



# HARVARD

Kenneth C. Griffin



GRADUATE SCHOOL  
OF ARTS AND SCIENCES

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## HANDBOOK FOR STUDENTS

ACADEMIC YEAR 2025–2026

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**Harvard Kenneth C. Griffin  
Graduate School of Arts and Sciences**

# **HANDBOOK FOR STUDENTS**

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**ACADEMIC YEAR 2025–2026**

# INTRODUCTION

The Harvard Griffin GSAS Handbook details the policies, regulations, rules, and procedures that apply to students, including departmental-specific requirements. Students are responsible for familiarizing themselves with the policies and following the procedures outlined. Harvard Griffin GSAS reserves the right to make changes to the policies at any time without advance notice. These changes 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.

## Discretionary Measures

Harvard Griffin GSAS retains the discretion to act as it deems necessary in extraordinary circumstances to protect the health and safety of the Harvard community. For these purposes “extraordinary circumstances” include, but are not limited to, public health emergencies, extreme weather events, and other conditions posing broad threats to community health and safety or significantly disrupting campus life or learning.

Discretionary measures available to Harvard Griffin GSAS may include, but are not limited to, making recourse to remote or hybrid instruction; suspending or limiting access to University-provided residential housing; limiting its provision of or access to certain activities and services; introducing or modifying vaccination, mask, and physical distancing mandates; and implementing compulsory testing and tracing programs as required conditions for accessing the Harvard campus or Harvard facilities.

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# ACADEMICS AND ENROLLMENT

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In the Academic and Enrollment section, you will find information on policies and guidelines designed to support your academic journey from admission to graduation. This section outlines policies related to enrollment, course registration, grading, academic progress, research, teaching, dissertations, graduation, and degree requirements. It also details policies on non-resident status including Traveling Scholar, leave of absence, and study at another Harvard school.



## CREDIT FOR COMPLETED GRADUATE WORK

PhD students may be eligible to receive credit for graduate work they completed **while enrolled in a graduate program** at other Harvard Schools or institutions. Students must complete at least one full term of satisfactory work at the Harvard Kenneth C. Griffin Graduate School of Arts and Sciences (Harvard Griffin GSAS) before [submitting an application to the Registrar's Office](#).

- No guarantee is given that applications will be granted.
- Only courses comparable to the level and merit of a Harvard Griffin GSAS course will be approved; credit is not given for undergraduate courses or thesis courses.
- Only courses taken fully in person will be approved; credit is not given for remote or hybrid courses.
- Credit is not given for graduate-level classes taken while enrolled in an undergraduate program.
- Courses taken in a Harvard AB/AM or AB/SM program, at Harvard Summer School, as a Harvard Griffin GSAS special student, or as an employee under the Tuition Assistance Program (for courses taken in the Faculty of Arts and Sciences only) may be counted toward the minimum academic residence requirements for a master's degree.
- Maximum allowable credit is four courses (16 credits) toward a one-year master's and eight courses (32 credits) toward a two-year master's or the PhD degree.

### CONTACT: CREDIT FOR COMPLETED GRADUATE WORK

Shelby Johnson, Associate Director of Academic Programs

Office of Academic Programs

Email: [shelby\\_johnson@fas.harvard.edu](mailto:shelby_johnson@fas.harvard.edu)

[gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu)

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## COMMON DEGREE REQUIREMENTS

All Harvard Kenneth C. Griffin Graduate School of Arts and Sciences (Harvard Griffin GSAS) students are required to:

- remain continuously [registered and enrolled](#)

- maintain a [satisfactory grade-point average](#)
- provide evidence that they are making satisfactory progress to meeting academic requirements and milestones as outlined by their academic program. See Program Requirements for [Harvard Griffin GSAS PhD programs](#) and [master's programs](#) for more information.

Continuous registration may be interrupted by academic terms of withdrawal or leave of absence.

All Harvard Griffin GSAS programs have residence requirements both financial and academic, and many programs have language requirements (see departmental requirements for your program in this section).

Financial credit will not be granted for tuition paid to other universities or to other Harvard Schools.

After completing one term as a Harvard Griffin GSAS student, former special students or students who took FAS courses under the Tuition Assistance Plan (TAP) may be eligible to apply for financial and [academic credit for coursework](#).

## ACADEMIC PROGRESS STATUS

### Satisfactory Progress

Students are considered making satisfactory progress if they:

- complete expected requirements
- achieve a minimum [grade-point average](#) of B (3.0).

Programs may require additional conditions and academic requirements; [see Departmental Requirements](#).

Harvard Griffin GSAS students must make satisfactory progress to be eligible for financial aid.

### Grace Status

A student making unsatisfactory progress may, with departmental endorsement, be granted the status of “grace” for up to one academic year. At the end of the stated grace period, the student must demonstrate to the academic department’s satisfaction that the student has made satisfactory progress and addressed the conditions resulting in grace. If the student cannot make such a showing, they will be withdrawn from the

program for unsatisfactory progress. Students who are unclear about the program’s expectations and academic milestones during grace should consult with their department or program.

- In most cases, only one period of grace will be granted to a student.
- Students in “grace” status may not hold teaching appointments.
- Students in “grace” status remain eligible for institutional aid, except for federal Title IV loans and/or work-study (only students making satisfactory progress are eligible for federal Title IV funding).

## Unsatisfactory Progress

Students who have not met conditions as outlined above or stated by their program may be considered to be making unsatisfactory progress and may be withdrawn from their program.

- Students making unsatisfactory progress may not teach or receive financial aid (including federal Title IV funding).
- Students making unsatisfactory progress are considered to not be in good standing with the University.
- Students may not remain in “unsatisfactory” progress, and those who do may be withdrawn from their program.

### **CONTACT: COMMON DEGREE REQUIREMENTS**

Shelby Johnson, Associate Director of Academic Programs

Office of Academic Programs

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[gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu)

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# DOCTOR OF PHILOSOPHY: DEGREE REQUIREMENTS

The doctor of philosophy (PhD) degree signifies mastery of a broad discipline of learning together with demonstrated competence in a special field within that discipline. In addition to the common requirements below, PhD candidates must complete additional requirements specified by their [academic program](#).

## Academic Residence

PhD students must register full-time until receipt of the degree, for a minimum of two years. At the discretion of the program, this requirement can be reduced up to one year (8 courses; 32 credits) if [academic credit](#) is given for work done elsewhere. A department may appeal to the [Office of Academic Programs](#) to request certification of other criteria to measure the amount of progress a student has made.

## English Proficiency

All incoming Harvard Griffin GSAS PhD students must demonstrate [English proficiency](#). Those who are non-native speakers of English and have not received their undergraduate degree from a primarily English-speaking institution will have their English proficiency screened based on either the iBT TOEFL or IELTS academic speaking score.

## Tuition and Fees

See [financial obligation policies](#).

## General or Qualifying Examination

In most programs, students must pass a general examination, or other preliminary or qualifying examinations as determined by the academic program, before undertaking independent dissertation research.

## Dissertation

Many programs require that students prepare a dissertation prospectus, which must be approved by their program often before beginning the process of extensive independent research, fieldwork, and writing the dissertation. Any student wishing to present a dissertation as a published article, series of articles, book or other document, or a manuscript that has been accepted for publication must also receive the approval of their program. Approved dissertations must be submitted to [ProQuest ETD](#) by the dates noted in the [degree calendar](#).

- A dissertation submitted for another degree, either at Harvard or elsewhere, may not be used.
- Students writing their dissertations must follow [Harvard Griffin GSAS formatting policies](#).
- If an approved dissertation is submitted to the [Registrar's Office](#) prior to the registration deadline for a term, a student does not need to register for that term.
- If a student registers for a term and then submits an approved dissertation to the Registrar's Office before or by the last day to cancel registration for the term without payment of tuition, registration will be canceled and any tuition paid for that term will be refunded.

## Satisfactory Progress Toward the PhD

In addition to [common satisfactory progress requirements](#), PhD students must make progress toward the completion of expected milestones, which typically take the form of:

- course and GPA requirements
- general exams
- dissertation prospectus and/or prospectus defense
- dissertation writing and defense.

[Academic programs](#) will outline the required timelines for academic milestone completion and may require additional and/or more stringent conditions.

## G10 Enrollment Cap

PhD candidates who have not completed the requirements for the degree by their 10th year of study will be [withdrawn](#). Once the dissertation is complete, withdrawn students may apply for [readmission](#) for the purpose of receiving the degree. Exceptions may be made for students with special circumstances. For more

information, students should contact their program, which may confer with the [Office of Academic Programs](#) to review particular circumstances.

**CONTACT: DEGREE REQUIREMENTS (PHD)**

Office of Academic Programs

[gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu)

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## DOCTOR OF PHILOSOPHY: AD HOC PROGRAM

PhD candidates who find that their scholarship extends beyond a single academic program, requiring interdisciplinary knowledge and methodology, and cannot be met through their enrollment in a single-degree program may apply to create an ad hoc PhD program by working with the Harvard Kenneth C. Griffin Graduate School of Arts and Sciences (Harvard Griffin GSAS) to develop and submit an application dossier to the [Administrative Board](#) for consideration. While applications are reviewed throughout the year, they must be received well in advance of the term for which the student wishes to be admitted to the newly created program. The review process takes two to four weeks, depending on the time of year. Official decisions are sent from the Office of Academic Programs in consultation with the dean for graduate admissions and financial aid.

- A student must have completed a full year of graduate study and achieved an outstanding academic record in an established PhD degree program in order to apply to transfer to an ad hoc PhD program.
- Ordinarily, when a student transfers to an ad hoc degree program, the original department retains financial responsibility for the student. In order to invoke any guaranteed teaching offered at the time of admission, students must meet all program-specific teaching criteria established by the department. Students are encouraged to contact Harvard Griffin GSAS to explore [additional funding opportunities](#).
- Master's degrees, both terminal and en route/continuing, are not awarded in ad hoc subjects.

### Preparing an Application Dossier

Students must first contact the [Associate Director of Academic Programs](#) for guidance on preparing an application dossier that includes:

- Application for Creation of an Ad Hoc PhD Program
- Ad Hoc Program of Study form
- a current CV
- a current FAS transcript
- letters of recommendation.

## **Application for Creation of an Ad Hoc PhD Program**

The Application for Creation of an Ad Hoc PhD Program should outline the student's motivation in creating an ad hoc program, including:

- an explanation of the focal subject area; its academic context or relation to an existing body of knowledge, including citations; and their present interest in the subject matter;
- the history, including examples, of their research and scholarship to date in the focal subject area;
- the anticipated direction of their research upon creation of the program and the research questions they will seek to address in the program;
- a description of the interdisciplinary nature of the subject area and an explanation as to why the proposed research and program would be impossible to accomplish in an existing Harvard Griffin GSAS academic program.

The applicant should also include:

- the general timeline to completion of the degree;
- a brief description of the role of each of the faculty committee members relative to the applicant and the proposed research (see Choosing an Ad Hoc Degree Committee below);
- a description of how they intend to fund their program of study during the years remaining until degree;
- if known, whether they intend to conduct fieldwork, including any years that may be spent as a non-resident traveling scholar in the field;
- a bibliography of any cited works.

## **Choosing a Committee and Proposing a Program of Study**

The applicant must first invite faculty members to serve as advisors on their ad hoc degree committee. The committee should be composed in accordance with the [Dissertation Advisory Committee policy](#), recognizing that the policy language will apply to a five-member committee comprising faculty from at least two different academic programs for the ad hoc.

After organizing the committee, the student should formally propose an Ad Hoc PhD Program of Study and Degree Requirements. The faculty that have agreed to serve on your committee can assist with confirming these items, which should include (but are not limited to):

- course requirements (all Harvard Griffin GSAS PhD candidates must meet the [common requirements](#)), noting those completed to date (including academic term of enrollment and grade earned) and those to be taken (including anticipated term of enrollment);
- language requirement(s) (if required);
- teaching requirement (if required);
- any additional special requirements (if required);
- general or qualifying examination (or equivalent);
- dissertation topic (if known), timeline, format, and defense process;
- prospectus timeline, format, and defense/oral presentation process;
- PhD dissertation format;
- proposed ad hoc faculty committee members.

The Ad Hoc PhD Program of Study and Degree Requirements should be reviewed by the members of the faculty committee once completed and before submitting to the Administrative Board for review.

## Letters of Recommendation

Letters of recommendation from members of the proposed ad hoc committee should include:

- the viability of the proposal and the research goals outlined therein;
- their approval of the Ad Hoc PhD Program of Study and Degree Requirements;
- the interdisciplinarity of the project and how the proposal relates to an existing body of knowledge or, if applicable, their own personal research;
- their role on the ad hoc committee relative to the applicant/student and the proposed research.



## Ad Hoc Dissertation Submission

Students approved for an ad hoc program will submit one dissertation at the time of graduation. All committee members are expected to sign off on the thesis acceptance certificate (TAC). Students can use the [Word document version of the TAC](#) to reflect their program's name.

### CONTACT: AD HOC PROGRAM (PHD)

Shelby Johnson, Associate Director of Academic Programs

Office of Academic Programs

[shelby\\_johnson@fas.harvard.edu](mailto:shelby_johnson@fas.harvard.edu)

[gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu)

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## DOCTOR OF PHILOSOPHY: DISSERTATIONS

PhD candidates are required to complete and submit a dissertation to qualify for degree conferral. This section provides general information on formatting, submission, publishing, and distribution options. Since departments maintain specific requirements for the content and evaluation of the dissertation, students should review their [program's guidelines](#) prior to starting the process.

**Previously published dissertations should not be used as examples. Students who do not follow the formatting specifications will not be eligible for conferral of their degree and will need to apply for the next available degree period after corrections are made.**

- Degrees are awarded in November, February, and May. Students must follow the [Application for Degree](#) instructions.
- Dissertation submission deadlines are noted in the [Degree Calendar](#).

### CONTACT: DISSERTATIONS

Katie Riggs, Assistant Director of Academic Programs

Office of Academic Programs

Katherine\_riggs@fas.harvard.edu  
gsasacademicprograms@fas.harvard.edu

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## **DISSERTATIONS: ACKNOWLEDGING THE WORK OF SELF AND OTHERS**

Students are responsible for acknowledging any facts, ideas, or materials of others used in their own work, as outlined in [Codes of Conduct](#).

### **References**

In choosing an annotation or reference system, students should be guided by the practice of their discipline and the recommendations of their dissertation advisor, program, or committee. When images or quotations from materials held by libraries, archives, museums, and the like are included in the dissertation, authors should follow the policies of owning institutions concerning references and citations.

### **Footnotes**

Textual notes that provide bibliographic references, supplemental information, opinions, explanations, or suggestions that are not part of the text must appear at the bottom of the page as a footnote:

- Lengthy footnotes may be continued on the next page.
- Footnote numbering can be continuous throughout the dissertation or may start again for each chapter or page, but the method must be consistent.
- Footnotes may be single-spaced within each entry but must be double-spaced between each entry.

### **Bibliography**

Students should check with their advisor or department to determine whether a bibliography is customary in their field. If it is, the conventions of the discipline should be followed:

- The bibliography may be single-spaced within each entry but must be double-spaced between each entry.
- On the first page of the bibliography, the page number is placed at the bottom of the page, centered between the margins. Thereafter, page numbers should be placed in the same position as they are throughout the rest of the text.
- The bibliography should be consecutively paginated after the text.

## Citation and Style Guides

Students may consult a variety of guides as they draft their dissertation:

- *The Chicago Manual of Style*
- Day, Robert A. and Barbara Gastel. *How to Write & Publish a Scientific Paper*
- *MLA Style Manual and Guide to Scholarly Publishing*
- Strunk, William. *The Elements of Style*
- *Publication Manual of the American Psychological Association*
- Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*

## Use of Copyrighted Material

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- Permission to use copyrighted material is obtained from the owner of the copyright.
- Any permission required for use of copyrighted material must be obtained before the dissertation is submitted.
- If a student includes their own previously published material in the dissertation, and if the student had transferred rights to the publisher, then the student must obtain permission from the publisher to include this material in the dissertation. This can be

negotiated in the student's contract or agreement with the publisher; see "[Planning to Publish](#)," developed by the Harvard Library Copyright Advisor, for more information.

- Any permission requested should allow the material to be used as part of the dissertation in all forms and media, including but not limited to digital and print forms.

## ProQuest and Copyright

ProQuest requires copies of copyright permission documents and assumes no liability for copyright violations. The documents should be submitted in [ProQuest ETD](#) as a separate supplemental file with the title, "Permission Letters, Do Not Publish." Copyright permission letters are not published.

- When images or quotations from materials obtained from libraries, archives, museums, and the like are included in the dissertation, students should also follow the policies of the respective repositories concerning permission or citation requirements.
- When copyrighted material owned by someone other than the author appears in a dissertation and does not meet the fair use standard, and when the author has failed to obtain permission from the copyright holder for ProQuest to sell such material, ProQuest cannot make the complete dissertation available for sale to anyone other than the author.

## Use of Third-Party Content

In addition to the student's own writing, dissertations often contain third-party content or in-copyright content owned by parties other than the student who authored the dissertation. The Office for Scholarly Communication has provided the following resource on fair use, which allows individuals to use in-copyright content on a limited basis and for specific purposes without seeking permission from copyright holders.

Because your dissertation will be made available for online distribution through [DASH](#), Harvard's open-access repository, it is important that any third-party content in it may be made available in this way.

## Dissertations Comprising Previously Published Works

As a matter of copyright, dissertations comprising the student’s previously published works must be authorized for distribution from DASH. The guidelines in this section pertain to any previously published material that requires permission from publishers or other rightsholders before it may be distributed in DASH and ProQuest. **Please note:**

- Authors whose publishing agreements grant the publisher copyright and/or exclusive rights to display, distribute, and create derivative works will need to seek the publisher’s permission for nonexclusive use of the underlying works before the dissertation may be distributed from DASH and ProQuest.
- Authors whose publishing agreements indicate the authors have retained the relevant nonexclusive rights to the original materials for display, distribution, and the creation of derivative works may distribute the dissertation as a whole in DASH and ProQuest without need for further permissions.
- It is recommended that authors consult their publishing agreements directly to determine whether and to what extent they may have transferred exclusive rights under copyright. The [Office for Scholarly Communication](#) (OSC) is available to help the author determine whether she has retained the necessary rights or requires permission. Please note, however, that the Office of Scholarly Communication cannot assist with the permissions process.

**CONTACT: ACKNOWLEDGING THE WORK OF SELF AND OTHERS**

Office for Scholarly Communication

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

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**DISSERTATIONS: DISSERTATION ADVISORY COMMITTEE;  
THESIS ACCEPTANCE CERTIFICATE**

The Dissertation Advisory Committee formally approves the dissertation by signing the [Thesis Acceptance Certificate](#). In PhD programs that are not lab-based, this committee also guides the student in writing the dissertation. The committee should work cohesively in supporting the student

to produce their best work. The signatures of these faculty members on the [Thesis Acceptance Certificate](#) indicate formal acceptance of the student’s scholarly contribution to the field.

In some fields, especially in the sciences, the Dissertation Advisory Committee described below is known locally as the “Dissertation Defense Committee.” In these programs, a separate additional committee (also called the Dissertation Advisory Committee) that includes the student’s primary advisor will guide the student’s progress until submission for formal review by the DAC/defense committee. The members of the DAC/defense committee give formal approval to the finished work, but the student’s work will be understood to have occurred under the guidance of the primary advisor. The changes to the DAC/defense committee as described below do not in any way affect the essential structure of dissertation advising that already exists in lab-based PhD programs.

**The following policy applies to every Harvard Griffin GSAS Dissertation Advisory Committee formed on or after July 1, 2024. Any Dissertation Advisory Committee approved before July 1, 2024 is subject to the rules outlined below; see “Grandfathering.”**

**Effective July 1, 2024:**

1. The graduate thesis for the PhD shall be accepted, and the [Thesis Acceptance Certificate](#) signed, by at least three advisors, who will form the Dissertation Advisory Committee (DAC). At least two members of the committee shall be on-ladder faculty members.
2. The composition of the DAC shall be approved by the relevant head of the program, in accordance with the following:
  - a. In FAS-based programs, the Director of Graduate Studies or Department Chair or Area Chair shall sign off on the proposed committee.
  - b. For programs based outside the FAS, the Program Head shall sign off.
3. The committee’s composition shall be consistent with the following:
  - a. The chair of the DAC shall be an on-ladder faculty member of the student’s department or program. A Professor in Residence may also chair the committee.
    - i. A program may petition the Dean of Harvard Griffin GSAS to consider a variation to the above requirement.

- b. The two other advisors on the committee shall be on-ladder faculty at Harvard University, with the following exceptions:
  - i. A Professor in Residence or Professor of the Practice may serve as a non-chairing member of the DAC, as long as the committee composition is consistent with “1.”
  - ii. Senior Lecturers and other non-ladder faculty may serve on the DAC as the third member when appropriate, as approved by the Director of Graduate Studies, Department Chair, Area Chair, or Program Head, as long as the committee composition is consistent with “1.”
  - iii. Tenured faculty members emeriti (including research professors) may serve on the DAC. They may co-chair the DAC with a current on-ladder faculty member from the student’s department or program but may not serve as the sole chair.
  - iv. Non-Harvard faculty of equivalent appointment rank to on-ladder faculty at Harvard may serve as one of the non-chairing members of the DAC.
- c. A committee with co-chairs shall require a third member, consistent with “1.”
- d. Additional members may be appointed to the DAC, as long as the core three-member committee is consistent with “1.”
- e. If a Harvard-affiliated faculty member serving on the DAC leaves the institution:
  - i. They may continue to serve as a committee member if they have moved to another institution with an appointment rank equivalent to on-ladder at Harvard.
  - ii. Or, if they are no longer serving on the DAC (by choice of the student, the student’s program, and/or the departing faculty member), the advisor must be replaced in accordance with “1.”
  - iii. If the departing faculty member will remain as chair on the DAC, a co-chair must be designated in accordance with “1.” The co-chair may, in this instance, be the Director of Graduate Studies in the student’s program if a faculty member with field expertise is not available to serve in this capacity.

**Please note:**

- “On ladder” refers to faculty members with tenure or who are tenure-track. The phrase “on ladder” is generally not used at HMS, but all HMS and HCSPH assistant, associate, and full professors are considered to be “on ladder” according to HMS Faculty Affairs, and, for the purposes of this legislation, may serve on the DAC/defense committee.
- With regard to paragraph 3.b.ii, and in keeping with the spirit of this legislation, ordinarily a scholar appointed as a College Fellow would not be ready to serve as one of the three core members of the committee.
- With regard to paragraph 3.b.iv, individuals who do not fit this category (e.g., a scholar holding a non-ladder faculty position at another institution) may sit on the committee as a fourth member, in accordance with paragraph 3.d.
- On the rare occasion that a situation requires special consideration, programs are advised to consult with the Dean of Harvard Griffin GSAS.

## Grandfathering

Grandfathering and rules applying to all dissertation advisory committees, regardless of status prior to July 1, 2024:

**For dissertation advisory committees approved before July 1, 2024, under the former policy** (*Two signatories must be members of the Faculty of Arts and Sciences (FAS); FAS emeriti (including research professors) and faculty members from other Schools at Harvard who hold appointments on Harvard Griffin GSAS degree committees are authorized to sign DACs as FAS members. Harvard Griffin GSAS strongly recommends that the chair of the dissertation committee be a member of the FAS. If approved by the department, it is possible to have co-chairs of the dissertation committee as long as one is a member of FAS*), **the following rules apply:**

Dissertation Advisory Committees approved prior to July 1, 2024, will be grandfathered, except in two situations:

1. An existing DAC chaired by an individual whose faculty appointment does not meet the requirements of the new rules will need to be adjusted. A co-chair should be designated, with the option of appointing the DGS to serve as co-chair, as allowed in paragraph 3.e.iii;
2. An existing DAC with fewer than three members should be updated, and the new member(s) should be consistent with the new policy.



## Thesis Acceptance Certificate

Students must complete a thesis acceptance certificate (TAC) (sometimes referred to as the dissertation acceptance certificate), which includes the title of the dissertation and the signatures of advisors approved by the student's program and whose membership follows the Harvard Kenneth C. Griffin Graduate School of Arts and Sciences (Harvard Griffin GSAS) policies on the [Dissertation Advisory Committee](#). [Electronic signatures](#) from committee members are acceptable. If a TAC is submitted with electronic signatures, an additional TAC with handwritten signatures will not be required. A [document version of the certificate](#) is available if needed.

**The title and the student's name on the thesis acceptance certificate must read exactly as it does on the title page of the dissertation, meaning if you use your full middle name or middle initial on one document, it must be the same on the other document.** The thesis acceptance certificate must also be uploaded as a separate “administrative document” when submitting the electronic dissertation to [ProQuest ETD](#). All thesis/dissertation acceptance certificates are forwarded to the Harvard University Archives.

A copy of the signed thesis acceptance certificate should appear before the title page of the online dissertation submission; no page number should be assigned to the thesis/dissertation acceptance certificate. The thesis/dissertation acceptance certificate will be included in all copies of the dissertation.

### **CONTACT: DISSERTATION ADVISORY COMMITTEE; THESIS ACCEPTANCE CERTIFICATE**

Noel Bisson, Dean for Academic Programs

Office of Academic Programs

[bisson@fas.harvard.edu](mailto:bisson@fas.harvard.edu)

[gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu)

Shelby Johnson, Associate Director of Academic Programs

Office of Academic Programs

[shelby\\_johnson@fas.harvard.edu](mailto:shelby_johnson@fas.harvard.edu)

[gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu)

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## **DISSERTATIONS: FORMATTING**

When preparing the dissertation for submission, students must meet the following minimum formatting requirements. The Registrar's Office will review the dissertation for compliance and these formatting elements and will contact the student to confirm acceptance or to request revision. The Harvard Griffin GSAS [resource on dissertation formatting best practices](#) expands on many of the elements below.

Please carefully review your dissertation before submitting it to ProQuestETD. The Registrar's Office will email you through ProQuest if they have identified major formatting errors that need correction. Students will be provided with a brief extended deadline to make only the requested formatting updates.

1. **Embedded Fonts:** If fonts are not embedded, non-English characters may not appear as intended. It is the student's responsibility to make sure that fonts are embedded properly prior to submission. Instructions for embedding fonts can be found on the [Dissertation Formatting Guidance resource](#).
2. **Thesis Acceptance Certificate:** A copy of the [Thesis Acceptance Certificate \(TAC\)](#) should appear as the first page. This page should not be counted or numbered. The TAC will appear in the online version of the published dissertation. The author name and date on the TAC and title page should be the same.
3. **Title Page:** The dissertation begins with the title page; the title should be as concise as possible and should provide an accurate description of the dissertation. The author name and date on the TAC and title page should be the same. Do not print a page number on the title page. It is understood to be page *i* for counting purposes only.
4. **Abstract:** An abstract, numbered as page *iii*, should immediately follow the copyright page and should state the problem, describe the methods and procedures used, and give the main results or conclusions of the research. The abstract will appear in the online version of the dissertation and will be made available by ProQuest and DASH. There is no maximum word count for the abstract.

5. **Pagination:** Pages should be assigned a number except for the Thesis Acceptance Certificate.
  1. Preliminary pages (abstract, table of contents, list of tables, graphs, illustrations, and preface) should use small Roman numerals (*i, ii, iii, iv, v*, etc.).
  2. All pages must contain text or images.
  3. Count the title page as page *i* and the copyright page as page *ii*, but do not print page numbers on either page.
  4. For the body of text, use Arabic numbers (1, 2, 3, 4, 5, etc.) starting with page 1 on the first page of text.
  5. Page numbers must be centered throughout the manuscript at the top or bottom.
  6. Every numbered page must be consecutively ordered, including tables, graphs, illustrations, and bibliography/index (if included); letter suffixes (such as 10a, 10b, etc.) are not allowed.
  7. It is customary not to have a page number on the page containing a chapter heading. Check pagination carefully. Account for all pages.
6. **Copyright Statement:** A copyright notice should appear on a separate page immediately following the title page and include the copyright symbol ©, the year of first publication of the work, and the name of the author: © [year] [Author's Name]. All rights reserved. Alternatively, students may choose to license their work openly under a [Creative Commons](#) license. The author remains the copyright holder while at the same time granting upfront permission to others to read, share, and—depending on the license—adapt the work so long as proper attribution is given. (If a student chooses a Creative Commons license, the copyright statement must not include the “all rights reserved” disclaimer and should instead indicate the specific Creative Commons license.) **Please note:** The copyright statement applies only to the student's own work; the copyright status of third-party material incorporated into the dissertation will not change. **Do not** print a page number on the copyright page. It is understood to be page *ii* for counting purposes only.
7. **Organization:** Dissertations divided into sections must contain a table of contents that lists, at minimum, the major headings in the following order:
  1. Title Page
  2. Copyright
  3. Abstract
  4. Table of Contents
  5. Front Matter

6. Body of Text
7. Back Matter

Students can refer to the resource on [Dissertation Formatting Best Practice](#) for information on best practices for front and back matter.

Individual academic programs may require additional formatting elements to meet the standards of a specific field or discipline. Students are responsible to ensure that their Dissertation Advisory Committee is in support of the final formatting as signified by the sign-off on the Thesis Acceptance Certificate. Any deviation from these requirements may lead to rejection of the dissertation and delay in the conferral of the degree.

**CONTACT: FORMATTING**

Katie Riggs, Assistant Director of Academic Programs

Office of Academic Programs

[Katherine\\_riggs@fas.harvard.edu](mailto:Katherine_riggs@fas.harvard.edu)

[gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu)

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**DISSERTATIONS: PUBLISHING OPTIONS****Distribution of the Dissertation**

Students are given a variety of options regarding the distribution of their work. Upon final approval, the dissertation is distributed based on the permissions and publishing options students select during the [ProQuest ETD](#) submission process.

**Making Your Dissertation Publicly Available**

PhD dissertations are made openly available as proof of the candidate's achievement, echoing a traditional European idea that the candidate for a doctorate must make a contribution to knowledge and cannot have a degree for making a discovery that is kept secret. Because of this, restricting access to dissertations or delaying the release of the work (i.e., “embargoing”) only occurs in very exceptional cases.

## Embargoes (Delaying Open Release)

If necessary, students may request to embargo their work for six months, one year, two years, or longer. Up to a two-year embargo can be chosen during submission with no additional permissions; embargo periods over two years require additional support from the student's [director of graduate studies](#) (DGS). An embargo period can be selected in the “PQ Publishing Options” and “IR Publishing Options” sections of [ProQuest ETD](#). If students would like to request a delayed release of their dissertation of **longer than two years**, they will be prompted to [upload a signed document](#) to the “Administrative Documents” section showing the director of graduate study's approval of this request. If students do not have a document when submitting their dissertation, they will be asked to have the DGS email the [Registrar's Office](#), acknowledging approval of the delayed-release request.

Regardless of the length of the embargo, the full text of the dissertation is not openly accessible; however, the metadata associated with the work (general information about the dissertation recorded at the time of online submission) and the abstract will remain publicly available.

**Please note:** It is **not** necessary to embargo a dissertation for patenting purposes once a patent application has been filed with the United States Patent and Trademark Office. At that point, any invention may be disclosed publicly without a loss of patent rights. See the [Patents policies](#) for more information.

## Licensing Agreements

When submitting work through [ProQuest ETD](#), students are asked to agree to two distribution licenses: the Harvard Author Agreement, which grants the University a nonexclusive license to preserve, reproduce, and display the work in DASH, and the ProQuest distribution license, which grants ProQuest a nonexclusive license to preserve, reproduce, display, collect royalties against, collect data on use, and repurpose your work in text-similarity software.

## Digital Access to Scholarship at Harvard

The Harvard Author Agreement, which is similar to licensing under the FAS faculty open-access policies, does not constrain your rights to subsequently publish your work. Through [ProQuest ETD](#), dissertations are made available online through the [Digital Access to Scholarship at](#)

[Harvard](#) (DASH) portal, a central, open-access repository of research by members of the Harvard community. DASH makes your dissertation available to anyone at no cost. In the “Publishing Information” section of ProQuest ETD, students must review and accept the Harvard License Agreement to acknowledge distribution of their dissertation through DASH, pursuant to any [embargo](#) placed on the work in the submission tool.

## Deposit to the Harvard Library

In addition to your work being made available in DASH, dissertations are added to the collections of the Harvard University Archives, digitally preserved within the Harvard Library and discoverable through the Harvard Library catalog.

## ProQuest License Agreement

Students are also required to consent to the ProQuest license agreement, and dissertations are automatically added to [ProQuest Dissertations & Theses Global](#). As part of the [license agreement](#), ProQuest may sell student dissertations; if authors do not want *any* sales of their dissertation, they may permanently embargo it with ProQuest, either with approval from their program or by contacting ProQuest after submission. The agreement further allows ProQuest to distribute copies of the dissertation in microfilm, paper, and digital forms by way of thesis subscription, sales, and indexing services pursuant to any [embargo](#). Finally, the ProQuest publishing agreement is nonexclusive and in no way prohibits the author from making any disposition of other manuscript copies, nor does it prohibit the author from publishing the dissertation at any time. (Please see [ProQuest license and copyright considerations](#).)

## **DISSERTATIONS: REDACTION AND EDITING**

Ordinarily, students and alumni may not edit their dissertations once the submission deadline has passed. The FAS Registrar’s Office will review the submissions to ProQuest ETD after the deadline, but prior to degree conferral, for formatting policy compliance. If errors are identified, students are given a brief window prior to degree conferral to make these limited formatting changes.

In very rare cases, a dissertation may require redaction, which is the process of obscuring or removing sensitive information for distribution. If sensitive or potentially harmful material appears

in the dissertation (e.g., commercially sensitive information, sensitive personal data, risk of harmful retribution), a student should contact the [Office for Scholarly Communication](#).

In exceptional circumstances, in order to correct discrete errors caught after the formal submission of the dissertation, the author may request permission to submit an errata statement. The request will be reviewed by a committee assembled by the Dean of the Harvard Griffin Graduate School of Arts and Sciences that includes at least one faculty member from the author's disciplinary area.

**CONTACT: REDACTION AND EDITING**

Office of Academic Programs

[gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu)

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**DISSERTATIONS: SUBJECTS, INVENTIONS, PATENTS****Approval of Dissertation Subject**

The subject of the dissertation must be approved in advance by the student's academic program. If a student wishes to submit as a dissertation a published article or series of articles, a book or monograph, creative practice, or a manuscript that has been accepted for publication, express approval by the academic program must be obtained.

**Please note:**

- In addition to the Harvard Griffin GSAS requirements, students must be aware of and conform to any requirements prescribed by their program or dissertation committee, particularly the recommendations of their dissertation advisor.
- In no event may a dissertation be presented for the PhD degree that has already been submitted toward any degree at Harvard or elsewhere in substantially the same form and content.

## Inventions and Patents

Students whose Harvard-based research includes an invention must inform the [Office of Technology Development](#) (OTD) as soon as possible or, at minimum, several weeks before they defend their dissertation, present at a conference or seminar, submit for publication, or make another public disclosure.

Once a [patent application is filed](#), the student may submit their dissertation to ProQuest, DASH, and the University Archives through [ProQuest ETD](#).

## **DISSERTATIONS: SUBMITTING YOUR DISSERTATION**

### **Academic Program/Committee Submission**

Students must submit their dissertation by the date established by their program (generally six to eight weeks prior to the Registrar's Office [dissertation submission](#) deadline) and follow the program's instructions on the number of copies to submit and format.

**Please note:** Students are responsible for notifying their department of any requested [embargoes](#) that were approved at the time of online submission.

### **ProQuest Submission**

Students must submit their dissertation in PDF format to the FAS Registrar's Office through [ProQuest ETD](#) by the deadline established for each degree conferral date (see the [Degree Calendar](#) or the [Registrar's Office website](#)). **Major formatting errors that are not corrected in a timely manner may prevent you from receiving your degree.**

During the submission process, students are asked to upload a separate copy of the signed thesis acceptance certificate, approve two license agreements, and complete two surveys (the Harvard Griffin GSAS Employment Exit Survey and the Survey of Earned Doctorates). If you are requesting an embargo of more than two years, you will need to submit a [signed delayed-release form](#) from the department's director of graduate studies (DGS) with your dissertation submission.



**CONTACT: SUBMITTING YOUR DISSERTATION**

Office of Academic Programs

[gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu)

Registrar's Office, Faculty of Arts and Sciences

[enrollment@fas.harvard.edu](mailto:enrollment@fas.harvard.edu)

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## DOCTOR OF PHILOSOPHY: SECONDARY FIELDS

Secondary fields allow PhD students to broaden their course of study and enhance the competitiveness and professional reach of their degree programs (the secondary field appears on the student transcript but not on the diploma). Students engage in coursework and other activities defined by the program offering the secondary field and must meet all degree milestones and deadlines in their home PhD programs and at Harvard Griffin GSAS.

Students should first speak with their primary advisor and/or their academic program, then apply for a secondary field by completing this [secondary field form](#) and sending it to the [registrar's office](#). **Please note:**

- Graduate students may not complete a secondary field in their own program and may only declare one secondary field.
- Courses may count toward the secondary field and toward the course requirements for the PhD.
- Language courses taken on a satisfactory/unsatisfactory basis may not be used to fulfill secondary field requirements.

The [requirements for each secondary field](#) can be found on the Harvard Griffin GSAS website.

**CONTACT: SECONDARY FIELDS**

Office of Academic Programs

[gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu)

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## DOCTOR OF PHILOSOPHY: YEAR OF GRADUATE STUDY (G-YEAR)

A student's time in graduate study is measured by G-Year, which refers to the number of years of graduate study. For example, a student in their first year is a G1, in their second year a G2, and so on. Both the Registrar's Office and academic programs track G-Year, which may diverge if the academic program approves an adjustment.

### G-10 Enrollment Cap

PhD candidates who have not completed the requirements for their degree by their 10th year of study will be [withdrawn](#). Once the dissertation is complete, withdrawn students may apply for [readmission](#) to register for the purpose of receiving the degree.

- Exceptions may be made for students with special circumstances. For more information, students should contact their program, which may confer with the [Office of Academic Programs](#) to review particular circumstances.
- Exceptions to being withdrawn require a letter from the advisor, endorsed by the DGS, to Harvard Griffin GSAS Office of Academic Programs explaining the:
  1. progress the student has made
  2. reason for exception (i.e., why the student should remain enrolled)
  3. plan for completion with detailed timeline and departmental effort/support.

### Adjustment to G-Year

A program may grant a student a G-Year adjustment to their Departmental G-Year in certain circumstances; students should reach out to their program for more information. If approved, the adjustment will apply to the G10 enrollment cap and, if applicable, to when the student invokes guaranteed teaching and applies for a dissertation completion fellowship. G-Year adjustments are not accompanied by additional funding but are aimed at providing students more time to meet academic deadlines/milestones by delaying them one year, such as:

- In department X, “general exams should be taken at the end of the third year.” A student in Registrar G4 (cumulative-time) who has been adjusted to a Departmental G3 will have approximately one extra year to complete their general exams.

- In department Y, students “must submit their prospectus by the end of their G4 year.” A student in Registrar G5 (cumulative-time) who has been adjusted to a Departmental G4 will have approximately one extra year to submit their prospectus.

Please contact your [financial aid officer](#) to discuss your specific situation.

Students who desire a change in their department G-Year based on an approved reason below should contact their program to submit a formal request; the program will confer with the [Office of Student Success](#). A leave of absence may not be necessary to receive an adjustment for a medically documented illness, childbirth or other major family-related issues, or other disruptions.

### **Disruption Caused by the Covid-19 Pandemic**

An adjustment of one year can be made to the department G-year for students whose academic progress has been impacted by the [COVID-19 pandemic](#).

### **Delayed Start due to Visa Processing**

An adjustment of one year to the department G-Year can be made for students experiencing delays outside of their control in visa processing that delayed the start of their graduate work. This does not apply to students who have been approved to defer for one year.

### **Medically Documented Illness**

An adjustment of one year to the department G-Year can be made for a medically documented illness. Documentation must be submitted to the Disability Access Office (DAO) providing an explanation of the illness signed by the attending physician. [Contact the DAO for more details.](#)

### **Childbirth or Major Family-Related Issues**

An adjustment of one year can be made for childbirth or other major family-related interruptions of timely progress to the degree.

### **Active Military Service**

An adjustment to the department G-Year can be made for the years a student is on active military service.

## Coordinated Degree Program

An adjustment to the department G-Year can be made for the years in which a Harvard Griffin GSAS student is participating in the MD/PhD or JD/PhD Coordinated Program.

## Beginning a Doctor of Philosophy Program from a Harvard Griffin GSAS Master's Program

Students entering a PhD program from a Harvard Griffin GSAS master's program will start as a G1 Departmental G-Year. Their Registrar G-Year will still reflect as a G2 or G3, depending on how long their master's program was, simply to track their cumulative time with Harvard Griffin GSAS.

## Other Disruptions

An adjustment to the department G-Year may be considered for students who suffer disruptions to their academic progress due to circumstances beyond their control. Please consult with the [Office of Student Success](#). Documentation may be requested.

### CONTACT: YEAR OF GRADUATE STUDY (G-YEAR) (PHD)

#### Office of Student Success

studaff@fas.harvard.edu

#### Disability Access Office

dao@fas.harvard.edu

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## ENGLISH LANGUAGE PROFICIENCY

Because graduate students need to communicate their ideas in multiple ways, the Harvard Kenneth C. Griffin Graduate School of Arts and Sciences (Harvard Griffin GSAS) requires that PhD students who are non-native English speakers and who received their undergraduate degree from a non-English speaking institution demonstrate a minimum level of oral English language proficiency.

Language and communication specialists in the [Professional Communication Program for International Teachers and Scholars](#) at the [Derek Bok Center for Teaching and Learning](#) collaborate with Harvard Griffin GSAS in helping students meet this requirement. Students must demonstrate the required minimum proficiency level in order to work as teaching fellows.

## Proficiency Levels

Students are categorized based on their TOEFL iBT speaking score and/or IELTS Academic speaking score noted in the Harvard Griffin GSAS admissions application.

- TOEFL iBT speaking score of 26 and above or IELTS 8 and above: Harvard Griffin GSAS oral English language requirement is met.
- TOEFL iBT speaking score between 23 and 25 or IELTS 7 to 7.5: Students should schedule an oral proficiency interview in their first term of study with language specialists at the Derek Bok Center for Teaching and Learning. Students who have not met the minimum level will be advised on appropriate resources or oral communication skills courses they can take in order to meet the requirement.
- TOEFL iBT speaking score between 20 and 22 or IELTS 6.5: Students should schedule an oral proficiency interview in their first term of study with language specialists at the Derek Bok Center for Teaching and Learning and will likely need to take an oral communication skills course.
- TOEFL iBT speaking score of 19 and below or IELTS 6.0 and below: Students should schedule an oral proficiency interview in their first term of study with language specialists at the Derek Bok Center for Teaching and Learning. Students at this level may be too low for current resources provided by the Bok Center. After your assessment interview, the Bok Center may recommend seeking alternative language support.

Whether you have met the English language requirement or still need to develop your oral English proficiency, you may [schedule a consultation](#) to discuss your English communication skills and get connected to available resources.

## Re-evaluation and Timeline for Meeting the Requirement

Students who have not met the requirement may be re-evaluated after taking an oral communication skills course or after waiting one year.

Depending on a student's incoming proficiency level and other factors, it may take more than one term to meet the requirement. As students plan their academic and research schedules, they should factor in time for oral English language proficiency development, especially considering when they expect to teach. Students should consult their department and/or advisor if they need extra support to improve their speaking skills.

For more information about understanding English language proficiency and incoming language test scores, please see this [guide for departments](#) and this [guide for students](#) created by our colleagues at the Bok Center.

### **CONTACT: ENGLISH LANGUAGE PROFICIENCY**

For questions related to the Harvard Griffin GSAS policy for **currently enrolled students**:

Shelby Johnson, Associate Director of Academic Programs

Office of Academic Programs

[shelby\\_johnson@fas.harvard.edu](mailto:shelby_johnson@fas.harvard.edu)

For questions related to English language assessments and support for **currently enrolled students**:

The Derek Bok Center for Teaching and Learning

[bokcenter@fas.harvard.edu](mailto:bokcenter@fas.harvard.edu)

For questions from **prospective students and applicants** on the English proficiency admissions requirement:

Office of Admissions

[admiss@fas.harvard.edu](mailto:admiss@fas.harvard.edu)

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## **FERPA AND STUDENT RECORDS**

All students have access to their own education records. You may contribute to your student record if you feel there is a need for clarification. To be useful, your student record must be accurate and complete. The officials who maintain your student record are in charge of the functions reflected in the records and the offices where the records are kept.

In FAS, these officials include:

- FAS Registrar's Office
- officers of the Harvard Kenneth C. Griffin Graduate School of Arts and Sciences (Harvard Griffin GSAS) and Faculty of Arts and Sciences (FAS).

## Update your Personal Information

The [my.harvard](#) student information system contains [directory information](#) for each student, such as your:

- name
- address
- phone number
- email
- emergency contact
- missing person contact.

You can [update this information](#) at any time on [my.harvard](#) via the Personal Information tab. We highly recommend reviewing your personal information every three months.

## Access Your Student Record

If you would like to view your student record, please email your request to the [Office of Student Success](#). They will gather the appropriate records and give you access within 45 days of receiving your request.

### Guidelines for viewing your student record

- 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 them.
- You are not permitted to view letters and statements of recommendation to which you waived your right of access or that were placed in your file before January 1, 1975.

You should direct any questions you have about the accuracy of your education records to the person in charge of the office that maintains the records. If you still have questions, please

contact [registrar@fas.harvard.edu](mailto:registrar@fas.harvard.edu). If you are unable to resolve issues through informal communications, you may need to resolve challenges concerning the accuracy of records during a hearing.

## Federal Education Rights and Privacy Act (FERPA)

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

### Education Records

We routinely maintain records that describe and document your work and progress as a student in the Faculty of Arts and Sciences. Your education records generally include information such as:

- permanent and local addresses
- admissions records
- enrollment status
- course grades
- reports and evaluations
- completion of requirements and progress toward the degree
- records of disciplinary actions
- letters of recommendation.

### Directory Information

Directory information is information that under FERPA can be made available to the general public.

#### Faculty of Arts and Sciences Directory Information

All FAS students have the following directory information in their record:

- full name
- reported date of birth
- dates of attendance
- degree program
- class year



- digitized image (please note that while Harvard classifies photos and images as directory information, these are rarely released to parties outside the University without your permission)
- local or campus residence address and telephone number
- University email address
- undergraduate college
- hometown or city at the time you applied for admission
- original class at the time of matriculation
- degree candidate status
- date of graduation (actual or expected)
- degree(s) received with field of concentration and level of honors granted (if any)
- department of study
- University prizes, fellowships, and similar honors awarded
- in certain cases, your and your parents' or guardians' home addresses and telephone numbers

Student employees, in certain circumstances, may have additional directory information in their record, including:

- job title
- teaching appointment (if applicable)
- employing department and dates of employment.

### **Harvard University Directory Information**

Please note that [Harvard University's definition of directory information](#) may include additional components and that University-level directory information requests may therefore include additional pieces of information.

## **FERPA Blocks**

You may prevent FAS from disclosing your directory information—this is called a FERPA block. If you would like to enable a FERPA block, you must inform the FAS Registrar's Office, ordinarily in person ([view business hours](#)).

Possible consequences of enabling a FERPA block include:

- missed mailings, messages, and announcements
- not being able to verify your enrollment or degree status
- not being included in the Harvard Commencement program.

If you have previously chosen to enable a FERPA block, you can reverse your decision by emailing the Registrar's Office [at registrar@fas.harvard.edu](mailto:registrar@fas.harvard.edu).

## Other Disclosures Permitted Under FERPA

In addition to permitting the disclosure of directory information, FERPA allows FAS to disclose education records without your knowledge or consent under certain circumstances. For example, disclosure is permitted to Harvard officials with a legitimate educational interest in the records. This means that the person needs your information in order to fulfill their 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 staff members
- Harvard University Police Department officers
- agents of the University, such as independent contractors or vendors performing functions on behalf of FAS or the University
- members of Harvard's governing boards
- students serving on an official FAS, College, Harvard Griffin GSAS, or University committee or assisting other Harvard officials in performing their tasks.

Your 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. Additionally, the FAS Registrar's Office will forward your education records to other agencies or institutions that have requested your records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to your enrollment or a transfer to another institution.

If Harvard Griffin GSAS finds that you have committed a disciplinary violation involving a crime of violence or a non-forcible sex offense, then FAS also may, if legally permitted and appropriate in the judgment of Harvard Griffin GSAS, disclose certain information about the disciplinary case.

The disclosure may include:

- your name
- violation committed
- sanction imposed.

## Student Rights Under FERPA

Under both Harvard policy and FERPA, as a student or former student, you may inspect and review certain components of your education records maintained by Harvard. You may:

- exercise limited control over other people's access to your education records
- seek to correct your education records if you believe them to be inaccurate, misleading, or otherwise in violation of your FERPA rights
- file a complaint with the US Department of Education if you believe Harvard has not complied with the requirements of FERPA
- be fully informed of your rights under FERPA.

Complaints regarding alleged violation of rights of students under FERPA may be submitted in writing within 180 days to the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

**CONTACT: FERPA AND STUDENT RECORDS****Registrar's Office, Faculty of Arts and Sciences**

Email: [registrar@fas.harvard.edu](mailto:registrar@fas.harvard.edu) with student record or FERPA questions

**Office of Student Success**

Email: [studaff@fas.harvard.edu](mailto:studaff@fas.harvard.edu) for file viewing requests

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## GRADE AND EXAMINATION REQUIREMENTS

Ordinarily, student coursework is evaluated by letter grades, which are assigned a value based on a 4-point scale:

A = 4.00

A- = 3.67

B+ = 3.33

B = 3.00

B- = 2.67

C+ = 2.33

C = 2.00

C- = 1.67

D+ = 1.33

D = 1.00

D- = 0.67

E (failing grade) = 0

Harvard Kenneth C. Griffin Graduate School of Arts and Sciences (Harvard Griffin GSAS) students must maintain a grade-point average of at least a B (3.00) each academic year; the grade-point average is weighted for each course based on the number of course credits. For example, a grade received in a two-credit course proportionally impacts the grade-point average compared to a four-credit course. Many programs require their students to maintain a higher average (see [PhD program requirements](#) or [master's program requirements](#)). **Please note:** Harvard Griffin GSAS students may not take classes pass/fail.

In certain circumstances, non-letter grades are used (as described below):

## Absent

Students who miss a regularly scheduled examination arranged by the Registrar's Office are given a failing grade of absent (ABS), which will be changed only if the student is granted and takes a make-up examination. A grade of ABS = 0.

## Excused

Students may receive a grade of excused (EXC) for a final examination or other course assignment if they have passed departmental examinations or other requirements and their program approves. If a student elects to take the final examination and complete the course, they receive a letter grade.

## Incomplete and Permanent Incomplete

In extraordinary circumstances, incomplete grades (INC) are granted to graduate students only at the discretion of the instructor. If a student receives an INC, the student must complete the work of the course before the end of the next regular term. For example, if a student receives an INC during the fall term, the student must complete the coursework during the subsequent spring term by submitting work before the final day of the spring term. If a student is granted a leave of absence from the University during the period in which an INC ordinarily would need to be completed, the INC will remain on the student's transcript while the student is not enrolled, and the time of the leave will not count against the student's grace period.

If the work is not submitted within the required time frame, the INC becomes a permanent grade which will be reflected as INP on their transcript. Students may graduate with an incomplete or permanent incomplete on their record, so long as they have met all degree requirements as determined by their academic program. Incomplete and permanent incomplete grades do not impact a student's GPA but may signal to the academic program that a student is not making satisfactory academic progress.

Permanent incomplete grades may be changed to a letter grade at the discretion of the instructor before the student has graduated. Students who are interested in completing the work for a course in which they have received a INP should consult the instructor. If the instructor is willing to consider the outstanding work, the instructor will establish a timeline for submission. Once the work has been completed, a [petition for a INP grade change](#) must be signed and turned into the Harvard Griffin GSAS Office of Academic Programs. The FAS Registrar's Office will then follow up with the instructor to update the grade.

Individual academic programs may enforce stricter policies surrounding incompletes and may choose not to allow a student to submit work to fulfill outstanding requirements for a course that is already graded INP.

- INC grades incurred in cross-registered courses in another school are subject to Harvard Griffin GSAS rules and deadlines unless the other school's deadlines are earlier.
- Extensions must be approved both by Harvard Griffin GSAS and by the other school.
- Incomplete and permanent incomplete grades cannot be changed once a final degree has been awarded.
- Students who receive an E or a permanent incomplete (INP) or absent (ABS) may retake the class for credit; however, both grades will appear on the transcript.

## Satisfactory/Unsatisfactory

Students taking Reading and Research (300-level courses) are graded on a satisfactory/unsatisfactory (SAT/UNS) basis, but at the academic department's discretion, Reading and Research courses ("TIME-equivalent" courses) may be marked as ungraded (NOG). With permission of the instructor, students may [petition the Registrar's Office](#) to take certain foreign language courses on a SAT/UNS basis (language courses that are graded SAT/UNSAT may not be counted toward the minimum course requirements for a higher degree). See the [Academic Calendar](#) for the deadline.

Students who pass with the equivalent of a B- or better receive a SAT grade; otherwise, they receive an UNS (UNS = 0). A grade of SAT is not calculated into the grade-point average.

## Examination Requirements

In order to receive credit for a course with a regularly scheduled final examination, or both a mid-year and a final examination arranged by the Registrar's Office, a student must take the examination or they will receive a grade of ABS unless previously excused by the department.

### Absence due to Illness

A student absent from a final examination because of illness must fill out a petition for a make-up examination at Harvard University Health Services (HUHS) within 24 hours of the beginning of the examination. In an emergency, if the student is unable to go to HUHS or is being treated elsewhere, a [petition for a make-up examination](#) must be submitted to the Registrar's Office. In this case, the

student must also file a letter from a physician certifying the date and nature of the illness. Students who are unable to take an examination at the scheduled time due to a documented condition should contact the [Disability Access Office](#) as soon as the need is apparent to discuss make-up examination accommodations and procedures.

## **Absence for Other Reasons**

Students who must be absent for reasons other than illness, such as a death in the family or a reason of similar gravity, may [petition](#) the Registrar's Office for a make-up examination within one week of the end of the examination period. Students who do not take the regularly scheduled final examination in a course receive a grade of ABS (Absent) unless excused by their department. A grade of ABS is permanent on a student's record if a make-up petition is not filed or not granted, or if the make-up examination is not attended. Make-up examinations are given in January for fall term final examinations and in August for spring term final examinations.

## **In Absentia Petition**

Students who, for sufficient reason, cannot be in Cambridge at the time of a final or make-up examination, may petition to take the examination in another place. In absentia petitions and information are available from the Registrar's Office. Completed petitions must be filed 30 days before the regularly scheduled examination date.

## **Absence for Religious Reasons**

Students may request an out-of-sequence exam due to religious observance by submitting a [Religious Out-of-Sequence Exam Form](#) 30 days prior to the start of the examination period. If granted, the rescheduled exam will typically be held within 24 hours of the scheduled exam.

## **Exclusion from a Course**

A student who neglects any course may, after a written warning by the instructor, be excluded from the course and receive a failing grade. A notation of EXLD (excluded) on the transcript indicates that the student was not permitted to continue in the course and that they received no credit. Students may not withdraw from a course that they have been excluded from. Students excluded from a course are denied the right to further course evaluation, including final and make-up examinations.

**CONTACT: GRADE AND EXAMINATION REQUIREMENTS****Registrar's Office, Faculty of Arts and Sciences**

enrollment@fas.harvard.edu

Registrar@fas.harvard.edu

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## GRADUATION

Students who are ready to graduate must be enrolled and pay the appropriate tuition or course rate in their final term of enrollment before applying for one of three annual degree-conferral dates through [my.harvard](#) by the deadline indicated in the Degree Calendar. In unusual circumstances, late applications may be accepted during the week following the deadline. Please [contact the Office of Academic Programs](#) if you have missed the deadline to apply for degree.

If a student applies for but is not recommended to receive the degree during a given degree period, they must submit a new application in [my.harvard](#) for the future degree period in which they intend to graduate.

Master's students must pay full tuition or, if part-time, the per-course rate in their final term.

Continuing PhD students interested in a master's en route/masters in passing must apply in [my.harvard](#) by the [degree calendar](#) deadlines.

### Final Term of Enrollment

- For November degree candidates, the preceding spring term is considered the final term of enrollment. They do not enroll in the fall term.
- For February degree candidates, the preceding fall term is considered the final term of enrollment. They do not enroll in the spring term.
- For May degree candidates, the spring term in which they apply for their degree is considered the final term of enrollment.
- Students may be on non-resident status (voluntary leave of absence, traveling scholar, study at another Harvard school) in their final term of enrollment.



- Students on voluntary leave of absence in their final term of enrollment will not be charged tuition so long as they have met the requirement for four terms of full tuition and four terms of reduced tuition paid.

## Receiving the Diploma

Students who apply for the November, February, or May degree periods may choose to receive their diplomas at the Diploma Awarding Ceremony on [Commencement Day](#). When applying for the degree, degree candidates who choose not to receive their diploma at Commencement can pay for their diploma to be [mailed to them or held for pickup at the Registrar's Office](#).

### CONTACT: GRADUATION

Katie Riggs, Assistant Director of Academic Programs

Office of Academic Programs

Email: [katherine\\_riggs@fas.harvard.edu](mailto:katherine_riggs@fas.harvard.edu)

[gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu)

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## MASTER'S DEGREE: DEGREE REQUIREMENTS

Harvard Griffin GSAS offers master of arts (AM), master of science (SM), and master of engineering (ME) degrees in a select number of programs. In addition, some programs confer a master's degree en route to the PhD (also known as a “continuing” master's degree, or a master's in passing):

- Ordinarily, students may receive only one master's degree from Harvard Griffin GSAS. In exceptional cases, a student may earn, with the degree-conferring program's approval, a second master's degree if they have met the requirements for the degree and paid one year of full tuition.
- A master's degree cannot be granted in an ad hoc subject.
- Master's degree students must meet all of the Harvard Griffin GSAS [common requirements](#).
- Master's students who are no longer taking courses but have unfulfilled academic requirements for the degree (e.g., language exams, papers, or coursework to complete), must [register](#) either in residence or in a non-resident status until all requirements are completed.

- Once [degree requirements](#) have been met, master's candidates do not need to register for the term in which they submit their degree applications.
- PhD students may receive an en route master's degree without paying additional tuition if they earned a Harvard Griffin GSAS degree as a master's student or through the [AB/AM or SB/SM](#) program.
- [How to apply for a masters in passing](#)

## Master of Arts

Students studying toward a master of arts (AM) degree must be enrolled full-time, complete a minimum of 8 courses (32 credits) at the level required by the department, and pay full tuition for one year. Some programs have additional course requirements.

## Master of Science

Master of science (SM) candidates must complete 8 courses (32 credits) and pay full tuition for one year. SM candidates are not expected to continue to the PhD. Part-time SM students must complete the degree in two years.

## Master of Engineering

The master of engineering (ME) degree is a two-year program of advanced courses with research leading to a master's thesis. ME candidates must complete 16 courses (64 credits), including 8 research-oriented courses at the 300-level, complete a thesis, and pay full tuition for two years. ME candidates are not expected to continue to the PhD.

## Credit Toward Other Degrees

At the discretion of the program, courses completed to meet the requirement for a Harvard Griffin GSAS master's degree may count toward the academic requirements for the PhD:

- Courses completed to meet the requirements for a Harvard Griffin GSAS master's degree may not be used to meet the requirements for another Harvard degree.
- Courses completed to meet the requirements for another Harvard degree (i.e., not at Harvard Griffin GSAS) may not be used to meet the requirements for a degree at Harvard Griffin GSAS.

## Earning a Master's Degree in a Different Program

A PhD candidate in one department may petition another department to award them a master's degree if that department:

- has approved a policy of awarding master's degrees to students in other programs
- has determined the requirements students must fulfill
- certifies that the student has met the requirements and
- has voted to support the student's petition and application for the degree.

### CONTACT: DEGREE REQUIREMENTS (MASTER'S)

Shelby Johnson, Associate Director of Academic Programs

Office of Academic Programs

shelby\_johnson@fas.harvard.edu

gsasacademicprograms@fas.harvard.edu

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## PART-TIME STUDY

Students in Harvard Griffin GSAS PhD programs are enrolled full-time.

Students in Harvard Griffin GSAS master's programs, in limited circumstances, may be eligible to explore part-time enrollment. A degree candidate who wishes to enroll as a part-time student must complete an [application for part-time study](#) and submit it to the [Office of Academic Programs](#) for approval. See the [academic calendar](#) for deadlines.

Before applying for part-time study, students should discuss their plans with their advisor and with their [financial aid officer](#).

Part-time study may be approved if the student:

- needs to care for small children at home
- experiences personal ill health or severe illness of other family members

- is under extreme financial strain and has dependents
- is a master's student in their final term of enrollment.

Students who are enrolled in fewer than 16 credits but do not have an approved petition for part-time study may be considered under-enrolled and are at risk of being placed on involuntary leave for failure to register.

## Tuition and Financial Aid

Part-time students are charged the appropriate per-course rate until the equivalent of two years of full tuition has been paid. Thereafter, they register and are charged reduced tuition as full-time students. They must have paid a minimum total of two years of full tuition and two years of reduced tuition prior to receipt of the PhD unless the degree was completed in fewer than four years from initial registration. If a student who has been part-time completes the PhD in fewer than four years, the student will be charged what a full-time student would have paid over the same period of time. Current tuition and health fee rates for all programs, including the per-course rates for part-time students, can be found on the Financial Aid section of the Harvard Griffin GSAS Website under [Cost of Attendance](#).

## International Students

Foreign nationals with student visas who are not officially permanent residents of the United States may register for part-time study if they:

- are in their final term of enrollment
- have three or fewer courses remaining.

The application must be signed by the [Harvard International Office](#).

## Health Insurance

According to Massachusetts law, part-time students must 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 fees are applied to their student account.

**CONTACT: PART-TIME STUDY**

Katie Riggs, Assistant Director of Academic Programs

Office of Academic Programs

Katherine\_riggs@fas.harvard.edu

gsasacademicprograms@fas.harvard.edu

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## PROGRAM REQUIREMENTS

In addition to the common degree requirements expected of Harvard Griffin GSAS students, students must meet additional requirements specified by their department or program. These requirements can be found by academic program on the [Harvard Griffin GSAS website](#).

**CONTACT: PROGRAM REQUIREMENTS**

Shelby Johnson, Associate Director of Academic Programs

Office of Academic Programs

shelby\_johnson@fas.harvard.edu

gsasacademicprograms@fas.harvard.edu

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## REGULATIONS REGARDING EMPLOYMENT

Harvard Griffin GSAS PhD students must consult with their academic program **before** undertaking any employment outside of their graduate studies. Full-time master's students are encouraged to follow this same policy. Master's students who are approved to enroll part-time are allowed more flexibility to work beyond the 20-hour cap.

This policy does not restrict employment aligned with academic pursuits, such as RA or TF. Academic program leadership (e.g., primary advisor, director of graduate studies, program coordinator, or committee) should advise on a graduate student's academic progress, academic standing, and upcoming requirements when a student is

considering taking on additional employment. Departments and programs are expected to discourage students from pursuing external employment if their academic progress may be at risk.

PhD students receiving full stipend support, typically in the G1, G2, and DCF years but potentially in others, are discouraged from undertaking any position of employment outside of their graduate studies. The intention of offering PhD students full stipend support is to enable students to focus exclusively on their academic pursuits, coursework, and preparation for generals/qualifying exams/early-year doctoral candidacy requirements without the need to meet their financial obligations through employment.

Harvard Griffin GSAS PhD students are enrolled full-time and therefore ordinarily may not undertake any position of employment outside their graduate studies that obligates them to work more than 20 hours per week. PhD students who undertake employment outside of their graduate studies for more than 20 hours of work per week are not considered full-time students and must apply for a voluntary leave of absence.

In addition, students and their spouses in the United States on temporary non-immigrant visas are expected to fully understand and comply with applicable regulations concerning employment permitted under their visas. After discussing with your academic program, and before confirming any plans for employment in the United States, international students should consult with the [Harvard International Office](#) to determine employment eligibility.

## CONFLICTS OF INTEREST AND COMMITMENT

Students are strongly encouraged to consult with the [Research Compliance Program](#) before undertaking any external employment / activities outside the university that may generate income and/or be perceived as a conflict of interest with respect to their academic work and research.

### CONTACT: CONFLICTS OF INTEREST AND COMMITMENT

Ani Heller, Research Compliance Officer for SEAS

[Ani\\_heller@harvard.edu](mailto:Ani_heller@harvard.edu)

Julie Chamberlain, Research Compliance Officer for FAS Social Sciences and FAS Arts/Humanities

[Julie\\_chamberlin@harvard.edu](mailto:Julie_chamberlin@harvard.edu)

Elizabeth Parsons, Research Compliance Officer for FAS Sciences

[Elizabeth\\_parsons@harvard.edu](mailto:Elizabeth_parsons@harvard.edu)

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Academic programs may have separate additional policies regarding outside activities. Please consult with your graduate program coordinator/administrator if you have any questions.

## RESEARCH

Harvard Griffin GSAS students conducting research at Harvard and/or who may create intellectual property through the use of Harvard resources are subject to certain University policies and, in some cases, to the terms of agreements between Harvard and third parties (e.g., other institutions, organizations, or companies). Such policies cover, for example, the ethical conduct of research, publication of research results, retention of research records, and handling of intellectual property. This includes the University's [Statement of Policy in Regard to Intellectual Property](#) (or "IP Policy"), which governs patentable inventions, copyrightable works, and tangible materials made through the use of funds, facilities, or other resources provided by or through Harvard.

## PATENTS

Students are expected to notify and disclose to the [Office of Technology Development](#) (OTD) through a [Report of Innovation \(ROI\)](#) any invention made in connection with their University work as soon as possible or, at minimum, several weeks before they defend their dissertation, present at a conference or seminar, submit for publication, or make another public disclosure. When communicating with OTD, students should include the date of their defense or other expected disclosure of the invention and should clearly identify and describe the invention in the ROI. They also may need to discuss their work with OTD and/or outside patent counsel.

See [OTD resources](#) and [The Inventor's Handbook](#), a guide to intellectual property and technology development for Harvard faculty and researchers, for more information about patents, marketing, and royalties.

## PARTICIPATION AGREEMENT

Students should access and sign the Harvard University [Participation Agreement](#), which is designed to help carry out the IP Policy and other research policies, additionally enabling Harvard to fulfill its responsibilities relating to research.

### CONTACT: RESEARCH

Office of Technology Development

otd@harvard.edu (Cambridge)

hms\_otd@harvard.edu (Boston)

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## STUDENT ENROLLMENT STATUS

### IN RESIDENCE CHECK-IN AND REGISTRATION

Students who are registered and enrolled in courses (including Reading and Research or time-equivalent courses) and who are engaged in full-time degree work in the Boston/Cambridge area are considered resident students.

Resident students must [check in and register](#) via [my.harvard](#) for four credits (typically 16 credits to be full-time), regardless of whether they are taking courses, conducting research, or teaching (see the [Academic Calendar](#) for deadlines).

Students engaged in degree work full-time away from the Boston/Cambridge area, primarily with non-Harvard resources for the majority of an academic term, must apply for Traveling Scholar status.

- A term-long course that meets every week typically equals four credits.
- Students should have accepted their financial aid and the associated terms and conditions prior to registration. Contact the [Office of Financial Aid](#) if you have questions.
- Resident students may apply to [waive](#) the Harvard University Student Health Insurance Plan provided by Blue Cross Blue Shield of Massachusetts.



- Students should meet with an advisor prior to registration.
- Students who do not check in by the deadline will incur a \$50 late check-in fee.
- Students who do not enroll in credits by the deadline will incur a \$50 late enrollment fee, will be charged tuition from the beginning of the term, and may be placed on an [involuntary leave of absence](#) also known as administrative leave.
- Students enrolling after the [course registration deadline](#) must follow the add process in [my.harvard](#).
- Students cannot register at another Harvard School or academic institution or enroll in more than one degree program at Harvard Griffin GSAS or elsewhere (students participating in a [combined degree](#) program should see [Study at Another Harvard School](#) in the [Non-Resident Student](#) section).
- In certain circumstances, Harvard Griffin GSAS may require that prior to enrollment a student meet the terms or conditions set forth in a written contract. See [Leaves of Absence](#) for more information.

## Cross-Registration

Harvard Griffin GSAS students may cross-register for courses at other Harvard Schools (except for the [Harvard Division of Continuing Education](#); interested students must apply directly) and at the Fletcher School of Law and Diplomacy at Tufts University, Brown University, and the Massachusetts Institute of Technology (MIT). Cross-registered students are subject to the rules, regulations, and deadlines for Harvard Griffin GSAS and for the other school and are graded according to the other school's grading policy. **Please note:**

- Students cross-register for Harvard courses through my.harvard. Visit the Registrar's Office [Cross-Registration](#) page and Harvard's Cross-Registration section of the [course catalog](#) (which includes a credit conversion chart) for more information and instructions on registering for courses outside Harvard.
- Ordinarily, cross-registered courses may not represent more than one-half the student's total program of study in any term. Consideration is given to students enrolled in PhD programs in partnership with other Harvard Schools.
- Courses must be of an advanced nature, equivalent to the courses offered "For Undergraduates and Graduates" or "Primarily for Graduates" by the FAS. Courses at MIT cannot be graduate courses of reading and research.
- Ordinarily, the course must be relevant to the student's degree program.

## Taking Classes at the Harvard DCE

Harvard Griffin GSAS students may register for courses in the Harvard Division of Continuing Education (DCE), which may be useful in preparing for language examinations or to fill other educational needs (DCE is comprised of Harvard Extension School and Harvard Summer School). DCE courses are not part of Harvard cross-registration.

### Harvard Extension School

While Harvard Griffin GSAS students may register for courses at [Harvard Extension School](#), any academic credit earned will count toward Harvard Extension School undergraduate and graduate degrees and certificate programs and may not be counted toward higher degrees granted by Harvard Griffin GSAS. Students must apply and pay tuition to Harvard Extension School; tuition payment does not count toward the minimum financial requirements for Harvard Griffin GSAS degrees.

### Harvard Summer School

Harvard Griffin GSAS students may, with the approval of their departments, register for [Harvard Summer School](#) courses for academic credit toward a higher degree. The student must submit an [Application for Academic Credit for Graduate Work Done Elsewhere](#) through the Registrar's Office requesting that the work be counted toward the higher degree. **Please note:**

- Students must apply and pay tuition to Harvard Summer School; tuition payment does not count toward the minimum financial requirements for Harvard Griffin GSAS degrees.
- PhD candidates may apply for a [Harvard Summer School Tuition Fellowship](#).
- Courses taken following a student's registration at Harvard Griffin GSAS will be listed on the Harvard Griffin GSAS transcript; courses taken prior to Harvard Griffin GSAS registration will not be listed, but a notation that credit was granted for courses taken will appear on the transcript, if appropriate.

## Enrolling in Courses/Credits

Students may enroll in 100-/1000-level or 200-/2000-level courses, which are letter-graded courses of instruction, or for 300-/3000-level courses, which may be individual courses of reading and research, graduate seminars, or direction of the dissertation. 300-/3000-level courses are graded satisfactory/unsatisfactory (SAT/UNSAT), but at the academic department's discretion, these courses may be marked as ungraded (NOG). Full-time students ordinarily are expected to enroll in 16 credits.

- Degree candidates may register for up to 6 courses (24 credits) in each term without paying additional tuition at the per-course rate.
- Students are strongly encouraged to not enroll in courses that meet at the same time or overlapping times.
- A graduate student may enroll in courses labeled “Primarily for Undergraduates” with instructor approval; normally, these courses will not count toward the minimum course requirements for a higher degree.
- Students may enroll in language courses with the permission of the instructor on a [SAT/UNS basis](#) (see the [Academic Calendar](#) for deadline) after petitioning for a [change of grading status](#) through the Registrar's Office. Language courses taken on a SAT/UNS basis may not count toward the minimum course requirements for a higher degree.
- Students may audit courses with the permission of the course instructors. When auditing a course, students will not formally register in my.harvard; they should work with the instructor and teaching support staff to be granted access to course materials and/or Canvas if relevant.
- A [petition to add/withdraw](#) will need to be submitted to the [Office of Academic Programs](#) for processing if after the deadline outlined in the [Academic Calendar](#).
- A student may not retake a course, except when the course is required for the degree program and the student's grade does not meet the minimum requirements as outlined by their program, and only if there is no acceptable alternative course available as determined by the program.

## Students Departing Mid-Term

Students who plan to be away from campus for more than half of an academic term or year should apply to be a [non-resident student](#) (traveling scholar, leave of absence, studying at another Harvard school).

## Changing Course Registrations Mid-Term

To change a course after the course registration deadline, students can add, edit, drop, and swap courses in [my.harvard](#) until the deadline noted in the [Academic Calendar](#). A course that is dropped by the drop deadline will not appear on a student's record. After the deadline, Harvard Griffin GSAS students may petition to [add/withdraw from a course after the deadline](#).

## Year-Long Courses

A small number of course offerings in FAS are year-long, which means that they extend from September to May and ordinarily count for 8 credits. Year-long courses are considered indivisible, which means a student must successfully complete the entire year-long course in order to earn credit, and the course ordinarily may not be divided midyear with credit. Students who enroll in the fall term for a year-long course will be auto-enrolled for the second part of the course in the spring and may not drop the course after the seventh Monday of the fall term. Students will be granted a midyear grade for the course at the end of the fall term with a notation that it is a midyear grade. Upon completion of the spring term, the fall grade will be replaced on the transcript with the spring grade. Year-long courses are subject to the drop deadline of the fall term and the withdrawal deadline of the spring term.

### Suspending Credit

Should a student need to leave a year-long course at the end of one term and plan to complete the second half at a later date, the student may, with the permission of the instructor, suspend the first half until the course is completed. The deadline for filing a [petition to suspend](#) is the 11th Monday of the subsequent term. A student may take the second half of the course at a later time, and the suspended grade for

the fall will be replaced by the spring term grade of the second half of the course. In some cases, when the faculty member of either iteration of the course deems it appropriate, the student may be required to divide the course with credit as opposed to suspending it. Any suspended course that has not been completed or divided for credit by the 11th Monday of the student's final term in residence will automatically be converted to the status of "withdraw" by the Registrar's Office.

### **Dividing with Credit at Midyear**

Students may only [divide a year-long course with half credit](#) (ordinarily 4 credits) with the written consent of the instructor and the approval of the Registrar's Office. Students should consult the Registrar's Office for additional information about this option. No student shall be allowed to divide with credit after the seventh Monday of the spring term.

## **Registration Holds**

Students cannot register if they have a hold on their student account. Failure to clear a hold by the course registration deadline will result in late fees.

1. An Advising Hold indicates that a student has not been approved by an advisor to register. Students should contact their advisor or department.
2. A Financial Hold indicates an unpaid or unaddressed student account balance. Students should contact their [Financial Aid Officer](#).
3. A Medical Hold indicates a student has not submitted required [immunization documents](#) to HUHS Health Information Services/Medical Records.
4. An HIO Hold indicates that an international student has not presented the necessary credentials to the [Harvard International Office](#).
5. An Admissions Hold indicates that a requirement has not been met. Contact the [Office of Admissions](#) for details.
6. A Financial Responsibility Agreement (FRA) Hold indicates that the agreement has not been approved.

7. A Title IX Training Hold indicates that required training has not been completed. You will receive an email with a link to the training.
8. A Registration Survey Hold indicates that the assigned survey has not been submitted.

## Registration Late Fees

The following late fees are assessed, if necessary, by the FAS Registrar's Office during the fall and spring term:

- **Late check-in fee:** Students who do not check-in by the deadline indicated on the [Academic Calendar](#) will be charged a \$50 late fee to their student account.
- **Late enrollment fee:** Students who do not complete credit enrollment by the deadline indicated on the [Academic Calendar](#) will be charged a one-time \$50 fee to their student account.
- **Late add/drop fee:** Students who add/drop courses after the “add/drop without fee” deadline indicated on the [Academic Calendar](#) will be charged a \$10 late fee to their student account.

It is the student's responsibility to review the [Academic Calendar](#) and meet these deadlines. Failure to review the calendar is not a valid reason to request a waiver of late check-in/registration fees. A student may request the late fees be waived under any of the following conditions:

1. A student is experiencing financial hardship and is actively engaging with the [Office of Financial Aid](#).
2. Late financial aid grant or loan processing resulted in a registration hold that prevented registration.
3. Personal misfortune involving injury, illness, or death in the family.
4. A student was actively engaged in military service or other similar public service duties during the check-in/registration period and such duties prevented registration.
5. University error prevented registration—for example, if a student was advised incorrectly by a faculty/staff member, which prevented registration.
6. A student attempted to check in and/or register on time, exercised reasonable diligence in an effort to complete registration within the designated period, but was prevented from doing so by circumstances beyond their control.

Late fee waiver requests must be submitted by the last business day of the term in which the late fee was incurred.

**Please note:** By the seventh Monday of the term, students must register for the minimum required course load, withdraw from their academic program, or submit an application for non-resident status. Those who fail to do so are subject to disciplinary action and may be placed on an [involuntary leave of absence](#), also known as an administrative leave of absence, for the remainder of the academic term. If you meet the above waiver eligibility, please complete the [Late Fee Waiver Request Form](#) and gather the relevant signatures before submitting to the Office of Student Success at [studaff@fas.harvard.edu](mailto:studaff@fas.harvard.edu). Submission of this request does not guarantee that any late fees will be waived.

### **Veterans Benefits and Transition Act of 2018 S.2248 Section 103.1.(b)**

As of August 1, 2020, Harvard University adheres to the requirements of and complies with S.2248 PL 115-407 Section 103. Harvard University does not impose late fees on any student and will not impose a late fee on students utilizing Chapter 33 and Chapter 31 benefits. Additionally, Harvard University will not prevent a student from attending classes or demand payment in advance for funds expected to be paid by the US Department of Veterans Affairs (VA) until at least 90 days post-certification. Under this policy, Harvard University defines a covered individual as any student that has notified the University that they are eligible to receive Chapter 33 or Chapter 31 benefits in writing prior to the start of the academic term in which they plan to use those benefits. Covered individuals will see the amount anticipated from the VA on their student account in the form of Anticipated Aid for Chapter 33 or a third-party deferment for Chapter 31. If the VA fails to pay 90 days post-certification, Harvard reserves the right to require payment from the student directly.

#### **CONTACT: IN-RESIDENCE CHECK-IN AND REGISTRATION**

Registrar's Office, Faculty of Arts and Sciences  
[enrollment@fas.harvard.edu](mailto:enrollment@fas.harvard.edu)

Katie Riggs, Assistant Director of Academic Programs  
Office of Academic Programs  
[Katherine\\_riggs@fas.harvard.edu](mailto:Katherine_riggs@fas.harvard.edu)  
[gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu)

Office of Student Success

studaff@fas.harvard.edu

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## NON-RESIDENT STATUS

Non-resident students fall into one of three categories:

1. Students engaged in degree work full-time who are not in Greater Boston/Cambridge primarily engaged with non-Harvard resources for the majority of an academic term are designated [traveling scholars](#).
2. Harvard Griffin GSAS degree candidates who are registered and studying at a Harvard faculty other than the FAS are designated as [studying at another Harvard School](#).
3. Students not engaged primarily in degree who are on a [leave of absence](#).

### Applying for Non-Resident Status

Before deciding to [submit an application for non-resident status](#), students should discuss their plans with their advisors and [financial aid officer](#).

Students are strongly encouraged to submit their non-resident applications by July 1 for fall term only/full year and December 1 for spring only. Please note that the date a student submits an application for leave will affect the student's health insurance coverage and charges through Harvard as outlined in the [HUHS Leave of Absence/Withdrawal policy](#).

- The application must be approved by:
  1. Two of the following: academic advisor, graduate program coordinator (or equivalent), director of graduate studies  
OR  
The department chair
  2. The [Office of Student Success](#)



3. [The Office of Academic Programs](#)

4. [Financial Aid Officer](#)

5. The [Harvard International Office](#) (international students going on leave of absence only)
- A new application must be filed for each new academic year.
  - Once an application has been accepted, a student does not need to complete the check-in process or registration.
  - Applications will not be approved if a student has an outstanding student account balance or is delinquent in repayment of a Harvard loan. If the balance is paid and the application submitted after the deadline, late fees may be charged.
  - If a student has non-resident status for more than two years, the [Office of Academic Programs](#) will contact the student’s department for more information.
  - The Registrar’s Office calculation of graduate-year ([G-Year](#)) does not stop while the student is on non-resident status.

Canceling or Changing a Submitted Application

Students who wish to change their non-resident status should email the request to the [Office of Student Success](#). Students who wish to cancel their non-resident status must submit a signed [Cancellation of Non-Resident Status Form](#) to the [Office of Student Success](#).

Access to Harvard Library and Email for Non-Resident Students

Non-Resident students retain access to their University email address; however, access to [Harvard Library](#) resources varies based on status.

Status	Library Access	Borrowing Privileges	E-Resources
Leave of Absence	<a href="#">Alum Access</a>	<a href="#">Alum Privileges</a>	<a href="#">Alum Access</a>
Traveling Scholar	Full Access	Full Privileges	Full Access

**CONTACT: NON-RESIDENT STATUS**

Office of Student Success

Studaff@fas.harvard.edu

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**LEAVE OF ABSENCE**

Students not engaged primarily in degree work are considered on leave of absence. Leaves of absence fall into two categories:

- [Voluntary Leaves](#)
- [Involuntary Leaves](#)

**CONTACT: LEAVE OF ABSENCE (NON-RESIDENT STATUS)**

**Office of Academic Programs**

Gsasacademicprograms@fas.harvard.edu

**Office of Financial Aid**

Gsasfinaid@fas.harvard.edu

**Office of Student Success**

Studaff@fas.harvard.edu

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**LEAVE OF ABSENCE: Voluntary Leave of Absence**

[Non-Resident Application Portal \(NORA\): APPLY HERE](#)

Students who wish to interrupt their studies at any time before graduation may apply for a leave of absence for a single term or a year. In preparation, students should discuss their plans with their advisor and with their [financial aid officer](#). Requests for a leave of absence should be made through the Non-Residential Application Portal (NORA) and may be

granted by the Office of Student Success in consultation with other officers of the University, as appropriate.

- Students may not be approved for a voluntary leave of absence prior to matriculation into their academic program. Prior to matriculation, students may request to defer their admission to the following year.
- Students should consult with their [financial aid officer](#) concerning the financial implications of going on a voluntary leave of absence.
- Students who wish to take a leave of absence during the period after final exams for the current term but before the first day of classes for the next term must consult with the Office of Academic Programs prior to applying for a leave.
- Students who plan to teach more than six-fifths over the course of a year must apply for a voluntary leave of absence and serve as a teaching assistant instead of a teaching fellow. Information regarding employment is available in the [Regulations Regarding Employment policy](#).

### **Length of Voluntary Leaves of Absence**

Voluntary leaves of absence of longer than one year are permitted only in unusual circumstances—for example, if the student wishes to obtain a separate professional degree or if they are on active service in the US military or other documented military service. Students on a voluntary leave of absence who have not maintained regular contact with their programs for more than two terms may be withdrawn at the discretion of their department or Harvard Griffin GSAS.

Voluntary leaves of absence generally are not approved for longer than two years. Students who are not approved for a longer voluntary leave of absence and who do not return after two years, including without limitation students who do not successfully petition to return from a leave of absence, ordinarily will be withdrawn by their department or Harvard Griffin GSAS.

Students approved for a leave of absence for the fall term before the registration date will be on leave for the entire term, regardless of the dates entered. A leave of absence for the fall term is **effective July 1 and ends January 25**. A leave of absence for the spring term is **effective January 26 and ends June 30**. If you apply

after the registration deadline for the term, your effective last date of attendance is the date you submit your Leave of Absence application. This date affects your health insurance coverage, so please review the [Leave of Absence policy](#) on the HUHSP website, or contact the Student Health Insurance Office, Member Services, at 617-495-2008 or [mservices@huhs.harvard.edu](mailto:mservices@huhs.harvard.edu).

### **Voluntary Leaves of Absence for Medical Reasons**

In reviewing requests for a voluntary leave of absence for medical reasons, the [Office of Student Affairs](#) may consult with Harvard University Health Services and/or the Disability Access Office, which may consider information from the student's current and/or former health care providers, if made available by the student. 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.

### **Voluntary Family Leaves of Absence**

Students of any gender enrolled at Harvard Griffin GSAS may take a voluntary family leave of absence of up to two terms for the birth or adoption of a child, childcare, or care of an immediate family member with a serious health condition. Students should review the [Parental Accommodation and Financial Support](#) program before deciding to apply for a family leave of absence.

Students are expected to notify their advisors and their directors of graduate studies as early as possible about their plans to take a family leave of absence so that appropriate accommodations can be made to cover any teaching or research responsibilities.

Students taking a voluntary family leave of absence are eligible for a departmental [G-Year adjustment](#) of one year, regardless of whether they take leave for one or two terms; requests should be made through their academic program administrator or graduate program coordinator.

Academic requirements (such as postponement of exams and course requirements) may be adjusted in consideration of the student's leave.

**CONTACT: VOLUNTARY LEAVE OF ABSENCE**

Office of Academic Programs

Gsasacademicprograms@fas.harvard.edu

Office of Financial Aid

Gsasfinaid@fas.harvard.edu

Office of Student Services

Stuserv@fas.harvard.edu

Office of Student Success

Studaff@fas.harvard.edu

Student Health Insurance Plan - Member Services

mservices@huhs.harvard.edu

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**LEAVE OF ABSENCE: Involuntary Leave of Absence**

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

The decision to place a student on an involuntary leave of absence for unfulfilled school requirements and/or failure to register and enroll is made by the dean for academic programs. The decision to place a student on involuntary leave for any other reason is made by the dean of students in consultation with the chair of the Administrative Board or such other person as the dean designates and other officers of the University, as appropriate. Students are notified in writing that they have been placed on involuntary leave. Depending on which dean made the original decision, a student may petition that dean (the Harvard Griffin GSAS dean of students or dean for academic programs) for reconsideration within five (5) calendar days. They may appeal a reconsideration decision to the dean of the School within five (5) calendar days of notification of that decision.

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

### **1. Medical circumstances**

- a.** If (i) 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 (ii) 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 the Harvard University Health Services (HUHS) or other clinicians to determine the cause of the behavior.
- b.** The student is not cleared to return to enrollment and/or residence at the Harvard Griffin GSAS following either (i) a hospitalization or emergency room visit that raises serious concerns about the student's health or well-being, or (ii) other circumstances that raise serious concerns about the student's health or well-being and reasonably call into question their ability to function as a student in the Harvard Griffin GSAS environment. For more information about the process of clearance to return to enrollment and/or residence after a hospitalization or emergency room visit, see the [Clearance for Return policy](#).

The decision to place a student on an involuntary leave of absence for health-related reasons is made in consultation with HUHS (which may

consider information from the student's current and/or former health care providers, if made available by the student) after an individualized assessment of all of the pertinent factors such as: the nature of the student's conduct; the nature, duration, and severity of the risk; the likelihood of potential injury; and whether reasonable modifications of policies, practices, or procedures will mitigate the risk such as a reduced course load or course modifications. However, reasonable modifications do not include changes that would fundamentally alter the academic program or unduly burden Harvard Griffin GSAS resources or staffing capabilities or, with respect to the required level of care or monitoring, that would exceed the standard of care that a university health service can be expected to provide.

**2. Failure to adhere to the terms of an agreement to engage in treatment**

The student's continued enrollment and/or residence is conditioned on the student's agreement to meet the expectations set forth in an agreement to engage in treatment, such as following the recommendations of the student's treatment team, and the student has failed to adhere to the terms of that agreement.

**3. 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.

**4. Risk to the community**

The student has allegedly violated a Harvard Griffin GSAS disciplinary rule, and his or her presence on campus poses a significant risk to safety or to the educational environment of the community.

**5. Indebtedness**

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

## 6. Immunization

The student has failed to provide medical documentation of required immunizations.

## 7. Unfulfilled school requirements

The student has not met an academic or other School requirement including, without limitation, attending class or participating in required activities and has not taken steps acceptable to the School to meet the requirement.

## 8. Failure to register and enroll

Either the student has not registered as required at the beginning of each term or by the seventh Monday of the term they have failed to:

- register for a minimum required course load
- withdraw from their academic program
- have an approved application for non-resident status (traveling, leave, study at another Harvard school).

**Please note:** Students who fail to register, withdraw, or submit an application for non-resident status for a second consecutive term will be withdrawn on the seventh Monday of that term.

## Length of Involuntary Leaves of Absence

Students who do not successfully register or petition to return from an involuntary leave of absence within two years ordinarily will be withdrawn from Harvard Griffin GSAS.

### CONTACT: INVOLUNTARY LEAVE OF ABSENCE (NON-RESIDENT STATUS)

Office of Student Services

Stuserv@fas.harvard.edu

Office of Student Success

Studaff@fas.harvard.edu



Office of Academic Programs  
gsasacademicprograms@fas.harvard.edu

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## **LEAVE OF ABSENCE: While on Leave of Absence**

### **Calculation of Graduate Year**

The Registrar's Office calculation of graduate-year (G-Year) does not stop while the student is on a leave of absence. Students may be eligible to request a G-Year adjustment through their academic program administrator or graduate program coordinator.

### **Tuition, Fees, and Financial Aid**

Students who go on leave of absence during the academic year are charged tuition and any applicable fees, including rent, up to the effective date of their leave of absence. Students receiving scholarship or other financial aid should consult the Financial Aid Office concerning the financial implications of going on leave.

### **Housing**

Students on a leave of absence, whether voluntary or involuntary, may not reside in Harvard Griffin GSAS residence halls or any other University residence hall. Students who have been instructed by the Harvard Griffin GSAS dean of students or their designee to remain away from campus while on leave also will not be eligible to reside in any Harvard University Housing. Students on leave who are eligible to reside in Harvard University Housing must pay rent, and Harvard Griffin GSAS grants that otherwise would cover rent will not be available to them.

### **Educational Loans**

Repayment of educational loans cannot be deferred while on leave unless the student is registered at another school. Students on a leave of absence may be responsible for paying existing student loans while they are on leave.

### **International Students**

Immigration regulations require F-1 or J-1 visa holders to maintain full-time enrollment as a resident student while in the United States. International students who are considering applying for a voluntary leave of absence must speak to their advisor in the [Harvard International Office](#) to obtain approval of their application. International students who are placed on an involuntary leave should consult a Harvard International Office advisor concerning their status.

### **Health Insurance and Optional Dental Plan**

The date a student goes on leave will affect the student's health insurance through Harvard. For details, students should review the Leave of Absence policy on the HUHSP website, or contact the Student Health Insurance Office, Member Services, at 617-495-2008 or [mservices@huhs.harvard.edu](mailto:mservices@huhs.harvard.edu).

The [optional dental plan](#) will not end automatically when a student goes on leave. Students should review the [Student Health Program on dental plan cancellation](#).

### **Presence on Campus and Participation in Campus Activities**

Harvard libraries, facilities, and other services normally may be used only by students who are currently registered. Students on leave may not participate in extracurricular activities. Exceptions to this rule must be specifically approved in advance by the School. If so instructed by the Dean of Students or their designee, a student on leave must remain away from the University campus.

### **Expectations for Conduct**

All degree candidates, including those on leave and whether currently registered or not, are expected to maintain a satisfactory standard of conduct. A student's conduct while on leave may result in disciplinary charges.

### **Compliance with a Medical Treatment Plan**

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.

### **Application for a Terminal Master's Degree**

Students in a doctoral program who are in good standing and have completed all the requirements for a master's degree may apply for and receive a terminal master's degree while they are on leave. In doing so, students understand that they will not be eligible to return to their doctoral program.

#### **CONTACT: WHILE ON LEAVE OF ABSENCE (NON-RESIDENT STATUS)**

Office of Academic Programs

Gsasacademicprograms@fas.harvard.edu

Office of Financial Aid

Gsasfinaid@fas.harvard.edu

Office of Student Success

Studaff@fas.harvard.edu

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### **LEAVE OF ABSENCE: Returning to School**

#### **Students in Good Standing**

A student in good standing on a voluntary leave of absence ordinarily may return at the start of the next academic term by registering in [my.harvard](#). It remains the student's responsibility to ensure that they have adequate time to complete the degree within the time limits established by the School.

#### **Students Not in Good Standing and Students on an Involuntary Leave**

Students who were not in good standing at the time a voluntary leave of absence was granted—for example, those against whom a disciplinary charge is pending, or those facing allegations in a formal process that could result in discipline—and students who were placed on an involuntary leave of absence must petition the Dean of Students or designee 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.

Petitions must be received twelve (12) weeks in advance of the start of the term. The decision whether to allow a student to return is made by the Dean of Students or designee in consultation with the chair of the Administrative Board or such other person as the Dean designates.

Notwithstanding the above students who were placed on an involuntary leave for failure to register and enroll or for unfulfilled academic requirements ordinarily may be permitted to return the following term once they have satisfied the unmet requirements that led to their leave. In these instances, students should consult with the Associate Director of Academic Programs to confirm what unmet requirements must be addressed.

### **Students on Medical Leave of Absence and Students Whose Health or Well-Being Is of Concern**

If the leave, whether voluntary or involuntary, was for medical reasons, then the student must petition the Dean of Students or designee 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. Petitions must be received twelve (12) weeks in advance of the start of the term. In addition, so that the School may conduct an individualized assessment of their circumstances, students on medical leave ordinarily will be required to consult with HUHS (and to grant permission to HUHS to obtain their relevant treatment records and communicate with their treatment providers) so that a professional assessment about the student's productivity during their time away and readiness to return can be shared with the School.

In addition, if the School learns of serious concerns about the health or well-being of a student who either has been hospitalized or visited the emergency room or whose behavior reasonably calls into question their ability to function as a student in the Harvard Griffin GSAS environment, then the School similarly may require the student to consult with HUHS (and to grant permission to HUHS to obtain their relevant treatment records and communicate with their treatment providers). For more information about the process of clearance to return to enrollment and/or residence after a hospitalization or emergency room visit, see Clearance for Return Policy.

The purpose of such consultation is so that a professional assessment can be shared with the School about the student's readiness to return and function in the student environment with or without reasonable accommodation. Note that while the input of a student's treatment provider is an important consideration in the petition process, HUHS clinicians may have special knowledge of the University context to which students will be returning.

In all such cases, the decision whether to allow a student to return is made by the Dean of Students in consultation with the chair of the Administrative Board or such other person as the Dean designates. Any student whose petition to return from a medical leave of absence is denied will receive a written explanation of the decision and may submit a written appeal of the decision to the Dean of the School within five calendar days based on the following grounds: (a) new materially relevant information has become available, and/or (b) there is reasonable evidence of a procedural error in the decision-making process.

### **Disciplinary Matters**

Any disciplinary matter must be resolved before a student on leave of absence may be allowed to return and, if the student has been required to withdraw while on leave of absence, any conditions for return after a required withdrawal must also be satisfied should the student apply for readmission.

### **Financial Aid, Loan Deferment, and Term Bill Charges**

Students returning from a leave who wish to apply for financial aid must notify the Financial Aid Office and file the necessary application forms by mid-April for the following fall term and by October 1 for the following spring term. Late applicants cannot be assured that their aid will be available in time for registration payment deadlines.

Students who were on a leave of absence and who have borrowed money through Harvard must submit an annual loan deferment form to the Student Loan Office upon their return to Harvard. Deferment forms may be obtained through either the Student Loan Office or the Financial Aid Office and must be completed and certified by the Registrar immediately following registration. Failure to file a deferment form upon return will cause payments to be due on loans and could affect future borrowing eligibility.

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

**CONTACT: RETURNING TO SCHOOL (NON-RESIDENT STATUS)**

Office of Student Services

Stuserv@fas.harvard.edu

Office of Student Success

Studaff@fas.harvard.edu

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**STUDY AT ANOTHER HARVARD SCHOOL**

Harvard Kenneth C. Griffin Graduate School of Arts and Sciences (Harvard Griffin GSAS) students participating in a combined degree program or who intend to study for a degree at another Harvard School cannot be enrolled in two Harvard Schools at the same time and must [submit an application to Study at Another Harvard School](#) in advance of enrollment elsewhere. This policy does not apply to students in the MS/MBA program.

- While registered at another Harvard School, students are not charged Harvard Griffin GSAS fees or tuition; however, they remain responsible for meeting Harvard Griffin GSAS academic and [tuition requirements](#) upon their return in order to receive their degree. Payments toward tuition and fees for another Harvard School may not be considered as payments for Harvard Griffin GSAS charges.
- Students who wish to take courses in the Faculty of Arts and Sciences while studying at another Harvard School must follow the [cross-registration process](#) to enroll in the courses.
- Health insurance coverage is charged to a student's account and is managed by the Harvard School in which the student is registered.
- Students who are participating in a [combined degree program](#) may request an adjustment to their year of graduate study ([G-Year](#)) for time spent studying at

another Harvard School. Adjustment requests should be sent by the graduate program coordinator/administrator to the Office of Student Success.

**CONTACT: STUDY AT ANOTHER HARVARD SCHOOL (NON-RESIDENT STATUS)**

Office of Student Success

Studaff@fas.harvard.edu

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## **TRAVELING SCHOLARS**

Students who are engaged in degree work full-time outside of the Boston/Cambridge area and engaging primarily with non-Harvard resources for the majority of the academic term should [apply for Traveling Scholar status](#). In preparation, students should discuss their plans with their advisor and [financial aid officer](#).

- Traveling Scholar status is intended for students who are ready for independent research and need to utilize and connect with resources, facilities, and scholars located elsewhere. **Traveling Scholar status is ordinarily not appropriate for students in the early years of graduate study who are taking courses and preparing for general/qualifying exams in residence.**
- Students in lab-based programs not involving field work ordinarily will not be approved to be traveling scholars.
- Traveling scholars are expected to continue to make satisfactory academic progress and inform their advisors of their progress and meet with them on a regular basis.
- Before making a decision to apply for Traveling Scholar status, students are strongly advised to consult with their [financial aid officer](#) in order to understand the financial implications of status changes.
- Students who travel to certain Harvard institutions (e.g., Dumbarton Oaks, Villa I Tatti) may apply for Traveling Scholar status.
- Traveling scholars may request a formal letter of introduction, the “Dazzler,” from the [Office of Student Success](#), which may help with access to libraries, archives, and other resources.

## Health Insurance

Traveling scholars are automatically enrolled in HUSHIP. If students have comparable health insurance coverage, they may qualify to [waive](#) the Student Health Insurance Plan and the [Student Health Fee](#).

## Traveling Scholar Financial Obligations

Students on Traveling Scholar status will be charged a tuition rate according to the number of terms they've been enrolled at Harvard Griffin GSAS. Students are charged: four terms of full tuition, four terms of reduced tuition, and the continuation fee for all terms thereafter. Traveling scholars retain full Harvard Library access. Traveling scholars are automatically members of the [Harvard Griffin GSAS Student Council \(GSC\)](#). See details on [the Harvard Griffin GSAS Student Council fee](#).

### CONTACT: TRAVELING SCHOLARS (NON-RESIDENT STATUS)

Office of Student Success

[Studaff@fas.harvard.edu](mailto:Studaff@fas.harvard.edu)

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## IMPACT OF HEALTH ISSUES ON RESIDENCY AND ENROLLMENT

### Responsibilities of Health and Counseling Services

#### *Medical care and medical decision-making.*

Medical care and medical decision-making are the province of clinicians. Thus, in consultation with patients, clinicians recommend hospitalization, arrange procedures, prescribe medications, conduct psychological evaluations, and recommend and implement ongoing treatment. Harvard University Health Services (HUHS) preserves the rights to privacy and confidentiality of students under its care, communicating with others about students only with those students' knowledge and consent, except as noted below.

#### *Exceptional circumstances.*



In certain circumstances it may not be possible or advisable for professional staff at HUHS to obtain a student's consent to a disclosure of health or health-related information. Circumstances worthy of note include the following:

- **Danger to Any Person**

One exception to obtaining a student's consent is the rare instance in which a student's medical condition or behavioral disturbance poses a danger to the student or threat to others or to the community. HUHS professional staff may then disclose any relevant information to any appropriate person, including Harvard Griffin GSAS officials, for the purpose of protecting the student, others, or the community from harm. Generally, even in this situation, every effort is made to notify the student of the need to disclose and the reason for such disclosure.

- **Treatment at Hospitals or Medical Facilities**

HUHS will notify Harvard Griffin GSAS when it is aware of student hospitalizations or transfers to emergency departments. Such notification is provided to the Office of Student Affairs and is documented at HUHS. If Harvard Griffin GSAS has reason to believe that a student may be in a medical facility, the School may contact HUHS regarding a student's whereabouts. The HUHS clinician ordinarily will disclose only that the student is safely in care. When, in an HUHS clinician's medical judgment, a student is in a life-threatening condition, or is psychologically unstable, or has sustained an illness or injury that likely will result in a hospital admission or require care after discharge, that clinician will notify the Office of Student Affairs or a Harvard Griffin GSAS administrator. Only information regarding the fact of the admission/discharge, location of the student, general medical condition, and prospects for return to enrollment or residence is shared; information regarding diagnosis or treatment is not shared. Students who are hospitalized or are receiving emergency care are expected to update HUHS; when the hospitalization or emergency room visit raises serious questions about the student's health or well-being, the student ordinarily will be assessed regarding suitability to return to enrollment or residence. (See "Clearance for Return.")

When HUHS is aware that a student who has been hospitalized or received emergency treatment decides to leave a medical facility against medical advice, an HUHS clinician may apprise Harvard Griffin GSAS of this decision, if in the clinician's judgment the student's decision may pose a significant risk of physical or emotional danger to the student or to members of the community. Depending upon the circumstances, the clinician may inform a Harvard Griffin GSAS official of the

student's location, decision to leave a facility against medical advice, risk of further injury or relapse, or possible threat to the student's own safety or to that of others.

### ***Consultation to Harvard Griffin GSAS.***

In addition to providing student health and counseling services, HUHS also acts occasionally as a consultant to Harvard Griffin GSAS, advising Harvard Griffin GSAS about individual students' needs, ordinarily with students' full knowledge and consent. Situations that routinely call for close coordination and consultation between HUHS and Harvard Griffin GSAS involve: accommodations for students experiencing difficulties; leaves of absence and returns from leaves of absence; clearance to return to residence and enrollment; and agreements to engage in treatment. When considering the situation of a student who has an illness or is exhibiting behavior that affects functioning, Harvard Griffin GSAS may need professional evaluation of the condition to determine appropriate next steps. In response to a request from Harvard Griffin GSAS, HUHS clinicians may evaluate a student's condition and make recommendations to Harvard Griffin GSAS. In making such recommendations, HUHS clinicians ordinarily will not disclose information they know independently about a student's medical or mental health condition without the student's consent and, in all cases, will not disclose information about the student that is not relevant to the recommendations.

### **Responsibilities of Harvard Griffin GSAS**

Harvard Griffin GSAS, in consultation with the affected student, determines: (a) whether an injured or ill student, or a student exhibiting disruptive behavior, may continue to be in residence and/or enrolled; and (b) whether a student may continue in or return to residence and enrollment after a short or longer-term absence due to accident, illness, or behavioral disturbance. In situations where a student's medical illness or behavioral disturbance raises concerns about the practicality and appropriateness of the student's residence and enrollment, Harvard Griffin GSAS values the expert advice of HUHS in reaching its decision.

## **AGREEMENTS TO ENGAGE IN TREATMENT**

The School may condition a student's enrollment and/or residence on certain terms or conditions, as set forth in a written contract between Harvard Griffin GSAS 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 and/or residence or (b) the student's readiness to

return to the Harvard community. The agreement to engage in treatment may include, among other things, compliance with a medical treatment plan, regular consultations with health care professionals, communication with administrators, and limited disclosure of relevant medical information on a need-to-know basis such as compliance with treatment and restrictions on certain activities. The decision to require such an agreement is arrived at in consultation with HUHS after an individualized assessment of the nature of the student's conduct and circumstances and any other pertinent factors.

**CONTACT: AGREEMENTS TO ENGAGE IN TREATMENT**

Office of Student Services

Stuserv@fas.harvard.edu

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**CLEARANCE FOR RETURN**

After a hospitalization or emergency room visit by a student that raises serious questions about the student's health or well-being, or in other circumstances that raise serious questions about the student's health or well-being and reasonably call into question their ability to function as a student in the Harvard Griffin GSAS environment, Harvard Griffin GSAS ordinarily will not permit that student to return to residence and enrollment or participation in any Harvard-related programs or activities before making its own assessment of the suitability of the student's return. (See [Procedure for Notice and Consultation](#)). To better inform that assessment, students are expected to notify both Harvard Griffin GSAS and HUHS of any hospitalization or emergency department visit. HUHS can be notified by phone 24 hours a day, seven days a week, at 617-495-5711.

**Reason for Policy**

An important consideration in Harvard Griffin GSAS's decision as to whether a student may continue in or return to residence and enrollment is the impact of the student's presence on the community. A student who is injured, ill, or exhibiting disturbing or disruptive behavior may require ongoing care. Serious alcohol- or drug-related problems, in particular, have the potential to disrupt residential life and/or life in the academic community significantly and impair a student's ability to function academically and socially. Harvard Griffin GSAS regards as unreasonable the expectation

that roommates, suitemates, friends, or Harvard Griffin GSAS staff will take on health care responsibilities for students.

Any student may, of course, refuse to allow consultation between the student's clinician(s) and Harvard Griffin GSAS, but such a refusal will not prevent Harvard Griffin GSAS from making a decision regarding a student's return to residence or continued enrollment.

### **Procedure for Notice and Consultation**

The Harvard Griffin GSAS will consult with clinicians at HUHS and/or, if the student has been treated elsewhere, clinicians at other facilities or in private practice, ordinarily with the student's permission. Depending on all of the relevant circumstances, such consultation may be initiated either by Harvard Griffin GSAS or by clinicians at HUHS. Notice that a student has been hospitalized or treated in an emergency department may prompt Harvard Griffin GSAS to begin a process of consultation through which it will decide whether and under what circumstances the student may continue in or return to residence or enrollment.

Harvard Griffin GSAS also may independently decide that, based on its observations or other information it has about a student, it should initiate the process of consultation with HUHS clinicians, which may include ascertaining whether the student has been hospitalized or treated in an emergency department.

Consultation will focus on the concerns raised by the student's condition or behavior and requirements for continued care, in order to facilitate Harvard Griffin GSAS's decision about the student's capacity to continue in or return to residence and enrollment.

### **CONTACT: CLEARANCE FOR RETURN**

Office of Student Services

Stuserv@fas.harvard.edu

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## CONFIDENTIALITY AND CONSENT

Harvard Griffin GSAS may call upon professional staff at HUHS for consultation regarding the impact of a student's physical or emotional health on the community, on the necessity of a medical leave of absence, or on special academic or residential arrangements or accommodations. If, as part of the consultation, Harvard Griffin GSAS requests medical information from HUHS about a student, then that information may be provided, in ordinary circumstances, only with the student's permission. Where permission is given, only relevant information about the impact of a physical illness, disability, emotional difficulty, or other health condition on a student's residential and academic life is discussed; information that is not relevant to the arrangements of residential and academic adjustments under consideration will not be disclosed. When a student chooses not to allow HUHS to provide such information to Harvard Griffin GSAS regarding pending academic or residential arrangements or accommodations, then Harvard Griffin GSAS will proceed to make decisions in the absence of this information. It is also possible for students to initiate a consultation between their health care providers at HUHS and Harvard Griffin GSAS administration.

In certain circumstances it may not be possible or advisable for professional staff at HUHS to obtain a student's consent to a disclosure of health or health-related information. Circumstances worthy of note include the following:

### **Danger to Self or Others**

One exception to obtaining a student's consent is the rare instance in which a student's medical condition or behavioral disturbance poses a danger to the student or threat to others or to the community. HUHS professional staff may then disclose any relevant information to any appropriate person, including Harvard Griffin GSAS officials, for the purpose of protecting the student, others, or the community from harm. Generally, even in this situation, every effort is made to notify the student of the need to disclose and the reason for such disclosure.

### **Treatment at Area Hospitals or Medical Facilities**

It is the policy of HUHS to notify Harvard Griffin GSAS of student transfers to local emergency departments. Such notification is provided to the Office of Student Affairs and is documented at HUHS. If an administrator within the Office of Student Affairs, or a Harvard Griffin GSAS official

has reason to believe that a student may be in a medical facility, that individual may contact HUHS regarding a student's whereabouts. The HUHS clinician ordinarily will disclose only that the student is safely in care. When, in an HUHS clinician's medical judgment, a student is in a life-threatening condition, or is psychologically unstable, or has sustained an illness or injury that will likely result in a hospital admission or require care after discharge, that clinician will notify the Office of Student Affairs, or a Harvard Griffin GSAS administrator. Only information regarding the fact of the admission/discharge, location of the student, general medical condition, and prospects for return to enrollment is shared; information regarding diagnosis or treatment is not shared. Students returning from emergency care or hospitalization at area facilities are expected to update HUHS and ordinarily will be assessed regarding suitability to return to residence. (See "[Procedure for Notification and Consultation](#)" and "[Clearance for Return](#).")

When HUHS is aware that a student who has been hospitalized or received emergency treatment decides to leave a medical facility against medical advice, an HUHS clinician may apprise the Office of Student Affairs or other appropriate Harvard Griffin GSAS official of this decision, if in the clinician's judgment the student's decision may pose a significant risk of physical or emotional danger to the student or to members of the community. Depending upon the circumstances, the clinician may inform a Harvard Griffin GSAS official of the student's location, decision to leave a facility against medical advice, risk of further injury or relapse, or possible threat to the student's own safety or to that of others.

**CONTACT: CONFIDENTIALITY AND CONSENT, TREATMENT AT AREA HOSPITALS OR MEDICAL FACILITIES**

Office of Student Services

Stuserv@fas.harvard.edu

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# TEACHING

Teaching is a formal requirement for the degree in many academic programs and strongly encouraged in others. Students should review their [departmental requirements](#) for details.

Teaching fellow (TF) appointments in the Faculty of Arts and Sciences (FAS) are made first to students who are invoking their guarantee of teaching offered at the time of admission (see [Guaranteed Teaching](#) for more information).

## Eligibility

Students are allowed to teach up to a maximum number of standard sections\* based on their progress toward certain academic requirements.

- A student who has completed both their [academic residence requirements](#) and passed their departmental [PhD qualifying examinations](#) may serve as a TF for a maximum of six standard sections for the academic year, not to exceed four standard section appointments in any one term.
- A student who has NOT completed their [academic residence requirements](#) and who has not passed their departmental [PhD qualifying examinations](#) may serve as a TF for up to a maximum of two standard sections in any given term.

\*A standard section of teaching is defined as a section compensated using teaching rate B (formerly referred to as .2 FTE; see the [HGSU-UAW collective bargaining agreement](#)).

To teach, TFs must:

- be [proficient in English](#)
- be [registered](#) as full-time resident students at Harvard Griffin GSAS
- demonstrate [satisfactory progress](#) toward their degrees.

## Restrictions

- Ordinarily, no graduate student may hold a teaching fellowship for more than four academic years, regardless of whether the appointment is for one or two terms within the same year; students who have taught fewer than 16 standard sections in 4 years will be permitted to teach a fifth and sixth year, up to the total of 16 standard sections.

- In general, these time limits apply to any combination of teaching at Harvard and outside the University. Students are expected to use good judgment in accepting additional employment that might delay their academic progress.
- With the exception of certain natural science departments, first- and second-year students are not permitted to teach.
- Students may not teach or take on other employment if they are receiving a PhD [dissertation completion fellowship](#). A petition for an exception to this rule to undertake a very small amount of teaching will be considered in certain circumstances (e.g., to continue an ongoing advising relationship with an undergraduate writing a senior thesis). This teaching may not exceed 0.1 FTE, and the [petition must be submitted](#) by the graduate student.
- Assuming no other work commitments, and consistent with visa limitations, international students may be hired to teach three standard sections in a single term as long as at least two of the sections are in the same course.
- Students may not teach more than six standard sections. Students who teach more than six standard sections are considered teaching assistants and must register as on [leave of absence](#) rather than [in residence](#).
- Students awarded terminal degrees in November and February are normally appointed teaching assistants for the term in which the degree is awarded, rather than teaching fellows.

Certain awards from Harvard Griffin GSAS, the US government, and other outside sources impose more stringent limits on TF commitments. Students are responsible for observing the terms of such awards and should consult with their [financial aid officer](#) for more information.

## Exceptions to the Policies

Students with extenuating circumstances should contact their [financial aid officer](#) to determine if petitioning for a special exception may be appropriate. Financial aid officers can work with students to initiate exception requests as needed.

## Teaching Fellow Pay Schedule

TF appointments are made for the fall term, spring term, or academic year. Teaching Fellow appointment salary is paid in arrears on a biweekly payroll schedule; i.e., each paycheck would represent work performed over the prior two-week period.



TF disbursements are taxable at the federal and state level. [Harvard University Student Financial Services](#) provides information about state and federal tax policies.

If you would like to receive your pay by direct deposit, provide your bank information in the Benefits and Payroll section of PeopleSoft, the employee self-service website, accessed through the [HARVie](#) intranet.

## Other Terms and Conditions of Employment

Other terms and conditions related to appointment as a teaching fellow can be found in the [collective bargaining agreement](#) negotiated between the University and the Harvard Graduate Student Union (HGSU-UAW).

### CONTACT: TEACHING

Sarah Banatoski, Project Manager for Academic Programs

Office of Academic Programs

[sarah\\_banatoski@fas.harvard.edu](mailto:sarah_banatoski@fas.harvard.edu)

[gsas\\_teaching\\_appointment@fas.harvard.edu](mailto:gsas_teaching_appointment@fas.harvard.edu)

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## WITHDRAWING FROM HARVARD GRIFFIN GSAS

Students may withdraw from Harvard Griffin GSAS or may be withdrawn by their academic program or Harvard Griffin GSAS. Withdrawn students may be eligible to later apply for [readmission](#).

### Student-Initiated Withdrawal

A degree candidate who wishes to withdraw from Harvard Griffin GSAS must complete a [withdrawal notice form](#). The date the form is signed becomes the effective date of withdrawal. Additionally:

- Withdrawing students should review the [HUSHP Leave of Absence/Withdrawal Policy](#) for important information.
- Withdrawing students should review [the HUIT policies on what happens to Harvard accounts and online access after leaving the University](#).

- Withdrawing students do not retain physical access to facilities on campus.
- If withdrawal becomes effective mid-term, master's students will be charged relevant tuition and fees. (See below.)
- All registered courses will be dropped automatically for students who withdraw before the drop deadline for the term. If a student withdraws after the drop deadline and before the start of the examination period, the courses will remain on the transcript with a WD (withdrawal) designation. If a student withdraws after the start of the examination period, they will receive a grade for the course.
- If a PhD student is eligible and would like to receive a terminal master's degree when they withdraw, it must be indicated on the withdrawal form. If eligible, the degree will be conferred the next November, February, or May degree date, depending on degree deadlines.

## Program/School-Initiated Withdrawal

Students who have not met satisfactory progress requirements, who have reached the [G-10 enrollment cap](#), are [beyond their post-DCF grace year](#), or who have not maintained regular contact with their programs for more than two terms may be [withdrawn at the discretion of their academic program](#).

The program will make a reasonable effort to contact the student to outline what actions must be taken to return to satisfactory progress. If the effort to make contact is unsuccessful and/or if the student continues to not make active satisfactory progress, the student will then be withdrawn.

When a student leaves the University for any reason, all outstanding charges are due and must be paid in full.

## Tuition Associated with Mid-Term Withdrawal

The [Academic Calendar](#) indicates the last dates by which students may cancel registration for the fall and spring terms without being liable for tuition.

Registered master's students who formally withdraw from Harvard Griffin GSAS after those dates are charged tuition according to the following schedule. When an official deadline falls on a holiday observed by the University, the effective deadline is the next working day.

Fall: on or before	September 9: no tuition
	October 1: one-fourth tuition
	October 28: one-half tuition
	December 3: three-fourths tuition
	After December 3: full tuition
Spring: on or before	January 31: no tuition
	February 25: one-fourth tuition for the term
	March 22: one-half tuition
	April 27: three-fourths tuition
	After April 27: full tuition

Payment of less than a full term of tuition cannot be counted toward the minimum financial requirements for a degree.

## Readmission

Former Harvard Griffin GSAS students who [withdrew or were withdrawn](#) from their graduate studies may apply for readmission to their degree program or for the degree. Readmission cannot be completed until all fees, overdue loan payments, and other indebtedness to the University have been paid.

- Former students may submit up to three applications for readmission to Harvard Griffin GSAS.
- A student who was required to withdraw from Harvard Griffin GSAS (for any reason other than the G10 enrollment cap) may not apply for readmission until two academic terms have passed.
- Readmission is not automatic and requires the review and approval of the degree program and the Harvard Griffin GSAS dean for admissions and financial aid.
- Readmission may be conditional, requiring that the student meets specifically outlined requirements.
- Any conditions or necessary clearances in place prior to withdrawal must be satisfied prior to readmission.
- Consideration is given to the record of each applicant, which may include the length of absence, the activities undertaken during the absences, and the number of student places available in the department.
- Applicants for readmission are not active Harvard Griffin GSAS students and therefore may be subject to delays in application feedback from the academic program. It is at the discretion of the

program chair or director of graduate studies to set standards for communication and feedback frequency with applicants.

## Readmission to a Degree Program

Former Harvard Griffin GSAS students who previously enrolled in a degree program may apply for readmission to the same program if they:

- paid at least one installment of tuition
- held a status of withdrawn for at least one term; if a student was required to withdraw then they must hold a status of withdrawn for at least two terms.

There are fees associated with readmission, which include:

- a \$105 application fee
- ordinarily, PhD students must pay four terms of full tuition and reduced tuition; and the continuation fee beyond that
- any outstanding balance on the student account.

Charges will appear on the readmitted student's account upon reactivation.

## To Apply

Applicants for readmission should submit the materials listed below to the [Office of Academic Programs](#). Applicants must submit their materials by January 31 of any given year to be considered for readmission for the following fall term.

## Checklist and Application Materials

- Contact the degree program in which you were previously enrolled to:
  - ☐ clarify courses and exams to be taken
  - ☐ specify the time frame or duration to completion of the degree
  - ☐ confirm consent of your faculty advisor and committee
  - ☐ determine what, if any, additional supporting documentation you should submit with your application.

- Write a statement of purpose noting your reason for withdrawal, outlining your plans for further study, proposed coursework, and anticipated dissertation or research topic. Please include a timeline for dissertation completion.
- Submit one letter of recommendation from a faculty advisor. Faculty should submit/email their letter directly to the [Office of Academic Programs](#).
- Obtain an official current Harvard transcript.
- Obtain any official records or transcripts of academic work including language training that you have done since leaving Harvard Griffin GSAS.
- Consult your programs' [financial aid officer](#) to determine whether they need to provide evidence of ability to pay tuition during the enrolled terms.
- Complete the [Application for Readmission](#) form.

## Readmission for Degree Only

Former Harvard Griffin GSAS students who completed all degree requirements except the dissertation defense (if applicable) and submission of the dissertation prior to withdrawal may apply for readmission for a degree in one of the three existing degree periods: November, February, or May.

Readmitted students' registration status is “pending degree” and they are expected to meet the deadlines noted in the [degree calendar](#). Students who fail to submit their dissertation prior to the deadline they were readmitted for will be withdrawn.

- Students who are readmitted must pay a \$105 application fee.
- Ordinarily, PhD candidates must pay four terms of full tuition, four terms of reduced tuition, and the applicable continuation fee for all subsequent terms of enrollment unless the time from their initial registration to completion of the degree is less than four years. The FAS Registrar's Office will confirm this requirement has been met.
- Students who have withdrawn from their PhD program and are seeking readmission for terminal masters only must have paid one year of full tuition.
- Any outstanding balance on the student account.

Charges will appear on the readmitted student's account upon reactivation.

## To Apply

Applicants for readmission for a degree should submit the materials listed below to the [Office of Academic Programs](#). Submissions must arrive at least one month prior to the my.harvard degree application deadline as noted in the [degree calendar](#). Please note that students who have graduated and already had their PhD conferred cannot apply for readmission for a prior master's in passing/en route degree.

## Checklist and Application Materials

- Contact the degree program in which you were previously enrolled to:
  - ☐ specify the requirements for completion of the degree
  - ☐ confirm consent of your faculty advisor and dissertation committee
  - ☐ determine what, if any, additional supporting documentation you should submit with your application.
- Write a statement of purpose outlining your timeline of completion to degree, including the current status of your dissertation. You should only be applying for readmission for degree once you are prepared to submit your dissertation for final review and defense.
- Submit one letter of recommendation from your primary advisor. Your advisor may submit/email their letter directly to the [Office of Academic Programs](#).
- Obtain an official current Harvard transcript.
- Obtain any official records or transcripts of academic work including language training that you have done since leaving Harvard Griffin GSAS.
- Complete the [Application Readmission for Degree Only](#) form.

### CONTACT: WITHDRAWING FROM HARVARD GRIFFIN GSAS

Katie Riggs, Assistant Director of Academic Programs

Office of Academic Programs

Katherine\_riggs@fas.harvard.edu

gsasacademicprograms@fas.harvard.edu

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# ADMISSIONS

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This section provides information about policies regarding transfers to different degree programs and rescinding admissions.



## RESCINDING ADMISSIONS

By accepting the offer of admission, students join a community ideally characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others, and openness to constructive change, and they thereby agree to abide by the Harvard Kenneth C. Griffin Graduate School of Arts and Sciences Handbook for Students. For example, academic dishonesty, sexual and racial harassment, the use of physical violence, or lying to an officer of the University are violations of the principles on which the University is founded and may result in disciplinary action.

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 student is admitted, the offer of admission ordinarily will be withdrawn. If a misrepresentation or omission is discovered after a student has registered, or registered and completed courses, the offer of admission ordinarily 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 ordinarily will be rescinded, and the course credit, grades, and degree will be revoked. The determination that an application is inaccurate, incomplete, or contains misrepresentations or omissions rests with the Office of Admissions (in consultation with Harvard Griffin GSAS senior leadership), which has the authority to resolve the matter outside the student disciplinary process. The Office of Admissions (in consultation with Harvard Griffin GSAS senior leadership) also may rescind an offer of admission in other circumstances, including without limitation if: there is a discrepancy between the transcripts originally provided as part of the application and the official versions (or translations) submitted after acceptance; the admitted candidate did not satisfactorily complete any courses and degree programs in progress at the time of application; or the admitted candidate has engaged in academic or personal conduct that calls into question their honesty, maturity, or moral character or is otherwise inconsistent with the expectations for conduct set forth in the Harvard Kenneth C. Griffin Graduate School of Arts and Sciences Handbook for Students.

**CONTACT: RESCINDING ADMISSIONS**

Bob Coughlin, Dean for Admissions and Financial Aid  
Office of Admissions and Financial Aid  
[robert\\_coughlin@fas.harvard.edu](mailto:robert_coughlin@fas.harvard.edu)

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## TRANSFER TO DIFFERENT DEGREE PROGRAMS

Harvard Kenneth C. Griffin Graduate School of Arts and Sciences (Harvard Griffin GSAS) students may apply to transfer from:

- a master's degree program to a master's or PhD program
- their current degree program to another.

Current or former Harvard Griffin GSAS students who wish to apply to a new degree program, change their degree, or to transfer to a different degree program must apply through the standard [admission](#) process.

Applications are due by the [program deadline](#).

When applying, be sure to answer the questions related to your current or previous enrollment in Harvard Griffin GSAS in the “Previous Applications and Enrollments” section of the [application](#) for admission.

- Students may apply for transfer up to three times in their academic career.
- Students who are approved to transfer admission to a different degree program receive financial credit for tuition paid when they were previously registered and credit toward the PhD tuition requirement.
- A student who transfers from a Harvard Griffin GSAS master's degree program to a PhD program receives financial credit toward the PhD tuition requirements.
- Courses completed for a master's degree in the Faculty of Arts and Sciences may count toward academic requirements for the PhD at the discretion of the program.
- If you are a current Harvard Griffin GSAS PhD student considering applying to another Harvard Griffin GSAS PhD program, please contact the [Office of Academic Programs](#).

## Harvard Integrated Life Sciences (HILS)

Students currently enrolled in a [Harvard Integrated Life Sciences](#) (HILS) program who wish to transfer to another HILS program must contact the HILS office at [hils@fas.harvard.edu](mailto:hils@fas.harvard.edu) to set up a meeting after submitting the application. Your HILS transfer application will NOT be delivered to the department unless you meet with HILS administration.

## Ad Hoc, Change of Subject, and Readmission

Students interested in transferring to an ad hoc degree program should review the [Ad Hoc degree program](#) process. Those interested in moving from one area of study to another within the same department at the same degree level should file a [Change of Subject Request Form](#) with the Registrar's Office. Individuals who withdrew from Harvard Griffin GSAS may apply to a different Harvard Griffin GSAS program. Those interested in rejoining their previous degree program should follow the [readmission process](#).

### **CONTACT: TRANSFER TO DIFFERENT DEGREE PROGRAMS**

Office of Admissions

[admiss@fas.harvard.edu](mailto:admiss@fas.harvard.edu)

Office of Academic Programs

[gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu)

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# CONDUCT AND SAFETY

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Harvard Griffin GSAS believes in creating an environment where students, faculty, and staff may live and work productively together, making use of the rich resources of the University in the individual and collective pursuit of academic excellence and personal challenge. As such, Harvard Griffin GSAS students are expected to adhere to the policies on codes and conduct outlined in this Conduct and Safety section. 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. These standards are in place to help ensure your safety during your time at Harvard Griffin GSAS, protect data and resources, and enforce laws and policies. By adhering to these important standards, you play a crucial role in creating a community where all can flourish.

# ADMINISTRATIVE BOARD, HARVARD GRIFFIN GSAS

The section explains the expectations for conduct as a student, how policies are enforced, and how disciplinary action is taken.

## Expectations of Conduct

Harvard Griffin GSAS believes in creating an environment where students, faculty, and staff may live and work productively together, making use of the rich resources of the University in the individual and collective pursuit of academic excellence and personal challenge. This environment is founded on the principles noted in the [Resolution on Rights and Responsibilities](#) adopted by the Faculty of Arts and Sciences on April 14, 1970, which states: “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.” This community must be a tolerant and supportive one, characterized by civility and consideration for others, with high standards and expectations for the quality of interpersonal relationships as well as academic performance.

It is the expectation of Harvard Griffin GSAS that all students, whether or not they are on campus or are currently enrolled as degree candidates, will:

- familiarize themselves with policies, especially those that can lead to [disciplinary action](#), such as academic dishonesty, sexual harassment, discriminatory harassment, the use of physical violence, bullying, or lying to an officer of the University
- behave in a mature and responsible manner
- attend to their personal well-being, including by making responsible decisions regarding physical and mental health concerns.

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.

Students are expected to comply with all disciplinary rules from matriculation until the conferral 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.

## Enforcement of Policies

Policies are overseen by the Harvard Griffin GSAS deans and enforced by the [Administrative Board](#), which considers all matters of discipline, including:

- violation of the policies in the Harvard Kenneth C. Griffin Graduate School of Arts and Sciences Handbook for Students
- lying to an officer of the University
- cheating, plagiarism, or other forms of academic dishonesty
- theft of or damage to property of the University or others
- possession of stolen goods
- physical violence (including assault and [sexual assault](#)), harassment, or disorderly conduct
- violation of law (including unlawful use or possession of controlled substances, firearms, or hazardous materials)
- other conduct that departs from generally accepted standards of integrity and behavior.

Disciplinary cases are ordinarily considered by the Administrative Board as quickly as is reasonably possible, given the Board's schedule and the need to investigate matters carefully. The Administrative Board does not meet during the summer months.

## Procedures for Disciplinary Cases

This section lists the steps when disciplinary action is taken.

Please note that cases involving Title IX and other sexual misconduct complaints will follow the [Interim FAS Policies and Procedures Addressing Title IX Sexual and Gender-Based Harrassment and Other Sexual Misconduct](#). Cases involving discrimination complaints will follow the procedures in [Harvard University's Non-Discrimination Policy](#). Cases involving bullying complaints will follow the procedures in [Harvard University's Anti-Bullying Policy](#). Cases involving the University-wide statement on rights and responsibilities will follow the procedures in [University Committee on Rights and Responsibilities: Fact-finding Procedures](#).

### 1. Harvard Griffin GSAS Learns of the Case

A faculty member, administrator, other Harvard official, or student reports to the Dean of Students or designee an incident that appears to violate Harvard rules or standards of conduct. Any student who learns that a report has been made against them should contact the Dean of Students or designee immediately to begin the process in an open and cooperative way.

## **2. The Student and the Dean of Students Consult**

A crucial early step is the conversation between the student and the Dean of Students. During this conversation, the Dean of Students or designee will describe the disciplinary process, making clear that the alleged infraction, if true, could result in disciplinary action, and encouraging the student to be open and honest in their discussions. This should not be interpreted as a sign of distrust or pre-judgment but as a reflection of the Dean of Students' role as advisor and fact-finder. The Dean of Students is not a voting member of the Administrative Board.

Sometimes, a report is made that, upon investigation, turns out to be incorrect. If this is the case, it will come out during the conversation with the Dean of Students or further investigation and the matter may be dismissed. On occasion, though, for example, if there is a police report or a written complaint, the Dean of Students or designee and the student will follow the steps below, so that the Administrative Board can formally exonerate the student—or “scratch” the case—leaving no lingering doubt about the matter attached to the student's record.

## **3. The Student Receives a “Charge Letter”**

The Dean of Students or designee will meet with the student, explaining that they have been accused of violating Harvard rules or standards of conduct and asking that they prepare a statement in response. The formal charge letter and any written material submitted by the person reporting the charges to the Dean of Students or designee will be shared with the student.

## **4. The Student Decides Whether to Ask for Referral to the Student–Faculty Judicial Board**

During the initial consultation, the Dean of Students will describe the [Student–Faculty Judicial Board](#) so that the student can decide whether to have the case referred to the Student–Faculty Judicial Board.

## **5. The Student Writes a Statement**

It is vital that the student reflects carefully on their actions and tells the story of the disciplinary case in their own words. Conversations with the Dean of Students or designee will help prepare the student to write the statement. In general, the student should plan to do three things:

1. **Tell the story.** The student should write an account of the facts of what happened, being sure to distinguish between what they know themselves and what they have learned from other sources (friends, others present at the time, police reports, etc.). The student should explain what they were thinking at the time.
2. **Reflect on it.** The student should reflect on what happened now that they have had time to reconsider their actions. As an accusation was made, something may have gone wrong—a rule was broken, someone was hurt, or something was damaged. If possible and relevant, the student should clearly state their understanding of why their actions did or did not break a rule or violate a standard, for example. The Administrative Board is as interested in the student’s understanding after the fact as it is in their honest account of what happened and what they were thinking at the time.
3. **Draw some lessons.** In writing a statement, a student should confirm what they learned from the incident and what they would do differently in the future if faced with similar circumstances, remembering that the statement will be read by the Administrative Board. The Administrative Board wants to know whether and how a student has grown or changed as a result of their experience.

This statement may be shared with the person who made the initial complaint. If this person responds, the student will have the opportunity to write a rebuttal, which may also be shared with the same person.

## 6. A Date for the Board Meeting Is Set

The Board Secretary schedules a Board meeting to consider the case. The student is given the opportunity to appear at the meeting; if the student chooses to attend, the Board will take into consideration their class and teaching schedules before finalizing a date and time. However, a student may not unreasonably delay the Board's meeting on their case.

## 7. The Board Hears the Case

Disciplinary cases are considered in private. A student charged with misconduct is given the opportunity to appear before the Administrative Board in any disciplinary matter except for [Title IX](#) allegations. Students are not required to appear but may wish to consider whether they feel that:



- their presence at the Board meeting and their conversation with the Board will help the Board members understand the case better than the student's statement and the oral report will
- appearing at the Board meeting will help their peace of mind about the conduct and progress of their case.

Individuals wishing to provide support for a student ordinarily will be allowed to do so in written form only. Written letters of support must be submitted to the Board Secretary in advance of the meeting if they are to be included with the materials shared with the Board.

If the student appears at the Board meeting:

1. The student may ask a personal advisor to accompany them to the Board meeting. The advisor must be an officer of the University. The role of the advisor is to support the student.
2. The student (and the advisor, if one has been chosen) will attend the meeting at a time agreed to with the Secretary of the Board.
3. The Dean of Harvard Griffin GSAS, as chair of the Board, will introduce themselves to the student and outline the procedures.
4. The student will be asked if they would like to make an opening statement. Board members may then ask questions. When the question period is over, the Dean will again ask if the student wishes to add or emphasize anything.
5. Although unusual, if relevant, the members of the Board may ask questions of the advisor.
6. The student and the advisor, if there is one, are excused from the meeting. The Board Secretary will make arrangements to contact the student after the Board has considered the case.

The Board may engage others and/or establish a subcommittee to aid in their decision making. Where a subcommittee has been established, the student's appearance may occur before the subcommittee and not the entire Board. For more information about subcommittee cases, please contact the Dean of Students.

## **8. Board Consideration and Decision**

The Board will discuss the case to determine if a violation of [Harvard's rules](#) or of the Harvard Griffin GSAS codes of conduct has occurred. A vote for withdrawal, dismissal, or expulsion requires at least a two-thirds majority. All other outcomes are decided through a simple majority. The Dean of Students and Secretary of the Board do not vote on the case.

When reviewing a disciplinary case, the Administrative Board may consider any information that in its judgment will help its understanding of the situation.

## 9. Informing the Student

The Dean of Students or designee will contact the student shortly after the Board meeting ends. Following this conversation, the Board Secretary will send the student a formal letter, stating the Board's decision and summarizing its understanding of the case. A copy of this letter, along with the student's statement and any other relevant documentation, goes into the student's confidential file as a record of the case.

Ordinarily, deliberations of the Administrative Board on matters of discipline will not be discussed with anyone not on the Board. Individual Board members' attitudes or votes will not be revealed. The student's academic department will be informed of the student's status resulting from the Administrative Board action if the decision has an impact on their academic standing in the department.

Should situations arise that are not covered by these rules or in which the application of these rules seems inappropriate, the Administrative Board may formulate an appropriate ad hoc procedure.

## Possible Outcomes

The Board's decisions are governed by Harvard Griffin GSAS's policies and guided by standard responses and considerations of equity. Every effort is made to provide fair treatment of each graduate student relative to all other graduate students. To take action, the Board must be sufficiently persuaded that the student has violated the rules of the Faculty. The Board's decisions generally depend on two criteria:

1. the seriousness of the infraction
2. extenuating circumstances, including the extent to which a student has had similar trouble before.

The Board may take the following actions:

- **Scratch:** If nothing wrong occurred or there are no grounds for action, a decision of scratch is recorded in a student's file.
- **Take No Action:** This action indicates that a serious accusation was made but was not or could not be substantiated.
- **Admonition:** A reprimand that becomes part of the student's official record but is not considered a formal disciplinary action. Admonition is not recorded on a student's transcript.

- **Probation:** Probation is a serious warning to students whose conduct gives cause for concern, intended to spur the student to resume satisfactory behavior. If, at the end of a set period of time, satisfactory conduct has been maintained, the student will be relieved from probation. Failure to meet the conditions of probation is a grave matter and will ordinarily result in requirement to withdraw. Probation appears on the student's transcript during the length of the probation. Once the probation is completed, the notation is removed from the transcript.
- **Requirement to Withdraw:** Action taken in serious disciplinary cases indicating that the student's behavior is unacceptable in this community. Requirement to [withdraw](#) is normally effective immediately upon the vote of the Administrative Board. A student who is required to withdraw is not in good standing until readmitted. Before the Administrative Board, the student's department, and the dean of Harvard Griffin GSAS approve [readmission](#), the student must ordinarily be away from Harvard Griffin GSAS for at least two terms, must demonstrate an acceptable record of performance during the absence, and must request readmission in writing. The requirement to withdraw appears on the student's transcript during the length of the requirement to withdraw. If readmitted, the reason is removed from the transcript; however, the fact that a student was withdrawn for a time is permanently noted on the transcript.
- **Dismissal:** Action taken in serious disciplinary cases whereby a student's connection with the University is ended by a vote of the Faculty Council. The Board votes in favor of a 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 vote of the Faculty Council. A dismissed student is not in good standing until readmitted. Dismissals are permanently noted on a student's transcript.
- **Expulsion:** The most extreme disciplinary action possible, signifying that the student is no longer welcome in the community. The Board votes in favor of a requirement to withdraw with a recommendation to the Faculty Council that the student be expelled. A student who is expelled can never be readmitted or restored to good standing. Expulsions are permanently noted on students' transcripts.

## Reconsideration

A student may request that the Administrative Board reconsider its decision, provided that new and relevant information becomes available or that reasonable evidence of a procedural error exists. Students who believe they have sufficient grounds for reconsideration should first consult with the Dean of Students or

designee. Reconsideration of a disciplinary decision must be filed with the Dean of Students or the Secretary of the Administrative Board within one week of the decision unless, within that week, the Dean or Secretary grants an extension of time. Ordinarily, students will have only one opportunity to request a reconsideration of a decision.

## Appeals

### Appealing Decisions to the Administrative Board

Graduate students may appeal decisions of their academic departments and of the Harvard Griffin GSAS administration to the Administrative Board.

### Appealing Decisions Made by the Administrative Board

A student who is required to withdraw for more than one term can appeal to the FAS Faculty Council if:

- the Administrative Board made a procedural error that may change the outcome of the decision, or
- based upon a review of the annual disciplinary statistics of the Board, the sanction imposed was inconsistent with the Board's usual practices.

All appeals need to be filed with the Secretary of the Faculty within one week of the Administrative Board decision. A student may not seek reconsideration following the filing of an appeal.

If a student's request for reconsideration by the Administrative Board was denied, the student may file an appeal of the decision with the [Secretary of the Faculty](#) within one week.

Once a student has been awarded a degree from Harvard Griffin GSAS, they may not ask the Administrative Board to reconsider a decision or appeal to the Faculty Council. Further information about the appeals process can be obtained from the [Secretary of the Faculty](#).

In keeping with Section 504 of the Rehabilitation Act of 1973, a student with a disability who believes that the Administrative Board did not properly consider any claims pertaining to his or her disability may seek further review from the director of University Disability Services, including in

disciplinary case decisions. For information on grievance procedures, visit [University Disability Services](#).

Any student, faculty member, or administrative officer who has an inquiry, suggestion, or complaint may address it to the [Commission of Inquiry](#).

**CONTACT: ADMINISTRATIVE BOARD**

Lakshmi Clark, Dean of Students

Office of Student Affairs

[Lakshmi\\_clark@fas.harvard.edu](mailto:Lakshmi_clark@fas.harvard.edu)

[studaff@fas.harvard.edu](mailto:studaff@fas.harvard.edu)

Dan Volchok, Assistant Dean of Student Success

Office of Student Success

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## ACADEMIC INTEGRITY

This section details Harvard Griffin GSAS's academic standards and the expectations surrounding coursework, examinations, and research.

### Research Misconduct and Plagiarism

Harvard Griffin GSAS adheres to the policy of the Faculty of Arts and Sciences concerning research integrity, including definitions of research misconduct and plagiarism, as outlined in the [Interim Policy and Procedures for Responding to Allegations of Research Misconduct](#).

### Research Results

Students are expected to record honestly and accurately the results of all their research. Falsification of research results includes misrepresentations, distortions, or serious omissions in data or reports

on research and is considered a serious violation of academic honesty. Plagiarism or falsification of research results will ordinarily result in the requirement to [withdraw](#) from Harvard Griffin GSAS.

The University is deeply concerned with the integrity of science by students and faculty and with sound and safe research practices. Student and faculty researchers are, individually and collectively, expected to safeguard and maintain the University's policies and practices with respect to [scientific misconduct](#). Where required and appropriate, the University must inform sponsoring agencies of serious transgressions of their policies and of any investigations related to sponsored research; sponsors may take action independently of the University.

## Use of Generative AI

Generative artificial intelligence is a rapidly evolving technology with implications for graduate study. As Harvard Griffin GSAS reviews its policies to better understand the implications of these new tools, it is important to note that the School's academic integrity policy has not changed: All work submitted for credit or undertaken as part of the requirements for the degree is expected to be the student's own work. Work may not be that of a third party nor that created by generative artificial intelligence or machine learning software. As noted in the policy below, whenever ideas or facts are derived from a student's research, sources must be indicated.

## Violation of Examination Rules

Students may not communicate during an examination, and no student is permitted to keep books or papers during an examination except with the express permission of the instructor or proctor. Eating and drinking are not permitted in any exam room. Additionally:

- Students who violate the examination rules or who behave dishonestly during an examination may be required to withdraw from Harvard Griffin GSAS.
- Students who fail to obey instructions given by an examination proctor are liable for [disciplinary action](#).

Please note that students are also responsible for adhering to local guidance, in particular individual faculty policy on permitted uses, if any, of generative AI in classes and on academic work. Students are encouraged to ask their instructors for clarification about these policies as needed.

## Written Work, Sources, and Citations

All work submitted for credit is expected to be the student's own work. In the preparation of all papers and other written work, students should distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published primary and secondary material but also information and opinions gained directly from other people. Computer programs written as part of one's academic work should be regarded as literary creations and subject to the same standards of misrepresentation as copied work.

The responsibility for learning the proper forms of citation lies with the individual student. Quotations must be properly placed within quotation marks and must be fully cited. In addition, all paraphrased material must be completely acknowledged. Whenever ideas or facts are derived from a student's research, sources must be indicated.

Students who are in any doubt about the preparation of academic work should consult the [Harvard Guide to Using Sources](#) with their instructor or the [Fellowships & Writing Center](#) before submitting it. **Please note:** Students are responsible for submitting coursework on time in the manner required by the instructor and for confirming receipt of the assignment.

## Collaboration

Collaboration with others when completing assignments varies depending on the policy set by the course head. Students must assume that collaboration is prohibited unless explicitly permitted by the instructor and, if allowed, students must acknowledge the extent of any collaboration in all submitted work.

## Submission of the Same Work to More Than One Course

Instructors expect that assignments are written especially for that course. Students who would like to submit the same or similar work to more than one course must receive written permission from all instructors involved in advance of the assignment due date. If the assignment was completed for a non-Harvard course, the student must consult with their current instructor. A student who fails to receive written permission may be required to withdraw from the class.

The instructor should send a formal communication to the [Office of Academic Programs](#) giving permission for the student to submit the material to meet course requirements in more than one class. All instructors involved must sign the request, which will be included in the student's academic record.

**CONTACT: ACADEMIC INTEGRITY**

Office of Student Success

[studaff@fas.harvard.edu](mailto:studaff@fas.harvard.edu)

Dan Volchok, Assistant Dean of Student Success

Office of Student Success

[Daniel\\_volchok@fas.harvard.edu](mailto:Daniel_volchok@fas.harvard.edu)

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## ACADEMIC RETALIATION

If a student is engaging in conduct protected by the HGSU-UAW bargaining agreement, or if they are participating in any investigation or proceeding arising under the agreement, it is unacceptable and prohibited to use an academic assessment or other academic actions as a means to retaliate against that student's protected conduct. Examples of such prohibited academic retaliation include basing a grade, academic credit, authorship, recommendation letter, denial of an academic opportunity, or other academic judgment on a student exercising a right under the HGSU-UAW bargaining agreement or on their participating in any investigation or proceeding arising under the agreement. [This FAS website provides more information on the Academic Retaliation Policy.](#)

### Committee

The Edgerly Family Dean of the Faculty of Arts and Sciences will appoint an Academic Retaliation Appeals Committee (ARAC) of tenured faculty with one member from each Division and SEAS. The contact email for the committee is [ARAC@fas.harvard.edu](mailto:ARAC@fas.harvard.edu).



## Process

The process outlined here applies only to allegations of academic retaliation that are not covered by the Interim Other Sexual Misconduct Policy, which contains an anti-retaliation provision that also applies to concerns falling under the Interim Title IX Sexual Harassment Policy. If a student believes they have been the subject of a retaliatory academic action for reporting or complaining of sexual harassment or other sexual misconduct, participating or refusing to participate in any proceeding regarding such a complaint, or opposing conduct the student believes violates the Interim Title IX Sexual Harassment Policy or the Interim Other Sexual Misconduct Policy, then the student should contact a Title IX Resource Coordinator to discuss options and procedures under the Interim Other Sexual Misconduct Policy. There may be other University policies outside of the Interim Other Sexual Misconduct Policy that also provide protection from retaliation. Students may elect to follow the process in those other policies, as appropriate, instead of the process set forth here. That choice is final, and there will not be duplicative reviews of the same complaint.

A student worker has the right to an HGSU-UAW student representative or UAW representative at any and all steps of the handling of such matters. A student worker who believes that they have been the subject of a retaliatory academic action by a member of the FAS community for engaging in conduct protected by the HGSU-UAW bargaining agreement should initially discuss their concern with the Director of Graduate Studies (DGS), Director of Undergraduate Studies (DUS), or comparable director in units with no DGS or DUS in the department offering the course or program where the claim of retaliatory action occurred, hereafter known as the Reviewer. The student worker may also contact the Academic Retaliation Appeal Committee (ARAC) if they are unable to identify the appropriate person within the student worker's unit or if the student worker believes that there is a conflict of interest with the DUS or DGS. The ARAC may, in consultation with the student worker, determine that an ARAC committee member will serve as the Reviewer in this instance.

If the DUS or DGS believes they are unable to fulfill the duties of the reviewer, they may ask ARAC to determine an appropriate Reviewer.

The Reviewer will first contact Harvard's Office of Labor and Employee Relations (OLER) to confirm that the processes described here are being followed correctly.

The Reviewer will ask the student to describe the alleged retaliation. The Reviewer will consult with a representative from OLER to determine if the student is engaged in conduct protected from retaliation. If

so, the Reviewer will engage with the student and relevant faculty member to resolve the matter informally. A matter will be deemed satisfactorily resolved when both parties expressly agree, in writing, to an outcome that is also acceptable to the Reviewer. Students who raise a concern under this policy may have a HGSU-UAW student representative or UAW representative as a personal advisor at any and all steps of the handling of this matter. The faculty member who took the academic action may have a personal advisor at any and all steps of the handling of this matter.

If the parties do not come to an informal resolution, the Reviewer will conduct a review, which will include but is not limited to the following steps:

1. Ask the faculty member who conducted the academic assessment to explain the basis for the academic assessment and if the academic assessment was made on the basis of the student's protected conduct.
2. If necessary, identify a faculty member with subject matter expertise and no involvement in the matter at issue. The subject matter expert may be someone from Harvard. They will review the student's work product and/or the academic action and advise the Reviewer whether the academic assessment or other academic action was reasonable. The Reviewer will make every effort possible to keep the identity of the faculty member with subject matter expertise confidential and will redact the name of the student and the name of the faculty member from the student's work product.
3. If the faculty member with subject expertise does not find that the academic assessment or other academic action was reasonable, they will review other recent academic assessments or other academic actions of comparable student work by the same faculty member. The Reviewer will redact the names of the students and the name of the faculty member from the students' work product.
4. Considering the information gathered by the faculty member with subject expertise, the faculty member's basis for the academic assessment or other academic action, and the student's description of the connection between their protected conduct and the retaliatory action, the Reviewer will issue a written determination as to whether the challenged action was retaliatory. This will be provided to the student worker, faculty member, and the ARAC. If approved by the ARAC, it will be forwarded to the divisional dean. Retaliation is established when there is a clear connection between the academic assessment or other academic action and the student's protected activity. (The Reviewer may refer to the EEOC's "[Enforcement Guidance on Retaliation and Related Issues](#)" for guidance, but is not bound to it.)
5. The student worker or the faculty member may, within 90 days, appeal or otherwise raise concerns with an initial decision by the University on the basis of a procedural irregularity that affected the outcome of the decision, new evidence that was not reasonably available at the time the determination was made and

that could affect the outcome of the decision, or the Reviewer had a conflict of interest or bias for or against the complainant or respondent that affected the outcome of the matter. In instances in which the Reviewer is a member of ARAC, the Reviewer will recuse themselves from ARAC for the appeals process. The student worker or the faculty member can submit an appeal of an initial decision in writing to the ARAC. ARAC will review all existing information and may conduct further inquiries or consult other subject matter experts as necessary. ARAC will issue a final written determination of the appeal to the student worker and the faculty member. The decision of the ARAC is final.

In the event of a finding of academic retaliation, the Reviewer or ARAC will forward their finding to the Edgerley Family Dean of the Faculty of Arts and Sciences or their designee who will determine what action to take. The outcome of this process is final.

## **CAMPUS PROPERTY, FACILITIES, AND RESOURCES**

As a Harvard Griffin GSAS student, you have access to Harvard University resources for learning, teaching, and research. These include, but are not limited to:

- classrooms
- computer labs
- libraries
- recreational and social spaces
- computers and other technology belonging to the University
- archival and other research materials
- laboratory spaces and equipment.

Harvard Griffin GSAS expects that all students will treat these resources with respect and follow any and all rules that Harvard Griffin GSAS or other Harvard University departments set forth for their proper use.

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

The Harvard Trademark Program administers Harvard University's use-of-name policies and guidelines, which govern the manner in which Harvard Schools, departments, units, and the wider Harvard community

may use the Harvard name. Students or student groups interested in using the Harvard trademark must review and abide by [Harvard Trademark Program policies](#).

## GI Bill Trademark Policy

Harvard University is compliant with the following trademark policy:

- The GI Bill trademark is not to be incorporated or included in company or product names, trademarks, logos, or internet domain names.
- The term “GI Bill®” is to be used solely to promote official VA benefit programs and services and must include the proper trademark symbol.
- Use of the trademark attribution notice, indicating that the mark and all associated services belong to VA, is required and shall be taken as evidence that use of the mark is in good faith.
- No entity shall use the GI Bill trademark in any manner that directly or indirectly implies a relationship, affiliation, or association with VA that does not exist.
- Disparagement or misrepresentations of VA services through use of the mark, or by the use of confusingly similar wording, are strictly prohibited.

## **CAMPUS PROPERTY, FACILITIES, AND RESOURCES:** **IDENTIFICATION CARDS**

Harvard Griffin GSAS students must obtain an identification card, which is the property of Harvard University intended for University purposes only. ID cards are issued by the Campus Service Center, which provides information about [how to obtain an ID card and the full ID Card Policy](#).

### Using Your ID Card

Students must use ID cards to gain admittance to most Harvard activities and facilities, including libraries, museums, dining halls, athletic buildings, and student residences (some facilities may also require additional information before access is granted).

- The front of the ID card and the magnetic strips on the back may not be covered or defaced.
- Students must present their ID card or otherwise identify themselves upon request to any properly identified employee of the University.

## Misuse of ID Cards

Students are responsible for their ID card and the consequences of its misuse. ID cards are not transferable and may never be used by another person. Students who alter or falsify an ID card or produce or distribute false IDs of any kind are subject to [disciplinary action](#).

## Lost Cards

[Lost, stolen, or damaged cards](#) should be reported immediately to the Campus Service Center.

Replacement cards cost \$35.

## **CAMPUS PROPERTY, FACILITIES, AND RESOURCES: LIBRARY POLICIES**

Harvard Griffin GSAS students with valid [ID cards](#) may access most libraries in the [Harvard Library system](#). However, each library establishes separate access policies, which can be viewed on the relevant library website.

Library users must:

- safeguard the integrity of library resources
- respect the restrictions placed on access to and the use of those resources
- report to library officers the theft, destruction, or misuse of those resources by others
- respect the rights of others to the quiet use of the library.

Library staff are authorized to take appropriate action to ensure the safety and security of spaces, resources, and patrons. The libraries of the Harvard Library system are maintained for Harvard students, faculty, staff, and other authorized members of the University and scholarly community. Except when specific authorization is granted to a commercial user, the systematic exploitation for profit of library resources including its databases is prohibited. It is inappropriate for students and others to sell data or to act as agents for those who do or to use their library privileges for reasons other than their personal academic pursuits.

Students who fail to comply with library rules and regulations will be subject to revocation of library privileges, [disciplinary action](#), and legal prosecution. In particular, the University considers the following to be matters of grave concern:

- removing any book, manuscript, microform, or other materials or property without authorization
- destroying, defacing, or abusing any library materials or other resources.

All library users are subject to the fines and penalties of the administering faculty and of the University as well as the laws of the Commonwealth of Massachusetts governing crimes against property.

## **CAMPUS PROPERTY, FACILITIES, AND RESOURCES: USE OF COMPUTERS, NETWORKS, AND COMPUTING FACILITIES**

### **Appropriate Conduct**

Students who receive access to University computer facilities and to the campus-wide communication network assume responsibility for their appropriate use and are expected to be careful, honest, responsible, and civil in their use. Students who use wide-area networks (such as the internet) to communicate with individuals or to connect to computers at other institutions must abide by the rules for the remote systems and networks as well as those for Harvard's systems.

### **Misconduct**

In addition to violating University rules, certain computer misconduct is prohibited by federal and state law and is, therefore, subject to criminal and civil penalties. Such misconduct includes:

- knowingly gaining unauthorized access to a computer system or database, falsely obtaining electronic services or data without payment of required charges
- intentionally intercepting electronic communications
- obtaining, altering, or destroying others' electronic information
- using Harvard's computers or network to violate copyright laws, as is possible with the use of peer-to-peer file-sharing programs.

Students may be held responsible for misuse that occurs by allowing third-party access to their computer, account, or network connection. Harvard University provides computer and network facilities to students primarily for educational use. These facilities have tangible value; consequently, attempts to circumvent accounting systems or to use the computer accounts of others will be treated as forms of attempted theft.

Students may not:

- attempt to damage or to degrade the performance of Harvard's computers and networks or disrupt the work of other users
- attempt to circumvent security systems or to exploit or probe for security holes in any Harvard network or system or any other systems accessed through Harvard's facilities
- execute or compile programs designed to breach system security, unless authorized in advance.

Students assume personal responsibility for the use of their accounts. Students may not:

- disclose their passwords or otherwise make Harvard's facilities available to unauthorized individuals (including family or friends)
- possess or collect the passwords, personal identification numbers (PINs), private digital certificates, or other secure identification information belonging to others
- use Harvard's computers and networks for business-related purposes without authorization.

Additional rules and policies concerning use of University computer facilities and systems are available on the [Harvard University Information Technology website](#). Students are expected to abide by these rules and policies and must alert an official of Harvard University Information Technology prior to any activity that would appear to threaten the security or performance of University computers and networks. In cases of computer misconduct, Harvard may notify the appropriate dean or University official, who in turn will determine the course of any investigation or [disciplinary action](#).

## **Copyrighted Material and the Digital Millennium Copyright Act (DMCA)**

Using Harvard's network to download or share copyrighted music, movies, television shows, or games without the permission of the copyright owner may result in legal sanctions, network termination, or both.

Some versions of BitTorrent or other file sharing programs can transmit files on your computer to others in violation of copyright laws, with or without your knowledge. If these

programs are on your computer, you will be held responsible for any copyright violations that may result.

Read more on the [Harvard DMCA page](#).

## Electronic Communication

### Personal Expression

Harvard neither sanctions nor censors individual expression of opinion on its systems.

The same standards of behavior, however, are expected in the use of email, social media, and web applications, as in the use of telephones and written and oral communication. Therefore email, 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.

### Student Email Accounts

Through [my.harvard](#) or another directory service provided by Harvard University Information Technology, Harvard Griffin GSAS students must designate and keep updated an email account to receive official information and notifications from Harvard Griffin GSAS and Harvard.

Student email accounts ordinarily will be made inoperable and deleted for Harvard Griffin GSAS students who have been unenrolled for a period exceeding six consecutive terms. Students will be sent a notice to the email account one month prior to the closure, and again 10 and 5 days prior to the closure, so that students may take steps to save any material they want to preserve elsewhere. If a student re-enrolls at a later period, a new student email account will be made available.

### Privacy of Electronic Information



Read the [Policy on Access to Electronic Information](#)

Information stored on a computer system or sent electronically over a network is the property of the individual who created it. Examination, collection, or dissemination of that information without authorization from the owner is a violation of the owner's rights to control his or her own property. Information technology personnel, however, may gain access to users' data or programs when it is necessary to maintain or prevent damage to systems or to ensure compliance with other University rules.

Computer systems and networks provide mechanisms for the protection of private information from examination. These mechanisms are necessarily imperfect and any attempt to circumvent them or to gain unauthorized access to private information (including both stored computer files and messages transmitted over a network) will be treated as a violation of privacy and will be cause for disciplinary action.

In general, information that the owner would reasonably regard as private must be treated as private by other users. Examples include the contents of email boxes, the private file storage areas of individual users, and information stored in other areas that are not public. That measures have not been taken to protect such information does not make it permissible for others to inspect it.

## **HARASSMENT, DISCRIMINATION, AND BULLYING**

Graduate students have the right to conduct their learning, research, and scholarship in an environment free from discrimination and harassment. Discrimination on the basis of age (40+), race, color, national origin, sex, gender, gender identity and gender expression, as well as pregnancy, genetic information, ancestry, religion, caste, creed, veteran status, disability, military service, sexual orientation, or political beliefs is prohibited.

### **Sexual Harassment and Other Sexual Misconduct**

Harvard Griffin GSAS is committed to fostering a learning community that is inclusive and supportive of everyone and promotes an environment in which no member of the community is excluded from participation, denied the benefits of, or subjected to discrimination in, any University program or activity on

the basis of sex, sexual orientation, gender, or gender identity. The [FAS provides clear policies and procedures](#) regarding sexual harassment or other sexual misconduct including sexual assault. Whenever a formal complaint of sexual harassment or other sexual misconduct is investigated in accordance with these policies and procedures, and the result is a determination that a policy violation has occurred, then the Administrative Board will be provided information on the determination so that it may consider the imposition of discipline. The Administrative Board's function is limited to determining whether to impose discipline and, if so, the form that discipline should take. Sanctions shall take into account the severity and impact of the conduct, the respondent's previous disciplinary history, any written statements submitted by the parties relevant to sanctions, and the goals of the FAS policies on sexual harassment or other sexual misconduct. Anyone with questions about these policies and procedures or about sexual harassment or other sexual misconduct or concerns should reach out to a Harvard Griffin GSAS [Title IX Resource Coordinator](#):

**CONTACT: SEXUAL HARRASSMENT AND OTHER SEXUAL MISCONDUCT**

Seth Avakian, Program Director for Nondiscrimination and Professional Conduct  
408 University Hall  
617-495-9583  
[avakian@fas.harvard.edu](mailto:avakian@fas.harvard.edu)

Stephanie Clendenin, Program Officer for Nondiscrimination and Professional Conduct  
414A University Hall  
617-394-0610  
[Clendenin@fas.harvard.edu](mailto:Clendenin@fas.harvard.edu)

Katie Mulroy, Director of Student Services  
Office of Student Services  
Lehman Hall, B-2  
617-495-5005  
[Katie\\_mulroy@fas.harvard.edu](mailto:Katie_mulroy@fas.harvard.edu)

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Harvard Griffin GSAS students may contact the [Office for Gender Equity](#) (OGE) to engage in one or more of the offerings provided by the office. These include:

- prevention and education initiatives
- support through confidential SHARE counseling
- making a disclosure to a Title IX resource
- submitting an anonymous disclosure, or
- filing a formal complaint.

**CONTACT: SEXUAL HARRASSMENT AND OTHER SEXUAL MISCONDUCT**

Office for Gender Equity

Smith Campus Center, Suite 901

Cambridge, MA 02138

Phone: +1 (617) 496-0200

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

Office hours: 9:00 a.m. to 5:00 p.m.

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To file a formal complaint, please submit your complaint in writing to the University Title IX Coordinator at [oge@harvard.edu](mailto:oge@harvard.edu). OGE provides more information on [how to file a formal complaint](#).

Harvard Griffin GSAS students who want to process and understand their experiences in a confidential setting have several options, including OGE: [SHARE Counselors](#).

**CONTACT: SEXUAL HARRASSMENT AND OTHER SEXUAL MISCONDUCT**

SHARE Counselors (confidential)

Smith Campus Center, Suite 624

Cambridge, MA 02138

Phone: +1 (617) 496-5636

24-7 Crisis Hotline: 617-495-9100 (this line is forwarded to the Boston Area Rape Crisis Center during the summer months)

[oge\\_share@harvard.edu](mailto:oge_share@harvard.edu)

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Harvard Griffin GSAS students may also contact the [Office for Dispute Resolution](#) (ODR). ODR is a neutral body that impartially investigates complaints of sexual harassment and/or 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 reach out to ODR to request information or advice, including assistance in filing a formal complaint or in seeking information resolution after a complaint has been filed. ODR operates under the Office of the Provost, working in partnership with the University's Office for Gender Equity, Title IX Resource Coordinators, and other School or unit leadership. ODR staff are also trained to handle sensitive information with appropriate discretion. Although not a confidential resource, they protect and respect privacy to the greatest extent possible, sharing information only on a need-to-know basis.

**CONTACT: SEXUAL HARRASSMENT AND OTHER SEXUAL MISCONDUCT**

Office for Dispute Resolution

Smith Campus Center, Suite 901

Cambridge, MA 02138

Phone: +1 (617) 495-3786

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

Office hours: 9:00 a.m. to 5:00 p.m.

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## Discrimination

Harvard Griffin GSAS is committed to the principles of equal opportunity in education and employment. Discrimination on the basis of the protected categories listed in [Harvard University's Non-Discrimination Policy](#), which is effective September 1, 2023, is prohibited.

As set forth in the Non-Discrimination Policy:

Discrimination is adverse treatment of an individual based on one or more of the protected characteristics listed in this Policy. In a university setting, complaints of discrimination may arise in the employment context and the education context in the following potential forms:

**Discriminatory disparate treatment** is singling out or targeting an individual for less favorable treatment because of their protected characteristic. In the employment context, the less favorable treatment must negatively affect the terms and conditions of employment. In the education context, to rise to the level of discrimination, the treatment must unreasonably interfere with or limit the student’s ability to participate in or benefit from the institution’s programs and activities.

**Discriminatory harassment** is unwelcome and offensive conduct that is based on an individual or group’s protected status. Discriminatory harassment may be considered to violate Harvard University Policy when it is so severe or pervasive and objectively offensive that it creates a work, educational, or living environment that a reasonable person would consider intimidating, hostile, or abusive and denies the individual an equal opportunity to participate in the benefits of the workplace or the institution’s programs and activities.

## Bullying

Harvard Griffin GSAS is committed to cultivating a community that is open, welcoming, and inclusive, and that supports all community members in pursuit of the University’s mission of learning, teaching, research, and discovery. As outlined in the University-Wide Statement on Rights and Responsibilities (1970), the University is “characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others, and openness to constructive change.” Bullying, hostile and abusive behavior, and power-based harassment directly threaten the ability of community members to engage in the free exchange of ideas and pursue their educational and professional goals. Bullying, as defined in [Harvard University’s Anti-Bullying Policy](#) effective September 1, 2023, is prohibited.

As set forth in the Anti-Bullying Policy:

Bullying, used as a shorthand for hostile and abusive behavior or power-based harassment, is defined here as harmful interpersonal aggression by words or actions that humiliate, degrade, demean, intimidate, or threaten an individual or individuals. For a violation of the Policy to occur, such aggression must be sufficiently severe or pervasive and objectively offensive that it creates a work, educational, or living environment that a reasonable person would consider intimidating, hostile, or abusive and denies the individual an equal opportunity to participate in the benefits of the workplace or the institution’s programs and activities. Unless sufficiently severe or pervasive, a single act typically would not constitute bullying.

Any Harvard Griffin GSAS student who believes that they have experienced discrimination or bullying, or has questions about the Policies, supports, resources, or their options, should contact one of their local designated resources:

**CONTACT: DISCRIMINATION AND BULLYING**

Stephanie Clendenin, Program Officer for Nondiscrimination and Professional Conduct

Office: 414A University Hall

Phone: 617-384-0610

clendenin@fas.harvard.edu

Seth Avakian, Program Director for Nondiscrimination and Professional Conduct

408 University Hall

617-495-9583

avakian@harvard.edu

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[A comprehensive list of FAS Local Designated Resources is available here.](#)

Harvard Griffin GSAS students may also choose to have an informal discussion about their concerns with:

**CONTACT: DISCRIMINATION AND BULLYING**

Gisselle Vélez-Ruiz, Interim Assistant Dean of Equity, Diversity, Inclusion & Belonging

Richard A. and Susan F. Smith Campus Center

1350 Massachusetts Avenue, Suite 350

617-495-5315

giselle\_velez@fas.harvard.edu

Lakshmi Clark, Dean of Students

The Student Center at Harvard Griffin GSAS, Lehman Hall

617-496-3362

lakshmi\_clark@fas.harvard.edu

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If students would like to discuss their concerns in a confidential setting, the [Harvard Ombuds Office](#) is a neutral and independent resource. Contact information for the office can be found on their [Harvard Ombuds staff page](#).

Whenever a formal complaint of discrimination or bullying is investigated in accordance with the University's non-discrimination and anti-bullying policies and procedures, and those procedures result in a finding that a policy violation has occurred, then sanctions or remedial measures will be determined by the appropriate official, as set forth in those procedures. The Administrative Board serves as the appropriate official for Harvard Griffin GSAS students. The Administrative Board must accept the finding of a policy violation as final and non-reviewable. The only opportunity to appeal the determination of a policy violation is provided within the University's non-discrimination and anti-bullying policies and procedures. Decisions about sanctions and remedial measures are final and cannot be appealed.

Sanctions or remedial measures shall take into account the severity and impact of the conduct, the respondent's previous disciplinary history, and the goals of the policy. While sanctions and remedial measures will vary, examples include but are not limited to counseling, warning, reprimand, suspension, probation, monitoring, community service, reduction in access to resources, reduction in oversight duties, reduction in salary, mandatory coaching and training, paid or unpaid leave, dismissal, expulsion, or termination. Any issuance of sanctions or remedial measures will be communicated to the respondent in writing.

## MISSING PERSONS

As required under federal law, Harvard Griffin GSAS will immediately 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, Harvard Griffin GSAS or HUPD will:

- notify an appropriate external law enforcement agency, unless the local law enforcement agency made the determination that the student is missing
- contact anyone the student has identified as a missing person contact under the procedures described below

- notify others at the University, as appropriate, about the student's disappearance.

## Designating a Missing Person Contact

In addition to identifying a general emergency contact person, students residing in on-campus housing have the option annually 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 residing in on-campus housing may designate a confidential missing person contact in the Personal Info tab of [my.harvard](https://my.harvard.edu). Students are advised that their confidential missing person contact information will be accessible only to authorized campus officials and by law enforcement in the course of an investigation and may not be disclosed outside of a missing person investigation. Students are advised that in the event the student is under 18 years of age and not emancipated, the University must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

Should the HUPD investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the campus security authority. In addition, if it has been determined that a student who is under 18 years of age and not emancipated has been missing for more than 24 hours, then the School or HUPD will contact that student's custodial parent or guardian, in addition to notifying any additional contact person designated by the student. Students are reminded that they may provide the Registrar with emergency contact information and/or confidential missing person contact information if they have not already done so. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the University will inform local police departments that the student is missing within 24 hours.

## PERSONAL AND PROFESSIONAL CONDUCT

The Faculty of Arts and Sciences adopted the [Resolution on Rights and Responsibilities](#) on April 14, 1970, which states: "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.” Students should also be aware of the [Harvard University Free Speech Guide](#) as adopted by the FAS on February 13 and May 15, 1990, and the [Campus Use Rules](#)

Graduate students engage with peers, administrative staff, and faculty to advance their education and research, and Harvard Griffin GSAS expects students, faculty, and administrative staff to conduct themselves in a professional manner. Harvard Griffin GSAS students are expected to follow the regulations and standards of conduct noted in the Harvard Kenneth C. Griffin Graduate School of Arts and Sciences Handbook for Students

## Anti-Hazing Policy

**Hazing Prohibited.** Hazing is incompatible with the values of our community and our educational mission and is strictly prohibited at Harvard Griffin GSAS as a matter of policy and in accordance with applicable law.

**Compliance with Law.** Harvard Griffin GSAS’ anti-hazing policy is intended to comply with the requirements of all applicable federal and state anti-hazing laws, and thus incorporates the definitions included in those laws, as set forth below. However, the examples of the types of hazing activities provided in this policy are non-exhaustive. A determination as to whether activities reported as hazing violate this policy will be based on the relevant facts of the situation, including but not limited to the circumstances giving rise to the reported activities and the risks of injury and harm created by the reported activities. Activities may violate Harvard Griffin GSAS’ anti-hazing policy (or other conduct policies), even if they would not necessarily violate the federal or state anti-hazing laws.

**Reporting; Investigation Process; Disciplinary Action.** Harvard Griffin GSAS will consider all reports of hazing in the normal course of its oversight and investigation processes and will take disciplinary action in appropriate situations. Reports of incidents of hazing can be made to Harvard Griffin GSAS Administrative Board and/or to the Harvard University Police Department. Harvard will inform appropriate law enforcement officials and regulatory agencies of hazing incidents and will disclose hazing incidents in community notifications as required by applicable law.

**Hazing Prevention and Awareness Programs.** Harvard has developed research-informed campus prevention and awareness programs related to hazing. For more information on these programs, see [hazing.harvard.edu](https://hazing.harvard.edu).

### **Federal Law: The Stop Campus Hazing Act**

Under the federal law known as the Stop Campus Hazing Act (the “SCHA”), hazing means: any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (a) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in,

a student organization; and (b) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including —

1. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
2. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
3. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
4. causing, coercing, or otherwise inducing another person to perform sexual acts;
5. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
6. any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
7. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Under the SCHA, the term “student organizations” means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

## Massachusetts Anti-Hazing Law

Massachusetts General Laws, Chapter 269, sections 16, 17, and 18 state as follows:

**Section 17. *Hazing; organizing or participating; hazing defined.*** 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 (reproduced below), shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or

other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

**Section 19. *Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report.*** Each institution of secondary education and each public and private institution of post- secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen (above); 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.

## Seeking Information and Support

When students have concerns, they can find information and support from Harvard Griffin GSAS staff. Speaking with the [Office of Student Services](#) is a good place to start when you have a concern but don't know where to go.

### **CONTACT: PERSONAL AND PROFESSIONAL CONDUCT**

Office of Student Services

B2, Student Center at Harvard Griffin GSAS

617-495-5005

[stuserv@fas.harvard.edu](mailto:stuserv@fas.harvard.edu)

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University-wide assistance is also available by visiting the [Harvard Ombuds Office](#). The Ombuds Office is an independent, neutral, and confidential place for visitors to discuss their academic and workplace issues and concerns.

**CONTACT: PERSONAL AND PROFESSIONAL CONDUCT**

Harvard Ombuds Office

Richard A. and Susan F. Smith Campus Center Suite 748

1350 Massachusetts Avenue

Cambridge, MA 02138

[ombuds\\_cambridge@harvard.edu](mailto:ombuds_cambridge@harvard.edu)

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## **PUBLIC AND PERSONAL SAFETY**

### **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 Harvard Griffin GSAS 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 2½ 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 2½ 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 eighteen months, which cannot be suspended or reduced, as per Massachusetts General Laws, c. 269 § 10(a).

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

## Drug and Alcohol

Officers of the University will respond to:

- the use of illicit drugs
- underage possession or consumption of alcohol
- the serving of alcohol to underage individuals
- the overconsumption of alcohol with a warning and/or referral to health or counseling services.

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 possession or use of marijuana would be permitted under Massachusetts law, it remains prohibited on campus.

Harvard Griffin GSAS students are responsible for following Harvard's [Alcohol and Other Drugs Policies](#). Violations of these rules can lead to a warning by the Dean of Students or disciplinary action by the [Administrative Board](#).

Additionally, the Administrative Board will take serious actions, potentially including probation and/or requirement to withdraw, in any case involving:

- possession in quantity or the sale or distribution of drugs
- a student falsifying his or her identification with the intent of obtaining alcohol
- cases of drug and alcohol use involving danger to the community.

## Fire Safety Regulations

In an emergency, dial [911](#)

Fire: [617-495-1511](#)

University Police: [617-495-1212](#)

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Any abuse of, or tampering with, fire alarm, smoke detector, or fire extinguisher systems is strictly forbidden. Falsely pulling any alarm or maliciously setting off a smoke detector alarm is illegal and may be punishable by a fine of up to \$500 or imprisonment. Please note that corridor fire doors must be kept shut at all times.

Students who violate these fire safety or fire emergency regulations may be subject to disciplinary action by the Administrative Board, potentially including a requirement to [withdraw](#).

A student who damages a smoke detector is subject to a fine, equal to the cost of a replacement.



## STORM AND EMERGENCIES

The Faculty of Arts and Sciences (FAS) rarely cancels classes; however, on the very rare occasion when FAS decides to cancel classes, an announcement of the cancellation will be posted on [fas.harvard.edu](https://fas.harvard.edu), on [my.harvard](https://my.harvard), and in the [Operations Center](#) section of Harvard's Energy & Facilities website.

Instructional staff who need to commute should not put themselves in danger during serious storms and may choose to cancel their individual classes. In course materials, instructors may indicate how they will inform students of the cancellation of a class or section meeting and provide instructions for students who decide that they cannot make it to class. If such procedures are not provided, then the student should contact the instructor directly.

Final examinations and make-up examinations are rarely cancelled, and students should report to their examination rooms on time.

FAS offices and academic departments remain open depending on staff availability and whether critical functions are in progress. Students should contact the office to ensure it is open before going there.

# FINANCIAL SUPPORT AND PAYMENT OBLIGATIONS

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This section provides information about the requirements and policies associated with your financial support and payment obligations. The financing of your graduate education is a shared responsibility between the Harvard Griffin GSAS, the academic program, and you, the student. Your dedicated financial aid officer can help you navigate the many options available. Current tuition and health fees can be found on the Financial Aid section of the Harvard Griffin GSAS website under [Cost of Attendance](#).

# FINANCIAL OBLIGATIONS

## Harvard Griffin GSAS PhD Students

With few exceptions, PhD candidates must pay the following to receive their degree:

- four terms of full tuition
- four terms of reduced tuition
- a continuation fee for all subsequent terms of enrollment.

Ordinarily, full-time PhD students complete the full tuition and reduced tuition requirement in the first four years of study, and these costs, as well as other required health-related fees, are covered in full by the student aid package.

After satisfying these tuition requirements, all students working toward their degree are charged a continuation fee to maintain their full-time enrollment status, regardless of whether they are in-residence or approved to be a traveling scholar in any given term. PhD students on a leave of absence from their academic work (voluntary or involuntary) or who are studying at another Harvard School are not charged any tuition or fees as they are separated from the university and not actively working toward their degree completion during these times.

Graduating students who are enrolled in their final term will pay at least the continuation fee; however, in rare cases, when a student has not yet satisfied their four terms of full tuition and four terms of reduced tuition requirements, a fee adjustment will be made to bring them into compliance with this financial obligation. Graduating students on leave of absence during their final term will not be required to pay any tuition, provided that they too have already met all other outstanding tuition requirements.

If an approved dissertation is submitted to the Registrar's Office prior to the course registration deadline for a term, a PhD student need not register for that term. If a PhD student registers for a term and subsequently submits an approved dissertation to the Registrar's Office on or before the course registration deadline for that term, registration will be canceled, and any tuition paid for that term will be refunded to the student account.

## Harvard Griffin GSAS Master's Students

Harvard Griffin GSAS master's degree candidates are charged full tuition for each term of enrollment until receipt of the degree. As a requirement for receiving the degree, all Harvard Griffin GSAS master's candidates must pay at least two terms of full tuition.

### Part-Time Status

While most Harvard Griffin Students are enrolled full-time, it is possible under some conditions for students to pursue their degree on a [part-time](#) basis. Part-time students are charged tuition at a per-course rate.

## Additional Financial Obligations

### Health Fees

Harvard Griffin GSAS students are automatically enrolled in the [Harvard Student Health Insurance Program](#), which has two components:

- [Student Health Fee](#)
- [Student Health Insurance Plan](#)

All students who have comparable coverage from another source may elect to [waive the Student Health Insurance Plan](#) component. Some students are also eligible to [waive the Student Health Fee](#). PhD students whose requests to waive either of these fees have been approved will have their grants reduced accordingly. Harvard grants are not available to cover the cost of health insurance obtained from other sources.

### Harvard Griffin GSAS Student Council Fee

All students, with the exception of those registered at another Harvard School and those on an approved leave of absence, will be charged a \$35 [Harvard Griffin GSAS Student Council](#) fee. This fee funds Harvard Griffin GSAS student groups and organizations, supports student conference attendance and summer research, and helps the Harvard Griffin GSAS Student Council advocate on behalf of students for concerns such as mentoring,

teaching, health care, and housing. Students returning midyear from leave or study at another Harvard school will be assessed a fee of \$17.50 for the spring term.

## Current Year Tuition and Health Fee Rates

Current tuition and health fee rates for all programs, including the per-course rates for part-time students, can be found on the Financial Aid section of the Harvard Griffin GSAS website under [Cost of Attendance](#).

### CONTACT: FINANCIAL OBLIGATIONS

[Find Your Financial Aid Officer](#)

[gsasfinaid@fas.harvard.edu](mailto:gsasfinaid@fas.harvard.edu)

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## PAYING YOUR STUDENT ACCOUNT

### What Is the Student Account?

Student accounts are maintained centrally for the University by the Harvard University Student Accounts Office, a division of the [University Student Financial Services](#) (SFS). The SFS website includes information on how to access [your student account](#) (known as [my.harvard](#)) and make payments.

The Harvard University student account is a record of all tuition charges and fees associated with your education at Harvard, as well as the payments, financial aid, and other credits made toward those charges. Charges for the fall term are usually added to the student account in July with a payment due date in mid-August. Spring term charges are added to the account in December and due in January. Email notifications are sent when new charges are added to the account or when charges are due within the next two weeks. The amount due listed includes all charges on the student's account that have not been paid and are not being covered by anticipated financial aid. All students are responsible for ensuring their student account is paid in full each term by the due dates indicated on the student account.

All students at Harvard University are required to sign a [Financial Responsibility Agreement \(FRA\)](#).

The [FRA](#) provides essential information about the financial policies associated with your enrollment at Harvard.

## Consequences of Non-Payment

Any student whose indebtedness to the University remains unpaid after the designated payment due dates may be deprived of the privileges of the University at any time by the Harvard Griffin GSAS administration.

In addition, students with overdue charges on their accounts that are not settled prior to the start of a registration period will not be permitted to register.

Candidates for degrees must pay in full any amount due to the University before the degree conferral date. Until all indebtedness to the University is paid, diplomas will be withheld, degree conferral may be postponed, and degree completion will not be indicated on the candidate's transcript. Any graduate whose degree was not conferred due to unpaid financial obligations will be subject to a [reinstatement process](#) that requires a vote by the Harvard University Office of the Governing Boards.

Additionally, students who leave the University with an amount due on their student account and who fail to make acceptable payment arrangements to bring their account current may be referred to a collection agency. It is further understood that students may be responsible for paying a collection agency fee, which may be based on a percentage at a maximum of 40 percent of their delinquent balance plus all costs and expenses, including reasonable attorney's fees necessary for the collection of their delinquent account. Finally, it is understood that their delinquent account may be reported to one or more credit bureaus.

## Monthly Payment Plan Option

A [monthly payment plan](#) is available from the University. The plan allows eligible students to pay tuition and required fees in four monthly installments each term. Under this plan, fall term installments are due in August, September, October, and November. Spring term installments are due in January, February, March, and April.

There is a \$35 charge per term for use of this plan. Any balance due from a prior term must be paid in full before students can enroll in the payment plan. Once enrolled, payment plan installments must be paid by the due date each month. Students who do not pay their installments on time may not be permitted to continue to use the payment plan. Students can enroll in the monthly payment plan on my.harvard from their student account.

## Withdrawal or Leave of Absence

Students who withdraw and/or who go on a leave of absence for any reason must still pay all due charges on their student account. When applicable, tuition charges will be adjusted for students [going on leave](#) or [withdrawing](#) according to the policies outlined in the Harvard Griffin GSAS Student Handbook.

When a student leaves Harvard Griffin GSAS, student loans may go directly into grace or repayment. The student's Last Date of Attendance (LDA) is considered the start of the grace or repayment period. This date will be clearly communicated to the student by GSAS Administration as part of the withdraw/leave approval process. Students with loans are encouraged to contact their servicer directly with any questions regarding their loans. In addition, the GSAS Financial Aid Office is available to assist students who need guidance in this area.

### CONTACT: PAYING YOUR STUDENT ACCOUNT

[Find Your Financial Aid Officer](#)

[gsasfinaid@fas.harvard.edu](mailto:gsasfinaid@fas.harvard.edu)

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## FINANCIAL SUPPORT

At Harvard Griffin GSAS, financial support is viewed as the shared responsibility of the Office of Financial Aid, the academic program, and the student. The goal of the Harvard Griffin GSAS Financial Aid Program is to attract the most qualified candidate to GSAS and make a Harvard education possible for all those who choose to attend.

### Harvard Griffin GSAS PhD Students

The Harvard Kenneth C. Griffin Graduate School of Arts and Sciences (Harvard Griffin GSAS) offers incoming PhD students full financial support—including tuition, health insurance fees, and basic living expenses—for a minimum of five years (typically the first four years of study and the dissertation completion year). This funding package includes a combination of tuition grants, stipends, traineeships, teaching fellowships, research assistantships, and other academic appointments.

A typical funding package includes:

- grants toward [tuition and the Harvard University Student Health Program](#) paid in full for years G1 through G4 and the dissertation completion year
- a combination of stipend, teaching fellowships, and/or research assistantships during years G1 through G4
- summer research support from Harvard Griffin GSAS or faculty grants following the first four academic years
- subsidy payments to defray dental insurance and transportation costs.

While the specifics of funding packages vary by program, PhD students in the sciences typically receive full funding until they complete their programs of study. Humanities, Social Sciences, and Interfaculty PhD programs may offer additional tuition and health fee support based on the anticipated time to degree of the program, but stipend/living expense funding is limited to the five full years as outlined above. Students should review their financial aid package carefully and consult with their officer if they have questions or need clarification about their offer of support.

Each student is provided a Notice of Financial Support at the time of admission and is assigned a [financial aid officer](#) who administers this funding and is available to assist with financial concerns.

Students are required to formally accept their financial aid offers via the Admissions system and acknowledge that they have read and understood the aid package being offered and the policies that govern their support. When applicable, students are also directed to consult their academic programs if program-specific conditions apply.

The initial Notice of Financial Support assumes continuous enrollment as a full-time resident student; students not enrolled are not eligible for Harvard Griffin GSAS financial aid programs. Any deviations from this enrollment pattern should be discussed in advance with your financial aid officer, as interruption of study may result in award modification or termination. Eligibility for financial aid is contingent upon continued confirmation by the student's academic program (faculty, advisor, etc.) that the student is making satisfactory academic progress towards their degree. Students whose status is deemed unsatisfactory are not eligible for aid.

Each spring, continuing students supported by Harvard Griffin GSAS-administered funding sources are required to activate their funding for the upcoming academic year using the Student Aid Portal, an online financial aid management system.



Students may find that their actual enrollment patterns necessitate adjustments to the timing of their funding. Students wishing to defer Harvard Griffin GSAS–administered funding must indicate this in the Student Aid Portal during the annual financial aid acceptance process mentioned above. The options for deferring financial support vary by type of aid and are outlined within the applicable sections of the main financial aid website.

## Harvard Griffin GSAS Master’s Students

Financial support for students pursuing a master’s degree is mostly limited to federal and private loan assistance. In limited cases, some scholarship aid might be available. The type of aid available is program-specific and would be clearly outlined in the initial Offer of Financial Support presented to a student at the time of admission to GSAS. Students interested in applying for loans to pay for their degree should contact the Financial Aid Office for application instructions and assistance.

## External Scholarships

Students receiving external scholarship assistance are required to report it to the Harvard Griffin GSAS Financial Aid Office, as this may impact the financial support received from GSAS. Please consult the financial aid website for more details about how external funding can impact your support.

## Refund Policy

If a student who is receiving any form of financial aid takes a leave of absence or is required to withdraw, the refund of institutional funds will be based on the amount of tuition and fees cancelled based on the [leave](#) and [withdrawal](#) policies found in the Harvard Griffin GSAS Student Handbook, and that amount will be returned to the financial aid fund. A special refund rule applies to Federal Direct Student Loans. These Title IV federal funds will be returned to the agencies based on the amount for which the student is no longer eligible.

## Federal Verification

Harvard University participates in the US Department of Education’s Federal Verification Program, which may require additional documentation of certain data elements reported on a student’s FAFSA form. This is only applicable for students who opt to borrow from a federal loan program.

## Statement of Privacy

All information submitted for financial aid is protected under Harvard's Enterprise Security policy, the Federal Educational Rights and Privacy Act of 1974 (FERPA), and the Gramm–Leach–Bliley Act of 2000 (GLB). Under these provisions, Harvard ensures the privacy and safeguarding of all financial aid information.

## DISSERTATION COMPLETION FELLOWSHIP

The Harvard Kenneth C. Griffin Graduate School of Arts and Sciences (Harvard Griffin GSAS) provides a dissertation completion fellowship (DCF) for one academic year to eligible PhD students in the humanities and social sciences who anticipate completing their dissertations within the year. Eligibility for the DCF extends to students in the Faculty of Arts and Sciences humanities and social sciences programs and most humanities and social science programs in partnership with other Harvard Schools. The DCF represents the final year of eligibility for Harvard Griffin GSAS tuition grants and fellowships.

Students in business administration, business economics, and organizational behavior typically complete their programs using guaranteed funding that excludes the DCF. Prior to applying, they must consult with their program's director of graduate studies to determine if the DCF is appropriate for their individual circumstances.

## Eligibility

Dissertation completion fellowships are available to students who have:

- completed all departmental requirements
- completed an approved dissertation prospectus
- completed two draft dissertation chapters (or one draft article for students in fields where the dissertation consists of three articles) confirmed by two faculty advisors, one of whom is the principal dissertation advisor.

To receive a DCF, students must review the [Dissertation Completion Fellowship](#) and [Instructions for Dissertation Completion Fellowships](#) sections of the Harvard Griffin GSAS website and apply for all

internal and external completion fellowships for which they are eligible, either from a Harvard source, such as a research center or department, or from an external funding source.

- Students who receive funding from a source external to Harvard Griffin GSAS must accept that award in lieu of DCF funding. In the event that the amount of the alternate award is less than that provided by the DCF, Harvard Griffin GSAS will provide a supplement to make up the difference. In some cases, an external award bonus may be offered.

## Conditions

- Students should plan to utilize their DCF funding during their G5 or G6 year and no later than their G7 year. While DCF requests from students beyond the G7 year will be considered on a case-by-case basis with the recommendation of a faculty advisor, awards are not guaranteed. Students beyond the G7 year should contact the [Office of Academic Programs](#) to determine eligibility.
- While students ordinarily take the DCF over one academic year, Harvard Griffin GSAS will consider requests to take a DCF split between the spring term of one academic year and the fall term of the subsequent academic year; students interested in this possibility should contact the [Office of Academic Programs](#) for guidance.
- While on a DCF students may not hold a teaching appointment or other form of employment.
- Students ordinarily may not take classes while on a DCF.
- Students who secure external completion fellowship funding should contact their [financial aid officer](#) to discuss the coordination of their external award and the Harvard Griffin GSAS DCF. Students who secure external awards may be eligible for an external award bonus.
- Students may not hold research fellowships and DCFs concurrently. Research fellowships awarded to DCF recipients will be considered alternate completion funding, triggering a reduction to the DCF award and rendering the student ineligible for DCF funding in future years. Students interested in pursuing research fellowships are advised to withdraw their DCF applications.
- Students are expected to complete their dissertations during the completion year.
- Students who do not complete their dissertations during the DCF year may register for no more than one additional academic year of post-DCF study. During this time they are ineligible for Harvard Griffin GSAS tuition and fellowship support. They may, however, hold teaching and research appointments, apply for [Emergency Funding](#) and [Parental Accommodation and Funding Support](#), or apply for educational loans.

## Tuition and Fees

Students awarded a DCF receive grant support to cover the Harvard Griffin GSAS tuition and Harvard University Student Health Program fees.

## Stipend

Stipend amounts vary and are noted in the Notice of Financial Support. Once a student has been awarded a DCF, the stipend amount can be viewed in the Student Aid Portal. Stipends are disbursed on or around the first day of the month, August through May.

### **CONTACT: DISSERTATION COMPLETION FELLOWSHIP**

Office of Financial Aid

[gsasfinaid@fas.harvard.edu](mailto:gsasfinaid@fas.harvard.edu)

Office of Academic Programs

[gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu)

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# RESIDENCE HALLS

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The rules and regulations described in this Residence Halls section are designed to enhance the quality of life for everyone in the Harvard Griffin GSAS residence halls. As a member of the residence hall community, each resident is expected to comply with these rules and regulations. Students who violate these rules and regulations are subject to fines and/or disciplinary action and may be asked to move out of the residence halls.

# HARVARD GRIFFIN GSAS RESIDENCE HALLS RULES AND REGULATIONS

## Discipline and Termination of Residency

Residents who violate any regulation or policy in the *Handbook for Students* of the School in which they are enrolled or in the *Harvard Griffin GSAS Residence Hall Handbook* may be subject to fines, removal from the residence halls, or other sanctions, as deemed appropriate by the Harvard Griffin GSAS Dean of Students and Office of Residential Life, and may also be subject to action by the Administrative Board of the School in which they are registered. Hostile, intimidating, harassing, or threatening behavior is a serious infringement on the rights and privileges of others and will not be tolerated by the University.

Ordinarily, residents who have violated regulations or policies will be issued a warning and given the opportunity to correct or make up for infractions prior to the imposition of more stringent residential sanctions. However, Harvard Griffin GSAS may require a resident to leave the residence halls immediately if Harvard Griffin GSAS, in its sole discretion, deems it necessary for the well-being of the residential community. Further, if Harvard Griffin GSAS determines that a resident has repeatedly or seriously violated a regulation or policy after being issued a warning, Harvard Griffin GSAS ordinarily will require the resident either to leave the residence hall immediately or to find alternate housing during the subsequent summer and/or academic year(s).

Harvard Griffin GSAS reserves the right to amend these policies as is necessary. A student required to leave a residence hall for disciplinary reasons will not be permitted to return to residency in the residence halls for the remainder of their enrollment at Harvard.

## Facilities Accountability

Any resident who causes damage to the residence hall facilities or property, including that of other residents, either through willful actions or negligent behavior, may be held responsible for the full financial cost of any necessary repairs and/or replacement of lost property and may have their housing contract terminated immediately. Residents who leave their room damaged at the end of the year will be billed a facilities damage fee. The exact fee is determined by the Facilities Manager and the Office of Residential Life based on the nature/extent of the damage. All sanctions are at the discretion of the Facilities Manager, Office of Residential Life, and Dean of Students.

## Air Conditioners

The installation of air conditioners is not permitted. Should a resident need an air conditioner for medical reasons, they need to work with their local Disability Coordinator (for Harvard Griffin GSAS students, this is the [Disability Access Office](#)). The Facilities Manager will install all approved air conditioners.

## Alcohol and Drugs

Adapted from the *Harvard College Handbook for Students*:

Harvard expects its students and employees to maintain an environment that is safe and healthy. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Harvard property or as part of any Harvard activity are violations of University rules and the law. Possession, use, or distribution of certain nonprescription drugs, including marijuana, amphetamines, heroin, cocaine, and nonprescription synthetics; procurement or distribution of alcohol by anyone under 21 years of age; and provision of alcohol to anyone under 21 years of age are violations of the law and Harvard policy.

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 possession or use of marijuana would be permitted under Massachusetts law, it remains prohibited on campus. The Harvard Griffin GSAS residence hall policies and procedures also reflect additional expectations for student conduct based on concerns about high-risk drinking behaviors, such as binge drinking and the rapid or competitive consumption of alcohol, and their many adverse consequences for students' health and lives.

All students are expected to comply with the laws of the Commonwealth of Massachusetts and with all Harvard Griffin GSAS residence hall rules governing possessing or serving alcohol. Our policies regarding the serving of alcohol can be found under "[Lounge Policies](#)." The University holds its students and employees responsible for the consequences of their decisions to use or distribute illicit drugs or to serve or consume alcohol. Additionally, the misuse of prescription drugs (sharing, buying, or using in a manner different than prescribed) is a violation of University policy.

## Animals

Except for approved living assistance animals, no animals—including birds, fish, and reptiles—may be kept in rooms in the residence halls. Pets are not allowed to visit.

## Appliances

Students should not have any appliance that exceeds 1,500 watts in any individual room. Microwaves, coffee makers, hot pots, rice cookers, percolators, crockpots, toasters, etc., must not be used in individual rooms but may be used in the kitchens. Pressure cookers are prohibited in the halls. Instant Pots and electric pressure cookers that are UL/ULC certified are permitted but cannot be used in individual rooms and cannot be left unattended while in use.

Items that are used in the kitchens and are left in there are not the responsibility of Harvard Griffin GSAS. Items left in the kitchens may be subject to use by other residents. In addition, the following rules apply to the use of appliances:

- Kitchen appliances especially toaster ovens, toasters, stovetops, ovens, hot pots, and microwaves should not be left unattended while in use as these often cause burnt foods, setting off fire alarms. A rice cooker that is on can be left briefly but not for more than 10 minutes in the kitchen or in individual rooms.
- Kitchen appliances should be stored on the shelves in the kitchen or unplugged in one's individual room. Do not store appliances (rice cookers, coffee makers, blenders, etc.) on the kitchen counters.
- No electrical appliance may be connected to any light fixture socket.
- Irons must be unplugged when not in use.
- Refrigerators in student rooms may not exceed four cubic feet.
- Personal refrigerators may be used in individual rooms only.
- Micro-fridges (defined as personal refrigerators with microwaves attached to them) are not allowed in the residence halls.



## Bathrooms

### Courtesy and Hygiene

Please keep in mind the following policies:

- Keep the bathroom clean. Do not leave anything in the bathroom.
- Residents are expected to be clothed at all times when using the bathroom unless they are taking showers. Proper clothing (e.g., bathrobes) should be worn in the hallways when a resident is coming from or going to the bathroom to take a shower. Walking around nude or in only a towel is inappropriate.
- Avoid any activities that might compromise the privacy of others or bring unnecessary attention to the bathroom's occupant.
- Urinals and toilets should be flushed appropriately after each use. It is inappropriate to use a foot or shoe to flush a urinal or toilet.
- No standing on the toilets.
- Tampons and sanitary napkins must not be flushed down the toilet. Disposals are located in each stall.
- No spitting in the shower.
- Feet should be washed in the shower, not in the sink.
- No dental care, including brushing teeth and flossing, should take place in the toilets or showers. Dental care should only take place at the sinks.
- Brushing teeth, spitting, shampooing of hair, cutting of hair, watering plants and other items, etc., are restricted to the bathroom.
- Hand-washing clothes should be done in the sinks in the laundry room, not in the bathroom or kitchen.
- Hair dyeing is not permitted in the residence halls.

### Appropriate Dress

As a courtesy to other residents, tops/shirts and/or a robe should be worn at all times in the common areas of the residence halls (kitchens, lounges, laundry rooms, hallways, etc.). Walking around nude or in only a towel is inappropriate and not permitted.

## Extension Cords

Extension cords should only be used for laptops, lamps, radios, and televisions. Extension cords should be connected to wall or base plugs only and should be disconnected when not in use. No cord may be used except standard twin cords, which meet the requirements of the National Electric Code. Cords should be no longer than 10 feet. Appliances with high amperage (e.g., refrigerators, hair dryers, irons) generate excessive heat that constitutes a safety hazard when connected to an extension cord, and thus extension cords must not be used for such appliances.

No extension cord may be plugged into another extension cord, and only one appliance may be plugged into an extension cord at a time. Cords must be mechanically and electrically in perfect condition. No spliced cords will be allowed. No cords are to be permanently fastened to the building. No cords are to be run through partitions or doorways or under carpets, rugs, or furniture.

## Fire Regulations

The policies below are in place to ensure a safe residential environment for all occupants of the halls. Residents who do not abide by these policies not only demonstrate a lack of consideration for fellow residents but also put the lives and property of other residents at risk.

### Policies Regarding Individual Rooms

The following items are prohibited:

- Candles, incense, matches, or other sources of open flame
- Cooking equipment (including, but not limited to, microwaves, hot pots, rice cookers, toasters, and coffee makers). Residents should store these appliances in their rooms, unplugged. Appliances that appear to be in use in the room will be removed and placed in storage for the remainder of the academic year.
- Halogen lamps (both floor and desk lamps)
- Space heaters
- Flammable, combustible, or explosive liquids, gases, or solids (fuel, propane, lighter fluid, butane lighters, charcoal, flammable cleaning products, etc.)
- Hazardous personal property (firearms, etc.).

In addition to the prohibited items listed above, residents must keep in mind the following safety guidelines:

- Rooms should be kept clean and tidy without excessive paper or trash accumulation. Excessive trash can be a serious fire hazard.
- Extension cords must be in good condition and should be no longer than 10 feet.
- Extension cords and outlets must not be overloaded. For maximum safety, we recommend that residents purchase power strips with built-in circuit breakers.
- Electrical cords must not run under carpeting.
- Smoke detectors must not be obstructed or otherwise tampered with to inhibit normal functioning.

Finally, residents should be aware of the following policies on room decorations:

- No ceiling decorations (tapestries, fishnets, posters, fabrics, etc.) are permitted.
- Wall decorations (including, but not limited to, pictures, posters, tapestries, curtains, etc.) may only cover a maximum of 10 percent of total wall area.
- Tapestries, curtains, and other fabric decorations must have a tag showing proof of fire resistance, must be hung vertically, and must be at least 18 inches from any heat source (electrical outlets and/or switches, lights, etc.).
- Tapestries, posters, fabric items, and lights may not be draped from walls but must be installed fast to them.
- At least six inches of space must be left between wall decorations.

## **Policies Regarding Common Areas**

We ask that residents please keep in mind the following fire safety policies regarding common areas:

- Fire escapes are only for evacuation in case of fire. Residents are not allowed on fire escapes except during emergencies. Fire escapes should not be used as smoking areas.
- Abuse of or tampering with fire alarms, smoke detectors, or extinguishers is strictly forbidden.
- No objects may obstruct fire exits (including hallways, fire escapes, and windows). Items (including mattresses, furniture, bikes, boxes, shoes, etc.) should not be left in hallways at any time.

- Hallway doors must be kept closed at all times.
- Emergency exits must not be blocked.

## Guests

Like other policies, the guest policy is intended to enhance the comfort and safety of both residents and guests and is not meant to infringe upon residents' privacy. Knowing whether guests are present is useful in emergency situations and helps minimize the possibility of mistaking a guest for an intruder.

Rooms in the Harvard Griffin GSAS residence halls are licensed for single occupancy, and communal facilities are designed to accommodate only residents and occasional guests. Residents may host one guest at a time. Guests may not stay with residents for more than an occasional, brief, temporary visit (three days) without the permission of the Office of Residential Life. Guests are not permitted to stay in the residence halls on a consistent basis, e.g., weekly. Guests are not permitted to stay for a period longer than 10 days.

Permission must be granted for the duration of the guest's stay via email from the Office of Residential Life.

Children under the age of 18 may not stay overnight in the residence halls.

Guests must follow all the rules of the residence halls as stated in the *Harvard Griffin GSAS Residence Hall Handbook*, and the resident is responsible for the actions of their guest. The same policies regarding communal courtesy also apply to guests.

Residents must not allow their guest access to a residence hall or room or permit anyone to stay in their room when they are not present. This applies to all use of the space, including overnight, weekends, vacations, and holidays. Guests should never be present in the residence halls unaccompanied by their resident host. Residents must make arrangements to let their guest into the building themselves. Guests should not piggyback into the residence halls behind another resident.

Because guests should not be in the residence halls without their host, keys for guests are not available. In addition, residents are not permitted to make copies of their keys for guests. Duplication of keys is a breach of security and may result in disciplinary sanctions including fines and/or termination of the remainder of the resident's housing contract.

Violation of the guest policy is a serious matter. The guest of a resident who violates the policy will be asked to leave the residence halls immediately. Furthermore, the remainder of the resident's housing contract may be canceled, and the resident may be asked to vacate their room.

## Holiday Decorations

The safety guidelines set by the University and the City of Cambridge are as follows:

- Evergreen decorations and fresh trees are a potential fire hazard and are therefore prohibited indoors. Only artificial, nonflammable Christmas trees and decorations are permitted.
- All decorations must be made of fireproof material and arranged so that they are not hazardous in any way; they should not block, hide, or camouflage any exit.
- Candles or lamps with open flames are not permitted.
- All electrical decorations should be inspected for wear and tear before plugging them in. All extension cords and electrical decorations must be labeled UL (Underwriters Laboratories) approved.

## Keys/Lockouts

At the beginning of the academic year, each resident is issued a single room key. Keys should not be duplicated or given to anyone else, including other residents. Duplication of keys is a breach of security and may result in disciplinary sanctions including fines and/or termination of the remainder of the resident's housing contract. Only original keys will be accepted for return at the end of the housing contract.

Residents who have lost their room key can get a replacement key from a Resident Advisor or the Office of Residential Life for a fee of \$25. Residents who have misplaced their key may borrow a key from the Office of Residential Life for a period of seven days without being charged. If the key is not returned within this time, the Office of Residential Life will assume that the key needs to be replaced, and the resident will be charged the \$25 replacement fee.

The University will not normally change a room lock when a student has lost their key. A student may request such a lock change through the Facilities Manager for a minimum fee of \$150 during regular work hours. Any lock changes during nights (after 3:00 p.m.), weekends, or holidays may cost up to \$400.

To encourage personal responsibility in remembering one's room key, residents will be asked to complete a Lockout Form each time they request assistance in accessing their room. Residents with more than two lockouts will be charged a fine: \$10 for the third lockout, \$15 for the fourth lockout, \$20 for the fifth lockout, and \$25 for each additional lockout.

## **Kitchens/Cooking**

### **Cleanliness**

Residents are responsible for ensuring cleanliness of the kitchens and must clean up after themselves each time they use the kitchen. This includes:

- wiping up any crumbs or spills in the sink, on the counter, on the stove, in the microwave, around the toaster, in the refrigerator, and on the floor
- removing all non-communal food and kitchenware from the kitchen and storing it in individual rooms
- cleaning all dirty dishes immediately
- cleaning spoiled items out of the refrigerator on a regular basis.

Leaving dirty dishes in the sink, on the tables, and on the counter is unacceptable. Dirty dishes left for more than one week will be thrown away by the custodial staff.

The custodial staff will clean the kitchens with disinfectants daily. They will clean the microwaves, toasters, and dish racks on a weekly basis. The refrigerators are emptied of all food items and cleaned quarterly. During these quarterly cleanings, any items not labeled with the round food labels provided in each kitchen will be discarded.

Kitchens that are not kept clean and sanitary may be subject to closure. Dirty dishes and cookware left in the kitchens may be thrown away.

### **Cooking and Appliance Use**

Cooking food must be attended to at all times. This includes food on the stove, in the microwave, or in the oven. Kitchen heat detectors are sensitive and alert the Cambridge Fire Department when activated. This is a serious safety threat to all residents and requires the evacuation of the entire building. Residents who leave cooking food unattended on the stove, in the oven, or in the

microwave will be subject to review by the Director of Residential Life and may be asked to move out of the residence halls.

The preparation of meals is permitted only in the kitchens. Cooking appliances such as hot plates, electric frying pans, small microwave ovens, rice cookers, approved electric pressure cookers (such as Instant Pot) and grill toasters are not permitted for use in individual rooms.

Residents should turn off all cooking appliances such as stoves, ovens, toasters, or kettles as soon as they are finished using them. Residents should also unplug kitchen appliances such as toaster ovens, tea kettles, etc., when not in use.

## **Food and Personal Items in the Kitchen**

Food and personal items left in the kitchens are not the responsibility of Harvard Griffin GSAS. Items left in the kitchen areas may be subject to use by other residents. All food stored in common refrigerators must be wrapped and labeled with the resident's name and room number using the round labels provided.

## **Hygiene and Courtesy**

Personal rubbish should be disposed of in the trash barrels in the halls, not in the kitchens. Brushing teeth, spitting, shampooing hair, cutting hair, etc., are restricted to the bathrooms. Residents are asked to work quietly in the kitchens, especially during quiet hours (late night and early morning hours).

## **Noise**

There should be no excessive noise at any time in any part of the residence halls. This includes noise resulting from telephone conversations or the playing of radios, televisions, stereos, and musical instruments. Noise resulting from gatherings in individual rooms and singing must also be kept to a minimum. Alarm clocks, music, phone calls, and slamming doors, which can also be sources of unreasonable noise, must be monitored by residents.

While every resident should be able to enjoy normal activity in their room during reasonable hours, a high degree of sensitivity to the needs of others is necessary in a communal living situation. It is expected that students will respect their neighbors' concerns when asked to lower the volume of any loud noise.

Each student is expected to conduct themselves properly at all times. The responsibility applies to individuals and groups both in public spaces (lounges, bathrooms, kitchens, and hallways, etc.) and individual rooms. Hallways should not be used as a gathering place during the evening. Conversations in kitchens and lounges should be kept at a reasonable volume. Residents in Richards Hall should refrain from using balconies for cell phone conversations. This disturbs residents in the lounge and those who reside near the balconies.

## **Resolving Noise Concerns**

If a resident is disturbed by a neighbor, it is expected that the resident will communicate this concern directly to the neighbor involved. This communication should take place by speaking to the neighbor in person (not via email, text message, etc.). This communication must not take place by banging on the wall, screaming through the wall, or pounding on the floor or ceiling. Residents who are unsuccessful in resolving noise concerns with a neighbor or feel uncomfortable speaking with a neighbor directly should contact their RA for assistance. A resident who acts without respect to a neighbor's right to quiet and is asked repeatedly to quiet down without effect will be asked to move out of the residence halls and will be held financially responsible for the room unless it can be reassigned.

## **Personal Furnishings/Furniture**

Students are not allowed to remove University-owned furniture from their rooms or take it out of public areas for use in their individual rooms. Students are also not allowed to switch furniture from one room to another for any reason. If a student has a medical reason for removing furniture or bringing in additional furniture, they should work with the Disability Coordinator at their respective School to make arrangements. Only the Facilities Manager can remove authorized furniture. Do not, under any circumstances, remove furniture and place it in the hallway. This is a safety hazard and subject to a fine.

## **Posters, Solicitations, and Businesses**

A resident may neither operate a business out of their room nor list their residence hall address or telephone number in conjunction with any business enterprise. No firm, agency, organization—including student organizations—or individual shall solicit, circulate petitions, post notices, or distribute information in a



residence hall. Unauthorized posters may be removed by the Office of Residential Life or the Facilities Manager.

## Quiet Hours

Noise should not be audible from a resident's room or outside a public space during quiet hours. These hours are Sunday–Thursday, 10:00 p.m. to 7:00 a.m.,\* and Friday–Saturday, 12:00 a.m. to 9:00 a.m.\*\*

Friday and Saturday quiet hours are enforced on nights prior to school holidays regardless of the calendar day.

\*\* During reading and examination periods, Sunday through Thursday quiet hours are enforced regardless of the calendar day.

## Roofs

Students are not allowed on any roofs.

## Room Assignments/Vacating Procedures/Termination of Contracts

Only full-time, registered graduate students in degree-granting programs (except the Extension School) of Harvard University may be housed in the residence halls. All room assignments and reassignments are made by the Office of Residential Life.

The Office of Residential Life does not permit room changes. In some extenuating circumstances, a room change may be granted, but there is a \$150 room-change fee associated with any and all room changes.

Although the contract for a room in the Harvard Griffin GSAS residence halls is for the entire academic year, occasionally, students must leave the residence halls during the academic year. Residents are financially responsible for the room and meal plan for the duration of the entire contract. If the Office of Residential Life can reassign the room, the student will be released from financial responsibility when the new student moves into the room.

When leaving the residence halls, residents should do the following:

- Leave the room in the condition in which it was found. Excessive dirt or clutter will result in a fine.
- Vacate by the time required by the Office of Residential Life and the Facilities Manager. Residents who stay past the move-out deadline will be billed a late-vacancy charge.
- Take all personal furniture. Any personal property left in the student's room will be discarded.
- Return their room key to Perkins Hall, Room 20. The fee for not returning a room key is \$25.

## Room Safety Inspections

Residents should expect their rooms to be inspected at least once per academic year. Following the room safety inspection, residents will receive a copy of an inspection report outlining any violations. Prohibited items such as candles, incense, and space heaters found in rooms will be removed immediately and placed in storage for the remainder of the academic year. Other safety hazards, such as overloaded electrical outlets will be noted, and the resident will have one week to remedy the problem before a follow-up inspection of the room is conducted. Residents who fail to remedy safety hazards after the initial warning or who repeatedly violate safety policies may be asked to leave the residence halls.

Because of the University's responsibility to ensure compliance with fire safety and other regulations, as well as to maintain and improve residence hall rooms, room safety inspections will be made without prior notice.

## Security and Access

For the protection of residents and their belongings, as well as the University's property, doors must be locked at all times.

Residents will be asked to sign a Key Policy for the coded key issued to them for the residence halls. Residents are responsible for returning these keys, ordinarily in an envelope provided at the time they give up occupancy. Residents must request replacements for lost keys or cards from the Office of Residential Life. Each replacement during the term costs \$25. In addition, a \$25 charge is assessed for each key or temporary access card not returned in the manner detailed above when a resident vacates a room.

When residents lose their key along with some form of identification, the lock to their room will be changed as soon as it is feasible to do so. An exception will be made in those cases when there is no possibility that the key can be retrieved. As outlined under “Keys/Lockouts,” residents will be charged a minimum fee of \$150 for the lock change. When residents lose their Harvard ID cards along with some form of identification, the access system will be reprogrammed to deny access via the lost card as soon as the loss is reported to the Office of Residential Life. No exceptions will be made even if the card cannot be retrieved. The University must have access to all rooms in the residence halls; therefore, residents are forbidden to install locks or any other security device (e.g., slide bolts, drop chains, hooks and eyes) to any doors of their rooms.

Unauthorized or inappropriate possession of any key or passkey, reproduction of any key or passkey, or interference with locks or other security devices makes a student liable to disciplinary action and/or eviction.

Exterior doors propped open for longer than two minutes activate a silent alarm that alerts the Harvard Police Department. In addition, propped exterior doors invite both human and insect intruders. Do not prop open any exterior door.

## **Smoking and Use of Vapes/E-Cigarettes**

Smoking and the use of vapes/e-cigarettes are prohibited in any area of the Harvard Griffin GSAS residence halls. This includes individual resident rooms and all common areas or balconies. Residents who smoke or use vapes/e-cigarettes must do so outside.

Smoking is prohibited within 50 feet of the residence halls. Smoking may not take place within 50 feet of any entrance or window. Harvard Yard, as well as many Harvard Schools and all Harvard University Housing properties, are completely tobacco free.

If a resident is asked repeatedly to stop smoking in their room, the resident will be asked to move out of the residence halls and will be held financially responsible for the room unless it can be reassigned.

## **Weapons and Explosives**

No rifles, pistols, or any other types of firearms, or ammunitions, explosives, combustible fuels, fireworks, or potential ingredients thereof, may be kept in a residence hall or on other University property.

**CONTACT: RESIDENCE HALL RULES AND REGULATIONS**

Office of Residential Life

gsasreslife@fas.harvard.edu

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## LOUNGE POLICIES

The residence hall lounges are primarily for the use by residents and are designed to encourage a social and communal atmosphere within the halls. The following policies have been created in order to help foster this atmosphere. At the same time, these policies are meant to provide a clear set of guidelines for residents to follow if and when they want to use any lounge space for any informal or formal gathering.

There are six lounges that can be reserved for use. They are the following:

- Conant Hall First Floor – Lounge A (with TV)
- Conant Hall Second Floor – Lounge B (near kitchen)
- Perkins Second Floor Lounge
- Perkins Third Floor Lounge
- Child Basement Lounge
- Richards Basement Lounge

**Please note:**

- Reservations are on a first-come, first-served basis.
- Lounges cannot be reserved for more than six hours.
- Reoccurring events (regular, repeated bookings of the same event) will not be approved.
- Kitchens may not be reserved.
- The Office of Residential Life will respond to all reservation requests within four business days.

## Lounge Request and Use

### Lounge Reservations

For all gatherings of seven or more people, lounge reservation requests must be submitted at least seven days in advance to the Office of Residential Life. Requests are managed on a first-come, first-served basis. Requests are only accepted through the Lounge Request Form. The person submitting the request will serve as the Event Organizer for the event and will be emailed confirmation regarding approval or non-approval.

### Resident/Non-Resident Ratio

For all gatherings or events that happen in the residence halls, the resident-to-non-resident ratio must be seven to three (70 percent residents to 30 percent non-residents). Gatherings with a non-resident attendance of more than 30 percent may be considered for approval on a case-by-case basis by the Office of Residential Life. **Please note:** Per the guest policy, residents can only have one guest at a time.

### Lounge Use Policies

#### Admission

Events in the residence halls should be open only to residents and their guests. Lounges in the residence halls may not be used for events open to the general public.

#### Alcohol

A Student Event Services team (SES) member is required to staff parties where alcohol will be served and that will have 30 or more people in attendance. The Office of Residential Life reserves the right to require the presence of a SES team member at any event held in the residence halls if alcohol is being served. Residents can request a SES bartender [here](#).

The laws of the Commonwealth of Massachusetts regarding alcohol must be observed. It is illegal for anyone under the age of 21 to possess alcohol. It is also illegal to provide alcohol to anyone under the age of 21.

The Event Organizer will be held responsible for any infractions of the laws that take place at the event. It is the responsibility of the Event Organizer to closely monitor the serving of alcohol that takes place at the event.

The Event Organizer must ensure that nonalcoholic beverages and food are available. Alcohol must not be sold at events held in the residence halls.

## **Building Access**

The Event Organizer must ensure that no entry doors are propped open, because propped doors compromise the security of the building for all residents. If the Event Organizer expects guests who are not residents of the residence halls, they are responsible for appointing a door monitor to stand at the building entryway and let guests in. Guests must not knock on residents' windows for entry to the building.

## **Condition of Space**

The Event Organizer must ensure that the condition of the space is the same at the end of the event as it was at the beginning of the event. All trash must be collected and removed. Floors should be cleaned by vacuuming, sweeping, and/or mopping. This includes kitchens, bathrooms, hallways, and surrounding areas. If the room or surrounding area is left in an unacceptable condition, a cleaning fee will be charged to the Event Organizer's student account.

## **Conduct**

It is the responsibility of the Event Organizer to ensure proper conduct of all guests. If you need assistance, call your RA, the RA on duty, or HUPD. Helpful numbers include:

### **CONTACT**

Harvard Police Department: 617-495-1212

Fire Department: 617-495-1212

University Health Services: 617-495-5711

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RAs are generally the first to respond to any complaints regarding events held in the

residence halls. If it is necessary for the RA to follow up on a complaint during a party, they will ask to speak with the Event Organizer, who needs to be present at the event. The RA will work with the Event Organizer to ensure that the complaint is resolved.

### **Individual Resident Room Events**

Events held in individual rooms must be confined to that room. Gatherings may not overflow into the hallway. If a resident plans to have seven or more people in their room, they must inform their RA and all the other residents on their floor about the event at least 48 hours in advance of the event. The laws of the Commonwealth of Massachusetts regarding alcohol must be observed.

### **Harvard University Police**

The Office of Residential Life reserves the right to require a police detail at large events. Any RA, member of the Harvard Griffin GSAS staff, or University police may close down an event if they feel there is excessive noise or disorderly conduct.

### **Noise**

Large-scale events cannot be held on nights prior to regularly scheduled class days or during reading or exam periods. Noise should not be audible from a resident's room during quiet hours. Quiet hours are as follows:

- Sunday–Thursday, 10:00 p.m.–7:00 a.m.
- Friday–Saturday, 12:00 a.m.–9:00 a.m.

## **CONTRACT/TERMS AND CONDITIONS**

### **Residence Hall Contract**

Below is the Harvard Griffin GSAS 2025–2026 Academic Year Residence Hall Contract. This contract outlines the terms and conditions that apply if a student accepts a room offer in the GSAS residence halls. By submitting an

acceptance to a room offer, the student agrees to the terms and conditions of this contract. Please review this contract carefully.

## Request for License

By submitting an application to the Harvard Griffin GSAS residence halls, I am requesting a license for a Harvard Kenneth C. Griffin Graduate School of Arts and Sciences (Harvard Griffin GSAS) residence hall room on the terms below, should I be assigned a room in the lottery procedure. I agree to accept such a license, to which I have electronically subscribed my name, as a binding agreement when issued by Harvard Griffin GSAS Office of Residential Life through the assignment of a specific room.

Any student wishing to apply for a cancellation of this license must do so in writing. Such requests shall only be effective if agreed to in writing by the University; however, the University is not obligated to honor such requests.

## License and Terms of Condition

EARLIEST PERMITTED OCCUPANCY DATE: Friday, August 22, 2025, 12:00 p.m.

In consideration of the assignment to me of living quarters (the “Quarters”) consisting of a room or suite in one of the Harvard Griffin GSAS residence halls for the academic year 2025–2026, specifically from the earliest permitted occupancy date set forth above to the end date, May 21, 2026, at noon, I hereby agree to accept from Harvard University a license to occupy—in accordance with and subject to the *Handbook for Students* of the Harvard School in which I am enrolled, the *Harvard Griffin GSAS Residence Hall Handbook*, other established rules and usages of the University and the conditions set forth herein—the Quarters or any other Quarters to which I may be at any time assigned, to be occupied only by me. For this license, I hereby agree to pay to the University a room fee (the “Room Fee”) in the amount set forth by Harvard Griffin GSAS. And I hereby agree to be bound by and to comply with said regulations, rules, usages, and conditions.

Notwithstanding the end date in the foregoing paragraph, I understand and agree that if I will be receiving a degree on May 28, 2026, I may remain in occupancy until noon on the day after Harvard’s Commencement, Friday, May 29, 2026, subject to the right of the Office of Residential Life to move me to different Quarters for the period from May 21, 2026 until May 29, 2026.

I shall have no interest or estate in the land but only a license to occupy the Quarters assigned to me. Upon assignment of the Quarters to me, I shall be obligated to pay the Room Fee for the entire academic year, unless the



University cancels or terminates the license, even if I cease to occupy the Quarters so long as I continue to be a registered student pursuing a course of instruction in Harvard University, unless a replacement licensee is found, satisfactory to the University (in which case my Room Fee will be pro-rated on a monthly basis as calculated pursuant to the University Monthly Payment Plan). I understand that the University may cancel the license and reassign the Quarters if I fail to register as a full-time student in resident status at Harvard University for the academic year 2025–2026, or if I have not started my occupancy within seven days of the earliest occupancy permitted date, unless Harvard Griffin GSAS has agreed in writing to a later occupancy date. In the case of such cancellation, there may be a cancellation fee of up to one-quarter of the Room Fee for the fall term. Collection of the Room Fee will be divided between the fall term and the spring term (although payment may be made in accordance with University Monthly Plan, if elected). Because the fall term is slightly longer than the spring term, the Room Fee for the fall term will be more than half of the total Room Fee. My right to occupy the Quarters shall terminate upon my ceasing for any reason to be a registered student pursuing a course of instruction at Harvard University, in which case the Room Fee shall be pro-rated on a monthly basis, as calculated pursuant to the University Monthly Payment Plan.

The University reserves the right to terminate the license if I fail to follow any rules, regulations, or policies referenced herein or for any other cause it deems reasonable (including, without limitation, if the University believes that my conduct is jeopardizing my welfare or the welfare of the community) and make an appropriate adjustment of the Room and Meal Plan Fee. The University may also require me to relocate to other residential facilities at any time, with all reasonable moving costs paid by the University.

The assigned Quarters are to be occupied by me and are for single occupancy only unless expressly otherwise stated. Each occupant of the Quarters is responsible for the care of University property in the Quarters, and all occupants of the Quarters may be held jointly responsible for any loss or damage. Licensees also share joint responsibility for the common areas of the residence halls and may be subject to joint assessment in the event of loss or damage to such areas when University officials conclude that individual responsibility cannot be established. A degree will not be granted to a licensee until such assessments are paid in full.

The University shall not be liable directly or indirectly for any inconvenience, loss, or damage caused by an insufficiency of heat, or irregularity in the supply of electric current, or for the loss or theft of or damage to any of my property or the property of my visitors, wherever situated.

The University reserves the right to enter the Quarters at times it deems reasonable for standards of safety and/or building maintenance. The University may enter the Quarters without notice for the purposes of emergency service,

safety, including, without limitation, public health concerns and/or concerns related to COVID-19, and room condition inspections, or if there is reason to believe that any term or condition of the license is being violated. When entering the Quarters, the University may be accompanied by an outside party, such as a fire inspector.

The Quarters must be cleared of all personal property upon termination of the license. The University accepts no liability for personal property remaining in the accommodations after termination. The University may dispose of such property at the occupant's expense.

All residents are required to enroll in the Commons at Lehman Hall meal plan. By accepting this contract, you agree to enroll in and pay for the meal plan. The meal plan is not optional and cannot be refunded if not used.

## **License and Terms of Condition: Additional Information**

### **Room Assignment**

Every effort has been made to assign you a room in order of the preferences indicated on your application; however, it is not always possible to assign applicants their first or second choices. If you were assigned to a room that was not one of the top preferences on your application, it is because these rooms were not available at the time of your assignment. Due to the demand for housing, we are unable to make any changes in room assignments. Requests for room changes will be denied. If you are unhappy with your room assignment, you may cancel your original room assignment and be placed at the bottom of the waiting list for a new room. Please note that this does not guarantee reassignment to a room OR reassignment to a room of your choice.

### **Acceptance/Refusal of Room Assignment**

If you choose to accept the room assigned to you, you must indicate acceptance of the room assignment at the end of this contract and fill in the information requested. Your acceptance must be received by Harvard Griffin GSAS Residential Life no later than 5:00 p.m. EST on the date indicated on your room offer. If the office does not receive your response by this date and time, your room assignment will be cancelled and you will lose your place in the housing lottery. If you choose NOT to accept the room assigned to you, you must indicate refusal at the bottom of this contract no later than 5:00 p.m. EST on the date indicated on your room offer.

## **Cancellation of Room Assignment**

If you decide to cancel your room assignment, you will be assessed a cancellation fee as outlined below:

- Cancellations received on or before the response deadline by 5:00 p.m. EST: NO CANCELLATION FEE (housing application fee is nonrefundable and will still be charged to your student account)
- Cancellations received after the response deadline by 5:00 p.m. EST: \$150, plus you will be held financially responsible for the room and meal plan fees unless the room can be reassigned

By canceling your room assignment, you also automatically cancel your meal plan contract. Harvard Griffin GSAS students who wish to re-enroll in the meal plan can do so by contacting [Harvard University Dining Services](#) at 617-495-2710; more information is on the [Harvard University Dining Services website](#).

Any student who does not notify Harvard Griffin GSAS Residential Life in writing of the intent to cancel a room will be held financially responsible for room and meal plan fees unless Harvard Griffin GSAS Residential Life is able to reassign the room to another student.

**PLEASE NOTE:** All room assignments are made by Harvard Griffin GSAS Residential Life. Students may not make arrangements for use of a room with anyone, including another Harvard graduate student who may or may not have applied for a room. Any arrangement for use of a room in a Harvard Griffin GSAS residence hall not made by Harvard Griffin GSAS Residential Life is in violation of the terms of the housing contract. Students who are assigned rooms are expected to use them as their primary place of residence in the Boston/Cambridge metropolitan area.

## **Resident Hall Policies/Role of Resident Advisors**

We strongly recommend that students review the *Harvard Griffin GSAS Residence Hall Handbook* to ensure that they understand and are amenable to all policies pertaining to the residence halls. If you feel that any of our policies are unacceptable, we strongly encourage you to pursue other housing arrangements.

## University Construction

Both University and abutter maintenance and construction projects are an ongoing part of the University's dynamic, urban setting. While Harvard Griffin GSAS Residential Life does not anticipate significant disruptions during the 2025–2026 academic year from any construction work, up-to-date information on construction on campus will be available throughout the year at the [Construction Mitigation website](#).

## Billing of Room and Meal Plan Fees

The Harvard Griffin GSAS Residential Life does not collect payments for room and meal plan fees. Room and meal plan fees will be billed to your student account in two installments. The fall term room and meal plan fees will be billed by early August and due in early September, and the spring term room and meal plan fees will be billed in early December and due in early January. Because the fall term is slightly longer than the spring term, the room and meal plan fees for the fall term are more than half the overall fees.

### Important information for first-year Harvard Griffin GSAS students

Fall term room and meal plan fees will be billed in July prior to registration and are due in early September. If you are a first-year Harvard Griffin GSAS student and cannot pay these charges in full before the registration deadline, please note that you will still be cleared for registration by Harvard Griffin GSAS Financial Aid. More information about registration, stipends, and paying your room and meal plan fees is available at the [Student Financial Services website](#).

## Move-in Information

In some cases, incoming students may be issued a temporary ID for short-term use upon move-in if their photo has not been accepted by Harvard ID Services or if they have been offered a room in the late part of the housing application cycle. Any temporary IDs issued by Harvard Griffin GSAS Residential Life must be returned to Lehman Hall, Room 203, to avoid a \$25 fee. Incoming students are required to present some form of government-issued photo identification (such as a passport, driver's license, etc.) at check-in. You will not be given your key and a Harvard ID card and/or temporary card without government-issued photo identification.

Continuing students must present their Harvard ID at check-in. Continuing students who have lost their Harvard ID **MUST** proceed to ID Services (Smith Campus Center, 8th floor) before checking into the residence halls.

Move-in Hours

Please note that no move-ins are permitted before noon on August 22, 2025. No early arrivals are permitted.

Move-in hours are as follows:

Date	Time
Friday, August 22	12:00 p.m.–10:00 p.m.
Saturday, August 23	12:00 p.m.–10:00 p.m.
Sunday, August 24	12:00 p.m.–5:00 p.m.
Monday, August 25	12:00 p.m.–10:00 p.m.
Tuesday, August 26	12:00 p.m.–10:00 p.m.
Wednesday, August 27	12:00 p.m.–10:00 p.m.
Thursday, August 28	12:00 p.m.–5:00 p.m.
Friday, August 29	12:00 p.m.–10:00 p.m.
Saturday, August 30	12:00 p.m.–10:00 p.m.
Sunday, August 31	12:00 p.m.–10:00 p.m.
Monday, September 1	12:00 p.m.–10:00 p.m.

Beginning Tuesday, September 1, residents must pick up their keys at the Office of Residential Life (Lehman Hall Room 203) during normal business hours (9:00 a.m.–5:00 p.m., Monday through Friday).

If it is not possible to arrive during scheduled move-in times or office hours, you should plan to make arrangements to stay at a hotel, Airbnb, or with friends until the next scheduled move-in time or office hour.

# STUDENT GROUPS AT HARVARD GRIFFIN GSAS

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The Harvard Kenneth C. Griffin Graduate School of Arts and Sciences (Harvard Griffin GSAS) grants recognition to Student Groups. [Student Groups at Harvard Griffin GSAS](#) are responsible for reading, understanding, and abiding by all policies regarding student groups, without limitation those set forth in the Harvard Kenneth C. Griffin Graduate School of Arts and Sciences Handbook for Students, the Faculty of Arts and Sciences policies, and [Harvard University policies](#).

These policies include, for example:

- [FAS Sexual and Gender-Based Harassment Policy](#)
- [FAS Freedom of Speech Guidelines](#)
- [Harvard University Campus Use Rules](#)
- [Harvard University Non-discrimination and Anti-Bullying Policies](#)
- [Policy on Hazing](#)
- [University-Wide Statement Rights and Responsibilities](#)

Student Groups must also comply with all local, state, and federal laws and regulations.

# STUDENT GROUP RECOGNITION

Students who wish to gain recognition for a new Student Group must make a presentation at the [Harvard Griffin GSAS Student Council](#) (GSC) deans meeting. Prospective Student Group leaders must work with the Student Center staff to prepare and submit materials before presenting. Student leaders reactivating a group will work with the Student Center team. [This news article](#) details how to form or reactivate a Student Group.

Recognized Student Groups at Harvard Griffin GSAS are permitted to:

- receive advice and support from professional staff at the Student Center at Harvard Griffin GSAS
- use “Harvard Griffin GSAS” in their group name ([see naming policies](#))
- use the Harvard Griffin GSAS shield ([see logo policies](#))
- receive a [Harvard Griffin GSAS Engage organization](#)
- request use of space on campus, including in [Lehman Hall](#)
- apply for a [sponsored bank account](#) at the Harvard Federal Credit Union
- apply for GSC Student Group grants
- apply for the Student Engagement Fund grants
- be added to Harvard’s Buy2Pay system
- apply for an [FAS-sponsored email account](#).

## Annual Student Group Registration

Student Groups at Harvard Griffin GSAS that wish to remain recognized must complete the Annual Student Group Registration process with the Student Center staff every fall. The Student Center staff will communicate with all leaders listed on the group’s Engage organizations in advance. Instructions also will be posted on the [Student Leader Resource Hub](#).

If the Registration process is not completed by the fall deadline, then the Student Group will lose its recognized status.

## Loss of Recognition

Student Groups that lose their recognized status will:

- no longer be a recognized Student Group

- not be able to use Harvard Griffin GSAS in the group name
- not be able to use the Harvard Griffin GSAS shield
- be removed from the [Engage website](#)
- not be able reserve spaces on campus, including Lehman Hall
- not be able to update signers on the Student Group’s Harvard Federal Credit Union bank account
- not be able to receive GSC Student Group funding grants
- not be able to receive the Student Engagement Fund grants
- not be able to use an FAS sponsored email.

## Leadership

1. All Student Group officers must be registered students at Harvard Griffin GSAS.
2. Each Student Group must have at least two officers.

## Membership

1. There must be at least 10 members in a Student Group. (Student Group officers do not count toward this number.)
2. The majority of members must be registered students at Harvard Griffin GSAS.
3. Student Groups shall not discriminate on the basis of race, creed, religion, color, sex, national or ethnic origin, age, disability, sexual orientation, gender identity, gender expression, genetic information, military or veteran status, or any other characteristic protected under federal or state law.

## Name Use

### Group Titles

“Harvard Griffin GSAS” needs to be in each group’s title, and groups can choose from one of these three options:

1. Harvard Griffin GSAS XX Student Group/Student Association/Club
2. XX Student Group/Club/Student Association at/of Harvard Griffin GSAS /Club
3. XX, a Harvard Griffin GSAS Student Group



Examples:

- Graduate Christian Fellowship, a Harvard Griffin GSAS Student Group
- Harvard Griffin GSAS Sinophone Debate Student Association

Groups may use the words “Harvard” or “GSAS” only in conjunction with “Griffin.”

Examples:

- Graduate Christian Fellowship, a Harvard Griffin GSAS Student Group
- Harvard Griffin GSAS Sinophone Debate Student Association

Groups must clearly identify themselves as an officially recognized Student Group of Harvard Griffin GSAS in all print and electronic materials (including web and social media sites) that are created to represent their student organization and its activities.

## Insignias (Using the Harvard Shield)

All Student Groups at Harvard Griffin GSAS must comply with all policies of the Harvard Trademark Program, including without limitation the University’s use-of policy.

1. Provided it is in conjunction with the Student Group name, Student Groups can use the Harvard Griffin GSAS shield in documents but cannot alter or edit the shield.
2. Student Groups cannot use the Harvard University’s VERITAS shield.

For more information, see the [Policy on the Use of Harvard Names and Insignias](#) and the [Guidelines for Ordering Internal Insignia Items \(“SWAG”\) for Harvard Schools, Departments, Units, and Officially Recognized Student Organizations and Affiliates](#), which explains the process for ordering SWAG items bearing any University trademarks via an online form.

Groups first need approval from the Communications Office at Harvard Griffin GSAS before submitting any requests to the Trademark Program. See [this news article](#) about the process of seeking approval for group-branded “swag” items.

## Website/Social Media Guidelines

1. Student Groups at Harvard Griffin GSAS must follow Harvard University guidelines and best practices for using social media. Here is a link to the University's [communications guidelines and best practices](#) and, specifically, its [social media guidelines and best practices](#).
2. Student Group websites must add a trademark notice, usually as a footer: “The Harvard Griffin GSAS name and/or shield are trademarks of President and Fellows of Harvard College and are used by permission of Harvard University.”
3. If a Student Group uses the tagline of “Student Group at Harvard Griffin GSAS,” it must be placed in a prominent location on the Student Group’s website (typically in conjunction with the Student Group’s name) and in a font size comparable to other fonts being used on the website.

## Relation to Harvard University

1. Until officially recognized, a Student Group is not permitted to use the “Harvard Griffin GSAS” name or imply through its title or otherwise a connection with the University.
2. No Student Group may be connected with any advertising medium that uses the Harvard name.
3. No Student Group shall, in any manner or media, purport to represent the views or opinions of Harvard University, Harvard Griffin GSAS, or Harvard’s student body.
4. No Student Group is permitted to sign a contract on behalf of Harvard University or Harvard Griffin GSAS. A Student Group may sign a contract only on its own behalf.
5. No Student Group is permitted to appear on a commercially sponsored radio or TV program unless permission is granted in advance by the Student Center staff along with the Harvard Griffin GSAS Communications Team.
6. Student Groups must apply for their own Tax Employer Identification Number (EIN).
7. Student Groups are not part of Harvard University and are not covered by Harvard University’s tax-exempt status; Student Groups therefore must use their own EIN number on any W-9 or other tax documentation and are not permitted to use Harvard’s EIN number.
8. All Student Groups are required to operate as independent organizations that do not generate income for individuals and/or the organization itself and must independently comply with federal and state laws, including tax laws and filing requirements both at the federal and state levels. Student Groups, however, are not automatically registered as 501(c)(3) organizations and do not, therefore, automatically receive tax-exempt status.

9. Student Groups are not covered by Harvard’s insurance.
10. If Student Groups update their constitution or by-laws outside of the Annual Student Group Registration, these documents should be uploaded to the Student Group.
11. When Student Group officers change, the Student Groups needs to edit its Engage rosters. See [this news article](#) for Engage resources.

See this [news article for Engage funding resources](#) and this memorandum providing general information from the Harvard University Office of General Counsel ([Student Organizations at Harvard: Incorporation and Tax Status](#)).

## Faculty or Staff Advisor

Student Groups may have advisors. While they are not required, some Student Groups benefit from having a faculty or staff member serve as an advisor. Advisors can help guide the group and transfer historical knowledge. Advisors:

- must be a Harvard faculty or staff member
- should be familiar with the policies and resources for Student Groups
- are not directly responsible for the conduct of the Student Group they support
- have no legal responsibility for Student Group finances, including any debts owed by the Student Group.

### CONTACT: STUDENT GROUP RECOGNITION

Student Center at Harvard Griffin GSAS

[stugroups@fas.harvard.edu](mailto:stugroups@fas.harvard.edu)

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## STUDENT GROUP FINANCE

Student Groups are given authority and responsibility to spend funds as they see fit within the confines of state and federal laws.

## **Policy on the Payment of Bills Owed by Student Groups to University Departments**

1. **Payment in advance:** Student Groups ordinarily are expected to pay in advance for services provided by University departments.
2. **Charges:** Should the Student Group not be able to afford advance payments, the Student Group may be permitted to charge for services provided by University departments only with the written permission of the Student Center staff. It is understood that in providing such permission, the Student Center staff does not guarantee payment but does certify the ability of the Student Group to pay. In cases where this ability is in doubt, student or alumni guarantors will be required to sign a contract with the University, which will hold them individually liable for any debt incurred. In the case of student guarantors, any amount overdue by 60 days will be placed on their term bills. Alumni guarantors will be required for charges that are likely to exceed \$500. In those cases, the alumni guarantors will be asked to provide a certified check to the University, which will be held as security against the Student Group's debt.
3. **Guarantors:** Guarantors will be asked to sign the following agreement:
  - a. To whom it may concern: We individually assume responsibility for all expenses incurred by [Student Group]. In regard to University bills, we acknowledge that we understand the University policy that students will not be permitted to register for the fall or spring term until all debts are paid. In addition, a student otherwise entitled to receive their degree will not receive it until all debts are paid to the University.
4. **Annual Registration:** Student Groups will not be permitted to renew annually unless all debts are paid, or an agreement is made with the approval of the Student Center Staff, setting forth a schedule for the Student Group's payment of its debts.

## **Relation to Outside Organizations, Contracting, and Sponsorship**

Student Groups must maintain local autonomy. All Student Group policy decisions must be made by the Student Group alone without obligation to any outside organization.

Moreover, non-Harvard groups may not sponsor events at Harvard by using Student Groups as a vehicle to appear on campus, gain access to Harvard spaces, or represent a partnership with the University.

If a Student Group should sign a contract or agreement with a non-Harvard entity, the group can sign **ONLY** on behalf of the Student Groups. Student Groups **DO NOT** have authority to sign contracts on behalf of Harvard University or Harvard Griffin GSAS. If a Student Group fails to meet its contractual obligations, neither Harvard University nor Harvard Griffin GSAS will assume those obligations.

It is recommended that Student Groups require that any contract entered into by the Student Group be signed by two members, one of which should be an officer in the Student Group.

To make this clear to third parties, any contract signed by a Student Group must bear the full name of the Student Group and must state the following:

“The parties hereto agree and understand that neither Harvard University nor the Harvard Griffin GSAS is a party to this contract and neither is responsible under any circumstances for performing any obligation of this contract.”

Student Groups should be cautious about cosponsoring on-campus events with external or unrecognized organizations (e.g., nonprofit organizations, businesses, independent contractors) and should be thoughtful about collaborating with unrecognized Student Groups on campus. Any employment recruitment events should be coordinated in conjunction with the [Mignone Center for Career Success](#) (see Events with Employers).

## Honoraria

Student Groups may offer honoraria to guests who perform a service for the group. One important factor is whether the recipient of the honorarium is a foreign national. If so, Student Groups should consult the [Harvard University Honoraria, Royalty, Prize, or Other Payment](#) tax information from the [Office of the Controller](#) and policy information from [FAS Financial Policy Office](#).

## Gift Policy

Harvard University has a strict gift policy for employees that Student Groups need to follow when giving gifts to faculty or staff. See the [Gift and Celebratory Events for Employees and Nonemployees](#) on the Financial Policy Office website and the [Gift Taxability Table](#).

## Separation of Personal and Group Funds

Student Groups must keep their funds separate from the personal funds of their officers or members. Student Groups are not allowed to use a personal checking or savings account for Student Group funds. Funds should be deposited in a checking or savings account in the name of the Student Group.

## Bank Accounts

To receive funds from Harvard University (including the GSC), Student Groups need a Student Group bank account.

Student Group bank accounts must be at the Harvard Federal Credit Union (Harvard FCU). To open an account, a group will need a Tax Employer Identification Number (EIN) issued by the Internal Revenue Service (IRS). See [this news article](#) on Student Group banking.

Student Groups that lose their recognized status may lose the funds in their Student Group bank account. [Massachusetts law](#) requires that after three years, unclaimed property needs to be reported and remit to the Commonwealth.

## Student Group Salaries

Earnings of any Student Groups should not be given to individual members. Some Student Groups pay members for services performed by those members. Student Groups wishing to pay or provide other forms of remuneration to individual members must first receive approval from staff at the Student Center at Harvard Griffin GSAS. Payment is expected to conform to the going wage in student employment, although special consideration may be given to Student Group leaders.

## Fundraising

Student Groups need the permission of the Student Center staff to conduct fundraising in any form. This includes raising funds from alumni or other individuals, businesses or corporations, foundations,

government grants and contracts, and special events (on or off campus). Before scheduling a meeting with the Student Center staff about fundraising ideas, Student Groups must develop a project budget for the specific program or event they are planning. Project budgets should include both projected expenses and income.

Please note: Harvard Griffin GSAS and Harvard University coordinate and limit solicitation of alumni and certain corporations and foundations for funds to support basic needs of the University, and these should not be assumed to be an easy source of funding. Any request for funds from alumni, Harvard Griffin GSAS, or Harvard Federal Credit Union, and certain corporations and foundations requires prior approval from the Student Center staff.

Please keep in mind the following guidelines as it pertains to fundraising:

- The purpose for which the funds are raised must be consistent with the purpose of the recognized Student Group.
- Funds must be used for the specific event or purpose for which they were raised.
- Funds should be given directly to the Student Groups.
- It is generally better to receive in-kind donations than funds.

## Request to Review Student Group Finances

While Student Groups are responsible for their own finances and for keeping their own financial records, under the conditions of Registration, Student Groups may be asked to present their financial reports to the Student Center staff.

Student Groups should consult the [Harvard University Risk Management & Audit Services](#) for best practices.

### **CONTACT: STUDENT GROUP FINANCE**

**Student Center at Harvard Griffin GSAS**

[stugroups@fas.harvard.edu](mailto:stugroups@fas.harvard.edu)

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# STUDENT GROUP EVENTS

## Events with Alcohol

All students are expected to comply with the laws of the Commonwealth of Massachusetts and with all University or School rules governing possessing or serving alcohol.

- The consumption of alcohol on public property or on property open to the public is prohibited.
- The transportation or consumption of alcoholic beverages in open containers in public areas of campus is prohibited.
- If a person is seriously harmed, or could have been seriously harmed, as a result of consumption of alcohol or drugs at an event held, sponsored, organized, or supported by a Student Group and those directly responsible for the provision of alcohol or drugs are not identified, then the Student Center staff may hold the event hosts personally responsible.
- Social event attendees must not be served more than one alcoholic beverage at a time.
- The service of alcohol at any Student Group event must not exceed four hours.

## Drinking Age

The minimum drinking age in Massachusetts is 21. To be served or provided with an alcoholic beverage, an individual must show proof of minimum drinking age by presenting a government-issued photo identification.

- The sale, delivery, or furnishing alcohol to persons under the age of 21 is prohibited.
- The possession or transportation of alcoholic beverages by individuals under the age of 21 is prohibited.
- Proper age verification (21 years) is required for all social events where alcohol is being served.

## Bartenders

Whenever the number of people in attendance exceeds 30 for an event where alcohol will be served, the Student Group is responsible for hiring a bartender(s). See [this news article](#) for resources to hire bartending staff.



## Food and Alcoholic Beverages

A proportional amount of food and nonalcoholic beverages must be available at any event where alcohol is served.

- Alcohol may not be served unless water, nonalcoholic beverages, and food are available.
- Water and nonalcoholic beverages must be visible and as accessible as alcoholic beverages.

## University Alcohol License Policy

The [Harvard Events Office](#) has posted the [Harvard University Alcohol License Policy](#).

## Alcohol and Entertainment License

One-day alcohol and/or entertainment licenses are required when attendance is being charged, there is a cash bar or professional performances, or the event is open to the general public. Student Groups are responsible for obtaining such licenses from the appropriate city. Student Groups will need an approval email from HUPD when applying for licenses with the appropriate city. Plan to start this process at least three weeks before the event. See [this Engage news article](#) for details on obtaining licenses.

## Events Requiring Crowd Control

According to the Massachusetts Board of Fire Prevention Regulations, if Student Groups hold events with over 100 people, then they must have a crowd manager. See [this news article](#) for how to arrange for crowd control.

## Police Presence

Harvard University requires a Harvard University Police Department (HUPD) detail to be present for student sponsored events whenever the number in attendance exceeds 100 and alcohol is served. A police detail can be arranged by visiting the [HUPD website](#). The appropriate number of police officers will be determined by the HUPD. See [Harvard University Police Department \(HUPD\) website for pricing](#).

## Inviting Distinguished Guests and Dignitaries

The [University Marshal's Office](#) is Harvard University's primary point of contact for matters involving protocol, official correspondence, and planning related to visits from heads of state, dignitaries, and other high-profile guests. All Student Groups at Harvard Griffin GSAS considering such invitations must follow the University's official procedures.

Please refer to the [Information for Student Organizations](#) on the Marshal's Office website.

## Student Organization Responsibilities

Before contacting the Marshal's Office for a proposed invitation to a dignitary or other high-profile guests, student groups must consult with the Student Center at Harvard Griffin GSAS.

## Heads of State or Government

In addition to Harvard Griffin GSAS consultation, any proposal to invite a current **head of state or government**, whether for an in-person or virtual event, must be cleared with the University Marshal's Office.

The Marshal's Office will:

- review and approve the proposed invitation
- facilitate a written invitation from the Office of the President
- advise on specific protocol and coordination planning.

The same process may also apply when inviting other high-ranking US or foreign government officials. Early consultation is essential to avoid conflicts, adhere to international protocol requirements, and ensure a well-organized and successful visit.

## Planning Tools and Additional Guidance

Student organizers may refer to the [Invitation Protocols](#) for full guidance on invitations and the [Planning Checklist](#) for planning support.

## Political Candidates During an Election Year

As a 501(c)(3) nonprofit organization, Harvard University is prohibited from inviting declared political candidates (local, state, or federal) to participate in events that may be

construed as campaign activities. For detailed information, consult the University's [Policy on Political Activities](#).

## Questions?

For assistance or to begin the consultation process, please contact the [University Marshal's Office](#) as early as possible during the planning stage.

## Student Group Events with Employers

[The Mignone Center for Career Success \(MCS\)](#) often collaborates with Student Groups at Harvard Griffin GSAS to help them better manage their relationship with employers and to support career-related events for the Harvard community. Partnering with MCS also enables Student Groups and Harvard to maintain a long-term relationship with invited speakers and employers. In addition, MCS can publicize events related to careers.

All events with employers, including virtual and off-campus events, should be reported to the Mignone Center for Career Success via [careerservices.fas.harvard.edu/student-groups](https://careerservices.fas.harvard.edu/student-groups). Any employment recruitment events (e.g., information sessions and career fairs) should be coordinated with the Mignone Center for Career Success.

If a Student Group event is open to all students at Harvard Griffin GSAS, then MCS may be able to help with:

- planning and logistics
- publicity
- space
- employer and alumni connections.

If Student Groups are alerted to job opportunities, they must forward them by email to the Mignone Center for Career Success to be added to its [jobs database](#).

## Student Group Events with Travel

While Student Groups are considered independent of the University, Harvard Griffin GSAS expects that student leaders will take great care and manage their travels responsibly.

Student Groups traveling on business, even locally, should consider collecting [travel waivers](#) from leaders and members in advance of their trip.

## Emergency Protocol

In the event of an accident, emergency, sickness, or hospitalization affecting any Harvard students during a student group trip, it is important to immediately contact the appropriate emergency services.

- **In the US:** Call 9-1-1 first and then HUPD at 617-495-1212 to notify the University of the incident.
- **Abroad:** Call the local equivalent of 9-1-1 (if it is safe to do so) and then International SOS at +1-617-998-000; International SOS case managers will notify Harvard Global Support Services (GSS) of the incident.

## Domestic Travel

When traveling domestically, student groups should be mindful of the following practices to ensure the safety of all who travel with the group.

### Charter Services

It is best to hire a professional and reputable transportation provider whenever possible, particularly when traveling longer distances or with larger groups. See [this news article](#) for vendors.

### Rental Cars

When traveling by car, students are encouraged to rent vehicles rather than use personal vehicles. Rental cars are best for local and regional travel within the New England area. Harvard has negotiated rental rates and insurance coverage through Enterprise/National at the Cambridge location for which recognized student groups are eligible. Individual students are also eligible for discounted Zipcar memberships. See [this news article](#) for vendors.

### Student Drivers

Student Group leaders should carefully weigh the responsibility of agreeing to drive other students for any reason. Students who elect to drive others should note the following information regarding insurance, vehicle maintenance, driver tips, trip planning, and weather considerations. Drivers

should only drive for two-hour shifts at a time. Depending on the distance being traveled, there should be enough valid drivers that no driver is driving more than a two-hour shift.

**Qualities of a valid student driver:**

- has a valid US license for the type of vehicle being operated
- has a clean driving record
- has experience driving the type of vehicle being used (SUV, van, etc.—no 15-passenger vans)
- is comfortable driving the necessary distance
- is comfortable driving in the current weather (account for rain and snow)
- is not overtired (please consider whether the driver will be properly rested at the time of travel).

**Student Drivers Must:**

- have a valid driver's license
- obey all traffic laws and posted speed limits
- ensure the car(s) have the appropriate number of passengers and are not overfilled
- stay focused while driving; refuse to use mobile phones or engage in distractions
  - Nearly all states prohibit text messaging for drivers, and some also prohibit use of a handheld phone.
- be responsible for knowing and following the laws of every state in which you will be driving
- not drive if impaired in any way (fatigue, medication, drugs, or alcohol)
- ensure all passengers are wearing seat belts.

**Student Drivers Should:**

- limit the range of driving trips to locations within four hours
- ensure enough valid drivers are present before departing
- avoid roundtrips within a 24-hour period
- avoid driving through the night, particularly if the students are tired from the trip-related activity
- do a vehicle inspection prior to driving the vehicle (check lights, horn, tire pressure and condition, windshield wipers, fuel level)

- plan for multiple designated drivers rotating driving shifts every two hours. Departure time and route plans should favor daytime hours; overnight driving should be avoided.

## **Automobile Insurance**

The University does not provide automobile insurance for students using personal vehicles for student group business. If an incident or accident occurs, the vehicle's owner would be required to use personal automobile insurance to cover the incident. If the owner of the vehicle does not have adequate limits of insurance, a claim could be made against the individual operating the vehicle. The personal owner of the vehicle and the driver can both be held financially liable for damages in situations where the insurance available does not adequately cover claims. Students using their own vehicles, family vehicles, or vehicles of friends should be aware of this prior to agreeing to drive for a student activity.

Student groups that are uncomfortable with this personal responsibility are encouraged to rent a car or van through preferred vendors. The University has negotiated rates and certain levels of insurance coverage with Enterprise/National that are available to student groups. Find information about rental cars in [this news article](#).

## **Vehicle Maintenance**

Any vehicle used to transport students should be in good working order and be properly and professionally maintained. Individuals choosing to drive personal vehicles for student group trips rather than rent transportation to drive should be aware that they are exposed to greater personal liability for this reason.

## **Weather Considerations When Travelling**

Check the weather report before embarking on the road. In the event of bad weather, it is best to suspend travel until weather conditions improve. Students concerned with a late return to campus and potential for missed academic requirements should contact their House/Yard Deans to make appropriate arrangements. Student safety is always paramount.

## **International Travel**

Students traveling with student groups are responsible for understanding the [Graduate Student Travel Policy](#).

[Harvard Global Support Services](#) (GSS) provides resources related to safety and security, health, culture, outbound immigration, and more that can help you prepare for your trip and support your well-being while abroad. These include risk ratings, country guides, travel advice, outbound visa guidance, and a global emergency response program.

## Registering International Travel

- Student groups traveling abroad must [register their trips with the University's International SOS account](#). There are two options to register for travel:
  - Each individual traveler should register their own trip details and emergency contact information through one of three ways: via the Assistance App, through email forwarding, or manual entry through the [MyTrips platform](#).
  - OR
  - Student Group or trip leaders may register the entire group using the [Group Travel Registration Worksheet](#). First, each individual traveler must create a MyTrips profile that includes their emergency contact information.
- Students are responsible for keeping their itinerary updated in their International SOS account and with the Student Engagement Team. This includes updating any changes to contact information.

## Pre-Departure Consultations

The GSS International Safety & Security team specializes in risk assessments, intelligence analysis, and emergency response. They also maintain working relationships with security professionals and international consultants around the globe to advise Harvard programs and travelers on the latest trends and developments. [Contact GSS](#) if you have questions or concerns about the health and safety risks for your group, or if you'd like to schedule a predeparture orientation or consultation for your group.

## Medical, Mental Health, and Security Resources for International Travel

Harvard University's [International SOS](#) membership provides medical, mental health, and security advice, assistance, referrals, and emergency evacuation services to eligible Harvard travelers abroad.

To expedite assistance, it is essential that all international travel be registered in either the International SOS MyTrips platform or the [Assistance App](#). International SOS can be reached 24/7 by dialing +1-617-998-0000 or by connecting through the Assistance App.

[This news article](#) also shares details on organizing Student Group travel.

## Policy for the Safety and Protection of Minors

Harvard University is committed to providing a safe environment for everyone on its campuses and in its programs. This includes the thousands of minors who participate in programs and activities both on and off campus. Members of the Harvard community who interact with minors—young people under the age of 18—in any official capacity must foster and maintain an appropriate and secure environment for minors. See the [Harvard University Policy for the Safety & Protection of Minors](#) for more information.

### **CONTACT: STUDENT GROUP FINANCE**

Student Center at Harvard Griffin GSAS

[stugroups@fas.harvard.edu](mailto:stugroups@fas.harvard.edu)

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## STUDENT GROUP SPACE USE

When reserving or using space, Student Groups must follow all policies and procedures for the spaces in addition to the [Harvard Campus Use Rules](#).

### Lehman Hall Polices

Student Groups that reserve and use space in Lehman Hall must adhere to the [Lehman Hall Room Reservation Policies and Terms and Conditions](#).

## Filming on Campus



Harvard Public Affairs and Communications (HPAC) outlines Harvard University’s restrictions on photography and videography on campus.

For example:

- Any photography or videotaping that portrays official signs, insignia, or emblems of Harvard University or its schools must have advance permission from the Trademark Office (exceptions are made for press invited to cover University events).
- Commercial filming anywhere on Harvard’s campus is prohibited without written permission from the University.
- Filming inside of dormitories, cafeterias, or classrooms is prohibited without written permission from the University.

A full list of restrictions and how to request a permit can be found on the [Policy on Photographing and Filming on Harvard Property](#). Questions regarding the policy should be sent to [media@harvard.edu](mailto:media@harvard.edu).

**CONTACT: STUDENT GROUP SPACE USE**

Student Center at Harvard Griffin GSAS

[stugroups@fas.harvard.edu](mailto:stugroups@fas.harvard.edu)

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## STUDENT GROUP DISCIPLINARY PROCESS

All recognized Student Groups, leaders, and members are required to abide by all policies in the *Harvard Kenneth C. Griffin Graduate School of Arts and Sciences Handbook for Students* and those of Harvard University.

Concerns that a recognized Student Group at Harvard Griffin GSAS has not upheld University or Harvard Griffin GSAS policies should be brought to the Student Center staff at [stugroups@fas.harvard.edu](mailto:stugroups@fas.harvard.edu).

Concerns that an individual student leader has not upheld University or Harvard Griffin GSAS policies should be brought to the Dean of Students or designee at [studaff@fas.harvard.edu](mailto:studaff@fas.harvard.edu).

The Harvard Griffin GSAS does not discuss disciplinary matters related to individual students or Student Groups with anyone other than those with a need to know, as determined by Harvard Griffin GSAS.

## Student Group Violations of Expectations of Conduct

The Student Center staff must be kept up to date on Student Group leadership transitions to ensure continuity throughout the process and outcomes if applicable. When determining appropriate disciplinary outcomes, the Student Center staff will consider the incident and its context and any prior disciplinary findings; these factors can be considered part of any response.

1. **Process:** Any member of the Harvard community can submit a report of an incident and alleged policy violations to the Student Center at [stugroups@fas.harvard.edu](mailto:stugroups@fas.harvard.edu).
2. **Review:** The Assistant Director at the Student Center will review the report of the incident/violation and, if necessary, will collect any supporting evidence. If warranted, reports could be considered by the Administrative Board.
3. **Outcome:** Following a thorough review, and in consultation with various Harvard Griffin GSAS and University offices, the Executive Director of the Student Center or designee will determine the appropriate method of corrective action.
4. **Appeal:** Student Groups will be able to appeal a decision within one week to the Dean of Students if they believe new information has come to light that may impact the decision.

## Possible Outcomes

1. **No grounds for action.**
2. **Warning:** Formal communication from the Executive Director of the Student Center notifying the Student Group of a violation and that another violation likely will result in a more severe outcome.
3. **Period of Probation:** Probation is a period during which the Student Group is given the opportunity to demonstrate its ability to abide by all applicable policies and procedures.
  - a. An outcome of Probation may be accompanied by a period during which the Student Group's privileges are suspended, for example, accessing room booking, participating in Harvard Griffin GSAS events/programs (such as the Student Involvement Fair or Dine with Student Leaders event) or other appropriate restrictions. If the Student Group is found responsible for violating

- any policies during the probation period, the Group may be subject to additional sanctions including suspension or permanent loss of recognized status.
4. **Suspension of Recognized Status:** Suspension of recognized status is a designated period of time during which a Student Group loses recognition from Harvard Griffin GSAS and Harvard University and all privileges of recognized Student Groups including access to University benefits and services. During the period of suspension, Harvard websites may be updated to indicate a group's recognition is "currently suspended." After the designated period of suspension, the Student Group may petition to the Student Center staff for approval to apply for Registration. The petition must demonstrate that the Student Group has abided by the terms of suspension.
  5. **Permanent Loss of Recognized Status:** A Student Group that has permanently lost recognition status must cease all Student Group activities and lose all privileges of a recognized Student Group. The name of the Student Group and all symbols associated with Harvard University will be removed from all Harvard University property including Harvard's websites. The Student Group is prohibited from, among other things, using Harvard Griffin GSAS name and shield. There will be no opportunity for a Student Group that permanently loses recognized status to regain the status through the Recognition process.
    1. Individual Student Group leaders may be referred to the [Harvard Griffin GSAS Administrative Board](#) for potential discipline for their individual involvement in a Student Group's violation of Harvard Griffin GSAS or University policy.

**CONTACT: STUDENT GROUP DISCIPLINARY PROCESS****Student Center at Harvard Griffin GSAS**

stugroups@fas.harvard.edu

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## RESOURCES AND SUPPORT

Resources for Student Group leaders can be found on the [Student Leader Resource Hub](#) on the Harvard Griffin GSAS Engage website. Leaders can also contact the Student Center ([stugroups@fas.harvard.edu](mailto:stugroups@fas.harvard.edu)) for support and assistance.

**CONTACT: RESOURCES AND SUPPORT**

Student Center at Harvard Griffin GSAS

[stugroups@fas.harvard.edu](mailto:stugroups@fas.harvard.edu)

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