’s website at http://provost.harvard.edu/files/provost/files/ferpa_overview.pdf.

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

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. For student employees, directory information includes: job title, teaching appointment (if applicable), employing department and dates of employment.

Please note that Harvard University’s definition of “directory information,” found at http://provost.harvard.edu/files/provost/files/ferpa_overview.pdf, may include elements in addition to those used by the Harvard 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 their 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.

**GDPR Policy**
## APPENDIX F:
### Tuition and Fees

**June 2019-May 2020**

### Resident Master’s Program Tuition
For students attending part-time, tuition will be assessed at half the annual full-time rate listed below.

- **MPH 45:** 1 year \( \text{\$62,196 per year} \)
- **MPH 65:** 1.5 years \( \text{\$54,640 per year} \)
- **SM 42.5:** 1 year \( \text{\$58,800 per year} \)
- **SM 60:** 1.5 years \( \text{\$46,908 per year} \)
- **SM 80:** 2 years \( \text{\$61,408 per year} \)
- **Continuation Fee\(^{1}\)** \( \text{\$5,868 per year} \)

### Non Resident Master’s Program Tuition

<table>
<thead>
<tr>
<th>Program</th>
<th>Start Year</th>
<th>Cost Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPH EPI 2 years</td>
<td>2018</td>
<td>$33,000</td>
</tr>
<tr>
<td>MHCM 2 years</td>
<td>2018</td>
<td>$39,750</td>
</tr>
</tbody>
</table>

### Continuation Fee\(^{1}\) \( \text{\$3,144 per year} \)

### Doctoral Program Tuition (DrPH and SD)

- **Full-time rates:** year 1 & 2 \( \text{\$46,908 per year} \)
- **Reduced rate:** year 3 \( \text{\$23,454 per year} \)
- **Facilities Fee:** year 4 & beyond, resident \( \text{\$5,868 per year} \)
- **Non-Resident Fee:** year 4 & beyond, non-resident \( \text{\$3,144 per year} \)

### Tuition Per Credit Rate

- **Non-degree students\(^{1}\)** \( \text{\$1,382 per credit} \)

### Billing Information

- All tuition rates for degree programs are inclusive of summer enrollment.
- For full-time summer-only degree programs, the annual cost will be one-third of the tuition flat rate for that year. This charge is inclusive of fall/spring enrollment within that academic year.

### Student Fees
(assessed to Student Account at my.harvard.edu)

- **HUSHP Student Health Insurance Plan (SHIP):** Fee may be waived with proof of comparable coverage. Deadline: July 31 for Fall; January 31 for Spring. Full details on [HUHS website](https://www.huhs.harvard.edu). \( \text{\$3,700 per year} \)
- **HUSHP Student Health Fee (SHF):** Mandatory for all resident students taking more than 10 credits per semester. Students taking 10 credits or less may waive this fee. Full details on [HUHS website](https://www.huhs.harvard.edu). \( \text{\$1,206 per year} \)
- **Leave of Absence Fee:** Students petition for this status with the Registrar’s Office prior to the start of the semester \( \text{\$150 per semester} \)
- **Late Registration Fee:** \( \text{\$80} \)
- **Other Fees:** Course material fees, library fees, parking fees and other miscellaneous charges may be charged to the student account. Please check your account regularly. \( \text{varies} \)

**Please Note:** Except for the MPH-EPI and MHCM programs which have the same tuition for each cohort’s returning students, these fees are only for the academic year indicated. Tuition increases annually.

1. The continuation fee is charged when a student meets financial requirements before academic requirements. It is the same for full & part-time students.
2. SHIP is not charged for part-time domestic (U.S. citizens and permanent residents) non-resident doctoral students. If these students desire SHIP coverage, they should contact HUHS at 617-495-2085. SHF is not charged for non-resident students.
3. Family/spousal health insurance is available to all students at a coverage fee of $12,024 for a student and spouse; $9,006 for a student and 1 child; $16,724 for a student, spouse and 1 child; and $18,786 for a student, spouse and children. These fees include both HUSHP SHIP and SHF (combined).

For more information, please refer to the [Student Handbook](https://www.fas.harvard.edu/) and the [Billing Policy](https://www.fas.harvard.edu/). (check back for 2018-20 updates.)
Cost of Collections
Any student that fails to pay their student account balance, or any monies due and owing Harvard University by the scheduled due date, and fails to make acceptable payment arrangements to bring their account current, Harvard University may refer the student’s delinquent account to a collection agency. It is further understood that as a student of Harvard University, students are responsible for paying the collection agency fee, which may be based on a percentage at a maximum of 40% percent of a delinquent account, together with all costs and expenses, including reasonable attorney’s fees, necessary for the collection of a delinquent account. Finally, as a student of Harvard University, it is understood that a delinquent account may be reported to one or more of the national credit bureaus.

Harvard Chan School Billing Policy
Effective for the 2019-2020 academic year, the Harvard T.H. Chan School of Public Health adheres to the requirements of and complies with S2248 PL 1150497 Section 103. S2248 states that we will not impose a late fee, prevent a student from attending classes, or demand payment for funds expected to be covered by the VA until we have given the VA 90 days to release funding to the school after certification.
# INDEX

## A

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbreviations, APPENDIX A</td>
<td>58</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>11</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>8</td>
</tr>
<tr>
<td>Academic Requirements. See Degree Requirements</td>
<td></td>
</tr>
<tr>
<td>Academic Requirements for Doctor of Science Students</td>
<td>36</td>
</tr>
<tr>
<td>Academic Requirements for DrPH Students</td>
<td>45</td>
</tr>
<tr>
<td>Academic Rights and Responsibilities</td>
<td>49</td>
</tr>
<tr>
<td>Academic Standing. See Degree Requirements</td>
<td></td>
</tr>
<tr>
<td>Access to Electronic Information, Harvard University Policy on</td>
<td>54</td>
</tr>
<tr>
<td>Administrative Organization</td>
<td>5</td>
</tr>
<tr>
<td>Admonition. See Appendix B: Disciplinary Procedures</td>
<td></td>
</tr>
<tr>
<td>Advisors</td>
<td>9</td>
</tr>
<tr>
<td>Alcohol at the Harvard Chan School</td>
<td>49</td>
</tr>
<tr>
<td>Apply to Graduate</td>
<td>25</td>
</tr>
<tr>
<td>Awards</td>
<td>29</td>
</tr>
</tbody>
</table>

## B

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bicycles</td>
<td>49</td>
</tr>
</tbody>
</table>

## C

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalogs, Online</td>
<td>12</td>
</tr>
<tr>
<td>Certifications</td>
<td>49</td>
</tr>
<tr>
<td>Certifications of Enrollment</td>
<td>49</td>
</tr>
<tr>
<td>Certifications of Loan Deferrals</td>
<td>49</td>
</tr>
<tr>
<td>Transcripts</td>
<td>50</td>
</tr>
<tr>
<td>Change in Degree, Department or Environmental Health Concentration</td>
<td>17</td>
</tr>
<tr>
<td>Check-In</td>
<td>11</td>
</tr>
<tr>
<td>Commencement</td>
<td>25</td>
</tr>
<tr>
<td>Communication with Students</td>
<td>50</td>
</tr>
<tr>
<td>Computing and IT Policies</td>
<td>50</td>
</tr>
<tr>
<td>Core Course Requirements</td>
<td>14</td>
</tr>
<tr>
<td>School-Wide Biostatistics and Epidemiology Requirements</td>
<td>14</td>
</tr>
<tr>
<td>Waiving</td>
<td>14</td>
</tr>
<tr>
<td>Cost of Collections</td>
<td>71</td>
</tr>
<tr>
<td>Course Enrollment Policies</td>
<td>12</td>
</tr>
<tr>
<td>Course Evaluations</td>
<td>12</td>
</tr>
<tr>
<td>Course Prospectus/Syllabi</td>
<td>12</td>
</tr>
<tr>
<td>Course Schedules, Online</td>
<td>12</td>
</tr>
<tr>
<td>Credit Requirements. See Degree Requirements</td>
<td></td>
</tr>
<tr>
<td>Cross-Registration Consortium</td>
<td>12</td>
</tr>
<tr>
<td>Cross-Registration Policies</td>
<td>12</td>
</tr>
<tr>
<td>Credit Conversion</td>
<td>13</td>
</tr>
<tr>
<td>Credit Limits</td>
<td>13</td>
</tr>
<tr>
<td>Deadlines</td>
<td>13</td>
</tr>
<tr>
<td>Grades</td>
<td>13</td>
</tr>
</tbody>
</table>

## D

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dangerous Weapons and Threats</td>
<td>51</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>16</td>
</tr>
<tr>
<td>Academic Requirements</td>
<td>16</td>
</tr>
<tr>
<td>Academic Standing</td>
<td>17</td>
</tr>
<tr>
<td>Change in Degree, Department or Environmental Health Concentration</td>
<td>17</td>
</tr>
<tr>
<td>Failure to Meet Academic Requirements</td>
<td>18</td>
</tr>
<tr>
<td>Joint, Concurrent and Combined Degree Information</td>
<td>17</td>
</tr>
<tr>
<td>Master of Science Academic Requirement</td>
<td>17</td>
</tr>
<tr>
<td>Satisfactory Academic Progress</td>
<td>18</td>
</tr>
<tr>
<td>Waiving Degree Requirements</td>
<td>18</td>
</tr>
<tr>
<td>Departments and Programs</td>
<td>10</td>
</tr>
<tr>
<td>Diplomas</td>
<td>26</td>
</tr>
<tr>
<td>Disciplinary Procedures, APPENDIX B</td>
<td>59</td>
</tr>
<tr>
<td>Disciplinary Board</td>
<td>61</td>
</tr>
<tr>
<td>Misconduct</td>
<td>59</td>
</tr>
<tr>
<td>Misconduct Reporting Procedures</td>
<td>60</td>
</tr>
<tr>
<td>Note about Admission Materials</td>
<td>59</td>
</tr>
<tr>
<td>Note about Student Discipline Pursuant to a Finding of Sexual and Gender-based Harassment</td>
<td>59</td>
</tr>
<tr>
<td>Preliminary Investigation of a Report of Misconduct</td>
<td>60</td>
</tr>
<tr>
<td>Rules for Disciplinary Proceedings</td>
<td>61</td>
</tr>
<tr>
<td>Sanctions for Misconduct</td>
<td>62</td>
</tr>
<tr>
<td>Discrimination, Policy Against</td>
<td>53</td>
</tr>
<tr>
<td>Dismissal. See Appendix B: Disciplinary Procedures</td>
<td></td>
</tr>
<tr>
<td>Doctor of Public Health (DrPH) Student Information</td>
<td>45</td>
</tr>
<tr>
<td>Academic Requirements for DrPH Students</td>
<td>45</td>
</tr>
<tr>
<td>Doctoral Project Progress Reports</td>
<td>47</td>
</tr>
<tr>
<td>Oral Final Exam</td>
<td>47</td>
</tr>
<tr>
<td>DrPH Student Timetable</td>
<td>46</td>
</tr>
<tr>
<td>DrPH Tuition and Fees</td>
<td>45</td>
</tr>
<tr>
<td>Nomination of the Doctoral Project Committee</td>
<td>47</td>
</tr>
<tr>
<td>Oral Qualifying Examination</td>
<td>47</td>
</tr>
<tr>
<td>Prospective/Final Program</td>
<td>46</td>
</tr>
<tr>
<td>Publishing the Thesis</td>
<td>47</td>
</tr>
<tr>
<td>Required Courses</td>
<td>45</td>
</tr>
<tr>
<td>Written Qualifying Examination</td>
<td>47</td>
</tr>
<tr>
<td>Doctor of Science Information</td>
<td>35</td>
</tr>
<tr>
<td>Academic Requirements for Students</td>
<td>36</td>
</tr>
<tr>
<td>Access to Facilities</td>
<td>35</td>
</tr>
<tr>
<td>Committee on Admissions and Degrees</td>
<td>35</td>
</tr>
<tr>
<td>Course Performance</td>
<td>38</td>
</tr>
<tr>
<td>Course Work and Research Credit</td>
<td>37</td>
</tr>
<tr>
<td>Departmental Written Examinations</td>
<td>40</td>
</tr>
<tr>
<td>Dissertation Advisor</td>
<td>40</td>
</tr>
<tr>
<td>Dissertation Completion</td>
<td>44</td>
</tr>
<tr>
<td>Dissertation Defense</td>
<td>44</td>
</tr>
<tr>
<td>Doctor of Science Timetable</td>
<td>38</td>
</tr>
<tr>
<td>Doctor of Science Tuition and Fees</td>
<td>35</td>
</tr>
<tr>
<td>Facilities</td>
<td>36</td>
</tr>
<tr>
<td>Final Program and Nomination of the Oral Qualifying Examination Committee</td>
<td>39</td>
</tr>
<tr>
<td>Nomination of the Research Committee</td>
<td>42</td>
</tr>
</tbody>
</table>
Non-Resident Doctoral Status, 43
Oral Examination Results, 41
Oral Qualifying Examination, 40
Progress Reports, 43
Prospective Program, 39
Publishing the Dissertation, 44
Required Courses, 37
Research, 42
Residency Requirement, 36
The SD Doctoral Program, 35
Doctoral Student Forms, 48
Drugs and Alcohol Policy, 53

E
Education Records, 68
Expulsion. See Appendix B: Disciplinary Procedures

F
Facilities Fees, 36
Failure of Courses. See Grading System
Family Leave Policy, 24
Final Examination Policy, 21
Financial Aid, Office of, 6
Foreign Language Courses, 14
Formal Grievance Procedure, 64

G
Grade Changes, 21
Grade Notification, 21
Grading System, 18
Auditing Courses, 18
Failure of Core Courses, 20
Grade of Absence from Examination, 19
Grade of Failure, 19
Grade of Incomplete, 20
Grade of Withdrawal, 19
Grade Point Average, 18
Graduation Requirements. See Commencement, Degree Requirements
Grievance Procedures for Students, APPENDIX C, 64
Formal Grievance Procedure, 64
Grievance Procedures for Allegations of Sexual and Gender-Based Harassment, 65
Informal Resolution of Grievances, 64

H
Harvard University Policy on Access to Electronic Information, 54
Harvard University Student Health Program (HUSHP), 27
Hazing, 54
Health Insurance and Fees, 27
Harvard University Student Health Program (HUSHP), 27
Required Student Health Insurance, 27
Student Health Fee, 27
Student Health Insurance Plan, 27

I
Identification Card, 26

J

K

L
Leaves of Absence and Withdrawal, 21
Contracts for Enrollment, 23
Family Leave Policy, 24
Involuntary Leaves of Absence, 22
Refund Schedule for Leaves of Absence/Withdrawal, 24
Returning to School, 23
Voluntary Leaves of Absence, 21
While on Leave of Absence, 22
Libraries, 29
Loan Deferrals. See Certifications

M
Master of Public Health Student Information, 32
Committee on Admissions and Degrees, 32
Master of Public Health Programs, 32
MPH Joint Degrees, 32
MPH Summer Only Degree, 33
Master of Science Academic Requirement, 17
Master of Science Information, 34
The Committee on Admissions and Degrees, 34
The Master of Science Program, 34
MessageMe Emergency Notification System, 56
Misconduct, 59
Missing Persons Policy, APPENDIX D, 67
MPH Joint Degrees, 32
MPH Summer Only Degree, 33
my.harvard, 11

N

O
Ombuds Office, 7
Online Course Schedules and Catalogs, 12

P
Patents, Trademarks and Use of Harvard's Name, 29
Plagiarism. See Academic Integrity
Privacy of Educational Records, 11
FERPA, 11
Probation. See Appendix B: Disciplinary Procedures

R
Registrar's Office, 6
Religious Holidays, Absence Due to, 55
Required Student Health Insurance, 27
Requirement to Withdraw. See Appendix B: Disciplinary Procedures
Research Courses, 15

S

Safety and Security, 55
  Harvard University Police Business, 55
  Harvard University Police Longwood Area, 56
  MessageMe Emergency Notification System, 56
  Security, 56
  Taxi Escort Service, 56
  Walking Escort Service, 56
Sanctions for Misconduct, 62
School-Wide Biostatistics and Epidemiology Requirements, 14
SD Academic Requirements, 36
SD Chair of the Oral Examining Committee, 40
SD Course Work and Research Credit, 37
SD Departmental Written Examinations, 40
SD Dissertation Advisor, 40
SD Dissertation Completion, 44
SD Dissertation Defense, 44
SD Final Program, 39
SD Members of the Oral Examining Committee, 40
SD Nomination of the Oral Qualifying Examination Committee, 39
SD Nomination of the Research Committee, 42
SD Non-Resident Doctoral Status, 43
SD Oral Examination Results, 41
SD Oral Qualifying Examination, 40
SD Progress Reports, 43
SD Prospective Program, 39
SD Publishing the Dissertation, 44
SD Research, 42
SD Residency Requirement, 36
SD Student Timetable, 38
Sensitive Crimes, 56
Sexual Harassment, 56
Smoke Free and Tobacco-Free Campus, 57
Student Affairs, Office for, 5

Student Records, APPENDIX E, 68
  Access, 68
  Directory Information, 68
  Education Records, 68
  Family Educational Rights and Privacy Act ("FERPA"), 68
  GDPR Policy, 69
  Other Disclosures Permitted Under FERPA, 69
  Student Rights Under FERPA, 69
  Student Services, Office for, 5
  Student Status, 16
    Non-Resident Status, 16
Summer Courses, Independent Studies, and Research at the Harvard Chan School, 29
Summer Only Degree Students, 28
Summer Programs, 28

T

Transcripts, 50
Transfer Credit, 15
Travel Grants, 15
Tuition and Fees, APPENDIX F, 70
  Cost of Collections, 71
  Harvard Chan School Billing Policy, 71
Tutors, 15

V

Veterans Affairs Compliance, APPENDIX F, 72

W

Waiving Core Courses, 14
Waiving Degree Requirements, 18
WinterSession (January), 29
Withdrawal from a Course, 19