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

As a matter of policy, law, and commitment, the Harvard T.H. Chan School of Public Health does not discriminate against any person on the basis of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran status, or handicap in admissions to, access to, treatment in, or employment in its programs and activities.
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COVID-19 Education Statement

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

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

State Authorization Reciprocity Agreement (SARA)

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

OFFICE FOR STUDENT SERVICES
Kresge Building, G4
677 Huntington Avenue
Boston, MA 02115
Tel: 617-432-4067
Web: hsph.harvard.edu/student-services

Office Hours:
Monday through Friday, 9:00 am–5:00 pm Eastern time

Robin Glover, Associate Dean for Student Services
Karen Brown, Office Manager

The Office for Student Services includes the Admissions Office, Registrar’s Office, Office for Student Affairs, and Office of Financial Aid at the Harvard T.H. Chan School of Public Health (the School). The office is responsible for all aspects of administration pertaining to supporting students’ admission, registration, academic records, degree progress, social and academic well-being, and financial support.

ADMISSIONS OFFICE
158 Longwood Avenue
Boston, MA 02115
Tel: 617-432-1031
Web: hsph.harvard.edu/admissions
Email: admissions@hsph.harvard.edu
Fax: 617-432-7080

Office Hours:
Monday through Friday, 9:00 am–5:00 pm Eastern time

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

The Admissions Office processes applications for admission to the School, identifies prospective applicants, and advises them about the admissions process, opportunities offered by departments and programs, and the School’s potential contribution to their professional development. The office can assist in arranging visits and information sessions for prospective students. Telephone inquiries are welcome every day during office hours, and voicemail messages may be left outside business hours.

OFFICE OF CAREER AND PROFESSIONAL DEVELOPMENT
Kresge Building, G4
677 Huntington Avenue
Boston, MA 02115
Tel: 617-432-1034
Web: hsph.harvard.edu/career-services
Email: careers@hsph.harvard.edu

Office Hours:
Monday through Friday, 9:00 am–5:00 pm Eastern time

Sheila Krishnan, Director of Career and Professional Development
Alison McAlear, Assistant Director, Employer Development and Engagement
Courtney Burke, Assistant Director, Employer Relations
Maria Ramos, Senior Program Coordinator

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

OFFICE FOR STUDENT AFFAIRS
Kresge Building, G4
677 Huntington Avenue
Boston, MA 02115
Tel: 617-432-1036
Web: hsph.harvard.edu/student-affairs
Email: studentaffairs@hsph.harvard.edu

Office Hours:
Monday through Friday, 9:00 am–5:00 pm Eastern time

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

The mission of the Office for Student Affairs (OSA) is to support and enrich the student experience at the Harvard T.H. Chan School of Public Health through a wide range of educational, cultural, and social programming. The office works to help ensure the general well-being of the
student body and to support students who are experiencing challenges or difficulties. OSA plans both orientation and 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 Massachusetts Bay Transportation Authority’s Semester Pass, a discount subway pass program; assigns lockers; and serves as an information source for students.

OFFICE OF FINANCIAL AID
Kresge Building, G4
677 Huntington Avenue
Boston, MA 02115
Tel: 617-432-1867
Web: hsp.harvard.edu/financial-aid
Email: osfs@hsph.harvard.edu

Office Hours:
Monday through Friday, 9:00 am–5:00 pm Eastern time, or by appointment

Kathryn Austin, Director of Financial Aid
Ada Horne, Assistant Director of Financial Aid
Brian Le, Financial Aid Coordinator
 Senait Mulu, Financial Aid Coordinator

The mission of the Office of Financial Aid is to assist students and applicants in all matters related to fee assessments, billing, and financing education and expenses at the Harvard T.H. Chan School of Public Health. The office coordinates scholarship and fellowship decisions with the Office of the Dean and academic departments. The office also determines eligibility for federal student aid and administers federal student loan programs. Counseling is available throughout the year on such topics as loan debt management, student billing, refund process, and other areas, as required. Telephone inquiries are welcome every day during office hours, and voicemail messages may be left during early morning and evening hours.

REGISTRAR’S OFFICE
Kresge Building, G4
677 Huntington Avenue
Boston, MA 02115
Web: hsp.harvard.edu/registrar
Email: registrar@hsph.harvard.edu

Office Hours:
Monday through Friday, 10:00 am–3:00 pm Eastern time

Joann Wilson-Singleton, Registrar
Alison Hardy, Senior Associate Registrar
Michelle Pessinis, Assistant Registrar
Hannah Aubin, Special Programs Manager
Michael Hampson, Enrollment Systems and Reporting Specialist
Hilary Lahan, Course Management Coordinator
Donna McLean, Financial and Student Records Coordinator
Faith Ross, Master’s Student Coordinator
Nate Smith, Registrar’s Office Assistant
Sabrina Taileb-Houmel, Guest Student Coordinator

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

OMBUDS OFFICE
164 Longwood Avenue, 1st Floor
Boston, MA 02115
Web: hms.harvard.edu/departments/ombuds-office
( includes self-help resources)
Tel (confidential line): 617-432-4041

Office Hours:
Monday through Friday, 8:00 am–5:00 pm Eastern time
Call to schedule an appointment.

Melissa Brodrick, Ombudsperson
Tel: 617-432-4040
Email: melissa_brodrick@hms.harvard.edu
Justin Neiman, Associate Ombudsperson
Tel: 617-432-4043
Email: justin_neiman@hms.harvard.edu

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

The Ombuds Office seeks to enhance the ability of all students to deal more effectively with challenging situations on their own. If a student requires assistance beyond individual coaching, the Ombuds Office can gather further information on behalf of the student, make referrals to those with expertise in a specific area, or contact proper authorities at the school or affiliated institution. The student decides which course of action, if any, should be taken, and that action is tailored to fit each situation.
Academic Support

Academic Integrity

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

- To help the student develop and cogently express concepts, knowledge, and skills
- To inspire creative thinking and work
- To provide the instructor with feedback revealing whether or not the student grasps 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 given the rich diversity of backgrounds and experience at this School. Nevertheless, these guidelines emphasize the need for attributing credit and 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.
- Collaboration in the completion of assignments is prohibited, unless explicitly specified by the instructor. The amount of collaboration with others that is permitted in the completion of assignments can vary, depending on the policy set by the course instructor. Students must acknowledge any collaboration and its extent in all submitted work. This requirement applies to collaboration on editing as well as 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 that is 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 is generally submitted to only one course. If the same or substantially the same work is subsequently submitted to any other course, a student must obtain the prior written permission of the current instructor involved. 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).
Advisers

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

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

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

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

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

Departments and Programs

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

<table>
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<tr>
<th>DEPARTMENT/PROGRAM</th>
<th>DEPARTMENT/PROGRAM ABBREVIATION</th>
<th>ADMINISTRATOR</th>
<th>ADDRESS</th>
<th>TELEPHONE</th>
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<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>
<tr>
<td>DBS/BPH</td>
<td>Division of Biological Sciences/PhD Program in Biological Sciences in Public Health</td>
<td>Tatevik Holmgren, Tom Brazda</td>
<td>SPH2-111, SPH2-119</td>
<td>617-432-4397, 617-632-6603</td>
</tr>
<tr>
<td>DrPH</td>
<td>Doctor of Public Health</td>
<td>Gary Williams, Aria Jin</td>
<td>Kresge G29, Kresge G29</td>
<td>617-432-5008, 617-432-7021</td>
</tr>
<tr>
<td>EH</td>
<td>Environmental Health</td>
<td>Barbara Zuckerman</td>
<td>SPH1-1304</td>
<td>617-432-2109</td>
</tr>
<tr>
<td>EPI</td>
<td>Epidemiology</td>
<td>Eric DiGiovanni, Caroline Huntington, Jeffrey Noyes</td>
<td>Kresge 903, Kresge 901, Kresge 901</td>
<td>617-432-1328, 617-432-5250, 617-432-7973</td>
</tr>
<tr>
<td>HDSC</td>
<td>Health Data Science</td>
<td>Jelena Follweiler</td>
<td>SPH2-408</td>
<td>617-432-1087</td>
</tr>
<tr>
<td>HPM</td>
<td>Health Policy and Management</td>
<td>Jennifer Moltoni, Colin Fleming (HCM), Nicole Pires</td>
<td>Kresge 338, Kresge 320</td>
<td>617-432-7075, 617-432-1650</td>
</tr>
<tr>
<td>IID</td>
<td>Immunology and Infectious Diseases</td>
<td>Andrea Sabaroff</td>
<td>FBX-301</td>
<td>617-432-1023</td>
</tr>
</tbody>
</table>
All students are required to check in each term. The check-in process involves confirming a student’s address, FERPA status (see below), and other information. Students who do not complete the check-in process will be blocked from enrollment. Detailed enrollment and check-in information is posted on the New Degree Student Information page of the Registrar’s Office website. In addition to completing check-in, incoming students should please note the following:

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

- All students—except pregnant women, women of childbearing age attempting conception, and persons whose religious beliefs prevent them from being immunized—must demonstrate that they have received the required immunizations, as specified on the Harvard University Health Services (HUHS) website.

- Students who fail to obtain administrative, financial, and/or enrollment clearance by the required date will be administratively withdrawn from the Harvard T.H. Chan School of Public Health.

- All students are required to have laptops loaded with VDI software. The laptop policy and the instructions for loading VDI software onto the laptop can be found on the Registrar’s Office Laptop Requirement Policy webpage.

- Incoming students who have not satisfied admissions contingencies will be blocked from enrollment activities. Unless a student is in a Harvard Chan School joint (JD/

### Privacy of Educational Records

Students have the right to restrict the dissemination of their photo image and directory information. According to the Family Educational Rights and Privacy Act of 1974, known as FERPA, during check-in, each student may restrict how and to whom directory data is provided (please see Appendix E: Student Records, for further details). Once a student restricts directory information, it will be used only for official Harvard University business. It will not be given to fellow students, organizations, or outside parties and will not be published in the online photo directory, commencement publications, or alumni directories. Students should consider carefully whether to restrict access to their directory data. Please note that identifying information, even if restricted for directory purposes, may be shared within the classroom setting and through the use of electronic academic tools such as Canvas or Zoom.

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

### Check-In

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

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

- All students—except pregnant women, women of childbearing age attempting conception, and persons whose religious beliefs prevent them from being immunized—must demonstrate that they have received the required immunizations, as specified on the Harvard University Health Services (HUHS) website.

- Students who fail to obtain administrative, financial, and/or enrollment clearance by the required date will be administratively withdrawn from the Harvard T.H. Chan School of Public Health.

- All students are required to have laptops loaded with VDI software. The laptop policy and the instructions for loading VDI software onto the laptop can be found on the Registrar’s Office Laptop Requirement Policy webpage.

- Incoming students who have not satisfied admissions contingencies will be blocked from enrollment activities. Unless a student is in a Harvard Chan School joint (JD/

### MPH, MUP/MPH) or combined (MD/MPH) degree program, all degrees must have been awarded/conferred prior to matriculation at the School. If degree conferral has not occurred prior to matriculation at the School, official documentation regarding the completion of all degree requirements must be submitted to the School in order for the student to be allowed to proceed with enrollment.

### Privacy of Educational Records

Students have the right to restrict the dissemination of their photo image and directory information. According to the Family Educational Rights and Privacy Act of 1974, known as FERPA, during check-in, each student may restrict how and to whom directory data is provided (please see Appendix E: Student Records, for further details). Once a student restricts directory information, it will be used only for official Harvard University business. It will not be given to fellow students, organizations, or outside parties and will not be published in the online photo directory, commencement publications, or alumni directories. Students should consider carefully whether to restrict access to their directory data. Please note that identifying information, even if restricted for directory purposes, may be shared within the classroom setting and through the use of electronic academic tools such as Canvas or Zoom.

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

### my.harvard

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

**Academic Calendar**

The academic calendar is available online in the [master calendar](https://www.my.harvard.edu/master-calendar). Please note that all important academic dates and deadlines are listed on the academic calendar. Subscribing to the academic calendar with Google calendar may be done by following [these instructions](https).

**Course Enrollment Policies**

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

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

**Online Course Schedules and Catalogs**

Course listings from all Harvard faculties are available in the online [my.harvard course search](https://my.harvard.edu/course-search). The course listings contain course descriptions, instructor information, credits, meeting times and locations, enrollment requirements, and other general information about each 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. 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](https://www.my.harvard.edu/office-of-education). Submission of a course evaluation is a requirement of each course. Students will not be able to access their online grade reports until they submit course evaluations.

**Course Prospectus/Syllabi**

Syllabi for most courses may be found on Canvas, the electronic classroom tool. A link to Canvas appears on the my.harvard portal. The Harvard Chan School [Curriculum Center](https://www.my.harvard.edu/curriculum-center) may be able to assist in providing syllabi for courses offered in previous terms.
Cross-Registration

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

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

THE CROSS-REGISTRATION CONSORTIUM

<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>
<tr>
<td>Harvard Graduate School of Design</td>
<td>GSD</td>
<td>617-495-1237</td>
</tr>
<tr>
<td>Harvard Graduate School of Education</td>
<td>HGSE</td>
<td>617-495-3419</td>
</tr>
<tr>
<td>Harvard Kennedy School</td>
<td>HLS</td>
<td>617-495-1150</td>
</tr>
<tr>
<td>Harvard Law School</td>
<td>HMS</td>
<td>617-432-1515</td>
</tr>
<tr>
<td>Fletcher School of Law and Diplomacy, Tufts University</td>
<td>FLE</td>
<td>617-627-3055</td>
</tr>
<tr>
<td>Friedman School of Nutrition Science and Policy, Tufts University</td>
<td>FRD and FRI</td>
<td>617-636-3777</td>
</tr>
<tr>
<td>Massachusetts Institute of Technology</td>
<td>MIT</td>
<td>617-258-6432</td>
</tr>
</tbody>
</table>

Cross-Registration Policies

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

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

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

Please note that MIT grades may not be received in time for any spring MIT course to count toward Harvard Chan May graduation requirements. Instead, MIT grades will count as additional credits and not toward the minimum credits required for graduation. In addition, please note that certain spring courses offered at Harvard may end too late in the semester to be counted toward graduation. Degree 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. Questions about this policy should be directed to the Registrar’s Office.

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

Cross-Registration Credit Limits

Harvard Chan degree students may not take more than half of their total degree credits in courses outside the School. Degree candidates can cross-register for a maximum of half of their total credits per term. For example, a full-time student who is planning to register for a total of 20 credits may not register for more than 10 cross-registered credits.
Students who wish to take more than half 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 Harvard Chan School credit values using the credit-conversion chart in the Student Knowledge Center of the Registrar's Office.

**Cross-Registration Deadlines**
Harvard Chan students cross-registering into consortium schools must abide by the deadlines set by both the Harvard Chan School and the host school. Harvard Chan students must finalize their cross-registration enrollment according to the cross-registration deadlines set forth by the host school and before the cross-registration add/drop/change deadline in the Harvard Chan academic calendar.

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

The Harvard Chan School Registrar's Office receives the grades from the host school's registrar's office, and they are included as part of the student's official academic record. These grades will not be translated into the Harvard Chan School’s grading system. For example, Harvard Business School has a Roman numeral grading system (i.e., I, II, and III). Business School grades will appear on the student's official transcript as Roman numerals. Although these grades will not calculate into the Harvard Chan School GPA, the credit taken counts for ordinal credit. Individual instructors may not determine grading options for cross-registered students but must conform to their faculty's official regulations.

**Foreign Language Courses**
Students may cross-register for Harvard University language courses on an ordinal grade basis only. These credits will not count toward the fulfillment of any Harvard Chan School or departmental/program requirements, will not count toward the minimum credits required for completion of degrees, and will not count toward the maximum ordinal credits that can be taken in a degree program. In addition, these courses will not display on transcripts once a grade has been assigned. Students should carefully consider this option with their adviser. 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 Committee on Educational Policy (CEP 2007).

**Core-Course Requirements**

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

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

<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 for Public Health Practice</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 pass two intermediate-level biostatistics courses and one epidemiology course. SD students should refer to the Doctor of Science portion of this handbook (pg. 33) for further details.
Waiving
The School does not accept transfer credits for courses taken at other academic institutions. In certain situations, students may waive a core course. Students wishing to waive core courses in either biostatistics or epidemiology must submit a waiver of core course requirement form, signed by the relevant instructor(s) and department administrators. Students must present an official transcript and a copy of the course description and syllabi to the instructor(s) to verify appropriate coursework. If the request to waive a core course is approved, the student will not be required to enroll in the core course. Students within the Department of Biostatistics are automatically exempted from an introductory core course in biostatistics. A student waiving the requirement must still register for the minimum credits necessary for full- or part-time status. Students who wish to waive a noncore course as a prerequisite because of previous qualifications should make their request by submitting a petition to the instructor when adding the course in my.harvard.

Transfer Credits
Under no circumstance does the Harvard Chan School accept transfer credits from other academic institutions. If a Harvard Chan nondegree student applies for and is granted admission into a master's degree program, up to 20 credits of completed coursework may be applied to 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. Cohort-based programs are not eligible to transfer nondegree credits. Note that upon entering the degree program, students will be billed at the corresponding flat tuition rate for the year for the remaining terms necessary to complete program requirements. 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, or summer) 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 Sections
Independent studies and research sections are courses of study that involve substantial interaction with and instruction by faculty and are set up on an ad hoc basis. All independent study and research courses are taken for pass-fail credit only. Independent studies may be set up with variable credits. A Harvard Chan faculty member or an adjunct faculty member must supervise all independent studies and research sections taken for degree credit at the School. Students who wish to enroll with a faculty member who has an annual appointment at the School or a faculty member from another Harvard school must enroll in the section sponsored by their Harvard Chan School academic adviser. By sponsoring the independent study, the School adviser agrees to the appropriateness of both the work and the non-School supervisor. The academic adviser must contact the non-School section supervisor to assign a grade for the student. The student's academic adviser must submit the grade at the end of the course as required by the School’s Committee on Educational Policy.

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

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

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

Exam Schedules
Students are required to take examinations as scheduled. Absence from examinations is permitted only in extraordinary circumstances, and the reason must be verified. If authorized by the instructor to do so, the program administrator will make arrangements for a makeup exam.
Voting in Governmental Elections
Voting is not an excused absence. The polls open early and close late, so voting can be scheduled around classes.

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

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

- Travel support will be provided only for credit-bearing courses. It is expected that these courses will include content before and after the travel experience, and a student-generated academic product is part of the course requirements. Support is not available for independent study.
- Funds are available only for students enrolled in a Harvard Chan School degree program.
- Students will receive 25% of the economy round-trip airfare, up to a set limit, for travel between Boston and the location of the travel courses, regardless of where the student originates the trip. Per Harvard University travel policy, travelers will not be reimbursed for tickets purchased with frequent flyer miles. This policy also applies to tickets purchased with reward or award miles. Travelers will, however, be reimbursed for fees associated with issuing a ticket, such as taxes and agency or airline services fees.
- For group travel, a maximum of 15 students per course will be supported.
- Depending on the number of students and courses being supported, the funds may be used to cover additional and modest incidental expenses ($75–$100/week) related to the course during travel. Faculty may submit a budget for consideration by the Office for Student Services.
- Students may receive a modest contribution toward per-diem expenses, based on the length of the trip. Determination of the amount will depend on the availability of funds.
- It is expected that departments/programs will cover all faculty per-diem and other course-related expenses for travel-related courses.

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

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

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

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

Full-time and part-time credit limits are different during the summer term. Details appear in the Summer and Winter Programs section of this handbook (pg. 46).

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

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

Nonresident Status
Doctor of science (SD) students who have passed their Oral Qualifying Examination, who are conducting advanced research outside the Boston area, and who receive permission from their department and the Committee on Admissions and Degrees (CAD) may pursue a portion of their program as a nonresident student. Nonresident status is granted for one year at a time, and students must reapply annually for this status. Students who fail to reapply on a yearly basis and do not enroll in credits for the following term will be administratively withdrawn from Harvard Chan School.
degree candidacy. SD students who have not met their tuition requirement before being approved for nonresident status will continue to be billed resident status tuition until the residency requirement is met.

Full-time resident students who wish to gain part-time nonresident status must petition for approval of status change. This status will be granted only if the student will be fully employed or will have family responsibilities that will not enable the student to pursue research full time while a nonresident. The tuition and fees schedule contains information on insurance coverage for nonresident students.

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

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

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

Degree Requirements

To complete a degree program successfully, a student must satisfy both academic and financial requirements. Financial degree requirements can be found in the 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 degree program offered at the Harvard Chan School, as well as the breakdown of the number of ordinal credits required and the number of cross-registered credits permitted.

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

<table>
<thead>
<tr>
<th>Degree</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>Total credits required to graduate</td>
<td>42.5</td>
<td>45</td>
<td>65</td>
<td>42.5</td>
<td>60</td>
<td>80</td>
</tr>
<tr>
<td>Number of ordinal credits required to graduate</td>
<td>30</td>
<td>32.5</td>
<td>47.5</td>
<td>30</td>
<td>45</td>
<td>60</td>
</tr>
<tr>
<td>Number of cross-registered credits permitted</td>
<td>No more than half of total credits of degree program and/or per term</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other requirements</td>
<td>Check with adviser for departmental/program requirements.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

**Consecutive Programs**

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

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

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

**Change in Degree, Department, or Environmental Health Concentration**

Currently enrolled students wishing to make a change to their degree or department may do so by completing a short application and submitting materials to the Registrar's Office. Students must secure the approval of their current department before beginning this process. Doctoral students applying to a second department will receive a single diploma after successfully meeting the degree requirements of both.

**Academic Standing**

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

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

**Failure to Meet Academic Requirements**

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

- Failure to maintain a minimum grade point average of 2.70 and/or maintain the standards of the department
- Failure to adhere to the doctoral timetable or other doctoral requirements specified by the CAD
- Failure to complete courses/credits that delay completion of the degree by designated degree date.

Students determined to be making unsatisfactory academic progress will be withdrawn from degree candidacy or will be permitted to register for the subsequent term under academic probation and subject to specific academic conditions, which, if not fulfilled by the specified time, may result in the termination of degree candidacy.

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

The academic review process begins with notification to the department/program director and adviser that the student is on academic probation. The department/program reviews the student's status and may recommend that the student be allowed to register for courses during the following term. The CAD reviews the student's academic progress and the department's/program's recommendations. Additional policies and procedures regarding unsatisfactory academic performance appear in Appendix B: Disciplinary Procedures.

**Satisfactory Academic Progress**

Federal regulations require that federal student aid recipients maintain satisfactory academic progress. In addition to the required qualitative component (GPA 2.70), a quantitative component to satisfactory academic progress states that a student cannot receive federal student aid for more than 150% of the length of time required to complete the program of study. More information is available on the Office of Financial Aid’s webpage.

**Waiving Degree Requirements**

Students should consult their program/department administrator for procedures regarding waiving a degree requirement.
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 GPA</td>
</tr>
<tr>
<td>Pass/Fail</td>
<td>P = Pass, F = Fail</td>
<td>P not calculated in GPA, F calculated in GPA</td>
</tr>
<tr>
<td>Audit</td>
<td>Not graded</td>
<td>Not calculated in GPA</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</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>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70 (Satisfactory)</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00 (Poor)</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>AU*</td>
<td>Audit</td>
</tr>
</tbody>
</table>

*Does not calculate into GPA

To calculate the term grade point average:

1) For each course, multiply the number of credits by the numerical value of the ordinal grade received.
   (Number of credits) x (Numerical value of the ordinal grade) = grade points

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

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

   2.5 credits 8.25
   5.0 credits 13.50
   2.5 credits 7.50
   2.5 credits 8.25
   +2.5 credits + 8.25

   Totals 15.0 credits 45.75 grade points

45.75 grade points ÷ 15.0 credits = 3.05 term cumulative average

Grades of Pass, Incomplete, Absent from Exam, In Progress, or Not Satisfactory are not calculated into the grade point average. Certain grades received from Harvard Law School, Harvard Business School (I, II, III, and Excellent), and Harvard Medical School (Satisfactory and Unsatisfactory) are not calculated into the grade point average, although they will appear on the transcript and will count toward degree credits. Harvard Business School grades count as ordinal credit.
Auditing Courses
Only courses that have the Audit grading option allow auditors. This information appears on individual course listings in the my.harvard Course Search. There is a limit of 5 credits per term of audited coursework while registered as a full- or part-time student fulfilling degree requirements. Students do not receive credit for audited courses. Audited courses will appear on transcripts with the grade of AU. This grade will not be calculated in the GPA. Students who do not meet the instructors’ expectations of an auditor will receive the grade of WDA. This grade will not be calculated in the GPA. Summer courses and cross-registered courses may not be audited.

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

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

Grade of Failure
Students failing any course at the School will receive a grade of F. The failure will be part of their permanent academic record. Students who fail a course other than a core course have the opportunity to repeat the course for a new grade. Graduation dates will not be extended in order to repeat courses. A new grade will be given for the repeated course, but the F previously received will remain on the student’s record and will continue to be calculated into the GPA.

Failure of Core Courses
Students who fail one of the core requirements (listed in this handbook under Core Course Requirements (pg. 12) 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:

- The student must register for one of the following independent studies corresponding 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.
- The faculty member who taught the failed core course must supervise the makeup independent study.
- The makeup independent study must have a final examination.
- At the successful completion of the makeup independent study, the department chair/program director must certify in writing that the student has met the minimum departmental/program requirements for the subject matter of the failed course. The makeup independent study does not replace the original failure on the student’s official academic transcript.

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

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

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

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

Instructors may recommend that students who have missed deadlines on coursework take an Incomplete, represented by an INC. Students who do not complete coursework will receive a grade on the work completed to date or will receive an Incomplete at the discretion of the instructor. Students who need additional time to complete course requirements must meet and discuss the issue with the course instructor. Both parties agree to the work to be performed, the completion deadline, and the penalty, if any, to be assigned if the work is not completed. When assigning an INC grade, an instructor will also determine a Lapse-To grade, the grade assigned if the student does not complete additional work by the Incomplete grade deadline.

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

Policy on the grade of Incomplete: The deadline for making up incomplete coursework should be no later than one term after the term in which the course was taken, and may be earlier, at the discretion of the instructor. If the instructor will not be present when the deadline arrives, a designated surrogate must be appointed by the instructor to receive and evaluate the completed coursework. If the completed work is submitted by the deadline date, the instructor (or surrogate) will evaluate it, and the grade given will replace the incomplete (“INC”) on the student’s record, so that the final grade will be “the final grade,” with a notation on the student’s transcript. If the incomplete work is not made up by the deadline date, a grade of “INC” will be given for the work not completed. If this work accounts for the whole grade, the final grade given will be an “INC.” (CEP 7/2016)

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

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

Grade Notification
Harvard Chan School grades are available to students in the form of official transcripts. In addition, students are able to view their grades online via my.harvard. The Certification of Enrollment section contains 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 to welcome a child or because of family care issues may apply for a leave of absence. To apply for a leave, students must have completed at least one semester of a degree program and follow the steps outlined below. Students may be granted a leave for a maximum of one academic year at a time only. Students must reapply for each additional leave. Leaves of absence are generally limited to two years.
Students approved for a leave of absence will not be assessed tuition for the term(s) of leave that is approved. Students on leave are not covered by the University's health plan. Information regarding insurance coverage during a leave of absence is available on the Harvard University Student Health Program website. Email Member Services or call 617-495-2008.

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

A leave of absence of one semester or up to one year must be requested from the Committee on Admissions and Degrees and may be approved when it is consistent with the educational and personal needs of the student. The request for such a leave should include a statement signed by the student, the student's adviser, and the department chairperson summarizing the anticipated consequences of the leave on the student's course of study (e.g., what will be done with regard to course sequences that may be interrupted). (CEP 1/86)

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

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

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

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

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

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

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

- Noncompliance: Failure to provide medical documentation of required immunizations.

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

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

A student is notified in writing that he or she has been placed on involuntary leave. The student may petition the associate dean for student services for reconsideration and may appeal a final decision to the dean of the School.
While on Leave of Absence
Any student who goes on leave of absence during the academic year is charged any applicable fees, including rent, to the end of the period in which they leave. Students receiving scholarship or other financial aid should consult the Office of Financial Aid concerning the financial aid implications of going on leave, including potentially jeopardizing their funding or loan deferral status. International students should consult the Harvard International Office concerning their status.

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

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

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

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

Returning to School
A student in good standing on a voluntary leave of absence is expected to return to an enrolled status by the semester indicated on the Leave of Absence form. If an extension is required, the student must contact the Registrar’s Office before the end of the leave.

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

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

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

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

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

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

**Family Leave Policy**

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

Alternatively, a doctoral student may make arrangements to enroll as a part-time student and register for a small number of independent study or research credits (1.25 credit minimum to 5.0 credit maximum). If the student chooses the latter alternative, tuition will be assessed at the standard per-credit rate. Students enrolled in part-time status will maintain access to all Harvard facilities and electronic library resources available to students at the School. Doctoral students who elect this option should be aware that tuition paid while on family leave will not count toward the residency requirement. The GSAS policies website contains more details. All degree candidates, whether currently registered or not, are expected to maintain a satisfactory standard of conduct.

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

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

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

**ACADEMIC YEAR 2020–2021 LEAVE OF ABSENCE/ WITHDRAWAL TUITION REFUND SCHEDULE**

*Any student who withdraws by the second class of their WinterSession course will receive a 100% refund of WinterSession course tuition. Refunds for Spring Term, Spring 1, and Spring 2 are applicable per Spring 2021 column above.

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

‘Students who do not make the November 2 or March 29 deadlines will not receive a refund.

<table>
<thead>
<tr>
<th></th>
<th>FALL 2020</th>
<th>SPRING 2021</th>
<th>REFUND OF TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date**</td>
<td>September 11</td>
<td>February 5</td>
<td>90%</td>
</tr>
<tr>
<td>Effective Date**</td>
<td>September 25</td>
<td>February 19</td>
<td>75%</td>
</tr>
<tr>
<td>Effective Date**</td>
<td>October 9</td>
<td>March 5</td>
<td>50%</td>
</tr>
<tr>
<td>Effective Date**</td>
<td>October 30</td>
<td>March 26</td>
<td>25%</td>
</tr>
<tr>
<td>Effective Date**</td>
<td>November 2†</td>
<td>March 29†</td>
<td>0%</td>
</tr>
</tbody>
</table>

Students who take a leave of absence may pay a higher tuition rate upon their 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 federal/Title IV funding. This policy may affect the amount of federal aid both the School and the student are allowed to retain for the period of enrollment.

Students’ Harvard health insurance will be affected by their withdrawal. For details, contact the Harvard University Student Health Program by phone at 617-495-2008 or by email.
Commencement

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

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

<table>
<thead>
<tr>
<th>DIPLOMA AWARDED DATE</th>
<th>DEADLINE FOR DEGREE APPLICATION</th>
<th>DOCTORAL DISSERTATIONS DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 10, 2020</td>
<td>August 14, 2020</td>
<td>September 18, 2020</td>
</tr>
<tr>
<td>March 2, 2021</td>
<td>December 18, 2020</td>
<td>January 15, 2021</td>
</tr>
<tr>
<td>May 27, 2021</td>
<td>March 5, 2021</td>
<td>April 16, 2021</td>
</tr>
</tbody>
</table>

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

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

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

• Payments are due October 2020 for November degrees,
• February 2021 for March degrees, and
• May 2021 for May degrees.

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

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

The process by which students apply to graduate is separate and distinct from declaring one’s intention to attend the ceremonies. Students who do not expect to attend 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.

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.

Awards

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

Harvard University Identification Card

Campus Service Center ID Services
1350 Massachusetts Avenue, Smith Center, Room 807
Phone: 617-496-7827
Email: id_services@harvard.edu
Web: huid.harvard.edu

Note: While classes are offered remotely, ID cards will not be distributed, but all students are still required to upload a photo.

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

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

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

ID cards are not transferable. A student may not allow any other person to use their Harvard ID for any purpose. ID cards are the property of Harvard University and are intended for University purposes only. Every student is responsible for their ID and for any circumstantial misuse. A student who alters or falsifies their Harvard ID card or produces or distributes false IDs of any kind is subject to disciplinary action. Students who lose their card 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 application.

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

Replacement of Harvard ID
Replacements may be ordered at the ID Office on the first floor of the Kresge Building at the Harvard Chan School. Each time a replacement ID is issued, the last digit of the ID increases by one. The replacement fee is $25.00 for current students for each card lost (all fees are charged to the student's term bill). Nonstudents and alumni must go to the ID Office to pay the $25.00 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, and classroom and exam proctor lists.

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

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

If permission is given, the University may distribute 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 Member Services
75 Mt. Auburn St.
Cambridge, MA 02138
Tel: 617-495-2008
Email: mservices@huhs.harvard.edu
Web: hushp.harvard.edu
Hours: Monday–Friday, 8:30 am–5:00 pm Eastern time

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

The HUSHP includes two parts:

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

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

Students should also visit [HUHSP](#) for details on HUHSP Dependent Coverage, Dental Coverage, and waiving the Student Health Insurance Plan.

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

March degree candidates will not be assessed University health coverage.

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

**Harvard International Office**

**Smith Center, Room 864**
1350 Massachusetts Ave.
Cambridge, MA 02138
Email: elizabeth_capuano@harvard.edu
Tel: 617-495-2789
Office Hours: Monday–Friday, 9:00 am–3:00 pm Eastern time

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

During the month of August, the office offers walking tours to shopping areas. 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. The [HIO Orientations website](#) has more information. Students interested in information about how such tours and programming will be administered for the fall 2020 semester should contact Zarrin Foster by phone at 617-496-2816 or by email.

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

**Social Security Number**
Security Number, as long as they provide evidence to their employer that they have applied for one. If students have a Social Security Number, they should use it when completing their tax forms. Visit the HIO website for additional [information on Social Security Numbers](#).

**Opening a Bank Account and Credit Card**
The HIO website offers some information about opening a [bank account](#). Students are usually not able to obtain a credit card without a Social Security Number. However, if students open an account at the Harvard University Employees Credit Union (HUECU), on the first floor of the Kresge Building at the Harvard Chan School, they should be eligible for a credit card with limited credit, even if they do not have a Social Security Number. Visit the [HUECU website](#) for more information.

**Libraries**
Students have access to a broad array of resources through the [Countway Library of Medicine](#) and other Harvard University libraries. The Countway Library 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 provides a gateway to Countway’s online resources, physical access to library materials, interlibrary loans, literature review assistance, and publishing and data services. The website lists classes and tutorials covering a variety of information resources and more. The HOLLIS catalog allows students to explore library holdings from all of Harvard’s extraordinary collections. The Ask Countway feature offers assistance in various areas.

**Patents**

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

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

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

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

Harvard Trademark Program  
Tel: 617-495-9513  
Email: trademark_program@harvard.edu  
Web: trademark.harvard.edu

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

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

**Use of Harvard’s Trademarks by Students and Student Organizations**

The Harvard names, insignia, and logos are trademarks of the University and are used by members of the Harvard community, including student organizations, with the permission of the President and Fellows of Harvard College. Trademark use is governed by the University’s use-of-name policies, which are administered by the Harvard Trademark Program on behalf of the provost and the University. Those policies’ primary standard of accurate representation states that “The University and its members have a responsibility to ensure that any implied association with the University is accurate.”

Thus, student organizations must make it clear, in all instances and contexts, that they and their related activities are student activities and not activities of the School or the University as a whole. Failure of a student organization to abide by the University’s use-of-name policies and trademark standards, as set forth in these guidelines, can result in the University’s revocation of the use of the Harvard name by the student organization.

Any questions should be directed by email to the Office for Student Affairs and the Harvard Trademark Program.

**Student Organization Names**

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

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

- The use of “Harvard” alone in the name is not permitted.
- “Harvard Chan” or “Harvard T.H. Chan School of Public Health” must be in the name.
• “Student” must be in the name.

• The name must communicate the general purpose of the organization.

• “Organization,” “Club,” “Forum,” “Society,” “Committee,” “Consortium,” or equivalent must be in the name.

• The name may not include “Fund,” “Institute,” “Academy,” “Center” or other such words, as these imply that the organization is an official activity of the School or University.

• Student organizations may occasionally be affiliated with larger pan-Harvard groups, in which case “Chapter” may be used.

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

Student organizations are permitted to use the Harvard T.H. Chan School of Public Health shield for organizational purposes. For questions regarding shield images, please email the Trademark Program.

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

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

Student organizations may also create their own shields and logos, provided they are consistent with the University’s Guidelines for the Creation of a New Shield Design or Logo by Harvard Departments, Units, and Officially Recognized Organizations for Themselves or Their Activities. These guidelines contain specific instructions for designing a new shield or logo, including design criteria and the proper review and approval process. New or redesigned logos may not be used before receiving final approval by the Office for Student Affairs and the Harvard Trademark Program.

Using Student Organization Names and Logos

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

• All communication external to the Harvard Chan School, including the general Harvard community and/or the general public, must use the entire student organization name. This includes communication with any other part of Harvard University.

• For communication within the School, where there is a reasonable expectation of familiarity, groups may use either an approved abbreviation that shortens the name by omitting Harvard Chan or Harvard T.H. Chan School of Public Health, or an acronym that abbreviates the full, approved name of the student organization. Hybrid acronyms, which spell out Harvard while abbreviating the remainder of the name, are not permitted in any context.

Domain Names and Email Addresses

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

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

Website Content and Social Media

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

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

• The full, approved organization name in a prominent location, typically in the header of the website; subsequent references may use an accurate abbreviation or acronym

• A statement of affiliation (“a student-run organization at the Harvard T.H. Chan School of Public Health”) in a prominent location and in a font size and color comparable to other fonts being used on the website, typically directly under the name in the header or in descriptive text in the body

• This statement on use of name and trademark, typically in the footer of the website: “The Harvard T.H. Chan School of Public Health name and/or shield are trademarks of the President and Fellows of Harvard College and are used by permission of Harvard University”

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

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

**Student Organization Publications**

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

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

**Student Organization Events and Activities**

The trademark guidelines also apply to student organization events and activities. All brochures, posters, publicity materials, and so on related to any student group event or activity, whether taking place in the U.S. or abroad, must clearly identify the full, approved name of the sponsoring student organization, in addition to including a clear statement of affiliation.

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

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

- The program or activity is University-wide, meaning its structure and governance have substantial faculty involvement from at least three separate schools.
- It has institutional accountability in that it reports formally to University-wide officers, such as the president or provost or a group of deans from several faculties.
- There are no significant issues of confusion with activities elsewhere in the University (for example, "the Harvard Project on Government" or "the Harvard Health Project" would raise concerns of this nature).

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

**Ordering Apparel or Other Mercantile Items Bearing Harvard’s Trademarks**

Requests by student organizations for production of apparel or other mercantile items should first be submitted via email to the Harvard Chan Office for Student Affairs. Student organizations must also follow up with the School’s Office of Communications to obtain the correct digital files for representation as well as style guidelines.

If an organization wishes to include its organization name on merchandise, it must go through the licensing process; only official licensees of Harvard are permitted to produce mercantile items bearing the University’s trademarks. The Trademark Program will assist the student or student group in selecting an official licensee to produce the items and will determine if the items being ordered qualify for royalty exemption. The Trademark Program will also provide guidance on how the trademarks may be used on the items.

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

For further information about the Harvard Trademark Program, please visit the Trademark Program's website or contact the office via email.
Master of Public Health Information

The information in this section pertains to students in the master of public health (MPH) programs only.

Committee on Admissions and Degrees

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

Liaisons to the Committee on Admissions and Degrees, Registrar’s Office, 617-432-1032

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

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

Master of Public Health Faith Ross
(65 credit)

Master of Public Health Donna McLean
(Epidemiology)

Committee chair Paul Catalano

Master of Public Health Programs

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

MPH students must meet the following requirements:

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

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

In addition:

- MPH-45 students may not take more than 12.5 credits total as Pass/Fail.
- MPH-65 students may not take more than 17.5 credits total as Pass/Fail.

MPH-45 academic-year (residential) students are limited to a maximum of 3.75 online credits in any term. Summer-only students are limited to a maximum of 5 online credits in any term. Both academic-year (residential) and summer-only students are limited to a maximum of 10 online credits overall out of the required 45 credits for the MPH degree. MPH-65 students are limited to a maximum of 3.75 online credits in any term and a maximum of 10 online credits overall out of the required 65 credits for the MPH degree.

More information is available in the MPH Curriculum Guides.

For academic year 2020–2021, please consult this guide for any exceptions to program or field of study requirements made due to COVID-19 pandemic conditions.

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

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

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

The Harvard Chan School offers a joint MD/MPH degree. The MD/MPH degree program is limited to students currently enrolled in an MD program who are on a leave of absence from that program and have the intention of returning to complete their MD degree after completion of the academic requirements for and awarding of the MPH.
A joint JD/MPH degree is offered in conjunction with Harvard Law School (HLS). Having been accepted to both degree programs, students may enroll in either the health policy or global health fields of study of the MPH program. Joint-degree students must register at the Harvard Chan School as full-time students during the fall following their first year at HLS. Fulfillment of the remainder of their degree requirements may be completed on a part-time basis. The MPH will be awarded in conjunction with the law degree.

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

The Admissions Office website provides more information on joint MPH degree programs.

MPH Summer-Only Degree

The Summer-Only Degree Students section contains information on summer-only degree programs (pg. 46).
SM students must meet the following requirements:

- Complete the School-wide biostatistics and epidemiology core requirements
- Complete an introduction to public health course as detailed by their department/program
- Meet departmental course requirements
- Maintain a GPA of 2.70 or better
- Complete at least half of total earned credits at the Harvard Chan School
- Complete the full amount of credits required for each degree program:
  - Complete a minimum of 30 ordinal credits for the 42.5-credit program
  - Complete a minimum of 45 ordinal credits for the 60-credit program
  - 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 students in the doctor of science (SD) program only. Students enrolled in the doctor of public health (DrPH) program should refer to the Doctor of Public Health section of this handbook (pg. 46).

Committee on Admissions and Degrees

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

Liaisons to the Committee on Admissions and Degrees
Registrar’s Office, 617-432-1032
Assistant Registrar Michelle Pessinis
Registrar Joann Wilson-Singleton
Committee Chair Paul Catalano

Doctor of Science Program

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

Tuition and Fees

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

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

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

Access to Facilities

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

Residency Requirement

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

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

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

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

Those enrolled as Special Students who have earned a minimum of 40 credits from the School within five years of enrolling in an SD program will be assessed one year of full-time tuition and one year of doctoral full-time reduced tuition.
Facilities Fees
This tuition amount will be assessed to all resident students once they have met the residency requirements up to and including the semester of graduation.

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

Academic Requirements for SD Students

NUMBER OF CREDITS REQUIRED TO GRADUATE FOR SD

| Number of ordinal credits required to graduate | 40 minimum credits normally distributed between one major and two minors* |
| Number of cross-registered credits permitted | No more than half of total credits per term |
| Other requirements | Adherence to the doctoral timetable, maintenance of satisfactory progress, and meeting departmental course requirements |

*All SD students are required to submit a proposed plan of study (Prospective Program) declaring a major and two minor fields, or two majors and one minor field for doctoral students pursuing a joint degree, for the approval of the Committee on Admissions and Degrees no later than the end of the third term. This proposed plan will serve to declare a student’s areas of concentration and research focus during their tenure at the Harvard Chan School. The courses listed serve to demonstrate that the student has gained expertise in the three fields and is prepared to be examined in those fields during the Oral Qualifying Examination. The Prospective Program section contains more detailed information.

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

All courses applied to the major and minor fields must be taken for ordinal credit (e.g., grades of A, A-, B+, etc.). A grade of B- or better must be received for each course submitted for approval on the Prospective/Final Program form.
The declared fields should be broad enough to constitute substantive bodies of knowledge and should be sufficiently different from one another so that their content is not duplicative. Acceptable choices would be fields that are based on the content of courses in any departments of the School and fields that are recognized as being substantive and distinct by virtue of published journals, professional organizations, and the national scientific meetings devoted to them. Approval of the declared fields rests with the student's department of degree candidacy and the Committee on Admissions and Degrees. If, in the opinion of the committee, the chosen fields are either too narrow or overlapping, the student may be required to choose other fields.

Although the School does not accept transfer credit from any other institution, the committee will consider coursework taken for previous master's or doctoral programs to be applied toward the Prospective and Final Programs. Students who wish to apply such previous coursework to their areas of concentration must submit course descriptions and an official transcript along with their Prospective and Final Programs.

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

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

**Coursework and Research Credit**

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

**Required Courses**

SD students must take one introductory epidemiology course (EPI 200, EPI 201, EPI 208, EPI 500, or EPI 505). Students must also successfully pass 10 credits of intermediate-level courses in biostatistics. Approved intermediate biostatistics courses include BST 210, BST 211, BST 213, BST 222, BST 223, and BST 226. Doctoral students who began their programs before fall 2005 must successfully pass two intermediate-level courses in biostatistics. This biostatistics requirement should be met primarily with coursework from the Department of Biostatistics. However, at most, 5 credits of coursework approved by the Committee on Admissions and Degrees from outside the Department of Biostatistics may be substituted.

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

Departments may, however, stipulate specific courses that may be used to fulfill the intermediate-level biostatistics course requirement. Doctoral students in the Department of Global Health and Population may meet their intermediate-level biostatistics requirement by taking GHP 525 Econometrics for Health Policy. In addition, students in the Department of Social and Behavioral Sciences may take S-030 Intermediate Statistics: Applied Regression and Data Analysis offered at the Harvard Graduate School of Education.

**Course Performance**

Throughout the doctoral student's career at the Harvard Chan School, the Committee on Admissions and Degrees and the Registrar's Office monitor student performance in coursework. Grades of B- or better (Harvard Business School grade equivalents are I and II; Harvard Law School grade of P or better) must be obtained in all courses used to meet the degree requirements for major and minor fields.

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

**Doctor of Science Timetable**

The following outlines the timetable to which all SD students must adhere 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 Committee on Admissions and Degrees. The timetable outlines the term in which each progressive step must be completed.
A student in noncompliance with the timetable will have an administrative hold placed on their record. They will be unable to register until the required milestone is met or appropriate paperwork is submitted. Receipt of the appropriate form(s) by the Harvard Chan School Registrar’s Office and/or the completion or submission of the progress milestone (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 Harvard Chan School degree candidacy. Questions regarding the doctoral timetable may be directed to the Assistant Registrar, Michelle Pessinis, at 617-432-1032.

### DOCTORAL (SD) STUDENT TIMETABLE

<table>
<thead>
<tr>
<th>PROGRESS</th>
<th>PROGRESS DUE</th>
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<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</td>
</tr>
<tr>
<td></td>
<td>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 coursework and to defend and to submit their dissertation. Any deviation from the five-year limit must be approved by the Committee on Admissions and Degrees before the second term in the fifth year. Part-time students have seven academic years from date of entry to complete their degree requirements, and any deviation from this limit must be approved by the committee before the second term in the seventh year.
Prospective Program

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

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

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

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

Guidelines

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

Students proposing to include graduate-level courses not taken at the Harvard Chan School in the Prospective/Final Program must submit a course description and/or syllabus from the course along with the Prospective/Final Program. Students must also submit an official transcript indicating the successful completion and the grade of the course(s) taken elsewhere. In addition, students must include a General Petition outlining their request.

Procedure for Submitting the Prospective Program

1. Print the Prospective/Final Program form. A hard copy of the form is available at the Harvard Chan School Registrar's Office.
2. Meet with the adviser to discuss course selection for major and minor fields.
3. List all formal courses proposed for major and minor fields.
4. Obtain the required signatures from the adviser and department chair(s).
5. Return the form to the Harvard Chan School Registrar's Office for submission to the Committee on Admissions and Degrees. The Prospective Program must be submitted in ink.

The Final Program and Nomination of the Oral Qualifying Examination Committee

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

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

Procedure for Submitting the Final Program

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 adviser to discuss changes to the Prospective Program, goals and objectives for doctoral research, and the selection of the Oral Qualifying Examination Committee members.
3. List all formal coursework in major and minor fields, including grades received.
4. List the nominees for Oral Qualifying Examination Committee.
5. Write a detailed statement of research goals and objectives.
6. Obtain the required signatures of the adviser and department chair.
7. Return the form to the Harvard Chan School Registrar's Office for submission to the Committee on Admissions and Degrees. The Final Program must be completed in ink.

Students should keep a copy of their Prospective, Prospective/Final, and Final Program Forms for their records before submitting them to the Registrar’s Office.
**Dissertation Adviser**
The prospective dissertation adviser may be the same person as the original adviser, though it may be desirable to review the designation at the time of the student’s shifting from formal coursework to research. The dissertation adviser must be a faculty member from the student’s department and must be the academic adviser.

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

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

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

**Oral Qualifying Examination**
Students should schedule the Oral Qualifying Examination after the Committee on Admissions and Degrees approves the student’s Final Program and has appointed a chair for the examining committee. Students must complete all coursework listed on their Final Program before taking the examination. All coursework listed should be completed with a grade of B- or better.

The Oral Qualifying Examination should be scheduled to take place no later than the end of the sixth term. Students who have received a master’s degree from the School and have submitted a Prospective/Final Program are encouraged to schedule their oral examination as early as their second term.

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

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

**Procedure for Scheduling the Oral Qualifying Examination**

1. Obtain approval of the Final Program from the Committee on Admissions and Degrees.
2. Obtain the Oral Examination Scheduling form from the Registrar’s Office.
3. Schedule a room for the Oral Qualifying Examination with the assistance of the academic coordinator.
4. Obtain signatures of the adviser and the department chair(s). These signatures indicate the approval of the student’s scheduling of the exam.
5. Submit the form to the Registrar’s Office. It is important that the Oral Examination Scheduling form include the name of the exam chair. Notification must be completed at least three weeks before the examination. Arrangements then will be made by the Registrar’s Office for the announcement of the examination to be published on the School’s event calendar.
6. Students who miss the publication deadline must post notices outlining the date, time, and place of the exam in departmental offices and on the first and ground floors of the Kresge Building, making certain that the Registrar’s Office receives a copy of the posting. Notices must be posted at least one week before the exam. The examination is not valid unless this announcement has been made.
7. Outline a proposed plan of research, and distribute the plan via email to the Oral Qualifying Examination Committee and the Registrar’s Office approximately three weeks before the exam. Any updates to the proposal must also be submitted electronically. The usual format of the research proposal should be similar to that submitted to a granting agency or foundation and should include the following:
   - Research objectives
   - Methods of procedure
   - Anticipated problems and results
   - The overall significance of the research
8. Meet with members of the Oral Qualifying Examination Committee before the examination. The student is encouraged to meet with each examiner to discuss the general nature of the questions to be asked during the examination.
9. 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.

10. A member of the Oral Qualifying Examination Committee or the student’s adviser picks up the student’s Report of Oral Qualifying Committee form from the Registrar’s Office on the day of the examination. The form must be completed by the examiners and returned to the Registrar’s Office immediately following the exam.

During the Examination

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

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

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

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

Oral Examination Results

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

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

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

2. Failure of the Examination: If the student fails the exam, the committee may allow one reexamination within a reasonable time (ordinarily within that term, but no later than six months after the first exam).

Delay in Scheduling the Oral Qualifying Examination

Students who delay scheduling the Oral Qualifying Examination due to the departmental written exam must notify the Committee on Admissions and Degrees and the Registrar’s Office of the scheduled date of the written exam and subsequently the proposed date of the Oral Qualifying Examination via a General Petition.

Research

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

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

Nomination of the Research Committee

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

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

Procedure for Submitting the Nominations for Research Committee Form

1. Print the Nominations for Research Committee form. A hard copy of this form is available at the Registrar's Office.

2. Obtain the signatures of all Research Committee members, the dissertation adviser, and the department chair(s) on the form.

3. Submit the form to the Registrar's Office for approval by the Committee on Admissions and Degrees.

4. The Committee on Admissions and Degrees reviews the proposed membership of the Research Committee and may suggest or require modifications.

5. The Registrar's Office notifies students of the Committee on Admissions and Degrees' decision.

Upon approval of the Research Committee by the Committee on Admissions and Degrees, the student will be permitted to register solely for research credits.

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

Progress Reports
SD students are responsible for arranging meetings with their Research Committee at least once every six months or as directed by the Committee on Admissions and Degrees. Students approved to extend original graduation dates are required to submit progress reports every three months.

These meetings must be formal face-to-face group meetings (not conference call, email, or ad hoc one-on-one meetings) except in extremely extenuating circumstances. A petition for consideration of extenuating circumstances is required. Students must bring a Progress Report form (hard copy available at the Registrar's Office) to the meeting to be completed and signed by the committee members. Students then submit the completed form to the Registrar's Office. The progress report will be reviewed by the Committee on Admissions and Degrees. The Registrar's Office will notify students and their dissertation adviser of the result by email.

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

Nonresident Doctoral Status (Dissertation Work in Absentia)

Doctoral students occasionally need to perform dissertation research in absentia (outside the Boston metropolitan area). The student must apply to the Committee on Admissions and Degrees for approval of nonresident status. The completion of the minimum two years residency requirement and the satisfactory completion of the Oral Qualifying Examination are prerequisites to gain nonresident status. A Nonresident Status Petition and a Progress Report form must be submitted to the committee before the end of the term preceding the requested departure. Hard copies of both forms are available at the Registrar's Office.

Nonresident status will be granted for one year at a time only. Progress Reports will be due minimally every six months (or more frequently, if stipulated by the committee) while the student is a nonresident. Nonresident students are required to return to the School at least once a year for a committee meeting. By exception, nonresident students may request (via General Petition) the other six-month meeting be conducted via conference call. Before the Committee on Admissions and Degrees will consider a request for nonresident status, the Research Committee must meet with the candidate to appraise the dissertation plan. The committee must complete the Progress Report form, and the student must submit it with the petition for nonresident status. The progress report must include the committee's assessment of the following items:

- The acceptability and feasibility of the proposed dissertation plan
- The timing and scope of the periodic written reports required of the student
• The arrangements that have been or will be made for direct supervision of the student

• An estimate of the minimum period of time the student will spend at the School before the dissertation presentation and defense

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

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

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

Nonresident students must meet the financial degree requirements of two years' full-time tuition and one year's full-time reduced tuition before their tuition is assessed at the nonresident rate. The Committee on Admissions and Degrees will not grant nonresident status for more than one year at a time. Both a Non-Resident Status Petition and an acceptable Progress Report form must be submitted to the committee before a request for a second year is considered.

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

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

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

Procedure for Scheduling the Defense
1. Print the Dissertation Scheduling Form. A hard copy of the form is available at the Registrar's Office.

2. Schedule a room for the dissertation defense with the assistance of your academic administrator.

3. Obtain the signatures of the dissertation adviser and the department chair(s). These signatures signify the approval of the student's scheduling of the defense.

4. Submit the Dissertation Scheduling Form to the Registrar's Office at least three weeks before the scheduled defense. Arrangements then will be made by the Registrar's Office for the announcement of the defense to be placed on the School's event calendar. The defense is not valid without this public announcement, and the student cannot be recommended for the degree without it. Students who schedule their dissertation defense fewer than three weeks before the defense date must post notices outlining the date, time, and place of the defense and the dissertation title in departmental offices and on the first and ground floors of the Kresge Building, making certain that the Registrar's Office receives a copy of the posting. These notices must be posted at least one week before the defense.

5. Submit copies of the dissertation to the Research Committee at least three weeks before the defense.

6. A dissertation committee member must pick up (and returns) the student's Report of Dissertation Committee form to the Registrar's Office before the defense. This form must be completed by the examiners at the end of the examination and returned to the Registrar's Office immediately after the student's defense.

Although the dissertation defense is a public forum, examination of the student during the presentation is limited to the Research Committee members. The public may ask questions once the presentation and examination by the committee has been completed.
After Successful Completion of the Defense Students must submit their dissertation electronically via ETDs @ Harvard by the dates listed below:

**November 2020 degree candidates**  September 18, 2020

**March 2021 degree candidates**  January 15, 2021

**May 2021 degree candidates**  April 16, 2021

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

**Publishing the Dissertation**

Information for SD degree candidates regarding publishing the dissertation is available on the School’s website.
Doctor of Public Health Information

The doctor of public health (DrPH) program at the Harvard Chan School requires that doctoral students perform the following:

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

Tuition and Fees

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

Academic Requirements

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

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

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

Required Courses

DrPH students are required to take courses as specified in the online DrPH Student Manual, which can also be obtained from the DrPH program office.

Course Performance

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

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

Student Timetable

DrPH students must adhere to the following timetable in order to be considered in satisfactory academic standing. This progress must be reported to and approved by the Committee on Admissions and Degrees. The timetable outlines the academic year in which each progressive task and/or milestone must be completed. Since the DrPH program begins in July, an academic year goes from July to June.
Students in noncompliance with the timetable will have an administrative hold placed on their records. They will be unable to register until the required milestone is met, or appropriate paperwork is submitted. Receipt of the appropriate form(s) by the Registrar’s Office and/or completion or submission of the progress milestone will clear this administrative hold. Students who fail to clear these holds by the specified date will be administratively withdrawn from Harvard Chan School degree candidacy. Questions regarding the doctoral timetable may be directed to the assistant registrar, Michelle Pessinis, via email or by phone at 617-432-1032.

DrPH students have three academic years from date of entry into the program (July of academic year 1) to complete required coursework and to defend and to submit the Doctoral Project deliverables. Requesting to extend to a fourth year must be approved by the Committee on Admissions and Degrees and the DrPH faculty director in the third year.

*Subject to Change

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### Prospective/Final Program

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

### Guidelines

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

### Written Qualifying Examination

The Written Qualifying Examination covers the required coursework of the first year of the program. Faculty members anonymously grade the exam, and students are notified of their grade. Students do not receive the examination or individual feedback on the exam. Students must pass this exam before going on to their Oral Qualifying Exam. More information on the Written Qualifying Examination appears in the DrPH Student Manual.

### Oral Qualifying Examination

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

### Nomination of Doctoral Project Committee

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

- The committee chair, who must be a faculty member (professor, associate professor, assistant professor, senior lecturer, or lecturer) holding an appointment at the Harvard Chan School
- Committee member No. 2, who must be a faculty member (professor, associate professor, assistant professor, senior lecturer, or lecturer) at the School or elsewhere within Harvard
- Committee member No. 3, who may be either a faculty member (adjunct faculty included) or a professional in the public health field (with appropriate education and experience to assess work at the doctoral level at Harvard). To avoid any conflict of interest, the professional cannot be employed at the student's host organization.

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

### 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](#) to the Registrar’s Office before the committee meeting. If a committee member cannot make the meeting, the meeting must be rescheduled. It is the student’s responsibility to organize the meeting, secure all requisite signatures, and ensure that the required forms are submitted to the Registrar’s Office on time. Students who extend their graduation date past the three academic years (with permission) will be required to submit additional Progress Reports.

### Oral Final Examination

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

### Publishing the Thesis

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

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

### Doctoral Student Forms

All forms that doctoral students are required to submit for approval by the Committee on Admissions and Degrees throughout their tenure at the Harvard Chan School are available on the [Registrar’s Office website](#). Forms will not be accepted without all the required signatures.
Summer and Winter Programs

Summer

The School offers degree and nondegree program options during the Summer term, which starts in July and ends in August. Courses are also offered during the month of June (June Session); however, enrollment in the June Session is restricted to students who are completing the MPH in Epidemiology program.

<table>
<thead>
<tr>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>June Session</td>
<td>Summer (includes Summer I and Summer II)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer I</td>
<td>Summer II</td>
</tr>
</tbody>
</table>

Students enrolling in Summer II courses must also be enrolled in Summer I courses. Students completing the MPH-65 program are not eligible to enroll in Summer courses. Cross-registration and auditing are not permitted during the Summer term.

New students must apply to the prospective degree or nondegree summer program through the Admissions Office. Continuing degree-seeking students who are part of a degree program for which Summer enrollment is optional must indicate their interest in enrolling for Summer courses by completing the pre-enrollment application that is emailed to students in the spring.

Students who withdraw from a Summer program may receive some or all of their tuition refunded as per the Withdrawal Summer Tuition Refund Schedule posted on the Registrar’s Office website.

## SUMMER CREDIT LIMITS FOR DEGREE-SEEKING STUDENTS

<table>
<thead>
<tr>
<th>FULL or PART TIME</th>
<th>ACADEMIC YEAR Degree-program students taking Summer courses**</th>
<th>SUMMER-ONLY Degree-program students</th>
<th>SUMMER REQUIRED Academic-year programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>7.5–10 credits for Summer</td>
<td>15 credit maximum for Summer*</td>
<td>DrPH</td>
</tr>
<tr>
<td></td>
<td>“Full-time students must take more than 10 credits for Summer.”</td>
<td></td>
<td>MHCM</td>
</tr>
<tr>
<td></td>
<td>Five credit maximum in Summer I and/or Summer II*</td>
<td>7.5 credit maximum in Summer I and/or Summer II</td>
<td>MPH-EPI</td>
</tr>
<tr>
<td></td>
<td>“Full-time students must take at least 7.5 credits total for Summer.”</td>
<td></td>
<td>Credit minimum and maximums vary by program. Refer to program for details.</td>
</tr>
</tbody>
</table>

**Students completing the Program in Clinical Effectiveness must follow the credit requirements outlined by the program.**
Summer-Only Degree Students
Students who are part of a summer-only degree program are required to take courses on campus during the Summer term. Students who need to complete only their practicum/thesis during their final Summer, should submit the Final Summer Practicum Intent form.

Enrollment during the Fall and Spring semesters is optional. Student records will be inactive during optional semesters when students are not enrolled, and as a result, students will not have access to resources such as the library.

Summer-only degree students may enroll in multiple instances of courses required for completing their practicum/thesis project during the fall and/or spring semesters. Outside practicum courses, summer-only degree students may only enroll in online courses, on a space-available basis, during the fall and spring semesters. While taking online courses, all applicable academic policies still apply.

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

Summer Nondegree Programs
The Nondegree Student Handbook outlines policies related to summer nondegree programs.

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

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

Academic Rights and Responsibilities

The Harvard Chan School is committed 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. The School is engaged in many areas of study and concern in which 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.” Read the full text on the Harvard provost's website.

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 or in or outside the classroom, including when student groups organize events on topics of interest to the School community. One of the School’s most important responsibilities is the protection of the ability of all its community members 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 its 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. Read the School’s diversity statement and mission.

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, which can be reached by phone at 617-432-1111 or via email.

Certifications

Certifications of Enrollment

Students who require certification of enrollment, tuition and fees, or graduation must complete the Request for Certification form and submit it to the Registrar's Office. The processing time for certification is seven to 10 business days. Certifications may be forwarded directly to third parties if requested by the student. There is no fee for this type of certification.

Certifications of Loan Deferrals

Students who have loans from Harvard or other institutions must keep in mind that enrollment may 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. Most student loan deferrals will be completed electronically. Students should consult the appropriate lending institution regarding requirements. Harvard University participates in the Student Loan Clearinghouse. Students whose lender does not participate in this program should take their loan deferral forms to the Registrar’s Office for processing or send them by email.

Transcripts

An official transcript includes the student’s name, degree program(s), courses taken, grades received, date(s) of the degree(s) conferred, and GPA. The transcript is printed with the registrar’s signature and the Harvard Chan School seal, placed in an envelope with an explanation of the School’s grading system, and sealed. If the seal is broken, the transcript is considered unofficial. Students who would like to review their grades before sending them to a third party should use the grade report feature via my.harvard.

Students can request transcripts through the National Student Clearinghouse. There are fees associated with this service.

If a student requests a transcript (official/unofficial) and has an outstanding financial obligation to the Harvard Chan School or Harvard University, the transcript will bear the notations “Issued to Student” and “Student’s financial obligations to the university have not been met.” These transcripts will not be sent to third parties. Transcripts cannot be issued to third parties for students facing disciplinary proceedings.
Transcripts from other schools submitted by students to the Harvard Chan School as part of the admissions process to the School remain part of the student's permanent record. These transcripts are never sent to third parties. Students must obtain copies of these transcripts from the school where the academic credits were earned and the degree awarded.

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

Communication with Students

Students are required to have a campus email address and to check their email and view the student portal on a regular basis, as important information is disseminated through these electronic methods. The Student Services offices communicate with students via email at the students' School email address. Students who wish to receive email messages at a separate email address can arrange to have their messages forwarded to the separate address. The School's Microlab (lower level of the Kresge Building) can help with these arrangements. Students should regularly check their email accounts for important notices about policy updates, notifications from the Committee on Admissions and Degrees, and information regarding registration, Commencement, and deadlines.

A student's failure to check their email 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 email digest, Student News, which contains announcements, event information, and reminders about important deadlines.

Computing and IT

Software

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

- Copying programs for use on other systems
- Distribution or resale of programs outside Harvard
- Use of programs for noneducational purposes or for financial gain
- Altering or disclosure of program source code

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

Digital Millennium Copyright Act (DMCA)

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

Harvard University Technology Resources Policy (excerpts)

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 email, telephone, voicemail, computer hardware and software, internet access, and the campus computer network. All technology resources and their components or peripheral parts are the property of Harvard University. All users have the responsibility to employ those resources in an efficient, ethical, and legal manner. Access to such resources is limited to authorized users and is for approved purposes only.

2. As has been the custom with the telephone, use of these facilities for incidental personal purposes is permitted, as long as it does not interfere with job performance, consume significant time or resources, interfere with the activities of others, or otherwise violate this policy, the rules of the Harvard Chan School, or other University policies.

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. IT users should note that distribution, storage, or viewing of pornography on University computers violates the Technology Resources Policy.
Email
Harvard neither sanctions nor censors individual expression of opinion on its systems. The same standards of behavior, however, are expected in the use of electronic mail as in the use of telephones and written and oral communication.

Therefore, electronic mail, like telephone messages, must be neither obscene nor harassing. Similarly, messages must not misrepresent the identity of the sender and should not be sent as chain letters or broadcast indiscriminately to large numbers of individuals. This prohibition includes unauthorized mass electronic mailings. For example, email on a given topic that is sent to large numbers of recipients should in general be directed only to those who have indicated a willingness to receive such email.

A more complete listing of the IT policies of the Harvard Chan School and the University appear on the School’s website. More information about student computing is located on the IT website.

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

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 21/2 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 21/2 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, firecrackers, and potential ingredients thereof is forbidden by University policy. The applicable Massachusetts law is as follows:

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

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

Any officer in charge of an elementary or secondary school, college or university, or any faculty member or administrative officer of an elementary or secondary
school, college or university that fails to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than $500. Massachusetts General Laws, 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 slung shot, blowgun, blackjack, metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a Manriki-Gusari or similar length of chain having weighted ends. Massachusetts General Laws, 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 18 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 ensure strict compliance with the applicable statutes.

Discrimination

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

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

Drugs and Alcohol

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

The unlawful possession, use, or distribution of controlled substances or alcohol is prohibited in or on Harvard premises, in vehicles provided by Harvard, at any worksite or location at which University duties are being performed by Harvard employees or students, or as part of any of Harvard’s activities. Common examples of controlled substances, as defined by law, are cocaine, marijuana, and heroin. The University will take disciplinary action against violators, consistent with federal, state, and local laws. Such action may include requiring satisfactory participation in a substance-use-disorder treatment, counseling, or education program as a condition of reinstatement or continuation with Harvard; suspension; and referral for prosecution. Although Massachusetts law now permits adults 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 use disorders. The following are all strictly confidential services:

- The medical staff at Harvard University Health Services (HUHS) provides diagnosis and treatment recommendations. Students should contact their primary care physician or nurse practitioner’s office to make an appointment. Students who have not yet selected a primary care clinician should call medical area health services at 617-432-1370 (Longwood campus) or 617-495-5711 (Cambridge area) for assistance and scheduling.

- For immediate care of acute problems, the HUHS Acute Treatment Emergency Treatment Line in Cambridge is available 24 hours a day at 617-495-2138. On evenings, weekends, and holidays, HUHS After-Hours urgent care is available at the HUHS Smith Campus Center Clinic, 75 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.

- Narcotics Anonymous is a 12-step program for people trying to stop using drugs or keep off them. Call 866-624-3578.

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

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

**Electronic Information Access**

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

**Hazing**

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

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

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

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

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

*Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or
others, report such crime to an appropriate law enforce-
ment 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 insti-
tution or is recognized by the institution or permitted by
the institution to use its name or facilities or is known by
the institution to exist as an unaffiliated student group,
student team or student organization, a copy of this
section and sections seventeen and eighteen; provided,
however, that an institution’s compliance with this
section’s requirements that an institution issue copies
of this section and sections seventeen and eighteen to
unaffiliated student groups, teams or organizations shall
not constitute evidence of the institution’s recognition or
endorsement of said unaffiliated student groups, teams
or organizations.

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

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

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

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

Immunizations

Required Immunizations
Massachusetts has strict immunization standards 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 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 the required immuni-
zations prior to their arrival on campus, they may arrange to
get immunizations at various locations in the area, including
Harvard University Health Services (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. Also note that
the Student Health Insurance Plan covers preventive immuni-
zations administered at HUHS only. All students are required
to comply with the Massachusetts immunization regulations
and submit a complete immunization history to HUHS prior
to registration. Incomplete or overdue forms may delay
registration.

Inclement Weather

In general, the School’s teaching and research activities are
expected to continue during inclement weather. An absence
due to a student’s concern about weather (from a class that
was held) should be discussed with the faculty member to determine whether options for making up the lost time in class are possible. In the event of a severe storm in which state officials advise against travel and/or when public transportation facilities are limited or not functioning, the dean may elect to close the School in the interest of faculty, staff, and student safety. In this event, television stations Channel 7 and Channel 4, as well as CBSBoston.com and whdh.com will be notified to announce the closing. The School will also post a telephone hotline message at 617-432-NEWS if a decision has been made to close the School. In addition, notification of School closure will be posted on the School’s homepage. A School-wide email message will communicate any decisions related to the suspension of normal operations, including delayed starts, early releases, cancellation of classes, or suspension of normal operations.

**Religious Holidays**

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

**Safety and Security**

**Harvard University Police Business, 617-432-1215**

Every major city has areas that have higher crime rates than others. Safety precautions can be taken to maintain a safer city lifestyle. The University document Playing it Safe, available from the Harvard University Police Department, contains important information on crime-prevention programs and services at Harvard. It also outlines federal and state laws and University policies on sexual offenses (including rape, date rape, sexual assault, sexual harassment, and other sexual offenses). For more information, please call the Harvard University Police business number, 617-432-1215. In a life-safety emergency, please call 911.

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

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

**Harvard University Security Line, 617-432-1040, 24 hours a day**

Security guards are posted at all Harvard Longwood Area building entrances. Guards will ask you to stop and show your ID as you enter a building. Security staff is located in the School’s FXB Building.

**MessageMe: Emergency Notification System**

MessageMe allows the University to quickly distribute critical information to you, wherever you are located, during an emergency. MessageMe helps you 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 and voicemail and/or email. Please enroll in the MessageMe program.

**Taxi Escort Service**

The taxi escort service is available to School students on a first-come, first-served basis. The hours of operation are 9:00 pm to 6:00 am, 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 go to only one destination with up to four riders. Multiple riders going to different destinations will require separate taxis and vouchers. Traffic and weather conditions may affect the timeliness of the taxi service.

**Walking Escort Service**

The Harvard Longwood Campus walking escort service is available 24 hours a day. On request, a security officer will escort faculty, staff, or students to any of the Longwood Campus Area parking lots, buildings, or local “T” stops. To use this service, call 617-432-1040. Please call ahead, as it may take as long as 15 minutes for your escort to arrive. Please wait for your escort once you have called.

**Sensitive Crimes**

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

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, at 617-432-4703; Leah Kane, director for student affairs, at 617-432-0488; Jennifer Ivers, associate dean for faculty affairs, at 617-432-1381; Linda Picard, senior director of human resources, at 617-432-2719; the chair or director of the student’s department/program; or Melissa Brodrick, ombuds-person, at 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, at 617-495-2068, offers smoking-cessation counseling at Harvard University Health Services in the Smith Campus Center in Harvard Square. HUHS waives the copay for these visits.
## APPENDIX A: Abbreviations

### List of Abbreviations

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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>AUD</td>
<td>Audit</td>
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<tr>
<td>HSDM</td>
<td>Harvard School of Dental Medicine</td>
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<td>AV</td>
<td>Audio Visual</td>
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<tr>
<td>BAPH</td>
<td>Boston Area Public Health Professional</td>
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<tr>
<td>BCBS</td>
<td>Blue Cross/Blue Shield Insurance</td>
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<tr>
<td>HUPD</td>
<td>Harvard University Police Department</td>
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<tr>
<td>BST</td>
<td>Biostatistics</td>
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<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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<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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<td>DRPH</td>
<td>Doctor of Public Health</td>
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<td>EH</td>
<td>Environmental Health</td>
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<td>EPI</td>
<td>Epidemiology</td>
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<td>FAS</td>
<td>Faculty of Arts and Sciences</td>
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<td>FERPA</td>
<td>Family Educational Rights and Privacy Act of 1974</td>
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<td>FT</td>
<td>Full-time</td>
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<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>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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<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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<td>HCM</td>
<td>Health Care Management</td>
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<td>HDS</td>
<td>Harvard Divinity School</td>
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<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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<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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<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>HUSHP</td>
<td>Harvard University Student Health Program</td>
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<tr>
<td>ICF</td>
<td>Instructional Computing Facility</td>
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<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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<td>MM</td>
<td>Molecular Metabolism (formerly Genetics and Complex Diseases)</td>
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<tr>
<td>MPH</td>
<td>Master of Public Health</td>
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<td>MPP</td>
<td>Monthly Payment Plan</td>
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<tr>
<td>NUT</td>
<td>Nutrition</td>
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<tr>
<td>OCPD</td>
<td>Office of Career and Professional Development</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 Preventio and Response</td>
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<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>
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<tr>
<td>P/F</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>PT</td>
<td>Part-time</td>
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<tr>
<td>SBS</td>
<td>Social and Behavioral Sciences (formerly Society, Human Development and Health)</td>
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<tr>
<td>School</td>
<td>Harvard T.H. Chan School of Public Health</td>
</tr>
<tr>
<td>SD</td>
<td>Doctor of Science</td>
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<tr>
<td>SM</td>
<td>Master of Science</td>
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<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>
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<tr>
<td>XREG</td>
<td>Cross-Registration</td>
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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 Student 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 nonreviewable the report’s findings of fact and its conclusions as to whether a violation of the University Policy has occurred. The role of the 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 adviser. The written charge explains the nature of the alleged disciplinary infraction, describes in general the evidence on which it is based, and identifies the possible disciplinary actions that could result. A charge shall be issued only if the associate dean for student services believes it reasonably likely that the charged infraction can be established by a preponderance of evidence.

In cases of suspected plagiarism, student papers may be submitted to a private contracted service that reviews content for originality. Results from this review may be used to inform the associate dean and 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 underway; 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 nonvoting 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 adviser, another faculty member, the director for student affairs, or the associate dean for student services.

4. When a complaint involves allegations of serious criminal conduct, students are advised to seek legal counsel before making any written or oral statements to the School. The School’s disciplinary process is pedagogical rather than judicial, and attorneys for students are not permitted to participate. However, students are advised to seek legal advice about how the School’s disciplinary process could affect any criminal case in which they may be involved. Ordinarily, if a complaint is being pursued through the criminal justice system, the 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 adviser (chosen by the student) from within the Harvard T.H. Chan School of Public Health community. As noted above, in keeping with the nonadversarial character of the 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 adviser, 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 nonforcible sex offense, the School may disclose the results of the proceeding to the alleged victim, without prior written consent of the student whose conduct was at issue, regardless of whether the 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

**Allegations related to Sexual or Gender Based Harassment or Other Sexual Misconduct**

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

To file a formal complaint, contact the University Title IX Coordinator:
Nicole Merhill
Smith Campus Center, Suite 901
1350 Massachusetts Avenue
Cambridge, MA 02138
Titleix@harvard.edu
Phone: 617.496.0200

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

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

**Office for Dispute Resolution**
Smith Campus Center, Suite 935
1350 Massachusetts Avenue
Cambridge, MA 02138
odr@harvard.edu
www.odr.harvard.edu
Phone: 617.495.3786

For more information about your options and support services available to Harvard Chan School students, please visit HSPCH Title IX Resource Coordinator website or the University Title IX Office website.

**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 adviser, program director/department chair, associate dean for student services, director for student affairs, affirmative action officer, Longwood Campus ombuds-person, 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.
All Other Allegations

The following procedures should be used by Harvard T.H. Chan School of Public Health students for the prompt and equitable resolution of grievances alleging unfair action on the part of the University administration or faculty, including discrimination on the basis of race, color, sex (with the exception of grievances related to sexual and gender based harassment or other sexual misconduct, the procedures for which can be found here: https://titleix.harvard.edu/policies-procedures), gender identity, sexual orientation, religion, creed, national origin, age, ancestry, veteran status, disability unrelated to job requirements, genetic information, military service, or any other legally protected basis. These procedures also may be used by students with disabilities who are not in agreement with the provision of accommodations by the School.

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

Informal Resolution of Grievances (not involving allegations of sexual harassment, including gender-based harassment, or other sexual misconduct)

A student with a grievance against a member of the faculty or administration should initially take the matter to one of the following people: their adviser, program director/department chair, the associate dean for student services, director for student affairs, affirmative action officer, Longwood Campus ombudsperson, or other appropriate faculty member or administrator. Grievances concerning accommodations for disabled students generally should be taken to the director for student affairs. If the grievance cannot be resolved satisfactorily between the student and the initial faculty/administration contact, the student may, at their discretion, seek resolution via the formal procedure outlined below.

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

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

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

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

3. The ad hoc grievance committee shall investigate the grievance. This investigation shall include, but need not be limited to:
   a. Meeting/s with the person aggrieved and the person/s (or representatives of the department) grievied against.
   b. Consultation with such others as the ad hoc grievance committee deems necessary to provide a thorough investigation of the grievance, including other mitigating or extenuating circumstances that bear upon the situation.
4. The ad hoc grievance committee shall expeditiously consider the facts of the case and present a report to the dean of the School or, in the case of a grievance involving a disability, to the University's 504 disability coordinator. The report shall include findings of facts and recommendations, if any. Reasonable precautions shall be taken to ensure the confidentiality of information obtained at meetings of the ad hoc grievance committee. The committee also shall work diligently to conclude the investigation promptly and to take any needed remedial action.

5. Upon receipt of the report from the ad hoc grievance committee, the dean of the School, or the University's 504 disability coordinator may exercise the following options:

   a. *Take whatever action they feel is warranted, using the report of the ad hoc grievance committee as advisory information.*

   b. *Return the matter to the ad hoc grievance committee for further consideration. This action returns the grievance to Step 3 of this procedure.*

6. The final action of the dean of the School or of the University's 504 disability coordinator constitutes the formal completion of the grievance procedure. The ad hoc grievance committee is then discharged. The final action is communicated to both the person aggrieved and the person/s (or department) against whom the formal complaint was filed. Once the procedure is completed, all records of the meetings of the ad hoc grievance committee and the final report of the committee shall remain in the possession of the associate dean of student services and will be 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.
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 a missing person investigation. In addition, if it has been determined that a student who is under 18 years of age and not emancipated has been missing for more than 24 hours, then the Harvard Chan School or HUPD will contact that student's custodial parent or guardian, in addition to contacting any other contact person designated by the student.

Students are reminded that they must provide the Registrar with emergency contact information and/or confidential missing person contact information if they have not already done so.
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 is available on the provost’s website.

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

Access
To be useful, a student’s records must be accurate and complete. The officials who maintain them are those in charge of the functions reflected in the records and the offices where the records are kept. These ordinarily include the registrar of the Harvard Chan School, the student’s academic adviser, the student’s department chair or program head, departmental evaluation committees where appropriate, the Committee on Admissions and Degrees, deans’ offices, the Admissions Office (if reapplying), the Office of Financial Aid, and other officials of the University deemed to have appropriate educational need. All students have access to their own education records and may contribute to them if they feel there is need for clarification. Students wishing access to their education records should contact the Harvard Chan School Registrar’s Office. Students are asked to submit a written request that identifies the specific record or records they wish to inspect. Access will be given within 45 days from the receipt of the request. When a record contains information about more than one student, the student requesting access may inspect and review only the portion of the record relating to him or her. Students also are not permitted to view letters and statements of recommendation to which they waived their right of access, or that were placed in their file before January 1, 1975.

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

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

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

Students may direct the Harvard Chan School of Public Health not to disclose their directory information, usually known as putting in place a “FERPA Block.” To do so, a student must inform the Registrar of the Harvard Chan School, in writing, of that decision. Students should be aware of the possible consequences of putting in place a FERPA Block, such as missed mailings, messages, and announcements, nonverification of enrollment or degree status, and noninclusion 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 Chan School in writing.
Other Disclosures Permitted under FERPA

In addition to permitting the disclosure of directory information, as set forth above, FERPA permits disclosure of educational records without a student's knowledge or consent under certain circumstances. For example, disclosure is permitted to Harvard officials with a legitimate educational interest in the records, meaning that the person needs the information 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 as long as the disclosure is for purposes related to the student’s enrollment or transfer. If the Harvard T.H. Chan School of Public Health finds that a student has committed a disciplinary violation involving a crime of violence or a nonforcible sex offense, then it also may, if legally permitted and in the Harvard Chan School’s judgment appropriate, disclose certain information about the disciplinary case. The disclosure may include the student’s name, the violation committed, and the sanction imposed.

Student Rights Under FERPA

As set forth above, under both Harvard policy and FERPA, students and former students may inspect and review certain education records of theirs that 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, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202- 5920.

GDPR Policy

Visit the Additional EEA Privacy Disclosures page to read the University’s European Economic Area (EEA) privacy disclosures and the European Union’s General Data Protection Regulation (GDPR) disclosures.
APPENDIX F: Tuition and Fees

RESIDENT* MASTER’S PROGRAM TUITION
for students attending part-time, tuition will be assessed at half the annual full-time rate listed below

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<th>Program</th>
<th>1 year</th>
<th>1.5 years</th>
<th>2 years</th>
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<tr>
<td>MPH 45</td>
<td>$64,998 per year</td>
<td>$57,100 per year</td>
<td>$61,446 per year</td>
</tr>
<tr>
<td>MPH 65</td>
<td>$49,020 per year</td>
<td>$57,100 per year</td>
<td>$61,446 per year</td>
</tr>
<tr>
<td>SM 42.5</td>
<td>$61,446 per year</td>
<td>$57,100 per year</td>
<td>$61,446 per year</td>
</tr>
<tr>
<td>SM 60</td>
<td>$49,020 per year</td>
<td>$57,100 per year</td>
<td>$61,446 per year</td>
</tr>
<tr>
<td>SM 80</td>
<td>$57,100 per year</td>
<td>$57,100 per year</td>
<td>$61,446 per year</td>
</tr>
<tr>
<td>Continuation Fee 1</td>
<td>$6,132 per year</td>
<td>$6,132 per year</td>
<td>$6,132 per year</td>
</tr>
</tbody>
</table>

NON-RESIDENT MASTER’S PROGRAM TUITION

<table>
<thead>
<tr>
<th>Program</th>
<th>2 years</th>
<th>2020 start</th>
<th>$35,580 per year</th>
<th>2019 start</th>
<th>$34,000 per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPH-EPI</td>
<td>2 years</td>
<td>2020 start</td>
<td>$35,580 per year</td>
<td>2019 start</td>
<td>$34,000 per year</td>
</tr>
<tr>
<td>MHCM</td>
<td>2 years</td>
<td>2020 start</td>
<td>$42,500 per year</td>
<td>2019 start</td>
<td>$41,000 per year</td>
</tr>
<tr>
<td>Continuation Fee 1</td>
<td>$3,288 per year</td>
<td>$3,288 per year</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TUITION PER CREDIT RATE

| Full-time rate: year 1 & 2 | $49,020 per year |
| Reduced rate: year 3      | $24,510 per year |
| Facilities Fee: year 4 & beyond, resident | $6,132 per year |
| Non-Resident Fee2: year 4 & beyond, non-resident | $3,288 per year |

BILLING INFORMATION

All tuition rates for degree programs are inclusive of summer enrollment.

For 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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSHP Student Health Insurance Plan (SHIP): Fee may be waived for each semester with proof of comparable coverage. Deadlines: September 30 for Fall, January 31 for Spring. Full details on HUHS website.</td>
<td>$3,922 per year</td>
<td>$3,922 per year</td>
</tr>
<tr>
<td>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. 50% discount will be applied for students living outside of Massachusetts. Full details on HUHS website.</td>
<td>$1,206 per year</td>
<td>$1,206 per year</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$80</td>
<td>$80</td>
</tr>
<tr>
<td>Other Fees: Course materials fees, library fees, parking fees and other miscellaneous charges may be charged to the student account. Please check your account regularly.</td>
<td>varies</td>
<td>varies</td>
</tr>
</tbody>
</table>

SHIP and SHF are not assessed for students enrolled in the MPH-EPI and MHCM programs or for non-degree students.

Please Note: These rates are only for the academic year indicated; tuition increases annually. MPH-EPI and MHCM programs have the same tuition for each cohort’s returning students, unless a student takes a leave of absence for more than a semester.

1The continuation fee is charged when a student meets financial requirements before academic requirements. It is the same for full & part-time students.

2SHIP 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 617-495-2008. SHF is not charged for non-resident students.

3Family/spousal health insurance is available to all students at a coverage fee of $13,192 for a student and spouse; $9,412 for a student and 1 child; $17,476 for a student, spouse and 1 child; and $19,630 for a student, spouse and children. These fees include both HUSHP SHIP and SHF (combined).

4Students completing summer-only degree programs that matriculated under the per credit billing structure will be assessed this Tuition Per Credit Rate.
Cost of Collections

Students who fail to pay their account balance, or any monies due and owing Harvard University by the scheduled due date, and fail to make acceptable payment arrangements to bring their account current, Harvard University may refer those delinquent accounts to a collection agency. It is further understood that students of Harvard University are responsible for paying any collection agency fees, which may be based on a percentage at a maximum of 40% 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 students of Harvard University, it is understood that a delinquent account may be reported to one or more of the national credit bureaus.

Harvard Chan Billing Policy

Visit the Harvard Chan Billing Policy to view details based on academic program.
APPENDIX G:
Veterans Affairs Compliance

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