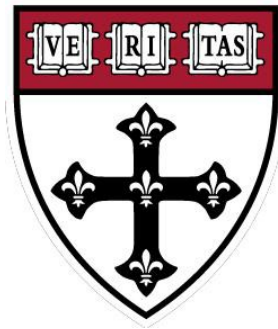


HARVARD T. H. CHAN SCHOOL OF PUBLIC HEALTH *NON-DEGREE* STUDENT HANDBOOK

2019 - 2020



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

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

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Administrative Organization

Office for Student Services (617-432-4703)

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

Robin Glover	Associate Dean for Student Services
Jim Smith Assistant	Dean for Student and Alumni Services
Karen Brown	Office Manager
Yasmina Kamal	Student Services Liaison
Office Hours:	Monday through Friday 9 AM – 5 PM

Admissions Office (617-432-1031)

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

Vincent James	Director of Admissions
Kerri Noonan	Associate Director of Admissions
Kelly Latendresse	Assistant Director of Admissions
Charlie Dill	Assistant Director of Admissions
Andy Lopez-Lara	Staff Assistant
Ruth Thompson	Admissions Coordinator
Office Hours:	Monday through Friday 9 AM - 5 PM

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

The mission of the Office for Student Affairs (OSA) is to support and enrich the student experience at the Harvard T.H. Chan School of Public Health through a wide range of educational, cultural, and social programming. The office works to help ensure the general well-being of the student body and to support students who are experiencing challenges or difficulties. OSA plans both Orientation and Commencement programs and events. The office assists students with disabilities, provides specialized programming and support for diverse student populations, assists with housing and 6 residence life issues, works closely with officers of the Student Association, and advises and provides support to student organizations on a variety of issues including goal setting and event planning. In addition, OSA administers the MBTA discount pass program, assigns lockers, and serves as an information source for students. Please visit our web site www.hsph.harvard.edu/student-affairs/ for more information, or contact us by e-mail at studentaffairs@hsph.harvard.edu. The office is located in Kresge G-4, 677 Huntington Avenue, Boston, MA 02115.

Leah Kane	Director for Student Affairs
Colleen Cronin	Associate Director
Joel-Michael Martin	Program Coordinator
Luke Sutherland	Housing and Resident Life Coordinator
Katherine Worthington	Program Coordinator
Office Hours:	Monday through Friday 9 AM - 5 PM

Office of Financial Aid (617-432-1867)

The mission of the Office of Financial Aid (OFA) is to assist students and applicants in all matters related to fee assessments, billing and financing education and expenses at the Harvard T.H. Chan School of Public Health. The OFA coordinates scholarship and fellowship decisions with the dean's office and academic departments. The Office also determines eligibility for federal student aid and administers federal student loan programs. Counseling is available throughout the year on such topics as loan debt management, student billing, refund process and other areas as required. Please visit our web site www.hsph.harvard.edu/osfs for more information, or contact us by e-mail at osfs@hsph.harvard.edu. Telephone inquiries are welcome every day from 9 a.m. to 5 p.m. Voice mail messages may be left outside of business hours. The office is located in the Kresge G-4 suite, 677 Huntington Avenue, Boston, MA 02115.

Kathryn Austin	Director of Financial Aid
Ada Horne	Assistant Director of Financial Aid
Brian Le	Financial Aid Coordinator
Senait Mulu	Financial Aid Coordinator
Office Hours:	Monday through Friday 9 AM - 5 PM

Registrar's Office (617-432-1032)

The Registrar's Office manages student enrollment, maintains student data and grades, monitors students' compliance with degree requirements, certifies enrollment, assesses tuition, and schedules courses. Telephone inquiries are welcome every day from 9 a.m. to 5 p.m. Please visit our web site www.hsph.harvard.edu/registrar for more information, or contact us by e-mail at registrar@hsph.harvard.edu. The office is located in the Kresge G-4 Suite, 677 Huntington Avenue, Boston, MA 02115.

Joann Wilson-Singleton	Registrar
Alison Hardy	Associate Registrar
TBD	Associate Registrar of Technology
Michelle Pessinis	Assistant Registrar
Hannah Aubin	Special Programs Manager
Donna McLean	Financial and Student Records Coordinator
Faith Ross	Masters Student Coordinator
Sabrina Taileb-Houmel	Master of Science and Guest Student Coordinator
Michael Hampson	Enrollment Systems and Reporting Specialist
Hilary Lahlan	Course Management Coordinator
Nate Smith	Registrar's Office Liaison
Office Hours:	Monday through Friday 9 AM - 5 PM

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

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

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

For more information:

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

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

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

Office Hours:
Monday through Friday, 8 a.m. – 5 p.m.
Call to schedule an appointment
<https://hms.harvard.edu/departments/ombuds-office> (includes self-help resources)

Academic Support

Academic Integrity

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

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

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

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

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

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

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

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

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

be followed.

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

Program Contacts

The following is a list of Harvard T.H. Chan School of Public Health Non-Degree programs point of contact:

Program Name	Administrator	Telephone
Harvard Affiliates	Sabrina Taileb-Houmel	(617) 432-7596
Advanced Leadership Initiative	Anna Porter	(617) 384-9533
Boston Area Public Health Professional	Sabrina Taileb-Houmel	(617) 432-7596
Brazil Exchange Program	Patrice Ayers	(617) 432-1193
Global Health Delivery Intensive	Jennifer Goldsmith	(617) 521-3367
Global Infectious Diseases Summer Program	Andrea Sabaroff	(617) 432-1023
Argentina Exchange Program	Patricia Erin Kannan	(617) 432-4615
Program in Clinical Effectiveness	Lindsay Morrissey	(617) 525-3199
Research Scholar Initiative	Molly Lockwood	(617) 495-9551
Tanzania Training Grant	Patricia Erin Kannan	(617) 432-1858
Harvard Chan School Alumni	Sabrina Taileb-Houmel	(617) 432-7596
Harvard Chan School Post-Doctoral Fellows	Sabrina Taileb-Houmel	(617) 432-7596
Summer Session in Public Health Studies	Stephanie Lemoine	(617) 432-1558
The Bernard Lown Scholars in Cardiovascular Health Program	Erin Kannan	(617) 432-4615
Takemi Fellows	Emily Coles	(617) 432-7596
Tuition Assistance Program	Sabrina Taileb-Houmel	(617) 432-7596
Yerby Post-Doctoral Fellows	Jennifer M. Ivers	(617) 432-7596

Check-In

Important things to note:

- E-mail is considered an official mode of communication at the School. Students are expected to check their e-mail account on a regular basis for important notices.
- Pregnant women, women of childbearing age attempting conception, and persons whose religious beliefs prevent them from being immunized may waive the immunization requirement by notifying HUHS in writing.
- Students who fail to obtain administrative and/or enrollment clearance by the said date will be administratively withdrawn from the Harvard T.H. Chan School of Public Health.
- All students are required to have laptops loaded with VDI software. The laptop policy and the instructions for loading VDI software onto your laptop can be found at <http://www.hsph.harvard.edu/registrar/laptop-requirement-policy>.
- Incoming students who have not satisfied admissions contingencies will be blocked from enrollment activities. Students should note that the Schools of Public Health Application Service (SOPHAS) does not forward transcripts. All incoming students are required to submit official transcripts for all post-secondary institutions attended.

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

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

Students who wish to revise their decision on restricting their directory data should inform the Registrar's Office by updating their Directory Profile indicator, on the Student Home tab of [my.harvard](#) or via the registration checklist on the my.harvard portal.

my.harvard

my.harvard is an online system which students access via the web. Using my.harvard, students can add, drop, and change their course enrollment, as well as access grade information and other personal information. Academic credit will not be given for coursework unless an enrollment record exists in my.harvard. More information about using my.harvard can be found in the [Knowledge Center](#).

- During the Academic Year, full-time non-degree students may take up to 10 credits, while part-time students may take up to 5 credits per semester.
- During the summer, the following pertains to the specific programs:
- GHDI Students may only take 6.25 credits for the entire session. Students coming from HMS may take an additional course in Summer 2.
- PCE Students must take 15 credits during the full summer.
- Full-time students may take up to 10 credits (no more than 5 credits each term.) Part-time students may take up to 5 credits (no more than 2.5 each term).

Academic Calendar

The academic calendar is available online at <http://www.hsph.harvard.edu/registrar/academic-calendar/> or by clicking the calendar link on the School's homepage. Subscribing to the academic calendar with Google calendar may be done by following these instructions. Please note that all important academic dates and deadlines are listed on the Academic Calendar.

Course Enrollment Policies & Procedures

Students are required to complete all course enrollment activities prior to the enrollment deadline(s) specified in the academic calendar. Students are expected to have their enrollments finalized in my.harvard by the posted deadlines. Requests for any exceptions to enrollment deadlines must be made in writing to the Registrar's Office using a General Petition. Students are encouraged to enroll in courses as early in the enrollment period as possible. HSPH does not allow students to enroll in courses that have conflicting meeting times under any circumstance.

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

- Select courses on the [my.harvard](#) portal.
- Select grading options for each course on my.harvard (ordinal, pass/fail or audit).
- Obtain all appropriate course related permissions if required.
- If enrolling for a cross-registered course, meet all requirements listed at the Harvard Chan cross-registration information [site](#).

- Complete all registration requirements on or before the add/drop deadline.

Detailed instructions for processing course enrollment transactions and requesting instructor permission can be found in the Knowledge Center at <https://about.my.harvard.edu/students>. Please note that students may not, under any circumstance, enroll in courses that meet at the same or overlapping time periods. Changes to one's schedule may be made up until the add/drop/change deadline.

Online Course Schedules and Catalogs

Course information from all Harvard faculties is available on the my.harvard portal. The online course catalogs contain course descriptions, faculty information, and general information about taking classes at Harvard University.

Course Evaluations

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

Course Prospectus/Syllabi

Syllabi for most courses may be found on Canvas, the electronic classroom tool. Course Isites are available on the my.harvard portal.

Cross-Registration Policies

Non-degree students are not allowed to cross-register into other Harvard schools, MIT, Tufts Fletcher School of Law and Diplomacy or Tufts Friedman School of Nutrition Science and Policy.

Harvard University does offer cross-registration during the summer.

Course Requirements

Some programs require students to take specific course(s) (listed below) to meet the completion of the program. For more information, contact your Program Coordinator.

Course Code	Course Title
BST 206	Introduction to Statistics for Medical Research
BST 207	Statistics for Medical Research II
BST 208	Statistics for Medical Research Advanced
EPI 208	Introduction to Clinical Epidemiology
GHP 213	Global Cardiovascular Disease Prevention - Methods, Study Designs and Case Studies
GHP 532	Introduction to Global Health Care Delivery
GHP 555	Management Practices in Health Care Delivery
ID 505	Epidemiologic and Biostatistical Methods for Global Health
IID 232	Vector-Borne and Zoonotic Infections
IID 233	Infections Transmitted through Water and Food

Transfer Credits

Under no circumstance does the Harvard T.H. Chan School of Public Health accept transfer credits from other academic institutions. If a Harvard Chan non-degree student applies for and is granted admission into a master's degree program, up to 20 credits of completed coursework may be applied to the financial degree requirement, if the tuition was paid in full to the School, and if the courses taken were within the preceding five years of matriculating in a degree program. Note that upon entering the degree program, students will be billed at the corresponding flat tuition rate for the year for the remaining terms necessary to complete program requirements. Therefore, prior coursework completed will be a financial benefit to the extent that it shortens the time necessary to complete degree requirements. Students should carefully consider enrollment options (i.e. full-time, part-time, summer enrollment) for completing the degree when transferring in prior credits, as this may not guarantee a lower total cost of the degree.

Independent Studies

Independent studies are courses of study that involve substantial interaction with and instruction by faculty and are set up on an ad hoc basis. All independent study are taken for pass-fail credit only. Independent Studies may be set up with variable credits. An HSPH faculty member or an adjunct faculty member must supervise all independent studies and research sections taken for degree credit at the School. Students who wish to enroll with a faculty member with a School "annual appointment" or a faculty member from another Harvard school must enroll in the section sponsored by their School academic advisor. By sponsoring the independent study, the School advisor agrees to the appropriateness of both the work and the non-School supervisor. The academic advisor must contact the non-School section supervisor to assign a grade for the student. The student's academic advisor must submit the grade at the end of the course as required by the School's Committee on Educational Policy (CEP).

Academic Standing

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

All students must maintain a cumulative grade point average of 2.70 or above. If a non-degree student receives a cumulative grade point average of 2.7 or below for a semester/part of term, the student will be in academic suspension and ineligible to take non-degree courses at the Harvard Chan School.

Failure to Meet Academic Requirements

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

The academic review process begins with notification to the program department and the Registrar's Office that the student is on academic probation. The Registrar's Office reviews the student's status and may recommend that the student be allowed to register for courses during the following semester. For additional policies and procedures regarding unsatisfactory academic performance, please refer to Appendix B: Disciplinary Procedures.

Harvard Chan School Grading System

The Harvard Chan School offers ordinal (letter), pass/fail, and audit grading options for non-degree students.

Grading Option	Grade Definition	Grade Point Average
Ordinal	A – C, F Grading Scale	Calculated in Final G.P.A.
Pass/Fail	P = Pass, F = Fail	P Not Calculated in G.P.A., F Calculated in G.P.A.
Audit (Special Fellows)	Not Graded	Not Calculated in G.P.A.

Please note that “audit” may be selected only by Special Fellows. There is a limit of 5 credits per semester of audited course work while registered as a full- or part-time student. Students do not receive credit for audited courses. Audited courses will appear on transcripts with the grade of AU. This grade will not be calculated in the G.P.A. Students who do not meet the instructors’ expectations of an auditor will receive the grade of WDA. This grade will not be calculated in the G.P.A. Summer courses may not be audited.

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

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

A	=	4.00 (Excellent)	F	=	0.00 (Failing/ordinal)
A-	=	3.70	WD*	=	Withdrawn
B+	=	3.30 (Good)	P*	=	Passing
B	=	3.00	F	=	Failing (pass/fail)
B-	=	2.70 (Satisfactory)	IN*	=	Incomplete (pending completion of work)
C+	=	2.30	INC*	=	Permanent Incomplete
C	=	2.00 (Poor)	ABS*	=	Absent from Exam
C-	=	1.70	IP*	=	In Progress
AU*	=	Audit	WDA*	=	Withdrawn Auditor

* Does not calculate into GPA

To calculate the term grade point average:

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

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

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

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

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

Totals	15.0 credits	45.75 grade points
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45.75 grade points ÷ 15.0 credits = **3.05 term cumulative average**

Grade of Withdrawal

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

Grade of Absence from Examination

A student who cannot attend a regularly scheduled examination must request permission for an alternate examination from the instructor in advance of the examination. At the discretion of the instructor, and in the case of significant medical or personal reasons, an alternate examination may be permitted. Ordinarily, the instructor will consult with the director for student affairs concerning medical and personal problems. An excuse for absence from an examination and permission for an alternate examination must be recorded on the Absence from Examination Form from the Registrar's

Office. In the case of an unexcused absence, the instructor will give a grade of "F" for this examination. (CEP 2/89)

Grade of Failure

Students failing any course at the School will receive a grade of "F." The failure will be a part of their permanent academic record.

Grade of Incomplete

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

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

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

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

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

Grade Changes

Final authority for the designation of grades rests with the primary instructor of each course. Only primary instructors may initiate a change in grade. Once a grade has been submitted to the Registrar's Office, the following procedures must be followed in order to make any changes:

To change an "Incomplete" to an IN/ordinal or IN/pass/fail grade: The primary instructor must complete the Incomplete Contract for the student and deliver the form directly to the Registrar's Office (in person or via email). The primary instructor must then submit the final grade via my.harvard.

To correct a clerical error in reporting the original grade: The primary instructor must submit a Change of Grade Form to the registrar for review and decision by the chair of the CAD or his/her designee.

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

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

Change of Grade Forms will not be accepted from a student; the instructor must submit the completed form. Please note that grades cannot be changed after one semester following the initial due date of the grade.

Grade Notification

Harvard Chan School grades are available to students in the form of official transcripts.

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

Final Examination Policy

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

Student Status

During the Academic Year, full-time status is 10 credits per semester (except for Special Fellows). Special Fellows may only 5 credits per semester. Part-time status is 5 credits per semester and Auditors may take up to 2.5 credits.

During the Summer, full-time and part-time status varies by program. Please refer to my.harvard section for more information.

Ordinarily, Harvard Chan School students maintain a full-time or part-time status while attending the School. However, students may find it necessary to change their status.

Withdrawal

Students must clear their holds by the add/drop/change deadline to prevent a withdrawal from their course(s). During the academic year, students are responsible for the full tuition of course(s) that have been withdrawn. For the summer tuition refund schedule, please visit Withdrawal Tuition Refund Schedule for Summer Students.

Harvard University Identification Card

Campus Service Center ID Services

1350 Massachusetts Avenue, Smith Center Room 807, Cambridge MA 02138 Phone: (617-496-7827)

E-mail: id_services@harvard.edu

Web: www.huid.harvard.edu

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

New students are encouraged to submit an ID card photo using Harvard University's ID Card Photo Submission Web Application. If a photo is successfully submitted, the Student ID card will be printed. When the new students arrive on campus, they must bring government-issued identification to facilitate photo and identity validation before they can receive their Harvard ID cards. If a photo is not successfully submitted using the ID Card Photo Submission Application,

students must go to the I.D. Office located on the first floor of the Kresge Building where photographs will be taken to be placed on the front side of the permanent ID card. The permanent ID card will be available at the Registrar's Office. ID cards are valid through a student's expected date of graduation.

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

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

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

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

Replacement of Harvard ID

Replacements may be ordered at the I.D. Office on the first floor of the Kresge Building at the Harvard Chan School. Each time a replacement ID is issued, the last digit of the ID increases by one. The replacement fee is \$25.00 for current students for each card lost (all fees are charged to the student's term bill). Non-students and alumni must go to Kresge LL15 to pay the \$25.00 cash replacement fee.

Rights of the University to Capture and Use Digital Images

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

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

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

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

Health Insurance and Fees

Harvard University does not offer health insurance to non-degree students.

Harvard International Office

Smith Center Room 864, 1350 Massachusetts Avenue, Cambridge, MA 02138 (617-495-2789)

The Harvard International Office (HIO) staff advises foreign nationals on immigration matters, social and cultural differences, and financial and personal concerns. The office provides orientations throughout the year to help new students and their spouses adjust quickly to life in the U.S. and to minimize the difficulties they may experience throughout their stay.

During the month of August, walking tours to shopping areas are provided. The Host Program for International Students provides full-time enrolled students from abroad with the opportunity to get to know a resident in the Boston area who will welcome them and ease their transition to the American way of life; contact Zarrin Foster at 617-496-2816 for more information.

All newly admitted international students must register with the HIO before registering for classes. They should have their passports, visa stamps, and I-20 or DS-2019 documents with them to complete registration with the HIO. The HIO has sent e-mails that provide instructions for the online electronic registration process through the Student Portal. You also have the option of registering with the HIO in person before orientation, but online registration is encouraged. For any questions regarding immigration and visa matters, please contact Elizabeth Capuano at elizabeth_capuano@harvard.edu.

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

An HIO representative holds regular office hours at the Harvard T.H. Chan School of Public Health. Dates, hours, and location are advertised in advance on the HIO web site: <http://hio.harvard.edu/office-hours>.

Summer Programs

Summer programs afford students the opportunity to experience the classes and culture of the Harvard Chan School, while also meeting and learning from leading professors and practitioners similarly dedicated to assisting others.

The Harvard Chan School offers several Non-Degree Programs:

Global Health Delivery Intensive

The Global Health Delivery Intensive (GHDI) program attracts a diverse, international cadre of mid-career global health professionals who seek training in global health delivery concepts and skills. Students take a curriculum of epidemiology, management science and global health delivery case studies, enabling them to effectively design and manage programs that improve health care delivery and outcomes in low-resource settings.

Students are required to take 6.25 credits. Required courses: GHP 532, GHP 555, ID 505.

Global Infectious Diseases

The Program in Global Infectious Diseases is designed for students, public health officers, clinicians, and scientists who are seeking advanced training in infectious diseases that disproportionately affect individuals in resource-limited areas. The program specifically focuses on vector-borne and zoonotic infections, and infections transmitted by water and food. The Program is comprised of 7.5 credits, 5.0 of which must include IID 232 and IID 233, with the remainder drawn from select courses in Epidemiology and Biostatistics also offered during the summer session.

Program in Clinical Effectiveness

The Program in Clinical Effectiveness (PCE) is designed for physician-clinicians, fellows and faculty who are seeking quantitative and analytic skills needed for clinical research or are interested in health care administration. The PCE is an intensive seven-week, 15-credit summer program, which contains summer-long courses in Clinical Epidemiology and Biostatistics, as well as two half-summer elective courses. This program also serves as the foundation for the MPH degree in Clinical Effectiveness and the Summer only SM in Epidemiology.

Summer Session for Public Health Studies

Students are introduced to the core areas of public health in two intensive summer sessions. Courses in the programs help students develop the abilities to define, assess, and evaluate the health needs of populations; participate in the development of health policy; and ensure the delivery of health services.

Students may take up to 10 credits during the summer; no more than 5 credits in each term.

WinterSession

Considered part of the Spring Semester, WinterSession is a special term at the Harvard T.H. Chan School of Public Health which runs during the month of January. For students and faculty, WinterSession provides a break from the academic routine of the fall and spring semesters and offers opportunities for creativity and innovation in learning and teaching.

Libraries

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

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

Patents, Trademarks and Use of Harvard's Name

Patents

Office of Technology Development

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

otd@harvard.edu www.otd.harvard.edu

Everyone, including students, is expected to notify and to disclose to the Office of Technology Development ("OTD") any invention that they have made in connection with their University work and/or through the use of University-administered resources. The University's "Statement of Policy in Regard to Intellectual Property (the "IP Policy"), which provides additional details, is available from the OTD website at: <https://otd.harvard.edu/faculty-inventors/resources/policies-and-procedures/statement-of-policy-in-regard-to-intellectual-property/>.

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

Trademarks and Use of Harvard's Name

Harvard Trademark Program
Richard A. and Susan F. Smith Campus Center
1350 Massachusetts Avenue; Suite 738 Cambridge, MA 02138
617-495-9513

Trademark_program@harvard.edu
www.trademark.harvard.edu

General Information about the Harvard Trademark Program

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

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

Use of Harvard's Trademarks by Students and Student Organizations

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

Student Organization Guidelines

The Trademark Program has established the following guidelines to help student organizations ensure that they represent their association with Harvard in an appropriate and accurate manner, as is required of all members of the Harvard community under the Use-of-Name policies. Specifically, the guidelines stipulate that all student organizations must clearly and accurately identify their association with the University in print and electronic publications, on websites, and in promotional materials and related activities so that the viewer understands that any given activity represented is that of a student organization and not an activity of the University or one of its schools or units:

Publications: a student organization publication must bear a statement on its cover identifying that it is a publication of a student organization and the statement must be prominently placed and include the name of the school with which the student organization is associated, for example: "a publication of (name of the student group), an officially recognized student organization at (name of the relevant school)." Also, the identity statement that is used must be compliant with any supplemental guidelines established by the school with which the student organization is associated. In addition, the copyright page (or corresponding section) of the publication must state that "The Harvard name and the VERITAS shield are trademarks of the President and Fellows of Harvard College and are used by permission of Harvard University." This statement can be modified to reflect the exact Harvard trademarks being used by the student group.

Websites: as is the case with publications, a student organization's website must bear a statement prominently placed on its homepage identifying the group as "an officially recognized (name of relevant school) student organization." The statement must include the name of the school with which the group is associated and must be compliant with any supplemental guidelines established by the student group's school. In addition, the website's homepage must state that "The Harvard name and the VERITAS shield are trademarks of the President and Fellows of Harvard College and are used by permission of Harvard University." This statement can be modified to reflect the exact Harvard trademarks being used by the student group.

Promotional Materials and Related Activities: the trademark guidelines also apply to student organization promotional materials and related activities. Thus, all brochures, posters, publicity materials, etc. related to any student group event or activity, whether taking place in the U.S. or abroad, must clearly identify the event/activity as being hosted by an officially recognized student group from (relevant school name).

Ordering Apparel or other Mercantile Items bearing Harvard's Trademarks

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

Requests by Student Organizations to have apparel or other mercantile items produced should first be submitted to the Office for Student Affairs via studentaffairs@hsph.harvard.edu.

Further information about the Harvard Trademark Program, please visit the Trademark Program's website: www.trademark.harvard.edu, or contact the office at trademark_program@harvard.edu.

Student Life Policies

Academic Rights and Responsibilities

All the members of the Harvard Chan School community are reminded of our commitment to maintaining an academic environment that encourages the free exchange of ideas and protects the rights of individuals to express their views within the bounds of reasoned dissent. At the School, we are engaged in many areas of study and concern where there are often strongly held and divergent opinions.

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

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

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

Alcohol at the Harvard Chan School

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

Bicycles

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

Certifications

Certifications of Enrollment

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

Transcripts

An official transcript includes the student's name, non-degree program(s), courses taken, grades received, and GPA. The transcript is stamped with the registrar's signature and the Harvard Chan School seal, placed in an envelope with an explanation of the School grading system, and sealed. Should the seal be broken, the transcript is considered unofficial. Students who would like to review their grades before sending them to a third party should review them

using the grade report feature via my.harvard. Students may request a copy of their official transcript by submitting a [Transcript Request Form](#) to the Registrar's Office. Students who require a notarized transcript must indicate so at the time of the request. Students should allow five to seven business days for processing transcript requests. The first transcript is issued at no charge; for subsequent requests, there is a processing fee of \$2.00 for each transcript. Students may also elect to request transcripts on-line at www.studentclearinghouse.org.

If you request transcripts (official/unofficial) and have outstanding financial obligations to the Harvard Chan School or Harvard University, the transcripts will bear the notations "issued to student" and "student's financial obligations to the university have not been met." These transcripts will not be sent to third parties. Transcripts cannot be issued to third parties for students facing disciplinary proceedings.

Transcripts from other schools submitted by students to the Harvard Chan School as part of the admissions process to the school remain part of the student's permanent record. These transcripts are never sent to third parties. Students must obtain copies of these transcripts from the school where the academic credit was earned and the degree awarded.

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

Communication with Students

Students are required to have an email address, to check it and to view the student portal on a regular basis. Important information is disseminated through these electronic methods. The Student Services offices communicate with students via e-mail. E-mail messages are automatically sent to the students' e-mail address. Students should regularly check their e-mail accounts for important notices about policy updates, CAD notifications, as well as information regarding registration, and deadlines.

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

Students also receive a daily email digest, Student News, which contains announcements, event information, and reminders about important deadlines. More information is available at: <https://www.hsph.harvard.edu/student-affairs/studentcommunication/>.

Computing and IT Policies

Software

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

- copying programs for use on other systems
- distribution or resale of programs outside Harvard
- use of programs for non-educational purposes or for financial gain
- altering or disclosure of program source code

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

Digital Millennium Copyright Act (DMCA)

DMCA laws have extended copyright protection to additional forms of electronic materials such as music and videos. The University is committed to maintaining the integrity and availability of the Harvard network for vital educational and research purposes for which it was designed. All Harvard community members -- faculty, staff, and students --

should be familiar with the laws pertaining to the use of digital material (<http://www.dmca.harvard.edu>) and to comply with federal law and University policy regarding use of copyrighted materials.

Harvard University Technology Resources Policy (excerpts)

Access to and use of technology resources at Harvard University are provided to members of the Harvard community to assist in fulfilling the education, research, and service missions of the university. Such resources include e-mail, telephone, voicemail, computer hardware and software, Internet access, and the campus computer network. All technology resources and their components or peripheral parts are the property of Harvard University. All users have the responsibility to use those resources in an efficient, ethical, and legal manner. Access to such resources is limited to authorized users and is for approved purposes only.

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

University technology resources should not be used in connection with lobbying or political campaigns. In addition, such resources should not be used for private business or commercial activities, except where such activities are otherwise permitted under applicable university policies.

I/T users should note that distribution, storage, or viewing of pornography on university computers violates the Technology Resources Policy.

E-Mail

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

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

For further information about the Instructional Computing Facility, call the User Assistance Office at 617-432-3165 [or the IT website](#).

Dangerous Weapons and Threats

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

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

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

discomfort to any person or group of persons shall be punished by imprisonment in the state prison for not more than 20 years or imprisonment in the house of correction for not more than 2 1/2 years, or by fine of not more than \$10,000, or by both such fine and imprisonment. Whoever willfully communicates or causes to be communicated such a threat thereby causing either the evacuation or serious disruption of a school, school related event, school transportation, or a dwelling, building, place of assembly, facility or public transport, or an aircraft, ship or common carrier, or willfully communicates or causes serious public inconvenience or alarm, shall be punished by imprisonment in the state prison for not less than 3 years nor more than 20 years or imprisonment in the house of correction for not less than 6 months nor more than 2 1/2 years, or by fine of not less than \$1,000 nor more than \$50,000, or by both such fine and imprisonment. Massachusetts General Laws, c.269§ 14(b)-(c).

Firearms, Explosives, Combustible Fuels, Firecrackers, and Dangerous Weapons

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

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

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

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

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

. . . any stiletto, dagger or a device or case which enables a knife with a locking blade to be drawn at a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double-edged blade, or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade of over one and one-half inches, or a 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. Massachusetts General Laws, c. 269 § 10(a).

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

Discrimination, Policy Against

In accordance with Harvard University policy, the Harvard T.H. Chan School of Public Health does not discriminate against any person on the basis of race, color, sex, sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities. The Senior Director of Human Resources (617-432-2719) has been designated to handle inquiries regarding the nondiscrimination programs. In addition, inquiries concerning non-discrimination policies regarding race, color, national origin, age, sex, or disability may be referred to the Regional Director, U.S. Department of Education Office for Civil Rights, 8th Floor, 5 Post Office Square, Boston, MA 02109-3901; Telephone: 617- 289-0111; Facsimile: (617) 289-0150; [Email: OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov).

Drugs and Alcohol Policy

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

The unlawful possession, use, or distribution of controlled substances or alcohol is prohibited in or on Harvard premises, in vehicles provided by Harvard, at any work-site or location at which university duties are being performed by Harvard employees or students, or as part of any of Harvard's activities. Common examples of controlled substances, as defined by law, are cocaine, marijuana and heroin. The university will take disciplinary action against violators, consistent with federal, state and local laws. Such action may include requiring satisfactory participation in a substance abuse treatment, counseling, or education program as a condition of reinstatement or continuation with Harvard, suspension, and referral for prosecution. Although Massachusetts law now permits adults aged 21 or older to possess and consume marijuana under certain circumstances, federal law prohibits the possession, use, or distribution of marijuana, including for medical purposes, on Harvard property or as part of a Harvard activity. Thus, even if the possession or use of marijuana would be permitted under Massachusetts law, it remains prohibited on campus.

Additionally, the misuse of prescription drugs (sharing, buying, or using in a manner different than that prescribed) is a violation of University policy. Because of the considerable health risks involved in drug and alcohol use, resources are available to assist the Harvard community in dealing with drug and alcohol abuse problems. The following are all strictly confidential services:

The medical staff at HUHS provides diagnosis and treatment recommendations. Call your primary care physician or nurse practitioner's office for an appointment. If you have not yet selected a primary care clinician, call Medical area health services at 617-432-1370 (Longwood campus) or 617-495-5711 (Cambridge area) for assistance and scheduling. For more information, visit www.huhs.harvard.edu.

For immediate care of acute problems, the HUHS Acute Treatment Emergency Treatment Line in Cambridge (617-495-2138) is available 24 hours a day. On evenings, weekends, and holidays there is always a doctor at the HUHS After-Hours Urgent Care Clinic on the fifth floor of the Smith Campus Center facility.

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

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

Al-Anon meetings provide help for friends and families of alcoholics, whether or not the alcoholic is involved with AA. There are also special meetings for children of alcoholics. Call 617-426-9444 for more information.

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

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

Harvard University Policy on Access to Electronic Information

Effective March 31, 2014, Harvard established a policy that sets out guidelines and processes for University access to user electronic information stored in or transmitted through any University system. This policy applies to all Schools and units of the University. The policy is available in the Policies section of the Provost's website: www.provost.harvard.edu under the heading "Electronic Communications Policies".

Hazing

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

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

Massachusetts General Laws Chapter 269

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to affect adversely the physical health or safety 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. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

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

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

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

institution a copy of this section and sections seventeen and eighteen.

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

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

Immunizations

Required Immunizations
huhs.harvard.edu/forms

Massachusetts has strict immunization requirements that you must meet in order to register for classes. Immunizations help protect you from illnesses and contribute to the overall well-being of our community. We encourage you to receive any required immunizations before you arrive at Harvard, as many private health plans will cover the cost. If you are unable to obtain these prior to your arrival on campus, you may arrange to get immunizations at various locations in the area, including HUHS. Please note that your health plan may not cover immunizations that you receive at HUHS, in which case you will be responsible for the cost of the immunizations. Please note that the Student Health Insurance Plan covers preventive immunizations only administered at HUHS. All students are required to comply with the Massachusetts immunization regulations and submit a complete immunization history to Harvard University Health Services prior to registration. Incomplete or overdue forms may delay registration.

Inclement Weather Policy

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

Religious Holidays, Absence Due to

According to Chapter 151c, Section 2B, of the General Laws of Massachusetts, any student in an educational or vocational training institution, other than a religious or denominational training institution, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or requirement which he or she may have missed because of such absence on any particular day, provided that such makeup examination or work shall not create an unreasonable burden upon the School. No fees of any kind shall be charged by the institution for making such opportunity available to the student, and no adverse or prejudicial effect shall result to any student for availing himself or herself of these provisions.

Safety and Security

Harvard University Police Business (617-432-1215)

Every major city has areas that have higher crime rates than others. There are safety precautions that can be taken to maintain a safer city life style. The university document *Playing it Safe*, available from the Harvard University Police Department, contains important information on crime prevention programs and services at Harvard. It also outlines federal and state laws and university policies on sexual offenses (including rape, date rape, sexual assault, sexual harassment, and other sexual offenses). For more information, please call Harvard University Police business number (617-432-1215). In a life safety emergency, please call 9-1-1.

Harvard University Police (617-432-1212)

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

Security (617-432-1040, 24 hours a day)

Security guards are posted at all Harvard Longwood area building entrances. Guards will ask you to stop and show your ID. Security staff is located in the FXB Building.

MessageMe: Emergency Notification System

MessageMe allows the University to quickly distribute critical information to you, wherever you are located, during an emergency. MessageMe helps you to stay informed in the event of an emergency by sending alerts to your personal electronic device (cell phone, pda, smartphone, etc.) through text messaging, voice and/or email. Please enroll in the MessageMe Program (this requires an annual renewal) at <https://messagememe.harvard.edu/>.

Taxi Escort Service

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

Walking Escort Service

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

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

If you or someone you know is or may be the victim of a sensitive crime, please seek assistance right away. Resources at the Harvard Chan School include the Office for Student Affairs (617-432-1036), the Office for Student Services (617-432-4703), the Harvard University Office for Sexual Assault Prevention and Response (617-495-9100), and the Harvard University Police Department (urgent Longwood number 617-432-1212). Additional resources and information including both Harvard and non-Harvard area resources are also available on the following web sites: Harvard University Police Department, <http://www.hupd.harvard.edu/index.php> and Harvard University Office of Sexual Assault Prevention and Response, <http://www.osapr.harvard.edu/>.

Sexual Harassment

As expressed by the Faculty Council of Harvard College, "the determination of what constitutes sexual harassment will vary with particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical or verbal comments or suggestions, which adversely affects the working or learning environment of an individual." The administration of the Harvard T.H. Chan School of Public Health wishes to do everything it can to maintain an environment free from harassment. Sexual harassment, especially by persons with authority, be it faculty members or teaching assistants, will not be tolerated.

Anyone believing herself or himself to be a victim of sexual harassment should seek assistance. This may take the form of just talking over the circumstances, informal counseling, or filing a formal complaint. Persons at the School who are ready to help you include Luke Sutherland, Title IX Coordinator (617-432-5290); Leah Kane, Director for Student Affairs (617-432-0488); Mahnaz El-Kouedi, Assistant Dean of Faculty Affairs (617-432-1381); Linda Picard, Senior Director of Human Resources (617-432-2719); the chair of your department; or Melissa Brodrick, Ombudsperson (617-432-4040). Often an informal process can help to remedy the situation, so do not hesitate to seek help.

Smoke-Free and Tobacco-Free Campus

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

APPENDIX A

Abbreviations

List of Abbreviations

The following abbreviations are used throughout this Handbook:

ALI	Advanced Leadership Initiative	HPM	Health Policy and Management
AUD	Audit	HSCF	Health Sciences Computing Facility
AV	Audio Visual	HUHS	Harvard University Health Services
BAPHP	Boston Area Public Health Professional	HUIT	Harvard University Information Technology
BCBS	Blue Cross/Blue Shield Insurance	HUPD	Harvard University Police Department
BST	Biostatistics	HUSHP	Harvard University Student Health Program
CAD	Committee on Admissions and Degrees	IECS	Institute for Clinical Effectiveness and Health Policy
CAMHS	Counseling and Mental Health Services	ICF	Instructional Computing Facility
CBQG	Computational Biology and Quantitative Genetics	ID	Interdepartmental
CEP	Committee on Educational Policy	IID	Immunology and Infectious Diseases
CLE	Clinical Effectiveness	LG	Ordinal
DBS	Division of Biological Sciences	NUT	Nutrition
EH	Environmental Health	ODI	Office of Diversity and Inclusion
EPI	Epidemiology	ODR	Office for Sexual and Gender-Based Dispute Resolution
FERPA	Family Educational Rights and Privacy Act of 1974	OFA	Office of Financial Aid
FT	Full-Time	OSA	Office for Student Affairs
FWS	Federal Work Study	OSAPR	Office of Sexual Assault Prevention and Response
FXB	François-Xavier Bagnoud Building	OTD	Office of Technology Development
GCD	Genetics and Complex Diseases	PREP	GSAS Research Scholar Initiative
GHDI	Global Health Delivery Intensive	PCE	Program in Clinical Effectiveness
GHP	Global Health and Population	P/F	Pass/Fail
GID	Global Infectious Diseases	PT	Part-Time
HDMS	Harvard School of Dental Medicine	SBS	Social and Behavioral Sciences
HIO	Harvard International Office	SPH/ SCHOOL	Harvard T.H. Chan School of Public Health
HLC	Harvard Longwood Campus	TAP	Tuition Assistance Plan
HMS	Harvard Medical School	VDI	Virtual Desktop Interface

APPENDIX B:

Disciplinary Procedures

Misconduct

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

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

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

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

Note about Student Discipline Pursuant to a Finding of Sexual and Gender-based Harassment

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

When the Disciplinary Board learns that a formal complaint has been filed with ODR, a Disciplinary Board representative will meet with the respondent to explain, among other things, the disciplinary process that may take place following the issuance of the ODR's final report, the range of disciplinary sanctions, and the appeals process following the imposition of any discipline.

Whenever a formal complaint of sexual or gender-based harassment against a School student results in the issuance of a final report from the ODR, the Disciplinary Board must accept as final and non-reviewable the report's findings of fact and its conclusions as to whether a violation of the University Policy has occurred. The role of the Disciplinary Board is solely to determine the appropriate disciplinary response. The Disciplinary Board may interview the parties and may undertake any other action it deems necessary to arrive at its conclusions, including consulting with senior faculty or administrators at the University when it feels additional expertise or advice would be useful. The Board's disciplinary proceedings against the student based on conduct addressed by the ODR's final report will proceed with the understanding that the final report carries the same validity as a determination reached by the Board itself. All members of the Disciplinary Board will receive appropriate training in the handling and resolution of allegations of sexual or gender-based harassment. To the extent any existing Harvard Chan School policies and procedures interfere with compliance with the University Policy or Procedures, application of such Harvard Chan School policies and procedures shall be suspended.

The Board may take a number of disciplinary actions as set forth below in the Sanctions for Misconduct (section E). When no violation of the University Policy has been found, the Disciplinary Board will review the factual findings contained in the final report. Should the Board conclude that the alleged conduct, while not a violation of the University Policy, might violate other Harvard Chan School policies or expectations for conduct, then the Board will take up the case as set forth below. If the Board votes to impose discipline, it will notify the respondent and, as appropriate, the complainant, of the discipline imposed.

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

Misconduct Reporting Procedures

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

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

Allegations of student misconduct should be brought to the associate dean for student services (preferably in a written report), describing with specificity the circumstances that gave rise to the allegation, along with any supporting information. In some cases, as he or she deems necessary, the associate dean for student services may make a referral to the Disciplinary Board in the absence of a formal complaint from another party.

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

Preliminary Investigation of a Report of Misconduct

In many instances, allegations misconduct can be dealt with informally, without proceeding with the disciplinary process. Upon receiving a report of potential misconduct, the associate dean for student services (or designee) promptly conducts a preliminary investigation for the purposes of determining whether the incident should be treated as a disciplinary case. As part of this preliminary investigation, the associate dean for student services notifies the

student about the concerns that have been raised and seeks the student's account of the events in question. Students who receive such a notification are strongly encouraged to meet at least once with the director for student affairs or his or her designee.

If the preliminary investigation indicates that disciplinary action may be warranted, then the associate dean for student services initiates formal disciplinary proceedings by sending a written charge to the Disciplinary Board, to the student, and to the student's academic advisor. The written charge explains the nature of the alleged disciplinary infraction, describes in general the evidence on which it is based, and identifies the possible disciplinary actions that could result. A charge shall be issued only if the associate dean for student services believes it reasonably likely that the charged infraction can be established by a preponderance of evidence.

In cases of suspected plagiarism, student papers may be submitted to a private contracted service that reviews content for originality. Results from this review may be used to inform the associate dean and Disciplinary Board in their inquiry. Papers submitted to this service are retained by that company and become part of their database of materials used in future searches. No personal identifying information is either submitted or retained by the service.

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

Disciplinary Board

The Disciplinary Board is composed of three faculty members and three students. The faculty members are appointed by the Dean for three-year terms; one of the members is designated by the Dean to serve as chair. All three students are appointed to the board as full voting members; two students will be assigned to specific cases on a case-by-case basis, though they will not be assigned to cases in which the student facing disciplinary action is in their own division. The associate dean for student services serves as a non-voting ex officio member of the Board. The Board is not an adversarial or prosecutorial body. Its charge is to objectively consider the matters that come before it, consistent with the maintenance of the high academic and ethical standards of the faculty of the school.

Rules for Disciplinary Proceedings

Upon issuance of a formal charge by the associate dean for student services, the Disciplinary Board begins its review of the alleged misconduct. A member of the Board who believes he/she cannot properly discharge responsibilities in a given case may excuse him or herself. The Board also may, either in response to a student's request or on its own, decide to excuse a Board member. Within one week of the issuance of a formal charge, the student should submit a written statement on the incident to the Board, which should include the student's perspective on the situation along with copies of any additional information bearing on the matter. This statement should be written by the student in his or her own words, but the student is encouraged to seek the help of his/her advisor, another faculty member, the director for student affairs, or the associate dean for student services.

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

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

A student appearing before the Disciplinary Board may be accompanied by an advisor (chosen by the student) from within the Harvard T.H. Chan School of Public Health community. As noted above, in keeping with the non-adversarial character of the board's proceedings, attorneys for students cannot be present at hearings of the Board.

The student, after giving prior notice to the Board, may bring to the hearing persons who have information relevant to the facts of the alleged misconduct. Individuals wishing to attest to the character of a student may not attend the hearing but will be allowed to communicate with the Board in writing.

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

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

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

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

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

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

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

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

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

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

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

Should situations arise which are not covered by these rules and procedures or in which the application of these rules and procedures, in the judgment of the Board, would be inappropriate, the Board may formulate and follow an appropriate ad hoc procedure.

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

Sanctions for Misconduct

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

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

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

Requirement to Withdraw: An action taken in serious disciplinary cases indicating that the student's behavior is unacceptable in the School community. A student who has been required to withdraw is not in good standing as a candidate for a degree and must surrender his/her Harvard University student ID card and leave school property for a period determined by the Board, usually two semesters. Without exception, students who have been required to withdraw must petition the Board to be readmitted to the Harvard Chan School; readmission is not guaranteed but is decided on a case-by-case basis by the Board based on its judgment of the student's conduct during his/her time away from the School and the student's readiness to rejoin the School community. That the student was required to withdraw for disciplinary reasons appears permanently on the student's transcript. The notation on the transcript will normally read "Disciplinary Withdrawal Required" and will include the date of the withdrawal

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

Expulsion: The most extreme disciplinary action possible. It signifies that the student is no longer welcome in the community and may never be re-admitted. Expulsion must be voted by the Faculty Council as described under "Dismissal." (The action taken by the Board is a vote of requirement to withdraw with a recommendation to the Faculty Council that the student be expelled.) A student who is expelled can never be readmitted and restored to good standing. The fact of expulsion appears permanently on the student's transcript. The notation on the transcript will normally read "Disciplinary Expulsion" and will include the date of the expulsion.

APPENDIX C

Grievance Procedures for Students

(For the grievance procedures to resolve allegations of Sexual and Gender-Based Harassment, see below.)

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

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

Informal Resolution of Grievances (not involving allegations of sexual or gender-based harassment)

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

Formal Grievance Procedure (not involving allegations of sexual and gender-based harassment. For procedures to resolve allegations of Sexual and Gender-Based Harassment, see below.)

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

A formal grievance is a complaint in writing from the student to the associate dean for student services, asking that an ad hoc grievance committee be appointed. (In the event that the complaint is against the associate dean for student services, the written complaint goes directly to the dean of the school.) The written complaint should be filed within two months of the event to which it refers and should include the following, as appropriate:

Statement of the allegation

- Description of the alleged facts
- Summary of steps he/she already has taken in attempt to resolve the problem
- Name/s of the person/s thought to be responsible for the alleged events
- Other facts considered to be pertinent to the case
- Signature of the person initiating the complaint

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

The ad hoc grievance committee investigates the grievance. This investigation includes, but need not be limited to:

Meeting/s with the person aggrieved and the person/s (or representatives of the department) grieved against.

Consultation with such others as the ad hoc grievance committee deems necessary to provide a thorough investigation of the grievance, including scientific ramifications or concerns, and other mitigating or extenuating circumstances that bear upon the situation.

The ad hoc grievance committee expeditiously considers the facts of the case and presents a report to the dean of the school or, in the case of a grievance involving a disability, to the university's 504 disability coordinator. The report includes findings of facts and recommendations, if any. Every precaution is taken to ensure the confidentiality of information obtained at meetings of the ad hoc grievance committee. The committee also makes every effort to conclude the investigation promptly and to take any needed remedial action.

Upon receipt of the report from the ad hoc grievance committee, the dean of the school, or the university's 504 disability coordinator may exercise the following options:

Take whatever action he or she feels is warranted, using the report of the ad hoc grievance committee as advisory information.

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

The final action of the dean of the school or of the university's 504 disability coordinator constitutes the formal completion of the grievance procedure. The ad hoc grievance committee is then discharged. The final action is communicated to both the person aggrieved and the person/s (or department) grieved against. Once the procedure is completed, all records of the meetings of the ad hoc grievance committee and the final report of the committee remain in the possession of the associate dean for student services and are treated with appropriate confidentiality.

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

Grievance Procedures for Allegations of Sexual and Gender-Based Harassment

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

For Complaints against Students

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

To file a formal complaint, contact ODR:

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

For Complaints against Faculty

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

For Complaints against Staff

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

For more information about the procedures and support services available to Harvard Chan School students, please visit <http://www.hsph.harvard.edu/student-affairs/sexual-harassment/> to find your Title IX Coordinator contact information.

APPENDIX D

Missing Persons Policy

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

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

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

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

APPENDIX E

Student Records Family Educational Rights and Privacy Act ("FERPA")

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") is a federal law that gives students certain rights with respect to their education records. The Harvard University FERPA policy can be found on the Provost's website at http://provost.harvard.edu/files/provost/files/ferpa_overview_081116.pdf.

Education Records

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

Access

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

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

Directory Information

The Harvard T.H. Chan School of Public Health regards the following information as "directory information," that is, information that, under FERPA, can be made available to the general public: student name, image, major field of study, dates of attendance, degree and awards received, previous schools attended and degrees received, local and permanent address, phone number, e-mail address and photograph captured for the HUID card.

Please note that Harvard University's definition of "directory information," found at http://provost.harvard.edu/files/provost/files/ferpa_overview_081116.pdf, may include elements in addition to those used by the Harvard T.H. Chan School of Public Health, and that requests for directory information received at the University level thus may result in disclosure of such additional elements.

Students may direct the Harvard T.H. Chan School of Public Health not to disclose their directory information, usually known as putting in place a "FERPA Block." To do so, a student must inform the Registrar of the Harvard T.H. Chan School of Public Health, in writing, of that decision. Students should be aware of the possible consequences of putting in place a FERPA Block, such as missed mailings, messages, and announcements, non-verification of enrollment or

degree status, and non-inclusion in the Harvard Commencement booklet. Students who have previously chosen to put in place a FERPA Block may decide to reverse this decision, also by informing the Registrar of the Harvard T.H. Chan School of Public Health in writing.

Other Disclosures Permitted Under FERPA

In addition to permitting the disclosure of directory information, as set forth above, FERPA permits disclosure of educational records without a student's knowledge or consent under certain circumstances. For example, disclosure is permitted to Harvard officials with a legitimate educational interest in the records, meaning that the person needs the information in order to fulfill his or her professional responsibilities, including instructional, supervisory, advisory, administrative, academic or research, staff support or other duties. "Harvard officials" include: faculty; administrators; clerical employees; professional employees; Harvard University Health Services professionals; Harvard University police officers; agents of the University, such as independent contractors or vendors performing functions on behalf of a Harvard School or the University; members of Harvard's governing boards; and students serving on an official School or University committee, or assisting another Harvard official in performing his or her tasks. A student's education record also may be shared with parties outside the University under certain conditions, including, for example, in situations involving a health and safety emergency. In addition, a Harvard School will forward a student's education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

If the Harvard T.H. Chan School of Public Health finds that a student has committed a disciplinary violation involving a crime of violence or a non-forcible sex offense, then it also may, if legally permitted and in the Harvard T.H. Chan School of Public Health's judgment appropriate, disclose certain information about the disciplinary case. The disclosure may include the student's name, the violation committed, and the sanction imposed.

Student Rights Under FERPA

As set forth above, under both Harvard policy and FERPA, students and former students may inspect and review certain of their education records that are maintained by Harvard. They also have the right to: exercise limited control over other people's access to their education records; seek to correct their education records if they believe them to be inaccurate, misleading or otherwise in violation of their FERPA rights; file a complaint with the U.S. Department of Education if they believe Harvard has not complied with the requirements of FERPA; and be fully informed of their rights under FERPA. Complaints regarding alleged violation of rights of students under FERPA may be submitted in writing within 180 days to the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5920.

APPENDIX F

Tuition and Fees

Harvard T.H. Chan School of Public Health

NON-DEGREE TUITION

Non-Degree Students	\$1,382 per credit
STUDENT FEES	
HUSHP Student Health Fee (SHF)	\$1,178 per year
Late registration fee	\$80 per course
Other Fees: Course material fees, library fees, parking fees and other miscellaneous charges may be charged to the student account. Please check your account regularly.	Varies

Cost of Collections

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