

Faculty of Arts and Sciences

Handbook for Students 2009–2010

Harvard College

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Faculty of Arts and Sciences
Harvard College
Handbook for Students 2009–2010
July 31, 2009

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While every effort has been made to ensure that this book is accurate and up-to-date, it may include typographical or other errors. Changes are periodically made to this publication and will be incorporated in new editions.

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NOTICE TO STUDENTS

This book contains a concise review of the rules and procedures of Harvard College with which students are expected to be familiar. Included are the specific requirements for the AB and SB degrees (Chapter 2). Basic and honors requirements for each of the fields of concentration and the specific requirements for secondary fields can be found in the *Fields of Concentration and Secondary Fields publication*. Also included is information on a number of the services, programs, and organizations that have been created to bring assistance and enrichment to a student's undergraduate experience. In this book, "the Registrar" refers to the Office of the Registrar of the Faculty of Arts and Sciences, located at 20 Garden Street.

Harvard University makes all decisions concerning applicants, students, faculty, and staff on the basis of the individual's qualifications to contribute to Harvard's educational objectives and institutional needs. Discriminating against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, veteran status, or disability unrelated to job or course requirements is inconsistent with the purposes of a university and with the law. Harvard expects that those with whom it deals will comply with all applicable antidiscrimination laws.

In June of 2008, the completion or graduation rate for students who entered Harvard College as freshmen in September 2002 was 98 percent.

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INTRODUCTION

GREETINGS FROM THE DEAN OF HARVARD COLLEGE

Dear Students in Harvard College:

Your life at Harvard is tightly connected: your academic life in classrooms, studios and laboratories, your life as a resident in a freshman dormitory or as a member of a House community, and your involvement in informal or organized extracurricular activities. All of these experiences should work in connection, one informing another. I want to urge you to make full use of the opportunities and resources that are available to you during your short time at the College. Look through the catalog for courses that interest and excite you. For example, if you are a science concentrator, think about taking an elective course in art or music or pursuing a secondary field within the humanities. Explore a General Education course that lies somewhere outside of your current knowledge base. Take a course that builds on your knowledge of a foreign language or gives you a basic background in some historical subject about which you are curious. These courses can provide intellectual fuel for your entire life. Outside the classroom, join a student organization or a musical group or an activity within your House. And, find opportunities to connect your curriculum and extra curriculum in meaningful ways. Ideally, what you learn in the classroom can be put to good use outside of it.

This publication is a useful starting point for finding out about how Harvard's resources and opportunities can help you make the best use of your time in Cambridge and achieve the goals you have set for your college career. *The Handbook for Students* includes

information about academic matters, the residential system, and extracurricular activities of all kinds. It describes the values that inform our work together as an academic community, and includes the academic and disciplinary rules that apply to all members of the College. You should familiarize yourselves with the material in Chapters 2 and 3, and should refer to their pages whenever you have a question about progress toward your degree or about regulations governing your life at Harvard College.

Harvard works best for those who ask questions and enlist help from others. As you move through the year, use this publication and the resources it lists to help you get the advice you need. Turn to your advisers and professors often. Your non-resident adviser, peer advising fellow, proctor or tutor, Resident Dean, and the Head Tutors and Directors of Undergraduate Studies in each of the concentrations are all eager to help, as are the faculty you encounter in seminars and lectures. I am also available to answer questions or to direct you to those who can, and I can be reached by phone or email.

I offer you my very best wishes for a successful year.

Evelynn M. Hammonds

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THE MISSION OF HARVARD COLLEGE

Harvard College adheres to the purposes for which the Charter of 1650 was granted: "The advancement of all good literature, arts, and sciences; the advancement and education of youth in all manner of good literature, arts, and sciences; and all other necessary provisions that may conduce to the education of the ... youth of this country." In brief: Harvard strives to create knowledge, to open the minds of students to that knowledge, and to enable students to take best advantage of their educational opportunities.

To these ends, the College encourages students to respect ideas and their free expression, and to rejoice in discovery and in critical thought; to pursue excellence in a spirit of productive cooperation; and to

assume responsibility for the consequences of personal actions. Harvard seeks to identify and to remove restraints on students' full participation, so that individuals may explore their capabilities and interests and may develop their full intellectual and human potential. Education at Harvard should liberate students to explore, to create, to challenge, and to lead. The support the College provides to students is a foundation upon which self-reliance and habits of lifelong learning are built: Harvard expects that the scholarship and collegiality it fosters in its students will lead them in their later lives to advance knowledge, to promote understanding, and to serve society.

A BRIEF HISTORY OF HARVARD COLLEGE

Harvard was founded in 1636 by vote of the Great and General Court of the Massachusetts Bay Colony and named for its first donor, the Reverend John Harvard, who left his personal library and half his estate to the new institution. Although nothing remains of its earliest buildings, brass markers in the middle of Massachusetts Avenue now indicate where the Goffe and Peyntree Houses once stood. The charter granted to Harvard by the Colony in 1650, with amendments and John Adams's further definition in the fifth chapter of the Massachusetts Constitution of 1780, is the authority under which the University of today operates.

The Early Centuries

For its first two hundred years Harvard College followed a set curriculum consistent with the instructional style of the period. It emphasized rhetorical principles, rote learning, and constant drilling. The faculty was very small, yet already distinguished. John Winthrop (AB 1732), who held the Hollis Professorship and taught mathematics and natural philosophy from 1738 to 1779, was one of America's greatest men of science in the colonial era.

Harvard's oldest buildings date from the eighteenth century. Massachusetts Hall (1720), Wadsworth House (1726), and Holden Chapel (1744) are the earliest. Hollis Hall has been a dormitory since it was built in 1763. Harvard Hall (1766) stands on the site of a seventeenth-century building of the same name. It burned down one wintry night in 1764, destroying the 5,000-volume college library (then the largest in North America), and the scientific laboratory and apparatus. Old Stoughton College suffered so much damage from occupation by Continental troops during the Revolution that it had to

be torn down in 1781. A new Stoughton Hall (1805), Holworthy Hall (1812), and University Hall (1815) form the outline of the original Yard.

Established to provide a learned ministry to the colonies, Harvard only later created graduate programs beginning with medical studies in 1782; law and divinity did not become graduate departments until 1816 and 1817, respectively. Even so, the College did not take on the aspect of a true university until mid-century, when a library building (1841), an observatory (1846), a scientific school (1847), a chemistry laboratory (1857), and a natural history museum (1860) were built.

The Coming of the Modern University

Under the presidency of Charles William Eliot (1869–1909) the number and variety of courses multiplied, the lecture system supplanted the older method of recitation, and students were permitted a free choice of courses. However, long before he succeeded Eliot as president of the University, A. Lawrence Lowell came to believe that there was "too much teaching and too little studying" in Harvard College. Accordingly, throughout his presidency (1909–1933), Lowell emphasized scholarship and honors work, eventually introducing the system of "concentration and distribution," together with general examinations and tutorials, which continues essentially unchanged today.

Early in the twentieth century the professional schools each acquired a new building: Medicine in 1906, Law in 1907, and Business Administration in 1926. The great central library building, named for Harry Elkins Widener, dates from 1915, the present Fogg Museum from 1927, the Mallinckrodt chemical laboratory from 1929. A similar burst of

physical expansion marked the concluding years of James Bryant Conant's presidency (1933–1953) and the entire term of Nathan Marsh Pusey (1953–1971).

Pusey and Bok: The Growth of the University

During the Pusey period, government subsidy for science made possible the building and renovating of major facilities in the areas of medicine, public health, and the basic and applied sciences. Fund-raising campaigns improved the faculty salary structure and related benefits, increased student financial aid, and created many new professorships.

Pusey's successor was Derek Curtis Bok, whose twenty-one-year presidency (1971–1991) was a period of unprecedented growth for the University. At the beginning of Bok's presidency, a reduction in government assistance and the effect of inflation on operating costs began to take their toll. It was necessary to seek private sources of support in order to achieve the President's goals. Under Bok's aegis, a capital campaign was completed.

It included a \$350 million effort to improve the College and strengthen the Faculty of Arts and Sciences, the Graduate School of Arts and Sciences, and programs in public service. Crucial to these efforts was the development of policies that encouraged the recruitment and appointment of outstanding women and minority scholars to permanent faculty positions. Moreover, when dissatisfaction grew over the General Education program, in place in the undergraduate curriculum for nearly thirty years, President Bok, aided by Dean of the Faculty Henry Rosovsky, oversaw its replacement by the Core Curriculum. While reaffirming the principle that every Harvard undergraduate should be broadly educated, the Core emphasized the study of approaches to knowledge in seven areas considered indispensable to the contemporary student: Foreign Cultures, Historical Study, Literature and Arts, Moral Reasoning, Quantitative Reasoning, Science, and Social Analysis.

Harvard into the Twenty-First Century: Rudenstine, Summers, and Faust

Neil L. Rudenstine, Harvard's 26th president, took office in 1991. He concluded his tenure as president in June 2001, after a decade of service. The Rudenstine years were marked by efforts to strengthen collaboration among the different parts of Harvard, to advance an array of programmatic initiatives across the arts and sciences and the professional schools, to expand Harvard's international agenda, to adapt the University to the new information age, and to keep Harvard's doors open to outstanding students from across the economic spectrum. Rudenstine is credited, among other things, with having fostered a number of interfaculty academic initiatives, in such areas as the environment, Latin American studies, and Mind, Brain, and Behavior; with guiding the creation of the new Radcliffe Institute for Advanced Study, born of the merger of Radcliffe College with Harvard; with initiating steps toward an eventual new Harvard campus in the Allston section of Boston; with vigorous advocacy of the educational importance of student diversity; and with leading an unprecedented University-wide campaign that raised a record \$2.6 billion for student financial aid, new professorships, new and renovated buildings, and a wide range of educational and research programs.

In July 2001, Lawrence H. Summers, (PhD 1982), became Harvard's 27th president. The former Nathaniel Ropes Professor of Political Economy at Harvard, he also served in a number of prominent public policy roles, including Vice President of Development Economics and Chief Economist of the World Bank, and Secretary of the U.S. Treasury. In his five years as Harvard's president, Summers spurred attention to renewing the undergraduate experience, guided the launch of innovative interdisciplinary initiatives in the sciences and beyond, and strongly expanded Harvard's international agenda. Under his leadership, the University reached out to

many more undergraduates from low-income families and also strengthened financial aid for graduate and professional students pursuing careers in public service. Harvard also achieved dramatic faculty growth, undertook major investments in an array of new facilities, and took the first steps toward building Harvard's extended campus in Allston during Summers' presidency. Summers stepped down in June 2006, and became a University Professor. In July 2006, Derek Bok returned to the office as interim president while a search for a new Harvard president was launched. As interim president, Bok devoted himself to bringing to a successful conclusion an ongoing review of undergraduate education, planning for the development of University land in Allston, and identifying organizational changes necessary to promote interdisciplinary research, such as reform of the academic calendar. Some outcomes of that review are a new focus on study abroad, the creation of secondary fields, and the new Program in General Education, which will replace the Core Curriculum.

Drew Gilpin Faust took office as Harvard's 28th president on July 1, 2007. Faust, a historian of the Civil War and the American South, is also the Lincoln Professor of History in Harvard's Faculty of Arts and Sciences. Previously she had served as founding dean of the Radcliffe Institute for Advanced Study, a post she took up on January 1, 2001. As the first dean of the Radcliffe Institute, Faust guided the transformation of Radcliffe from a college into a wide-ranging institute for advanced study. Under her leadership, Radcliffe emerged as one of the nation's foremost centers of scholarly and creative enterprise, distinctive for its multidisciplinary focus and the exploration of new knowledge at the crossroads of traditional fields. Before coming to Radcliffe, Faust was Annenberg Professor of History and director of the Women's Studies Program at the University of Pennsylvania, where she served for 25 years on the faculty.

Radcliffe and Harvard

Radcliffe College had been founded in 1879 "to furnish instruction and the opportunities of collegiate life to women and to promote their higher education." From its inception one aspect of Radcliffe's commitment to that goal was to provide women access to the Harvard faculty. From 1879 to 1943, Harvard professors repeated to Radcliffe students the lectures they gave at Harvard. In 1943, the instruction of Radcliffe undergraduates became a formal responsibility of the Harvard Faculty of Arts and Sciences. Three years later all courses were made coeducational, except for some of the large freshman courses, which remained segregated for several more years. Then, in the 1960s the pace of integration quickened. Harvard degrees were awarded to Radcliffe students for the first time in 1963, and in the same year women were admitted to the Graduate School of Arts and Sciences. In 1967 the doors of Lamont Library were opened to women. However, it remained for Derek Bok to make the most dramatic initial steps in the process of integration. In 1975 the two Colleges combined their separate admissions offices and an equal-access admissions policy was adopted. In 1977, Harvard and Radcliffe agreed that Radcliffe would delegate to Harvard all responsibility for undergraduate education of women and the management of undergraduate affairs. After the 1977 Agreement, Radcliffe College devoted increasing attention to cultivation and development of research and postgraduate programs, having turned over almost all responsibility for collegiate affairs to Harvard College. A unified House system brought coeducational living into being, using both Radcliffe's Houses in the Radcliffe Quadrangle and the River Houses of Harvard.

On September 14, 1999, the governing bodies of Harvard and Radcliffe completed the merger of the two institutions. Harvard College assumed full responsibility for the education of undergraduate women. At that point Harvard College created the

Ann Radcliffe Trust, “a set of programs for Harvard undergraduates that seeks to raise the awareness of women and women’s issues at Harvard.” In fall 2006 the Harvard College Women’s Center opened in Harvard Yard, providing a space both for meetings and for relaxation. The Center absorbs the Ann Radcliffe Trust and continues the work of developing and implementing a comprehensive outreach and support structure for undergraduate women individually, and for their student organizations.

As a result of the merger, the Radcliffe Institute for Advanced Study was established. “Building on Radcliffe’s current programs,” to quote its mission statement, “and its continuing commitment to the study of women, gender and society, the Radcliffe Institute is an interdisciplinary center where leading scholars can promote learning and scholarship across a broad array of academic and professional fields within the setting of a major university. The institute offers non-degree instruction and executive education programs.” It was the intention to create a center for advanced study of the first rank.

Harvard Today

Today Harvard comprises a Faculty of Arts and Sciences, including Harvard College, the Graduate School of Arts and Sciences, the Division of Continuing Education, and the School of Engineering and Applied Sciences. There are eight other faculties: Business Administration, Design, Divinity, Education, Government, Law, Medicine (including Dental Medicine), and Public Health; and the Radcliffe Institute for Advanced Study. Its total campus area occupies about 500 acres, concentrated in Cambridge and Boston. Its faculty and staff number about 20,000 individuals, many of them part-time. The University has a regular enrollment of 17,000 plus some 30,000 other students who take credit courses, non-credit courses, and seminars in University Extension, the Summer School, and other programs in continuing education.

CHAPTER 1:

ACADEMIC CALENDAR

ACADEMIC YEAR 2009-2010

Fall Term

August 27, Thursday

Dormitories open for freshmen at 7 am.

August 29, Saturday

Houses open for upperclass students at 9 am.

All House dining halls open for dinner; regular meal service begins.

Registration

For times and places of Registration refer to the Registrar's website: www.registrar.fas.harvard.edu

August 21, Friday

On-line registration opens.

August 31, Monday

Last day for all freshmen and new transfer students to register on-line.

September 1, Tuesday

Last day for all visiting undergraduates to register on-line.

Last day for all continuing and returning students to register on-line.

September 2, Wednesday

Academic year begins. First meeting of fall term classes, following a Monday schedule. Courses scheduled to meet on Mondays will meet on September 2; courses that meet Wednesday only are scheduled to hold class for the first time on September 9.

September 7, Monday

University Holiday: Labor Day.

Study Card Day

September 10, Thursday

Completed study cards for upperclassmen will be collected at the Houses and are due before 5 pm.

September 11, Friday

Completed study cards for freshmen are due between 9 am and 5 pm in the Faculty Room, Second Floor, University Hall. Completed study cards for new transfer students and visiting undergraduates are due between 9 am and 5 pm at the Common Room, Lehman Hall.

Any study card filed after these dates requires the instructor's signature for every course listed.

September 11, Friday

Last day upon which undergraduates may register late for the fall term in the Faculty of Arts and Sciences.

Last day upon which undergraduates may cancel their registration for the fall term without payment of tuition.

Last day upon which undergraduates may submit cross-registration petitions. Note that some schools have earlier deadlines; check with the relevant school.

September 18, Friday

Final applications for November 2009 degree candidates due.

September 21, Monday

Last day upon which undergraduates may drop or add any course without a fee.

September 30, Friday

Students leaving the College by this date are charged one-quarter of tuition and the Student Services Fee. After this date, students will be charged one-half of those costs. See the chart on page 172 for details of room and board charges.

October 1, Thursday

Applications for degree credit for study out of residence for the spring term are due at the Office of International Programs.

October 5, Monday

Makeup examinations for 2008-2009 spring term begin.

Fifth Monday**October 5, Monday**

No course may be dropped from or added to a student's record after this date.

No course may be changed from letter-graded to Pass/Fail or from Pass/Fail to letter-graded status for the fall term after this date.

October 12, Monday

University holiday: Columbus Day.

October 13, Tuesday

Application deadline for registered non-resident students who wish guaranteed housing in their House of previous residence for spring term.

Deadline for Returning Student Housing Application for spring term.

Seventh Monday**October 19, Monday**

Last day upon which students may withdraw from a fall term course. After this date students are responsible for all courses in which they are enrolled.

Last day upon which March 2010 Degree Candidates may submit a completed and signed petition for a secondary field to the Office of the Registrar. There are no exceptions to this deadline.

October 23, Friday, through October 24, Saturday

Freshman Parents Weekend. (Parents may attend classes on Friday.)

October 29, Thursday

Students leaving the College by this date are charged one-half of tuition and the Student Services Fee. After this date, students will be charged three-quarters of those costs. See the chart on page 172 for details of room and board charges.

November 11, Wednesday

University holiday: Veterans' Day.

November 16, Monday

Deadline for students in the fall term to notify the College they are not returning to the College housing for the spring term.

Deadline to submit a Housing Contract Cancellation form for students who have submitted a Returning Student Housing Application for the spring term.

Deadline to submit a spring term inter-House Transfer Application.

November 18, Wednesday

Plans of Study due for class of 2012.

November 23, Monday

Final applications for March 2010 degree candidates due.

Last day to change concentration for March 2010 degree candidates without Administrative Board approval.

Last day upon which March 2010 degree candidates may submit a completed and signed foreign language citation study plan to the Office of the Registrar. There are no exceptions to this deadline.

Advanced Standing-eligible students planning to graduate after six or seven terms in March 2011, or to begin a fourth year AM program in spring term 2010, must file Advanced Standing Activation Form by this date.

**November 26, Thursday, through
November 29, Sunday**

Thanksgiving recess.

November 30, Monday

Spring term inter-House transfer decisions made.

December 4, Friday

Last day in the fall term upon which undergraduates will ordinarily be granted a leave of absence from the College.

Students leaving the College by this date are charged three-quarters of tuition and the Student Services Fee. After this date, students will be charged the full amount of those costs. See the chart on page 172 for details of room and board charges.

Reading Period

**December 4, Friday, through
December 11, Friday**

Examination Period

**December 12, Saturday, through
December 21, Monday**

See the Registrar's website, www.registrar.fas.harvard.edu, for exam times and locations for fall term courses.

**December 22, 2009, Tuesday, through
January 3, 2010, Sunday**

Winter recess.

December 22, Tuesday

Students not continuing in residence for spring term 2010-2011 must leave their rooms by noon.

Students transferring from one House to another must move between 9 am and noon on this day.

Houses and Dorms close at 5 pm. All students must vacate their residence by this deadline.

**January 4, Monday, through January 24,
Sunday**

January break.

January 18, Monday

University Holiday: Martin Luther King Day.

Spring Term

Registration

For specific times and locations, refer to www.registrar.fas.harvard.edu.

January 20, Wednesday

On-line registration opens at the Registrar's website.

January 25, Monday

Last day for all continuing, new transfer, and visiting undergraduates to register on-line.

January 22, Friday

All Houses and Dorms open at 9 am for the spring term.

January 25, Monday

Spring term begins. First meeting of spring term classes.

Study Card Day

January 29, Friday

Completed study cards are due for all students before 5 pm.

Any study card filed after this date requires the instructor's signature for every course listed.

January 29, Friday

Last day upon which undergraduates may register late for the spring term in the Faculty of Arts and Sciences.

Last day upon which undergraduates may cancel their registration for the spring term without payment of tuition.

February 5, Friday

Last day upon which undergraduates may submit cross-registration petitions. Note that some schools have earlier deadlines; check with the relevant school.

February 12, Friday

Last day upon which undergraduates may drop or add any course or change the status of letter-graded or Pass/Fail course without a fee.

February 15, Monday

University holiday: Presidents' Day.

February 16, Tuesday

Deadline to submit a fall term Inter-House Transfer Application (Round 1).

Application deadline for registered non-resident students who wish to be guaranteed housing in their House of previous residence for fall term.

Deadline to submit a Returning Student Housing Application for fall term.

Fifth Monday**February 22, Monday**

Last day upon which a course may be dropped from or added to a student's record. No course may be changed from letter-graded to Pass/Fail or from Pass/Fail to letter-graded status for the spring term after this date.

Last day upon which 2009-2010 full courses may be divided with credit for the first half. If this has not already been done on the study card, students must file a petition to divide with credit, complete with any necessary signatures, by this date.

February 22, Monday

Makeup examinations for 2009-2010 fall term begin.

Fall term inter-House transfer decisions made.

February 24, Wednesday

Students leaving College by this date are charged one-quarter of tuition and the Student Services Fee. After this date, students will be charged one-half of those costs. See chart on page 172 for details of room and board charges.

March 1, Monday

Applications for degree credit for study out of residence for the summer or fall term are due at the Office of International Programs.

March 5, Friday, through**March 6, Saturday**

Junior Parents Weekend. (Parents may attend classes on Friday.)

Seventh Monday**March 8, Monday**

Last day upon which students may withdraw from a spring term course. Last day upon which students may withdraw from a full course. After this date students are responsible for all courses in which they are enrolled.

Last day upon which June 2010 and November 2010 degree candidates may submit a completed and signed petition for a secondary field to the Office of the Registrar. There are no exceptions to this deadline.

March 13, Saturday, through**March 21, Sunday**

Spring recess.

March 28, Sunday

Students leaving the College by this date are charged one-half of tuition and the Student Services Fee. After this date, students will be charged one-half of those costs. See chart on page 172 for details of room and board charges.

April 2, Friday

Final degree applications for May 2010 degree candidates due.

Last day to change concentration without Administrative Board approval for May 2010 and November 2010 degree candidates.

Last day upon which May 2010 and November 2010 degree candidates may submit a completed and signed foreign language citation study plan to the Office of the Registrar. There are no exceptions to this deadline.

Advanced Standing-eligible students planning to graduate after six or seven terms in May 2011 or November 2011, or to begin a fourth year AM program in fall term 2010, must file the Advanced Standing Activation Form by this date.

April 20, Sunday

Deadline for the class of 2013 to report advising conversations.

April 29, Thursday

Last day in the spring term upon which undergraduates will ordinarily be granted a leave of absence from the College.

Students leaving the College by this date are charged three-quarters of tuition, and the Student Services Fee (see chart on page 172 for details of room and board changes.) After this date, students will be charged the full amount of those costs.

Reading Period

**April 29, Thursday, through
May 6, Thursday**

Examination Period

**May 7, Friday, through
May 15, Saturday**

See the Registrar's website, www.registrar.fas.harvard.edu, for exam times and locations for spring term courses.

May 16, Sunday

Non-graduates must vacate their rooms by noon.

May 17, Monday

Deadline to submit a fall term Inter-House Transfer Application (Round 2).

Deadline to submit a Housing Contract Cancellation form for the fall term.

May 27, Thursday

Harvard University Commencement.

May 28, Friday

Graduating seniors must vacate their rooms by 5 pm.

May 31, Monday

University holiday: Memorial Day.

LATE FEES

Fees for late housing cancellation, late registration, late study card filing, and change-of-course petitions are waived only when the University is responsible for the difficulty or when the situation involves a serious illness of the student (usually including hospitalization) or a death in the student's immediate family.

Registration

Any student under the Faculty of Arts and Sciences who fails to register on-line by the prescribed registration day will be charged \$50.

Study Cards

A student who fails to hand in his or her study card on or before the prescribed day will incur a late fee of \$40 per week. An overdue study card will make the student liable for disciplinary action, including requirement to withdraw.

All late study cards require the instructor's signature for each course listed. After the fifth Monday of the term, the Resident Dean's approval is also required. No study card handed in after the fifth Monday may add a Pass/Fail course to the student's schedule.

Course Changes

Any student filing a change-of-course petition will be charged according to the following schedule.

Students are not charged for any drop/add petitions filed by the third Monday of the term. All students pay a \$10 fee for drop/add petitions filed between the third Monday and the fifth Monday of the term. After the fifth Monday, drop/add petitions may no longer be filed. Withdrawal petitions filed between the

fifth Monday and the seventh Monday also cost \$10. Withdrawal petitions may not be filed after the seventh Monday of the term. Students may make only one course change (or one drop/add combination) per form. There is no charge for changing the grade status of a course.

Corrections to drop/add petitions after the fifth Monday of the term and to withdraw petitions after the seventh Monday of the term must be approved by the Administrative Board and will incur a charge of \$25 in addition to the \$10 change-of-course fee.

Plan of Study

An overdue Plan of Study will make the student liable for a late fee of \$25 for the first week, \$50 thereafter, and for disciplinary action, including requirement to withdraw.

ACADEMIC YEAR 2010-2011

The Harvard University Coordinated Academic Calendar became effective with the 2009-2010 Academic Year. Special attention should be paid to deadlines as many will vary from prior years.

	Fall Term	Spring Term
Freshman Registration	Aug. 31 (W)	Jan. 24 (M)
Upperclass Registration	Sept. 1 (W)	Jan. 24 (M)
Term Begins	Sept. 2 (Th)	Jan. 24 (M)
Thanksgiving Recess	Nov. 25 (Th) - Nov. 28 (Su)	
Spring Recess		Mar. 12 (Sa) - Mar. 20 (Su)
Reading Period	Dec. 4 (Sa) - Dec. 12 (Su)	April 28 (Th) - May 5 (Th)
Examination Period	Dec. 13 (M) - Dec. 21 (Tu)	May 6 (F) - May 14 (Sa)
Commencement		May 26 (Th)

EXAMINATION SCHEDULING

An Examination Group for most courses is published as an Arabic number within the course description in *Courses of Instruction*. Exam Groups ordinarily correspond to class meeting times and change if the meeting time changes. Occasionally, the Registrar will assign an Exam Group that does not correspond to the meeting time of the course. When the meeting time of a course spans more than one class hour, the Registrar chooses the Exam Group, taking student schedules into consideration.

Many factors must be considered when scheduling eighteen Exam Groups in an eight-day Examination Period, including student conflicts, room availability, and personnel resources. Unfortunately, the Registrar is unable to accommodate individual requests to assign alternative Exam Groups to courses.

Since the days and hours for courses are subject to change, official dates and times for examinations are published on the Final Examination Schedule that is posted on-line at www.registrar.fas.harvard.edu at the beginning of Reading Period. This posted schedule is subject to change.

In selecting courses, students should understand that final exams for two courses that fall within the same Exam Group or Exam Group Set (see below) will be scheduled on the same day. Students who want to avoid having two exams on one day should not enroll in two courses with the same Exam Group or Exam Group Set. All courses assigned to the following Exam Group Sets are scheduled to have their final exams on the same day:

Exam Groups 1, 7, 14
Exam Groups 2, 15, 16
Exam Groups 6, 10
Exam Groups 8, 9, 11, 12, 17, 18

Courses that meet at four popular meeting times have their own exam groups and days:

Exam Group 3 for courses that meet MWF at 10 am.

Exam Group 4 for courses that meet MWF at 11 am.

Exam Group 5 for courses that meet MWF at 12 noon.

Exam Group 13 for courses that meet TuTh at 11 am.

Students who have two exams scheduled for the same time will be reassigned an exam time other than the one posted for one of the courses. Students will be informed of this alternate exam time at least one week prior to the first day of exams.

EXAMINATION GROUPS AND DATES

The table below shows the dates of final examinations associated with each of the final Examination Groups. For most courses, an Examination Group is published in *Courses of Instruction* within the course description. Examination Groups correspond to course meeting days and times and ordinarily change if the course meeting days and times change. Occasionally, the Office of the Registrar may need to assign an Exam Group that does not correspond

to the meeting days and times of a course. All students are therefore advised that they should not make any travel plans until the official Final Examination Schedule is published. Students are expected to be in residence for the duration of the Final Examination Period. For the fall term, the Final Examination Period is December 12, Saturday, through December 21, Monday. For the spring term, the Final Examination Period is May 7, Friday, through May 15, Saturday.

Examination Group	Fall Final/Midyear Examination	Spring Final Examination
1	Saturday, Dec 19	Tuesday, May 8
2	Monday, Dec 21	Friday, May 7
3	Thursday, Dec 17	Saturday, May 15
4	Friday, Dec 18	Thursday, May 13
5	Tuesday, Dec 15	Monday, May 10
6	Monday, Dec 14	Wednesday, May 12
7	Saturday, Dec 19	Tuesday, May 8
8	Saturday, Dec 12	Tuesday, May 11
9	Saturday, Dec 12	Tuesday, May 11
10	Monday, Dec 14	Wednesday, May 12
11	Saturday, Dec 12	Tuesday, May 11
12	Saturday, Dec 12	Tuesday, May 11
13	Wednesday, Dec 16	Friday, May 14
14	Saturday, Dec 19	Tuesday, May 8
15	Monday, Dec 21	Friday, May 7
16	Monday, Dec 21	Friday, May 7
17	Saturday, Dec 12	Tuesday, May 11
18	Saturday, Dec 12	Tuesday, May 11

CHAPTER 2: ACADEMIC INFORMATION

THE BACHELOR OF ARTS AND BACHELOR OF SCIENCE DEGREES

Requirements for the Degree

The Faculty of Arts and Sciences offers undergraduates a wide range of courses to satisfy individual objectives and interests. In defining the requirements for the Bachelor of Arts and Bachelor of Science degrees, the Faculty has sought to accommodate those objectives and interests and, at the same time, to establish a framework for study in the College that ensures involvement with important areas of general knowledge (the Core or General Education requirements) and in-depth study of one specific area (the concentration requirement). In addition, students must demonstrate competence in certain skills reflective of the complex demands of modern society (writing and foreign language requirements) and achieve a satisfactory level of performance in their work. Each of these requirements is set forth in detail below. (For the rules concerning the Bachelor of Science degree, see "Engineering Sciences" in *Fields of Concentration and Secondary Fields*.) Every student is responsible for knowing the rules that apply to his or her candidacy for the AB or SB degree.

Exceptions to the rules may be made only by special vote of the Administrative Board of Harvard College (hereafter referred to as the Administrative Board) or by those administrative officers or committees to which the Faculty, for certain matters, has delegated authority to act on its behalf.

Course Requirements for the Degree

All candidates for the Bachelor of Arts or the Bachelor of Science degree must pass 16.0 full courses and receive letter grades of C– or higher in at least 10.5 of them (at least 12.0 to be eligible for a degree with honors). The only non-letter grade that counts toward the requirement of 10.5 satisfactory letter-

graded courses is Satisfactory (SAT), given in Freshman Seminars and certain tutorial courses; only one full senior tutorial course graded Satisfactory may be so counted. Courses taken either by cross-registration or out of residence for degree credit will not be counted toward the letter-graded course requirement unless they are applied toward concentration requirements or the requirements for the Undergraduate Teacher Education Program (UTEP).

Six of the required 10.5 letter-graded full courses should normally have been completed by the end of the sophomore year. Ordinarily, no freshman or sophomore may take fewer than three letter-graded half-courses in any term.

Advanced Standing students graduating in six terms and sophomore transfer students (4.0 courses granted) must pass 12.0 full courses at Harvard and receive letter grades of C– or higher in at least 7.5 of them (at least 9.0 to be eligible for a degree with honors). Advanced Standing students graduating in seven terms must pass 14.0 full courses at Harvard and receive letter grades of C– or higher in at least 9.0 of them (at least 10.5 to be eligible for a degree with honors). Junior transfer students (8.0 courses granted) must pass 8.0 full courses at Harvard and receive letter grades of C– or higher in at least 5.0 of them (at least 6.0 to be eligible for a degree with honors). All degree recipients must have been degree candidates for at least four regular terms and have passed at least 8.0 full courses as degree candidates during regular terms in Harvard College. The precise number of letter-graded courses with C– or higher required of transfer students will be subject to evaluation at the time of matriculation at Harvard.

Program in General Education

Program in General Education

The Class of 2013 is the first to enter the College under the requirements of the new Program in General Education. Harvard has long required that students take a set of courses outside of their concentration in order to ensure that their undergraduate education encompasses a broad range of topics and approaches. As part of the Harvard College Curricular Review, the Faculty of Arts and Sciences voted to replace the existing, thirty-year-old Core Curriculum requirements with a new Program in General Education in order to align these requirements with the educational needs of Harvard College students at the dawn of the twenty-first century. In contrast with the Core Curriculum, which required that students be exposed to a number of different “ways of knowing,” the new Program seeks explicitly to “connect a student’s liberal education – that is, an education conducted in a spirit of free inquiry, rewarding in its own right – to life beyond college.” In addition, the new Program in General Education seeks to provide new opportunities for students to learn – and faculty to teach – in ways that cut across traditional departmental and intra-University lines.

Complementing the rest of the curriculum, this program aims to achieve four goals that link the undergraduate experience to the lives students will lead after Harvard:

- to prepare students for civic engagement;
- to teach students to understand themselves as products of, and participants in, traditions of art, ideas, and values;
- to enable students to respond critically and constructively to change;
- and to develop students’ understanding of the ethical dimensions of what they say and do.

Students must complete one letter-graded course in each of the eight categories in General Education. One of these eight courses must also engage substantially with the study of the past:

Aesthetic and Interpretive Understanding

Courses in Aesthetic and Interpretive Understanding focus on the development of aesthetic responsiveness and the ability to interpret forms of cultural expression through the study of literary or religious texts, paintings, sculpture, architecture, music, film, dance, decorative arts, etc. Students learn to engage intelligently and critically with the world of art, literature, and ideas by analyzing works in a theoretical framework.

Culture and Belief

The aim of courses in Culture and Belief is to develop an understanding of and appreciation for the ways that social, political, religious, economic, and historical conditions shape the production and reception of ideas and works of art, either within or across cultural boundaries. Students in these courses examine how cultures and beliefs affect the identities of individuals and communities. Courses in this category draw connections between the material covered in the course and cultural issues of wide concern or interest.

Empirical and Mathematical Reasoning

Courses in Empirical and Mathematical Reasoning teach the conceptual and theoretical tools used in reasoning and problem-solving, such as statistics, probability, mathematics, logic, and decision theory. Students develop the ability to apply abstract principles and theories to concrete problems. They also learn how to make decisions and draw inferences that involve the evaluation of data and evidence, and how to recognize when an issue cannot be settled on the basis of the available evidence. Students will become aware of the many mistakes human beings are prone to making in their reasoning and come to understand how to avoid common pitfalls in inference-making.

Ethical Reasoning

Courses in Ethical Reasoning teach students to reason in a principled way about moral and political beliefs and practices, and to deliberate and assess claims for themselves about ethical issues. Students examine the competing conceptions and theories of ethical concepts such as the good life, obligation, rights, justice, and liberty with a focus on developing the ability to assess and weigh the reasons for and against adopting them to address concrete ethical dilemmas. Students in these courses may encounter value systems very different from their own that call attention to their own ethical assumptions.

Science of Living Systems

Courses in Science of Living Systems teach central concepts, facts and theories in the life sciences and engineering, and relate them to problems of wide concern. These courses may explore a range of topics relating to understanding life – its origins, the way it adapts to and changes the environment, and the ways in which human interventions can affect its trajectory. These courses provide students with the tools to evaluate scientific claims, consider alternative accounts for empirical findings, and appreciate the ambiguity that often surrounds such findings. Whenever possible, students examine the nature of experiments on living systems through laboratory, field, or other hands-on experiences.

Science of the Physical Universe

Courses in Science of the Physical Universe teach scientific concepts, facts, theories, and methods in the physical sciences and engineering and relate them to problems of wide concern. These courses may explore discoveries, inventions, and concepts in the physical sciences that have led to or underlie issues affecting societies across the globe including reliance on fossil fuels, the exploration of space, the proliferation of nuclear weapons, climate change, and privacy in an age of digital communication. The courses

provide students with the tools to evaluate scientific claims, consider alternative accounts for empirical findings, and appreciate the ambiguity that often surrounds such findings. Whenever possible, students examine the nature of experiments in the physical sciences and engineering through laboratory, field, or other hands-on experiences.

Societies of the World

Courses in Societies of the World provide students with an international perspective by acquainting them with values, customs, and institutions that differ from their own, and help students to understand how different beliefs, behaviors, and ways of organizing society come into being. These courses may focus primarily on a single society or region, or they may address topics that transcend national boundaries, analyzing the flow and transformation of money, goods, people, resources, information, or ideas between and among different societies. The courses may take a variety of disciplinary approaches, and may treat topics from a contemporary perspective or a historical one. Students will develop an awareness of the diversity of ways in which human beings have organized their social existence.

United States in the World

Courses in United States in the World examine American social, political, legal, cultural, and/or economic practices, institutions, and behaviors from contemporary, historical, and/or analytical perspectives. These will help students to understand this country as a heterogeneous and multifaceted nation situated within an international framework by examining ideas about what it means to be an American, about the persistence and diversity of American values, about the relations among different groups within the United States and between the United States and the rest of the world. Courses may compare the American situation to other societies of the world, or show change over time within the US. These courses prepare

students for civic agency by providing critical tools to understand these issues in a historical and/or comparative context.

In general, students should plan to take one General Education course per term. There are, however, no constraints regarding the timing of the requirements as long as all are completed by graduation. First-year students often find that General Education courses are useful for exploring potential concentrations. Other students use the General Education requirements to add some variety to their course of study.

For the most up-to-date list of courses in General Education, please visit www.generaleducation.fas.harvard.edu.

Switching from the Core Requirement to the General Education Requirement

Students who entered Harvard College in September 2008 or earlier are expected to fulfill the requirements of the Core Curriculum, but will be permitted to switch to the Program in General Education if such a change is possible and advisable given their overall schedule and plan of study. Students who have not yet declared their concentration may switch to the General Education requirements when they submit their Plan of Study and should discuss their plans with their sophomore advisers. Other interested students should discuss their situation with their Resident Dean, who must approve any change of requirements. Details on the switching process are available on the General Education website, www.generaleducation.fas.harvard.edu.

Program in General Education Policies

Statement of Principles In all cases, these policies are designed to provide students with flexibility to pursue a variety of educational opportunities. In general, General Education requirements will be proportional to the number of terms a student spends in residence at Harvard. Students may not reduce their requirements by more than

one category in specified clusters, thus maintaining breadth in their overall program. The Program in General Education has the right to approve or deny requests for exceptions.

Minimum General Education

Requirement In all cases, students must complete a minimum of four half-courses in General Education through regular coursework at Harvard College.

Advanced Standing The General Education requirement for Advanced Standing students will be reduced by one course per term of Harvard College credit granted for Advanced Placement tests. No student may reduce his or her requirements by more than one category in the following groupings: (For example, no student will be excused from both "Aesthetic and Interpretive Understanding" and "Culture and Belief.")

- Aesthetic and Interpretive Understanding; Culture and Belief
- Empirical and Mathematical Reasoning; Ethical Reasoning
- Science of Living Systems; Science of the Physical Universe
- Societies of the World; United States in the World

Transfer Students The General Education requirement for transfer students will be reduced by one course per term of Harvard College credit granted for prior coursework, up to four courses. Students staying at Harvard for an "extra transfer term" must take an additional General Education requirement. No student may reduce his or her requirements by more than one category in the following groupings: (For example, no student will be excused from both "Aesthetic and Interpretive Understanding" and "Culture and Belief.")

- Aesthetic and Interpretive Understanding; Culture and Belief

- Empirical and Mathematical Reasoning; Ethical Reasoning
- Science of Living Systems; Science of the Physical Universe
- Societies of the World; United States in the World

Note: Transfer students admitted prior to September 2009 may not switch from Core to General Education requirements.

Study Abroad During Term Time The General Education requirement will be reduced by one course per term of Harvard College credit earned for study abroad during term time. No student may reduce his or her requirements by more than one category in the following groupings: (For example, no student will be excused from both "Aesthetic and Interpretive Understanding" and "Culture and Belief.")

- Aesthetic and Interpretive Understanding; Culture and Belief
- Empirical and Mathematical Reasoning; Ethical Reasoning
- Science of Living Systems; Science of the Physical Universe
- Societies of the World; United States in the World

Summer School Designated Harvard Summer School courses may count for General Education. Ordinarily, courses count if they are identical to courses that receive General Education credit during the academic year and are taught by the same Harvard faculty members who teach them during the academic year (or by a member of the same department). Other courses may count, as determined by the Committee on General Education. Harvard Summer Study Abroad courses will be subject to the same rules.

Foreign Language Citation Unlike the Core Curriculum, completion of the Foreign Language Citation does not fulfill a

requirement for General Education. However, individual courses with a General Education designation may count for both the language citation and satisfy a General Education requirement.

For questions, students should contact the General Education Office, Fourth Floor, Holyoke Center, 617-495-3022, gened@fas.harvard.edu.

The Core Curriculum Requirement

All students who entered Harvard College in September 2008 or earlier must meet the requirements of the Core Curriculum in order to graduate, unless they choose to switch to the new Program in General Education (see General Education section). Students who entered Harvard College in September 2002 through September 2008 must pass one letter-graded course in each of seven areas designated as non-exempt for their concentration. Students who entered Harvard College before September 2002 should consult the General Education Office, Fourth Floor, Holyoke Center, 617-495-3022, regarding this requirement.

In May 2007, the Faculty of Arts and Sciences voted to create a new program in General Education, to replace the Core Curriculum. Students entering in September 2009 (Class of 2013) will be the first to enter under the new requirements and they should consult the General Education section of this Handbook (see page 19).

The Core Curriculum Requirement

There are eleven areas in the Core Curriculum:

- Foreign Cultures
- Historical Study A
- Historical Study B
- Literature and Arts A

Literature and Arts B
Literature and Arts C
Moral Reasoning
Quantitative Reasoning
Science A
Science B
Social Analysis

Since the goal of the Core requirement is to broaden each student's perspective, students must pass one letter-graded course in each of the seven areas that will give their overall program the greatest breadth. The Core requirement for each concentration appears on the following pages and in its section in *Fields of Concentration and Secondary Fields*. The Core requirements for Advanced Standing students who graduate in fewer than eight terms, and for transfer students, are explained in "Options for Meeting Core Area Requirements." Courses taken in exempt areas and courses taken Pass/Fail cannot be used to satisfy the Core requirement. As a rule, Harvard Summer School courses cannot be used to meet the Core requirement. Students should consult the General Education Office for information about specific Summer School courses that can be taken for Core credit. Information regarding departmental courses that can be counted for Core area credit is given below in the section "Options for Meeting Core Area Requirements."

Students are well-advised to fulfill all seven Core areas before their last term in residence.

Core Areas by Concentration

AFRICAN AND AFRICAN AMERICAN STUDIES

Exempt areas:

Historical Study A
Historical Study B
Literature and Arts A
Literature and Arts C

Non-exempt areas:

Foreign Cultures
Literature and Arts B
Moral Reasoning
Quantitative Reasoning
Science A
Science B
Social Analysis

ANTHROPOLOGY

Social Analysis is an exempt area for all three tracks. Specific requirements are as follows:

Archaeology

Exempt areas:

Foreign Cultures
Literature and Arts C
Social Analysis
ONE of the areas marked (†), depending on program, in consultation with the wing Head Tutor.

Non-exempt areas:

Historical Study A
†Historical Study B
†Literature and Arts A
†Literature and Arts B
Moral Reasoning
†Quantitative Reasoning
†Science A
†Science B

Biological Anthropology

Exempt areas:

- Science B
- Social Analysis
- ONE of the areas marked (†)
- ONE of the areas marked (*)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- *Literature and Arts A
- Literature and Arts B
- *Literature and Arts C
- Moral Reasoning
- Quantitative Reasoning
- Science A

Social Anthropology

Exempt areas:

- Foreign Cultures
- Literature and Arts C
- Social Analysis
- ONE of the areas marked (†)

Non-exempt areas:

- †Historical Study A
- †Historical Study B
- Literature and Arts A
- Literature and Arts B
- Moral Reasoning
- Quantitative Reasoning
- Science A
- Science B

APPLIED MATHEMATICS

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- Social Analysis

Non-exempt areas:

- Foreign Cultures
- Historical Study A
- Historical Study B
- Literature and Arts A
- Literature and Arts B
- Literature and Arts C
- Moral Reasoning

ASTRONOMY AND ASTROPHYSICS

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Social Analysis

BIOCHEMICAL SCIENCES

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Social Analysis

BIOLOGY

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Social Analysis

CHEMICAL AND PHYSICAL BIOLOGY

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Social Analysis

CHEMISTRY

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Social Analysis

CHEMISTRY AND PHYSICS

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Social Analysis

CLASSICS

Exempt areas:

- Foreign Cultures
- Historical Study B
- Literature and Arts A
- Literature and Arts C

Non-exempt areas:

- Historical Study A
- Literature and Arts B
- Moral Reasoning
- Quantitative Reasoning
- Science A
- Science B
- Social Analysis

COMPUTER SCIENCE

Exempt areas:

- Quantitative Reasoning
- Science A
- ONE of the areas marked (†)
- ONE of the areas marked (*)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- *Science B
- *Social Analysis

EARTH AND PLANETARY SCIENCES

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Social Analysis

EAST ASIAN STUDIES

Exempt areas:

- Foreign Cultures
- Historical Study A
- Literature and Arts A
- Literature and Arts C

Non-exempt areas:

- Historical Study B
- Literature and Arts B
- Moral Reasoning
- Quantitative Reasoning
- Science A
- Science B
- Social Analysis

ECONOMICS

Exempt areas:

- Historical Study A
- Quantitative Reasoning
- Social Analysis
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Science A
- Science B

ENGINEERING SCIENCES

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Social Analysis

ENGLISH

Exempt areas:

- Literature and Arts A
- Literature and Arts C
- TWO of the areas marked (†), but not both
- Historical Study A and Historical Study B.

Non-exempt areas:

- †Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts B
- Moral Reasoning
- Quantitative Reasoning
- Science A
- Science B
- Social Analysis

ENVIRONMENTAL SCIENCE AND PUBLIC POLICY

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- Social Analysis

Non-exempt areas:

- Foreign Cultures
- Historical Study A
- Historical Study B
- Literature and Arts A
- Literature and Arts B
- Literature and Arts C
- Moral Reasoning

FOLKLORE AND MYTHOLOGY

Exempt areas:

- Foreign Cultures
- Literature and Arts A
- Literature and Arts C
- Social Analysis

Non-exempt areas:

- Historical Study A
- Historical Study B
- Literature and Arts B
- Moral Reasoning
- Quantitative Reasoning
- Science A
- Science B

GERMANIC LANGUAGES AND LITERATURES

Exempt areas:

- Foreign Cultures
- Literature and Arts A
- Literature and Arts C
- ONE of the areas marked (†)

Non-exempt areas:

- †Historical Study A
- †Historical Study B
- †Literature and Arts B
- Moral Reasoning
- Quantitative Reasoning
- Science A
- Science B
- Social Analysis

GOVERNMENT

Exempt areas:

- Foreign Cultures
- Historical Study A
- Moral Reasoning
- Social Analysis

Non-exempt areas:

- Historical Study B
- Literature and Arts A
- Literature and Arts B
- Literature and Arts C
- Quantitative Reasoning
- Science A
- Science B

HISTORY

Exempt areas:

- Historical Study A
- Historical Study B
- Literature and Arts C
- ONE of the areas marked (†)

Non-exempt areas:

- †Foreign Cultures
- Literature and Arts A
- Literature and Arts B
- Moral Reasoning
- Quantitative Reasoning
- Science A
- Science B
- †Social Analysis

HISTORY AND LITERATURE

Exempt areas:

- Historical Study A
- Historical Study B
- Literature and Arts A
- Literature and Arts C

Non-exempt areas:

- Foreign Cultures
- Literature and Arts B
- Moral Reasoning
- Quantitative Reasoning
- Science A
- Science B
- Social Analysis

HISTORY AND SCIENCE

Exempt areas:

- Historical Study A
- Historical Study B
- Quantitative Reasoning
- ONE of the areas marked (†), depending on subfield. Consult concentration Director of Undergraduate Studies.

Non-exempt areas:

- Foreign Cultures
- Literature and Arts A
- Literature and Arts B
- Literature and Arts C
- Moral Reasoning
- †Science A
- †Science B
- Social Analysis

HISTORY OF ART AND ARCHITECTURE

Exempt areas:

- Historical Study A
- Literature and Arts B
- Literature and Arts C
- ONE of the areas marked (†)

Non-exempt areas:

- †Foreign Cultures
- †Historical Study B
- Literature and Arts A
- Moral Reasoning
- Quantitative Reasoning
- Science A
- Science B
- Social Analysis

HUMAN DEVELOPMENTAL AND REGENERATIVE BIOLOGY

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Social Analysis

HUMAN EVOLUTIONARY BIOLOGY

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Social Analysis

LINGUISTICS

Exempt areas:

- Foreign Cultures
- Quantitative Reasoning
- Social Analysis
- ONE of the areas marked (†)

Non-exempt areas:

- †Historical Study A
- Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Science A
- Science B

LITERATURE

Exempt areas:

- Foreign Cultures
- Literature and Arts A
- Literature and Arts C
- ONE of the areas marked (†)

Non-exempt areas:

- †Historical Study A
- †Historical Study B
- †Literature and Arts B
- Moral Reasoning
- Quantitative Reasoning
- Science A
- Science B
- Social Analysis

MATHEMATICS

Exempt areas:

- Quantitative Reasoning
- Science A
- Social Analysis
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Science B

MOLECULAR AND CELLULAR BIOLOGY

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Social Analysis

MUSIC

Exempt areas:

- Historical Study A
- Literature and Arts B
- Literature and Arts C
- Quantitative Reasoning

Non-exempt areas:

- Foreign Cultures
- Historical Study B
- Literature and Arts A
- Moral Reasoning
- Science A
- Science B
- Social Analysis

NEAR EASTERN LANGUAGES AND CIVILIZATIONS

Exempt areas:

- Foreign Cultures
- Historical Study A
- Literature and Arts A
- Literature and Arts C

Non-exempt areas:

- Historical Study B
- Literature and Arts B
- Moral Reasoning
- Quantitative Reasoning
- Science A
- Science B
- Social Analysis

NEUROBIOLOGY

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Social Analysis

ORGANISMIC AND EVOLUTIONARY BIOLOGY

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Social Analysis

PHILOSOPHY

Exempt areas:

- Literature and Arts C
- Moral Reasoning
- Quantitative Reasoning
- ONE of the areas marked (†)

Non-exempt areas:

- †Foreign Cultures
- †Historical Study A
- †Historical Study B†
- †Literature and Arts A
- Literature and Arts B
- Science A
- Science B
- †Social Analysis

PHYSICS

Exempt areas:

- Quantitative Reasoning
- Science A
- Science B
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Social Analysis

PSYCHOLOGY

Exempt areas:

- Quantitative Reasoning
- Science B
- Social Analysis
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Science A

COMPARATIVE STUDY OF RELIGION

Exempt areas:

- Foreign Cultures
- Literature and Arts C
- Moral Reasoning
- ONE of the areas marked (†)

Non-exempt areas:

- †Historical Study A
- †Historical Study B
- Literature and Arts A
- Literature and Arts B
- Quantitative Reasoning
- Science A
- Science B
- †Social Analysis

ROMANCE LANGUAGES AND LITERATURES

Exempt areas:

- Foreign Cultures
- Literature and Arts A
- Literature and Arts C
- ONE of the areas marked (†)

Non-exempt areas:

- †Historical Study A
- †Historical Study B
- †Literature and Arts B
- Moral Reasoning
- Quantitative Reasoning
- Science A
- Science B
- Social Analysis

SANSKRIT AND INDIAN STUDIES

Exempt areas:

- Foreign Cultures
- Literature and Arts A
- Literature and Arts C
- ONE of the areas marked (†)

Non-exempt areas:

- †Historical Study A
- †Historical Study B
- †Literature and Arts B
- Moral Reasoning
- Quantitative Reasoning
- Science A
- Science B
- Social Analysis

SLAVIC LANGUAGES AND LITERATURES

Exempt areas:

- Foreign Cultures
- Literature and Arts A
- Literature and Arts C
- ONE of the areas marked (†)

Non-exempt areas:

- †Historical Study A
- †Historical Study B
- †Literature and Arts B
- Moral Reasoning
- Quantitative Reasoning
- Science A
- Science B
- Social Analysis

SOCIAL STUDIES

Exempt areas:

- Historical Study A
- Moral Reasoning
- Quantitative Reasoning
- Social Analysis

Non-exempt areas:

- Foreign Cultures
- Historical Study B
- Literature and Arts A
- Literature and Arts B
- Literature and Arts C
- Science A
- Science B

SOCIOLOGY

Exempt areas:

- Historical Study A
- Quantitative Reasoning
- Social Analysis
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Science A
- Science B

SPECIAL CONCENTRATIONS

Special Concentrations students should consult the General Education Office about their Core requirement.

STATISTICS

Exempt areas:

- Quantitative Reasoning
- Science A
- Social Analysis
- ONE of the areas marked (†)

Non-exempt areas:

- Foreign Cultures
- †Historical Study A
- †Historical Study B
- †Literature and Arts A
- Literature and Arts B
- †Literature and Arts C
- Moral Reasoning
- Science B

VISUAL AND ENVIRONMENTAL STUDIES

Exempt areas:

- Literature and Arts B
- TWO of the areas marked (†)
- ONE of the areas marked (*)

Non-exempt areas:

- †Foreign Cultures
- *Historical Study A
- *Historical Study B
- †Literature and Arts A
- †Literature and Arts C

Moral Reasoning

- Quantitative Reasoning
- Science A
- Science B
- *Social Analysis

STUDIES OF WOMEN, GENDER, AND SEXUALITY

Exempt areas:

- Historical Study A
- Literature and Arts A
- Literature and Arts C
- Social Analysis

Non-exempt areas:

- Foreign Cultures
- Historical Study B
- Literature and Arts B
- Quantitative Reasoning
- Science A
- Science B
- Moral Reasoning

Options for Meeting Core Area Requirements

In order to satisfy an area requirement, students must pass with a letter grade a course approved for Core credit and listed in that area. Core courses and departmental courses approved for Core credit (Departmental Alternates) are listed in the relevant sections of *Courses of Instruction 2009-2010*. While *Courses of Instruction* is regularly updated, students should also consult the Core Program website, my.harvard.edu/core, for the most recently approved Departmental

Alternates. Note that all courses that count for the new Program in General Education will also count for Core requirements. These courses are listed with the Departmental Alternates.

Students should be aware that Departmental Alternates are not necessarily designed for a general audience. Such courses may assume prior experience or assume more than could be expected of students seeing the subject for the first time. As with Core courses, not all of these departmental courses are offered every year.

Students who would like to satisfy a Core requirement with an unapproved departmental course should contact the General Education Office for further information.

In addition to Departmental Alternates, students have three additional options for satisfying the Foreign Cultures requirement:

- An approved summer program of study abroad offered through the Harvard Summer School, or a summer program of study abroad approved by the Foreign Cultures Subcommittee (consult the General Education Office well in advance)
- A Foreign Language Citation in a modern language or a Foreign Language Citation in a classical language plus an approved additional course (see “Core Credit for Foreign Language Citations”)
- A Secondary Field in East Asian Studies, Germanic Languages and Literatures, Romance Languages and Literatures, or Slavic Languages and Literatures. (Students must present their approved Secondary Field Plan and complete a form at the General Education Office to request Foreign Cultures credit.)

Core Requirement for Joint Concentrations; Change of Concentration

Joint concentrators who would like to have their Core exemptions specified should petition by the beginning of their seventh term, and ideally, as soon as

their joint concentration has been approved. Those joint concentrators who choose not to petition will be assigned the exemptions of their primary field (the field listed first in their joint concentration).

Some students making late changes of concentration are able to have the Core requirement of the new field modified on the basis of significant departmental coursework completed in the previous field of study.

Any inquiry about or request for a modification of the Core requirement must be submitted in writing to the General Education Office.

Core Credit for Study Abroad

A student who earns one or two full terms (2.0 Harvard credits/term) of Harvard credit for an approved program of study abroad may reduce his or her Core requirement by one course for each full term of credit; however, a student may not omit more than one course in each of the following three clusters on the basis of study abroad:

- Foreign Cultures, Literature and Arts A, Literature and Arts B, Literature and Arts C
- Historical Study A, Historical Study B, Moral Reasoning, Social Analysis
- Quantitative Reasoning, Science A, Science B

A student who reduces his or her Core requirement by fewer than two courses may apply to satisfy the Foreign Cultures area on the basis of summer study abroad or a partial term of Harvard credit for study abroad in a non-Anglophone country.

Core Credit for Foreign Language Citations

Students completing the requirements for the Citation in Foreign Language in a modern language may satisfy the Foreign Cultures Core requirement with the citation alone. Students who complete the requirements for the citation in a classical language may satisfy the Foreign

Cultures Core requirement by completing one additional course that places the citation language substantially in a modern context. Students earning credits for a term or terms of study abroad for which they are also reducing their Core requirements may use a maximum of two courses from such a program towards the Foreign Language Citation alternate.

Students must present their approved Citation Plan and complete a form at the General Education Office to request Foreign Cultures credit for a Language Citation.

Core Requirement for Advanced

Standing Students Students who accept Advanced Standing will begin with the same Core requirement as all other students. The Core requirement will be reduced for Advanced Standing students in the following categories:

1. Students who complete their undergraduate program in fewer than eight terms must satisfy the following number of Core areas:

- seven terms at the College: six Core areas
- six terms at the College: five Core areas

Advanced Standing students may not omit more than one area in each of the following three clusters on the basis of Advanced Standing:

- Foreign Cultures, Literature and Arts A, Literature and Arts B, Literature and Arts C
- Historical Study A, Historical Study B, Moral Reasoning, Social Analysis
- Quantitative Reasoning, Science A, Science B

2. Advanced Standing students who enroll in an AB/AM degree program and “bracket” eight courses for this graduate degree will have their Core requirement reduced by two areas. See page 49 for information on Advanced Standing.

Advanced Standing students who remain for eight terms and do not earn a graduate degree must complete the full Core requirement for their chosen field of concentration.

Core Requirement for Transfer

Students Students who entered Harvard College as sophomores or juniors, like those who enter as freshmen, are expected to devote almost one-quarter of their undergraduate coursework at Harvard to the Core Curriculum. The minimum number of Core areas from which courses must be chosen is specified upon entrance, as each student’s transfer credit is evaluated:

First term sophomore transfers: five Core areas

Second term sophomore transfers: four Core areas

Junior transfers: four Core areas

Transfer students who “accelerate” in order to complete their degrees in fewer terms than anticipated must nevertheless satisfy their Core requirement as originally specified upon entrance. Transfer students who opt to extend their undergraduate studies must complete one additional Core area for each additional term, with the exception that junior transfers who remain for a fifth term do not need to take a fifth Core course.

To ensure that each transfer student is introduced to the breadth of approaches to knowledge offered in the Core Curriculum, the Core requirement of each student is individually defined. Those areas designated as required are those Core areas most remote from the work to be done in the concentration and from the coursework already completed at the previous institution.

Minimum Core Requirement

No student may satisfy the Core requirement with fewer than four Harvard Core courses or Departmental Alternates by combining study abroad with their reduced Core requirements as a transfer or Advanced Standing student.

The Concentration Requirement

All degree candidates must fulfill the requirements of one of the recognized fields of concentration, an approved joint concentration, or an approved special concentration. A student's concentration is his or her commitment to a particular discipline, field, or specialization. All concentrations provide students with opportunities for appreciating, assimilating, and making applications of a coherent body of knowledge.

Harvard currently offers over forty fields of concentration, some of which have multiple tracks. Each concentration is overseen by a faculty member serving as the Head Tutor or the Director of Undergraduate Studies. Overviews of each concentration, its specific requirements, and how to get more information about the concentration are included in *Fields of Concentration and Secondary Fields*.

In many concentrations, students may pursue either a basic program or one that makes them eligible for honors in the field. Honors-eligible programs generally differ from basic programs in that they require a senior thesis and/or advanced course work. To be awarded the degree with honors in the field of concentration, the student must complete the honors requirements within the concentration, receive an honors recommendation from the department or committee that supervises the concentration, and meet the College-wide requirements for an honors degree. Students should understand that completing the degree requirements for an honors-eligible program does not guarantee that they will graduate with honors (see "Requirements for Honors Degrees" on page 68).

Several concentrations may limit enrollment by selecting their concentrators from those students who apply. These are Environmental Science and Public Policy; History and Literature; Literature; Social Studies; and Visual and Environmental Studies. Each of these attempts to select those students whose needs and interests will best be served by its program and will admit as many students as its teaching resources allow.

Choosing a Concentration

The choice of a concentration is an important decision, requiring inquiry and reasoned judgment and some creative research on the part of the student. Freshman advisers, sophomore advisers, other resident advisers, concentration advisers, and faculty are available to help students make this decision. *Fields of Concentration and Secondary Fields* lists the names of individuals who can provide specific information about each concentration. Students may also consult www.fas.harvard.edu/~advising/listofprograms.html for up-to-date contact information.

Students should plan their concentration program with a representative of the concentration who will sign the Declaration of Concentration & Plan of Study, a special form that must be filed with the Registrar. This procedure constitutes official admission to the field of concentration. Students ordinarily must fulfill concentration requirements as they were defined in *Fields of Concentration and Secondary Fields* the year the Plan of Study was signed, although in those situations in which a concentration subsequently changes its requirements, the Head Tutor or Director of Undergraduate Studies may allow students to substitute the new requirements.

Students who entered as freshmen in the fall of 2006 or later must submit a completed Declaration of Concentration & Plan of Study near the end of the fall term of their second year (see "Academic Calendar" for

specific deadlines). Students who are out of sequence because of leaves or withdrawals must submit a completed Declaration of Concentration & Plan of Study no later than two weeks before the end of classes of their third term of enrollment. An overdue submission of this form will make the student liable for a late fee of \$25 for the first week, \$50 thereafter, and for disciplinary action.

As preparation for choosing a concentration, every student is required to have a documented advising conversation with a representative from one or more prospective concentrations near the end of the second term of enrollment. In order to facilitate these conversations, the Advising Programs Office works in conjunction with the concentrations to hold advising conversation events during Advising Fortnight, which begins one week after the conclusion of spring recess. These advising conversations do not indicate any binding decision on the part of the student. Concentrations choose their own criteria for defining these advising conversations, so the form and context may vary from program to program. Please consult the Advising Programs Office for more information at advising@fas.harvard.edu.

Changing Concentrations

After submitting a Declaration of Concentration & Plan of Study, students may change concentrations or add or delete a field that forms part of a joint concentration by filing a signed Change of Field of Concentration form with the Registrar. Because there are implications with respect to a student's overall academic program when changing the field of concentration, students should consult with and have the form signed by both the Head Tutor or Director of Undergraduate Studies of the proposed new concentration and their Allston Burr Resident Dean before formally filing a change of concentration.

A change of field on the student record and transcript is not complete until the Registrar

has received the signed Change of Field of Concentration form. A change in concentration may involve an adjustment in Core exemptions for those students completing the Core curriculum. Any student who chooses to change concentrations must meet the Core requirement of the new field. To request a modification of the Core requirement on the basis of significant coursework done in a previous field of concentration, a student must petition the Standing Committee on General Education. For information on such petitions, consult the General Education Office, Fourth Floor, Holyoke Center, 617-495-3022, gened@fas.harvard.edu.

After the deadline for degree applications in a student's final term in the College, a change of concentration will be granted only with the approval of the Administrative Board. Ordinarily, approval will be granted to facilitate a student's completion of degree requirements, but not to enhance the level of honors awarded.

Joint Concentrations

Every year, some students find that their interests are best accommodated by pursuing a joint concentration that combines two fields. The two fields combined in a joint concentration must each be an undergraduate concentration offered in its own right. A joint concentration is meant to integrate the two fields into a coherent plan of study and ordinarily culminates in an interdisciplinary thesis written while enrolled in the thesis tutorial of one concentration only. Some concentrations do not participate in joint concentration programs. Students should consult with the Head Tutor or Director of Undergraduate Study in the relevant fields for more information.

For students who do not wish to integrate the work of two separate fields into one coherent program, a secondary field option may be more appropriate (see *Fields of Concentration and Secondary Fields* or www.secondaryfields.fas.harvard.edu).

Students who wish to combine two fields in a joint concentration must file with the Registrar a Declaration of Concentration & Plan of Study that designates the two fields and has been approved by both concentrations. One of the concentrations is designated the primary concentration. To grant approval, both of the participating concentrations must be satisfied with the coherence and merit of the student's plan and be prepared to supervise the program in detail. Nevertheless, students who undertake joint concentrations often find that they themselves must take some initiative in ensuring communication between the advisers of the two fields and in keeping these advisers apprised of their progress and their needs. Any student combining fields who wishes to change or eliminate one of the fields must file a Change of Field of Concentration form with the Registrar by the degree application deadline in the student's final term at the College.

Special Concentrations

Each year there are a few students whose particular objectives require that they pursue a program of their own design. Under the guidance of an Allston Burr Resident Dean and faculty advisers, and with the cooperation of the appropriate departments, these students may propose concentration programs to the Faculty Standing Committee on Degrees in Special Concentrations (see "Special Concentrations" in *Fields of Concentration and Secondary Fields*). In making its decisions, the Committee looks for coherence in the program as well as an appropriate balance of breadth and depth, the student's ability to thrive outside the standard concentration structures, and the availability of appropriate academic resources. Students often find it useful to enter such programs in the junior year after spending part of the sophomore year in one of the established concentrations.

Students interested in pursuing a Special Concentration should consult with the

Director of Undergraduate Studies for Special Concentrations, who can provide advice about constructing a plan of study and about the application process. The faculty committee meets to consider applications three times per year. Those students whose applications are accepted must complete a Change of Field of Concentration form to be submitted to the Registrar.

Students interested in pursuing a Special Concentration should consult with the Director of Undergraduate Studies (Dr. Deborah Foster, dfoster@fas.harvard.edu, 617-495-8056), who can provide advice about constructing a plan of study and about the application process.

Tutorial

Each field of concentration has jurisdiction, within FAS guidelines, over its own tutorial program. These programs are outlined under the individual requirements for each field in *Fields of Concentration and Secondary Fields*. Except for those tutorial courses graded SAT/UNS (see page 67), letter grades ordinarily are reported for tutorials given for credit. A field of concentration may bar any student from the tutorial program because of unsatisfactory work.

Ordinarily, the work in a senior tutorial centers on the writing of a thesis. A student who does not complete the thesis but nevertheless wishes to receive credit for the tutorial course may be required by the concentration to submit a paper or other substantial piece of work before any credit can be awarded. Students are advised to learn in advance whether their concentration has such a requirement.

General Examinations

Some concentrations require that students pass a General Examination before being recommended for the degree or being recommended for the degree with honors in the field. These examinations are often designed to test a student's understanding of

the entire field of concentration rather than detailed knowledge of the subject matter of such courses as have been taken in that field. Through their courses, independent reading, or any other effective means, students are expected to have attained a grasp of the intellectual approaches underpinning their field of concentration and to be able to apply that thinking. No student concentrating in a field where General Examinations are required is eligible for the degree, whatever the student's record in courses may be, until he or she has passed this examination to the satisfaction of the concentration.

Students in concentrations with General Examinations should consult with the tutorial office about the scheduling of these examinations. In some cases, General Examinations are scheduled for the spring term only. As a result, students who will complete all other academic requirements (including the thesis) in the fall term and do not plan to enroll for the spring term may need to petition for the status of "registered solely for the completion of requirements" (RSCR) in order to sit for the General Examination. The petition for RSCR status requires approval of the field of concentration and must be filed with the Registrar before the end of the final term.

Other Requirements

Writing Requirement

Degree candidates admitted as freshmen must enroll during their first year of residence in a prescribed half-course in expository writing offered by the Expository Writing Program. A final grade of D– or better in Expository Writing 20 ordinarily fulfills the writing requirement; however, the Director of the Expository Writing Program may require particular students to do additional work during the following term in order to satisfy the requirement. Neither courses taken on a Pass/Fail basis nor Harvard Summer School courses in expository or creative writing may be used to fulfill the Harvard College writing requirement.

All transfer students are expected to satisfy the same writing requirement as students admitted as freshmen unless they have demonstrated superior writing ability in the English language before they arrive at Harvard. Fall term transfer students who seek exemption from the writing requirement must provide the Director of the Expository Writing Program with a substantial sample of their own written work in the summer before matriculation at Harvard; spring term transfer students must submit a writing sample by December 1 before matriculating at Harvard. Such a sample should include at least twenty double-spaced, typewritten pages. Papers submitted to and evaluated by a faculty member at the college the student attended before coming to Harvard constitute an appropriate sample. The Director will judge the papers and decide if an exemption should be granted. Transfer students seeking exemption should contact the Harvard College Writing Program at 617-495-2566 or expos@fas.harvard.edu for more information.

Any student who fails to complete the writing requirement during the first year of residence must enroll in an appropriate Expository Writing course during each subsequent term of residence until the requirement is met.

Language Requirement

Degree candidates must meet a foreign language requirement in a language with a written component that is taught at Harvard or for which an appropriate examination with a written component can be given. The requirement can be satisfied in one of the following ways:

- Earning a minimum score of 700 on a College Entrance Examination Board SAT II Test that includes a reading component; or
- Earning a passing score as determined by the department on a placement examination administered by certain language departments; or

- Passing with a letter grade one appropriate full course or two half-courses in one language at Harvard, or the equivalent as determined by the appropriate language department. These courses may not include foreign literature courses conducted in English.
- Passing with a letter grade a language course or courses at the appropriate level taken in Harvard programs abroad, as approved by the appropriate language department. Study completed at other institutions may also fulfill the requirement if approved by the appropriate language department whether through examination or on the basis of achieving a minimum grade.

In addition, students who have earned scores on language examinations that would normally count toward advanced standing (for example, a minimum score of 5 on a College Board Advanced Placement Examination or a minimum score of 7 on an International Baccalaureate Higher Level Examination) will be deemed to have satisfied the language requirement, regardless of whether they have a sufficient number of such scores to qualify for advanced standing and whether they choose to accept advanced standing.

Any student who has not met the language requirement upon entrance ordinarily is required to enroll in and complete with a passing letter grade an appropriate full-year language course or two half-year language courses in a single language before the start of the junior year. (An appropriate course is one for which a student qualifies by previous instruction or placement test.) Most introductory courses in all languages taught at Harvard may count towards fulfillment of the language requirement; exceptions are noted in the course listings in *Courses of Instruction*.

Exceptions to the ordinary means of satisfying the requirement, or to the timing of the requirement, can be granted only by

the Administrative Board upon recommendation of the Dean of Freshmen or upon the recommendation of the student's Allston Burr Resident Dean. Students who fail to meet the requirement by the beginning of the junior year, or in the time frame specified by the Administrative Board, are subject to disciplinary action.

Placement exams in a few languages will be available on-line to entering students over the summer before they arrive at Harvard; students looking to place into courses in these languages, or who plan to satisfy the language requirement in these languages, are strongly encouraged to take the exam over the summer before the start of their freshman year. A student whose score on the on-line exam indicates sufficient mastery of the language to satisfy the requirement will need to take a brief, proctored follow-up exam after arriving on campus and before study cards are due. Placement exams in these languages, as well as many others, will also be administered to freshmen at a designated time during Opening Days. Upperclassmen interested in taking a language placement exam should be in touch with the relevant department prior to the start of the term.

Students wishing to fulfill the language requirement in a language for which the College does not provide a standard placement exam will need to consult with the Freshman Dean's Office as soon as possible upon admission to the College. Students may request to take a special examination in any language in which an appropriate examination, including a written component, can be given by a member of the Faculty familiar with the standards of the language requirement; such students should apply to the Freshman Dean's Office as soon as possible upon admission to the College. Special language examinations will ordinarily be scheduled by the day that study cards are due, but students should plan to take either a placement examination in another language if possible or a first-year course in

another language to maximize their options pending the result of the special examination. Students who plan to fulfill the language requirement by special examination should consult with their Resident Dean of Freshmen or their Allston Burr Resident Dean prior to the filing of study cards.

Students who plan to continue language study beyond the requirement level may wish to qualify for a citation in that language (see "Citations in Foreign Language.")

Language Requirement Waiver The language requirement will be waived for any student whose native language is not English and who is proficient both in that language and in English. Petitions for waiver may be obtained from the Freshman Dean's Office or the Transfer Student Coordinator and should be submitted to the Registrar. No such petition will be granted unless the student has completed secondary-school instruction in that language.

Residence Requirement

Students will not ordinarily be recommended for the AB or SB degree without having paid for eight terms of residence. (Any student currently registered in the College is considered here to be "in residence," regardless of actual domicile.) Exceptions to the residence requirements are made for students who graduate in fewer than eight terms by exercising Advanced Standing or who matriculated with transfer credit. Some students may complete Harvard degree requirements in fewer than eight terms as a result of course work done elsewhere that is approved in advance and counted by Harvard toward degree requirements (see page 18), or as a result of course work done at the Harvard Summer School (see page 64), or as a result of having worked at a rate of more than four half-courses per term. Students who have worked at a rate of more than four half-courses per term are considered to have "accelerated" and are subject to additional tuition fees (see page 170).

No student will be recommended for the AB or the SB degree who has not completed a minimum of four regular terms in the College as a candidate for that degree and passed at least eight full courses during regular terms in Harvard College.

Students who have not completed the degree requirements within the allotted number of terms ("lost degree candidates") may complete degree requirements only by enrolling in the Harvard Summer School, by successfully petitioning the Administrative Board for an additional term (see "Additional Term" on page 58), or, if eligible, by enrolling in a program of study approved by the Committee on Education Abroad (see "Study Abroad" on page 63).

Other Academic Opportunities

Secondary Fields

In April of 2006, the Faculty of Arts and Sciences established secondary fields for Harvard College students. Secondary fields provide the opportunity for focused study (four to six half-courses) outside of the primary area of concentration, but they are entirely optional and are not required for graduation. A secondary field may complement the primary area of study in the concentration, or it may be entirely separate. Unlike a joint concentration, no integrative work between the secondary field and the primary concentration is required. The successful completion of a secondary field will appear on a student's transcript, but no student may receive credit for more than one secondary field.

While secondary fields provide new opportunities for Harvard College students, they also come at a cost. Students who pursue a secondary field will have fewer free electives and may have to give up some advanced work or research opportunities in the concentration. Interested students should discuss the possibilities of work in

a secondary field with the relevant adviser in the sponsoring program. They are also encouraged to discuss their plans with the Head Tutor or Director of Undergraduate Studies in their own concentration, with their Allston Burr Resident Dean, or with other academic advisers before embarking on a secondary field program.

Each secondary field program has its own set of requirements, and some programs offer multiple options for a secondary field. A few rules, however, apply to all programs: only one half-course may count towards a secondary field and any other degree requirement or program (concentration, Core or General Education, language citation, language requirement, etc.); courses taken through cross-registration (if allowed by the secondary field program) will not count towards the College grade point average; and students must adhere to the guidelines and procedures for obtaining credit for study abroad in order to count such courses for a secondary field.

No student may sign up for a secondary field before declaring a concentration. Students are responsible for notifying secondary fields of their interest in the program, for tracking their requirements, for obtaining required signatures, and for submitting all electronic information and signed paperwork to the Office of the Registrar no later than the seventh Monday of their final term, as published in this *Handbook*. The deadline is firm; no exceptions will be made.

See Fields of Concentration and Secondary Fields or www.secondaryfields.fas.harvard.edu for a list of programs and their requirements. The on-line tool for tracking requirements and sending electronic information to the Registrar is also available on this site.

Study Abroad

Harvard views study abroad as an invaluable part of every student's education and strongly encourages students to explore the pos-

sibilities for earning degree credit for study in another culture. The Faculty's Standing Committee on Education Abroad works with the staff of the Office of International Programs (OIP) to develop and monitor the best possible academic opportunities. Details about arranging a program of study abroad for Harvard credit may be found in the Guide to Study Abroad and at the OIP website, www.fas.harvard.edu/~oip.

Options for Study Abroad Sophomores, juniors and seniors may study abroad at a foreign university, in a program sponsored by a US university, or in field-based programs. Students may enroll directly in the best universities in the world, or work in the field under leading researchers.

Up to a full year of credit may be granted for study at an accredited institution that is approved by Harvard University for credit transfer. No more than four half-courses of credit may be earned for a term of work; and no more than two half-courses may be earned for a summer of work. A total of eight half-courses may be transferred to Harvard from study abroad.

Students may earn concentration and elective credit, reduce up to two of their Core or General Education requirements, and earn credit toward a language citation from a Harvard language department through academic work completed for degree credit abroad. Specific information about these options is provided on the OIP website, the Core or General Education websites (see "Core Credit for Study Abroad" or "Study Abroad During Term Time" under General Education), and through the undergraduate advisers in the language departments.

Students planning to study abroad in countries where English is not the first language are encouraged to complete at least one year of study in a language of the host country before going abroad. As part of their academic program during each term abroad, students in non-Anglophone countries will

ordinarily be expected to take either an appropriate language course or a course taught entirely in a language of the host country.

Procedures for Earning Degree Credit for Study Abroad It is important to begin the study abroad planning process early: first-year students are encouraged to begin thinking about how to incorporate this experience into their studies, and all students are encouraged to seek assistance from the Office of International Programs. Students should also consult with their concentration Head Tutor or Director of Undergraduate Studies, and their Resident Dean.

Applications for degree credit for study abroad must be completed and submitted before the program of study begins. On-line application instructions and materials are available on the OIP website. The deadlines for submitting applications are **March 1** for study abroad during the fall term or full academic year, and **October 1** for study abroad during the spring term. See the OIP website for summer credit application deadlines. Applications may be approved prior to these dates, and students are strongly encouraged to apply early. To be approved for study abroad, a student must be in good academic and disciplinary standing at Harvard College the term immediately preceding the proposed period of study. Unless granted permission by the Administrative Board in advance, a student cannot be granted degree credit for course work that begins when the student is on probation for any reason.

OIP suggests that students consult the office website (www.fas.harvard.edu/~oip) for detailed guidance on the process for obtaining credit for study abroad, and for links to various internet resources. Harvard's policy regarding credit and sponsorship for undergraduates wishing to travel to countries for which the US State Department has issued a warning also appears on this site.

Students eligible for financial aid may apply to use that aid to pay for term-time study abroad for Harvard credit. Sources for summer funding are listed in the Funding Sources Database (www.fas.funding.harvard.edu). All students earning credit abroad during the academic year will be assessed the student services fee; students will also automatically be billed for health insurance, which may be waived by the deadline with proof of comparable coverage. Students abroad will maintain their Harvard University Identification Number (HUID) and Personal Identification Number (PIN), and have access to Harvard libraries and services.

It is expected that students who study abroad will take a full course-load, as determined and approved by the OIP. Any term for which a student receives four half-courses of degree credit (an approved study abroad term) will reduce by one the number of terms for which the student may register at Harvard College. An approved study abroad term for which full credit was pre-approved, but only partial credit is granted (1–3 half-courses) does not reduce the student's number of terms at Harvard but may subject the student to an acceleration fee. Such a term of partial credit will also require that the student make up the credit deficiency either by applying a fifth course taken earlier at Harvard, or by making up the course in a future term or through Harvard Summer School. See "Acceleration," "Residence Requirement," and "Rate of Work."

Independent Study with a member of the Harvard Faculty while a student is studying for degree credit out of residence is governed by the same policies as Independent Study in residence (see page 55), except that the Independent Study petition must be reviewed as part of the overall application for study out of residence.

Harvard does not ordinarily grant credit for study out of residence at other US institutions, except in rare cases when such study is judged to offer a "special opportunity"

unavailable to the student at Harvard. Information on the process for petitioning for credit for study away within the US can be obtained from the OIP.

Students may cross-register for courses offered by other Harvard Faculties or by the Massachusetts Institute of Technology. See “Study at Other Boston-Area Institutions” on page 50.

Citations in a Foreign Language

Advanced training in a foreign language is a valuable component of a liberal arts education; it allows students to employ another language in cultural exchange, research, and work. To foster such training, many of the “language and literature” and “language and civilization” departments offer programs in which undergraduates may earn a citation in a modern or ancient language. Those languages in which citations are offered and the specific requirements for each are listed below. The award of a foreign language citation will be noted on the transcript at the time degrees are voted, and will be included in the commencement program. Students will also receive printed citations along with their diplomas.

Each language citation program consists of four half-courses of language instruction beyond the first-year level and/or half-courses taught primarily in the foreign language. At least two of these half-courses must be at the third-year level or beyond. Appropriate courses taken in approved programs of study out of residence for which the student receives Harvard degree credit may be counted toward a citation. Courses that satisfy the requirements for a citation may also be counted toward Core, General Education and/or concentration requirements, as appropriate, but only one half-course may count towards a secondary field (see page 39). Also, some students who complete the requirements for the Citation in Foreign Language are able to satisfy the Foreign Cultures requirement of the Core Program; students who wish to pursue

this option must file an application with the General Education Office.

Students must complete all courses to count toward the citation with letter grades of B– or better. Regardless of the level at which a student enters a language program at Harvard, all citations require the completion of four half-courses taken at Harvard or counted for Harvard degree credit. Language courses that meet these criteria but are bracketed on the transcript may be counted toward a language citation. Some programs require that courses be taken in a particular sequence; students should consult the relevant language advisers for more information.

Students who plan to satisfy the requirements for a foreign language citation must complete a Foreign Language Citation Study Plan with the Head Tutor or Director of Undergraduate Studies of the relevant department and file this form with the Registrar no later than the deadline for degree applications in their final term in the College. Students are encouraged to file their intentions to satisfy the requirements for a foreign language citation as early as the declaration of a concentration so that they may benefit from advising by the department that will provide the recognition. Students will benefit from planning ahead and taking courses in consecutive terms, so as not to lose ground between language courses; this is especially important at the early stages of language study. Students planning their courses around a study-abroad or work-abroad experience should consult with relevant advisers upon their return, as their language experience abroad may have an effect on the courses students may use for the Language Citation. Those students who later decide not to complete the requirements for a citation in a foreign language are asked to complete a new Plan of Study indicating this fact in order to inform the relevant department and the Registrar.

Concentrators, including joint concentrators, in African and African American Studies,

the Classics, East Asian Studies, Germanic Languages and Literatures, Near Eastern Languages and Civilizations, Romance Languages and Literatures, Sanskrit and Indian Studies, or Slavic Languages and Literatures, whose concentration work is built on a particular language or set of languages, are not also eligible for citations in those languages.

African Languages

(See Gikuyu, Igbo, Swahili, Twi, Yoruba, Zulu)

For all other African languages, please consult the Director of the African Language Program.

Classical Arabic

Four of the following half-courses: Arabic 120a, 120b, 130a, 130b, 140, 141, 160r, 240r, 245r, 248r.

Other courses taught primarily in Arabic or courses taken out of residence for Harvard degree credit may be substituted for the above courses with the permission of the Director of Undergraduate Studies for the Near Eastern Languages and Civilizations concentration.

Modern Standard Arabic

Four of the following half-courses, including at least two from the third-year or beyond list:

Second-year level: Arabic 110, 121a, 121b.

Third-year or beyond: Arabic 131a, 131b, 241a, 241b.

Other courses taught primarily in Arabic or courses taken out of residence for Harvard degree credit may be substituted for the above courses with the permission of the Director of Undergraduate Studies for the Near Eastern Languages and Civilizations concentration.

Chinese

Four half-courses from the following, of which at least two must be at the third-year level or beyond:

Second-year level: Chinese 120a, 120b, 123xb (Chinese 125ab may count as two half-courses at the second-year level).

Third-year level or beyond: Chinese 130a, 130b, 130xa, 130xb, 140a, 140b, 150a, 150b, 183, 187, 197.

Chinese Bx does not count for a language citation. Other courses taught primarily in Mandarin Chinese or courses taken out of residence for Harvard degree credit may be substituted for the above courses only after assessment via a Chinese Placement Test and with the permission of the East Asian Language Coordinator (eal@fas.harvard.edu).

Literary Chinese

Chinese 106a, 106b, 107a, and 107b.

More advanced courses taken out of residence for Harvard degree credit may be substituted for these courses with the permission of the East Asian Language Coordinator (eal@fas.harvard.edu).

Czech

Slavic Cr, Slavic Cd, and two terms of Slavic Cr (to be defined as third-year, or advanced).

Courses taken out of residence for Harvard degree credit or Slavic 91r (if conducted in Czech) may be substituted for these courses with the permission of the Director of Undergraduate Studies for the Slavic Languages and Literatures concentration.

French

Four of the following half-courses, including at least two from the list labeled third-year level or beyond:

Second-year level: French Ca, Cb, 25; Foreign Cultures 22a.

Third-year level or beyond: French courses numbered at the 30- to 50-level, or any French course numbered at a higher level conducted in French; Foreign Cultures 21, 22b. Students should consult the on-line *Courses of Instruction* for information on

citation credit for literature courses numbered 100–199. Students may take no more than two half-courses numbered at each of the 30-level, 40-level, and 50-level.

Students will not receive credit toward a language citation for courses taken out of sequence.

That is, students may not take a second-year course after having taken a third-year course, or a third-year course after having taken a course at the fourth-year level, as indicated by the first digit of the course number. Students will receive neither Harvard nor citation credit for any course designated as equivalent to one they have already taken.

A half-credit toward a citation is granted to students who have enrolled in a French language section (i.e. discussions, readings, and written assignments all in French) of a literature or Core course given in English. This means that students enrolling in French language sections in two classes given in English will receive credit for one half-course toward the four required for a citation.

A maximum of two courses taken out of residence for Harvard degree credit may be substituted for the above courses with the permission of the undergraduate adviser in French. Courses taken out of residence will count toward a citation in French if the course is taught entirely in French as indicated in the syllabus or course description, and, in the case of summer study, the course lasts five weeks or consists of at least 50 class hours; in addition, students must submit some graded written work done for the course.

Students who plan to satisfy the requirements for a foreign language citation in French must complete a Foreign Language Citation Study Plan with the Director of Language Programs in Romance Languages and Literatures (Boylston Hall 436, 617-495-2524).

German

Four of the following half-courses: German Ca, Cb, 61, 62, 65, 66; 71, 72, or any 100-level or 200-level course conducted in German. German Dab counts as a full course.

Other courses taught primarily in German or courses taken out of residence for Harvard degree credit may be substituted for the above courses with the permission of the Director of Undergraduate Studies in German.

Gikuyu

The equivalent of four terms selected from among the following: Gikuyu B (a full course), Gikuyu 101ar, Gikuyu 101br, or AAAS 90r (if conducted in Gikuyu, with permission from the Director of the Language Program).

Other advanced courses in Gikuyu taken out of residence for Harvard degree credit or AAAS 91r (if conducted in Gikuyu) may be substituted for these courses with permission of the Director of Undergraduate Studies for the Department of African and African American Studies. In the case of summer study, the course must last six weeks or consist of at least 50 class hours; in addition, students must submit some graded written work done for the course.

Greek

Four half-courses chosen from the following: Greek Ba, Bb, H, K, or any 100-level Greek course, including those in Medieval Greek.

Other advanced courses or courses taken out of residence for Harvard degree credit may be substituted for one or more of the above with the permission of the Director of Undergraduate Studies for the Classics concentration.

Modern Greek

Four half-courses (or equivalent) chosen from the following: Modern Greek B (a full course), 100, or any other 100-level course in which the reading is done in Modern Greek.

Other advanced courses or courses taken out of residence for Harvard degree credit may be substituted for one or more of the above with the permission of the Director of Undergraduate Studies for the Classics concentration.

Classical Hebrew

Four of the following half-courses: Classical Hebrew 120a, 120b, 130ar, 130br; Hebrew 150a, 150b, 153, 165, 168, 171, 174, 176.

More advanced courses or courses taken out of residence for Harvard degree credit may be substituted for these courses with the permission of the Director of Undergraduate Studies for the Near Eastern Languages and Civilizations concentration.

Modern Hebrew

Four of the following half-courses: Modern Hebrew 120a, 120b, 130r, 131r, or Near Eastern Civilizations 91r if focused on contemporary Israeli literature and culture and conducted in modern Hebrew at the third-year level or beyond.

Courses taken out of residence for Harvard degree credit may be substituted for two of these four courses with the permission of the Director of Undergraduate Studies for the Near Eastern Languages and Civilizations concentration.

Hindi

(See Urdu and Hindi.)

Igbo

Four terms of AAAS 90r (conducted in Igbo), beyond the first year of language study. Two half-courses must be at the third-year level or beyond.

Other advanced Igbo courses taken out of residence for Harvard degree credit or AAAS 91r (if conducted in Igbo) may be substituted for these courses with permission of the Director of Undergraduate Studies for the Department of African and African American Studies. In the case of summer study, the course must last six weeks or consist of at least 50 class hours; in addition, students must submit some graded written work done for the course.

Italian

Four half-courses in Italian designated Italian Ca or above. Italian Dab is a full course and counts as two citation credits at the second-year level. Students should consult the on-line Courses of Instruction for information on citation credit for literature courses numbered 100–199.

Students will not receive credit toward a language citation for courses taken out of sequence.

That is, students may not take a second-year course after having taken a third-year course, or a third-year course after having taken a course at the fourth-year level, as indicated by the first digit of the course number. Students will receive neither Harvard nor citation credit for any course designated as equivalent to one they have already taken.

A half-credit toward a citation is granted to students who have enrolled in an Italian language section (i.e. discussions, readings, and written assignments all in Italian) of a literature or Core course given in English. This means that students enrolling in Italian language sections in two classes given in English will receive credit for one half-course toward the four required for a citation.

Other courses taught primarily in Italian or a maximum of two courses taken out of residence for Harvard degree credit may be substituted for the above courses with the permission of the undergraduate adviser in Italian. Courses taken out of residence will

count toward a citation in Italian if the course is taught entirely in Italian as indicated in the syllabus or course description, and, in the case of summer study, the course lasts six weeks or consists of at least 50 class hours; in addition, students must submit some graded written work done for the course.

Students who plan to satisfy the requirements for a foreign language citation in Italian must complete a Foreign Language Citation Study Plan with the Director of Language Programs in Romance Languages and Literatures (Boylston Hall 436, 617-495-2524).

Japanese

Four half-courses from the following: Japanese 120a, 120b, 130a, 130b, 140a, 140b, 150a, 150b.

Other courses taught primarily in Japanese or language courses taken out of residence for Harvard degree credit may be substituted for these courses only after assessment via a Japanese Placement Test and with the permission of the East Asian Language Coordinator (eal@fas.harvard.edu).

Korean

Four half-courses from the following: Korean 120a, 120b, 130a, 130b, 140a, 140b, 150a, 150b.

More advanced courses or language courses taken out of residence for Harvard degree credit may be substituted for these courses only after assessment via a Korean Placement Test and with the permission of the East Asian Language Coordinator (eal@fas.harvard.edu).

Latin

Four half-courses chosen from the following: Latin Ba, Bam, Bb, H, K, or any 100-level Latin course, including those in Medieval Latin.

Other advanced courses or courses taken out of residence for Harvard degree credit may be substituted for one or more of the above courses with the permission of the Director of Undergraduate Studies for the Classics concentration.

Persian

Persian 120a, 120b, 140ar, 140br.

More advanced courses or courses taken out of residence for Harvard degree credit may be substituted for these courses with the permission of the Director of Undergraduate Studies for the Near Eastern Languages and Civilizations concentration.

Polish

Slavic Dc, Slavic Dd, and two terms of Slavic Dr (to be defined as third-year, or advanced).

Courses taken out of residence for Harvard degree credit or Slavic 91r (if conducted in Polish) may be substituted for these courses with the permission of the Director of Undergraduate Studies for the Slavic Languages and Literatures concentration.

Portuguese

Four half-courses in Portuguese beyond the A level and that are conducted in Portuguese. Students should consult the on-line Courses of Instruction for information on citation credit for literature courses numbered 100–199.

Students will not receive credit toward a language citation for courses taken out of sequence.

That is, students may not take a second-year course after having taken a third-year course, or a third-year course after having taken a course at the fourth-year level, as indicated by the first digit of the course number. Courses having the same prerequisites, however, may be taken interchangeably. In unusual cases, the undergraduate adviser in Portuguese may approve an exception to this rule.

Other courses taught primarily in Portuguese or a maximum of two courses taken out of residence for Harvard degree credit may be substituted for the above courses with the permission of the undergraduate adviser in Portuguese. Courses taken out of residence

will count toward a citation in Portuguese if the course is taught entirely in Portuguese as indicated in the syllabus or course description, and, in the case of summer study, the course lasts six weeks or consists of at least 50 class hours; in addition, students must submit some graded written work done for the course.

Students who plan to satisfy the requirements for a foreign language citation in Portuguese must complete a Foreign Language Citation Study Plan with the Director of Language Programs in Romance Languages and Literatures (Boylston Hall 436, 617-495-2524).

Russian

The equivalent of four terms selected from among the following: Slavic B or Bab (each a full course), Slavic 101, 102, 103, 104, 109, 110, or any advanced Russian language course at the level of 111 or above.

Other advanced courses in Russian, courses taken out of residence for Harvard degree credit, or Slavic 91r (if conducted in Russian) may be substituted for these courses with the permission of the Director of Undergraduate Studies for the Slavic Languages and Literatures concentration.

Sanskrit

Sanskrit 102a, 102b, and any two 200-level courses in Sanskrit.

Courses taken out of residence for Harvard degree credit or Sanskrit 91r may be substituted for these courses with the permission of the Director of Undergraduate Studies of the Sanskrit and Indian Studies concentration.

Slavic Languages

See Czech, Polish, Russian, and Ukrainian.

For information about studying other Slavic languages (for example, Bosnian, Croatian, and Serbian), please speak with the Director of Undergraduate Studies.

Spanish

Four of the following half-courses beyond the A level:

Second-year level: Spanish C and 30.

Third-year level or beyond: Spanish courses at the 40, 50, 60 and 65 level; or any Spanish course numbered at a higher level conducted in Spanish; Foreign Cultures 33, 37. Students should consult the on-line Courses of Instruction for information on citation credit for literature courses numbered 100–199.

Students will not receive credit toward a language citation for courses taken out of sequence.

That is, students may not take a second-year or a third year course after having taken a course at the 70, 90, or 100-level. Students will receive neither Harvard nor citation credit for any course designated as equivalent to one they have already taken.

A half-credit toward a citation is granted to students who have enrolled in a Spanish language section (i.e. discussions, readings, and written assignments all in Spanish) of a literature or Core course given in English. This means that students enrolling in Spanish language sections in two classes given in English will receive credit for one half-course toward the four required for a citation.

Other courses taught primarily in Spanish or a maximum of two courses taken out of residence for Harvard degree credit may be substituted for the above courses with the permission of the undergraduate adviser in Spanish. Courses taken out of residence will count toward a citation in Spanish if the course is taught entirely in Spanish as indicated in the syllabus or course description, and, in the case of summer study, the course lasts six weeks or consists of at least 50 class hours; in addition, students must submit some graded written work done for the course.

Students who plan to satisfy the requirements for a foreign language citation in Spanish

must complete a Foreign Language Citation Study Plan with the Director of Language Programs in Romance Languages and Literatures (Boylston Hall 436, 617-495-2524).

Swahili

The equivalent of four terms selected from among the following: Swahili B (a full course), Swahili 101ar, Swahili 101br, or AAAS 90r (if conducted in Swahili, with permission from the Director of the Language Program).

Other advanced courses in Swahili taken out of residence for Harvard degree credit or AAAS 91r (if conducted in Swahili) may be substituted for these courses with permission of the Director of Undergraduate Studies for the Department of African and African American Studies. In the case of summer study, the course must last six weeks or consist of at least 50 class hours; in addition, students must submit some graded written work done for the course.

Swedish

Swedish Ba and Bb, or the equivalent taken out of residence for Harvard degree credit and approved by the Director of Undergraduate Studies in Scandinavian.

Two terms of third-year or beyond Swedish language and culture courses. These may consist of any tutorial or 100-level course conducted in Swedish, Supervised Reading and Research courses conducted in Swedish (Scandinavian 91r), or courses taken out of residence for Harvard degree credit and approved by the Director of Undergraduate Studies in Scandinavian.

Classical Tibetan

Tibetan 103 and any three 200-level courses in Tibetan.

Courses taken out of residence for Harvard degree credit may be substituted for these courses with the permission of the Director of Undergraduate Studies of the Sanskrit and Indian Studies concentration.

Turkish

Four of the following half-courses: Turkish 120a, 120b, 130a, 130b, 149.

More advanced courses or courses taken out of residence for Harvard degree credit may be substituted for these courses with the permission of the Director of Undergraduate Studies for the Near Eastern Languages and Civilizations concentration.

Twi

The equivalent of four terms selected from among the following: Twi B (a full course), Twi 101ar, Twi 101br, or AAAS 90r (if conducted in Twi, with permission from the Director of the Language Program).

Other advanced courses in Twi taken out of residence for Harvard degree credit or AAAS 91r (if conducted in Twi) may be substituted for these courses with permission of the Director of Undergraduate Studies for the Department of African and African American Studies. In the case of summer study, the course must last six weeks or consist of at least 50 class hours; in addition, students must submit some graded written work done for the course.

Ukrainian

Four terms of Slavic Gr, two to be defined as third-year, or advanced.

Courses taken out of residence for Harvard degree credit or Slavic 91r (if conducted in Ukrainian) may be substituted for these courses with the permission of the Director of Undergraduate Studies for the Slavic Languages and Literatures concentration.

Urdu and Hindi

The equivalent of four terms selected from among the following: Urdu 102 (a full course), 103a, 103b, 104, 105r, 106.

Courses taken out of residence for Harvard degree credit may be substituted for these courses with the permission of the Head Tutor of the Sanskrit and Indian Studies concentration.

Vietnamese

Vietnamese 120a, 120b, 130a, 130b, 140, and 140b.

Language courses taken out of residence for Harvard degree credit may be substituted for these courses only after assessment via a Vietnamese Placement Test and with the permission of the East Asian Language Coordinator (eal@fas.harvard.edu).

Yiddish

The equivalent of four terms selected from among the following: Yiddish B, Ca, Cb, 102r, 103r, 105, 200r, 202r, 204.

Other courses taught primarily in Yiddish or courses taken out of residence for Harvard degree credit may be substituted for the above courses with the permission of the Director of Undergraduate Studies for the Near Eastern Languages and Civilizations concentration.

Yoruba

The equivalent of four terms selected from among the following: Yoruba B (a full course), Yoruba 101ar, Yoruba 101br, or AAAS 90r (if conducted in Yoruba, with permission from the Director of the Language Program).

Other advanced courses in Yoruba taken out of residence for Harvard degree credit or AAAS 91r (if conducted in Yoruba) may be substituted for these courses with permission of the Director of Undergraduate Studies for the Department of African and African American Studies. In the case of summer study, the course must last six weeks or consist of at least 50 class hours; in addition, students must submit some graded written work done for the course.

Zulu

Four terms of AAAS90r (conducted in Zulu), beyond the first year of language study. Two half-courses must be at the third-year level or beyond.

Other advanced Zulu courses taken out of residence for Harvard degree credit or AAAS 91r (if conducted in Zulu) may be substituted for these courses with permission of the Director of Undergraduate Studies for the Department of African and African American Studies. In the case of summer study, the course must last six weeks or consist of at least 50 class hours; in addition, students must submit some graded written work done for the course.

Advanced Standing

Full information concerning Advanced Standing is available in a publication, *Advanced Standing at Harvard College*. Questions about the program should be addressed to the Allston Burr Resident Dean or the Advising Programs Office (617-496-6354).

Advanced Placement Freshmen who believe that they have completed in secondary school the equivalent of an introductory college-level Advanced Placement course and who have taken a College Board Advanced Placement Examination in the appropriate subject and received a qualifying score in that examination should consult the department concerned if they wish to receive advanced placement for their work. The qualifying scores and policies set by each Harvard department for its field may also be found in *Advanced Standing at Harvard College*. Harvard does not administer its own Advanced Placement examinations except in seven fields where there are no College Board Advanced Placement Examinations: Chinese, Ancient Greek, Hebrew (Modern), Japanese, Korean, Music (Harmony), and Russian. These tests are given only during Opening Days.

Advanced Standing New students, excepting all those admitted as transfer students from other colleges, will be eligible for Advanced Standing if they have completed four or more college-level Advanced Placement courses and have received advanced placement at Harvard in

those courses by receiving qualifying scores on the College Board Advanced Placement examinations. (Some examinations are granted only one half-course credit toward Advanced Standing. Consult *Advanced Standing at Harvard College* for details.)

Advanced Standing is designed for students who wish to accelerate their study and for those ready to undertake specialized work early. An eligible student who wishes to use Advanced Standing to graduate after only six or seven terms in the College or, if accepted, remain a fourth year to pursue one of several specific Master's degree programs, must activate Advanced Standing by the advertised deadline for degree applications during the third term before the student intends to complete the undergraduate requirements (consult *Advanced Standing at Harvard College*, and Chapter 1, "Academic Calendar," for details).

Advanced Standing-eligible students who are considering pursuing the AB/AM degree program may, with the permission of the Administrative Board, "bracket" certain courses in their second, third, or fourth year. "Bracketed" courses are not counted toward the bachelor's degree and the GPA calculations or honors recommendations, but count toward the master's degree. ("Bracketed" courses are so called because they appear in brackets on the transcript.) The last date for "bracketing" courses is the fifth Monday of the term in which the course is being taken. Petitions to retroactively "bracket" courses may be considered by the Administrative Board from candidates admitted for the AB/AM degrees. If a student does not enroll in the AB/AM program, or does not complete the AB/AM program, any courses that he or she may have "bracketed" earlier will be automatically "unbracketed."

For specific information on the number of letter-graded courses and the total course requirements for the degree required of

Advanced Standing students, see "Course Requirements for the Degree" on page 18.

Foreign Credentials Students presenting foreign credentials (e.g., British A levels, French Baccalauréat, Swiss Maturité scores) may be eligible for Advanced Standing upon evaluation of individual credentials and upon recommendation of the Committee on International Credentials. Students who have earned the International Baccalaureate diploma with scores of 7 on three Higher Level examinations may also qualify. For further information, please consult the Advising Programs Office.

Study at Other Boston-Area Institutions

From time to time, students with strong academic plans wish to incorporate in those plans one or more courses at a local college or university with which Harvard does not have a cross-registration agreement, while continuing to be enrolled and take courses in the College. (The Faculty of Arts and Sciences has cross-registration agreements with the other Harvard Faculties and with MIT; see "Cross-Registration" on page 57.) Such students wishing to earn Harvard degree credit during a given term for one or two courses that are not available at Harvard and that contribute to a compelling academic plan tied to their concentration, endorsed by their Head Tutor or Director of Undergraduate Studies, may petition the Administrative Board by the appropriate deadline for the term in which the student wishes to include courses elsewhere in their plans of study. It is each student's responsibility to gain admission to and pay for the instruction at the other institution and to present a transcript from the other institution for the work completed at the end of the term, following the usual procedures for study out of residence. Harvard tuition is reduced for these students on a per-course basis for each course taken elsewhere for Harvard degree credit, and those students eligible for financial aid may apply their aid to

the costs of studying at the other institution. Provided that their combined program at Harvard and the other institution adds up to a full load, students may continue in College housing subject to the ordinary eligibility rules. All other administrative procedures and limitations on the overall amount of credit a student may earn out of residence follow the policies for full-time study out of residence (see "Procedures for Earning Degree Credit for Study Abroad" on page 41). For more information, a student should consult his or her Resident Dean of Freshmen or Allston Burr Resident Dean.

The Undergraduate Teacher Education Program

The Undergraduate Teacher Education Program (UTEP) permits a student to obtain a license (or "certificate") to teach in middle and/or secondary public schools in Massachusetts and the 40+ states with which Massachusetts has reciprocity. UTEP is not a concentration in itself but meant to complement a concentration.

Participation in the program requires approval of the UTEP admissions committee, which considers applications from students as early as the spring term in their sophomore year, or as late as the spring term in their junior year. Current seniors and freshmen are not eligible to apply. The admissions process includes an interview and submission of an application, academic records, recommendations, a résumé, and a Plan of Study. Students should have a B– or higher cumulative grade point average when they apply, and should also have some experience working with youth (e.g., as a camp counselor, tutor, coach).

To be eligible for licensure through UTEP, students must complete the following requirements:

1. **Subject Matter:** Content expertise in an academic field taught in middle or secondary schools. UTEP offers preparation to teach biology, chemistry, earth

science, English, general science (middle school only), history, mathematics, physics, and political science/political philosophy (social studies).

2. **Perspectives Courses:** One half-course addressing psychological perspectives on human development; one half-course addressing educational perspectives on schools, curricula, and teachers; and one half-course focused on planning curricula in the subject for which the student is seeking a license. A list of eligible courses is available in the Teacher Education Program Office, Longfellow Hall, Room 310A, Graduate School of Education, or on the UTEP website (www.hcs.harvard.edu/utep/).
3. **Field Work (pre-practicum):** One term of weekly classroom observations (6 hours per week; 78 hours total) in an approved public school setting.
4. **Student Teaching (practicum):** 360 hours of supervised student teaching. This experience counts as one half-course and must be taken at the Graduate School of Education, but only after satisfying requirements 1–3.

Ideally, all UTEP courses and field work should be completed within the junior and/or senior year. However, students may apply for special-student status in the Harvard Graduate School of Education to complete the student teaching and seminar requirements in the first term after graduation. This is known as the Term-After Option. UTEP is also piloting another option for completing the program requirements. This would require students to spend a summer student teaching at the Cambridge-Harvard Summer Academy, along with taking relevant modules at the Graduate School of Education. This would be followed, in the fall semester, by the practicum, teaching methods course, and the course on educational perspectives. This allows undergraduates to complete the

UTEP requirements with as little disruption as possible to their college coursework.

Interested students are encouraged to inquire about the program at any time. Questions should be directed to the UTEP Director, who is responsible for advising program participants. For further information, please contact the Teacher Education Program Office at the Graduate School of Education, Longfellow Hall, Room 310, 617-495-2783, or visit the UTEP website: www.hcs.harvard.edu/utep/.

REGISTRATION AND COURSE ENROLLMENT

Registration

Students are required to register on-line at an on-campus location at the opening of each term by the date designated in the calendar for the academic year. Registration for a student may be “held” if the student needs to take action before being allowed to register. A financial hold indicates that the student must clear his or her account with the Student Receivables Office before being allowed to register. A medical hold usually requires the submission of further immunization documentation to Medical Records at Harvard University Health Services. The International Office may also place a hold on the registration of a foreign student if the student has not yet presented his or her credentials to that office. Students should visit the appropriate office and make arrangements to clear the hold that has been placed on their registration. A student who fails to register by the prescribed date is subject to disciplinary action and will incur a \$50 charge. Registration information is available at www.registrar.fas.harvard.edu. Ordinarily, no students, including those who have not been able to register for financial reasons, will be allowed to register after 5 pm on the Monday following the date prescribed for submission of that term’s study card. (For additional registration information, see the Academic Calendar on page 8 and “Study Cards” on page 54.)

Any person who has previously received a bachelor’s degree may not enroll or reenroll in Harvard College.

Choice of Courses

Every student is required to select courses from those listed in *Courses of Instruction*, the course catalog for

the Faculty of Arts and Sciences, with the guidance of a freshman adviser, sophomore adviser, or concentration adviser or tutor. (For enrollment in non-FAS courses, see “Cross-Registration” on page 57.) Selection should be made with a view toward satisfying concentration and Core Curriculum or General Education requirements and other degree requirements not already met. Students must qualify for each selected course according to the guidelines and prerequisites stated in Courses of Instruction or otherwise satisfy the instructor that they are properly prepared to enroll in it.

Courses in the Faculty of Arts and Sciences are numbered according to the following scheme:

1–99 or 910–999: Primarily for Undergraduates

100–199 or 1000–1999: For Undergraduates and Graduates

200–299 or 2000–2999: Primarily for Graduates

300–399 or 3000–3999: Graduate Courses of Reading and Research

Courses numbered in the 100s or 1000s or below and courses designated by capital letters ordinarily are open to all students who have met the prerequisites unless the instructor’s permission is required (indicated by an asterisk), or unless enrollment is restricted by the size of the room or by similar limitations of resources. Starred (*) courses may be taken by undergraduates only with the consent of the instructor, who must sign the study card of each undergraduate admitted to the course. Undergraduates may not enroll in courses numbered in the 300s or 3000s. Exceptions are Advanced Standing students

in their fourth year of residence who are candidates for the master's degree. They may enroll in such courses with the instructor's permission and signature.

It is inappropriate for a student to receive course credit for the same work for which he or she is financially compensated. Thus, an undergraduate course assistant may not receive academic credit in any form, including Independent Study and Supervised Reading and Research course credit, for courses with which he or she is assisting. Research for which a student receives a grant may inform his or her academic work. Research performed for other financial compensation may inform academic work in subsequent semesters only, and only with the express permission of the employer, including a laboratory head.

Study Cards

Students officially enroll in courses for credit by including the course name and catalog number of each selected course on the study card. In addition, the instructor's signature must appear on the study card for any course that requires the instructor's permission for enrollment. Students must obtain the signature of their freshman, sophomore, or concentration adviser on the study card, signifying that the student and adviser have discussed the course program. Students can access their advisers' contact information via the Advising Network Portal at www.fas.harvard.edu/~advising. Registration is not complete until the study card is turned in and any required petitions for cross-registration or Independent Study have been approved. A student who is denied admission for any reason to a course listed on the study card must drop that course by petition no later than the fifth Monday of the term.

The dates for filing study cards appear in the Academic Calendar. A student who fails to hand in the study card on time, ordinarily in

person, will incur a charge of \$40 for each week until the study card is turned in. An overdue study card also makes the student liable for disciplinary action, including requirement to withdraw. Late study cards require the signature of the instructor for each course listed on the student's program. After the fifth Monday of a term, the Resident Dean's approval is also required. No study card handed in after the fifth Monday may add a Pass/Fail course to the student's schedule.

Beginning the day after study card day and continuing throughout the term, the student may check the student record, which lists every course in which the student is enrolled, at the Advising Network Portal (www.fas.harvard.edu/~advising), or at www.registrar.fas.harvard.edu (select "Undergraduates," then "Student Record"). It is the student's responsibility to confirm his or her program for that term.

The student should check the student record carefully, as on occasion the courses listed will not agree with those on the study card because of errors in reporting or entering data. A student is considered registered only for those courses listed on the student record. He or she should report any errors to the Registrar's Office and make any necessary changes by filing an appropriate change-of-course petition (see also page 59). Students must have a PIN to access their web-based student record (see page 186 for information on the PIN).

A student may not sign any other person's name or initials on a study card, Plan of Study, change-of-course petition, registration form, or on any other official form or petition. Violation of this rule makes the student subject to disciplinary action, including requirement to withdraw.

Course Credit Without Letter Grades

Students enrolling in courses without letter grades are reminded of the following requirements:

1. Each term students must take for credit at least one letter-graded course offered by the Faculty of Arts and Sciences. Courses taken in the Graduate School of Education under the UTEP Program constitute an exception to this rule.
2. Of the sixteen full courses students must pass to receive the degree, at least 10.5 courses (12.0 courses for a degree with honors) must be letter-graded C– or higher and be given by the Faculty of Arts and Sciences. The only non-letter grade that counts towards these requirements is Satisfactory (SAT) when given in a Freshman Seminar or certain tutorial courses, with the exception that only one full senior tutorial course graded Satisfactory may be so counted. Courses taken either by cross-registration or out of residence for degree credit will not be counted toward the letter-graded course requirement unless they are applied toward concentration requirements or the requirements for the Undergraduate Teacher Education Program (UTEP).
3. The Core Curriculum, General Education, writing, foreign language, and certain concentration requirements can only be satisfied by letter-graded courses.
4. Ordinarily, no freshman or sophomore may take fewer than three letter-graded half-courses in any term.

Transfer and Advanced Standing students should see “Course Requirements for the Degree” on page 18 and other previous sections referring to them.

Freshman Seminars (Graded SAT/UNS)

Freshmen admitted to Freshman Seminars may be granted non-letter-grade credit up

to a maximum of one full course. Freshmen may not ordinarily enroll in both a Freshman Seminar and another non-letter-graded course in any one term.

Courses Taken by Cross-Registration

(See “Cross-Registration” on page 57.)

Courses Graded Pass/Fail

Any undergraduate may, with the permission of the instructor, enroll in a course on a Pass/Fail basis. There is no limit on the number of courses a student may take Pass/Fail as long as the student satisfies his or her requirements for letter-graded courses as outlined above. To enroll in a course on this basis, a student must designate Pass/Fail on the study card and obtain the signature of the course instructor. After the study card is filed, a student may change the grading status of a letter-graded or Pass/Fail course by filing a special change-of-course petition by the fifth Monday of the term. No course may be added Pass/Fail nor may the grading status of a course be changed after the fifth Monday of the term. A late study card filed after this date may not add a Pass/Fail course to the student’s schedule (see “Change of Course” on page 59).

Courses Graded SAT/UNS

Certain tutorial courses (see listing on page 67), and Freshman Seminars are graded SAT/ UNS. In addition, House Seminars may be graded SAT/UNS at the option of the course instructor and with the approval of the Committee on Freshman Seminars. When so graded, House Seminars will not count toward the 10.5 satisfactory letter-graded course requirement.

Independent Study (Graded Pass/Fail)

Independent Study is designed to provide credit for field research, academic study not available in regular course work, or practice or performance in the arts. It is not suitable for group instruction, paid work, or activities outside the competence or concern of one of Harvard’s departments.

For example, studying the financial accounting system of a business firm might be an appropriate project, but working in an accounting office to gain business experience would not by itself merit academic credit. Investigating child development through observation in a day care center could qualify, but simply tutoring a child would not. Analyzing the organization of a political group might be a suitable subject, whereas organizing a political campaign would not alone suffice. In each case what distinguishes the suitable project is the application of analytical skills to the object of the Independent Study, not the intrinsic worthiness or instructiveness of the experience itself.

Any sophomore, junior, or senior whose previous record is satisfactory may petition to undertake Independent Study for non-letter-graded credit. A student may petition to take up to a total of four half-courses of Independent Study. Independent Study courses are subject to the same rules for dropping and withdrawing as any other course.

A petition to undertake Independent Study, available on the Advising Programs Office website (www.fas.harvard.edu/~advising/docs/Ind_Stdy.pdf), requires two signatures:

1. That of a qualified adviser (ordinarily a voting member of a Harvard Faculty) who must be an officer of the University, and whose professional competence is appropriate for the subject area of the Independent Study. In those exceptional cases where the adviser is not a Faculty member—for example, a teaching fellow—the petition must also be supported by an appropriate academic department or unit.
2. That of the Allston Burr Resident Dean which signifies that the proposal satisfies the guidelines and has been signed by the adviser.

The petition also requires an outline of the student's proposed project. It must be submitted to the Allston Burr Resident Dean for approval, ordinarily in the first week of the term. In addition, the Allston Burr Resident Dean must sign the appropriate space on the study card. Any change-of-course petition that is filed to add, drop, or withdraw from Independent Study also requires the signature of the Allston Burr Resident Dean. A separate petition, properly completed, must be filed for each half-course of Independent Study.

The adviser will assist the student in the development of a plan for Independent Study and provide guidance but not regular instruction. Independent Study does not imply regular formal instruction and should not be confused with tutorials or House Seminars or Supervised Reading and Research courses offered by several academic departments and committees. A student enrolled in Independent Study must undertake to work independently. Classroom work, regular instruction, and group projects are inadmissible. Students whose projects include interviews or research involving human subjects should contact the Committee on the Use of Human Subjects (www.fas.harvard.edu/~research/hum_sub.html) before submitting their Independent Study petition.

The adviser will submit a midterm grade based on a preliminary written report by the student of his or her activities. At the beginning of the Reading Period, the student must submit to the adviser an analytical paper concerning the term's work. A simple description or report of the term's activities is not by itself adequate. In the case of artistic practice or performance, evidence of substantial accomplishment should be supplied in lieu of written work.

The granting of credit will be determined by the adviser. In those cases where the adviser is not a voting member of a Harvard Faculty, the Chair or Head Tutor/Director of Undergraduate Studies of the department, or

equivalent officer with voting membership in a Harvard Faculty, must review and approve the petition and the grade assigned by the adviser. Independent Study is graded "Pass" or "Fail." The adviser will submit a copy of the student's paper and a brief statement about his or her work for inclusion in the student's folder in the Allston Burr Resident Dean's office, ordinarily by the first day of the Examination Period.

Independent Study is not counted toward Core Curriculum or General Education requirements and is not normally counted toward concentration or secondary field requirements.

First-year students may not enroll in Independent Study. They may, however, seek special permission from the Freshman Dean's Office to enroll in one Supervised Reading and Research course within the Faculty of Arts and Sciences (91r- and 910r-level course category) if an appropriate member of the Faculty of Arts and Sciences has indicated a willingness to supervise.

Simultaneous Enrollment

The Faculty believes that full participation in a classroom setting is essential. Therefore, a student may not enroll in courses that meet at the same time or overlapping times. It is the student's responsibility to ensure that there is no overlap in the meeting times of his or her courses. Exceptions to this rule may be granted only by the Administrative Board and will be considered only if the instructors in both overlapping courses agree and only in one or more of the following circumstances:

1. When the head of the course where class time is being missed and the person(s) providing the instruction during the regular class meeting agree to provide hour-for-hour direct and personal compensatory instruction. Availability during regular office hours or time with a different person does not satisfy the requirement for direct and personal contact.

2. When instruction in one of the courses is available on videotape, provided that (1) the course head agrees that the videotapes may be used for this purpose; (2) the lectures that are videotaped ordinarily do not provide opportunities for classroom discussion; (3) the videotapes will be available in a timely fashion so that they can be viewed before the next class period; (4) the student will miss attending part or all of no more than 1/3 of the instructional periods in the course (not including sections or labs) [N.B. if a student will miss any part of a day's lecture, it is as though he or she will miss all of it]; and (5) the instructor in the course in which the lectures are videotaped agrees to offer any hour examinations or other in-class exercises at a time that will not preclude the student from attending the second course. In those courses that do not use the blackboard or other visual aids, course-provided audiotapes may be substituted for videotapes.
3. When a senior can meet degree requirements only by taking the two particular courses in question and will have no other opportunity to enroll in the courses before graduation. In such circumstances, the Administrative Board may approve reasonable accommodations in consultation with the instructors of the courses involved.

Cross-Registration

Sophomores, juniors, and seniors wishing to enroll in courses given by other Faculties of the University or by the Massachusetts Institute of Technology (including the Harvard-MIT Program in Health Sciences and Technology) can do so only by filing a petition for cross-registration. However, students may not enroll for degree credit in Harvard Extension School courses, Radcliffe Seminars, or in courses not given by one of the Faculties

of Harvard University and MIT. Freshmen may petition the Freshman Dean's Office to cross-register for one course under the terms above. Under special conditions it may be possible for a student to earn degree credit for courses taken at another local institution provided that those courses contribute to a compelling academic plan tied to his or her concentration; see "Study at Other Boston-Area Institutions" on page 50. The Harvard Business School does not ordinarily allow undergraduates to cross-register in its courses. Students are also reminded that courses taken by cross-registration should NOT be listed on the study card. Instead, the cross-registration placeholder should be included on the study card in order to confirm intent to enroll in the course. A separate petition should be submitted (see "Filing a cross-registration petition" below). In order to cross-register, a student's immediately previous academic record ordinarily must be satisfactory. Exceptions must be approved by the Allston Burr Resident Dean or the Freshman Dean's Office (see "Harvard Summer School" on page 64 for information on registration in the Harvard Summer School).

Before cross-registering, students are advised to consult the other faculties' course catalogs in order to be certain that the course or courses in which they are interested are given for regular half-course degree credit (not for less), are not jointly offered with the Faculty of Arts and Sciences, and do not cover subjects available in the Faculty of Arts and Sciences. If there is any doubt, consult the FAS Registrar.

Filing a cross-registration petition

Cross-registration petitions can be obtained from the Allston Burr Resident Dean, the Freshman Dean's Office or the Registrar's Office. The signatures of the instructor and the Registrar of the other school are required before the petition is returned for the Allston Burr Resident Dean or the Freshman Dean's

Office signature and approval. If the course is to count for concentration, the Head Tutor or Director of Undergraduate Studies of the student's field of concentration must also sign the petition. Cross-registration petitions lacking the appropriate signatures or filled out incompletely will not be accepted. Students are officially enrolled in cross-registered courses after the completed petition is submitted to and accepted by the FAS Registrar. Freshmen and first-semester sophomores who have not declared a concentration but who have enrolled in a cross-registered course can petition for concentration credit by the seventh Monday of the term following the declaration of the concentration.

Regulations

All undergraduate regulations, including those regarding the deadlines for dropping and withdrawing, makeups, and extensions of time apply to cross-registration courses, even though other faculties may use a different calendar. These regulations also apply to undergraduates cross-registered in courses that may be applicable to graduate degree requirements. Harvard College students are expected to follow the deadlines and procedures of both the College and the other faculty or university. When two deadlines conflict, the earlier one applies.

Students must complete all course work by the last day of FAS examinations unless they receive approval from the Administrative Board for an extension of time (see page 80). Students must bring examination conflicts caused by cross-registration to the attention of the appropriate registrars as soon as possible. Students requesting a makeup examination in a cross-registration course must report this to their Allston Burr Resident Dean or the Freshman Dean's Office, as usual, and must also petition the Registrar of the Faculty offering the course to arrange the makeup, which, if approved, will be given under the rules of that Faculty.

To meet graduation deadlines, second-term seniors should notify the instructor that grades for degree candidates must be received by the FAS Registrar at least ten days prior to Commencement.

Grading

When cross-registration courses taken by undergraduates are evaluated in terms not equivalent to grades used by the Faculty of Arts and Sciences, the Registrar will translate these evaluations into “Credit” or “No Credit,” as appropriate. Since “Incomplete” cannot be accepted as a grade for an undergraduate, such grades will be converted to “No Credit” (a failing grade) unless an extension of time is voted by the Administrative Board. Students may take cross-registered courses for a letter grade or Pass/Fail unless a specific grading option is required for the course. Questions about the grading options in a cross-registered course should be directed to the Registrar of the Faculty offering the course.

Courses taken by cross-registration that are not counted toward concentration or UTEP requirements will normally be equated to FAS courses for the purpose of calculating rate of work (see page 62) but will not be counted toward the letter-graded course requirement or any honors degree requirements. A failing grade or the equivalent earned in a cross-registered course will be included in honors degree calculations and grade point average. Harvard will not count toward the undergraduate degree any courses that have been credited toward other degrees already conferred.

ROTC

ROTC courses may be taken only on a non-credit basis and only by cross-registration at MIT. Freshmen may also cross-register in ROTC courses. Specific naval seminar courses can be taken by cross-registration and count toward the undergraduate degree.

Current federal policy of excluding known lesbian, gay, and bisexual individuals from admission to ROTC or of discharging them from service is inconsistent with Harvard’s values as stated in its policy on discrimination. (See Harvard’s policy on discrimination on page 90.) Although the University respects the right of undergraduates to choose to participate in ROTC, the University does not provide any financial or other direct support for the ROTC program at MIT. Students should be aware that one or more of the military services may impose limitations on the freedom of speech of cadets and that there may be certain academic requirements for eligibility for ROTC scholarship aid. Students should also be aware that the military may require the repayment of scholarship funds if their sexual orientation results in their discharge from ROTC.

Change of Course

After the study card is filed, any change in the program, including all corrections to courses, can be made only by filing the proper change-of-course form. It can be obtained from the Allston Burr Resident Dean, the Freshman Dean’s Office, or the Registrar’s Office. Any change in the program requires the signature of the student’s concentration, freshman, or sophomore adviser, as well as the signature of the Resident Dean. In addition, petitions to add a course or to change the grading status of a course to Pass/Fail, or to change the grading status of a full course at midyear, or to divide, suspend, or combine a full course require the signature of the instructor (see “Full Courses—Divisible and Indivisible” on page 61). Students may make one course change (or one combination of drop and add) per form.

Each term, the Registrar makes the student record available on-line to each student, listing the courses in which the student is enrolled. The reports may be found at the Advising Network Portal (www.fas.harvard).

edu/~advising) or at www.registrar.fas.harvard.edu (select "Undergraduates," then "student record"). It is the student's responsibility to review the course report carefully, and to file the appropriate change-of-course petition if corrections are necessary. If a course was listed properly on the study card originally, there is no charge for the correction. Corrections (as opposed to changes) to student records made after the established deadlines of the fifth or seventh Monday of the term must be approved by the Administrative Board and will incur a charge of \$25 in addition to the charge of \$10 for correction of student errors made on the study card. The student can confirm the recording of drop/add petitions by checking the student record on-line.

Dropping/Adding Courses

Students may add a course until the fifth Monday of the term with the permission of the instructor. Students may drop a course from their record only until the fifth Monday of the term.

Students are not charged for any drop/add petitions filed by the third Monday of the term. All students pay a \$10 fee for drop/add petitions filed after the third Monday but by the fifth Monday of the term.

Withdrawing from Courses without Credit

A student may petition to withdraw from a course. Such a petition must be submitted by the seventh Monday of a term. When a petition to withdraw from a course has been approved, the student's record will carry the notation WD for the course. The transcript states: "WD indicates permission to withdraw from the course without completing requirements and credit for the course." All students pay a \$10 fee for withdrawal petitions filed by the seventh Monday of the term.

A student who does not receive permission to drop or withdraw from a course by the fifth or seventh Monday, respectively, and who is

absent from a regularly scheduled mid-year or final examination, during the Mid-year or Final Examination Period, will receive a grade of ABS (Absent) in the course. An unexcused ABS is equivalent in all respects to a failing grade.

Changing Letter-Graded or Pass/Fail Status of Courses

A course may be added Pass/Fail, changed from letter-graded to Pass/Fail (with the instructor's approval), or changed from Pass/Fail to letter-graded until the fifth Monday of the term. After that day, no changes in the grading status of any course can be made. There is no fee for changing the grading status in a course. (See "Cross-Registration" on page 57 and "Full Courses" below.)

Full Courses—Divisible and Indivisible

A small number of course offerings in FAS are "full courses," which means that they extend from September to May. Some full courses are divisible: they can be divided at midyear with half-course credit. Other full-year offerings, such as certain senior tutorials and first-year language courses, are identified in the catalog as "indivisible." Ordinarily these may not be divided with credit. Should a student leave an indivisible course at the end of the first term, the credit may be suspended (SUS) until the student completes the second half in a future term (see "Indivisible Full Courses" on page 61). When a student withdraws from a full course at midyear, the fall term grade becomes part of the student's record for that term, even though the grade will subsequently be replaced on the transcript by the notation WD (withdrawn). Should the fall term grade be an unexcused absence (ABS) or another failing grade, the student's fall term record is considered unsatisfactory, and is subject to review by the Administrative Board. The same procedures apply to half-courses extending throughout the year (from September to May) except that such

an “hf” course may not be divided for final credit at midyear, nor can the grading status be changed at midyear.

Divisible Full Courses

Entering the Course in the Spring and Completing It in the Fall Term Taking a full course in a spring-fall sequence rather than the reverse requires special administrative procedures. In order to enter a full course at midyear, a student must have the instructor’s permission, as evidenced by his or her signature on the study card. When completing a full course at the end of the fall term, a student must divide the course with credit, either by marking “dwc” on the study card or by filing a special petition available in the Allston Burr Resident Dean’s or Freshman Dean’s Office, including all required signatures (see “Dividing with Half-Course Credit at Midyear” below). A student who fails to divide the course at midyear will remain enrolled for the spring term. Moreover, a student who withdraws from a full course will receive no credit for it; the transcript will show a WD for the course.

Continuing for the Second Term with an Unexcused Absence A student who has an unexcused absence (grade of ABS) in a full course at midyear and who wishes to continue in it for half-course credit for the spring term must file a petition with the Registrar. The instructor’s permission is required. No credit for the fall term is granted in such cases.

Dividing with Half-Course Credit at Midyear Students may divide a full course with half-course credit for the fall term no later than the fifth Monday of the following spring term by indicating “dwc” on the spring term study card or by filing with the Resident Dean a special change-of-course petition, including all required signatures.

Leaving a Divisible Course at Midyear Because of Absence from the College When a student who is enrolled in a divisible course leaves the College at midyear, the

Registrar will divide the course for credit automatically, provided that the student has a passing midyear grade. If the student has a failing grade in a divisible course, the Registrar will withdraw the student; however, the fall term failing grade makes the student’s record for that term unsatisfactory, and the student will be subject to academic review by the Administrative Board. Upon return to the College, the student may change the “divide with credit” to a withdraw, or vice versa, by filing the appropriate petition by the seventh Monday of the first term of the student’s return to Harvard. Late petitions can be processed only with the approval of the Administrative Board.

Changing Letter-Graded or Pass/Fail Status The fall term grading status of a full course may be changed up to the fifth Monday of the fall term. A student who is enrolled in a full course during the fall term may change the grading status of that course for the spring term by filing an appropriate change-of-grade petition by the fifth Monday of the spring term. Pass/Fail grading status always requires the instructor’s permission. When the grading status of a full course is different for the fall and spring terms, the midyear grade will appear on the transcript as a fall term, half-course grade.

Indivisible Full Courses

Ordinarily, indivisible courses may not be divided with credit. Credit for the course may be suspended until the student has completed the second term.

Suspending Credit Should a student leave an indivisible course at the end of one term, credit for the first half may be suspended. (Divisible full courses may be divided with credit, but not suspended. See “Divisible Full Courses” above.) The deadline for filing a “suspend” petition is the seventh Monday of the subsequent term. A student may take the second half of the course at a later time and petition to combine both grades for one grade by the seventh Monday of the term

in which the course will be completed. (See "Combining Two Halves of a Full Course" below.)

Any suspended course that has not been completed or divided for credit by the seventh Monday of the student's final term in residence will automatically be converted to "Withdraw" by the Registrar.

Combining Two Halves of a Full Course A student who wishes to combine for full course credit (and a single grade) one half of a full course with the other half taken in another academic year must file a special "combine" petition with the Registrar's Office. This petition requires the signature of the instructor of the course, the Allston Burr Resident Dean, and the concentration or freshman adviser. The petition must be filed by the seventh Monday of the term in which the student is enrolled in the course for the second time. Late or retroactive petitions to combine cannot be accepted by the Registrar without Administrative Board approval.

When the halves of a full year course have been combined, the final grade is a cumulative one. The transcript notation for the first half of the course is changed to SUS (suspended).

Leaving an Indivisible Course at Midyear Because of Absence from the College When a student who is enrolled in an indivisible course leaves the College at midyear, the Registrar automatically suspends the course if the student has earned a passing midyear grade. If the student has a failing midyear grade, he or she will be withdrawn from the course; however, the failing grade makes the student's record for that term unsatisfactory, and the student will be subject to academic review by the Administrative Board. Upon return to the College, the student may change an automatic suspend to a withdraw.

Changing Letter-Graded or Pass/Fail Status The fall term grading status of a full course may be changed up to the fifth

Monday of the fall term. A student who is enrolled in a full course during the fall term may change the grading status of that course for the spring term by filing an appropriate change-of-grade petition by the fifth Monday of the spring term. Pass/Fail grading status always requires the instructor's permission. When the grading status of a full course is different for the fall and spring terms, the midyear grade will appear on the transcript as a fall term, half-course grade.

Repeating Courses

Students who wish to repeat a course for which they have received a passing grade may do so. The second iteration of the course and its grade will appear on the transcript in brackets and will not count in any way toward degree requirements, determination of honors, or grade point average.

Students are normally allowed to repeat failed courses for both grade and credit. Note, however, that the failing grade received when the course was taken the first time remains a permanent part of the College record.

Courses designated with an "r" (such as 91r) in *Courses of Instruction* may be repeated for credit without petition.

Rate of Work

The normal rate of work is four half-courses per term, at least one of which must be taken for degree credit and a letter grade and offered by the Faculty of Arts and Sciences. Courses taken in the Graduate School of Education under UTEP may be substituted for a letter-graded course in the Faculty of Arts and Sciences.

Ordinarily, students may take five half-courses each term. Any student wishing to take more than five half-courses in a term must obtain the approval of his or her Resident Dean. Any freshman who wishes to take more than four half-courses in his or her first term must obtain the approval of his or her Resident

Dean of Freshmen. Students may not enroll in more than six half-courses in one term without Administrative Board approval.

Ordinarily, no student may work at a rate less than necessary to maintain a yearly average rate of four full courses passed (i.e., by the end of freshman year, at least four full courses completed; by the end of sophomore year, at least eight full courses completed; and by the end of junior year, at least twelve full courses completed). By taking extra courses, students may accumulate credit that may be used to reduce their rate of work in a subsequent term or terms, provided that the overall average rate of four full courses per year is maintained. Any freshman who wishes to complete fewer than four half-courses per term must obtain the approval of his or her Resident Dean of Freshmen. Students who do not proceed toward the degree at a satisfactory rate are subject to Administrative Board action, including denial of permission to register for subsequent terms.

Tuition Charges

Tuition adjustment for those permitted to work at less than the normal rate will be determined on a case-by-case basis by the Administrative Board. No remission of tuition is allowed when a student has been excluded from a course (see "The Grading System" on page 66 and "Exclusion from a Course" on page 71).

A student who takes more than four half-courses in any term and who uses the extra course(s) to accelerate progress toward the degree will be charged for each extra half-course thus used. These charges are billed after the student applies for the degree, at the tuition rate prevailing in the term when the final course work for the degree was completed (see "Acceleration" on page 170).

Residence Requirement

No student will be recommended for the AB or SB degree without having completed at least as many terms in residence at Harvard

as would have been required had the student worked continuously at a four-course rate. A student who has completed degree requirements in fewer terms than would have been required had he or she worked continuously at a four-course rate may petition the Allston Burr Resident Dean for waiver of the residence requirement. If this petition is granted, the student may be charged extra course fees (see "Acceleration" on page 170).

Additional Term

In exceptional cases, and only to meet specific degree requirements, students may petition the Administrative Board for permission to remain in the College for one term beyond the end of the second term of their senior year. Tuition for an additional term is charged at a per course rate. Ordinarily, students in an additional term are not eligible for College housing or financial aid. Before petitioning the Administrative Board for an additional term, students should consult with their Allston Burr Resident Dean about their proposed academic program, tuition and fees, and eligibility for College housing and financial aid. The Board will weigh the academic record and performance in the community when considering these petitions. Under no circumstances will the Board grant a student permission for more than one additional term.

Extra Transfer Term

The system by which intercollegiate transfer students receive credit for work done at their previous colleges may underestimate the amount of time a student needs at Harvard to complete a sound and appropriate program for the degree. Therefore, to meet specific degree requirements, transfer students may petition the Administrative Board for an "extra transfer term" in addition to the allotted number of terms they were granted on admission. Transfer students are eligible for only one extra transfer term.

Students granted an extra transfer term:

- enroll and pay at the four half-course rate;
- must fulfill an additional Core area or General Education requirement with the exception that junior transfers who remain for a fifth term do not need to take a fifth Core or General Education course;
- are entitled to housing in the College, provided they have not already lived in College housing for six terms, in which case they may apply for housing on a space-available basis; and,
- may apply for financial aid to help defray the costs of the extra transfer term.

If transfer students need no more than two additional courses to complete their academic programs, they may petition for an additional term. Students may petition for an additional term following an extra transfer term (above), or without having completed an extra transfer term. Since these students do not enroll in more than two courses, they do not incur an additional Core or General Education requirement. They are, however, subject to all the usual "additional term" provisions.

Harvard Summer School

Degree credit will be granted only for summer school courses offered by the Harvard Summer School, except that under special circumstances credit for course work done at other institutions may be awarded provided that advance approval has been obtained (see "Procedures for Earning Degree Credit for Study Abroad" on page 41).

All numbered or lettered courses announced in the Harvard Summer School catalog count as work done in residence if taken prior to graduation under the "credit" category, unless stated otherwise in the Harvard Summer School catalog (see the section "Harvard

University Students" in that catalog). These courses and grades are always entered on the student's College record and counted accordingly, provided one or more of the courses taken can fulfill degree requirements. Note the following exceptions:

- Courses taken before matriculation as a degree candidate in Harvard College will be added to the College record only by vote of the Administrative Board; such a vote is final and the Board will not subsequently approve a petition to remove such courses from a student's College record. Students should ordinarily petition for such credit during their freshman year. Note: Petitions granted by the Administrative Board after the deadline for the student's degree application will postpone the student's degree until the next date on which degrees are voted by the Faculty.
- Courses taken after the last term in residence will not be added to the College record unless one or more are necessary to meet degree requirements.
- Students may not receive credit toward a degree for a Summer School course that is essentially the same course as one taken previously for credit, either in Summer School or during the academic year, whether or not the two course numbers or titles are identical.
- Note that Harvard College students may not count on-line Summer School courses toward their Harvard College degrees.

Students cannot be relieved from academic probation on the basis of Summer School work.

The minimum Harvard Summer School program is one half-course (four units), and the regular Harvard Summer School program is two half-courses (eight units). Only with the prior permission of the Allston Burr

Resident Dean may any undergraduate enroll in three half-courses (twelve units) for credit in Summer School. The Allston Burr Resident Dean who grants this permission submits the approval directly to the Summer School.

New freshman students, admitted for September, are strongly urged to consult with the Freshman Dean's Office about the content of their summer programs. New transfer students are likewise urged to consult with the Advising Programs Office.

The Summer School does not attempt to provide courses that Harvard College students might be required to take in order to meet degree requirements. For example, courses to meet particular concentration, Core, or General Education requirements may not be offered by the Summer School.

Students who plan to complete degree requirements (including "lost degree" candidates) in the Summer School are required to so notify the Registrar of the Faculty of Arts and Sciences. These students are reminded to be certain that the courses in which they are enrolling do, in fact, complete their remaining degree requirements.

No student may enroll in Independent Study during the summer, but students may petition to enroll in Supervised Reading and Research courses or tutorial courses (90- and 900-level courses) in the Harvard Summer School. These courses require a special enrollment form, obtainable in the Summer School Office, which must be signed by the Head Tutor or Director of Undergraduate Studies (or equivalent officer) in the field, by the instructor who is to supervise the course, and by the Registrar of the Summer School. The usual Summer School course fee is charged for all courses taken in the summer, and the work in the course must be completed before the end of the Summer School Examination Period.

Non-Completion and equivalent grades received in Summer School courses will be converted to "No Credit" (NCR), a failing

grade, unless an extension has been granted by the Administrative Board of the Harvard Summer School.

Students who register for Harvard Summer School who are on leave of absence or who have been required to withdraw from Harvard College for any reason must submit to the Summer School an Allston Burr Resident Dean Approval Form signed by their Resident Dean. No student who for disciplinary reasons has been required to withdraw for the second and final time or dismissed from Harvard College may ordinarily enroll in the Harvard Summer School.

Any violation of Harvard Summer School academic and disciplinary policy is subject to review and disciplinary action by the Summer School Administrative Board and in addition may trigger action by the Harvard College Administrative Board.

GRADES AND HONORS

The Grading System

The Faculty of Arts and Sciences uses the following system of letter and non-letter grades to evaluate undergraduate student work:

Letter Grades

A, A-

Earned by work whose excellent quality indicates a full mastery of the subject and, in the case of the grade of A, is of extraordinary distinction.

B+, B, B-

Earned by work that indicates a good comprehension of the course material, a good command of the skills needed to work with the course material, and the student's full engagement with the course requirements and activities.

C+, C, C-

Earned by work that indicates an adequate and satisfactory comprehension of the course material and the skills needed to work with the course material and that indicates the student has met the basic requirements for completing assigned work and participating in class activities.

D+, D, D-

Earned by work that is unsatisfactory but that indicates some minimal command of the course materials and some minimal participation in class activities that is worthy of course credit toward the degree.

E

Earned by work which is unsatisfactory and unworthy of course credit towards the degree.

Non-Letter Grades

ABS

Students who miss a regularly scheduled midyear or final examination administered by the Office of the Registrar, during the Midyear or Final Examination Period, are given a failing grade of Absent (ABS), which will be changed only if the student is granted and takes a makeup examination. Unexcused absences are counted as failures (see page 77).

CR/NCR

CR/NCR is used only for certain cross-registration courses. The grade of Credit represents letter grades from A to D-; the grade of No Credit represents the letter grade of E.

EXLD

A notation of Excluded (EXLD) indicates that the student was not permitted to continue in the course by vote of the Administrative Board, and received no credit. Exclusion from a course is equivalent in all respects to failing it and in and of itself makes the student's record for the term unsatisfactory.

EXT

Instructors may allow students extensions of time to complete course work up to the last day of the Examination Period. After that date, only the Administrative Board may grant extensions of time for undergraduates to complete course work. Until the date of extension, the student is given a grade of Extension (EXT). EXT is only a temporary notation; a final grade must be given if the Administrative Board does not grant additional time or, if additional time is granted, upon the expiration of the extension (see page 80).

PA/FL

The grade of Pass represents letter grades of A to D–; the grade of Fail represents the letter grade of E. Certain courses may, with the instructors' permission, be taken on a Pass/Fail basis. Independent Study is always graded PA/FL.

SAT/UNS

The grade of Satisfactory includes letter grades from A to C–; the grade of Unsatisfactory represents work below C– and is considered a failing grade. No students enrolled in courses graded SAT/UNS may receive letter grades in those courses. The following junior and senior tutorials must be graded SAT/UNS:

Applied Mathematics 99r
Chemistry 91r, 98r, and 99r
English 99r
Environmental Science and Public Policy 99
Folklore and Mythology 99
French 99
German 99
Government 99r
History 99
History & Literature 99
History of Art and Architecture 99
Indian Studies 99
Italian 99
Latin American Studies 99
Linguistics 99a and 99b
Literature 98a, 98b, 99a, and 99b
Mathematics 60r
Portuguese 99
Psychology 985, 990, and 992
Religion 99
Romance Studies 99 Scandinavian 99
Slavic 99a and 99b
Social Studies 99

Sociology 99

Spanish 99

Special Concentrations 99

Studies of Women, Gender, and Sexuality 99a and 99b

Freshman seminars are always graded SAT/UNS. House Seminars may be graded SAT/UNS at the option of the course instructor and with the approval of the Committee on Freshman Seminars.

Approximately six business days after the end of the final examination period, students can view their final and midyear grades on the student record, which is available from the Advising Network Portal (www.fas.harvard.edu/~advising) or at www.registrar.fas.harvard.edu (select "Undergraduates" then "student record"). However, students who complete on-line evaluations for all courses in which they were enrolled for the term will be provided early on-line access to their final course grades.

A student may request that the instructor review a grade that has been received and may also ask to consult with the chair of the department or committee of instruction offering the course. However, final authority for the assignment of grades rests with the instructor in charge of the course. Once a grade has been reported to the Registrar, it can be changed only upon the written request of the instructor to the Registrar, acting on behalf of the Dean of Harvard College (or the Dean of the Graduate School in the case of 200- or 300-level courses). The Registrar must be satisfied that all students in the course will have been treated equitably before authorizing any grade change.

Grades of C– or higher, as well as the grades of CR, PA, and SAT, are passing and satisfactory grades. Grades of D+ through D– are passing but unsatisfactory grades. Grades of E, ABS (Absent), NCR (No Credit), FL (Fail),

UNS (Unsatisfactory), and EXLD (Excluded) are failing grades.

The grade of INCOMPLETE (INC) cannot under any circumstances be given to undergraduates.

Grade Point Averages for Undergraduates

The Faculty of Arts and Sciences averages its letter grades with a 4-point scale: A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, C- = 1.67, D+ = 1.33, D = 1.00, D- = 0.67. E, ABS, NCR, FL, UNS, EXLD = 0. The grade point average is the numerical average of all grades received in letter-graded courses taken under the Faculty of Arts and Sciences for degree credit. In addition, the grade point average includes all failed courses (including failing and unsatisfactory grades in courses taken Pass/Fail and SAT/UNS), courses taken for credit in the Harvard Summer School, and cross-registration courses as appropriate. Passing grades received for courses taken through cross-registration will not be used in computing a student's grade point average except when the courses are counted toward concentration requirements or taken in the Graduate School of Education as part of UTEP (see "Cross-Registration" on page 57). Grades received for course work done out of residence will not be used in computing the grade point average. Grade point averages are calculated on both a cumulative and annual basis. Students of the sophomore, junior, and senior classes in the top 5 percent of their respective classes will be designated John Harvard Scholars, based on the grade point average of the previous academic year; and students not in the top 5 percent but in the top 10 percent of their respective classes will be designated Harvard College Scholars.

Promotion

A student will ordinarily be promoted at the end of any term upon the basis of the number

of terms completed or for which credit has been given, as follows:

For sophomore standing: 2 terms completed
For junior standing: 4 terms completed
For senior standing: 6 terms completed

Requirements for Honors Degrees

All degree candidates must satisfy the requirements of an approved field of concentration and meet all other degree requirements. The Faculty of Arts and Sciences recommends bachelor degrees for presentation to the Governing Boards of the University as follows: regular degree; *cum laude* on the basis of the student's overall record; *cum laude* in a field; *magna cum laude* in a field; *magna cum laude* with Highest Honors in a field; or *summa cum laude* in a field. Faculty and concentration standards for honors may change without notice; both sets of standards must be met.

All candidates for degrees with honors must have satisfactory letter grades (C- or higher) in a minimum of twenty-four letter-graded half-courses (prorated appropriately for students graduating with fewer than sixteen full courses passed at Harvard). Grade point averages are based on all completed letter-graded courses taken while at Harvard (including all failed courses, courses taken for credit in Harvard Summer School, and by cross-registration only as appropriate), as described in "Grade Point Averages" (see above).

An undergraduate who completes the requirements for honors eligibility in his or her field of concentration may be recommended by the concentration for the degree with Honors, High Honors, or Highest Honors in the field. It is possible that a student in an honors program will have his or her record judged unworthy of honors in the field but worthy of a degree; such a student may then be recommended by the Faculty of Arts

and Sciences for a regular degree, subject to the general regulations, or, if qualified, for the degree *cum laude*. Both the degree recommendation of the student's concentration as well as the final honors awarded by the Faculty (if any) are noted on the official transcript.

The Faculty will award degrees with honors based on the criteria below:

Summa Cum Laude in a Field

The candidate must be recommended for Highest Honors by a school, department, or special committee appointed by the Faculty for this purpose. Highest Honors recommendations are serious matters requiring the collective consideration of the faculty affiliated with the concentration. In making these decisions, consideration is given not only to the candidate's grades in concentration courses, but also to the level and rigor of those courses, and to other indicators of the candidate's mastery of the field, such as performance on a substantial piece of independent work or on a written or oral general examination.

The candidate's total record must demonstrate outstanding work across a range of fields. In making judgments about outstanding work across a range of fields, the Faculty of Arts and Sciences will consider such evidence as a very high grade point average, outstanding performance across various components of non-concentration requirements, and outstanding performance in upper-level courses not directly related to the concentration. Ordinarily, the Faculty has expected to see A or A- work in any two half-courses in each of the broad curricular areas (humanities, social sciences, natural sciences). Historically, the Faculty has recommended between 4 percent and 5 percent of May degree candidates for the degree *summa cum laude*. The standards of each May will be applied at subsequent degree meetings until the following May.

Magna Cum Laude in a Field

A candidate may be recommended by the Faculty for the degree *magna cum laude* in a concentration or joint concentration provided he or she has been recommended to the Faculty for High Honors or Highest Honors by a school, department, or special committee appointed by the Faculty for this purpose. For May degrees, the Faculty will recommend those students with the highest grade point averages who have not already been recommended for the degree *summa cum laude*, so that the total number of degrees *summa cum laude* and *magna cum laude* sum to 20 percent of all May degree candidates. The minimum grade point average that is awarded a degree *magna cum laude* each May will constitute the standard to be applied for that degree at subsequent degree meetings until the following May.

Cum Laude in a Field

A candidate may be recommended by the Faculty for the degree *cum laude* in a concentration or joint concentration provided he or she has been recommended to the Faculty for Honors, High Honors, or Highest Honors by a school, department, or special committee appointed by the Faculty for this purpose. For May degrees, the Faculty will recommend those students with the highest grade point averages who have not already been awarded the degree *summa cum laude* or *magna cum laude*, so that the total number of degrees *summa cum laude*, *magna cum laude* and *cum laude in field* sum to 50 percent of all May degree candidates. The minimum grade point average that is awarded a degree *cum laude in field* each May will constitute the standard to be applied for that degree at subsequent degree meetings until the following May.

Cum Laude

A candidate not recommended for honors in a concentration or joint concentration may be recommended by the Faculty for the degree *cum laude* on the basis of overall

grade point average alone if his or her grade point average is at or above the minimum grade point average awarded the degree magna cum laude. In any May, if the number of candidates with a sufficient grade point average exceeds 10 percent of all May degree candidates, only those with the highest grade point averages totaling 10 percent of all May degree candidates will be awarded the degree cum laude on the basis of overall grade point average alone. The minimum grade point average that is awarded a degree cum laude each May will constitute the standard to be applied for that degree at subsequent degree meetings until the following May.

Prizes

The awarding of prizes at Harvard can be traced back to Edward Hopkins, a London merchant who came to America in 1637. His bequest continues to provide prizes for "Hopeful youth in the way of Learning...for the publick Service of the Country in future times."

Today, over 200 different prizes are awarded each year in recognition of academic excellence, achievement in a particular field, or outstanding individual qualities. The Bowdoin Prizes, established by the bequest of Governor James Bowdoin, AB 1745, are among many noteworthy prizes for which students submit essays, theses, or other scholarly works.

Prize descriptions, eligibility requirements, submission deadlines and lists of past winners may be found at www.fas.harvard.edu/~secfas/PrizeOfficeHome.htm. Further information is available from the Prize Office, University Hall, Ground Floor (617-495-4780 or fas-prizes@harvard.edu). Information on all athletic prizes may be obtained from the Department of Athletics.

Phi Beta Kappa

Phi Beta Kappa is an academic honors society committed to the promotion of scholarship and cultural interests among the students of American colleges. Alpha Iota of Massachusetts at Harvard, founded in 1781, is the oldest chapter of Phi Beta Kappa in continual existence. Undergraduate members, selected from a pool of candidates with the highest cumulative numerical grade point averages in their academic divisions, are elected on the basis of their scholarly achievement and breadth of intellectual interest. Twenty-four juniors are elected each spring, forty-eight seniors are elected each fall, and in the final election, before Commencement, a sufficient number of degree candidates are elected to bring the total membership to no more than ten percent of each graduating class.

The undergraduate members of Alpha Iota, led by four Phi Beta Kappa Marshals, decide on the Phi Beta Kappa awards for teaching excellence given to three members of the Faculty of Arts and Sciences at the Literary Exercises during Commencement Week. The chapter also awards grants for independent research to a number of juniors each spring. For more information see www.fas.harvard.edu/~pbk/.

ACADEMIC PERFORMANCE

All students are required to maintain a satisfactory academic record and meet the obligations of the courses in which they are enrolled. Failure to do so will be dealt with as the Faculty and its designated Boards shall determine. In all cases, midyear grades in full year courses will be considered along with all other grades in the calculations for minimum requirements and satisfactory records.

Minimum Requirements

To meet the minimum academic requirements in any term, a student may have at most one failing grade, which may not be accompanied by another unsatisfactory grade; and at least two satisfactory grades, one of which must be a letter grade in an FAS course taken for degree credit (or in a course taken by cross-registration and counted toward concentration or UTEP requirements). A student who fails to meet the minimum requirements ordinarily will be required to withdraw for two terms, whether or not his or her previous record was unsatisfactory.

Satisfactory and Unsatisfactory Academic Records

The requirements for a satisfactory academic record are satisfactory grades in all courses, and at least one letter grade in an FAS course taken for degree credit (or in a course taken by cross-registration and counted toward concentration or UTEP requirements). However for freshmen in their first term, an academic record will be considered satisfactory if all grades are passing, at most one grade is unsatisfactory, and at least one grade is a satisfactory letter grade. A student whose record is unsatisfactory is ordinarily placed on probation. A student with two consecutive unsatisfactory records ordinarily will be required to withdraw for two terms.

Exclusion from a Course

A student who neglects any course may, after written warning by the instructor, be excluded from the course by the instructor with the approval of the Administrative Board. The warning should specify the steps the student must take in order to be allowed to continue in the course. Exclusion from a course is equivalent in all respects to failing it and in and of itself makes the student's record for the term unsatisfactory. A notation of EXLD (excluded) on the transcript indicates that the student was not permitted to continue in the course and received no credit. A student may not withdraw from a course from which he or she has been excluded. Students excluded from a course are denied any right to further course evaluation, including final and makeup examinations.

Submission of Written Work

Students are responsible for ensuring that required written course work is submitted and received on time. Written work should not be left in open mailboxes or other unattended places but rather given personally and directly to the head of the course or to a responsible person acting on his or her behalf. Papers that are mailed to instructors should be sent by certified mail, and a receipt of delivery should be requested from the Postal Service. The student should keep both the postal receipt and a copy of the paper. If work is submitted electronically, students are responsible for confirming receipt.

Academic Dishonesty

Plagiarism and Collaboration

All homework assignments, projects, lab reports, papers, and examinations submitted

to a course are expected to be the student's own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes not only primary and secondary material published in print or on-line, but also information and opinions gained directly from other people.

The responsibility for learning the proper forms of citation lies with the individual student. Quotations must be placed properly within quotation marks and must be cited fully. In addition, all paraphrased material must be acknowledged completely. Whenever ideas or facts are derived from a student's reading and research or from a student's own writings, the sources must be indicated (see also "Submission of the Same Work to More Than One Course" below.)

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 any other source is a form of academic dishonesty; so is deriving a program substantially from the work of another.

The amount of collaboration with others that is permitted in the completion of assignments can vary, depending upon the policy set by the head of the course. Students must assume that collaboration in the completion of assignments is prohibited unless explicitly permitted by the instructor. Students must acknowledge any collaboration and its extent in all submitted work.

Students are expected to be familiar with the booklets *Writing with Sources* and *Writing With Internet Sources*, which they receive freshman year and are available under "Resources for Students" at www.fas.harvard.edu/~expos. Students who are in any doubt about the preparation of academic work should consult their instructor and Resident Dean before the work is prepared or submitted.

Students who, for whatever reason, submit work either not their own or without clear attribution to its sources will be subject to disciplinary action, and ordinarily required to withdraw from the College.

Submission of the Same Work to More Than One Course

It is the expectation of every course that all work submitted to it will have been done solely for that course. If the same or similar work is to be submitted to any other course, the prior written permission of the instructor must be obtained. If the same or similar work is to be submitted to more than one course during the same term, the prior written permission of all instructors involved must be obtained. A student who submits the same or similar work to more than one course without such prior permission is subject to disciplinary action, and ordinarily will be required to withdraw from the College. Students are urged to consult their Resident Dean or the instructors involved with questions concerning this important matter (see also "Plagiarism and Collaboration" above).

Tutoring Schools and Term Paper Companies

In keeping with the principle that all material submitted to a course should be the student's own work, any undergraduate who makes use of the services of a commercial tutoring school or term paper company is liable to disciplinary action. Students who sell lecture or reading notes, papers, or translations, or who are employed by a tutoring school or term paper company, are similarly liable and may be required to withdraw. If a student wishes to accept compensation for private tutoring in Harvard courses, prior written permission of the Dean of the College is required.

Official Forms and Petitions

Students should understand that providing false or misleading information or signing any other person's name or initials on a study

card, Plan of Study, change-of-course petition, registration form, or on any other official form or petition will make them subject to disciplinary action, including requirement to withdraw.

Human Subjects Research

University regulations and federal rules require advance review and approval of most human subject research. Any living person from or about whom information is collected for a scholarly study is deemed a “research subject”—the term is not limited only to those subjects involved in clinical or laboratory studies. Faculty and students contemplating a research project involving humans as subjects, whether or not the work is externally funded and regardless of the area of academic discipline, should ascertain whether the project requires review.

Committee on the Use of Human Subjects

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The Standing Committee on the Use of Human Subjects in Research, the Faculty of Arts and Sciences’ federally mandated Institutional Review Board, is responsible for reviewing proposed studies. Applications should be submitted two weeks prior to Committee meetings, which are held monthly throughout the academic year.

Judging from the information provided on the application, the Committee determines whether the proposed procedures will adequately safeguard the rights and welfare of the subjects. The Committee also aims to ensure the appropriate recruiting practices, permissions, and student time commitments. Some projects may not require full Committee review; others may be exempt from review altogether. Students planning research projects should contact a Committee staff member to determine whether review is required. Forms, meeting schedule, and reference material are available at www.cuhs.harvard.edu.

Research Involving Animal Subjects

www.fas.harvard.edu/~research/approvals/iacuc.html

University regulations and federal rules require advance review and approval of all vertebrate research prior to its commencement. The Committee on the Use of Animals in Research and Teaching, the Faculty of Arts and Sciences’ federally mandated Institutional Animal Care and Use Committee (IACUC), is responsible for reviewing proposed studies. There are no submission deadlines; applications may be submitted anytime.

IACUC administration services are provided by staff in the office of Research Administration Services (RAS). Information and forms may be obtained from the IACUC Manager (lane@fas.harvard.edu). All individuals using vertebrate animals in research and/or teaching must participate in the institution’s occupational health program and complete a course entitled “The Humane Care of Animals in Research/Teaching.” This course is offered four times per year and acquaints the participants with Harvard policies as well as federal, state, and City of Cambridge regulations regarding the use of animals. Information regarding the occupational health program and course dates and times may be obtained from the Occupational

Health Program Coordinator (majkut@fas.harvard.edu).

The Office of Animal Resources (OAR) is the unit responsible for the housing, daily care, and health and well-being of all vertebrate animals used on campus at the FAS. No vertebrate animals may be obtained without the permission of the Office of Animal Resources (617-496-9989).

All members of the Harvard community have a responsibility to report instances of mistreatment of animals or non-compliance with animal use guidelines. To report the mistreatment of vertebrate animals in research or teaching at Harvard, contact the Director of the Office of Animal Resources, Arthur Lage, D.V.M. (617-432-1289). Anonymity will be honored if desired.

ATTENDANCE, ABSENCES, READING PERIOD, EXAMINATIONS, AND EXTENSIONS

Massachusetts law provides as follows:

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his 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 study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on a particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section. (Massachusetts General Laws, Chapter 151C: Section 2B).

Attendance

Regular attendance at course meetings and related events is expected of all students. Furthermore, students are expected to remain in the immediate vicinity of Cambridge during the Examination Periods, Reading Periods, and term time with the exception of scheduled vacations and holidays. Students may not be absent from the area for extended periods of time during the term without the permission of their Allston Burr Resident Dean or the Dean of Freshmen.

A student on probation is required to attend all academic exercises. Unexcused absence by a student on probation renders him or her liable to requirement to withdraw from the College at any time.

By vote of the Faculty of Arts and Sciences instructors are required to hold their regular classes on the days preceding and following holidays and vacations. They are not permitted to allow temporary transfer of students from section to section or to excuse students at these times.

Restricted Attendance

With the exception of classes held prior to the filing of study cards, when any registered student may attend a class, only students enrolled in a course and auditors who have been given specific permission by the instructor ordinarily may attend course meetings. From time to time, instructors may permit other guests, such as colleagues, parents, alumnae/i, or prospective students, to attend individual class meetings; however, instructors are always free to restrict attendance at a class meeting or meetings to regularly enrolled students and authorized auditors.

Absence from Classes

A student should report all absences that may have a significant effect on his or her status to his or her Resident Dean and to the instructor(s) of the course(s) concerned. A student who is called away in an emergency or is otherwise unavoidably absent from College should notify his or her Resident Dean both before departure and upon return. Absence from College without such notification may lead to requirement to withdraw. A student who is sick may consult either Harvard University Health Services or his or her own physician but should report all

cases of serious illness promptly to Harvard University Health Services either in person or by telephone (617-495-5711).

Absence from academic exercises, for whatever reason, including representing the College in extracurricular and athletic activities, does not relieve a student from responsibility for any part of the work in the course required during the period of absence.

Storm and Emergency Conditions

The Faculty of Arts and Sciences rarely cancels classes due to weather. However, the faculty and section leaders who need to commute should not put themselves in danger during serious storms, and may choose to cancel their individual classes. Students may find the following information helpful:

- For the most part, undergraduate students are in residence and are expected to attend classes. Undergraduate students who decide that they cannot make it to class should consult the course materials for instructions on informing the course's instructional staff of planned absences from class. If such procedures have not been provided, then the student should inform the instructor or the teaching fellow of the planned absence by email or by telephone.
- Similarly, students may find instructions in the course materials that indicate how the instructional staff would inform students of the cancellation of a class or section meeting. For example, many courses inform students of the cancellation via an announcement posted at the course's home page on the web, via an email to the class attendees, or by leaving a message on the voice mail system of a centralized departmental telephone.
- FAS offices and academic departments will be open depending on staff

availability and whether there are critical functions in progress. Call the central number for that office before going there.

- Final examinations and makeup examinations are rarely cancelled and students should report to their exam rooms on time.
- On the very rare occasion when FAS decides to cancel classes, an announcement of the cancellation will be posted at the College home page (www.college.harvard.edu) and on my.harvard.edu.

Hour and Midterm Examinations

The administration of hour and midterm examinations (not midyear) is the responsibility of the instructor; ordinarily, such exams should be scheduled during regular class meeting times. Instructors are required to offer makeup exams to students who are absent from hour and midterm examinations for the observance of a religious holiday. If an instructor is satisfied that an absence for another reason is necessary and that omitting a grade for the missed hour or midterm examination will not affect the student's course grade, final evaluation of the student's work in the course may be determined from the remainder of the course work. The instructor may also elect to give a makeup examination. The responsibility for such decisions rests with the instructor only, and not with the Dean's Office or the Administrative Board.

Although instructors are obligated to offer makeup exams only in the case of absence for the observance of a religious holiday, students who have obtained proper Harvard University Health Services (HUHS) documentation of illness may not be penalized for their absence from hour and midterm examinations. The appropriate form must be signed by a HUHS medical professional and given to the student's Resident Dean,

who will write the student a letter that acknowledges receipt of the HUHS form. This letter may be presented to the instructor as certification of the student's illness.

Absences for Religious Reasons

In accordance with Massachusetts law, students who are unable to participate in an hour or midterm examination as a consequence of their religious beliefs shall be provided with an opportunity to make up the examination, without penalty, provided that the makeup examination does not create an unreasonable burden on the College. It is the responsibility of the students concerned to provide instructors with the dates on which they will be absent because of a conflict with the religious holidays they will be observing.

Reading Period

At the end of each term, a period of eight days prior to the start of final examinations is designated as Reading Period. During this time, faculty members may choose not to hold formal class meetings. Those who exercise this option often do so in order to allow students to work independently, exploring special topics or integrating the material covered in the course through a term paper or other project. Those courses that have a final exercise other than a regular three-hour final examination schedule these activities during Reading Period. Some courses continue to meet on their regular schedules during much of Reading Period.

Regardless of whether a class meets during Reading Period, that time is an integral part of the term. Students are expected to remain in the immediate vicinity of Cambridge throughout this period.

Final Examinations

Final examinations will be held at the end of all courses unless the Registrar, acting on behalf of the Dean of Harvard College, has approved an exam substitution such

as a project or major paper. Substitutions are always due no later than the last day of Reading Period. In courses that run throughout the year, final exams will be held at the end of both the fall and spring terms.

The Registrar schedules and administers all final examinations scheduled during the Midyear and Final Examination Period. They are three hours in length. There are two exam sessions each day. Morning exams begin at 9:15 am and afternoon exams begin at 2:00 pm. Official dates and times for exams are published on the Final Examination Schedule which is available at www.registrar.fas.harvard.edu near the beginning of each Reading Period. This schedule is subject to change as required.

To seek accommodations for a final exam on account of disabilities, undergraduates must direct their petition to the Accessible Education Office (see page 212). The Accessible Education Office will work with the faculty member and the Exams Office to make arrangements for accommodations when appropriate and will contact the student directly about the accommodations. For more specific information about final exams please consult the website of the Accessible Education Office at www.aeo.fas.harvard.edu.

Students are responsible for learning the times and locations of exams in their courses and for arriving at their exams on time. Students who miss an exam and who are not granted a makeup exam will receive a permanent ABS (unexcused absence), which is equivalent in all respects to a failing grade.

Most instructors return examination booklets, papers, and other academic work to the students enrolled in their courses. By law, students have the right to review all materials submitted to a course, including final examination booklets, and for a reasonable charge may have copies of any originals not returned to them within 45 days of the date of the original request.

Examination Rules

Students should adhere to the following rules during the administration of regularly scheduled midyear or final examinations.

- During bathroom breaks, students should not use computer terminals, telephones (land line or cellular), or other communications devices.
- Students cannot exit the exam room for the first 30 minutes of the examination.
- In order to avoid any possible suggestion of improper behavior during an examination, undergraduates should refrain from communication with other students while an exam is in progress.
- Students should also not retain or refer to any books or papers during an examination except with the express permission of the instructor or proctor.
- Eating and drinking are not permitted in any examination room.
- Personal belongings should be put away and all cell phones, beepers, and pagers should be turned off.
- In the event of a fire, students should take their personal belongings and their exam and booklets and meet in the location announced at the beginning of the exam by the proctor. Students should not leave the exam site or the emergency meeting location with any exam materials, nor should they discuss the exam with other students during the emergency procedures. For violation of the examination rules or dishonesty in an examination a student may be required to withdraw from the College. Students who fail to obey the instructions of an examination proctor are liable to disciplinary action.

Late Arrival to Examination

A student who is late for an exam may be refused admission and reported as absent.

The Registrar has been given full authority to make the decision regarding late entry into an exam room. Students who are late for a final exam should report directly to the exam room up to the hours of 9:45 am for a morning examination or 2:30 pm for an afternoon examination. After that time they should report to the Exams Office in the Science Center, Room 112. If the student is allowed entry to the examination, no penalty will ensue for the time spent in the Exams Office. No one will be admitted to an examination if any student has already left the examination room. Ordinarily, latecomers will not be allowed to make up lost time.

Illnesses During the Examination

A student who is present for any part of an examination is never entitled to a makeup exam. Any student who becomes ill during an exam, however, should report the illness immediately to the proctor. The proctor will have the student escorted to HUHS, where the student will be kept incommunicado until able to resume the examination. Upon resumption of the examination, the student will be allowed only the balance of time remaining.

Absence from Examinations

To obtain credit for a half-course having a final examination, a student must have attended the examination (or its equivalent approved makeup). To obtain credit for a full course having fall term and spring term examinations, a student must have attended both exams (or equivalent approved makeup). A student who is absent without excuse from the final examination (or the equivalent approved makeup) of a full course fails the entire course and receives no credit for either half of it.

Any student who has an unexcused absence at the fall term final exam in a full course must either petition to withdraw from the course without credit (no later than the seventh Monday of the spring term) or petition

to be allowed to continue in it in the spring term for half-course credit only, in which case the failing grade of ABS is permanently recorded for the fall half of the course (see “Withdrawing from Courses Without Credit” on page 60 and “Full Courses— Divisible and Indivisible” on page 60).

A student may petition for a makeup examination because of illness only if the illness is documented by medical staff at HUHS within the 24-hour period before the beginning of the examination. Students may choose, however, to take the exam while at Stillman Infirmary. This is acceptable under certain circumstances. In an emergency, a student’s illness could be reported to HUHS by a private physician, before the beginning of the examination. The private physician must also supply a written statement to HUHS.

Unavoidable absence from an examination resulting from causes other than illness should be reported and explained in advance to the appropriate Resident Dean.

A student whose record is unsatisfactory because of an unexcused absence from a final or makeup examination ordinarily will be placed on probation or, if the record as a whole so warrants, required to withdraw (see “Procedures of the Administrative Board” on page 112).

Absences for Religious Reasons

In accordance with Massachusetts law, students who are unable to participate in a final examination as a consequence of their religious beliefs shall be provided with an opportunity to make up the examination, without penalty, provided that the makeup examination does not create an unreasonable burden on the College. Students are expected to anticipate any religious conflicts with exams and report the conflict in writing to the Exams Office at fasexams@fas.harvard.edu by the last day of classes each term.

Makeups for Examinations: Excused Absences

The Administrative Board has jurisdiction over granting makeup examinations. **No instructor may grant or give a makeup examination to any student who missed a final examination without the express authorization of the Registrar and the Administrative Board; nor may a makeup examination be given at any time or place other than that specified by the Registrar.** A student granted a makeup exam is not thereby granted an extension of time to complete other written work for the course. Such an extension is granted only by special vote of the Administrative Board (see “Extension of Time for Written or Laboratory Work” on page 80).

Petitions for makeup exams are due in the office of the Resident Dean as soon as possible and no later than one week after each examination. Students having a medical excuse will fill out the petition form at HUHS and take the form personally and directly to the Resident Dean. Students wishing to be excused for other reasons should see their Resident Dean.

A student whose petition for a makeup examination has been granted by the Administrative Board must take the makeup examination at the next regularly scheduled makeup period. Typically, the makeup period is the third week of the following term. No other opportunity to take the examination will be allowed. It is the student’s responsibility to learn exactly when and where the makeup examinations will be given.

The beginning dates for fall and spring term Makeup Examination Periods are listed in the Academic Calendar. The Registrar notifies students via email who have been granted permission to take one or more makeup exams. The email notification specifies the scheduled time and place of their makeup examination(s). If students do not receive an email notification about a makeup exam, it is

their responsibility to obtain such information from the Registrar at least two weeks before the beginning of the makeup Examination Period.

A student who has been granted a makeup exam by the Administrative Board but has neither taken it nor canceled it in writing to the Registrar with a copy to the Resident Dean at least one week in advance of the beginning of the Makeup Examination Period will ordinarily be admonished by the Administrative Board. A student who has missed a final exam and not been granted permission for a makeup will be given the failing grade of "Absent" (ABS) for the course and is thus eligible to be placed on probation or required to withdraw, depending on his or her academic record for the term.

Students granted makeup examinations and/or extensions of time beyond the end of the Examination Period in two or more courses will not be allowed to register for the next term except by special permission of the Administrative Board. A student granted a makeup examination is not eligible to receive the degree until after final grades have been reported for all of his or her courses.

Examinations *in Absentia*

In exceptional cases, students who cannot be in Cambridge at the time of a final or makeup examination may request permission from the Administrative Board to take the examination *in absentia*. Applications are available from the Allston Burr Resident Dean, the Resident Dean of Freshmen, and the Registrar, and are due to the Registrar no later than the last day of classes.

Petitions for *in absentia* exams from members of Harvard College athletic teams participating in tournament competitions and students who are either on leave or studying elsewhere for Harvard degree credit may be approved by the Registrar. Other requests require permission of the Administrative Board. Before petitioning to take an examina-

tion *in absentia*, students should consult their Resident Dean.

Students are responsible for any fees incurred in the administration of an *in absentia* examination, including proctoring fees, return postage, and any extraordinary costs incurred in the delivery or administration (room rentals, media rentals, etc.). The University's *in absentia* examination fee of \$100 does not include the costs listed above. The University's fee is waived only for students who are studying abroad for Harvard degree credit with prior approval of the Faculty Committee on Education Abroad in institutions where the academic schedule conflicts with the Harvard Examination Period or for certain University-sponsored intercollegiate athletic events.

Extension of Time for Written or Laboratory Work

Students who encounter unexpected difficulties in completing their work should immediately consult their Resident Dean.

Extensions of time up to the end of the Examination Period may be granted by the instructor. Ordinarily, the student must have received the consent of the instructor before the final examination (or before the final meeting of a course in which there is no final examination). No instructor may accept work from a student in any term after the end of the Examination Period without the express authorization of the Administrative Board.

An extension of time beyond the end of the Examination Period can be granted only by vote of the Administrative Board and only in exceptional circumstances. A student who, for medical reasons, fails during any term to complete the required work in a course, including laboratories, problem sets, or papers, may petition the Administrative Board through the Resident Dean for an extension of time commensurate with the time missed to make up the work.

Students granted extensions of time beyond the end of the Examination Period and/or makeup examinations in two or more courses will not be allowed to register for the next term except by special permission of the Administrative Board. A student granted an extension of time is not eligible to receive the degree until after final grades have been reported for all of his or her courses.

The notation "Incomplete" (INC), used in the grading of graduate students, cannot under any circumstances be given to undergraduates. In those cases where the Administrative Board has in advance voted approval of an extension of time, the temporary notation EXT will be made for the duration of the extension voted by the Administrative Board. EXT is only a temporary notation; a final grade must be given upon the expiration of the extension as approved by the Administrative Board or if additional time is not granted by the Administrative Board.

LEAVES OF ABSENCE

Voluntary Leaves of Absence (Granted by Petition)

Students who wish to interrupt their studies at any time before graduation must petition the Administrative Board for a leave of absence. Petition forms are available from, and must be submitted to, the Resident Dean.

Students whose previous academic and disciplinary record is satisfactory and who have petitioned by the seventh Monday of the term will normally be granted a "leave of absence." Students who petition after the seventh Monday of the term will normally be granted a "leave of absence—late in the term." Students who are not in good standing may be granted a "leave of absence—on probation." Students who petition for a leave of absence after the Thanksgiving holiday in the fall term or after April 15 in the spring term ordinarily will not be allowed to register in the next academic term. No petitions for a leave of absence for any term will ordinarily be considered after the first day of Reading Period for that term.

A student who is granted a leave of absence during the academic year is charged tuition, room rent, the Student Services Fee, and board to the end of the period in which he or she leaves, as indicated on the chart "Students' Financial Obligations in the Event of a Leave of Absence or Requirement to Withdraw" on page 172 and in "Housing Policy" on page 123.

Students who have signed a room contract to live in College housing and subsequently decide to take a leave of absence must notify the Office of Residential Life, University Hall, Ground Floor North, in writing of their intention not to take up residence. The purpose of this policy is to enable Houses to

make unoccupied rooms available to other students as early as possible (for deadlines, see "Housing Policy" on page 123).

All undergraduates going on leave before the end of a term must submit the proper paperwork to their House Office or the Freshman Dean's Office. Cancellation of board charges is contingent upon the submission of the form; failure to do so will result in a continued assessment of board charges until the end of the term in which the leave occurs. A student granted a leave is expected to vacate University property as soon as possible and no later than five business days after the date of the Administrative Board vote granting the leave. The room key must also be turned in to the House Office or building manager's office. Students who are on leave may not store any belongings at the University. Students leaving after completion of the fall term should consult the section "Full Courses—Divisible and Indivisible" on page 61 and their Resident Dean concerning dividing or withdrawing from any full or "hf" courses in which they were enrolled.

Students should file a change of address form at Holyoke Center 953, and students with telephones and email accounts are reminded to make appropriate arrangements to settle those accounts before leaving. Students who have competed on an intercollegiate team or intend to compete on one for the first time upon their return should arrange for an "exit interview" with the Associate Director of Athletics in charge of eligibility before leaving Cambridge.

Students receiving scholarship or other financial aid should consult the Financial Aid Office concerning the financial implications of going on leave. Prior to leaving Cambridge those who have borrowed money or received

financial aid from Harvard must also have an exit interview at the Financial Aid Office, 86 Brattle Street. Students who receive veteran's educational benefits should report to Holyoke Center 953. Foreign students should consult the International Office concerning their status.

Students going on leave are reminded that all degree candidates, whether currently registered or not, are expected to maintain a satisfactory standard of conduct.

Use of College Services and Facilities

Students are encouraged to consult the Office of Career Services, which may be able to assist them in making plans for their time away from the College. Students who have been granted a leave of absence may at any time consult their Resident Dean.

When any portion of the tuition for a term has been paid, a student's usual access to medical care at Harvard University Health Services extends to the beginning of the next regular term. Students enrolled in the University's Blue Cross Blue Shield PPO plan should consult the Student Health Insurance Office at Harvard University Health Services about obtaining insurance coverage while they are not registered in the College.

Libraries and other facilities may normally be used only by students who are currently registered. Students on leave or required to withdraw may not participate in extracurricular activities. Exceptions to this rule must be specifically approved in advance by the Administrative Board.

Course Work Done Out of Residence

Students in good standing (see page 114) who are granted a leave of absence and who wish to enroll in courses given by another institution for Harvard degree credit should consult "Procedures for Earning Degree Credit for Study Abroad" on page 41. To be granted degree credit for course work done out of residence, a student must apply to

the Office of International Programs before study begins. Any student who has received a bachelor's degree from another institution is not eligible to enroll or reenroll in Harvard College as an undergraduate.

Returning to College

A student in good standing who has been granted a leave of absence may ordinarily return for any term he or she wishes by notifying the Allston Burr Resident Dean (or Resident Dean of Freshmen, for students who were granted a leave during their first term) eight weeks in advance of that term. Ordinarily, freshmen taking a leave of absence at any point during their first term will not be allowed to register before the fall term of the next academic year.

A student who has been granted a "leave of absence—late in the term" or a "leave of absence—on probation" must petition the Administrative Board for permission to register and must provide the Board with evidence that he or she is ready to resume college studies. Such evidence must include a written statement describing how the student's time away has been spent and often includes a substantial period of regular employment at a non-academic job and a suitable letter of recommendation from the employer or employment supervisor. A student who has been granted a leave of absence for medical reasons may be required to consult with a member of Harvard University Health Services and to allow a clinical assessment to be shared with the Administrative Board as part of his or her petition to be allowed to register. The Administrative Board ordinarily will not approve the return of a student for the fall term whose experience in the Harvard Summer School in the previous summer has been unsuccessful or unsatisfactory.

All students intending to return to the College must obtain a Returning Student Housing Application from the Office of Residential Life, University Hall, Ground Floor North. These applications are due quite early in the

preceding term in order to permit the College to provide housing for as many students as possible (see “Housing Policy” on page 123 and the Academic Calendar for application deadlines and other information).

Students who do not file the Returning Student Housing Application by the appropriate deadline will be housed on a space-available basis only. Students denied housing on this basis can reestablish eligibility for guaranteed housing by living off-campus for two terms while enrolled and by filing a Returning Student Housing Application before the appropriate deadline. Students whose leaves have extended beyond two years are not guaranteed on-campus housing upon their return to the College but will be housed on a space-available basis (see “Housing Guidelines” on page 134).

A student who has filed a Returning Student Housing Application for one term but subsequently decides to return for the following term instead must submit a new application for that following term or request of the Office of Residential Life, in writing, that the initial application be reactivated.

Students returning from a leave who wish to apply for financial aid must notify the College Financial Aid Office at 617-495-1581 and file the necessary application forms (see www.fao.fas.harvard.edu) by mid-April for the following fall term, and by October 1 for the following spring term. Late applicants cannot be assured that their aid will be available in time for registration payment deadlines.

Students who have been granted a leave and who have borrowed money through Harvard must submit an annual loan deferment form to the Student Loan Office upon their return to Harvard. Deferment forms may be obtained through either the Student Loan Office or the Financial Aid Office and must be completed and certified by the Registrar immediately following Registration. Failure to file a deferment form upon return will cause

payments to be due on loans and could affect future borrowing eligibility.

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

Students who have been away from the College for five or more years must petition the Administrative Board for permission to register. Those planning to return to the College after a period of five or more years will ordinarily not be eligible for scholarship aid from institutional sources. Petitions for readmission after an interval of five or more years must include evidence of financial resources necessary to meet all College expenses.

Involuntary Leaves of Absence

The Dean of Harvard College may place a student on involuntary leave of absence for the following reasons:

1. Medical circumstances: (a) The student poses a direct threat to the health or safety of the student or others or has seriously disrupted others in the student’s residential community or academic environment; and (b) the student’s behavior or threatening state is determined to be the result of a medical condition, or the student refuses to cooperate with efforts deemed necessary by Harvard University Health Services to evaluate the cause of the student’s behavior or threatening state. In some circumstances, the level of care and accommodation may exceed the resources or appropriate staffing capabilities of a residential college or may be beyond the standard of care that a college health service can be expected to provide or monitor, in which case continued enrollment may constitute a serious disruption of the residential community or the academic environment, justifying an involuntary leave of absence.

2. Alleged criminal behavior: The student has been arrested on allegations of serious criminal behavior, or has been formally charged by law enforcement authorities with such behavior.
3. Risk to the community: The student has allegedly violated a disciplinary rule of the College and the Dean concludes that the student poses a significant risk to the safety or educational environment of the community.
4. Indebtedness: The student owes the University money for term bill or telephone charges.
5. Failure to submit proof of immunizations: The student has not provided medical documentation as proof of required immunizations.
6. Courses not completed: The student has been granted make-up examinations, or extensions of time beyond the end of the term, in two or more courses.
7. Unfulfilled requirements: The student has failed to meet a specified academic requirement (expository writing or language) on schedule, and has not enrolled in courses needed to satisfy those requirements.
8. Failure to register: The student has not registered as required at the beginning of each term.

Prior to placing a student on involuntary leave of absence, the Dean of Harvard College will consult with the student's Resident Dean and, as appropriate, with other officers of the University (for example, with the office of the Director of Harvard University Health Services in the case of leave for medical reasons) or with the Administrative Board.

The student will be notified in writing of the decision to place him or her on involuntary leave of absence. The student may ask the Dean or the Dean's delegate, in writing or

in person, to reconsider the decision. If the decision remains unchanged, the student may petition the Administrative Board through the student's Resident Dean.

Placement on involuntary leave of absence is not disciplinary, and a student who wishes to take a voluntary leave of absence rather than being placed on involuntary leave of absence will ordinarily be allowed to do so. Transcripts and other external reports will not distinguish between voluntary and involuntary leave of absence. However, an incident that gives rise to an involuntary leave of absence may subsequently result in disciplinary action. As is the case for voluntary leaves, official College letters of recommendation will note any unresolved disciplinary matter that is pending (see page 117).

A student who has been placed on involuntary leave of absence is subject to the same rules regarding financial aid and financial obligations (room, board, tuition, etc.) that apply to an undergraduate granted a voluntary leave of absence. The student may not participate in student activities until officially allowed to register. Any student on a leave of absence must remain away from Harvard if so instructed by the Dean or the Administrative Board.

A student who has been placed on involuntary leave of absence and who subsequently petitions to return to the College will be required to demonstrate to the Administrative Board that the circumstances that led to the placement on leave of absence have been satisfactorily addressed. Any disciplinary matter must be resolved before a student on leave of absence will be allowed to return, and if a student is required to withdraw while on leave of absence, the conditions for return after a requirement to withdraw (see page 117) will have to be satisfied in order for the student to be readmitted. If the leave was for medical reasons, evidence for the student's readiness to return will include consultation with Harvard University Health Services so

that the Health Services may advise the Board whether the medical condition that resulted in the behavior or threatening state is under control through treatment or no longer exists. Evidence may also include a substantial period of employment at a non-academic job and a suitable letter of recommendation from the employer or employment supervisor.

The decision whether to allow a student to return to the College rests with the Administrative Board.

EDUCATION RECORDS

Content

Harvard College maintains information about a student's work and progress at the College for two fundamental reasons: to aid officers of the University in advising and guiding the student toward completion of the degree and to serve as an historical record of the student's work and activity at the College. The information includes routine records such as permanent and College addresses, admissions records, enrollment status, course reports, completion of requirements and progress toward the degree, field of concentration, advising reports and evaluations, records of disciplinary actions, letters of recommendation, and any other official correspondence with or concerning the student.

To be useful, a student's record must be accurate and complete. The officials who maintain the records 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 Faculty of Arts and Sciences, the Dean of Freshmen, the Director of Admissions, the Allston Burr Resident Deans, the Head Tutors or Directors of Undergraduate Studies and Chairs of departments or concentration committees, and the Registrar of the Harvard Summer School. Other officers of the University who wish to place documents or other information in a student's record must consult with one of these officials who will ensure appropriate form and content of the information submitted. In addition, all students have access to their own records and may contribute to the record if there is need to clarify documents or references contained in it (see below).

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 Dean of Harvard College. When necessary, the Faculty of Arts and Sciences Committee on the Privacy, Security, and Accessibility of Records is available to hear challenges concerning the accuracy of records in those cases where informal discussions have not resolved questions and challenges. The Committee may be reached through the Office of the Secretary of the Faculty of Arts and Sciences, University Hall, Ground Floor.

Access

Under both Harvard policy and the Family Educational Rights and Privacy Act of 1974 as Amended (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; to seek to correct their education records, in a hearing if necessary (see above); to report violations of FERPA to the Department of Education; and to be fully informed of their rights under FERPA.

Students wishing access to records concerning them should contact the Access Officer in the FAS Registrar's Office. A student's Resident Dean and his or her departmental Head Tutor or Director of Undergraduate Studies, or other officers as appropriate, are available to provide explanations and interpretations of the records, if necessary. Harvard regards the following information as "directory information," that is, information that can be made available to the general public: full name; reported date of birth; dates of attendance; concentration; class year; digitized image (note that while Harvard

classifies photos and images as directory information, these are rarely released to parties outside the University without the student's permission); college residence address and telephone number; college email address; secondary school and home town or city at the time application for admission was filed by the student; original class at time of matriculation; House affiliation; height and weight of members of athletic teams; degree candidate status; date of graduation (actual or expected); degree(s) received with field of concentration and level of honors granted (if any); University prizes, fellowships, and similar honors awarded; and, in certain cases, students' and parents' or guardians' home addresses and telephone numbers.

A student may choose not to allow the above information as it applies to himself or herself to be designated "directory information," in which case the Registrar's Office will omit all the information listed above from records containing "directory information." However, the student must inform the Access Officer in the FAS Registrar's Office, 20 Garden Street, in writing, of that decision. In the case of incoming freshmen, students must notify the Dean of Freshmen by mid-August prior to matriculation. Students should be aware of the possible consequences of withholding "directory information," such as missed mailings, messages, and announcements, non-verification of enrollment or degree status, and non-inclusion in the Harvard Commencement booklet.

Parents or legal guardians of students are ordinarily informed of important changes of status, such as leaves of absence, probation, and requirement to withdraw. Under certain extenuating circumstances, a student may request an exception to this rule.

In appropriate cases, educational records are disclosed without a student's knowledge or consent to Harvard officials with legitimate educational interest in the records. "School officials" include faculty, administrators, cleri-

cal, professional employees, and agents of the University such as independent contractors performing functions on behalf of Harvard College or the University. The determination of whether an official has a legitimate educational interest will focus on whether disclosure of the information is appropriate for the effective functioning of the person's office, their position, or the University.

If the Administrative Board finds that a student has committed a disciplinary violation involving a crime of violence or a non-forcible sex offense, the College may, if legally permitted and in the College'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.

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.

CHAPTER 3: GENERAL REGULATIONS AND STANDARDS OF CONDUCT

CONDUCT WITHIN THE COMMUNITY

A fundamental goal of the College is to foster an environment in which its members may live and work productively together, making use of the rich resources of the University, in individual and collective pursuit of academic excellence, extracurricular accomplishment, and personal challenge. In the words of the Resolution on Rights and Responsibilities adopted by the Faculty of Arts and Sciences on April 14, 1970, "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."

For this goal to be achieved, the community must be a tolerant and supportive one, characterized by civility and consideration for others. Therefore the standards and expectations of this community are high, as much so in the quality of interpersonal relationships as they are in academic performance.

The rules and regulations affecting undergraduates have been established by the Faculty of Arts and Sciences. Students are expected to be familiar with those regulations covered in this Handbook that apply to them. The rules of Harvard College provide a framework within which all students are free to pursue their work, under the safest and most equitable conditions the College can create. These rules, then, serve as the guidelines forming the protection of each individual's well-being. Whenever violations of the rules occur, the College will treat them as matters of serious concern because they disrupt the individual lives of students, and the shared life of this community.

It is the expectation of the College 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 College expects every student to be familiar with the regulations governing membership in the Harvard community, set forth in the pages that follow. 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. The College takes all these diverse principles very seriously; together they create a foundation for the responsible, respectful society that Harvard seeks to foster among its students, faculty, and staff.

Careful note should be taken that the University is not, and cannot be considered as, a protector or sanctuary from the existing laws of the city, state, or federal government.

Discrimination

Any form of discrimination based on race, color, sex, sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, veteran status, or disability unrelated to course requirements is contrary to the principles and policies of Harvard University. The College has developed procedures for responding to incidents of discrimination that undergraduates may experience. These procedures are described below.

Complaints of Discrimination

An undergraduate who feels that he or she has been subjected to discrimination as described above should first seek a resolution of the problem through the Resident Dean. These officers may consult with others in the

College and the Faculty of Arts and Sciences, including, for example, the Office of the Dean of Harvard College, or the Director of the Accessible Education Office, depending on the nature of the concern.

If the matter cannot be resolved satisfactorily by informal methods, more formal routes are available. The student may lodge a complaint with the Office of the Dean of Harvard College or with the designated Assistant Dean. Depending on the circumstances, and in consultation with the student making the complaint, that officer may request that the Dean of Harvard College appoint a special committee to resolve the problem or may refer it to the appropriate agency or office of Harvard College or of the Faculty of Arts and Sciences for resolution. Such agencies include, among others, the Administrative Board, the Faculty Council, and the Dean of the Faculty.

If the matter cannot be resolved satisfactorily through ordinary channels, either the student or the Dean of Harvard College may refer it to the Dean of the Faculty for final resolution. The Dean of the Faculty holds authority over all departments, committees, commissions, and councils within the Faculty of Arts and Sciences. The disposition of the Dean of the Faculty will be final.

A student who believes that he or she has been subjected to illegal discrimination ordinarily should exhaust institutional routes for complaints before seeking legal redress under public law.

So that inquiries and complaints may be addressed to the appropriate office, the College maintains a list of individuals to whom questions and complaints may be addressed. The list is available in House Offices, the Freshman Dean's Office, and the Office of the Dean of Harvard College. Ordinarily, students will want to direct their initial inquiries to their Resident Dean.

Harassment

Recognizing that harassment on the basis of sex, race, sexual orientation, or gender identity constitutes unacceptable behavior, the Faculty of Arts and Sciences and, in particular, the Faculty Council have issued a number of documents setting forth the position of the College on these matters, as well as the procedures that are available to students who believe that they have been the object of such harassment.

It is important to note here that speech not specifically directed against individuals in a harassing way may be protected by traditional safeguards of free speech, even though the comments may cause considerable discomfort or concern to others in the community. The College still takes such incidents seriously and will try, when appropriate, to mediate and help students involved to resolve or deal with the situations in an informal way. On the other hand, any use of electronic mail or the telephone to deliver obscene or harassing messages will be treated as a serious matter and ordinarily will result in disciplinary action by the College (see also "Electronic Communication" on page 105 and "Obscene or Harassing Telephone Calls" on page 137).

Faculty Policy Statements on Harassment

Sexual Harassment

The statement of policy by the Faculty Council affirms:

The Faculty of Arts and Sciences seeks to maintain a learning and work environment free from sexual harassment. Sexual harassment is a barrier to the educational, scholarly, and research purposes of the University. The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical contact or verbal comments or suggestions, which adversely

affects the working or learning environment of an individual. The Faculty of Arts and Sciences has formal complaint procedures for sexual harassment involving abuse of authority or for the sexual harassment of students by other students. Any member of the FAS community who believes that he or she has been sexually harassed is encouraged to bring the matter to the attention of an appropriate officer of the Faculty.*

* The full text of this statement and a letter from the Dean of the Faculty issued April 1983 discussing professional and unprofessional behavior on the part of officers of the Faculty toward students are available from the designated Assistant Dean of the College, University Hall, First Floor. See also the Faculty's policy on sexual assault and other sexual misconduct on page 96.

Racial Harassment

Harvard College seeks to maintain an instructional and work environment free from racial harassment. The College defines racial harassment as actions on the part of an individual or group that demean or abuse another individual or group because of racial or ethnic background. Such actions may include, but are not restricted to, using racial epithets, making racially derogatory remarks, and using racial stereotypes. Any member of the College community who believes that he or she has been harassed on account of race is encouraged to bring the matter to the attention of his or her Resident Dean or the designated race relations adviser in their House or Freshman Yard.

The College's investigation and adjudication process is designed to be careful and fair. No person will be reprimanded or discriminated against in any way for initiating an inquiry or complaint in good faith. The rights of any person against whom a complaint is lodged will be protected during the investigation.

Harassment Based on Sexual Orientation

The general policy of the Faculty of Arts and Sciences with respect to harassment on the basis of sexual orientation has been most fully expressed in a statement issued by the Faculty Council in May 1981. That statement, which is available in its entirety from House Offices, the Freshman Dean's Office, and the designated Assistant Dean of the College, refers directly to the Resolution on Rights and Responsibilities (included below) and points out that:

...the Faculty voted specifically that it "regards as implicit in the language of the Resolution on Rights and Responsibilities that intense personal harassment of such a character as to amount to grave disrespect for the dignity of others be regarded as an unacceptable violation of the personal rights upon which the University is based." ... The Faculty Council has been informed of a number of incidents and circumstances that make it clear that these principles of respect and toleration have not been honored. Gay students have been subject to harassment that can only be seen as evidence of intolerance by other members of our community. The Faculty Council condemns these incidents and wishes to stress its determination that gay students be accorded the respect and protection granted all other members of the University. The Faculty Council... call[s] upon Masters and Senior Tutors [Resident Deans] as well as Deans and other officers of administration to be alert to the need or opportunity to... assist students who report incidents of harassment or discrimination... Complaints can and should be vigorously investigated by the appropriate agencies, including the Administrative Boards, the Committee on Rights and Responsibilities, the Commission of Inquiry, and individual officers of administration.

Advising Resources and Procedures for Resolution

The College encourages undergraduates who believe that they have been the object of harassment due to race, ethnic group, sexual orientation, or gender identity to seek the assistance of the Resident Dean or House Master. In addition, in cases of sexual harassment students may also turn to the designated Assistant Dean of the College, who also serves as Hearing Officer for formal complaints of sexual harassment, or to the House or Yard Designated Tutors/ Proctors for Sexual Assault/Sexual Harassment for advice and support. In cases of racial or ethnic harassment, the House or Yard Designated Tutors/Proctors for Race Relations are available for counsel, as is the designated Racial Harassment Hearing Officer in the Office of the Dean of Harvard College. In cases of harassment based on sexual orientation, designated House or Yard Tutors/Proctors and the designated Assistant Dean are available for advice and guidance.

Students may find mediation through University counseling services helpful in some cases of harassing behavior among peers. Formal complaints of harassment against students are referred to the Administrative Board of Harvard College, the Administrative Board of the Graduate School of Arts and Sciences, or the Student-Faculty Judicial Board, as appropriate.

The College's investigation and adjudication process is designed to be careful and fair. No person will be reprimanded or discriminated against in any way for initiating an inquiry or complaint in good faith. The rights of any person against whom a complaint is lodged will be protected during the investigation.

Informal Resolution: Advice, Counseling, Mediation

A student may consult any adviser or administrator as described above in order to obtain help in clarifying and resolving a situation of perceived harassment. Throughout the

advising process, information will ordinarily be held in confidence by the adviser unless the aggrieved individual agrees that a third party may be informed.

Some reported incidents of harassment involve stereotyping or insensitive or offensive behavior which is the result of miscommunication or lack of communication rather than malicious intent. Calling the matter to the attention of the person or group engaged in such behavior is often enough to bring a stop to it. A person seeking resolution with the help of an adviser may ask the adviser to intervene in order to make the offender aware of his or her behavior. This intervention may result in an apology to the offended person, changes in behavior, and closure of the incident, thus providing the desired resolution. In cases of sexual harassment where an instructional relationship exists between the parties, changing that relationship may also be helpful. On the other hand, if the offensive behavior continues, intervention may be only the beginning of a longer, more complex process of mediation, negotiation, and remedy.

Throughout the process of informal resolution there will be regular communication between the adviser and the person making the inquiry. In addition, the offended person will receive support for handling the emotional or other effects of the incident or inquiry. The College strongly encourages those with questions or concerns to bring them to the attention of an appropriate adviser.

Formal Complaint

Either initially or after having sought an informal resolution, a student who believes that he or she has been the object of harassment may bring a formal complaint. As noted above, formal complaints of harassment against students are referred to the Administrative Board of Harvard College, the Administrative Board of the Graduate School of Arts and Sciences, or the Student-Faculty Judicial Board, as appropriate. Formal

complaints of harassment against faculty or staff are handled according to the process described below. In such a situation, the designated Racial Harassment or Sexual Harassment Hearing Officer can provide advice and assistance to the complainant, both in presenting the case and, where appropriate, by referring him or her to other helpful sources of advice and counsel.

Individuals who wish to file a complaint should contact the Racial Harassment Hearing Officer in the Office of the Dean of Harvard College, the Sexual Harassment Hearing Officer (the Assistant Dean of the College), or their Resident Dean of Freshmen or Allston Burr Resident Dean. Merely discussing a complaint with one of the officers does not commit one to making a formal charge. However, the matter may be pursued by one of the officers of the Faculty if the behavior is determined to be a community matter.

Formal procedures are initiated by filing a written and signed complaint that may be shown to the accused person. The Hearing Officer will consult with the complainant and with the person named in the complaint in order to ascertain the facts and views of both parties. The Hearing Officer or the Dean of the Faculty of Arts and Sciences may at any point dismiss a complaint if it is found to be clearly without merit. If such an action is taken, the complainant and the accused will be informed of the factors leading to this decision. If, however, the evidence appears to support the complaint, the Hearing Officer will conduct an inquiry and prepare a report, in confidence, for submission to the Dean, summarizing the relevant evidence. A draft of the report will be shown to the complainant, to the respondent, and to the Dean, in order to give them the opportunity to respond before the final report is made. The final report summarizing the findings will be sent to the complainant, the respondent, and the Dean. Both the complainant and the respondent will have the opportunity to comment on the report in a written statement to the Dean.

Upon consideration of the final report, the Dean of the Faculty may take whatever action is warranted or ask the investigative officer to discuss the matter further and to submit a supplementary report. Final action by the Dean completes the procedure in the Faculty of Arts and Sciences.

Faculty Resolutions

On April 14, 1970, the Faculty of Arts and Sciences approved the Resolution on Rights and Responsibilities, printed below in its entirety (members of the community should also be aware of the Faculty's Free Speech Guidelines, available at www.fas.harvard.edu/~secfas/).

Resolution on Rights and Responsibilities

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 rights of members of the University are not fundamentally different from those of other members of society. The University, however, has a special autonomy and reasoned dissent plays a particularly vital part in its existence. All members of the University have the right to press for action on matters of concern by any appropriate means. The University must affirm, assure and protect the rights of its members to organize and join political associations, convene and conduct public meetings, publicly demonstrate and picket in orderly fashion, advocate, and publicize opinion by print, sign, and voice.

The University places special emphasis, as well, upon certain values which are essential to its nature as an academic community. Among these are freedom of speech and academic freedom, freedom from personal force and violence, and freedom of movement. Interference with any of these freedoms must be regarded as a serious violation of the personal rights upon which the community is based.

Furthermore, although the administrative processes and activities of the University cannot be ends in themselves, such functions are vital to the orderly pursuit of the work of all members of the University. Therefore, interference with members of the University in performance of their normal duties and activities must be regarded as unacceptable obstruction of the essential processes of the University. Theft or willful destruction of the property of the University or of its members must also be considered an unacceptable violation of the rights of individuals or of the community as a whole.

Moreover, it is the responsibility of all members of the academic community to maintain an atmosphere in which violations of rights are unlikely to occur and to develop processes by which these rights are fully assured. In particular, it is the responsibility of officers of administration and instruction to be alert to the needs of the University community; to give full and fair hearing to reasoned expressions of grievances; and to respond promptly and in good faith to such expressions and to widely expressed needs for change. In making decisions which concern the community as a whole or any part of the community, officers are expected to consult with those affected by the decisions. Failures to meet these responsibilities may be profoundly damaging to the life of the University. Therefore, the University community has the right to establish orderly procedures consistent with imperatives of academic

freedom to assess the policies and assure the responsibility of those whose decisions affect the life of the University.

No violation of the rights of members of the University, nor any failure to meet responsibilities, should be interpreted as justifying any violation of the rights of members of the University. All members of the community—students and officers alike—should uphold the rights and responsibilities expressed in this Resolution if the University is to be characterized by mutual respect and trust.

Interpretation

It is implicit in the language of the Statement on Rights and Responsibilities that intense personal harassment of such a character as to amount to grave disrespect for the dignity of others be regarded as an unacceptable violation of the personal rights on which the University is based.

Commission of Inquiry

Any student, faculty member, or administrative officer who has a complaint or an inquiry may address it to the Commission of Inquiry, c/o Secretary of the Faculty of Arts and Sciences, University Hall, Ground Floor (617-495-4780). The Commission will redirect the complaint or query to the appropriate agency of the Faculty of Arts and Sciences. When such an agency does not exist, the Commission itself will attempt to aid in resolving the matter. Occasionally, the Commission is instrumental in establishing a new agency for handling recurrent issues. Although the Commission has no power to make rulings, it can play an advocacy role in pressing for the resolution of issues.

Ordinarily, the Commission reports to the community on the matters which come before it, and in doing so, attempts to keep the community informed about factual background material and the resolution of matters of community concern.

STANDARDS OF CONDUCT IN THE HARVARD COMMUNITY

Physical Violence

Harvard College strives to maintain a safe and secure environment for all members of the community and thus does not tolerate physical violence used by or against the members of the community. Students are expected to avoid all physical conflicts, confrontations, and altercations unless their own safety or that of another is at extreme jeopardy. Failure to do so will ordinarily result in disciplinary action, including but not limited to requirement to withdraw from the College (see also “Sexual Assault and Other Sexual Misconduct” below).

Honesty

The College expects that all students will be honest and forthcoming in their dealings with the members of this community. Further, the College expects that students will answer truthfully questions put to them by a properly identified officer of the University. Failure to do so ordinarily will result in disciplinary action, including but not limited to requirement to withdraw from the College.

All students are required to respect private and public ownership; instances of theft, misappropriation, or unauthorized use of or damage to property or materials not one’s own will ordinarily result in disciplinary action, including requirement to withdraw from the College.

Sexual Assault and Other Sexual Misconduct

In May 1993, the Faculty of Arts and Sciences adopted a policy on sexual assault and misconduct. That policy is printed here in its entirety. In addition, copies are available from the Assistant Dean of Harvard College, from

the House Offices and the Freshman Dean’s Office, from the Office of Sexual Assault Prevention and Response (OSAPR), and from the Sexual Assault and Sexual Harassment (SASH) advisers in each House and Yard.

FAS Policy Statement on Rape, Sexual Assault, and Other Sexual Misconduct

Introduction

All members of the University community have a right to treatment with dignity and respect and to full participation in the community. These rights extend to classrooms, workplaces, and residences. They include the right to bodily safety and integrity. In recognition of these rights, the Faculty of Arts and Sciences is committed to creating and maintaining an environment at Harvard in which all individuals—faculty, staff, and students—are treated with dignity and feel safe and secure in their persons. These principles are fundamental to the attainment of a community devoted to teaching, learning, and research.

In accordance with these principles, the Faculty of Arts and Sciences will not tolerate sexual misconduct including rape and other forms of sexual assault, whether affecting a man or a woman, perpetrated by an acquaintance or a stranger, by someone of the same sex or someone of the opposite sex. Such behavior is unacceptable in our community. A student who commits rape, sexual assault, or other sexual misconduct is subject to severe penalties under the rules of the Faculty of Arts and Sciences. Rape and sexual assault are serious crimes under the laws of the Commonwealth of Massachusetts and the individuals responsible for such acts are subject to prosecution and legal penalties.

Application

This policy and its related disciplinary procedure apply when an allegation of sexual misconduct is made against a student at Harvard College. Within the Faculty of Arts and Sciences, different reporting and disciplinary procedures apply when the individual alleged to have committed an act of sexual misconduct is a graduate student, or member of the faculty or staff.

Sexual Misconduct

For the purposes of this policy, sexual misconduct is to be understood as encompassing the following behaviors:

Rape includes any act of sexual intercourse that takes place against a person's will or that is accompanied by physical coercion or the threat of bodily injury. Unwillingness may be expressed verbally or physically. Rape may also include intercourse with a person who is incapable of expressing unwillingness or is prevented from resisting, as a result of conditions including, but not limited to, those caused by the intake of alcohol or drugs. Rape includes not only unwilling or forced vaginal intercourse, but also the sexual penetration of any bodily orifice with a body part or other object.

Indecent assault and battery involves any unwanted touching or fondling of a sexual nature that is accompanied by physical force or threat of bodily injury.

Sexual misconduct may also include other serious or persistent unwanted sexual contact or conduct, such as harassment, threats, or intimidation.

Being intoxicated does not diminish a student's responsibility in perpetrating rape, sexual assault, or other sexual misconduct.

Remedies

Rape and indecent assault and battery are felonies in the Commonwealth of Massachusetts and any student who believes that she or he has suffered a rape

or indecent assault and battery is strongly encouraged to report the incident to the HUPD immediately (617-495-1212). Once the incident is documented, the victim can then pursue legal remedies or may also choose to initiate disciplinary or remedial action for sexual misconduct, including rape and indecent assault and battery, through Harvard College in accordance with the procedures for adjudicating peer disputes, as established by the Faculty of Arts and Sciences. Disciplinary or remedial action under those procedures may be pursued whether or not a complainant chooses to prosecute the case. Counseling and consultations regarding emotional, legal, and administrative concerns are available to those students who wish to pursue either College or legal processes, or both.

Harvard and the local community provide many resources to support, advise, and assist victims of rape and sexual assault. All of the following resources have had training to deal effectively with sexual assault. In addition to HUPD and HUHS, Harvard College has administrative officers and counselors available to help. Some resources are as follows:

Harvard Resources

Office of Sexual Assault Prevention and Response (OSAPR)
731 Holyoke Center
617-495-9100, 24 hours

Harvard University Police Department (HUPD)
Sensitive Crimes Unit
617-495-1796, 8 am–4 pm.
After these hours, HUPD, 617-495-1212

HUHS Medical After-Hours service (nights and weekends)
Holyoke Center
617-495-5711

HUHS Mental Health Service
Holyoke Center
617-495-2042

RESPONSE

(peer counseling for sexual assault,
8 pm–7 am)

Lowell House Basement E-013
617-495-9600

Amanda Sonis Glynn
(to discuss options for pursuing a sexual
harassment complaint through informal and
formal discipline)
Phillips Brooks House, room 303
617-496-8622

Community Resources

Beth Israel Hospital Emergency Room (West
Campus)
(for medical evidence collection within 5
days of a sexual assault)
Clinical Center, Pilgrim Road, Boston
617-754-2400

Beth Israel Deaconess Medical Center Rape
Intervention Program
617-667-8141

Boston Area Rape Crisis Center Hotline
99 Bishop Allen Drive (Central Square)
Cambridge
617-492-RAPE or 617-492-7273

Cambridge Hospital Victims of Violence
counseling program
Central Street Health Clinic, Somerville
617-591-6360

If a student does not wish to use these
Harvard or Community resources, HUPD and
the College encourage any student who has
been sexually assaulted to identify a trusted
friend, family member, counselor, or other
source of support to help deal with the
emotional trauma he or she may experi-
ence, and know that at any time, there are
additional resources available. Ideally, a
good source of support will allow a survivor
of sexual assault or rape to make decisions
and take control over the choices they make
after the assault.

Complaints of sexual misconduct may be filed
with the College according to the procedures

of the Administrative Board as outlined on
page 112 and on the Administrative Board
website: www.adboard.fas.harvard.edu.
For additional information about University
support and resources for sexual violence, see
page 151.

Drugs and Alcohol

Harvard expects its students and employees
to maintain an environment that is safe
and healthy. The unlawful possession, use,
or distribution of illicit drugs and alcohol
by students and employees on Harvard
property or as a part of any Harvard activity
are violations of University rules as well as
the law. Possession, use, or distribution of
certain non-prescription drugs, including
marijuana, amphetamines, heroin, cocaine,
and non-prescription synthetics; procurement
or distribution of alcohol by anyone under
21 years of age; and provision of alcohol to
anyone under 21 years of age are violations
of the law and of Harvard policy. All students
are expected to comply with any College
rules governing possessing or serving alcohol.
More information is available at your House
website or the website for the Office of
Residential Life (www.orl.fas.harvard.edu).
The University holds its students and em-
ployees responsible for the consequences of
their decisions to use or distribute illicit drugs
or to serve or consume alcohol. Additionally,
the misuse of prescription drugs (sharing,
buying, or using in a manner different than
prescribed) is a violation of University policy.

Health Concerns

The use of illicit drugs and the misuse of
alcohol or prescription drugs are potentially
harmful to health. In particular, synthetically-
produced drugs often have unpredictable
emotional and physical side effects that
constitute an extreme health hazard. Students
should also weigh the seriousness of potential
loss of function that may come from ingesting
illicit drugs or too much alcohol. Because of
the considerable hazards involved in drug

and alcohol use, administrative, medical, and psychiatric help for students having alcohol or other drug problems are available on a confidential basis from the Office of Alcohol & Other Drug Services (AODS) and other departments within Harvard University Health Services, as well from Resident Deans and other officers of the University. Any member of the University may make use of the Health Services on an emergency basis, day and night.

Referrals for Consultation/Treatment Regarding Alcohol and/or Other Drug Abuse

The following procedures outline the process for obtaining consultation for a Harvard College student whose known or suspected alcohol or drug use is affecting his or her ability to function effectively as a student and/or as a member of the Harvard community. Referrals may be made by a Resident Dean (Resident Dean of Freshman or Allston Burr Resident Dean) based on incidents in the Yard or Houses or as a result of Administrative Board action. Consultations with Alcohol & Other Drug Services (AODS) are not intended to take the place of routine advising conversations between Resident Deans and students. Rather, they provide an opportunity for structured intervention, particularly for those students who may not view their substance use or related negative consequences as problematic. The procedures and resources outlined below are focused upon the health and safety of the student. They are not a substitute for disciplinary action.

Grounds for Referral

Any of the following conditions may lead a Resident Dean or the Administrative Board to refer a student for a consultation with AODS about his or her known or suspected alcohol or drug use:

- a medical complication resulting from alcohol or drug use (e.g., aspiration, traumatic accident, alcohol poisoning, seizure, blackout, overdose, infection from intravenous use);

- repeated incidents related to alcohol or drug use that require medical intervention;
- a serious behavioral or disciplinary problem related to alcohol or drug use;
- disruption in the residential community or academic environment related to alcohol or drug use;
- academic difficulties or other problems in functioning related to misuse of alcohol or drugs; or
- repeated minor infraction of rules regarding alcohol or drug use.

Referral Letter

The Resident Dean makes the referral for an initial consultation in writing to the student with a copy to the Director of AODS and a copy for the student's file. The referral letter frames the referral as a consultation regarding the student's alcohol or drug use, rather than as treatment or counseling. The referral letter clearly communicates to the student that s/he is expected to schedule an appointment with the Director of AODS within a specified time of receiving the letter (three weeks is recommended) and is to comply with all of the Director's recommendations. It is also made clear in the referral letter that, should the student choose to decline the referral, the Resident Dean and senior officers of the House and the College will assess, on the basis of available information, whether it is appropriate for the student to continue in residence and remain enrolled in the College.

Initial AODS Consultation

The Director of AODS will consult with the student individually about his/her substance use/abuse and may then direct the student to one or more interventions. Interventions include, but are not limited to, alcohol education (AlcoholEdu for Sanctions, etc.), an individual substance abuse assessment with an on-campus mental health professional (Brief Alcohol Screening & Intervention for College Students [BASICS]), or an ongoing

support group (New Directions) offered by Mental Health Services. The nature of the initial AODS consultation may vary, depending upon the nature of the substance use pattern and the circumstances surrounding the referral. The consultation is intended to determine the best course of action in addressing the substance use issue on an individual basis. It should also be noted that support is available from HUHS with or without a referral—students can also access AODS services on their own.

Monitoring Student Compliance

At the initial consultation meeting, the Director of AODS will seek permission from the student to contact the appropriate College officer (typically, the student's Resident Dean) regarding the student's attendance and participation in the initial consultation and what further action, if any, is recommended. The same process is invoked for subsequent interventions such as AlcoholEdu for Sanctions, BASICS, and New Directions; student attendance and recommendations for further treatment/intervention are communicated to the Resident Dean. Authorized release forms are used as necessary.

It is the responsibility of the Resident Dean, in consultation with the Director of AODS and other senior College officials, to follow up with the student upon notification of a student's failure to comply with the recommended assessment, intervention, or treatment.

Illegal Acts

Careful note should be taken that the University should not be considered a protector or sanctuary from the existing laws of the city, state, or federal government. Massachusetts law prohibits the sale, delivery, or furnishing of alcohol to persons under the age of 21. In addition, a social host may under certain circumstances be held liable for injuries caused by a guest who, having

consumed alcohol on the host's premises, does harm to himself or herself or to a third party. If the guest is under 21 and the host knew or reasonably should have known that he or she was furnishing alcohol to a person under 21, the host will be held responsible for injuries or damage to that person or to third parties caused by the person under 21's alcohol-influenced actions. Further, even if the guest was not a person under 21, a social host will be liable for injuries to third parties if the host knew or should have known that the guest was intoxicated, but nevertheless gave him or her, or permitted him or her to take, an alcoholic drink.

Students are reminded that there are heavy penalties, including imprisonment, for possession or distribution of illicit drugs and for selling or delivering alcohol to, or procuring alcohol for, anyone under 21. There are also serious penalties for anyone under the age of 21 who purchases, attempts to purchase, or arranges to procure alcoholic beverages or to misrepresent his or her age or falsify his or her identification with the intent of purchasing alcohol, as well as for anyone, regardless of age, who operates a motor vehicle under the influence of alcohol or drugs, or with an open container of alcohol. In addition, the City of Cambridge prohibits consumption of alcohol on public property or on property open to the public.

Responsible Social Events

Harvard College considers the officers of all student groups (whether or not such group is officially recognized by the College) to be leaders in the Harvard community, and expects that they, like any other social host, will create safe social environments. To this end, student group officers are urged to participate in annual education efforts with the Office of Alcohol & Drug Services and the Student Activities Office, which may include, for example, training on event planning, risk reduction, and bartending.

Disciplinary Action

The University requires all students to become familiar with the information on drugs and alcohol distributed at registration each year. In addition, the General Counsel to the University has prepared a pamphlet on drug and alcohol laws that is available in the offices of the Allston Burr Resident Deans, the Dean of Freshmen, and the Dean of Harvard College. When cases involving drugs and alcohol come to the attention of the College, the College may take disciplinary action against a student, including requirement to withdraw. However, the College has also adopted an "amnesty policy," as set forth below.

Amnesty Policy

Any student may bring an intoxicated or drug-impaired friend to Harvard University Health Services or to a hospital, or seek assistance from College residential life staff or HUPD, and by doing this, neither they nor the friend will face disciplinary action from the College for having used or provided alcohol or drugs. Further, if the person who sought assistance for the intoxicated or drug-impaired student was a member or guest of the student group involved, the College will weigh this fact heavily as a mitigating circumstance with respect to any potential disciplinary action. Conversely, the College will consider the failure to seek assistance by members of the student group as a factor when determining the appropriateness of disciplinary action. The College also may consider as mitigating factors the student group's participation in the College's annual education and training about responsible social events, as well as any efforts made by the hosts or officers to prevent the harmful or potentially harmful situation and their cooperation with the College in its investigation of the situation.

Usual Responses

Officers of the College may initially respond to the use of illicit drugs, underage possession

or consumption of alcohol, serving alcohol to underage individuals, or overconsumption of alcohol with a warning and/or referral to the Office of Alcohol & Other Drug Services. A pattern of behavior in violation of rules governing their use or possession will lead to warning by the House Master or Dean of Freshmen, admonition by the Administrative Board, probation, or requirement to withdraw. The Administrative Board will take serious action, ordinarily probation or requirement to withdraw, in any case involving the possession in quantity or the sale or distribution of drugs, or when cases of drug and alcohol use engender danger to individuals or to the community at large. The Administrative Board will also take action in cases in which a student is involved in the falsification of identification with the intent of obtaining alcohol.

Student Groups

In addition, where serious harm, or the potential for serious harm, has come to any person as a result of consumption of alcohol or drugs at an event held, sponsored, organized or supported by a student group, whether or not such group is officially recognized by the College (either on-campus or off-campus), and the individual or individuals directly responsible are not identified, the host or hosts of the event may be held personally responsible. If the hosts also can not be identified, the officers of the organization may be held personally responsible. In considering such cases, the College will, in all circumstances, apply the amnesty policy described above.

At a minimum, when cases involving the consumption of alcohol or drugs at an event held, sponsored, organized or supported by a student group come to the attention of the College, the student group may be asked to come to the Office of the Dean of the College for a conversation about their procedures for hosting responsible social events and may be asked to participate in additional education or training efforts.

Student Business Activity

Harvard permits undergraduates to undertake modest levels of business activities on campus. Students may be required to move businesses entirely off-campus should they disrupt residential life, compromise the educational environment, or jeopardize the nonprofit status of the University or any exemption of its income or property from federal, state or local taxation.

A “business activity” is any activity carried on by a student that is intended to or does generate revenue or trade, whether or not for profit, and is not an individual employment or independent contractor relationship.

Compliance with the following general restrictions, mentioned elsewhere in the Handbook, also apply to student business enterprises. Use of the Harvard name or logo in conjunction with a business enterprise is prohibited (page 253). All regulations concerning safety and the use of rooms must be observed (page 141). The compilation or redistribution of information from University directories (printed or electronic) is forbidden (page 103). Use of library resources for commercial purposes is prohibited (page 190). General regulations concerning use of computers and networks must be observed (page 104). Excessive data traffic on Harvard’s computer network is not allowed.

In addition, care must be taken to avoid excessive use of University resources, misuse of University facilities and information provided primarily for Harvard’s teaching and research missions, and activities that might jeopardize the tax-exempt status of the University or its property. Students must establish a means of communication with customers separate from those provided by the University for educational purposes. No student may list his or her dormitory address, campus mailing address or telephone number, Harvard email or Internet address, or Harvard website in conjunction with any business

enterprise, or in any way suggest that Harvard endorses or sponsors the business. Harvard reserves the right to restrict or control student business use of its resources, facilities, academic product, copyrighted materials, and institutional data.

Student businesses are considered outside vendors by the College and must follow the Handbook rules concerning solicitation on campus (page 253). Sales activities are permitted only with permission and at the discretion of the office granting permission (e.g., the Director of Student Employment or the Office of the Dean). Distribution of materials on campus must be conducted through Harvard Student Agencies (www.harvardstudentagencies.com/distribution). Student businesses are not allowed to poster or door-drop on campus.

Other areas of concern, which could cause the College to prohibit the student business, include:

- Excessive use of Harvard’s paper mail system.
- Activity by a student as a corporate agent or commercial solicitor for a business.
- Other activities that compromise the educational collegiality of the Harvard community by coloring with a profit motive the day-to-day interactions among students, faculty, and other College officers.
- Excessive foot traffic or movement of goods into or out of University buildings.
- Activities that interfere with roommates’ rights to use common spaces for their own residential purposes.
- Commitment of time and effort to a commercial activity to an extent that compromises a student’s academic or personal well-being.

Student businesses may be required to seek approval in advance for operations that

directly impact University offices, operations, facilities, or resources.

Other Regulations

- Any student in possession of stolen goods is subject to disciplinary action.
 - Students may not bring into the University or use or transport any radioactive materials within its property without authorization of the University's Department of Environmental Health and Safety.
 - Use of the names and insignia of Harvard College and Harvard University or any of its units by any student is permitted only as spelled out in the University Policy on the Use of the Harvard Names and Insignia (available on-line at www.provost.edu/useofname/policy.html). In particular, reference to "Harvard," "Harvard College," or "Harvard University," or suggestions of affiliation with the College or University in connection with any organization, publication, activity, or third party is allowable only with advance permission of the Dean of Harvard College or the Provost (see also page 253).
 - A student who commits an offense against law and order during a public disturbance or demonstration or who disregards the instructions of a proctor or other University officer at such a time is subject to disciplinary action and may be required to withdraw.
 - Students are requested not to engage on College property in any games that might annoy others, cause damage, or injure passersby.
 - Bicycles, roller blades, and skateboards may not be ridden in Harvard Yard or on sidewalks or other walkways and may not be parked on or adjacent to ramps providing access to the disabled.
- Moreover, violation of any motor vehicle registration and parking regulations (see page 164) can lead to disciplinary action.
- No student shall be connected with any advertising medium (including the press, the Internet, or other public forum) or publication that makes use of the name of Harvard or Radcliffe or implies without permission of the University, through its title or otherwise, a connection with the University.
 - No firm, agency, organization, or individual shall solicit in a University dormitory at any time, for any purpose. Exceptions to this rule may be granted only by the Committee on College Life.
 - Distribution of printed matter in College buildings must be approved by the Office of the Dean of Harvard College, University Hall, First Floor (see page 253).
 - Any student who fails to pay his or her University bills by the prescribed date will be deprived of the privileges of the University and not allowed to graduate.

Regulations Concerning the Use of University Resources

Membership in the University affords students access to a wide array of resources including among others one of the world's greatest libraries, extensive computing and network facilities, laboratories, and works of art and architecture of immeasurable value. Access to these resources makes time at Harvard a special privilege, and students have both rights and responsibilities regarding their use. To safeguard the integrity of such resources, the University relies on its students to use them with care, appropriately, and as authorized; to respect the rights of others who also have access; and to observe the rules granting access to, and use of, those resources. Failure to abide by the rules

governing their use ordinarily will result in disciplinary action.

Libraries and Library Books

The heart of the University is its library: the store of knowledge around which its functions are organized. The books in Harvard's libraries constitute some of its most valuable assets, and it is essential that all members of the community have reasonable access to them. A student who violates the use and lending policies of any library may be subject to disciplinary action. In particular, removal of a book from any library without authorization or the mutilation, defacement, or abuse of any library book or library resource will result in disciplinary action, ordinarily a requirement to withdraw from the College (see also "Responsibilities of Library Users" on page 190).

Use of Computers and Networks

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

Be advised that, in addition to violating College rules, certain computer misconduct is prohibited by federal and state law and is, therefore, subject to criminal and civil penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system or database; falsely obtaining electronic services or data without payment of required charges; intentionally intercepting electronic communications; and obtaining, altering, or destroying others' electronic information. Similarly, serious legal penalties may result from the use of

Harvard's computers or network to violate copyright laws, as is possible with the use of peer-to-peer file-sharing programs. Moreover, a student may be held responsible for misuse that occurs by allowing a third party access to the student's own computer, account, or network connection.

The basic rules for the appropriate use of computers and networks are outlined below. Other policies may be found at "Computer Rules and Responsibilities," on the FAS Information Technology website at www.fas-it.fas.harvard.edu/services/student/policies/rules_and_responsibilities. Students are expected to abide by these rules and policies and to consult an official of FAS Information Technology prior to any activity that would appear to threaten the security or performance of University computers and networks. Failure to do so may result in disciplinary action.

Use of Facilities

Computer and network facilities are provided to students primarily for their educational use. These facilities have tangible value. Consequently, attempts to circumvent accounting systems or to use the computer accounts of others will be treated as forms of attempted theft.

Students may not attempt to damage or to degrade the performance of Harvard's computers and networks and should not disrupt the work of other users. Students may not attempt to circumvent security systems, or to exploit or probe for security holes in any Harvard network or system, nor may students attempt any such activity against other systems accessed through Harvard's facilities. Execution or compilation of programs designed to breach system security is prohibited unless authorized in advance. Students assume personal responsibility for the use of their accounts. Consequently, students may not disclose their passwords or otherwise make Harvard's facilities available to unauthorized individuals (including

family or friends). Moreover, the possession or collection of others' passwords, PINs, private digital certificates, or other secure identification information is prohibited. Use of Harvard's computers and networks for business-related purposes without authorization by the Harvard College Business Advisory Committee is prohibited.

Privacy of Information

Information stored on a computer system or sent electronically over a network is the property of the individual who created it. Examination, collection, or dissemination of that information without authorization from the owner is a violation of the owner's rights to control his or her own property. Systems administrators, however, may gain access to users' data or programs when it is necessary to maintain or prevent damage to systems or to ensure compliance with other University rules. Such access will be limited to those staff with a direct job role in maintaining the availability of the FAS computing environment, and at no time will result in student personal information being copied or disclosed to any other person.

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

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

On shared and networked computer systems certain information about users and their activities is visible to others. Users are cautioned that certain accounting and directory information (for example, user names and electronic mail addresses), certain records of file names and executed commands, and information stored in public areas, are not private. Nonetheless, such unsecured information about other users must not be manipulated in ways that they might reasonably find intrusive; for example, eavesdropping by computer and systematic monitoring of the behavior of others are likely to be considered invasions of privacy that would be cause for disciplinary action. The compilation or redistribution of information from University directories (printed or electronic) is forbidden. For further explanation and details, see "Computer Rules and Responsibilities" at www.fas-it.fas.harvard.edu/services/student/policies/rules_and_responsibilities.

Electronic Communication

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 (see "Harassment" on page 91 and "Obscene or Harassing Telephone Calls" on page 136). Similarly, messages must not misrepresent the identity of the sender and should not be sent as chain letters or "broadcast" indiscriminately to large numbers of individuals. This prohibition includes unauthorized mass electronic mailings. For example, email on a given topic that is sent to large numbers of recipients should in general be directed only to those who have indicated a willingness to receive such email.

Intellectual Property and Copyrighted Materials

Computer programs written as part of one's academic work should be regarded as literary creations and subject to the same standards of misrepresentation as copied work (see "Plagiarism and Collaboration" on page 71). In addition, attempts to duplicate, use, or distribute software or other data without authorization by the owner is prohibited.

All Harvard users must respect the copyrights in works that are accessible through computers connected to the Harvard network. Federal copyright law prohibits the reproduction, distribution, public display, or public performance of copyrighted materials without permission of the copyright owner, unless fair use or another exemption under copyright law applies. In appropriate circumstances, Harvard will terminate the network access of users who are found to have repeatedly infringed the copyrights of others.

Information about the application of copyright law to peer-to-peer file sharing of music, movies and other copyrighted works is available at www.dmca.harvard.edu. Students with questions about copyright or this policy are invited to raise those questions with an appropriate dean, tutor or academic officer.

Harvard University Identification Cards

All students receive a Harvard University Identification Card. ID Cards are the property of Harvard University and are intended for University purposes only. The cards are required for admission to most Harvard activities and facilities including libraries, museums, dining halls, athletic buildings, and student residences. Some facilities may also require a sticker for entry. The front of the card and the magnetic stripes on the back, however, must be kept free from stickers.

First-term 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 first-term students arrive on campus, they must bring government-issued identifications 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 will receive instructions from their school regarding when and where they will have an opportunity to have their ID Card Photo taken on campus, as well as when they can receive their Student ID Card.

Every student will keep their ID Card while they are enrolled at Harvard University and is responsible for his or her ID Card and the consequences of its misuse. ID cards are not transferable; a student may not allow any other person to use his or her ID card for any purpose. A student who alters or falsifies his or her ID card or produces or distributes false identification cards of any kind is subject to disciplinary action. Lost cards should be reported immediately to Harvard University ID Services Office, Holyoke Center 953. There is a replacement fee of \$20 for the first and second losses; a fee of \$40 is charged for the third and subsequent losses.

Students must present their ID Card or otherwise identify themselves upon request to any properly identified employee of the University. Surrendered ID Cards will be transmitted immediately to the student's Resident Dean or other appropriate Dean.

Fire Regulations

Fire alarms, smoke detectors, and fire extinguisher systems have been placed throughout the University for the protection of those who live and work in Harvard's buildings. Misuse of these systems endangers both life and property and can lead to disciplinary action, including requirement to withdraw. For the same reason, violation of any of the fire safety or fire emergency regulations listed below must be considered a serious offense requiring serious disciplinary action.

- Any abuse of, or tampering with, fire alarm, smoke detector, or extinguisher systems is strictly forbidden. There is a fine, equal to the cost of replacement, for breaking the glass that covers the lock of a fire alarm. Similarly, there is a fine, equal to the cost of replacement, for any damage to a smoke detector.
- Emergency exit doors in the Houses or dormitories between adjoining suites may be opened by special arrangement with the building manager and only with written agreement of all occupants of both suites.
- Emergency exit doors must not be blocked on either side by furniture or obstructions of any kind.
- Fire escapes are intended only for use in a fire; any other uses are prohibited.
- Flammable and combustible liquids and flammable gases are not permitted in Houses or dormitories.
- Falsely pulling any alarm or maliciously setting off a smoke detector alarm is illegal and may be punishable by a fine of up to \$500 or imprisonment.
- Corridor and stairwell fire doors must be kept shut at all times.
- Use of fireplaces is prohibited.

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

The following provision of Massachusetts law concerning certain kinds of threats underscores why such behavior must be treated by the College 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... 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.... 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)]

In the event that a student is threatened by any of the means above, contact the HUPD at 617-495-1212.

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

Possession and/or use on University property of firearms or other dangerous weapons (as defined below), or ammunition, explosives, combustible fuels, firecrackers, and potential ingredients thereof is forbidden by University policy. The College may make occasional exceptions, on a case-by-case basis, for students who wish to participate in club sports that involve the use of dangerous weapons (as defined below), but in all such cases advance approval must be obtained from both the HUPD and the Club Sports Office (see page 234), and the participating students must comply with any and all College rules and requirements for use and storage of the weapons. College rules require, at a minimum, that any weapons shall be stored in a secure place and not in a student's room. The applicable Massachusetts law is as follows:

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, 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 one thousand dollars or by imprisonment for not more than one year, or both. 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 by whatever means.

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 failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.

[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 manrikigusari or similar length of chain having weighted ends...

[Massachusetts General Laws, c. 269 § 10(b)]

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. The definition of firearms is broad, and includes pistols or guns operated by air, carbon dioxide, or other gases. Carrying any firearm (even if unloaded) in violation of the law is punishable by imprisonment with a mandatory minimum sentence of one year, 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.

Betting and Gambling

Students are advised that many gambling activities are illegal under Massachusetts law. The state may bring a criminal action requiring that the winner of a bet forfeit double the value of the winnings, and anyone who loses money "at cards, dice or other game" may recover the losses from the winner through civil action. Bookmaking is illegal: there are severe penalties, up to a fine of \$3,000 and three years in prison, for keeping, occupying, or being found in any place used "for registering bets, or buying or selling [betting] pools, upon the result of a trial contest of skill, speed, or endurance of man, beast, bird, or machine, or upon the result of a game, competition, political nomination, appointment or election." Use of the telephone or mail for gambling activities is also illegal. Provisions of federal law also govern organized gambling activities. The Cambridge License Commission dictates that under no circumstances are casino nights, Las Vegas nights, or any other type of gambling allowed in the City of Cambridge.

Under NCAA Bylaws, a student athlete who

is involved in betting or gambling activities relating to intercollegiate athletics risks loss of eligibility. Students participating in intercollegiate athletics are expected to be familiar with *The Student Athlete Handbook*, which is distributed by the Department of Athletics.

Hazing

Students are advised that Massachusetts law expressly prohibits any form of hazing in connection with initiation into a student organization. The law applies to all student groups, whether or not officially recognized, and to practices conducted both on- and off-campus. All such student groups (including not only groups officially recognized by the College but also final clubs, fraternities, sororities, and the like) must provide the Office of the Dean of Harvard College with contact information for all undergraduate officers by October 31, and must sign and return to the Office of the Dean of Harvard College the College's non-hazing attestation form by December 15.

The term "hazing," under Massachusetts law, means: "any conduct or method of initiation... which willfully or recklessly endangers the physical or mental health of any student or other person." The definition specifically includes "whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation." [Massachusetts General Laws, c. 269 § 17]

Hazing is a crime punishable by fine and/or imprisonment. The Administrative Board of the College will consider all reports of hazing in the normal course of this oversight, taking

disciplinary action in appropriate cases, and will report confirmed incidents to appropriate law enforcement officials. Where serious harm, or the potential for serious harm, has come to any person as a result of hazing by members of a student group, whether or not such group is officially recognized by the College (either on-campus or off-campus), and the individual or individuals directly responsible are not identified, the host or hosts of the event or activity will be held personally responsible. If the hosts are also not identified, the officers of the organization will be held personally responsible. In considering such cases, the Administrative Board will apply the College's amnesty policy (set forth within the section on Drugs and Alcohol, subsection "Disciplinary Action"), and also may consider as mitigating factors with respect to possible disciplinary action the efforts made by the hosts or officers to prevent the harmful or potentially harmful situation, as well as their cooperation with the College's investigation of the situation. A memorandum detailing the specifics of this law is available in the Office of the Dean of Harvard College (617-495-1558).

The failure to report hazing also is illegal, under Massachusetts law:

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.

[Massachusetts General Laws, c. 269 § 18]

THE ADMINISTRATIVE BOARD OF HARVARD COLLEGE AND THE STUDENT-FACULTY JUDICIAL BOARD

Two Boards exist to hear the cases or requests of Harvard undergraduates.

- The Administrative Board reviews all undergraduate records, hears all undergraduate petitions for exceptions to the administrative rules of the College, and handles any undergraduate disciplinary case for which there is governing faculty legislation and/or for which there is precedent for interpreting and applying the rules and standards of conduct of the College.
- The Student-Faculty Judicial Board handles only disciplinary cases for which there is no clear governing precedent, policy, or Faculty legislation; for which the procedures of the Administrative Board are inappropriate; or the disposition of which will have profound effects on the community in general.

The following is a brief introduction to these Boards. For a more detailed description, students may consult with their Resident Dean or refer to the Administrative Board website at: www.adboard.fas.harvard.edu.

The Administrative Board of Harvard College

The Administrative Board was established by the Faculty of Arts and Sciences in 1890. The Board's authority to handle the routine College administrative and disciplinary matters derives directly from the Faculty. All meetings and discussions of the Administrative Board are confidential.

Over its history the Administrative Board has developed procedures and practices to guide its work and decisions. These practices include various opportunities and options

to assist students in their transactions with the Board. Among others, these include: a student's option to appeal (see page 113); the opportunity to meet personally with a subcommittee of the Board in some disciplinary cases; the option to have present during a personal appearance at the subcommittee meeting a qualified adviser in addition to one's Resident Dean; the ability to take up very routine matters with the Registrar or House and Freshman Dean's offices. The Board also adopted the 1992 Student-Faculty Date Rape Task Force's recommendations to allow the student bringing the complaint as well as the student complained against to appear before the Board (or a subcommittee of the Board) and to tell the student bringing the complaint the decision reached by the Board.

It is the policy of the Faculty that while evaluation of academic work is entirely in the hands of the instructor, questions of academic honesty are adjudicated by the Administrative Board. Students have a right to expect that grading will not be used as punishment for alleged academic dishonesty that has not been confirmed by the Administrative Board. Students may ask the Board, through their Resident Dean, to investigate and resolve informal allegations of academic dishonesty that have not been brought to the Board's attention by a faculty member.

Members of the Administrative Board

By design, the members and permanent guests of the Board occupy positions well-suited to understand a student's petition in light of the College's standards and rules. Thus, they include both teaching members of the Faculty and several senior administrators. However, the Allston Burr Resident Deans

and the Resident Deans of Freshmen make up the majority of the regular participants of the Administrative Board and together provide students with a direct link to the Board. Students may consult with their Resident Deans about any concerns they have. In addition to academic questions, such as choice of concentration or changes in programs, students frequently raise questions of a more personal nature with their Resident Dean.

Administrative Board Petitions and Cases

The Administrative Board acts on different types of petitions and cases, categorized as routine and special petitions, disciplinary cases, and academic review. Students may refer to the Administrative Board website (www.adboard.fas.harvard.edu) for more information on the number of petitions and cases, category by category, considered by the Board in 2008-2009.

The Board may delegate certain petitions to an Executive Committee of the Board for action. Such petitions involve a well-established response by the Board. When the circumstances of a petition are clearly understood, this committee can consider and respond to it promptly, freeing the full Board to focus on the more complicated disciplinary and academic cases. Granting makeup examinations for medical reasons and granting leaves of absence from the College are examples of petitions which may be referred to the Executive Committee of the Board.

The full Board or its appointed subcommittee hears all **disciplinary** and **academic review** cases. Violation of the alcohol rules, disruptive conduct, academic dishonesty, and sexual harassment are typical of the disciplinary cases it handles. After the close of each term, the Board reviews all unsatisfactory academic records and determines what action, if any, should be taken.

Procedures of the Administrative Board

The Administrative Board decides its cases and petitions according to well-established standards and the specific rules and policies established by the Faculty, taking into account the Board's understanding of the student's particular circumstances. All Board actions follow essentially the same procedures. Board actions begin ordinarily with a discussion between the student and the Resident Dean. At that time the student and his or her adviser review the student's plans or situation and the various options available. Many matters can be resolved through the use of petitions. Some are so common that the College has a standard form by which the student may request (and the Board may take) action; special petitions may require that the student submit a written statement, explaining the particular circumstances of the request.

Disciplinary cases also begin with a conversation between the student, his or her Resident Dean, and the Secretary of the Administrative Board or his or her designee, during which they discuss the incident, the relevant College rules or standards of conduct, and possible courses of action. Since the Board takes great care with disciplinary cases, the initial conversation may lead to several subsequent conversations. See the Administrative Board website (www.adboard.fas.harvard.edu), for more information on Board procedures.

Once the student and Resident Dean have a sound understanding and description of the incident, they present it to the Board as soon as possible. If it is likely that the Board will take formal disciplinary action, the student may choose to appear before a subcommittee of the Board personally when the case is discussed, and, if so, may choose to have another officer of the University with an appointment in the Faculty of Arts and Sciences attend as his or her personal adviser. Disciplinary cases in which the facts are in

dispute or which require investigation may be referred, at the discretion of the Dean of Harvard College, to a subcommittee of the Administrative Board which may work with the assistance of a fact finder.

A complaint or allegation of wrongdoing against a Harvard undergraduate may be filed in writing with a Resident Dean of Freshmen, Allston Burr Resident Dean, or the Dean of Harvard College by a member of the Faculty or other officer of the University, or by a staff member or student. The College will decide whether to issue a charge and, if so, against whom and for what. Complaints must ordinarily be brought to the College in a timely manner. The Board typically cannot resolve peer dispute cases in which there is little evidence except the conflicting statements of the principals. Therefore, students are asked to provide as much information as possible to support their allegations. Based on that information and any other information obtained through investigation, the Board will decide whether to issue a charge. If a charge is issued, the investigation will continue further and the Board will decide the case. For further details, see the Administrative Board website (www.adboard.fas.harvard.edu).

The Administrative Board may independently initiate a charge against a student, and usually does so when a student has been charged with a crime in a court of law. When court action is pending or in progress, the Administrative Board may delay or suspend its own review process, in recognition of the student's criminal defense interests.

Disciplinary cases are ordinarily considered by the Administrative Board as quickly as is reasonably possible, given the Board's schedule and the need to investigate matters carefully. (The Board does not meet during the summer months.) A disciplinary matter concerning a student on leave of absence will also be handled as quickly as possible, and no student on a leave of absence will be allowed

to register until any pending disciplinary matter has been resolved. In the case of alleged serious criminal behavior, the College may place a student involuntarily on a leave of absence. 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.

Finally, when the Board reviews all unsatisfactory records at the end of each term and the Resident Deans present each such record with a description of the factors leading to it, these presentations, too, are based on their conversations with the students and usually include supporting or explanatory information from the course instructors or the students' advisers.

In arriving at any decision, the Administrative Board pays close attention to the academic and personal growth of the students, both as individuals and as members of a residential academic community. Just as the Board depends heavily on the knowledgeable participation of the Allston Burr Resident Deans and Resident Deans of Freshmen, the Board itself may be the single most important resource available to the Resident Deans who routinely assist students with academic and residential matters.

A student may ask that any decision of the Administrative Board be reconsidered when there is additional or new relevant information available. A student has the option to appeal some disciplinary decisions of the Administrative Board in the Faculty Council. Information on this process may be obtained from the student's Allston Burr Resident Dean, Resident Dean of Freshmen, the Secretary of the Administrative Board (University Hall, First Floor), or the Secretary of the Faculty (University Hall, Ground Floor). The process is described on the Administrative Board website: www.adboard.fas.harvard.edu.

Actions of the Administrative Board

It should be noted that a student is considered in good standing when he or she is not on probation and has not been required to withdraw, dismissed, or expelled from the College for either academic or disciplinary reasons. Warnings and admonitions do not affect a student's good standing.

In **disciplinary cases**, if the Board determines that wrongdoing occurred, it may take the following actions:

1. *Warn or Admonish:* a reprimand to a student whose behavior violates the rules or standards of conduct of the community. A warning becomes part of the student's official record, but is not considered a formal disciplinary action.
2. *Disciplinary Probation:* a strong warning to a student whose conduct gives serious cause for concern. Probation is a formal disciplinary action of the College and becomes part of the student's official record.

During the period of time (to be specified by the Board) that a student is on probation, any further instance of misconduct will cause the Board seriously to consider requiring the student to withdraw from the College. A student on probation must be especially conscientious about his or her behavior and responsibilities. If the offense is related to participation in extracurricular activity, the Board may at its discretion restrict such participation; in cases in which management of time appears to contribute to the problem, the Board may require that the student obtain the Board's permission for participation in each individual activity. The Board may also attach additional requirements to probation. It is the Board's hope that the structure imposed by probation will help the student amend his or her conduct so as to meet the standards of this

community. Failure to do so is a grave matter, ordinarily leading to further disciplinary action, including requirement to withdraw. A student placed on disciplinary probation is ordinarily relieved of probation at the end of a set period of time (specified by the Board in its decision), if he or she has maintained satisfactory conduct.

A student on probation may not receive a degree until she or he has been relieved of probation by the Administrative Board.

3. *Requirement to Withdraw for Disciplinary Reasons:* action taken in serious disciplinary cases indicating that the student's behavior is unacceptable in this community. Requirement to withdraw is a formal disciplinary action of the College and becomes part of the student's official record. Requirement to withdraw ordinarily is effective immediately upon vote of the Administrative Board.

For students who have been required to withdraw, the rules regarding financial aid and financial obligations (room rent, board, etc.) are the same as for undergraduates who go on leave of absence. This information is contained on page 172. Students who are required to withdraw from the University are not entitled to an identification card until they have been officially readmitted (see also "Harvard University Identification Cards" on page 106).

A student who is required to withdraw for disciplinary reasons is not in good standing until readmitted, and may not participate in any academic exercises or extracurricular activities. A student may not receive a degree until he or she has been readmitted to good standing in

the College. In order to be readmitted, the student ordinarily must have been away from the College for at least one but ordinarily two or more full terms and must have shown an acceptable record of performance during a substantial period (at least six consecutive months) of regular employment. Employment must be full-time, paid, supervised and evaluated, and not in a business owned or controlled by the student's family. Without exception, students who have been required to withdraw must petition the Board to be readmitted to the College, and the Board's decision will depend on its judgment of the student's readiness to rejoin the College community (see also "Readmission after Requirement to Withdraw for Disciplinary or Academic Reasons" on page 117). **A student who has twice been required to withdraw from the College will ordinarily not be readmitted. No student who for disciplinary reasons has been required to withdraw for the second and final time or dismissed from Harvard College may ordinarily enroll in the Harvard Summer School or in the Extension School.**

4. *Dismissal*: action taken in serious disciplinary cases whereby a student's connection with the University is ended by vote of the Faculty of Arts and Sciences. (The action taken by the Board is a vote of requirement to withdraw with a recommendation to the Faculty that the student be dismissed.) Dismissal does not necessarily preclude a student's return, but readmission is granted rarely and only by vote of the Faculty. A dismissed student is not in good standing until readmitted.
5. *Expulsion*: the most extreme disciplinary action possible. It signifies that the student is no longer welcome in the

community. Expulsion must be voted by the Faculty of Arts and Sciences. (The action taken by the Board is a vote of requirement to withdraw with a recommendation to the Faculty that the student be expelled.) A student who is expelled can never be readmitted and restored to good standing.

In cases of **academic review** the Administrative Board can take any of the following actions:

1. *Academic Probation*: a serious warning to a student whose academic performance for the term is unsatisfactory. Academic probation is a formal action of the Administrative Board and becomes part of the student's official record.

During the time that a student is on academic probation, any further instance of unsatisfactory academic progress will cause the Administrative Board to give serious consideration to requiring the student to withdraw from the College, ordinarily for two terms. A student on probation must attend all classes and be especially conscientious about all academic responsibilities. If the unsatisfactory academic record is related to participation in extracurricular activity, the Administrative Board may at its discretion restrict participation; in cases in which management of time appears to be the problem, the Administrative Board may require the student to obtain the Board's permission for participation in each individual extracurricular activity. The Board may also attach additional requirements to probation. It is the hope of the Administrative Board that the structure imposed by probation will help the student resume satisfactory progress toward the degree. Failure of the student to do so is a grave matter and will ordinarily result in requirement to withdraw.

A student placed on probation for academic reasons is relieved of probation at the end of the next completed term if the record is satisfactory (including the passing of at least three courses). A student on probation may not receive a degree until she or he has been relieved of probation by the Administrative Board.

2. *Requirement to Withdraw for Academic Reasons:* action that may be taken in the following circumstances reflecting the Board's judgment that the record indicates that the student should be given time to reassess his or her academic goals and plans:

in the case of a student who has failed to have a satisfactory record for two consecutive terms;

- at any return of grades in the case of any student, whether or not previously on probation, whose record fails to meet the minimum requirements (see also "Minimum Requirements" on page 71);
- in the case of serious neglect of work followed by an unsatisfactory record in any term, even though the student has met the minimum requirements.
- Requirement to withdraw for academic reasons is a formal action of the College and becomes part of the student's official record.

Students who have been required to withdraw for academic reasons should consult closely with their Resident Dean regarding financial aid and financial obligations (room rent, board, etc.), which vary in certain respects from the obligations for undergraduates who go on leave of absence or who are required to withdraw for disciplinary reasons. Students who are required to withdraw from the University are not

entitled to an identification card until they have officially been readmitted (see also "Harvard University Identification Cards" on page 106).

A student who is required to withdraw for academic reasons is not in good standing, and may not participate in any academic exercises or extracurricular activities. A student may not receive a degree until he or she has been readmitted to good standing in the College. At the end of the period of withdrawal, the student may be readmitted on (academic) probation, and relieved of probation at the end of that term provided the record is satisfactory (including the passing of at least three courses). In order to be readmitted, the student ordinarily must have been away from the College for at least one but ordinarily two or more full terms and must have shown an acceptable record of performance during a substantial period (at least six consecutive months) of full-time paid employment. Employment must be full-time, paid, supervised, and evaluated, and not in a business owned or controlled by the student's family.

Without exception, students who have been required to withdraw must petition the Board to be readmitted to the College, and the Board's decision will depend on its judgment of the student's readiness to rejoin the College community (see also "Readmission after Requirement to Withdraw for Disciplinary or Academic Reasons" on page 117). **A student who has twice been required to withdraw from the College will ordinarily not be readmitted.** Although "Exclusion from a Course" (see page 71) is an action the Board will have taken prior to academic review, such evidence of neglect of

- work resulting in a failing grade weighs heavily in the Board's consideration of and response to unsatisfactory records.
3. Should a first unsatisfactory record result from especially compelling and well-documented extenuating circumstances, the Board could decide to *Take No Action* and *warn* a student about his or her academic record instead of placing him or her on academic probation. However, an unsatisfactory record remains so regardless of the action taken by the Board. Therefore all students who have an unsatisfactory record must take care to ensure that they earn all satisfactory grades during their next term in the College.
 5. Allston Burr Resident Deans, Resident Deans of Freshmen, and those acting on their behalf will amend any letters of recommendation provided on behalf of Harvard College to reflect any change in a student's status that occurs while the student's application or candidacy is under active consideration.
 6. Every recommendation mentioning one or more actions taken for disciplinary or academic reasons will state that doing so is mandated by College policy. The letters will place such actions in the context of the student's overall undergraduate experience at Harvard.
 7. If a disciplinary matter is pending at the time a letter of recommendation is prepared, the letter will state that a disciplinary matter is pending, and that this is being reported as a matter of College policy.

Administrative Board Actions and Letters of Recommendation

The Administrative Board has adopted the following policy with regard to recommendations for students that are provided on behalf of Harvard College.

1. Allston Burr Resident Deans, Resident Deans of Freshmen, and those acting on their behalf will answer honestly and fully all questions asked of them on admissions and fellowship applications.
2. Allston Burr Resident Deans, Resident Deans of Freshmen, and those acting on their behalf will advise students of their responsibility to answer honestly and fully all questions asked on admissions and fellowship applications.
3. Any requirement to withdraw for academic reasons must always be mentioned in all recommendations for students provided on behalf of Harvard College.
4. Any requirement to withdraw or probation for disciplinary reasons must always be mentioned in all recommendations for students provided on behalf of Harvard College.

Readmission after Requirement to Withdraw for Disciplinary or Academic Reasons

Students who have been required to withdraw will be readmitted only if they can present convincing evidence that they are likely to achieve good standing with respect to both their academic record and conduct if given a second opportunity to study at Harvard. In all such cases the student must petition the Administrative Board to be readmitted to the College, and the Board's decision will depend on its judgment of the student's readiness to resume his or her studies and to rejoin the College community.

Students required to withdraw should not assume that readmission is automatic. Rather, they must fulfill to the satisfaction of the Administrative Board the Faculty's and the Board's minimum requirements for readmission listed below, and they must also meet any special requirements set by the Administrative Board and described in the letter sent them by the Resident Dean when

they were required to withdraw. Examples of such additional, special requirements are (1) a specified level of achievement in a session of the Harvard Summer School, and (2) more than two terms spent away from the College and the Harvard campus. In certain cases, a student may also be requested to consult with Harvard University Health Services prior to return. The Administrative Board will not ordinarily approve the return of a student for the fall term whose experience in the Harvard Summer School in the previous summer has been unsuccessful or unsatisfactory. If a student is in any doubt as to the requirements for her or his readmission following a requirement to withdraw, it is the student's responsibility to contact the Resident Dean for clarification.

Students request readmission through their Resident Deans, who present the students' petitions to the Administrative Board. A petition for readmission is not normally considered before December or May prior to the term for which readmission is sought, and the petition must ordinarily be filed at least eight weeks in advance of the beginning of the term for which the student seeks readmission. **Earlier deadlines for housing and financial aid applications will pertain even though petitions for readmission cannot be considered before December or May.**

Minimum general prerequisites for readmission are:

1. A specified period of time (at the very least, one full term) spent away from Harvard College and University property.
2. Both residence and employment away from the Harvard campus for the period of withdrawal prior to readmission unless other arrangements have been specially approved in advance by the Administrative Board.
3. An acceptable record of performance for a minimum of six months of continuous,

regular, full-time paid employment at one non-academic job, with a suitable letter of recommendation from the employer or employment supervisor.

4. A satisfactory standard of conduct during the period since the student was required to withdraw.
5. Indication that the student has an understanding of the reasons for previous difficulties in the College, particularly those related to his or her requirement to withdraw.
6. Assurance that the student has adequate motivation for resuming academic work and an appropriate program of study in mind.

Note: Students who through their own decision or action of the Administrative Board have been away from College for five or more years must petition the Board for permission to register. Those planning to return to the College after an absence of five or more years will not ordinarily be eligible for scholarship aid from institutional sources. Petitions to return after an interval of five or more years must include evidence of financial resources necessary to meet all College expenses.

The Student-Faculty Judicial Board

In 1987, recognizing that there are some issues that the Administrative Board's standard procedures could not address appropriately, the Faculty established the Student-Faculty Judicial Board to hear those disciplinary cases for which there is no clear Faculty legislation or accepted precedent within this community for response. The Judicial Board hears only disciplinary cases and has no authority over administrative petitions or academic review. It uses the same range of sanctions employed by the Administrative Board. Students may get more information about the Judicial Board from the Resident Deans or the Faculty of Arts and Sciences pamphlet, *Student-*

Faculty Judicial Board, available from the Office of the Secretary of the Faculty, University Hall, Ground Floor.

Members of the Judicial Board

As with the Administrative Board, the membership of the Judicial Board reflects its mission: since decisions of this Board will become touchstones of community standards, the membership represents the community at large. Thus, the Judicial Board has twelve voting members—six faculty members and six students—who are chosen by lot according to guidelines ensuring the diversity and distribution of membership. In addition, the Dean of Harvard College and the Administrative Dean of the Graduate School of Arts and Sciences are *ex officio* nonvoting members.

Admission Materials

Occasionally candidates for admission make inaccurate or incomplete statements or submit false materials in connection with their applications. In most cases, these misrepresentations or omissions are discovered during the admission process and the application is rejected. If a misrepresentation or omission is discovered after a student has registered, or registered and completed courses, the offer of admission ordinarily will be rescinded, the course credit and grades will be revoked, and the student will be required to leave the College. If discovery occurs after a degree has been awarded, the offer of admission ordinarily will be rescinded, and the course credit, grades, and degree will be revoked. Such cases may be referred to the Committee on Admissions and Financial Aid rather than to the Administrative Board of Harvard College.

CHAPTER 4: LIFE IN THE HARVARD COMMUNITY

MISSING PERSONS POLICY

As required under federal law, Harvard College immediately will refer any missing persons report involving a student to the Harvard University Police Department. If HUPD determines that the student has been missing for more than 24 hours, then, within the 24 hours following this determination, the School, working with HUPD as necessary, will: (1) attempt to contact the student using any confidential contact information that the student may have provided to the School; (2) notify an appropriate external law enforcement agency; (3) contact any person the student has identified to the Registrar as an emergency contact; and (4) notify others at the University, as appropriate, about the student's disappearance. In addition, the School will contact a custodial parent or guardian of any missing student who is under 18 years of age and not an emancipated individual. Students are reminded that they may provide the Registrar with emergency contact information and/or confidential personal contact information if they have not already done so.

RESIDENTIAL LIFE

Office of Residential Life

University Hall, Ground Floor North

Tel: 617-495-1942; Fax: 617-495-1719

Mon.–Fri., 9 am–5 pm

The Office of Residential Life, in partnership with the Freshman Dean's Office and House system, aims to promote a living-learning community that supports the intellectual and effective growth of Harvard undergraduates. The office also provides housing forms and information about all undergraduate housing, and administers system-wide policies and procedures related to housing.

On-Campus Housing: The System and Assignments

All freshmen are assigned to dormitories by the Freshman Dean's Office during the summer months prior to their enrollment. They live in one of seventeen dormitories in or near Harvard Yard and take their meals in Annenberg Hall. The dormitories are divided into three areas, each headed by a Resident Dean. These Deans, each with a staff of two senior proctors and several resident proctors, oversee the academic progress and personal welfare of the students in their area. The Dean of Freshmen and his staff coordinate and monitor this system through the Freshman Dean's Office at 6 Prescott Street.

Each spring, current freshmen are assigned to one of the twelve residential Houses by a random lottery system. The features of the process are publicized well in advance of the lottery's administration by the Office of Residential Life, University Hall, Ground Floor North.

Resident upperclass students live in one of the twelve residential Houses. The House System is the product of the vision of Abbott

Lawrence Lowell, president of Harvard from 1909 to 1933, and is based on the model of Oxford and Cambridge Colleges. Each House accommodates 360-490 students and has a dining hall, common rooms, and facilities for academic, recreational, and cultural activities. House Masters are responsible for the overall management and wellbeing of the House community. As members of its Senior Common Room, each House also has an Allston Burr Resident Dean, faculty associates, tutors, and affiliates, some of whom reside in the House. Students with questions about the tutors' roles should consult the job descriptions in the House Offices. A program of seminars, social service activities, plays, concerts, lectures, special dinners and parties is sponsored by each House. Houses also field a variety of sports teams that compete in an intramural program. In effect, each House forms a small academic and social community within the larger context of the College and University. A thirteenth House, Dudley House, serves non-resident students and also has graduate student members. A freshman who decides to move off-campus for their sophomore year will automatically be affiliated with Dudley House.

House affiliation and residence for exchange students are determined by a random lottery prior to the student's arrival.

Housing Policy

All freshmen are required to live on campus. Most upperclass students also live in College housing; those who choose to live elsewhere must submit the Housing Contract Cancellation form.

All students living in College dormitories and Houses are required to purchase full-board contracts and be familiar with the under-

graduate housing license contract. Please refer to "Housing Guidelines" on page 134, and the following information about applying for and canceling housing:

1. At the beginning of their residence in the College, all students are required to sign a Housing Contract. This contract remains binding for all the terms a student is in residence, and is cancelled by graduation, or by the submission of a Housing Contract Cancellation form. It is renewed by the timely submission of a Returning Student Housing Application.
2. Students who are on a leave of absence or required to withdraw and intend to return to College Houses must notify the Office of Residential Life of their intention to return by filing a Returning Student Housing Application (which can be obtained at www.orl.fas.harvard.edu) by the dates given below. A student who has filed an application to return to residential housing for one term and subsequently decides to return for the following term must submit a new Housing Contract Cancellation Form and a new Returning Student Housing Application.

Deadlines	Consequences of Failure to Notify
October 13 - if student is returning for the spring term	Student will be housed on a space-available basis only, and ineligible to apply for an inter-house transfer or enter a housing lottery.
February 16 - if student is returning for the fall term	

3. Students who, while registered, have lived off-campus by choice and wish to return to their previous House of affiliation must submit a Returning Student Housing Application to the Office of Residential Life by the following dates:

October 13 - for students wishing to return to resident status for the **spring term**

February 16 - for students wishing to return to resident status for the **fall term**

4. All students who decide not to live in College housing, whether or not they are currently registered and whether or not they have signed a Housing Contract, must inform the Office of Residential Life of their intent by filing a Housing Contract Cancellation form (available at www.orl.fas.harvard.edu) by the dates given below. See "Students Who Move Off-campus" on page 132.

Deadlines	Cancellation Fee
May 17 - if not taking up residence for the fall term 2010	For cancellation fees, please see the Financial Obligations chart on page 172.
November 16 - if not taking up residence for the spring term 2010	

6. A student may leave the House system and/or the College during the academic year to take a leave of absence or move off-campus. A student's financial obligations in the event of a leave or move off-campus are detailed in the financial information schedule on page 172. See also "Room and Board Costs" on page 133.

Transferring Between Residential Houses

It is assumed that students will live, for their three upperclass years, in the House to which they are assigned during the Freshman Lottery.

Occasionally, however, students may seek to transfer to another residential House. Students who started the College as freshmen may transfer after completing two terms of residency in the House to which they were assigned. Applications are made in the term prior to when the transfer would take place (e.g., students who want to transfer in the fall apply in the spring). See the Academic Calendar for dates.

Requests for an inter-House transfer based on medical reasons are evaluated on an individual basis throughout the year. Petitions must be directed to the Accessible Education Office or to the appropriate doctor in Harvard University Health Services. Transfers between Houses for medical reasons are rare.

Students may transfer residence from the House to which they have been assigned only through the regular transfer process or by having a medical petition approved.

Housing Alternative: The Dudley Cooperative

The Dudley Cooperative provides undergraduates with an alternative to the residential houses. Students live in the two Cooperative Houses located on Massachusetts Avenue and Sacramento Street. The Dudley Co-ops are a small community of 32. Members pay a reduced room rent to the University and are responsible for the room rent until the end of the term even if they move out of the Dudley Cooperative. Members also pay a reduced board fee. The selection, preparation, and quality of food are taken very seriously. Vegetarians are easily accommodated. Breakfasts, dinners, and weekend brunches are prepared communally; lunches are prepared individually. A number of additional chores are divided among Co-op members such as kitchen and living room cleaning and food buying. Each member of a Co-op spends an average of about six hours per week on these chores. Decisions about the running of the Co-op are made by all of the Co-op

members, a practice which helps to foster a supportive and tolerant atmosphere. There are 29 student rooms, two tutor rooms, a large and well-equipped kitchen, and a living room. More information can be obtained from the Dudley House office.

Rooming Arrangements

The assignment of rooms and roommate groups for freshmen is made by the Freshman Dean's Office. Students are notified of these assignments in August. Questions regarding freshman room assignment should be directed to the Freshman Dean's Office.

Each House determines the procedure for room assignments for the upperclass students assigned to it. Sophomores beginning residence in a House receive room assignments after rooms are filled by seniors and juniors. Questions regarding room assignment for an upperclass student should be directed to the House Administrator of the appropriate House.

Changes in room assignment within a freshman dormitory or within a House must be approved by the appropriate staff. A student must notify his or her Resident Dean immediately of any change in address.

Gender Neutral Housing

Harvard College recognizes that there are circumstances in which it would be appropriate to consider requests for mixed-gender rooming groups, although the College ordinarily requires single-gender living arrangements. Thus, the Office of Residential Life may, in consultation with the Houses, permit mixed-gender rooming groups in certain circumstances, such as to accommodate students with a gender-based need (i.e., transgender students). To date, exceptions have been limited to those suites where bedroom door locks have been installed by the University, and where the bedroom occupants are of the same gender.

All occupants must voluntarily agree to the arrangements. Requests for mixed-gender rooming groups that are made to the Office of Residential Life or the Houses will be addressed and managed on a case-by-case basis, taking into account all circumstances, including space constraints.

For more information about this policy or to make a request for a mixed-gender rooming group please contact your House Administrator or the Assistant Dean of Residential Life (032 University Hall, 617-495-1942).

Married and Family Student Housing

Harvard College does not offer undergraduate housing in the Houses or dorms to married undergraduates and/or undergraduates with families. However, students who are married and/or have children may be eligible for Harvard-affiliated housing through Harvard Real Estate Services (HRES). Given the leasing period for HRES housing, students are strongly encouraged to make such a request during the spring term (by February 1) if they are requesting housing for the following academic year. Requests can be made at any time, but the ability to accommodate such requests is more limited after the February 1 deadline. Requests and inquiries related to this policy should be directed to the Assistant Dean of Residential Life (032 University Hall, 617-495-1942).

Effect of Health Issues on Dormitory or House Residence

As a residential college, Harvard takes seriously its obligation to support the well-being of all its students. This charge involves not only meeting to the greatest degree possible the needs of students whose continued residence may require reasonable accommodations in physical space or other arrangements, but also safeguarding the right of all community members to be free

from undue disruption in their academic and residential lives. In a residential college, an individual student's medical illness or behavioral difficulties affect not only the individual, but also may affect others in the community. How these issues may affect a student's enrollment is discussed elsewhere in this *Handbook* (see "Involuntary Leave of Absence," page 84). The principles of consultation outlined here are based on the central importance of preserving suitable living arrangements for all residents, while recognizing that each situation is different, and that fundamental principles, rather than ironclad rules, must govern consultation and decision-making on residential life.

Responsibilities of Health and Counseling Services

Medical care and medical decision-making are the province of clinicians. Thus, in consultation with patients, clinicians recommend hospitalization, arrange procedures, prescribe medications, conduct psychological evaluations, and recommend and implement ongoing treatment. Harvard University Health Services (HUHS) preserves the rights to privacy and confidentiality of students under their care, communicating with others about students only with those students' knowledge and consent, except as noted elsewhere (see the section on "Confidentiality and Consent," page 218).

As student health and counseling services, HUHS also acts occasionally as consultants to the College, advising College officers about individual students' needs, ordinarily with students' full knowledge and consent. Two situations that routinely call for close coordination and consultation between HUHS and the College involve relief or accommodations for students with difficulties, and leave of absence considerations. A student with a medical illness or exhibiting disturbing behavior that affects functioning may need professional evaluation of the condition to determine the appropriateness

of temporary or ongoing arrangements, relief or exception to academic requirements, or accommodations, until adequate functioning is restored. In response to a request from a student's Allston Burr Resident Dean or Resident Dean of Freshmen or the Accessible Education Office (AEO), HUHS clinicians may evaluate a student's condition and make recommendations to the College, without disclosing non-relevant information they may know independently about a student's medical or mental health condition.

College Responsibilities

The College, in consultation with the affected student, determines whether an injured or ill student, or a student exhibiting disturbing behavior, may continue in residence, and whether he or she may return to residence after a short or longer-term absence due to accident, illness, or behavioral disturbance. In situations where a student's medical illness or behavioral disturbance raises concerns about the feasibility and appropriateness of his or her residence in a dormitory or House, the College values the expert advice of HUHS or Bureau of Study Counsel clinicians and AEO in reaching its informed decision on the student's remaining in or returning to the College residence.

Questions about a student's residence (as opposed to enrollment) most often arise after a significant illness or injury that requires short or longer-term follow-up care, but may also be prompted by situations in which a student seriously disrupts others in the residential community, or requires sustained services or monitoring beyond the capacity of a college to provide or beyond the standard of care that can be expected of a college health service. Such situations include—but are not limited to—the following:

- any head injury;
- any injury or illness that affects vision, hearing, speech, memory, balance, physical mobility, or manual dexterity;

- any illness for which treatment includes medications not readily self-administered, or requiring special equipment for self-administration (IVs, for example);
- any physical or mental illness whose behavioral manifestations have significantly affected roommates or others in the community, or pose a threat to the individual or community safety as assessed by HUHS clinicians;
- any condition which requires frequent professional crisis intervention.

In such circumstances, students may not require hospitalization for clinical reasons, but the level of care and accommodation essential to their stabilization may exceed the physical resources or the appropriate staffing responsibilities of a residential college and/or the standard of care that a college health service can be expected to provide.

Procedure for Notice and Consultation

In such circumstances, and ordinarily with the student's permission, clinicians at HUHS or, if the student has been treated elsewhere, clinicians at other facilities or in private practice, will consult with the appropriate officers of the College. Depending on all of the relevant circumstances, such consultation may be initiated either by appropriate officers of the College or by clinicians at HUHS. Notice by HUHS that a student has been hospitalized or treated in an emergency department of an area hospital may prompt the College to begin a process of consultation, through which it will decide whether and under what circumstances the student may continue in or return to dormitory or House residence (see "Confidentiality and Consent," page 218). The College may also independently decide that, based on its observations or other information it has about a student, it should initiate the process of consultation with HUHS clinicians, and ascertain whether that student has been hospitalized or treated

by an emergency department. Consultation will be focused upon general information regarding concerns raised by the student's condition or behavior and requirements for continued care, in order to facilitate the College's decision about the student's capacity to maintain residence. Neither the student's medical nor mental health record will be available to officers of the College. College officers, who may consult with other affected students and responsible staff (only as necessary and in accordance with respect for the individual student's right to privacy), will then determine whether it is appropriate for the student to continue in or return to residence.

An important consideration in the College's decision whether a student may continue in or return to residence is the impact of the student's presence on the community. The College regards as unreasonable the expectation that roommates, suitemates, friends, or residential staff will take on health-care responsibilities for other students. Therefore, the College will consider unacceptable any return-to-residence plan that requires other students to monitor a student's condition or provide care. In many circumstances, HUHS routinely makes Stillman Infirmary available to a student who has received hospital-level emergency care or who is being discharged from an area inpatient facility. This use of Stillman Infirmary is time-limited and short-term only, as a means to facilitate the student's rapid and appropriate transition back to residence. Stillman Infirmary cannot serve as a rehabilitation residence for students whose recovery will be protracted.

Any student may refuse to allow consultation between his or her clinician(s) and officers of the College, but a refusal to allow consultation will not prevent the College from meeting its obligation to reach a decision regarding a student's return to or continuation in residence. In some circumstances, the level of care recommended by clinicians

may cause the College temporarily to change a student's place of residence or to deny residence, if in the judgment of College officers necessary and recommended care cannot appropriately be provided in a student residential setting or is beyond the capacity and purpose of the College to provide. HUHS may make the Stillman Infirmary available to students who are able to meet their academic obligations but are temporarily unable to reside in a dormitory or House.

Since appropriate residential accommodations and follow-up treatment take time to arrange, students who have been hospitalized should expect that consultation between clinicians and officers of the College will need to occur at least twenty-four hours prior to a student's anticipated return to residence. Both clinicians and College officers will make every effort to resolve questions promptly and, in case of disagreement, to discuss issues immediately and openly with the affected student. Ordinarily, consultation will occur between the student's attending clinician and the student's Resident Dean. In the event of disagreement, the clinician, the Resident Dean, or the student, may ask that the appropriate Chief of Service at HUHS, the House Master, the Dean of Freshmen, or another senior College official designated by the Dean of Harvard College be involved. While HUHS clinicians and officers of the College will endeavor to respect the wishes of students regarding treatment recommendations and residential arrangements, the final determination about residence in Harvard housing will rest with the Dean of Harvard College.

Consultations and Interventions for Behavioral Disturbances Due to Alcohol or Drug Abuse and Psychological Disorders

The College's concern for students' well-being encompasses the preservation of a safe environment and the proactive

provision of health resources. The College communicates to all students the availability of psychological, psychiatric, and medical resources at Harvard University Health Services (HUHS) for consultation, assessment, education, intervention, and possible ongoing treatment of behavioral disturbances arising from alcohol or drug abuse and psychological disorders. The College encourages students' voluntary use of these confidential resources, and proctors, tutors, and Resident Deans routinely refer students to them or remind students of their availability.

Hence, the College's response to students' misuse of alcohol or other drugs and to other manifestations of behavioral disturbances extends beyond response to violations of rules. In addition to disciplinary processes that address problematic behavior of the disruption of community life that often accompany or result from misuse of alcohol or other drugs and from psychological disorder, the College also promotes a climate and provides services for amelioration of these difficulties. As a result, students can, in collaboration with appropriate professionals, identify and address their patterns of substance abuse or psychological disorders that may place their own and others' health and well-being at significant risk.

Occasionally, a student with potentially significant problems in the use of alcohol, use of drugs, or behavioral manifestations of psychological disorder does not voluntarily seek help to ameliorate them. These problems often become apparent to residential staff, Harvard police, or other University officers in the form of significant disruption of life in the residential community, disturbance of personal relationships, or threats to the safety of individuals or of property. Alternatively, a student's behavioral problems resulting from substance use or psychological disorder may recur or persist over time, a situation that poses significant threat to his or her own health and well-being. In these and similar

instances, a student's Resident Dean may formally refer the student for evaluation of substance use or psychological disorder to HUHS, ideally in consultation and cooperation with the student.

In the referral the Resident Dean will communicate both to the student and to the clinician the basis of the College's concerns, and will make note of the referral in the student's file. Should the student choose to decline the referral, then the Resident Dean and senior officers of the College will assess on the basis of available information whether it is appropriate for the student to continue in residence. For exceptional circumstances, the Dean of Harvard College may, if she deems it necessary and appropriate, place such a student on an involuntary leave of absence from the College.

Should a student accept the referral, he or she will meet with a HUHS clinician, who will assess the student's use of alcohol or other drugs or psychological disorder, and make recommendations of further services to the student on the basis of that assessment. With the student's knowledge, the clinician will inform the Resident Dean of the fact of the meeting, but will disclose no other information unless the student's situation appears to pose an immediate threat to the student's own life or safety or to that of others, or unless the student requests that information be shared.

Should problems associated with substance use or psychological disorder persist after the student has met with a clinician for an assessment and has received follow-up recommendations, the student's Resident Dean may mandate the student's participation in ongoing counseling or therapy. In this case, the Resident Dean will make a formal written referral to HUHS for the prospect of ongoing counseling or therapy, and so inform the student. The referral will summarize the reasons for the College's concern and the requirement that the College be informed in

the event that the student should fail to keep appointments, interrupt counseling against clinical advice, or otherwise undermine the therapeutic process. A student will receive a copy of the written referral, and a copy will remain in the student's file.

After receiving the referral, HUHS clinicians will determine the appropriate nature and venue of services for addressing the student's substance abuse or psychological disorder. These services may include individual counseling or therapy, medical evaluation by a primary care clinician, ongoing groups for students with substances abuse or behavioral disturbances, and/or other services available to students at HUHS. As with other clinical issues, in certain instances HUHS may deem it appropriate to make a referral of the student to an outside clinician or program. In the event that the student receives ongoing services from an outside resource, that clinician or program shall inform HUHS of the student's compliance with treatment. HUHS will then have the right to communicate this information to the referring Resident Dean.

Should the student decline to participate in counseling, fail actively to engage in ongoing treatment, or continue to manifest behavioral disturbance, the College will assess whether the student may appropriately remain within the residential community and will reserve the right to terminate the student's residence, if appropriate. In this instance too, the Dean of Harvard College may, if she deems it necessary and appropriate, place such a student on an involuntary leave of absence from the College. A student placed on leave may request to return to the College when clinicians at HUHS are able to conclude, with the student's voluntary cooperation with their assessment, that the student may appropriately resume his or her participation in the College community.

Medical Clearance for Return to Residence

After a hospitalization or emergency room visit by one of its students, Harvard College will not permit that student to return to living on campus without making its own assessment of the suitability of the student returning to campus.

To better inform that assessment, Harvard University Health Services (HUHS) should be notified of any hospitalization or emergency department visit (617-495-5711). The Stillman Infirmary of HUHS is available 24 hours a day and 7 days a week to students who are temporarily unable to reside in a dormitory.

Reason for Policy

A student who is injured, ill, or exhibiting disturbing or disruptive behavior may require ongoing care. Serious alcohol- or drug-related problems, in particular, have the potential to disrupt dormitory life significantly and impair a student's ability to function academically and socially. Harvard College regards as unreasonable the expectation that roommates, suitemates, friends, or residential staff will take on health care responsibilities for other students.

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

Housing for Students Requiring Accommodation

Students for whom safety and proximity to essential locations—such as bathrooms, accessible entrances, transportation, and meals—are necessary, must make these needs known immediately following admission, or as soon as the need is clinically documented, so that proper housing arrangements can be facilitated. Students

bringing medically-related equipment should declare this to ensure adequate electrical or other considerations. In some circumstances it may be advisable to visit rooms in advance to avoid incompatible arrangements.

Clinical documentation provided to the Accessible Education Office (AEO) is always necessary to request housing assignments. Specific guidelines for such documentation may be obtained from the AEO website at www.aeo.fas.harvard.edu/. The University reserves the right to change a pre-existing housing assignment, even temporarily, if a disability-related life-safety concern exists.

Summer Occupancy of the Houses

Individual students may not reside in the Houses during the summer unless enrolled in programs conducted by the Summer School or another College-affiliated program.

Occupancy of the Dorms and Houses between Fall and Spring Terms

Students are expected to leave at the end of the fall term and not return to campus until the Houses and dorms reopen at the start of the spring term. During the first part of this period, from December 22, 2009 through January 9, 2010, Harvard College will be closed. Thereafter, from January 10 through January 22, only students with a recognized and pre-approved need to be on campus will be permitted to return to College housing.

NONRESIDENTIAL LIFE

Nonresident Students

While Harvard College is predominantly residential, some students do not live in College housing. Married students are ordinarily nonresident. Nonresident students are held to the same standards of conduct required of students living in the Houses and dormitories. They are expected to behave in a mature and responsible manner, and that expectation extends to their academic performance no less than to their social behavior.

There are three categories of nonresident students:

Commuters

Occasionally, Harvard admits to the freshman class a student who is granted nonresident status at the time of admission. These students are advised in their freshman year by the Freshman Dean's Office and participate in the activities and social programs of the Yard.

Students in this category may enter the Freshman Lottery for assignment to an upperclass residential House, provided they meet the Returning Student Housing Application deadline of February 16. They are otherwise affiliated with Dudley House in their second year.

Students Who Move Off-campus

All students desiring to move out of the College dormitories and Houses must submit a Housing Contract Cancellation form to the Office of Residential Life. This form can be found on-line at www.orl.fas.harvard.edu (see "Room and Board Costs" on page 133). Students desiring to move off-campus during the term must submit a Housing Contract Cancellation form and vacate their suite within 24 hours of submitting the form.

All freshmen who complete the fall term must enter the Freshman Lottery to receive a House

assignment before requesting approval to live off-campus. Should they decide to live off-campus in their sophomore year, they will automatically be affiliated with Dudley House.

Visiting Undergraduate Students

Those students who are admitted to Harvard as visitors for a term or a year are admitted as nonresidents.

House Affiliation

All upperclass students who choose to live off-campus after having lived in their assigned residential House may apply for affiliation with Dudley House or may remain affiliated with their residential House.

Choice of affiliation must be indicated on the Housing Contract Cancellation form. Students who elect to live in the Dudley Co-op ordinarily are required to affiliate with Dudley House.

Dudley House

Undergraduates living off-campus may elect to be members of Dudley House, which also has graduate student members. This option has appealed to a number of students, including married students, upperclassmen returning from extended leaves of absence, and students who wish to be part of a fully non-residential community.

Students who elect membership in Dudley House are eligible for meal contracts in Dudley House and are included in all social and cultural activities sponsored by the House. They are "deaned" by the Allston Burr Resident Dean for Dudley House and are advised for purposes of fellowship and professional school application by Dudley House tutors.

ROOM AND BOARD COSTS

Room and board charges, as well as late cancellation fees for the current year, are listed in "Tuition and Fees" on page 168.

A student's total financial obligation in the event of a leave of absence, requirement to withdraw, or move off-campus, can be determined from the chart on page 172. In addition to the Reservation Fee, room and board charges are prorated and continue to the day a student leaves College residence. During the academic year, cancellation of room and board charges is contingent upon submitting the proper paperwork to the Office of Residential Life. Students who move off-campus during the academic year must submit the proper paperwork to the Office of Residential Life; however, the complete Student Services fee continues to be assessed. For students who do not fall into one of the above categories (i.e., a leave of absence, requirement to withdraw, or move off-campus) but who are absent from Cambridge for whatever reason, room and board charges continue to be assessed through the end of the term. When a student moves into on-campus housing from off-campus during the academic year, room rent and board charges will be assessed from the day the student takes up residence in the College. Full board charges are prorated to the day that the student moves on campus.

HOUSING GUIDELINES

Those Who Will Ordinarily Be Housed

1. Students currently registered in the College and living in a residential House or freshman dormitory who have signed a Housing Contract by the deadline.
2. Students on a leave of absence who have filed a Returning Student Housing Application (see "Housing Policy" on page 123).
3. Students currently registered in the College who by choice are living for at least one term off-campus and who wish to return to their House of previous residence. A Returning Student Housing Application must be submitted to the Office of Residential Life by February 16 for fall term housing or October 13 for spring term housing.

Those Who Will Be Housed On a Space-Available Basis Only

Students who submit the Returning Student Housing Application after the appropriate deadline will be placed on their House's Space Available Wait List. Students should consult the House Administrator for space availability.

Housing Contract

STUDENT HOUSING LICENSE
OFFICE OF RESIDENTIAL LIFE
HARVARD COLLEGE

Licensee First Name:	Licensee Last Name:
HUID#:	Class Year:
Dorm:	Suite Assignment:

I, the undersigned Licensee, hereby accept from Harvard University a license to occupy, in accordance with and subject to the Harvard College *Handbook for Students*, other established rules and usages of the University, and the conditions set forth on this page, the living Quarters specified above or any other Quarters to which I may be at any time assigned (the "Quarters"), to be occupied only by me and such other persons as are from time to time assigned to the Quarters. **I understand that this license is good for the entire time that I am in Residence at Harvard College.** For this license, I hereby agree to pay to the University an undergraduate room/student services fee as indicated in the Harvard College *Handbook for Students* for the academic year. And I hereby agree to be bound by and to comply with said regulations, rules, usages, and conditions.

I shall have no interest or estate in the land, but only a license to occupy the Quarters assigned to me. The right to occupy the Quarters shall terminate upon my ceasing for any reason to be a full-time registered undergraduate student pursuing a course of instruction at Harvard University, in which case the fee shall be prorated in accordance with the University's policy then in effect.

LICENSEE SIGNATURE: _____ DATE: _____

CONDITIONS

One half of the fee shall be due with the first term bill for the fall term and one half of the fee shall be due with the first term bill for the spring term (unless Licensee uses another University approved payment plan). Licensee will be liable for the fee for an entire academic year, unless the University terminates the license. The University may cancel this license and reassign the Quarters if (before Study Card Day for upperclass students, before Registration for Freshmen) for the applicable term Licensee has not started or resumed his or her occupancy or if Licensee has been granted permission to live off-campus, in either of which case there may be a cancellation fee of up to one-quarter of the fee for the term.

The University reserves the right to terminate this license for any cause it deems reasonable (including without limitation when Licensee's conduct jeopardizes his or her welfare or the welfare of the community), making an appropriate adjustment of the fee. The University may also reassign Licensee to other Quarters at any time.

The University shall be under no obligation to furnish heat for the Quarters during any academic vacation. If Licensee chooses to occupy and receives permission from the House Office or Freshman Dean's Office to occupy the Quarters during any such vacation, then any temporary source of heat utilized by Licensee must be first inspected and approved by the University.

The University shall not be liable for any inconvenience, loss, or damage caused by insufficiency of heat or irregularity in the supply of electric current, or for the loss or theft of or damage to any property of Licensee or Licensee's visitors, wherever situated. Each occupant of the Quarters is responsible for the care of University property in the Quarters, and the cost of loss or damage will be assessed to Licensee and student(s) judged by University officials to be responsible. All occupants of a suite or room may be held jointly responsible for any loss or damage to the suite or room. Licensee also shares with other residents joint responsibility for the common areas of the suite, floor, entry, residence hall, or other common facilities and may be subject to joint assessment in the event loss or damage to such areas where University officials conclude that individual responsibility cannot be established. A degree will not be granted to Licensee until such assessments are paid in full.

The University reserves the right to enter the Quarters at times it deems reasonable for standards of safety and/or building maintenance. For routine inspections, students will ordinarily be notified in advance by the Building Manager.

POLICIES GOVERNING RESIDENCY IN THE HOUSES AND DORMITORIES

Disciplinary Actions

Disciplinary actions within the Houses and dormitories under College supervision include admonition, probation, and requirement to leave the premises. In the latter instance, a written warning will describe what the unacceptable behavior is, the fact that the House Master or Dean of Freshmen has the right to require the student to leave, and what steps must be taken by the student in order to remain in residence. Should the student be unable or unwilling to take the steps to improve the situation and should the student continue to behave in a manner that is detrimental to the well-being of the residential community, the House Master or Dean of Freshmen, in consultation with the Dean of the College, may then require the student to leave the premises even though he or she may continue to be enrolled in the College. A student required to leave a House or dormitory for disciplinary reasons will not ordinarily have the opportunity to return to a College residence.

Roommate Rights and Responsibilities

Personal issues, such as academic stress, alcohol abuse, depression, and eating disorders, may strain relationships in a living situation. It is both a student's right and a student's responsibility to seek help when such issues become disruptive.

Studies on alcohol abuse at colleges and universities show that there are significant secondary effects for roommates and friends of those who drink excessively. Roommates and friends report that sometimes they cannot study or sleep because they are worried when a friend gets so drunk he or she does not return home until the next

morning. Roommates often "baby-sit" for those who cannot make wise choices for themselves or who need actual medical help due to intoxication.

A student's concern about protecting a roommate's privacy, in this and other instances, should not keep him or her from getting support personally or for that other person. If a student is worried about a friend, if this concern affects living habits, he or she has the right and responsibility to seek help both personally and for that other person. It may be that the student's action spares the individual painful consequences now or later.

Sources of help:

- Proctor or deans at the Freshman Dean's Office
- Office of Residential Life (www.orl.fas.harvard.edu/)
- House resident tutor, Allston Burr Resident Dean, or House Master
- Center for Wellness, HUHS, Second Floor, 617-495-9629
- Bureau of Study Counsel, 5 Linden Street, 617-495-2581
- Mental Health Service staff, HUHS, Fourth Floor, 617-495-2042
- Mediation Service, 5 Linden Street, 617-495-2581

Noise

Every student is responsible for respectful treatment of neighbors, in the community and in the residences. In addition to every student being responsible for the maintenance of good order and reasonable quiet in his or her room, students are also responsible for

maintenance of good order and reasonable quiet in the neighborhoods in and around campus. Students shall at all times show proper regard for others. Voices, radios, televisions, stereos, musical instruments, and other audio equipment shall be adjusted so as not to disturb the community.

Guests

A person not regularly assigned to a particular dormitory or House may not be lodged in that dormitory or House for more than a brief stay without the permission of the Proctor, Resident Dean, or House Master. The consent of other occupants of the room is also always required. Food may not be shared with or given to those who are not on a board contract or who have not paid for the meal.

The College reserves the right to prohibit overnight guests when issues of security are involved.

Smoking

Smoking is prohibited in all areas of Houses and dormitories, including but not restricted to all common areas, offices, tutor residences, and student bedrooms and common rooms. Violation of this policy may result in disciplinary action and in cancellation of the Undergraduate Housing Contract. Harvard University Health Services provides education and assistance to students who wish to stop smoking. Students may contact Harvard University Health Services, Center for Wellness at 617-495-9629 for further information.

Obscene or Harassing Telephone Calls

The placement of an obscene or harassing telephone call is a criminal offense, punishable to the full extent of the law in the courts. It is treated as a serious disciplinary issue within the College.

Information from the Harvard Police is available in the Freshman Dean's Office and the House Offices for anyone receiving such a call.

Nonpayment of Telephone Bills

For calls other than Centrex and 911, telephone service may be deactivated for accounts that have payments overdue by sixty days or more. It is not possible for the University to deliver messages to students whose service has been disconnected. In response to the concerns of parents who may attempt to call a telephone number that has been temporarily disconnected, the University will inform them that the line has been disconnected for nonpayment and advise them to use an alternate means of communication. Life or death emergencies will be referred to the Harvard Police Department. The University does not allow a student to graduate until all indebtedness is satisfied.

Other Residences

Because College housing is limited, a student may not hold a room in a House or dormitory during term time if it is not his or her main residence for that period.

Care of Residential Property

As part of the care of the buildings under College supervision, students must observe the following specific regulations.

1. Residents are responsible for reporting in writing any damages to their suite (beyond normal wear and tear) to their Building Manager within one week following registration. Any unreported damages found in the suite after this time will be assumed to be the responsibility of the current residents of the suites and they will be term billed to pay for the cost of any repairs. Residents are not permitted to paint their rooms or suites.

2. While decorating their rooms students must be careful not to attach anything to the walls or to other surfaces in a way that causes damage or leaves any marks. Upon request, the Building Manager will provide students with molding hooks, wall mounting tabs (e.g., 3M), or an adhesive gum (e.g., Hold-it). Students are advised that use of any other methods (tape, tacks, nails, hooks, etc.) will result in a charge on the term bill.
 3. The installation of any temporary room partition must conform with the regulations outlined in the Office of Physical Resources student room partition policy and be specifically authorized by the Building Manager. Unauthorized partitions will be removed immediately and the students responsible will be term billed for the cost of removal.
 4. Rooms will be inspected periodically during the year and at the end of each academic year. Charges will be levied for violations of rules and repair, including removal of excess trash and scrubbing of heavily soiled walls and floors; these charges will be added to the occupants' term bill. If in the course of performing inspections, repairs or maintenance in a student suite a staff member comes across a prohibited cooking appliance or other safety hazard, he or she will report the item to the Building Manager. The Building Manager will provide the student with notice of the violation and re-inspect the room within two weeks' time. If the violation remains in the student room, the Building Manager will remove and dispose of the offending appliance or materials.
- dormitory. If there is a security guard on duty in the House when the problem occurs, he or she should be notified. After hours, and if the Building Manager is not available, or in cases of serious emergency, the problem should be reported to Facilities Maintenance at 617-495-5560.
2. All students are urged to be especially mindful of energy consumption as energy costs are a significant portion of annual room fees. The following simple actions will reduce energy consumption: using computer power management software and turning off computers when not in use; turning off lights and other appliances when last to leave a room; closing windows and storm windows during cold weather; moving furniture away from radiators and adjusting the radiator (most radiators in Houses have adjustable valves that allow control of the level of heat in the room) to a comfortable temperature. Occupants should never turn radiator valves all the way to the "off" position or leave windows open during cold weather, since they may be held responsible if pipes freeze because of these actions.
 3. Rooms in the Houses or dormitories that are overheated or unusually cold should be brought to the attention of the Building Manager so that the necessary alterations can be made by Facilities Maintenance. Space heaters are prohibited without the permission of the Building Manager since they are fire hazards and expensive to operate.

Maintenance and Energy Conservation

1. All building maintenance problems should be reported to the Building Manager's office for the House or

Recycling

Recycling is mandatory in Cambridge. Students must bring all trash and recyclables to the designated recycling area in each House or dormitory, and should do so regularly throughout the term. Materials

should be sorted into trash, mixed paper, commingled container, and battery receptacles.

- Mixed paper includes newspapers, magazines, phone books, white and colored office paper, junk mail with window envelopes, paper with metal staples or spiral bindings, paper with small bits of adhesive tape and flattened cardboard. The mixed paper bag or barrel should not contain food wrappers, tissues, cups, pizza boxes, plastic wrappers, or trash. Please make a dedicated effort to reuse and recycle paper, as paper is a major component of University waste.
- Commingled containers include cans, jars, cardboard beverage containers and bottles made of glass, metal, or plastic. All caps and lids should be discarded, and containers should be emptied and rinsed before they are deposited in the receptacles. Liquids remaining in containers significantly complicate recycling and waste disposal.
- Batteries of any kind, including those for laptops, cordless phones, pagers, radios, Walk-mans, etc. must be recovered for safe disposal. In the Yard, batteries can be left at the battery recycling bin in each trash/recycling room. In the Houses, batteries can be left at the Building Manager's office.

In addition to recycling, students are encouraged to reduce waste by purchasing and printing carefully and reusing paper, mugs, furnishings, and other equipment. Direct benefits of recycling to students include contributing to University financial savings which can be translated into student programs, raising Harvard's standing in national recycling competitions, forming sound habits for the future, and contributing to a cleaner and healthier world.

For questions about recycling and waste reduction please call the University Operations

Services Recycling Hotline at 617-495-3042 or refer to the University Operations Services Recycling & Solid Waste Removal website: www.uos.harvard.edu/fmo/recycling/.

Resource Conservation

Undergraduates play a key role in University efforts to reduce greenhouse gas emissions and move toward an environmentally sustainable campus. Student cooperation and leadership in areas of energy use reduction, solid waste reduction and recycling has and will continue to help further FAS environmental stewardship goals for Houses and dorms.

Undergraduates in residence are urged to integrate resource efficiency and environmental responsibility into their daily life in the Houses and dormitories. Above-mentioned expectations include: recycling all recyclable containers and papers; properly disposing of toxic materials such as batteries; reporting leaks immediately; turning off lights and appliances when not in use; and reducing heat waste in the winter. Other community standards include: using computer power management software; purchasing energy-efficient appliances; taking only as much food as one will eat in the dining hall; and using warm or cold water rather than hot for most laundry loads. Consult the Harvard Green Campus Initiative (www.greencampus.harvard.edu) for further information on campus greening activities.

Questions about recycling may be addressed to the University Operations Recycling Hotline at 617-495-3042.

Care of Furnishings and Personal Property

1. Students are responsible for all University furniture provided in their rooms or apartments. If students in the Houses or dormitories decide not to use some pieces of furniture, they must store them within the building at the direction of

- the House Building Manager or the manager of Freshman Dormitories. In the DeWolfe Street buildings, furniture storage is not available. Written instructions about the process will be made available during move-in. Students are also responsible for returning any stored pieces to the room before they vacate it. Failure to do so will result in a moving fee.
2. Students may obtain a bed board or bunk bed guardrail for health or comfort from the House Building Manager or the manager of Freshman Dormitories. The student must sign a form agreeing to be charged the cost of replacing the bed board or bunk bed guardrail if it is not returned by the end of the academic year.
 3. Waterbeds are prohibited in College buildings.
 4. Furnishings for the House and dormitory common areas may not be removed for students' personal use. Building Managers will remove such furnishings from student rooms when found. Students will be assessed the cost of removing the articles, and the incident may be brought to the attention of the Administrative Board for appropriate disciplinary action.
 5. Students who bring articles of personal property onto the premises of the University do so at their own risk. The University assumes no responsibility and shall not be liable for any articles, including mail or parcels sent to students that are damaged, lost, stolen, or left behind after vacating. The University urges students to leave valuables at home or to obtain appropriate property insurance. The University recommends obtaining private insurance if your belongings are not covered by your family's homeowner's or renter's insurance policy. You may contact the Office of Risk Management for advice regarding insurance options available to Harvard students.
 6. Retrieval of personal property (jewelry, contact lenses, etc.) from sink, shower, toilet and bathroom drains is the financial responsibility of the student requesting retrieval. He or she will be term billed \$50 for the cost of the plumber's time necessary to retrieve the object. This charge applies even if the plumber is unable to retrieve the lost item.
 7. Students must maintain their personal furnishings in a decent state of repair, and remove them from the suite at the time of vacating. Any furnishings that might cause a fire hazard or injury to the cleaning staff must be removed on request.
 8. Students may keep refrigerators in their rooms for personal use if the units meet the following specifications: dimensions not to exceed 36" high x 24" wide x 24" deep; weight not greater than 85 lbs. Building Managers will have a list of some models meeting the guidelines.
 9. It is the students' responsibility to supply their own telephone equipment, or to rent such at the time they apply for service. All suites are equipped with jacks that accommodate the modern plug-in (modular) cords.
 10. Bicycle racks are provided for active use, not for long-term storage. Bicycles left on racks for extended periods of time, or which appear to be unusable may be removed from bike racks. Check with your Building Manager or Quad Bikes for availability of seasonal storage.

Security and Access

1. For the protection of students, their belongings, and University property, doors must be locked at all times.
2. Students will be asked to sign a receipt for the coded keys issued for their House or dormitory and, when applicable, their mailbox. Students are responsible for returning these keys, ordinarily in an envelope provided at the time they give up occupancy. Students must request replacements for lost keys from the Building Manager. Each replacement during the term costs \$10. A \$25 charge is assessed for each key not returned in the manner detailed above when a student vacates a room or suite.
3. When students lose their keys along with some form of identification, the lock to their suite will ordinarily be changed as soon as it is feasible to do so. An exception will be made in those cases where there is no possibility that the keys can be retrieved. Students will be charged a fee of \$100 for the lock change. For those students residing in DeWolfe apartments, these charges will be assessed by Harvard Real Estate Services.
4. The University must have access to all student suites and the rooms within them. Therefore, students are forbidden to install locks or any other security device (e.g., slide bolts, drop chains, hook and eyes) to any doors of their suite.
5. Unauthorized or inappropriate possession of any key or passkey, reproduction of any key or passkey, or interference with locks or other security devices is prohibited and makes a student liable to disciplinary action by the Administrative Board and/or criminal prosecution.

Health and Safety

1. In accordance with College fire safety policy, cooking appliances are prohibited in any room or apartment not equipped with kitchen facilities. One exception to this rule is made for the product called Micro-Fridge, which can be purchased from the manufacturer, Micro-Fridge, by calling 800-577-8041 or on-line at www.collegerefrigerators.com/. Models MH-2.7TP, MF-3TP, and MF3.6TP are all permitted in student rooms.
2. No student may keep an animal in a building owned or leased by the College.
3. Trash must be placed at all times in appropriate containers. Students are required to dispose of their trash according to the particular guidelines established for each residential building by the Building Manager and the Custodial Division.
4. No chemicals, solvents, grease, paint, or toxic or hazardous substances may be disposed of in the sink, toilet, or shower drains. Students must contact the House Building Manager regarding proper disposal of such items.
5. Students are not allowed on the roofs or any roofing surfaces of any building.
6. Students are not allowed on fire escapes except in the case of fire or other emergency.
7. Occupants of rooms must not place objects, including, but not limited to antennae, satellite dishes, or plants on outside walls, window sills, window frames, roofs, fire escapes, or ledges. Decorations are ordinarily not permitted on the outside of buildings. Exceptions require the approval of the respective House Master or Dean of Freshmen and Building Manager.

8. Students may use electrical devices, such as hairdryers and electric razors, only if they comply with the standards of the National Electrical Code, Underwriters Laboratories, and Massachusetts laws and regulations, and are not cooking appliances, as stated in item 1 above.
 - Appliances must not be connected to light sockets.
 - Do not daisy chain or plug multiple outlet strip plugs or surge protectors together.
 - No spliced cords are allowed.
 - Extension cords and stereo speaker wiring must be in good condition and of adequate wire gauge.
 - Extension cords and stereo speaker wiring must not be attached to wall or floor surfaces, run through doorways or partitions, or be covered by rugs.
9. Refrigerators may not be installed in closets or bathrooms or covered with blankets or tablecloths. Cords for refrigerators must comply with item 8 above.
10. The House Building Manager may request inspection by Facilities Maintenance electricians of any electrical device brought to the College. Should Facilities Maintenance declare the device unsafe for any reason, it must be removed immediately from College housing.
11. The installation of air conditioners is forbidden without the written approval of the Accessible Education Office.
12. Students may use equipment for capturing direct broadcast satellite signals only if the installation of these devices does not cause damage to College-owned property and if the installation is performed in accordance with items 5, 6, and 7 above. External antennae, dishes, etc. are prohibited. Students with questions should consult the House Building Manager or the manager of Freshman Dormitories.
13. All halogen floor lamps are prohibited. Students are urged to be thoroughly familiar with "Fire Safety Regulations, Instructions, and Procedures" on page 144.

Storage and Vacate Procedures

1. Bicycles may be stored in the Houses and dormitories only within guidelines established by each House Building Manager. In no case may a bicycle obstruct a corridor, stairway, or path of emergency exit.
2. Motorcycles or scooters are not allowed in any College building.
3. Students who take a leave of absence or are required to withdraw may not store any belongings with the University.
4. Graduating seniors must remove all personal belongings by the date established by the College administration. For seniors graduating in May this will ordinarily mean by 5 pm of the Friday following Commencement. Any belongings left after that time will be disposed of by the University.
5. Students living in the Houses or dormitories who are leaving in the spring and intending to return to residence in the fall may store belongings in designated areas during the summer in accordance with general guidelines issued by the College. The amount of storage space each student may use is limited to 12 cubic feet of boxed or packaged materials. Students are permitted to store furniture on a space-available basis. The College does not guarantee the availability of furniture storage. Storage will not necessarily be in the House or dormitory where the student

resides. Students assume the risk for all items stored at the University. Since the University will not be responsible for any loss, theft or damage, students are strongly urged not to store items of significant value, important class notes, etc., or to insure them if they must leave them. Students are not permitted to store items that are banned from use in the Houses and dormitories such as halogen lamps, microwave ovens and any other cooking appliances. Per order of the City of Cambridge Fire Department, no items may be stored in basement hallways, stairwells, or any other emergency egress route. Items left in any of these areas will be disposed of immediately. Students who live within 150 miles of the College will not be permitted to store their belongings.

6. There will be no access to stored belongings until the Houses officially open in the fall, with the single exception of students attending Harvard Summer School. Stored articles will be held until Study Card day (except in designated areas that must be cleared by Study Card day). Stored articles that are not removed by the appropriate date will be considered abandoned. The University will then donate the items to charity, sell them, or use them for House purposes.
7. Students moving out of College housing must remove all personal belongings at the time of departure. Rented refrigerators must be returned to the rental agency before the student leaves. All trash must be removed. The cost of removing excess trash, disposing of abandoned furniture and belongings, and performing extraordinary cleaning of rooms after students' departure will be charged to departing occupants.

FIRE SAFETY REGULATIONS, INSTRUCTIONS, AND PROCEDURES

Fire: 911

University Police: 617-495-1212

Regulations

A student who violates any of the fire safety regulations set forth on page 106 or the fire emergency procedures below, including those pertaining to the abuse of fire alarm, smoke detector, or fire extinguisher systems, will be subject to disciplinary action, including requirement to withdraw.

Fire Emergency Procedures

Any smoke detector in a stairwell or corridor can initiate a general alarm when a predetermined concentration of smoke reaches it. This alarm has the same sound as the alarms initiated manually and is a signal to leave the building. Each room or suite is typically equipped with a 110-volt AC smoke detector. If activated, the alarm sounds in that room only. If there is a fire, go to the nearest exit, pull the fire alarm at the pull station, and leave the building.

If You Find a Fire

1. Sound the alarm by activating the nearest fire alarm pull station and call the Fire Department at 911 from a safe location. You can also call 617-495-5560, the University Operations Center, who will notify the Fire Department, HUPD, a University fire safety mechanic, the Building Manager, and other key personnel.
2. Alert your neighbors only if you can do so without delaying your exit.
3. Leave the building immediately, close doors behind you as you exit the building and proceed to the designated emergency evacuation meeting location.

4. If you have information on how the fire started or how the alarm was activated, report it to the Fire Department.

Do not try to put out the fire. Use your common sense. Your safety is more important than property.

If the Alarm Sounds

Do not delay evacuation or assume that this is a false alarm. Immediately begin to exit the building.

1. Feel the door. **If it is hot, do not open it.** Stay in your room. Put a towel or blanket (preferably wet) under the door to keep the smoke out. If your telephone works, call the Cambridge Fire Department at 911. Also call the Harvard University Police Department at 617-495-1212 to let them know where you are. Attract attention to yourself. Hang a sheet or something out the window.

If the door is not hot, open it slowly. If smoke and heat fill the hall, close the door, stay in your room, and call for help.

If you can safely leave your room, take your key and close your door behind you. Exit by the nearest clear exit stairway. Do not use the elevator – it may fail in a fire or be automatically recalled to the ground floor. **Failure to leave when an alarm sounds, unless there are safety reasons for not doing so, is a punishable offense.**

2. If you encounter smoke on your way out, stay low and crawl if necessary. You are more apt to find breathable air close to the floor. Cover your nose and mouth with a wet towel or wet handkerchief, if possible.
3. So that you may be accounted for, go to the predetermined emergency evacua-

tion meeting location. Do not attempt to reenter the building until the Fire Department gives permission to do so.

4. Do not attempt to reenter the building until the Fire Department gives permission to do so.

Fire Safety Instructions

1. Do not overload wiring. Appliances should be plugged into wall outlets, never connected to light sockets. Extension cords should be Underwriters Laboratories or National Electric Code approved cords in good condition and of proper rating. Do not splice extension cords; never run them through doorways or partitions, or cover them with rugs.
2. Use fireproof draperies. Limit the number of flammable decorations and keep your room neat and clean.
3. The use of candles and other sources of open flame is prohibited in House and dormitory rooms. Menorahs may be lit only in House common areas and only with the approval of the House Master. They must always be attended.
4. It is illegal to use fireplaces, as they can present a safety hazard to all occupants.
5. **Cooking equipment is prohibited.** The City of Cambridge forbids cooking in any room or apartment not equipped with permanent cooking facilities.
6. **Know emergency escape routes: fire doors, window exits, and fire escapes. Never block emergency escape routes or block open or prop open any fire doors. Emergency exit doors within rooms/suites shall not be blocked on either side by furniture or obstructions of any kind.**
7. Student participation in annual fire drills is mandatory.
8. If you have information on the cause of a fire alarm activation, report informa-

tion to tutors, House Masters, or the Fire Department representatives.

For further information, contact the Department of Environmental Health and Safety, 46 Blackstone Street, Cambridge, 617-495-2060, or visit their fire safety website at www.uos.harvard.edu/ehs.

Carbon Monoxide

Select rooms may be equipped with carbon monoxide detectors. Carbon monoxide (CO) is an invisible, odorless, tasteless and non-irritating gas created when fuels (e.g. gasoline, propane, natural gas, oil, and wood) are burned. Improperly vented appliances used for heating and cooking can be sources of carbon monoxide. The Commonwealth of Massachusetts requires residential buildings with carbon monoxide-generating appliances to be equipped with carbon monoxide detection devices and alarms.

Common symptoms of carbon monoxide poisoning are headaches, runny nose, sore eyes, and are often described as "flu-like symptoms." Higher-level exposure symptoms may include dizziness, drowsiness, and vomiting. Extreme exposure to carbon monoxide can result in unconsciousness or death.

Carbon Monoxide Alarm Instructions

The carbon monoxide alarm will sound four quick "chirps" every few seconds, indicating that carbon monoxide is present.

1. Everyone in the immediate area of the alarm must immediately move to fresh air outdoors. If anyone is experiencing symptoms of carbon monoxide poisoning, call 911 or Harvard University Police Department, 617-495-1212.
2. If there are no symptoms of carbon monoxide poisoning, call the University Operations Center, 617-495-5560, for instructions and assistance. Remain outside until directed by the Police or Fire Department that it is safe to re-enter the building.

POLICE DEPARTMENT

www.hupd.harvard.edu

Chief/Director, Francis D. “Bud” Riley
1033 Massachusetts Avenue, Sixth Floor

Police Assistance: 617-495-1212

Business Line: 617-495-1215

**Criminal Investigation Division:
617-495-1796 or 617-495-1212**

The mission of the Harvard University Police Department (HUPD) is to maintain the safety and security of all students, faculty, staff, and visitors of the University. The HUPD is a full-service police department (comprising a Patrol Division, Criminal Investigation Division, and Dignitary Protection Unit) that includes police officers, detectives, civilian communication dispatchers, and support and administrative personnel. The police officers are sworn special State Police officers with deputy sheriff powers and attend the same police academy as Cambridge Police officers. With a few exceptions, such as homicide, the HUPD has primary jurisdiction over all crimes occurring on University property. The Department maintains a good working relationship with Cambridge Police, Boston Police, Massachusetts State Police, and numerous other local and federal law enforcement agencies and, when appropriate, coordinates responses to particular incidents and events.

Some core functions of the Department are:

- responding to criminal incidents;
- checking on the well-being of students, faculty, and staff;
- responding to disturbances; providing escorts;
- taking reports of lost and stolen property;

- responding to lockouts;
- investigating suspicious activity;
- responding to alarms; and
- investigating trespassers or unwanted guests.

In addition to these activities, officers present safety and security information at community meetings, make presentations at student and new employee orientations, teach self-defense classes, register laptops and bicycles, and initiate informal contact with students, faculty, and staff while patrolling on foot, bicycles, and motorcycles, and while eating in the dining halls. HUPD officers are approachable and committed to keeping the Harvard community safe and secure.

To fulfill its mission, the HUPD has adopted a community-oriented problem-solving (COPS) philosophy. The core components of the philosophy are prevention, partnerships, and problem-solving. HUPD officers are problem solvers, as well as law enforcers, who work in partnership with the community to address and solve problems. Through these partnerships and collaborative problem-solving, officers deal with problems, prevent crime, and help maintain a community free of disorder. Partnerships are the foundation of effective problem-solving and crime prevention. To help build, maintain, and strengthen these partnerships within the University community, the Department is divided into six geographically-based teams (Yard, North Yard, Radcliffe, Allston-Watertown, River, and Longwood). Because they have small areas of responsibility, officers have the ability to build relationships with the community and become familiar with problems specific to that area through increased communication and interactions.

Annually, the HUPD produces a report that outlines the University's campus safety and security policies, procedures, and practices. The publication, "Playing it Safe," describes programs and services designed to promote safety and security and to help members of the Harvard community prevent and report crime. This report also includes crime statistics for the campus area. A copy of "Playing it Safe" can be found on-line at www.hupd.harvard.edu. Students and their parents or guardians are strongly encouraged to read and discuss with each other the information provided in "Playing it Safe."

The HUPD disseminates community advisories and crime alerts after a serious or violent crime that may pose a continuing public safety threat is reported to the HUPD or local police departments. Also, in the unfortunate event of a life-threatening, campus-wide emergency, the University has a text-messaging notification system in place, along with other communication capabilities. Students are encouraged to sign up for the service (at message.harvard.edu/) during registration.

It is important for students to remember that the University is located in an urban setting; therefore, we share many of the crime and safety issues that exist in any city. Violent crimes do occur but are relatively rare. However, the vast majority (95 percent) of crime on campus is property crime. Most of the property stolen is left unattended in public areas or in unlocked rooms or offices. Thieves are constantly looking for unattended, easily transportable, and valuable property. For example, laptops, cell phones, and iPods are both easily transportable and valuable. The best way to prevent these and other expensive items from being stolen is to never leave them unattended in a public setting.

To maintain the safety and security of the University, the HUPD and the community need to work together. Therefore, the HUPD

offers the following advice and tips to students and other community members. Crime prevention includes calling the HUPD when you observe suspicious activity, calling if you are the victim of or become aware of a criminal incident, and informing the Department of potential public safety issues. Together, the HUPD and the community can maintain a safe and secure environment for the pursuit of education and scholarship that brings people to Harvard University. The HUPD strongly encourages community members to incorporate the following actions into their daily routine to keep themselves and their residences safe.

- When you leave your room, office, or vehicle, even for a moment, always keep your doors and windows locked.
- Never leave your purse, wallet, book bag, laptop, or other property unattended even for a moment.
- When locking your bicycle, use a steel "U" lock rather than a cable lock. Lock the frame and tire together to a stationary object. Trust your instincts. Be careful when people stop you for directions, request money, or ask you for the time. Always reply from a distance; never get too close to the car or the person. If you feel uncomfortable about someone near you, head for a populated area and call the HUPD.
- Know the locations of blue light emergency phones on campus.
- If you are out after dark, use only well-lit routes or Designated Pathways, make use of shuttle buses, the escort van, or the walking escort (HUCEP), and travel in groups when possible.

- Look confident when you walk. Make eye contact with passersby, and keep a firm grip on your property.
- Carry your keys in your hand so you can quickly get into your car or home.
- Keep possessions in your vehicle out of sight (in the trunk).
- Although it seems courteous to open doors for others, especially persons carrying groceries or packages, do not open residential doors for strangers.
- Attend a safety talk given by an HUPD officer.
- Register your laptop.
- Register your bicycle.

Personal Protection

No one can consistently predict when and where crime will occur or who its victims will be. Because crimes against individuals can and do take place, even in broad daylight, students are urged to remain aware of their surroundings at all times. By being alert, one is more likely to avoid impending danger. In addition, the HUPD offers rape prevention workshops entitled Rape Aggression Defense (RAD). The objective of RAD is to develop and enhance the self-defense options for women. Additional information can be found at www.hupd.harvard.edu/prevention_defense.php.

Residential Security

Students are reminded to always lock their doors even if leaving their room for a moment, never prop open doors, never allow visitors to “piggyback” with them when entering their residence hall, request that visitors identify themselves prior to opening the door, and never leave notes indicating one’s absence. Additional crime prevention tips can be found at the HUPD Website (www.hupd.harvard.edu). Students are encouraged to call the HUPD at 617-495-1212 if they observe someone acting in a suspicious manner.

Blue Light Emergency Phones

Police assistance phones have blue lights above them for easy identification, and can be found in outdoor locations across the entire campus. They should be used to report suspicious activity, a crime in progress, or any emergency. When a call comes in from one of these phones, the dispatcher will identify the location of the phone being used and dispatch police and other security personnel as necessary.

In order for the Harvard University Police Department to maintain a safe and secure campus it needs the help of the community. If you follow the advice below, you will be doing your part to ensure your safety as well as the safety of the entire Harvard University community. Additional information on all of the topics below can be found at www.hupd.harvard.edu.

- Read “Playing it Safe.”
- Sign up for MessageMe.
- Know the HUPD urgent number (617-495-1212) and store it in your cell phone speed dial.
- Actively participate in maintaining a safe and secure campus by adopting the “If You See Something, Say Something” philosophy.
- Call the HUPD immediately if you observe suspicious activity or if you are victimized. Familiarize yourself with the Designated Pathways (see www.hupd.harvard.edu/designated_paths.php) throughout campus and the location of blue light phones.
- Adhere to the crime prevention tips above.
- Store your “In Case of Emergency” (ICE) contacts in your cell phone.
- Watch the HUPD “Partnership for a Safe Community” video.

In addition, university Centrex phones (gray) placed at outdoor locations can be used to contact HUPD at 617-495-1212. If you have any questions about accessibility to these phones, please contact the University Disability Coordinator at 617-495-1859.

Traveling at Night

The HUPD strongly encourages all students to be vigilant at all times and take appropriate precautions, such as walking with others, using the designated well-lit pathways as noted in the student telephone directory, and using the shuttle buses, evening van service, and walking escorts (the Harvard University Campus Escort Program/HUCEP) whenever possible. Information on shuttle buses, vans, and the overnight shuttle/van extended service can be found on the University's Transportation Services website (www.uos.harvard.edu/transportation/shu.shtml) or by calling 617-495-0400. A HUCEP walking escort can be requested at 617-384-8237. The hours of operation for HUCEP are 10:30 pm–2 am, Sunday through Wednesday, and 10:30 pm–3 am, Thursday through Saturday.

Your Emergency Contact Information

The HUPD recommends that all students, faculty, and staff take a moment to enter at least two emergency contacts into their cell phone address book under the acronym ICE (In Case of Emergency). ICE contacts should include a first name and specific relationship, for example: ICE - Sondra (mom) and ICE – Eileen (wife).

In the event of an emergency, this would assist public safety officials in contacting the appropriate person immediately. These entries would also make it easier to return lost or stolen phones to their proper owners.

Whistles and Shriill Alarms

Safety whistles are available for FREE at HUPD headquarters (1033 Massachusetts Avenue, Sixth Floor). Shriill alarms can be purchased at 1033 Massachusetts Avenue for \$10.

Emergency Communication

In the event of an emergency, the University and HUPD have at their disposal a wide variety of communication tools in order to reach out rapidly and efficiently. These include: email, 617-496-6397 (NEWS), a call-in emergency line available in the event of an emergency, school and university web pages, text and voice messaging, and a special website, www.emergency.harvard.edu, which is activated at the time of major emergencies.

MessageMe Emergency Text Notifications

MessageMe is a communications system designed to send text messages to the cell phones of students, faculty and staff in the event of a life-threatening, campus-wide emergency. It is a system that complements the other emergency communications capabilities the University has in place which include emergency websites, broadcast email, phone conference bridges, and voice messaging systems

Any person with a Harvard ID is eligible to sign up for the MessageMe service. He or she must have a cell phone that is equipped to receive text mail messages. Users of the service are required to update their contact information annually at the start of the academic year by logging on to <http://messagememe.harvard.edu>. Members of the Harvard community are not required to sign up for the MessageMe service.

Community Advisory/Crime Alerts

The HUPD disseminates community advisories and crime alerts after a serious or violent crime that may pose a continuing public safety threat is reported to either the HUPD or local police departments. Community advisories are distributed to the entire University community, whereas crime alerts are disseminated only to the relevant population of students, faculty, and staff. The community advisories and crime alerts

are disseminated directly to Harvard College students in an effort to notify the community as quickly as possible, should a potential threat to public safety arise.

Sensitive Crime Unit

Personnel from the Department's Sensitive Crime Unit are available 24 hours a day. Members of the unit have been trained to investigate sexual offenses and to be aware of the trauma associated with such incidents. Each case is approached in a sensitive manner. The Department's Sensitive Crime Unit may be reached by calling 617-495-1796 from 8 am to 4 pm, Monday through Friday. At all other times, the HUPD emergency number, 617-495-1212, should be used.

Rape and Indecent Assault and Battery

According to Massachusetts General Laws, Chapter 265, Section 22, rape is defined as follows:

Having sexual intercourse or unnatural sexual intercourse with a person and compelling such person to submit by force and against his/her will, or compelling such person to submit by threat of bodily injury....

Rape may occur between people who know each other and between people who have previously had consensual sexual relations. Also, under Massachusetts law, both men and women may be the victims or the perpetrators of rape. If a perpetrator intentionally has physical contact of a sexual nature with the victim without the victim's consent, the perpetrator can be charged with the crime of indecent assault and battery. Such contact may include touching a woman's breasts or buttocks, or touching the pubic area of a man or woman. Indecent assault and battery is a felony that may be punishable by up to five years imprisonment.

If you are uncertain as to whether a situation constitutes a rape or indecent assault and battery, please consult with either the HUPD, the Office of Sexual Assault Prevention and Response (OSAPR), Harvard University Health Services (HUHS), your Resident Dean, a designated Sexual Assault/Sexual Harassment (SASH) Adviser, or other helping resource to get information and support and to determine whether a crime has been committed.

Massachusetts General Laws and University policy seek to protect victims of rape, sexual assault, and other sex offenses, and they encourage the reporting of such crimes to responsible University officials. These officials include HUPD, OSAPR counselors, HUHS counselors, SASH Advisers, your Resident Dean, or any other University counselor. Reporting the incident to local police is also an option, and assistance is available in notifying these authorities.

If you have been the victim of a rape or indecent assault and battery, the HUPD strongly recommends one of the following:

- Call the HUPD at 617-495-1212 or 617-432-1212 (Longwood Campus) to report the incident. HUPD can arrange for an officer to transport you to HUHS, whether or not you decide to file a police report. You may call and request transportation to HUHS without divulging that you have been raped or sexually assaulted. Simply request a medical transport to HUHS and an officer will respond.
- Call the Office of Sexual Assault Prevention and Response at 617-495-9100. OSAPR provides 24-hour-a-day, confidential support and information to student survivors of sexual violence over the phone or in person. The OSAPR staff is trained to provide options, listen supportively, and provide referrals to services on campus and off-campus.
- Seek medical assistance weekdays at

HUHS, Holyoke Center, 617-495-2138, or evenings and weekends at HUHS/ After Hours Urgent Care, Holyoke Center, 617-495-5711.

- Seek counseling assistance weekdays at HUHS Urgent Care, Holyoke Center, 617-495-5711, or evenings and weekends at HUHS/After Hours Urgent Care, Holyoke Center, 617-495-5711.

Getting Help

Students will find their Resident Deans, the College Dean's office, and the Office of Sexual Assault Prevention and Response (OSAPR) helpful and supportive. These offices will provide assistance in changing academic and living arrangements in response to the incident if appropriate. You are strongly encouraged to report instances of rape or indecent assault and battery to these or other University officials. The Office of Sexual Assault Prevention and Response and schools within the University offer a variety of written materials, workshops, and other activities to promote awareness of the seriousness of sexual offenses, including rape, acquaintance rape, and indecent assault and battery. For more information on OSAPR and the resources offered please call 617-495-9100 or visit www.fas.harvard.edu/~osapr/.

Options for Further Action

Prosecution As a victim of rape or indecent assault and battery, you may want your assailant identified, apprehended and prosecuted in court. If you choose to proceed in this manner, notify HUPD immediately for assistance and guidance.

Non-Prosecution You may also choose not to prosecute your assailant. There is no law in Massachusetts requiring a rape victim to prosecute.

Disciplinary Procedures If the alleged offender is a Harvard affiliate, you may report the incident to a University officer to file a complaint against the perpetrator under the applicable Harvard disciplinary procedure.

The Dean's Office, Office for Student Affairs, or Human Resources Office in your school or department can provide advice. You may initiate a disciplinary process whether or not you seek to prosecute.

Reported rape and other sexual misconduct by students, faculty, or staff are grounds for initiating disciplinary procedures. Since these procedures vary among schools and administrative departments, you should consult the Dean's office in your school or the appropriate administrative office in your school or department for information on applicable processes.

The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding. University-imposed sanctions for rape, sexual assault, or other sex offenses will vary depending on the nature and severity of the offense, and may include penalties up to termination of student status or Harvard employment. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

Resources for Advice and Counseling

The University and various social service providers in Cambridge and Boston offer a range of counseling and support services for victims of rape and indecent assault and battery. If you choose not to take advantage of these resources immediately, at the very least you should find a friend, counselor, or other support person to comfort you and to help you deal with the experience. That person should be with you throughout the crisis situation and follow-up, and should help you regain a sense of control over events.

Harvard Resources The staffs at HUPD and HUHS are well trained to aid students, faculty, and staff who are victims of rape or sexual assault. In addition, each school has administrative officers and counselors available to help. These individuals can be identified through the office for student

affairs in each school, or through the Harvard College Dean's Office. Other on-campus resources include:

- Office of Sexual Assault Prevention and Response (OSAPR): 617-495-9100
- Amanda Sonis Glynn: 617-496-8110
- HUHS Bureau of Study Counsel: 617-495-2581
- RESPONSE (Peer Counseling): 617-495-9600
- United Ministry at Harvard and Radcliffe, Memorial Church: 617-495-5529

External Resources Beth Israel Deaconess Medical Center, Center for Violence Prevention and Recovery: 617-667-8141
The Rape Hotline (affiliated with Cambridge Women's Center): 617-492-RAPE [7273]

The Cambridge Hospital Victims of Violence Program: 617-591-6360

Cambridge Police Department Sexual Assault Unit: 617-349-3359

Cambridge Women's Center, 46 Pleasant Street: 617-354-8807

Middlesex County DA's Office, Adult Sexual Assault Division, Victim-Witness Advocate: 617-679-6500

Domestic Violence

Domestic violence is any of the following behaviors: physical, sexual, economic and emotional abuse, alone or in combination, by an intimate partner often for the purpose of establishing or maintaining power and control over the other partner. The HUPD takes reports of domestic violence very seriously and each report will be investigated fully. In any domestic violence situation, the safety of the victim and any involved children is paramount.

Domestic violence occurs in heterosexual relationships, as well as in lesbian,

gay, bisexual, and transgender relationships. Whether the victim is male or female, violence of any kind in relationships is unacceptable. Domestic violence affects people from every age, racial or ethnic background, religious group, neighborhood, and income level.

If you are a victim of abuse and need treatment or referral, call SafeLink, a Massachusetts statewide multilingual, 24-hour service hotline at 877-785-2020. For more resources on domestic violence please visit the HUPD website at www.hupd.harvard.edu/domestic_violence.php, the Office of Sexual Assault Prevention and Response (OSAPR) at 617-495-9100 (24 hours), the Massachusetts Office for Victim Assistance at www.state.ma.us/mova, Jane Doe Inc. at www.janedoe.org, or the National Domestic Violence Hotline at www.ndvh.org.

If you are in immediate danger and need help, call the HUPD at 617-495-1212.

Hate Crimes

The HUPD is committed to protecting the state and federal civil rights of all individuals. Any acts or threats of violence, property damage, harassment, intimidation, or other crimes designed to infringe upon a person's civil rights will be treated seriously and given high priority. The HUPD will use every necessary resource to identify the perpetrators rapidly and decisively, and to arrest and prosecute them while at all times taking into consideration the victim's desire on how to proceed.

Massachusetts General Laws define a hate crime as a crime in which the perpetrator's conduct is motivated, in whole or in part, by hatred, bias, or prejudice, based on the actual or perceived race, color, religion, national origin, gender, disability, or sexual orientation of another group or individual.

If you feel that you have been the victim of a hate crime or bias-related incident, please contact the HUPD immediately at 617-495-1212 to report the incident.

Harassment

The HUPD takes reports of harassment very seriously and each report will be investigated fully. There are three types of harassment under Massachusetts General Laws:

- Annoying telephone calls
- Criminal harassment
- Stalking

Harassment can take the form of personal contact, mail, telephone calls, email, facsimiles and Internet communication. The specific action taken in any particular case depends on the nature and gravity of the conduct reported, and may include intervention, mediation, and the initiation of disciplinary processes or criminal prosecution, when appropriate. Where harassment is found to have occurred, HUPD will act to stop the harassment, prevent its recurrence, and hold those responsible accountable for their actions.

At all times, the investigation will be conducted in a way that respects, to the extent possible, the privacy of all the persons involved.

If you feel that you are being harassed or threatened in any way, it is important that you call the HUPD immediately at 617-495-1212.

Rape Aggression Defense (RAD) Program

The Rape Aggression Defense (RAD) Program taught by HUPD officers empowers female students, faculty, and staff to combat various types of assaults by providing them with realistic self-defense tactics and techniques. This empowerment is taught through four

basic principles: education, dependency on self, making one's own decisions, and realization of one's own power. The objective of RAD is to develop and enhance self-defense options for women. The course begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. The classes provide women with the knowledge to make educated decisions about resistance.

For more information about RAD on campus or to determine when the next course will run, please contact the RAD Coordinator at www.hupd.harvard.edu/contact_us.php?to=rad_coordinator.

Medical Emergencies

Students should dial 911 for medical assistance in any life-threatening situation. The HUPD responds to all medical emergencies and provides medical transports to Harvard University Health Services (HUHS) 24 hours a day. By law, however, the HUPD cannot transport non-ambulatory students in police vehicles. If they are unable to transport the victim, they will provide emergency medical treatment until trained medical professionals arrive. Urgent medical assistance is available 24 hours a day at HUHS.

DINING SERVICES

Ted A. Mayer, Executive Director
65 Winthrop Street, 617-496-8600
www.dining.harvard.edu

Harvard University Dining Services (HUDS) operates the kitchens and dining rooms in all undergraduate Houses and Memorial Hall. HUDS is completely self-supporting; its budget is set by student board charges.

The manager of each dining hall reports to the Director for Residential Dining and operates within the guidelines set forth by the department and the University. Each manager makes every effort to respond to particular needs and preferences of the community and is routinely responsible for arranging special dinners for House and freshmen events. Proposals for meal policy changes in the undergraduate dining halls are generally introduced by House Masters, the Dean of Freshmen, the Office of the Dean of the College, or by the Executive Director of Dining Services.

It is a Dining Services policy to allow students to eat all they wish at any meal. Because of this policy and Dining Services' responsibility to students and their food dollars, students are asked not to waste or take food from the dining rooms. Students who require special diets for health or religious reasons should speak to the dining hall manager, who will either accommodate the diet or refer the student to the department's executive chef.

Students are encouraged to communicate their thoughts and views about the dining program. Students may speak directly to the dining hall manager, complete and submit a "Feedback Card" on line or in the dining halls, submit a comment at **harvarddining.blogspot.com**, or call the Executive Director

of Dining Services. They may also communicate their ideas and opinions through student surveys and focus groups or by speaking with members of the UC-appointed Student Advisory Council to University Dining Services, whose members eat periodically in students' dining rooms.

Because of the large number of House dining halls, a major portion of the board fee goes to pay fixed operating costs. The fee is based on the fact that the average student eats approximately thirteen of the twenty-one meals available per week. Income is allocated to pay expenses in the following approximate percentages: wages and benefits, 46 percent; food, 30 percent; other expenses such as supplies, utilities, laundry, rubbish removal, etc., 24 percent.

Dining Halls

<i>Adams House</i> ☺ 11 Bow St. 617-495-5546	<i>Kirkland House</i> 80 J.F. Kennedy St. 617-495-4891
<i>Annenberg Hall</i> ☺ 45 Quincy St. 617-495-5555	<i>Leverett House</i> ☺ McKinlock Hall, Mill St. 617-495-4931
<i>Cabot House</i> ☺ 124 Walker St. 617-495-8620	<i>Lowell House</i> Mill St. 617-495-4937
<i>Currier House</i> ☺ 56 Garden/124 Walker St. 617-495-8620	<i>Mather House</i> Flagg St. at Memorial Dr. 617-495-5548
<i>Dudley House</i> Lehman Hall 617-495-3381 Monday–Friday serving dinner only	<i>Pforzheimer House</i> ☺ 124 Walker St. 617-495-8620
<i>Dunster House</i> Flagg St. at Memorial Dr. 617-495-5548	<i>Quincy House</i> 58 Plympton St. 617-495-5536
<i>Eliot House</i> Dunster St. 617-495-4891	<i>Winthrop House</i> Gore Hall, Mill St. 617-495-4946
<i>Hillel</i> ☺ 52 Mt. Auburn St. 617-495-4695	☺ = Handicapped Accessible Dining Hall

Guests

Guest and inter-House rules for each House are determined by the House Master and the House Committee. Students may invite members of other Houses for any meal at which guests are allowed. If the guest is “on board,” there will not be a charge, although an HUID must be shown. Guests not on a meal plan or their hosts may pay the transient rates that are posted at the checkers’ desk (cash, BoardPlus and Crimson Cash are accepted for payment). Guest meals in the resident dining halls are charged as follows:

Continental Breakfast Sunday and Monday holidays \$6.50 (with tax)

Breakfast Annenberg, Monday – Saturday \$9.00 (with tax)

Breakfast Houses, Monday – Saturday \$7.75 (with tax)

Lunch \$12.00 (with tax)

Dinner \$15.00 (with tax)

Food may not be shared with or given to those who are not on a board contract or who have not paid for the meal.

BoardPlus

In response to student requests for more flexibility in the board plan, Dining Services offers BoardPlus to all undergraduates participating in the board plan. BoardPlus is \$130 applied to a student's HUID, to spend as he or she chooses at campus restaurants operated by Dining Services or for guest meals when entertaining friends, colleagues, or relatives in the resident dining halls.

There is no need to sign up. A student's BoardPlus account is automatically activated with \$65 at the beginning of the first term and again when the second term commences. The student simply lets the restaurant cashier or dining hall checker know he or she would like to use the BoardPlus and presents his

or her HUID. The balance will be displayed each time the student uses the account. Once students exceed the credit limit, they may either pay cash or, if they have already purchased Crimson Cash, they may ask the checker to apply the balance to their Crimson Cash account. The BoardPlus account is part of the board plan, therefore no refunds are awarded on unused credit.

All purchases in the campus restaurants are charged *a la carte*.

The BoardPlus account is for the students' use only. If a student's HUID is presented by someone other than the student, the card will be retained and forwarded to the Executive Director.

Meal Hours

Meal hours may vary slightly from House to House. The meal hours of each dining hall are posted and are approximately as follows:

Days	Meals	Houses	Annenberg
Monday through Saturday	Breakfast	7:30-10 am	7:30-10 am
	Luncheon	Noon-2:15 pm	Noon-2:15 pm
	Dinner	5-7:15 pm	5-7:15 pm
	Brain Break	Starting at 9 pm	8:45-10 pm
Sunday	Continental Breakfast	7:30-10 am	8-10 am
	Brunch	11:30 am-2:15 pm	11:15 am-1:45 pm
	Dinner	5-7:15 pm	5-7:15 pm

Student Employment

Dining Services employs students to work in the dining halls, in catering, in retail locations, in clerical support positions, and as student representatives of the Food Literacy Project in their dining hall or House. Students interested in such employment should contact the Human Resources Office at Dining Services at 65-67 Winthrop Street (617-495-5543).

Retail Dining

In addition to the board meal plan, Dining Services operates several retail sites on the Harvard campus. The food and atmosphere at each restaurant express their own identity. Meals at these locations are not part of the board plan and are payable in cash. Students are exempt from paying meals tax with the presentation of their HUID. Meal hours may vary slightly from those indicated.

In Cambridge

Barker Café
Barker Center 617-495-3238
Monday–Thursday 8:30 am–5 pm
Friday 8:30 am–3 pm
Closed weekends and holidays

Buckminster’s at LISE
LISE Building, Oxford Street
Monday–Friday 8 am–6 pm
Closed weekends and holidays

Chauhaus at the GSD
48 Quincy Street 617-496-1244
Monday–Thursday 8 am–7 pm
Friday 8 am–3 pm
Closed weekends and holidays

Cronkhite Dining Room
6 Ash Street 617-495-8688
Breakfast: Monday–Friday 7:30 am–10 am
Lunch (retail only):
Monday–Friday 12 pm–2 pm
Dinner: Monday–Friday 5 pm–7:15 pm
Closed weekends and holidays

Dudley Café
Lehman Hall 617-495-3381
Lunch: Monday–Friday 11:30 am–2:30 pm
Dinner: Monday–Friday 5 pm–8 pm
Closed weekends and holidays

Greenhouse Café
Science Center 617-496-4790
Monday–Thursday 7 am–10 pm
Friday 7 am–7 pm
Closed weekends and holidays

Lamont Library Café
Lamont Library
Sunday–Thursday 3 pm–2 am
Friday and Saturday 3 pm–9:45 pm

Northwest Café
Northwest Building
Monday–Friday 7:30am–2 pm
Closed weekends and holidays

Observatory Cart
Perkins Observatory 617-496-9546
Monday–Friday 9:30 am–2:30 pm
Closed weekends and holidays

Rock Café at HDS
Rockefeller Hall 617-495-3238
Monday–Friday 8 am–2 pm
Closed weekends and holidays

In Boston

Sebastian’s Café
HSPH Kresge Building 617-432-1045
677 Huntington Avenue
Monday–Thursday 7 am–4 pm
Friday 7 am–4 pm
Closed weekends and holidays

STUDENT GOVERNMENT

Harvard College believes that determining policy and overseeing the quality of life, both in the classroom and in the residence, should be a collaborative process. Undergraduates contribute to this through their student government and a number of student/faculty committees.

Harvard Undergraduate Council

The Harvard Undergraduate Council was created in the spring of 1982 to serve as an advocate for student concerns, organize campus-wide social events, and provide funding to student groups and organizations. With an annual budget of \$450,000 from the Undergraduate Council Student Activity Fee, it is the first centralized and funded student government in the history of Harvard College. The Council offices are located in the Student Organization Center at Hillis.

The Council is comprised of fifty-one elected members: President, Vice President, three per residential House, one for Dudley House, and three from each of the four freshman districts. In addition to weekly committee meetings, the full Council meets once a week to review committee work, pass resolutions, and act on expenditure requests.

Every year a president and vice-president are elected in a campus-wide popular election; at the start of each term the Council elects a secretary and treasurer. The responsibility of the officers is described in the Undergraduate Council Constitution and can be found on the UC's website: www.uc.fas.harvard.edu.

Undergraduate Council Committees

The Council is divided into five committees, and most of a representative's work is done in the committee to which he or she is assigned. The committees are responsible for

advocacy projects, student group funding, outreach, and council operations.

1. Finance Committee
2. Student Life Committee
3. Education Committee
4. Student Initiatives Committee
5. Student Relations Committee

Full descriptions of each committee can be found on the UC website and are listed in the UC constitution.

Student Faculty Committees

The UC elects from the student body at large the student members of the Student-Faculty Standing Committees: Committee on Undergraduate Education, Committee on House Life, and Committee on College Life (see below). These committees, consisting of students and faculty members, advise on policy matters in the College.

The Undergraduate Council also supervises the election of undergraduates to over fifteen standing and advisory committees so that they may be seated no later than October 31 of each academic year.

Undergraduate Council Fee

The Undergraduate Council comprises about 50 elected members of Harvard College. It serves as an advocate for student concerns to the Administration and provides the majority of funding for over 370 student organizations at Harvard College. You can read more about the UC at <http://uc.fas.harvard.edu/>. The Undergraduate Council fee of \$75 added to all College students' bills is used to fund student groups and support the activities of the Undergraduate Council. In order to waive

the UGC fee, please write a letter and deliver or mail it no later than September 30, 2009, to:

Harvard University Student Receivables Office
Holyoke 953
1350 Massachusetts Avenue
Cambridge, MA 02138

Include your full name, Harvard ID, and reason for opting out. All requests will be honored. Students charged the UC fee in the spring semester should contact the Student Receivables office at 617-495-2739 by February 26, 2010 in order to waive the fee.

COMMITTEE ON HOUSE LIFE AND COMMITTEE ON COLLEGE LIFE

The Committees on House Life (CHL) and on College Life (CCL) are student/faculty committees constituted by the Faculty of Arts and Sciences. Their charge is to consider issues having to do with student and residential life. The CHL addresses all concerns related to the freshman housing lottery and any residential or House policy or practice. The CCL, whose purview is College-wide, approves all requests from student organizations for recognition and takes up matters that affect the campus as a whole.

The student members of both committees are chosen by the Student Affairs Committee (SAC) of the Undergraduate Council and include the chair and vice-chair of the SAC. The faculty members of the CHL are chosen from the ranks of the House Masters, and the faculty members of the CCL are drawn from the entire pool of the FAS. The Dean of the College or her designee chairs the CHL and the CCL.

COMMITTEE ON UNDERGRADUATE EDUCATION

The Committee on Undergraduate Education (CUE) is a joint student/faculty committee established by the Faculty of Arts and Sciences to consider issues having to do with all aspects of undergraduate education. The faculty members are selected from the Faculty Council, an elected representative body of the faculty. The student members are selected from the Student Affairs Committee of the Undergraduate Council. The Dean of Harvard College or her designee chairs the CUE. In recent years the Committee has worked on such matters as academic advising, enhancing undergraduate concentrations, and improving the course evaluation system. Students wishing to bring a matter before the CUE may do so by contacting the Student Affairs Committee of the Undergraduate Council.

The Committee sets editorial policy for the *Q Guide*, which reports student opinion of undergraduate courses at Harvard. The *Q Guide* provides extensive statistical and qualitative analyses of these courses, thereby serving both as a guide to students when they choose their courses and as a feedback mechanism for professors and section leaders. The *Q Guide* is compiled and written by students during the spring term and over the summer.

TRANSPORTATION SERVICES

www.uos.harvard.edu/transportation/shu.shtml

175 North Harvard Street, Allston
617-495-0400

Shuttle Bus Service (fully accessible)

The Shuttle Tracker continuously displays the location of Harvard University shuttles and animates their motion against a detailed map of recognizable University buildings and landmarks. Shuttle Tracker helps riders save time, stay safe, and have more control over their schedules while enabling management to manage the Transportation fleet with unprecedented clarity.

From your web browser:
shuttle.harvard.edu

From your mobile phone:
shuttle.harvard.edu/m

The University Shuttle Service operates fixed-route bus service during the academic year (except University-recognized holidays and semester breaks) providing safe, convenient, and reliable transportation throughout the Cambridge and Allston campuses. Major stops include: Memorial Hall, Pound Hall, Currier House, Mather House, Boylston Gate, Lamont Library, Harvard Kennedy School, and the Business School. Harvard Shuttles are open to all members of the Harvard Community, including faculty, staff and students. From the low-floor and lift-equipped buses to the door-to-door van service, Harvard's entire system is accessible for riders of all abilities.

Medical School Shuttle Service

The Harvard M2 Shuttle runs year-round, Monday through Saturday (Monday through Friday during the summer), between Quincy Street in Harvard Square and Vanderbilt Hall at the Longwood Medical Area campus. Students at the College need only swipe their University ID card to ride the bus for free. The shuttle is operated by MASCO (Medical, Academic, Scientific, and Community Organization). For more information, please call MASCO at 617-632-2800 or view the website at www.masco.org/transit/ptsM2.htm.

Daytime Van Service (fully accessible)

The Van Service is intended for persons who, because of mobility impairment or medical condition, find it difficult or impossible to use the regular shuttle bus. Transportation is door to door within the Cambridge and Allston campuses. This service operates year-round throughout the Cambridge and Allston campuses and is available to all faculty, staff and students. Rides in the van are by appointment only. All riders must be authorized in advance by either the Accessible Education Office or their local disability coordinator. Service times vary for academic, weekend, summer, and recess periods. The service normally operates from 7:45 am until 7 pm seven days a week with reduced hours during the summer months and recess periods. Please call 617-495-0400 or email shuttle@harvard.edu for specific service times and reservation requirements. The TTY phone number is 617-496-6642.

After 7 pm, fully accessible shuttle vans are available through the Evening Van Service. (Reservations are not required for the Evening Van Service.)

Evening Van Service (fully accessible)

The Evening Van Service is designed to transport faculty, staff and students safely about the campus area as a supplement to the shuttle bus system. The service operates between 7 pm and 2:30 am, seven days a week throughout the entire year, including summer and break periods. No advance arrangements are needed. However, the last call for a ride must be received by 2:30 am. For more information, or to request a ride, please call 617-495-0400.

Motorist Assistance Program (MAP)

The University Parking Services provides free on-campus emergency road service for faculty, staff, students, and visitors who need help charging a dead battery, changing a tire, or retrieving keys that have been locked inside a car. This service is available between 7 am and midnight, Monday through Friday (except University holidays). Please call 617-496-HELP.

MOTOR VEHICLE REGISTRATION AND PARKING

Harvard Parking Services

Monday through Friday, 8 am–5 pm

46 Blackstone Street

Tel: 617-495-3772; Fax: 617-495-9119

Email: parking@harvard.edu

www.uos.harvard.edu/transportation

General Parking Regulations

Harvard University is very well served by public transportation, allowing access to South Station, Logan International Airport, downtown Cambridge and Boston, and most points of interest. In addition to public transportation, bicycling is often the quickest and most direct way to travel in the local area. For information on public transportation and bicycling, including where to purchase new or used bicycles, visit www.commuter-choice.harvard.edu.

Students who bring their vehicles to school are required to register their cars with Parking Services. All vehicles parked on Harvard University property require a valid parking permit. Students who purchase permits are permitted to park only in those areas officially assigned by Parking Services. Students must comply with all University parking regulations. These parking regulations are in effect at all times including nights, weekends, and holidays. All vehicles in violation of University parking regulations are subject to ticketing and/or towing.

On-street Cambridge parking is reserved for city residents with Cambridge vehicle registrations. For more information on resident stickers, please visit the City of Cambridge website at www.ci.cambridge.ma.us or call 617-349-4700.

Undergraduate Parking and Vehicle Registration

Undergraduates living on-campus may purchase a permit to park at the One Western Avenue Garage. Commuter parking is available at the One Western Avenue Garage on a space-available basis. Applications are available to students during registration in the fall.

In order to register for parking, all students requesting parking must provide the following information:

1. A valid Harvard ID, or a driver's license with proof of University affiliation.
2. Proof of residency (e.g., lease or housing agreement with the student's name and address on it).
3. Vehicle registration, which clearly states the student's, parent's, or spouse's name.

It is the responsibility of the student operating a motor vehicle at the University to inform Parking Services of any vehicle change or registration change made during the academic year. For the most current information on parking types and rates, please visit the Parking Services student website at www.uos.harvard.edu/transportation/par_stu.shtml. All garage occupancy is on a first-come, first-served basis. There are no assigned spaces in the student garages. Priority will be given to students living in Harvard-affiliated housing.

Cancellation Procedures and Proration Policies

To effect cancellation and receive a credit, a student must return the issued hang tag and access credentials (e.g., transponders) to Parking Services at 46 Blackstone Street

during regular business hours. Failure to return the hang tag and access credentials will result in accrual of parking fees.

All student yearly parking will be prorated on a monthly basis. Please note that parking hang tags and access credentials are non-transferable.

Tickets, Penalties, and Appeals

All vehicles not displaying a valid Harvard University parking permit are subject to ticketing and/or towing without notice and at the owner's risk and expense.

A student will be held responsible for any violation incidental to the operation of the vehicle, no matter who the driver may be. Citations will be issued for the following parking offenses: safety violations, regulatory violations, or violations of accessible parking accommodations.

Anyone wishing to appeal a parking violation must do so in writing within 21 days of receiving the violation notice. Appeals should be sent directly to Parking Services at 46 Blackstone Street, Cambridge, MA 02139. Checks made payable to Harvard University should be mailed within 21 days of violation notice issue; a late charge will be applied to all violations not paid within that period. Unpaid violations will be added to the student's term bill.

When an unauthorized vehicle is towed, a citation along with a tow fee is accrued. Students whose cars are towed must pick up their claim checks and pay their fines at Parking Services during normal office hours or at the Harvard University Police Department, 1033 Massachusetts Avenue, after hours.

Motorcycles

Under Massachusetts law, motorcycle operators and passengers must wear helmets.

Motorcycles are subject to the same parking regulations as other motor vehicles.

Motorcycles may not be parked within the House grounds at any time, but may be parked in any parking area designated for motorcycles. Parking permits for motorcycles are available for the academic year. Please visit the Parking Services student website at www.uos.harvard.edu/transportation/parking/student_parking.shtml for the most current motorcycle parking rates.

Accessible Parking

The University Disability Coordinator and Parking Services jointly manage all parking policy and parking requests based on disability. Students with specific needs should contact the Local Disability Coordinator at their school. Students who need contact information for the Local Disability Coordinator for their school may contact the University Disability Coordinator at 617-495-1859 (voice), 617-495-4801 (TTY), or by email at marie_trottier@harvard.edu. The Local Disability Coordinator will request any medical documentation or other verification of disability or injury that may be necessary prior to the authorization of parking or shuttle services. Students who require accessible parking as a reasonable accommodation will not be required to pay more than the yearly student rate for comparable parking types (taking into account hours of access and the nature of the parking facility), regardless of whether such students are assigned to a lot or garage generally reserved for faculty or staff.

Visitor Parking

Visitor permits for selected campus lots may be purchased at the Parking Services office, 46 Blackstone Street, Cambridge, Monday through Friday, during business hours. Permits may also be purchased via the On-line Permit Purchase System, at www2.uos.harvard.edu/cgibin/permit/purchase.pl. After-hours visitors can pay and park at the Harvard Business School. Please visit the

Parking Services visitor website at www.uos.harvard.edu/transportation/parking/visitor_parking.shtml for the most current visitor parking rates. Parking at all visitor lots is issued on a space-available basis.

The University assumes no responsibility for damages to any vehicle or its contents for reason of fire, theft, vandalism, or other cause.

For more detailed information and an updated listing of parking policies and availability, please visit the Parking Services website at www.uos.harvard.edu/transportation.

CHAPTER 5: FINANCIAL INFORMATION

TUITION AND FEES 2009-2010

Tuition \$33,696

Students taking more than four half-courses per term as part of an accelerated degree program may incur additional tuition charges; see “Rate of Work” on page 62 and “Acceleration” on page 170. Students granted an Additional Term pay tuition at a per course rate (see “Additional Term” on page 63).

Harvard University Student Health (HUSHP) Basic \$1,126

Harvard University Health Services Fee

For details about HUSHP Basic and coverage, visit huhs.harvard.edu/Insurance/Students.aspx.

Harvard University Student Health Plan Supplemental \$1,714

Blue Cross Blue Shield (BCBS) Hospital/ Specialty and Medco Prescription Drug Coverage

Request for waiver must be submitted by September 30 for the fall term and by February 28 for the spring term. For details about HUSHP Supplemental and the on-line waiver visit huhs.harvard.edu/Insurance/Students.aspx.

Note: For federal income tax purposes, the amounts paid for health coverage, including HUSHP Basic, may be listed as medical expenses when deductions are itemized.

Room Rent \$7,248

Student Services Fee \$2,190

Charged to all students (including students studying out of residence during the term for Harvard degree credit), this fee covers College services and residential facilities.

Board \$4,608

Because of the large number of House dining halls, a major portion of the Board fee

goes to pay fixed operating costs. The fee is based on the fact that the average student eats approximately thirteen of the twenty-one meals available per week.

Undergraduate Council Fee \$75

A fee added to all students’ bills to fund the Undergraduate Council. Monies collected will be used for Council operations and to fund undergraduate organizations (see page 158). Students have the option of requesting a refund of the fee by checking the appropriate box on their July student bill.

Late Fees and Fees for Special Petitions

Late Registration \$50

Change of Course (per petition) . . \$10

Drop, add, or withdrawal after the third Monday of the term.

Correction of a Course Report \$25

After the fifth Monday of the term if approved by the Administrative Board—charged in addition to the fee for late change of course.

Late Filing of Study Card \$40

Weekly charge until card is filed.

Late HUID Card \$15

In Absentia Examination \$100

Must be approved by the Administrative Board. Return postage, extraordinary costs, and any makeup examination or proctorial fees are not included in this figure.

Replacement and Laboratory Fees

Laboratory Fees

Each student enrolled in a laboratory course is charged for breakage, damage, loss of apparatus, and supplies used.

- HUID Card** **each \$20**
First and second replacement.
- HUID Card** **each \$40**
Third and subsequent replacement in same academic year.
- Room Keys** **each \$10**
Replacement during term time.
- Room Keys** **each \$25**
Not returned at time of departure.
- Lock Change** **\$100**
When room keys are lost along with identification.

Payment Procedures

Payment Policy

It is the University’s policy that students are responsible for their bill. This responsibility includes reviewing the billing statement each month and making sure that payments are made by the due date. Students who do not pay their own bill must ensure that parents and others who do pay are able to access the student bill. Tuition and fees must be paid in full in order for students to register each term. The College may deny registration to those students whose bills are not paid by the established deadlines. Payments for Commencement and the November and March degree periods must also be made by the designated due dates. No degree can be conferred until all indebtedness to the University is paid in full. Additional charges that may be billed after degrees are conferred must also be paid in full.

Monthly Billing Statements

Monthly billing statements include all charges and credits that have been posted to the student account by the bill date. On the bill date an email notification with a link to the bill is sent to the student. Students are billed for the fall semester in July. Payment of the July bill is due in August. Spring semester charges are billed in December and due in

January. Upon receipt of the first notification, students are expected to review the bill and set up parents and all those (not sponsors) who need access to the bill as authorized payers. Once set up, authorized payers will also receive monthly bill notifications. More detailed information about the bill and the billing process is also available at the Student Receivables Office website (www.termbill.harvard.edu) or by calling 617-495-2739.

Monthly Payment Plan

The University offers a monthly payment plan that allows eligible students to pay tuition and required fees in four monthly installments each term. Under this plan, fall term installments are due in August, October, November, and December. Spring term installments are due in January, February, March, and April. There is a \$35 charge per term for use of this plan.

Any balance due from the prior term or any miscellaneous charges must be paid in full, together with the monthly installment, by the due date indicated on the monthly statement. Students who are negligent in making their monthly payments during one term may not be permitted to use the plan in subsequent terms.

Students who wish to enroll in the monthly payment plan can call 617-495-2739. The \$35 plan fee is charged to the student bill for the semester. Once a student is enrolled, continuing enrollment in the plan is automatic unless the student calls to cancel.

Payment Procedures

Payments can be made on-line at www.termbill.harvard.edu or by check. All payments must be made in US currency and electronic payments must be drawn from US banks. Checks made payable to Harvard University can be brought or sent to the Student Receivables Office at 953 Holyoke Center. To ensure that all payments are properly credited, checks should reference the student HUID. Checks sent by mail should

be accompanied by a bill stub, which can be printed out by clicking the PDF icon on the "Current Statement" page of the student bill.

Payments can also be made by wire transfer to the address listed below. The full name of the student, the student's HUID, and the address of the sender should be included on all wires.

ABA# 026009593
Bank of America, 100 Federal Street,
Boston, MA 02110
Account #942926-3103
Account name: President & Fellows of
Harvard College SRO
Swift Code: BOFAUS3N

Please note that although wires are sometimes subject to fees, neither Harvard University nor its bank charges for the receipt of wire transfers. International wires are subject to a fee from an intermediary bank between the sending and the receiving banks. Please check with your bank to determine what fees may apply to your wire transfer and be sure to adjust the amount of your transfer accordingly.

Late Payment of Term Bills

Any student whose indebtedness to the University remains unpaid after designated payment due dates may be deprived of the privileges of the University. Reinstatement is possible only after all bills have been paid and consent of the Dean is obtained.

Information for Degree Candidates

Students who are candidates for degrees must pay all bills due to the University by the designated due date in order for degrees to be conferred. The due date is indicated on the billing statement that precedes the degree vote. Additional charges that may be billed after degrees are conferred must also be paid in full.

Acceleration

A student who has completed degree requirements in fewer terms than the

number required had he or she worked at an average rate of four half-courses per term may petition the Allston Burr Resident Dean for waiver of the residence requirement. If the petition is granted, the student will be charged extra course fees for each half-course taken above the normal rate of four. Such half-courses will be calculated at one-fourth the full tuition rate in effect during the term in which the final course work for the degree was completed. (See also "Residence Requirement" on page 39, "Rate of Work" on page 62, and "Procedures for Earning Degree Credit for Study Abroad" on page 41.)

An accelerated degree program has serious and sometimes complex academic and financial implications. A student should have a discussion with his or her Allston Burr Resident Dean before undertaking such a plan.

Dishonored Checks

There is a \$50 fee assessed for the first dishonored check and \$75 for the second and subsequent dishonored checks. After the initial dishonored check, the University may also, at its discretion, require that all payments be made in cash or by certified check or money order. A check is regarded as dishonored when it has been returned because of insufficient funds, lack of a bank account, or because payment has been inappropriately stopped.

Information for Students Leaving the College

A student who leaves the College for any reason must pay all charges upon receipt of a bill from the Student Receivables Office. Students who leave during the academic year are charged tuition and the Student Services fee to the end of the period in which they leave; room rent and board charges are calculated on a daily basis. See chart on page 172: "Students' Financial Obligations in the Event of a Leave of Absence or Requirement to Withdraw."

The chart does not include any charges for the Student Health Services fee or Blue Cross Blue Shield insurance. Information regarding changes for Student Health Services fee or Blue Cross Blue Shield insurance can be found at www.huhs.harvard.edu. Room rent charges continue to the day the student leaves College residence. Full-board charges will continue to the day the student submits the proper paperwork to his or her House office or the Freshman Dean's Office. The room key must also be returned to the House Office or building manager's office.

The fee schedule also applies to those students who move off-campus during the academic year; however, the complete Student Services Fee continues to be assessed. For those students who do not fall into the category of a leave of absence, requirement to withdraw, or move off-campus but who are absent from Cambridge for whatever reason, room and board charges continue to be assessed through the end of term.

Students' Financial Obligations in the Event of a Leave of Absence or Requirement to Withdraw

If Student Leaves	Tuition	Room*	S.S. Fees†	Board
Fall Term 2009	-0-	-0-	-0-	-0-
On or before June 1				
From June 2 to July 1	-0-	227	-0-	-0-
From July 2 to July 15	-0-	453	205.31	-0-
From July 16 to July 31	-0-	680	205.31	-0-
From August 1 to September 11	-0-	906**	273.75	pro-rated
From September 12 to September 30	4212.00	906**	273.75	pro-rated
From October 1 to October 29	8424.00	906**	547.50	pro-rated
From October 30 to December 4	12,634.00	906**	821.25	pro-rated
After December 4	16,848.00	3624	1095	2491.50
Spring Term 2010	-0-	-0-	-0-	-0-
On or before November 16				
From November 17 to December 1	-0-	227	68.44	-0-
From December 2 to December 16	-0-	453	136.88	-0-
From December 17 to December 31	-0-	680	136.88	-0-
From January 1 to January 29	-0-	906**	273.75	pro-rated
From January 30 to February 24	4212.00	906**	273.75	pro-rated
From February 25 to March 28	8424.00	906**	547.50	pro-rated
From March 29 to April 29	12,634.00	906**	821.25	pro-rated
After April 29	16,848.00	3624	1095	2491.50

All amounts are in US dollars. Harvard in its sole discretion reserves the right to change these rates at any time upon 30 days prior notice to students. If a housing deadline falls on a weekend, the change of housing status forms will be considered on time if they are delivered to the Office of Residential Life on the Monday after the deadline.

* For Dudley Cooperative room charges, inquire in the Dudley House Office, Lehman Hall (617-495-2256).

** The total room rent charge is the reservation fee plus the number of days in residence at a daily rate of \$32.00 beginning when the residences open.

† Student Services Fee.

FINANCIAL AID

Committee on Admissions and Financial Aid

Mon.–Fri., 9 am–5 pm

86 Brattle Street

Tel: 617-495-1581; Fax: 617-496-0256;

www.fao.fas.harvard.edu

The Committee on Admissions and Financial Aid strives to make a Harvard education affordable for all admitted students. Financial aid awards are need-based and consist of grants and employment.

Conditions Governing Financial Aid Awards

1. Neither the amount of institutional financial aid granted nor the amount lent to any student shall be altered during any given academic year because of changes in the student's academic or disciplinary status, so long as the student is permitted to remain at the College. However, adjustments in the amount of financial aid awarded may be made at any time in response to unanticipated changes in a student's financial circumstances or additional information received about resources.
2. The nature and amount of financial aid to be awarded for the following academic year will be reviewed each summer, taking into account the financial need of the individual student and the resources available to the Committee on Admissions and Financial Aid.
3. All financial aid awards are based on demonstrated need, and students seeking assistance must file a renewal application each year. Renewal application instructions are emailed to students in early February and completed application forms are due in mid-April. Students must comply with the April deadline in order to be assured of continuing financial aid, and those who do not do so may incur a financial penalty. The Committee on Financial Aid will not consider applications for assistance after August 14 without an appeal in writing.
4. If an award holder takes a leave of absence or is required to withdraw before completing the period covered by the award, an adjustment of his or her award will be necessary. That part of the award used to cover educational costs may reduce a student's eligibility for scholarship aid in his or her final term.
5. If an award holder takes a leave of absence after an award has been made, but before registration for the academic year, the award will be cancelled. A student may apply for an award when he or she is ready to return to the College. Returning students will be expected to produce the standard summer savings amount towards their next academic year expenses. Students returning from a leave should be aware that all loan repayments and/or term bill obligations must be current before any financial aid can be granted.
6. Students returning to the College after an interval of five or more years will ordinarily not be eligible for scholarship aid from institutional sources, and their petitions for readmission must include evidence of financial resources necessary to meet all college expenses. Exceptions

because of unusual circumstances will be considered by a committee comprised of members of the Administrative Board and the Financial Aid Office. Petitions for an exception should be made through the Financial Aid Office.

7. Awards are available only if the holder is regularly registered in the College as an undergraduate. The Committee will normally reduce the amount of the award if the holder chooses to live at the home of his or her parents during the academic year; study abroad for credit at a reduced cost; or if the holder is granted permission by the Administrative Board to work and pay at a reduced course rate.
8. Students may normally receive no more than eight terms of financial aid.
9. An award holder must notify the Financial Aid Office of any change in residence during the academic year for which he or she has an award.
10. An award holder is required to notify the Financial Aid Office of any substantial change in his or her financial resources for the year, such as receipt of additional outside scholarship assistance. The Committee reserves the right to review the award in the event of a change in the student's resources.
11. Students who have borrowed from loan funds must report to the Financial Aid Office for an exit interview prior to graduation or at the time of a leave of absence or requirement to withdraw.

Basis of Original Award

Scholarships are awarded to students who need financial assistance in order to pursue their course of studies. Awards are based solely on need and the Committee on Financial Aid makes the final determination of family need. Annual awards range from \$500 to over \$50,000.

All awards are made annually on the basis of financial need as demonstrated through a variety of forms, including the College Scholarship Service PROFILE and the Free Application for Federal Student Aid. Financial need is determined in accordance with federal guidelines, and following the general procedures of the College Scholarship Service and the assessment guidelines established by the Committee on Financial Aid. Detailed information regarding financial aid awards and procedures can be found on the financial aid website: www.fao.fas.harvard.edu.

Renewal of Financial Aid after Freshman Year

Students in the College must file an application each year for renewal of financial aid. Renewal forms include copies of the student's and the parents' income tax returns. The nature and amount of financial aid to be awarded for the following academic year will be reviewed each summer, taking into account the financial need of the individual student and the resources available to the Committee on Admissions and Financial Aid.

Applications for aid are considered carefully every year for changes in financial need, and awards will be adjusted if the family financial resources increase or decrease markedly. The Committee is ready at all times to consider initial or additional requests for assistance from any student in the College whose family encounters financial hardship.

Expectations Regarding Other Contributions

Parental Contribution

The Committee expects parents to provide as much assistance from both income and assets as is feasible, by determination of institutional need analysis guidelines. The Committee also expects parents to provide assistance for the student during his or her entire undergraduate career. When a

student's parents are divorced, both parents are ordinarily required to file financial statements and to provide a portion of the parental contribution. Arbitrary withdrawal of parental support will not ordinarily be met with increased scholarship funds. Students facing irreconcilable differences with their parents should contact their financial aid officer to discuss the College's Independent Student Policy guidelines.

Parent Plans

Parents of students in Harvard College have access to various loan plans. Information is available from the Financial Aid Office.

Summer Earnings

In determining eligibility for scholarship assistance, the Committee expects that students will save from \$1,300 to \$2,600 of their summer job earnings to be contributed toward the educational expenses of the following year. This expectation cannot be waived for students choosing to volunteer or participate in unpaid internships.

Student's Own Savings

In assessing student resources, the Financial Aid Office will ordinarily ask that a small percentage of students' savings at the beginning of each academic year be used to pay for college costs.

Outside Scholarships

Students receiving scholarship assistance are required to report to the Financial Aid Office any outside scholarships they receive, as well as whether they are renewable. Notifying another office at Harvard (i.e., the Student Receivables Office) of the receipt of an outside award does not satisfy this requirement. Outside scholarships are first used to replace the job expectation in the financial aid package, and can fully replace the summer savings expectation. Only if the amount of outside scholarships exceeds the combined job and summer savings expectations will the Harvard Scholarship be reduced.

Nonresident, Married, and Out-of-Residence Students

Nonresident Students

The charges for nonresident students are Tuition and Student Services and Health Services Fees. Students who receive permission to live off-campus are assumed by the Financial Aid Office to have the same room, board, and personal expenses as students living on campus. Students desiring to live off-campus may want to consider the fact that actual off-campus costs may be higher than on-campus expenses.

Married Students

The College has no scholarship funds with which to provide extra help to married students. It is the policy of the Financial Aid Office to treat married students as if they were nonresident single students, expecting the student's parents or spouse to provide the necessary extra support. In some cases, additional loan and/or job assistance may be available.

Students Studying Out of Residence

Students studying at other institutions during the academic year who are receiving credit toward Harvard degrees will ordinarily be eligible for financial aid in accordance with the usual conditions.

Summer School

Students eligible for need-based scholarship assistance who wish to accelerate the completion of their degree requirements through taking courses at the Harvard Summer School will receive consideration for loan assistance that will be forgiven once they actually graduate on an accelerated schedule. In addition, students whose attendance at Summer School is mandated by the Administrative Board may be eligible for scholarship aid to help defray Summer School costs. Loan requests for Harvard Summer School from students not accelerat-

ing their graduation will be considered on an individual basis by the Committee on Financial Aid with careful consideration of reasonable cumulative debt limits. Students choosing to attend Summer School are cautioned that the Committee will not waive their summer savings expectation. Funding for summer study abroad is available through the Office of International Programs.

Gift Aid for Acceleration Fees

Scholarship holders will normally be considered for proportional grant assistance in defraying the cost of extra courses used to accelerate and graduate early. Present policy stipulates that the amount awarded will be in proportion to the amount of scholarship assistance granted during the academic year in question.

Refund Policy

If a student who is receiving any form of financial aid takes a leave of absence or is required to withdraw, the refund of institutional funds will be based on the amount of tuition and fees abated and that amount will be returned to the financial aid fund. A special refund rule applies to these funds: Federally Guaranteed Student and Parent Loans, Federal Perkins Loans, Federal Pell Grants, Federal Academic Competitiveness Grants, Federal National Smart Grants, Federal Supplemental Education Grants, and State Grants. These Title IV federal and state funds will be returned to the agencies based on the amount for which the student is no longer eligible. Copies of these refund policies are available upon request from the Financial Aid Office.

Standard Verification

Harvard University participates in the US Department of Education's Standard Verification Program which may require additional documentation of certain federal student data.

Statement of Privacy

All information submitted for the purpose of securing financial aid is protected under Harvard policy, the Federal Educational Rights and Privacy Act of 1974 (FERPA), and the Gramm-Leach Bliley Act of 2000 (GLB). Under these provisions, Harvard ensures the privacy and safeguarding of all financial aid information. For additional information, please contact the Financial Aid Office at 617-495-1581.

Financial Aid Schedule 2009–2010

August 31 (freshmen) and September 1 (upperclass): Fall Term Registration October

Freshmen attend Financial Aid 101 sessions.
First time student loan borrowers sign electronic master promissory notes.

November

Students contact their outside scholarship donors if their fall term award disbursement has not been made to their term bill.

January 25: Spring Term Registration

Students check on state scholarship renewal applications with state or Financial Aid Office.

February

Harvard financial aid renewal application instructions emailed to students and mailed to home address.

Mid-March

Summer Federal Work Study applications available on line at www.seo.harvard.edu. (Students with term-time Work Study must reapply for summer.)

Seniors attend Money Management 101 sessions.

Mid-April

Harvard financial aid renewal applications due.

April, May

Seniors complete on-line loan repayment promissory notes.

June, July

Students check to be sure renewal aid applications completed.

Financial Aid award decisions mailed to home address.

Students report expected receipt of outside awards for next academic year.

STUDENT EMPLOYMENT OFFICE

Mon.–Fri., 9 am–5 pm

86 Brattle Street, 617-495-2585

www.seo.harvard.edu

The Student Employment Office (SEO) is a resource for undergraduate students seeking term-time and summer employment. The SEO's on-line jobs database has listings for on- and off-campus jobs in labs, offices, dining halls, libraries, social service agencies, hospitals, and many other sites. There are also temporary short-term listings, posted positions for child care, and room-for-service opportunities. Students may register both their qualifications and availability for casual work such as babysitting, computer work, translation, music performance, etc., through the Student Résumé section of the database. Many incoming freshmen choose to work in dining halls or on the Dorm Crew and find positions directly through those offices, but many other students use the resources of the SEO to find their own jobs.

The SEO administers several employment programs that expand student job opportunities. To find out more about these programs and other opportunities, students are encouraged to visit the SEO, located at 86 Brattle Street along with Undergraduate Admissions and Financial Aid, or to peruse the website (www.seo.harvard.edu). The site contains on- and off-campus job listings available to both Work-Study and non-Work-Study students as well as information about the various research programs offered through the SEO.

Federal Work-Study Program (FWSP)

The Federal Work-Study Program is a federally funded program designed to create jobs for

financially needy students to enable them to meet their educational expenses. Students earn competitive wages either on-campus or with off-campus nonprofit agencies such as schools, health care facilities, and arts organizations. Employers pay a small percentage of the hourly wage while the federal government pays the remainder of the hourly wage. Students are notified of their term-time Work-Study eligibility in their financial aid awards. Information about summer Work-Study is emailed to financial aid recipients in the spring. Work-Study earnings, like the wages of any other student job, are taxable income.

Research Opportunities

www.seo.harvard.edu/research

Faculty Aide Program

The Faculty Aide Program encourages faculty members across the University to hire undergraduate research assistants by providing half of each student researcher's wages. Applications are available to faculty members in September for the term program and in April for the summer program. Jobs are posted through the SEO jobs database.

Harvard College Research Program (HCRP)

The Harvard College Research Program supports student-initiated scholarly research or creative endeavors undertaken with faculty guidance. Students can apply for stipends or expense reimbursements by submitting a research proposal, budget, résumé, transcript, and letter of recommendation from a faculty member willing to serve as a mentor. Students must use the Common Application for Research and Travel (CARAT) to apply for HCRP funding. The application is accessible

from the SEO website at www.seo.harvard.edu/resprog/hcrp.html. Applications may be submitted for fall, spring, and summer terms. Summer HCRP applicants are automatically considered for awards from more specialized funding sources such as the Sam Abramson, Phi Beta Kappa, and Deland fellowships.

The Dean's Summer Research Award

The Dean's Summer Research Awards are designed to give rising seniors who receive financial aid the opportunity to devote the summer to thesis research. The awards provide students who have already received a research grant with an additional grant to cover the summer savings requirement of their financial aid packages. Grants are applied to a student's term bill and are not awarded as cash. Recipients will be chosen on the basis of financial need, the quality of the research proposal, and the strength of faculty support.

Mellon/Mays Undergraduate Fellowship Program (MMUF)

To counter the serious shortage of faculty of color in higher education, the Mellon Mays Undergraduate Fellowship Program encourages minority students and others with a demonstrated commitment to racial diversity to pursue academic careers. It provides opportunities for talented undergraduates to engage in research and other facets of academic life under the guidance of faculty mentors. The program also features group activities, where students share intellectual interests and focus on topics of importance to young minority scholars. Students apply in March of their sophomore year. Selected students receive funding for research undertaken with a faculty mentor during their junior and senior years. The MMUF Program meets monthly throughout the academic year to discuss applying for PhD programs and to present their research findings to one another. MMUF fellows are eligible for reimbursement for undergraduate loans for each year they complete in a PhD program.

The Radcliffe Institute for Advanced Study

The Radcliffe Institute offers a range of programs that enable undergraduate and graduate students to receive financial support for research and engage with the Institute's intellectual resources. Visit www.radcliffe.edu for complete details on all programs described below.

Every year approximately 50 fellows—men and women who are distinguished artists, scientists, humanists, and social scientists—come to Cambridge to spend one year doing their work at the Radcliffe Institute. Through the Radcliffe Research Partnership program, undergraduates can be matched with Radcliffe fellows to work collaboratively on research projects. For information about research partnerships, contact rrp@radcliffe.edu. In addition, the Radcliffe Institute is home to the Arthur and Elizabeth Schlesinger Library on the History of Women in America, one of the world's preeminent collections of material on this subject. Its outstanding holdings are available to undergraduate and graduate students for their research and interest. The holdings are catalogued on HOLLIS (Harvard On-line Library Information System). The Schlesinger Library offers research support grants and dissertation grants for undergraduate and graduate students.

The Radcliffe Institute offers a range of programming during the year, including an annual Dean's Lecture Series, presentations by fellows, and conferences and lectures on a variety of interdisciplinary topics. The Radcliffe Institute welcomes and encourages all students to take advantage of these opportunities.

CHAPTER 6: ACADEMIC AND SUPPORT RESOURCES

ACADEMIC RESOURCES: ADVISING PROGRAMS OFFICE

Inge-Lise Ameer, Assistant Dean and Interim Director

Laura K. Johnson, Assistant Dean
4th Floor Holyoke Center,
617-496-0218

www.fas.harvard.edu/~advising

Freshman Advising

As part of the Faculty of Arts and Sciences' Curricular Review, the Standing Committee on Advising and Counseling (which issued a report in May 2005) recommended the establishment of an Advising Programs Office (APO), which began to take shape in February 2006. This office is charged with coordinating, supporting, and facilitating academic advising programs for all undergraduates and, as such, works with students, faculty, the Freshman Dean's Office, the Houses, and other Harvard College and FAS offices on all aspects of pre-concentration and concentration advising.

All incoming first-year students are provided a network of advisers: a proctor, a freshman academic adviser, a peer advising fellow, and a Resident Dean of Freshmen who together serve as the student's chief initial resources for academic and non-academic advice.

Proctor The proctor is an administrator or graduate student who lives in the dorm and advises on personal, residential, social, and academic matters. In some cases, the proctor is also the academic adviser. Proctors oversee an entryway of approximately 20-30 students, and along with the Peer Advising Fellows, they are also responsible for fostering entryway community.

Freshman Adviser Freshman advisers are faculty members, administrators and/or proctors at the University who together

form the Board of Freshman Advisers. Freshman advisers help first-year students select courses and explore a wide range of questions on the curriculum, academic requirements, educational goals, summer opportunities, career aspirations, and extra-curricular interests. Freshman advisers work with an average of three to six first-year students apiece and can act as both a sounding board for students' ideas and a link between students and further resources.

Peer Advising Fellow The PAF is a sophomore, junior, or senior at the College who has been appointed, trained, and supported by the Advising Programs Office to offer advice and assistance to first-year students. Fellows are assigned by entryway and, together with the entryway proctors, are responsible for entryway and dorm-wide programming. Fellows are matched with approximately ten freshmen in the entryway and bring a student's perspective to the first-year advising network.

Resident Dean of Freshmen The Freshman Dean's Office (FDO) is responsible for the overall well-being of first-year students at Harvard. There are three Resident Deans of Freshmen, one for each of the clusters of dorms that comprise Ivy Yard, Crimson Yard, and Elm Yard. Resident Deans also work closely with the proctors and PAFs in their respective Yards.

As helpful as these advisers are, we emphasize to all first-year students that no adviser has all of the answers, and that students should be proactive in making use of all resources at their disposal at Harvard.

Sophomore Advising

As a result of the May 2006 faculty legislation that changed the timing of concentration

choice from the end of the second to the end of the third term, the Advising and Counseling Committee, in collaboration with the Masters, the Dean of the College, and the Advising Programs Office and its Student Advisory Board, designed a sophomore advising program to support sophomores as they enter House life and concentrations. The goals of sophomore advising at Harvard College are to support sophomores as they engage in focused academic exploration and to help them make successful transitions into their Houses and their chosen concentrations. Sophomores, like freshmen, begin the year with a network of advisers: **a sophomore adviser, a sophomore advising coordinator, and an Allston Burr Resident Dean.** Once they choose a concentration, they also have a **concentration adviser or advising team.** While concentration advisers serve as the primary academic advisers for sophomores in the fourth term, sophomore advisers continue to work with their advisees throughout the year, supporting students in their transition into concentrations; addressing academic issues such as study abroad, secondary fields, and research opportunities; and providing individualized, holistic attention.

By the middle of the sophomore year, Harvard students make the transition from exploring all of the concentrations that might interest them to selecting one concentration for focused study. We encourage students to consider many factors in making this decision. These include the student's intellectual interests, the concentration community and culture, the required coursework, availability of research opportunities and faculty contact, advising structures, class size, thesis policies, and ways in which concentration choice may play a role in post-graduation paths.

Concentrations are very involved in helping students find the right program for their individual needs and interests and collaborate on pre-concentration advising efforts with

the Freshman Dean's Office and the Advising Programs Office. In September, there are divisional fairs, panels and a Peer Advising Fellows study break for freshmen. In April, the APO sponsors Advising Fortnight, a two-week advising event, during which first-year students engage in at least one advising conversation with a prospective concentration. In the third term, sophomore and other academic advisers encourage students to seek out information from the concentration advising teams before concentration choice in December.

Once a student declares a concentration, the concentration assumes primary academic advising responsibility for the student. The student works with a concentration adviser or with an advising team, depending on the concentration advising structure. The APO also supports concentrations as they guide students in three phases: into an appropriate set of introductory courses in the field of study, to advanced work in the field of study and, when applicable, through a final project or thesis in the senior year.

Since each concentration has a somewhat unique advising structure and process, we encourage all advisers to help pre-concentrators connect with concentrations. Updated contact information for concentration advisers is located under "List of Programs" on the Advising Programs Office website at www.fas.harvard.edu/~advising.

The APO works closely with advisers in all of the concentrations and we are always happy to help students and concentration advisers make connections. Please write to the APO at advising@fas.harvard.edu with any questions or suggestions.

Advising Website and the Advising Network Portal

The Advising Programs Office has a comprehensive website for information on advising opportunities for all students, in the freshman yards, in the Houses, and in the concentra-

tions: www.fas.harvard.edu/~advising.

The goal of this website is to bring together in one place a vast amount of information on a large number of resources that offer academic and non-academic assistance, support, and information to Harvard College students. In addition to the APO website, the office has created (in conjunction with the Registrar's office) the Advising Network Portal, or ANP, where students can view the photos, names, and contact information for all of their assigned advisers. The advisers themselves can also access the ANP to see the photos, names, and contact information for all of their advisees. Choose "Advising Network Portal" on the upper right-hand side of the page at www.fas.harvard.edu/~advising to access the Portal.

OFFICE OF THE REGISTRAR

Barry S. Kane, Registrar

Lynn Dunham, Deputy Registrar

Mon.–Fri., 9 am–5 pm
20 Garden Street

General Information: 617-495-1543
Undergraduate Records: 617-495-4655
Degree Requirements: 617-495-1489
Transcript Information: 617-495-1543

www.registrar.fas.harvard.edu

♿ **Wheelchair accessible.**

Academic records for students in the Faculty of Arts and Sciences are maintained in the Office of the Registrar. In addition, the Registrar's Office handles registration, course enrollments, final examinations, classroom scheduling, production of the course catalog and student handbooks, and services for students requiring educational accommodations as described on page 212.

Transcripts

Transcript requests must be made either in writing, in person, or on-line, not by telephone. There is a \$5.00 fee for each transcript ordered. Cash or personal checks are accepted; charges may not be added to the student's term bill. The normal processing time for transcripts is two to three days. Once processed, transcripts may not be returned for refunds. Students must show a picture ID to pick up a transcript in person. Instructions for ordering a transcript can be found at the Registrar's website, www.registrar.fas.harvard.edu.

Voter Registration Forms

Voter registration forms for the Commonwealth of Massachusetts are available to students during business hours at the Office of the Registrar. Students

may also request a voter registration form at the Commonwealth of Massachusetts website, www.sec.state.ma.us/ele/elestu/stuidx.htm. The student can request either a Massachusetts form or a federal form (used to register in most other states) at this website.

Course Catalog

Courses of Instruction—the course catalog for the Faculty of Arts and Sciences—is updated annually. It is available on-line at www.registrar.fas.harvard.edu/courses beginning the second week in July. In addition, the FAS catalog and those of the other Harvard faculties are available at www.crossreg.harvard.edu/OASIS/CourseCat/schools.jsp.

Students should consult the on-line version at the Registrar's website (www.registrar.fas.harvard.edu) for the most recent information on course offerings. Questions regarding courses and meeting times should be directed to the appropriate department or to the Classrooms Scheduling Office at 617-495-1541.

Course Scheduling and Classrooms

To announce course meeting times and locations, the Registrar's Office produces a Course Meetings Location Report. This report is posted to the Registrar's website (www.registrar.fas.harvard.edu) prior to the start of each term. Course meeting times and locations often change during the first weeks of each term. The Course Meetings Location Report is updated four times a day. Students are encouraged to consult the report prior to setting out for classes. Inquiries should be directed to the appropriate department or to the Classrooms Scheduling Office at 617-495-1541. For information about the use

of College classrooms by recognized student groups, see page 255.

Academic Records

Students should contact the Registrar's Office to request access to their academic records. See also "Education Records."

Personal Identification Number

A Personal Identification Number (PIN) is necessary for students to gain access to on-line resources such as his or her course and grade reports via the Registrar's website. Students may request their PIN via email by going to www.pin.harvard.edu. They should click the Request a New PIN link and follow the instructions provided. This website is also where students may change or disable their PIN if necessary. Students must keep their PIN secure and confidential to maintain the confidentiality of their records.

HARVARD UNIVERSITY LIBRARY SYSTEM

Harvard's library system, which dates from 1638, is the oldest library in the US and the largest academic library in the world. With more than 16 million books and a burgeoning number of digital objects and electronic resources, the collections are housed in more than 70 libraries, most of which are located in Cambridge and Boston. Of these collections, more than half are in the purview of the Faculty of Arts and Sciences, specifically in the Harvard College Library (HCL).

Harvard College Library

www.hcl.harvard.edu

The Harvard College Library (HCL) is actually a system of libraries that support the teaching and research activities of the Faculty of Arts and Sciences, the University, and the larger scholarly community. Librarians throughout the HCL libraries offer a variety of services to users: assistance at reference desks, individual consultations by appointment, IM reference service, and course-related research instruction. They compose research guides on almost every subject offered in the College and make them available on-line (www.hcl.harvard.edu/research/guides).

In addition to the Harry Elkins Widener Memorial Library—which is the University's flag-ship—HCL includes:

- Cabot Science Library
- Fine Arts Library
- Fung Library
- Harvard Film Archive
- Harvard Map Collection
- Harvard Theatre Collection
- Harvard–Yenching Library

- Houghton Library
- Lamont Library
- Loeb Music Library
- Quad Library
- Tozzer Library

Harvard's Graduate and Professional Schools

Each of Harvard's graduate and professional faculties supports additional significant libraries. These include

- Andover–Harvard Theological Library—Harvard Divinity School
www.hds.harvard.edu/library
- Knowledge and Library Services—Harvard Business School
www.library.hbs.edu
- Countway Library of Medicine—for the Faculties of Dentistry, Medicine, And Public Health
www.countway.harvard.edu
- Gutman Library—Harvard Graduate School of Education
www.gse.harvard.edu/library
- Harvard Law School Library
www.law.harvard.edu/library
- John F. Kennedy School of Government Library
www.hks.harvard.edu/library
- (Frances) Loeb (Design) Library—Harvard Graduate School of Design
www.gsd.harvard.edu/library
- Schlesinger Library on the History of Women in America—Radcliffe Institute
www.radcliffe.edu/schles

Additional Collections

Harvard's library system also includes numerous departmental and special libraries within the Faculty of Arts and Sciences, and a number of additional and affiliated collections, ranging from the Villa I Tatti in Florence to the Dumbarton Oaks Research Library in Washington, DC. For a complete directory of Harvard libraries and archives, as well as their Websites, visit lib.harvard.edu/libraries.

Digital Collections

Harvard offers a growing number of subject-specific, web-accessible collections, including photographic collections, documents, musical scores, prints, drawings, historical maps, books, legal transcripts, diaries, manuscripts, and more. To survey these collections—many of which were developed with support infrastructure and expertise provided by Harvard's Library Digital Initiative—visit digitalcollections.harvard.edu.

Access for Undergraduates

Undergraduates with valid HUID cards have access to all Harvard libraries. It is important to recognize that the individual libraries establish separate circulation policies, and that those policies may vary significantly. For more information, visit lib.harvard.edu/libraries.

HOLLIS Discovery System

discovery.lib.harvard.edu

HOLLIS now offers users a simple, intuitive interface for discovering library resources in significant new ways. The new HOLLIS is "a discovery environment" and not just a catalog. Located at <http://discovery.lib.harvard.edu>, HOLLIS now reflects a new generation of creative thinking about searching on the web as it differs from searches in traditional library catalogs. As users experiment with the new system, the older version—dubbed "HOLLIS Classic"—remains in place, continuously

providing traditional search methods at <http://holliscatalog.harvard.edu>. Both can be accessed from the Harvard Libraries portal at <http://lib.harvard.edu>.

Using a HUID and PIN, members of the Harvard community are able to use HOLLIS to renew, hold, or recall items; to view a list of items checked out; and to check fines on-line.

Library Websites

Harvard Libraries

lib.harvard.edu

A major starting point for research is the "Harvard Libraries" website, which is an on-line gateway to the library resources of Harvard University. The site serves as an important research tool for Harvard's current students, faculty, staff, and researchers who hold HUIDs and PINs. Through E-Research@Harvard Libraries, it provides access to electronic resources and journals licensed by the Harvard libraries, as well as links to all of the Harvard library catalogs. It also points to research guides compiled by the libraries across campus and provides practical information on each of the more than 70 libraries that form the Harvard system.

Most of Harvard's libraries also have developed their own websites, which are full of valuable links and information covering their areas of specialty.

E-Research @ Harvard Libraries

e-research.lib.harvard.edu

E-Research @ Harvard Libraries is an on-line library service that provides access for Harvard users to over 8,000 electronic resources, 49,200 journals, and 300,000 e-books. E-Research also allows users to store and manage their search results.

Using E-Research, users can

- Find and access article databases and indexes, encyclopedias, e-book and e-journal collections, and many other electronic resources.

- Find articles on a topic by searching across the content of multiple e-resources with a single search.
- Find and access individual electronic journals by title, subject, or ISSN.
- Add selected e-resources to personal lists for cross-searching and reference (My E-Resources).
- Save lists of favorite e-journals for quick reference (My E-Journals).
- Store links to articles, books, and other items (My Citations).
- View past searches (Saved Searches).
- Save citations to local workstations or to bibliographic management software such as Ref-Works or EndNote.
- Click on “Find It @ Harvard” buttons for all search results in order to locate items on-line or on the shelves at Harvard libraries.

In order to achieve maximum benefit from E-Research @ Harvard Libraries and to access all of Harvard’s licensed e-resources, Harvard users should log in, using Harvard IDs and PINs, at the beginning of each session.

**Harvard College Library
A Research Tool for Library Users
hcl.harvard.edu**

This user-friendly site is a complement to the Harvard Libraries portal and offers quick access to a variety of research tools like research guides, research contacts, on-line forms, Ask a Librarian on-line reference service, and information about hours, admittance and borrowing, copying and scanning services, exhibitions and events, services for persons with disabilities, and more.

Other Harvard Library Catalogs

**Google Book Search for Harvard
nrs.harvard.edu/urn-3:hul.
eresource:googlebk**

This new, Harvard-specific version of Google Book Search offers users the option to search the full text of all books available in Google Book Search—whether contributed by Harvard, another library, or the publisher. Users of GBS for Harvard will see “Find at Harvard University” links displayed with every item in a search-result set. By clicking these links, library users reach individual catalog records when exact matches are found in HOLLIS—together with information on location and availability within the Harvard library system. If an exact match in HOLLIS is not found, a pre-populated HOLLIS search screen opens, making it easy for the patron to launch a new HOLLIS search session.

**VIA
via.harvard.edu**

The Visual Information Access (VIA) system is a union catalog of visual resources at Harvard. It includes information about slides, photographs, objects, and artifacts in the University’s libraries, museums, and archives. Approximately 50 percent of the records in VIA contain digital images.

**OASIS
oasis.harvard.edu**

The On-line Archival Search Information System (OASIS) provides centralized access to a growing percentage of finding aids for archival and manuscript collections at Harvard. These finding aids are detailed descriptions of collections that contain a wide variety of source materials, including letters, diaries, photographs, drawings, printed material, and objects.

**Harvard Geospatial Library (HGL)
hgl.harvard.edu/jsps/basemap.jsp**

The Harvard Geospatial Library is a system for the discovery, analysis, mapping, and delivery of geospatial data. It is also possible to pass on coordinates from external applications in order to plot or draw your own data on top of HGL maps.

Responsibilities of Library Users

The Harvard libraries are maintained for the University's students, faculty, staff, and other authorized members of the scholarly community. In order to preserve the collections and to ensure ongoing access to them, users are expected to respect the rules and regulations around use of library materials and property and to assist in the protection of library materials.

Every user of the library has a responsibility to:

- safeguard the integrity of library resources;
- respect the restrictions placed on access to and use of those resources;
- report to library officers the theft, destruction, or misuse of library resources by others;
- respect the rights of others to the quiet use of the library; and
- respect the authority of the librarians and staff whose job it is to protect library resources.

The following are prohibited:

- the exploitation of library resources or materials for profit or use for commercial purposes;
- the systematic printing or downloading of significant portions of licensed on-line resources;
- unauthorized removal of materials or property from the library;
- destruction, defacement, or abuse of library materials or property; and
- use of library privileges for reasons other than personal academic pursuits.

Students, staff, faculty members, researchers, visitors, and other users who fail to comply with library rules and regulations are subject

to revocation of library privileges, disciplinary actions, and legal prosecution. All library users are subject to the fines and penalties of the University, as well as the laws of the Commonwealth of Massachusetts governing crimes against property.

Services for Students with Disabilities

Students with disabilities are directed to the reference desks of individual libraries for assistance in getting books. If special arrangements are required, students should contact coordinators of individual libraries. See individual listings for building access, or visit "Library Services for Persons with Disabilities" at lib.harvard.edu/libraries/disability_services.htm, or "Services/ Access for Persons with Disabilities" at hcl.harvard.edu/info/access.

Individual HCL Libraries

Lamont Library

Sun.–Thu., 24 hours; Fri., closes 9:45 pm; Sat., 8 am – 9:45 pm; Sun., opens 8 am.
The schedule changes during intersession.

Harvard Yard
617-495-2455

www.hcl.harvard.edu/lamont

Lamont Library houses a number of services. For undergraduates, it holds the books required for most courses and tutorials, course-reserve readings, and books for general reading. Also in Lamont are Morse Music and Media, the Woodberry Poetry Room, the Farnsworth Room recreational reading collection, and the Language Resource Center. The Lamont Library Café is located on the main level. For details on the café, please visit www.dining.harvard.edu/campus_restaurants/restaurants_lamont.html.

♿ The main entrance of Lamont is ramped for wheelchair access and there is elevator service to all levels. Some University

telephones and pay phones in the library are adapted for voice amplification; check with library staff for locations.

Cabot Science Library

Mon.–Thu., 8:30 am–midnight; Fri., 8:30 am–6 pm; Sat., noon–10 pm; Sun., 10 am–midnight.

This schedule changes during intersession.

Science Center

617-495-5353

www.hcl.harvard.edu/cabot

Located in the Science Center, Cabot houses general collections in all areas of science, with undergraduate materials in applied sciences, astronomy, biochemistry, biology, chemistry, geology, physics, zoology, history of science, and agricultural engineering; and research collections in earth and planetary sciences, pure mathematics, and theoretical statistics. The library has ample study space on three levels, as well as rooms for group study and for viewing videos of selected courses given in the Science Center.

♿ Access for persons with disabilities: The Science Center is wheelchair-accessible and the elevator key is available. For more information call 617-496-4958. Special services include HOLLIS terminal with printer and VisualTek closed-circuit television enlargement for viewing printed or microfiche material. Group study rooms can be used for readers with visual handicaps, although not on a reserved-time basis.

Widener Library

Mon.–Thu., 9 am–10 pm; Fri., 9 am–7 pm; Sat., 9 am–5 pm; Sun., noon–8 pm.

The schedule changes during intersession.

Harvard Yard

617-495-2414 / 617-495-2413

www.hcl.harvard.edu/widener

Harvard's flagship library, located centrally in the Yard, Widener contains more than 3.5 million books, journals, and other materials

that comprise one of the world's most comprehensive research collections in the humanities and social sciences. The library has four spacious reading rooms featuring a variety of seating and study spaces, wireless connectivity, power/data jacks, and ample lighting. Orientation tours of the building are offered throughout each term. See the website for details.

♿ Parts of the building are wheelchair-accessible from the Massachusetts Avenue entrance.

The Harvard Map Collection

Mon.–Fri., 10 am–4:45 pm.

Pusey Library

617-495-2417

www.hcl.harvard.edu/maps

America's oldest map collection includes rare editions of Mercator, Ortelius, and Ptolemaic atlases, as well as large-scale current topographic maps of geographic areas throughout the world. It also features significant holdings of early state, county, and town maps from the mid-19th century. The modern maps include topographic series from around the world, thematic maps, nautical charts, aerial photography, and satellite imagery. The Harvard Map Collection acquires and provides access to digital cartographic resources and geographic information systems.

♿ People with disabilities wishing to visit the Harvard Map Collection should call 617-495-2417 in advance to make arrangements.

Harvard University Archives

Mon.–Fri., 10 am–4:45 pm.

Pusey Library via Lamont Library West Door

617-495-2461

hul.harvard.edu/huarc

Permanent records of Harvard University from 1636 to the present; Harvard dissertations and undergraduate honors theses; Harvard and other historical materials, including photographs, faculty papers, and records of

student organizations; records management program.

♿ Access for persons with disabilities: People with disabilities wishing to visit the Harvard University Archives should call 617-495-2461 in advance to make arrangements.

Houghton Library

Mon., Fri., Sat., 9 am–5 pm; Tues. – Thurs., 9 am–7 pm; Sun. Closed.

The schedule changes during intersession.

Harvard Yard
617-495-2441

www.hcl.harvard.edu/houghton

Harvard's primary repository for rare books and manuscripts, Houghton holds collections on the study of Western civilization, particularly European and American history and literature, and special collections in printing and graphic arts and the theater. The library hosts a number of exhibitions during the academic year and introductory tours of the building on Fridays. See the website for details.

♿ Call 617-495-2440 or 617-495-2441 to make arrangements for wheelchair access.

Fine Arts Library and Fine Arts Library Digital Images and Slides

Mon.–Thu., 9 am–10 pm; Fri., 9 am–6 pm; Sat., 10 am–5 pm; Sun., 1 pm–6 pm.

The schedule changes during intersession.

Sackler Building, 485 Broadway
Littauer Building, North Yard
www.hcl.harvard.edu/finearts

One of the world's most comprehensive academic art libraries, the Fine Arts collection covers all of Western and non-Western art and architecture, from antiquity to the present, with special collections in East Asian and Islamic art and architecture and the Harvard Film Archive.

♿ Access for people with disabilities to the Fine Arts Library is available at the Prescott Street entrance. Elevators and accessible

restrooms and telephones are available in both facilities.

Harvard–Yenching Library

Mon.–Fri., 9 am–10 pm; Sat., 9 am–5 pm; Sun., noon–5 pm.

The schedule changes during intersession.

2 Divinity Avenue
617-495-2756

www.hcl.harvard.edu/harvard-yenching

With the most extensive academic research collection on East Asian materials outside of Asia, the Harvard–Yenching Library holds publications in the humanities and social sciences on traditional and modern East Asia, and is renowned for its rare books and manuscripts.

♿ Access for people with disabilities is available at the side entrance of the building. Persons with disabilities wishing to visit the library should telephone 617-495-2756 in advance to make arrangements for assistance. An accessible elevator, restroom, and telephone are available.

Loeb Music Library

Mon.–Thu., 9 am–10 pm; Fri., 9 am–5 pm; Sat., 1 pm–5 pm; Sun., 1 pm–10 pm.

The schedule changes during intersession.

North Yard
617-495-2794

www.hcl.harvard.edu/loebmusic

One of the world's preeminent libraries supporting music research, Loeb Music collections include thousands of books, scores, and recordings; a world music archive; the world's largest collections of Turkish and Indian classical music; jazz and African-American music; and an extensive Mozart archive.

♿ Access for persons with disabilities is through the entrance of the Paine Hall wing of the Music Building. Once inside the building, follow signage to the library. An elevator, an accessible restroom and telephone, and retrieval upon request are available.

Quad Library

Mon.–Thu., 1 pm–2 am; Fri., noon–5 pm;
Sat.–Sun., closed.
Open only during the academic year.

Hilles Building
617-495-2451

www.hcl.harvard.edu/libraries/#quad

The Quad Library is a comfortable study space located on the first floor of the Hilles Building in the Quad. The library holds an open-stack collection that includes high-use volumes of scholarly works, selected reference materials, and some current periodicals. There are an ample number of computer workstations with print capability, a self-service scanner and photocopier, power/data jacks, and wireless connectivity.

♿ The library is accessible through the Campus Drive entrance across from Cabot House. An elevator and an accessible restroom and telephone are available. Transportation for students with disabilities requiring door-to-door adaptive transportation may be arranged with Shuttle Van Service at 617-495-0400.

Tozzer Library

Mon.–Thu., 9 am–9 pm; Fri., 9 am–5 pm;
Sat.–Sun., 1 pm–5 pm.
The schedule changes during intersession.

21 Divinity Avenue
617-495-2253

www.hcl.harvard.edu.edu/tozzer

Tozzer is one of the world's foremost collections supporting the study of anthropology, extending to all its subfields including archaeology, and is renowned for collections relating to the indigenous people of the Americas.

♿ Access for people with disabilities is at the front entrance of the library. An elevator, an accessible restroom and telephone, and retrieval upon request are also available.

MUSEUMS

Harvard's museums offer some of the finest collections of their kind in the world. A Harvard identification card provides free access to all University museums. A brief description of the permanent collections of some museums is found below. The Gazette lists special exhibitions and events. The Harvard Art Museum offers free admission to the general public Saturday mornings.

Harvard Art Museum

Mon.–Sat., 10 am–5 pm; Sun., 1 pm–5 pm. Closed on national holidays.

General Information: 617-495-9400
www.harvardartmuseum.org

The Harvard Art Museum is one of the world's leading arts institutions, comprising three museums (Fogg Museum, Busch-Reisinger Museum, Arthur M. Sackler Museum) and four research centers (Straus Center for Conservation and Technical Studies, Center for the Technical Study of Modern Art, Harvard Art Museum Archives, Archaeological Exploration of Sardis, Turkey). The Harvard Art Museum is distinguished by the range and depth of its collection, its groundbreaking exhibitions, and the original research of its staff. The collection consists of more than 260,000 objects in all media, ranges in date from antiquity to the present, and comes from Europe, North America, North Africa, the Middle East, South Asia, East Asia, and Southeast Asia. As an integral part of Harvard and the community, the three art museums and four research centers serve as resources for students, scholars, and visitors. For more than a century, the Harvard Art Museum has been the nation's premier training ground for museum professionals and scholars and is renowned for its seminal role in the development of the discipline of art history in

this country.

In June 2008, the Harvard Art Museum's building at 32 Quincy Street, formerly the home of the Fogg and Busch-Reisinger Museums, closed for a major renovation. During this renovation, the Sackler Museum at 485 Broadway remains open and has been reinstalled with some of the finest works representing the collections of all three museums. When complete, the renovated historic building on Quincy Street will unite the three museums in a single state-of-the-art facility designed by architect Renzo Piano.

Students are invited to join as Student Members of the Harvard Art Museum. Student Members receive invitations to members-only events, the calendar of exhibitions and programs, and monthly e-mail newsletters, discounted tickets to lectures, seminars, and concerts, as well as a discount in the Art Museum's shop and on Art Museum publications. Student Members also enjoy special tours, an annual black-tie gala with the director, and other programs and special offers specifically for Members. Annual membership is \$45. Please call 617-495-4544 for more information.

The Harvard Art Museum Undergraduate Connection runs social events open to all undergraduates that feature free food and entertainment, as well as tours led by members of the Student Guide Program. All events and projects associated with the Undergraduate Connection are free, educational, and student organized and run. New members are always welcomed for a fun experience based around art. For more information about joining, as well as details about upcoming events: **www.hamuc.org**; or email the organization's president, Kaley Blackstock, at klblacks@gmail.com.

Students are invited to apply to become volunteer members of the Harvard Art Museum Student Guide program. The Student Guide program is a select group of students who work closely with the Education Department at the Art Museum. Guides are trained for several months and give tours and informal gallery talks for their peers, as well as for alumni and other members of the Harvard community. The Student Guide program is not limited to art history concentrators; in fact, student guides are encouraged to share the unique perspectives that their different concentrations bring to looking at art. For more information, please contact the Art Museum's Education Department at 617-495-0765.

Arthur M. Sackler Museum

485 Broadway

Designed by the Pritzker Prize-winning British architect James Stirling and opened in 1985, the Arthur M. Sackler Museum has holdings of ancient, Asian, Islamic, and later Indian art. Among its treasures are the world's finest collections of archaic Chinese jades and Japanese surimono, as well as outstanding Chinese bronzes, ceremonial ancient weapons, and Buddhist cave-temple sculpture; Chinese and Korean ceramics; and Japanese woodblock prints, calligraphy, narrative paintings, and lacquer boxes. The Sackler Museum's collection also contains exceptional holdings of works on paper from Mongol, Timurid, and Safavid Iran (14th–17th centuries), Ottoman Turkey (15th–19th centuries), and Rajput and Mughal India. The ancient art department has one of America's most important teaching collections of Greek, Roman, Egyptian, and Near Eastern art, with significant holdings of Greek and Roman sculpture, Greek vases, and ancient coins.

In 2008, the Arthur M. Sackler Museum was reinstalled with works from the Harvard Art Museum's three museums—Fogg, Busch-Reisinger, and Sackler—for a unique exhibition entitled Re-View. The survey of

approximately 600 objects includes major and familiar works and features Western art from antiquity to the turn of the 20th century, Islamic and Asian art, and European and American art from 1900 to the present. Re-View is on long-term view at the Sackler Museum and provides a selected, ongoing display of the Harvard Art Museum's collection while its building at 32 Quincy Street is closed for renovation.

♿ Wheelchair accessible.

Fogg Museum

32 Quincy Street (closed for renovation)

The Fogg Museum, which opened to the public in 1895, is Harvard's oldest art museum. Its collection consists of Western art from the Middle Ages to the present, with particular strengths in Italian early Renaissance, British Pre-Raphaelite, and 19th-century French art, as well as 19th- and 20th-century American paintings. The Fogg's Maurice Wertheim Collection is an important collection of impressionist and post-impressionist works and contains many famous modern masterworks, including paintings and sculpture by Cézanne, Degas, Manet, Matisse, Picasso, and van Gogh. Central to the Fogg Museum's holdings is the Grenville L. Winthrop Collection, a collection of more than 4,000 works of art. Bequeathed to Harvard in 1943, the collection continues to play a pivotal role in shaping the collections and legacy of the Harvard Art Museum, serving as a foundation for teaching, research, and professional training programs. The Winthrop Collection includes 19th-century masterpieces by Blake, Burne-Jones, David, Daumier, van Gogh, Homer, Ingres, Renoir, Rodin, Toulouse-Lautrec, Sargent, and Whistler, as well as early Chinese art, from archaic jades to bronze ritual vessels, weapons, mirrors, bells, ornamental fittings, and Buddhist sculptures in stone and gilt bronze.

Busch-Reisinger Museum

32 Quincy Street (closed for renovation)

The Busch-Reisinger Museum is the only museum in America devoted to promoting the arts of Central and Northern Europe, with a special emphasis on the German-speaking countries. Founded in 1901 as the Germanic Museum, the museum relocated to Adolphus Busch Hall in 1921 and then to Werner Otto Hall at 32 Quincy Street in 1991. The Busch-Reisinger Museum has particularly important holdings of Austrian Secession art, German expressionism, 1920s abstraction, and material related to the Bauhaus. In addition, the Busch-Reisinger Museum has significant holdings of post-war and contemporary art from German-speaking Europe. The collection of unique and editioned artworks by artist Joseph Beuys is among the world's most comprehensive.

Adolphus Busch Hall at 29 Kirkland Street, the former home of the Busch-Reisinger Museum, presently houses plaster casts of medieval art, an exhibition on the history of the Busch-Reisinger Museum, and a famous Flentrop pipe organ, used regularly for Harvard's organ concert series. It is open to the public on the second Sunday of each month, from 1 pm to 5 pm.

Harvard Museum of Natural History

Daily, 9 am–5 pm.

**26 Oxford Street
617-495-3045**

www.hmn.harvard.edu

The Harvard Museum of Natural History (HMNH) presents to the public the collections and research of Harvard University's three natural history institutions: The Museum of Comparative Zoology, Harvard University Herbaria, and the Mineralogical Museum. The HMNH's mission is to enhance public understanding and appreciation of the natural world and the human place in it, sparking curiosity and a spirit of discovery in people of all ages. To realize the mission, HMNH draws on the vast resources of the Harvard Faculty

and on collections numbering close to 21 million specimens. In an effort to showcase more of the vast natural history collections, the HMNH presents special temporary exhibitions with related programming for the whole family. Changing exhibitions include *Language of Color*, about how animals communicate with color, and *Climate Change: Our Global Experiment*, in collaboration with the Harvard University Center for the Environment. The newest exhibition is *EVOLUTION*, showcasing evolutionary research at Harvard.

The HU Herbaria botanical gallery features the internationally acclaimed Ware Collection of Glass Models of Plants. These "Glass Flowers" are a one-of-a-kind collection of over 4,000 models of plants painstakingly and beautifully crafted in glass by Leopold and Rudolph Blaschka, father and son. The project spanned five decades from 1886 to 1936 and culminated in representations of more than 830 plant species.

The zoological galleries display some 4,000 specimens, including dinosaurs, arthropods, and over 500 current day mammals, from the Museum of Comparative Zoology (MCZ), which was founded in 1859 by Louis Agassiz. The MCZ's twelve sub-departments—biological oceanography, entomology, herpetology, ichthyology, invertebrate paleontology, invertebrate zoology, mammalogy, marine biology, mollusks, ornithology, population genetics, and vertebrate paleontology— together comprise one of the world's most extensive holdings for scientifically described materials (type specimens), geographical range, and historical significance. These collections have gained new relevance as human activity increasingly places species and ecosystems at risk.

The Mineralogical and Geological Museum maintains internationally important collections of rocks, minerals, ores, and meteorites that support teaching and research, primarily in the Department of Earth and Planetary Sciences. The Museum's extraordinarily com-

prehensive mineral collections are featured in both systematic and topical displays in the public galleries. Highlights include a 1,642 lb amethyst geode, and Impact, an exhibit of the University's outstanding collection of meteorites.

♿ Wheelchair access through basement entrance of the Museum of Comparative Zoology on Oxford Street and through Tozzer Library on Divinity Ave.

Research collections

The research collections of the Harvard University Herbaria include an extensive collection of Precambrian fossils, dating back 3.5 billion years, and an historically important collection of economic botany materials are also housed in the museum building on Oxford Street. For information about botanical collections, research, and archives, visit the Harvard University Herbaria's website at www.huh.harvard.edu or call 617-495-2365.

For information about the Museum of Comparative Zoology's Mayr Library call 617-495-4576. For information about zoological collections, research, and archives, visit the MCZ website at www.mcz.harvard.edu or call 617-495-2460.

For more information about mineralogical and geological collections and archives, visit <http://www.fas.harvard.edu/~geomus/> or call 617-495-4758.

The Peabody Museum of Archaeology and Ethnology

Daily, 9 am–5 pm.

11 Divinity Avenue, entrances on Oxford Street and Divinity Avenue
617-496-1027
www.peabody.harvard.edu

The Peabody Museum is a world-class collection museum of archaeology and anthropology. With a collection of 1.2 million objects and half a million photographs, the

museum maintains eight public galleries and a teaching gallery. The museum makes accessible anthropological objects for teaching, research, and public education, and encourages anthropological discourse through exhibitions, lectures, symposia, and publications. Formal museum-based study is promoted (Anthropology 92r), summer internships are available, and volunteer or work-study students are welcome. The museum also offers a regular series of lectures and public programs, and opens three to four new exhibitions each year. Admission and most public programs are available free to Harvard students.

The collections include North American Indian artifacts; pre-Columbian holdings from Middle America (particularly the Maya) and Peru; pottery collections from North and South America; materials from the Paleolithic and Iron Age cultures of Africa, Asia, and Europe; West African masks and artifacts from Pacific cultures; and ethnographic specimens from Siberia to Tierra del Fuego. The museum maintains written and photographic archives closely related to its collections. For information about the Peabody Museum's collections and archives, visit the website at www.peabody.harvard.edu or email pmresrch@fas.harvard.edu.

♿ Wheelchair access through Tozzer Library on Divinity Ave. and through the basement entrance of the Museum of Comparative Zoology on Oxford St.

The Semitic Museum

Mon.–Fri., 10 am–4 pm; Sun., 1 pm–4 pm (closed holiday weekends).

6 Divinity Avenue
617-495-4631
www.fas.harvard.edu/~semitic

Founded in 1889 by Jacob Henry Schiff, the Semitic Museum is the principal repository for Harvard's holdings of Near Eastern archaeological artifacts. Its collections

represent all of the major cultural areas of the ancient Near East, including Egypt, Israel, Syria-Palestine, Mesopotamia, Anatolia, Cyprus, and Iran. It houses finds from such sites as Samaria, Shechem, Serabit al-Khadim, Nuzi, Idalion, and Carthage. Access to the research collections is available to qualified scholars by appointment only. The Museum also conducts archaeological research at the ancient seaport of Ashkelon in Israel.

Continuing exhibits at the Semitic Museum are "The Houses of Ancient Israel: Domestic, Royal, Divine," "Ancient Cyprus: The Cesnola Collection," "Nuzi and the Hurrians: Fragments from a Forgotten Past," and "Ancient Egypt: Magic and the Afterlife." There is no charge for admission. Museum shop.

♿ No wheelchair access; contact the Museum Office for assistance.

The Department of the History of Science Collection of Historical Scientific Instruments

**Science Center, 1 Oxford Street
For hours and information, 617-495-2779**

www.fas.harvard.edu/~hsdept/chsi.html

Located in the Science Center, the Department of the History of Science's Collection of Historical Scientific Instruments contains one of the finest university collections of its kind in the world. With close to 20,000 artifacts dating from the 15th century to the present, the Collection covers a broad range of disciplines, including astronomy, navigation, horology, surveying, geology, meteorology, mathematics, physics, biology, medicine, chemistry, experimental psychology, and communications. Noteworthy among these are scientific instruments that Harvard purchased in London with the help of Benjamin Franklin in 1764 after a disastrous fire destroyed the college's philosophical apparatus in the old Harvard Hall.

The historical value of the instruments is greatly enhanced by original documents preserved in the Harvard University Archives and by over 6,500 books and pamphlets in the Collection's research library that describe the purchase and use of many of the instruments.

Harvard University has been acquiring scientific instruments for teaching and research for over 300 years, but it was not until 1948 that a serious attempt was made to preserve its historical apparatus as a resource for students and faculty. Since the first exhibition of instruments was held in 1949, the Collection has grown rapidly both from within the university and from private donations. The Collection of Historical Scientific Instruments became affiliated with the Department of the History of Science in 1989. Like many other Harvard collections, its primary purpose is teaching and research, providing students and scholars with the opportunity to examine and work with artifacts that have made science possible.

The department has two museum galleries (located in Science Center 136 and 251), a research library and instrument study room (Science Center 250), a conservation laboratory, and classroom. Curatorial offices are located in Science Center 251c. Please call ahead for library and gallery hours, 617-495-2779.

♿ Wheelchair accessible.

Arnold Arboretum

Daily, sunrise to sunset

125 Arborway, Jamaica Plain

Information: 617-524-1718

www.arboretum.harvard.edu

The Arnold Arboretum was founded in 1872 as a research institute and living museum dedicated to the study and appreciation of woody plants. Across its 265 acres grows a collection of over 15,000 trees, shrubs, and vines gathered over the past century from the

forests of Asia, Europe, and North America. The Arboretum landscape, designed by Frederick Law Olmsted and Charles Sprague Sargent, is a National Historic Landmark and part of Boston's Emerald Necklace park system.

Research programs at the Arboretum are based on its rich collections of living woody plants and herbarium specimens and extensive library holdings. The living collections, located in Jamaica Plain, present a synopsis of the woody flora of the North Temperate Zone, while the Arboretum's dried specimen collection in the Harvard University Herbaria has special strength in tropical Asian species. The libraries, also in the two locations, contain more than 250,000 items, including reference books, serials, pamphlets, catalogs, manuscripts, and photographs. The libraries are open to faculty and students; the Hunnewell Building library is also open to the general public. Together these collections support studies of plant systematics and evolution, tropical plant ecology and conservation. Through fellowships and direct support the Arboretum encourages undergraduates, graduate students, and visiting scientists to use its collections and participate in its research programs. The Arboretum offers a summer intern program in practical horticulture as well as field studies in ecology and plant science for elementary school classrooms. The Arboretum's Landscape

Institute, located in Cambridge, conducts professional training in landscape design, historic landscape preservation, and garden history.

The Arboretum is located next to the Jamaica Plain neighborhood in Boston and is accessible by public transportation via the MBTA Forest Hills Station. The landscape is open dawn until dusk every day of the year, and there is no admission charge. Free tours are available April–September. Adult education classes are offered year-round. The Hunnewell Building Visitor Center is open Monday–Friday 9 am to 4 pm; Saturday 10 am to 4 pm; Sunday

12 pm to 4 pm.

♿ The Hunnewell Visitor Center is wheelchair accessible.

OFFICE OF INTERNATIONAL PROGRAMS

Catherine Winnie, Director

77 Dunster Street

Email: oip@fas.harvard.edu;

Tel: 617-496-2722

www.fas.harvard.edu/~oip

The Office of International Programs (OIP) welcomes all Harvard undergraduates who seek to explore options for study abroad. Its mission is to encourage Harvard students to integrate international experience into their education, and to help them to identify and to pursue opportunities for study and research outside the US.

OIP works with concentrations to develop the best options for study abroad for Harvard degree credit and maintains a website with a

wide range of information. Advisers are available at OIP to help students find programs that enhance their educational goals, meet their academic objectives, and satisfy their particular interests. OIP also offers information sessions, appoints peer advisers in the Houses, and welcomes invitations to work with any student interested in international study. OIP suggests that students begin their exploration of this area early in their time at Harvard, and reminds them that those who wish to receive degree credit for their study must consult with the advisers at OIP before beginning any program away from Harvard (see page 40).

♿ Wheelchair accessible.

THE WRITING CENTER

Jane Rosenzweig, Director

**Barker Center Rotunda, Terrace Level
617-495-1655**

www.fas.harvard.edu/~wricntr

The Writing Center offers one-on-one conferences about writing to all students in the Faculty of Arts and Sciences. It is staffed by undergraduate tutors who are trained to help with writing in all disciplines. Students coming to the Writing Center need not have a completed paper. Many students come with assignments, notes, rough drafts, parts of papers, or ideas. The Writing Center also of-

fers help with fellowship and graduate school applications, and special help for senior thesis writers. The Writing Center is open by appointment from 9 am to 5 pm, Monday through Friday, with evening drop-in hours from 7 to 9 pm, Monday through Thursday, in the Barker Center; and 7 to 9 pm on Sundays in various locations. Please visit the Writing Center website to schedule appointments and to find out the location of Sunday hours, and to view their handouts about the writing process.

ADAPTIVE TECHNOLOGY LABORATORY

Robert G. Doyle, Associate Dean
rdoyle@fas.harvard.edu
617-495-0757/0811

Curtis Wilcox, Manager
ccwilcox@fas.harvard.edu
Science Center Room 103

Staffed: Monday-Friday 9 am-5 pm;
Open: 24 hours daily
atl@fas.harvard.edu, 617-496-8800
www.fas.harvard.edu/~ims/ATL

The Adaptive Technology Laboratory serves FAS students requiring accessible education and who need technological solutions. The lab is available to students registered with the Accessible Education Office (AEO). For more information, see the AEO website at www.aeo.fas.harvard.edu.

♿ Wheelchair accessible

INSTRUCTIONAL MEDIA SERVICES

Robert G. Doyle, Associate Dean
rdoyle@fas.harvard.edu
617-495-0757/0811

Amy Thompson, Manager of Media & Technology Services
athomps@fas.harvard.edu
617-496-9460

Anthony Di Bartolo, Manager of Media Production Center
dibartol@fas.harvard.edu
617-495-9440

www.fas.harvard.edu/~ims

The two divisions of the department of Instructional Media Services provide instructional media resources for graduate and undergraduate course instruction within the Faculty of Arts and Sciences. IMS also provides event services for student groups, rents multimedia equipment to students, and provides some production services.

Media and Technology Services (MTS)

Mon.–Fri., 8 am–5 pm (A technician is on call until 10 pm, Mon.–Thu., during the academic year.)

Main Office: Science Center Room B02, 617-495-9460

To request equipment only, email mtsequip@fas.harvard.edu (Service for all FAS buildings except CGIS, Science Center, and Sever)

CGIS Office: CGIS South Building Room S053, 617-495-9807

Email: mtscgis@fas.harvard.edu (Service for the CGIS buildings)

Sever Hall Office: Sever Hall Room 301, 617-495-9470

To request equipment for use in Sever Hall, email sevequip@fas.harvard.edu (Service for

Sever Hall and the Extension and Summer Schools)

Northwest Building Office: Northwest Building Room 301, 617-495-5775

Email: nwmedia@fas.harvard.edu (Service for the Northwest Building)

MTS provides data, film, overhead, slide, and video projection; classroom computers; audio recording; sound reinforcement systems; video recording/editing; video conferencing; coordination of film, DVD, and videotape rentals for FAS courses; assistive listening systems; and a reservable screening room. Please call MTS a minimum of two weeks in advance to arrange for services. Some of its services include technician assistance, equipment rental, and testing specific non-standard software or non-commercially produced CDs or DVDs for compatibility with University computer equipment or players. Training or MTS technicians' assistance will be required for certain types of equipment. Instructors are also free to request MTS assistance with any equipment for one, several, or all of a course's class meetings. Please note that fees will be charged for after-hours, weekend, or holiday assistance and for non-course instruction requests. Classrooms must be reserved through the FAS Classrooms Office or the appropriate departments. MTS does not reserve or schedule classrooms. Information on permanently installed classroom equipment and photographs of classrooms can be found on the IMS website.

MTS supports FAS and the Extension and Summer Schools. The MTS Main Office supports classes and events that take place in FAS buildings except for the CGIS buildings, Northwest Building, the Science Center, and Sever Hall. The MTS CGIS Office supports classes and events that take place in the

Center for Government and International Studies (CGIS) buildings. The MTS Sever Hall Office supports classes and events that take place in Sever Hall and the Extension School. The MTS Northwest Building Office supports classes and events that take place in the Northwest Building. For assistance with classes or events in the Science Center, please contact Science Center Lecture Multimedia Services located in Science Center Room B-01 (617-495-5357).

♿ Wheelchair accessible, all sites.

Media Production Center (MPC)

Mon.–Fri., 9 am–5 pm

**Rosovsky Hall (rear), 59 Plympton Street
617-495-9440**

Email:ims_mpc@fas.harvard.edu

The MPC provides audio and video production and duplication services. Audio services include recording and preparation for CD, CD-ROM, and web delivery of audio content. Recordings can be made in the MPC studio or on location. Video services include DVD authoring, international standards conversion, and basic editing. Videoconferencing facilities are also available. CD, DVD, cassette tape, and VHS duplication are available with graphics and packaging. Please inquire about additional technical services available.

♿ Wheelchair accessible.

LANGUAGE RESOURCE CENTER

Robert G. Doyle, Associate Dean
rdoyle@fas.harvard.edu
617-495-0757/0811

Thomas Hammond, Director
thammonds@fas.harvard.edu
617-496-0607

**Phone ahead or check the website for
the most current operating hours**

Lamont Library, Level 6
617-495-9448

lrcnt.fas.harvard.edu

The Language Resource Center (LRC) is located in Lamont Library on the fourth floor. The LRC offers multimedia resources to FAS foreign language courses and to

other FAS courses using foreign-language media. LRC's high-bandwidth media server provides full-screen materials in forty-three languages. LRC's satellite feed provides international news and a variety of television programs. Through its pilot program with RosettaStone®, the LRC can make self-guided, on-line materials available in some 30 languages at the beginning and intermediate levels. LRC also offers CD-quality digital audio of textbook practice materials, as well as providing for the use of VHS and cassette tapes. There are two screening rooms reservable for small-group foreign-language instruction. See also "Instructional Media Services" above.

PIANO TECHNICAL SERVICES

Robert G. Doyle, AssociateDean

rdoyle@fas.harvard.edu

617-495-0757/0811

Lewis Surdam, Manager

surdam@fas.harvard.edu

Mon.–Fri., 9 am–5 pm

Vanserg Hall, Piano Shop

617-495-2981

www.fas.harvard.edu/~pts

The department of Piano Technical Services restores, repairs, tunes, and maintains all FAS pianos and performs limited work on harpsichords. Seven days notice is required for all tuning requests. Emergency requests will be considered. Please phone to find out if your request can be accommodated. PTS does not move or rent instruments or reserve practice rooms.

♿ Wheelchair accessible.

COMPUTING FACILITIES

FAS Information Technology

FAS Information Technology provides a variety of computing services and facilities to the students, faculty, and staff of the Faculty of Arts and Sciences (FAS) and its affiliates. Most services are distributed via the FAS network, a high-speed, fiber-optic data network that connects student residences, faculty and administrative offices, libraries, laboratories, and public areas. FAS Information Technology has specialists dedicated to providing for the needs of instruction, student communication, office automation, faculty interaction, and research.

FAS Information Technology offers laboratory facilities and computing support to undergraduate and graduate students within FAS and to students enrolled in computer-based courses in the Extension and Summer Schools. Student services include Internet access, accounts for e-mail and on-campus resource access, and a support model consisting of both student workers and full-time staff. Except for a small fee for network laser printing, computer services are provided to students at no cost. In addition to computer labs in the Science Center, computer labs in the residential Houses, and numerous computer kiosks around campus, every dorm room on campus is equipped with high-speed

access to the Harvard network and the Internet. Wireless connectivity is also available in a growing number of public locations, including libraries and popular campus gathering spaces. Students may ask computing questions or request computer assistance by contacting the Service Desk (Science Center B-13, 617-495-9000, help@fas.harvard.edu). Additionally, students can bring their computers into the Personal Computer Clinic, located in Science Center 225, for one-on-one help from a User Assistant (UA). The UAs are not factory-authorized technicians, and may refer students to a repair facility such as the Science Center's Computer Product & Repair Center for complex problems, but are able to solve many PC and Mac issues on site.

The Multimedia Showcase (Science Center 209) is an advanced computing facility offering state-of-the-art multimedia tools for use in scanning, video capture and editing, CD and DVD writing, and digital photography. It is primarily for use by FAS students for creation of multimedia class assignments and by faculty for development of course materials.

For additional information about FAS Information Technology, please visit the FAS IT website at www.fas-it.fas.harvard.edu.

UNIVERSITY INFORMATION SYSTEMS (UIS)

www.uis.harvard.edu

The mission of University Information Systems (UIS), Harvard University's central information technology (IT) organization, is to provide effective and efficient IT services to the University community.

Technology Services

The Technology Services group within UIS manages Lenovo, Apple, GovConnection, and Microsoft vendor partnerships and serves as facilitator, on behalf of the University, to ensure vendor compliance to contracts and timely communications about product or program changes.

Technology Services offers Apple computers at educational pricing and Microsoft and Adobe software at deep discounts for students through its on-line store (www.computers.harvard.edu) and through telephone sales at 617-495-5450. Lenovo personal computers are available directly through Lenovo at aggressive price discounts negotiated exclusively for the Harvard community. For information on how to access the Lenovo site visit www.computers.harvard.edu. Peripherals, accessories, and other technology products are available through GovConnection, a subsidiary of PC Connection. GovConnection offers special pricing for Harvard and free ground shipping for personal purchasers. For information on how to access the GovConnection site visit www.computers.harvard.edu.

Technology Services' Computer Product and Repair Center, located in the Science Center, features the latest laptops and desktops from Apple and Lenovo. A selection of iPods, software and accessories are also available for purchase over-the-counter. Students, faculty, and staff can drop off Apple and

Lenovo computers and HP laser printers for in-warranty or out-of-warranty service at this site. Technology Services also takes computers in for hardware repair at its main facility located at 219 Western Avenue. The Computer Product & Repair Center was developed in collaboration with FAS and supplements other technology services in the building provided by FASIT.

The Computer Product and Repair Center is open Monday, Tuesday, Thursday, and Friday, 9 am–5 pm and Wednesday, 10 am–5 pm. Technology Services telephone sales is open Monday through Friday, 9 am–5 pm, and can be reached by calling 617-495-5450. The Technology Services main facility for product pick-up, returns, and repair is located at 219 Western Avenue, Allston (on the corner of North Harvard Street and Western Avenue next to Harvard Stadium) and the hours of operation are Monday through Friday, 9 am–5 pm.

SUPPORT RESOURCES: BUREAU OF STUDY COUNSEL

Mon.–Fri., 8:30 am–5:30 pm

Linden Street

Phone: 617-495-2581

Fax: 617-495-7680

email: bsc@harvard.edu

bsc.harvard.edu

NOTE: The Bureau of Study Counsel (BSC) hours and services are likely to change in 2009-2010. Please visit the BSC's website for the most current information.

The Bureau of Study Counsel is Harvard's center for academic and personal development. Bureau services are designed to help students engage in their academic work, make meaning of their lives, think critically, make thoughtful choices, develop a sense of voice and authority in their scholarship, cultivate healthy relationships, and thrive in the university environment.

The Harvard College experience is one of extraordinary opportunity, which typically comes with heightened external demands and internal pressures. Bureau services support students in their efforts to develop their intellectual, emotional, and social potential. All students can benefit from such support in this challenging environment and during such a transformative period in their lives. There is no charge to undergraduates for Bureau services, except for minimal fees for peer tutoring, ESL peer consultation, and the Harvard Course in Reading and Study Strategies, which are subsidized by the College and may be further offset by financial aid.

Academic and Personal Counseling

Counseling is available on a confidential basis to help students adjust to their transition to

Harvard, explore their own learning goals and styles, cope with the challenges of an exciting and demanding environment, define their motivation and aspirations, and resolve situational conflicts and difficulties. Counseling can help students improve their learning skills and strategies (such as reading, note-making, exam-taking, time management, procrastination, memory, public speaking, writing, etc.), and address broader academic and personal concerns (such as relationships, motivation, stress, perfectionism, creativity, important life events, future direction, etc.).

Counseling can also help students enhance their engagement in their learning and in their lives, and deepen their connection to what really matters to them. Many students appreciate that the Bureau offers a reflective space, apart from everyday pressures and demands, where they can have the sorts of conversations that enable them to find a sense of perspective, purpose, and passion. For students who need or request services beyond those provided by the Bureau (such as medical care or ongoing mental health treatment), a Bureau counselor can help the student get connected to appropriate resources in other HUHS departments or private services in the local area.

Peer Tutoring and ESL Peer Consultation

As a supplement to formal course instructions, peer tutoring is available through the Bureau in any subject or course (particularly in mathematics, natural sciences, and languages). Peer tutors help students master the subject matter of a course and explore new ways of learning. Peer tutors are undergraduates who have done honors work in the courses for which they tutor, and are

trained and supervised by the Bureau. Peer consultation for students who speak English as a Second Language (ESL) is also available. ESL peer consultation provides assistance with conversational and cultural skills. The ESL peer consultants, trained and supervised by the Bureau, are undergraduates who have a strong interest in working with students from other cultures and speak at least one language other than English.

Harvard Course in Reading and Study Strategies

The Harvard Course in Reading and Study Strategies is a non-credit mini-course that helps students adapt their accustomed ways of reading and learning to university-level work, including the rigors of a heavy workload, unfamiliar material, and self-direction. The lessons and exercises in the course are designed to meet several goals: to foster knowledge, understanding, and self-awareness about reading, concentrating, and studying; to provide practice in giving up old ways of approaching one's work and learning new ones; to teach strategies of studying more effectively and efficiently; and to make possible a greater sense of purpose, engagement, and meaning in one's experience of learning. Students find that they increase their reading speed without sacrificing comprehension. There is no homework other than for students to try out the strategies they are learning on the homework they already have for their current courses. The Harvard Course in Reading and Study Strategies is offered twice each term and once during the summer.

Workshops and Discussion Groups

The Bureau offers workshops and discussion groups on topics related to college life and work, such as assertiveness, time management, procrastination, cultural adjustment, relationships, making the best use of reading

period, and preparing for exams. Workshops and discussion groups can provide a safe context for self-exploration, interpersonal support, skill-building, and problem-solving.

Study Skills Resources

The Bureau of Study Counsel offers both on-line and paper resources designed to assist students with the perplexities and challenges of academic life. See the Self Help section of the website for an extensive array of materials, including on-line learning self-assessments; links to tips, guides, and other resources related to academic success; and books, articles, and workbooks on study skills and college life. Or stop by the Bureau and visit the Cranium Corner, its library of handouts and other materials related to college learning styles and strategies.

Previous Course Examinations

Reviewing course examinations from previous years is a useful method for discerning the sort of scholarship that is valued in a given course. Previous examinations can help orient students to the nature of a course's inquiry and can provide material for review. Final examinations from previous years are available on the web at www.fas.harvard.edu/~exams. Students are encouraged to bring a copy of a previous exam to a Bureau counseling session to use as a reference point for talking about how to approach studying for and taking exams.

Consultation

The Bureau provides consultation and training to members of the Harvard community regarding issues of student development and college life, or regarding specific students or situations (within the bounds of confidentiality). The Bureau provides orientation, training, and supervision of peer counselors (in partnership with the HUHS Mental Health Services), academic peer tutors, and study center peer facilitators. Bureau staff members

maintain affiliations with the residential Houses and the Yard dormitories, take part in House/Yard activities, and provide workshops or presentations by request on topics of current interest to students. Bureau staff also serve as non-resident academic advisers to new students. Bureau counselors are available for confidential consultation to members of the extended Harvard community on any issue that affects students' lives and activities.

Confidentiality

Students regularly speak with Bureau counselors about highly private and personal matters. As a department of HUHS, the Bureau shares with HUHS a commitment to affording students the maximum protection available by law to maintain their confidentiality, serve their best educational/developmental interests, and protect their safety and the safety of the community. Bureau counselors use their discretion and professional judgment to apply the strictest confidentiality protections applicable to each circumstance. One distinction of note is that the Bureau operates primarily in an educational context, while the HUHS Mental Health Service operates primarily in a health care context, so confidentiality policies and procedures may differ between the two services.

The confidentiality of records related to academic services (such as tutoring, the Reading Course, groups and workshops, etc.) is protected by the Family Educational Rights and Privacy Act (FERPA), a federal law which protects all student education records. Information related to a student's use of counseling is also held to confidentiality standards that are applied to sensitive health or mental health information under Massachusetts law. This means that a Bureau counselor will not convey information related to a student's counseling to any party outside HUHS (including the student's deans, profes-

sors, or parents) without first consulting with and obtaining permission from the student. Counseling information may be shared without a student's permission only in very rare circumstances, such as when disclosure is allowed or required by law to comply with a court order or to ensure the safety of the student or the community.

For more information regarding the confidentiality of health and mental health records, see the HUHS Notice of Privacy Practices, on-line at huhs.harvard.edu/AboutUs/NoticeOfPrivacyPractices.aspx. For more information regarding the confidentiality of educational records, see "Education Records," page 87. Students with confidentiality concerns or questions are invited to consult with a Bureau counselor, 617-495-2581, or the HUHS Patient Advocate, 617-495-7583.

♿ The first floor of the Bureau is accessible by wheelchair.

ACCESSIBLE EDUCATION OFFICE

Louise H. Russell, Director
20 Garden Street
Tel: 617-496-8707; Fax: 617-495-0815
V/TTY 617-496-3720 (Services for
Deaf/Hard of Hearing Students)
Email: aeo@fas.harvard.edu
www.aeo.fas.harvard.edu

The University does not discriminate against qualified individuals with disabilities in admission or access to programs and activities. Federal law defines a disability as a physical or mental impairment that substantially limits or restricts the condition, manner, or duration under which an average person in the population can perform a major life activity, such as walking, seeing, hearing, speaking, breathing, learning, working, or taking care of oneself.

The Accessible Education Office (AEO) serves as the central campus resource for Harvard College, the Graduate School of Arts and Sciences (GSAS), and the School of Engineering and Applied Sciences (SEAS) students with documented physical, mental health, and learning disabilities. Some students may just want to discuss difficult situations and not request any services at all. The process of serving students with disabilities in University-sponsored

programs and activities is a collaborative one, with students expected to take the lead in self-disclosing to AEO in a timely manner, providing requested documentation to AEO, assuming responsibility for becoming familiar with AEO and University policies, as well as overseeing the effectiveness and quality of resources and services.

Students are encouraged to make initial contact with AEO upon admission or as soon as health-related concerns arise. Confidential discussions should occur between students and AEO as soon as possible to avoid service delays. Students may want to learn more about permanent or temporary academic or housing accommodations, accessible transportation, adaptive technology, and other academic adjustments consistent with University policies by reviewing the website and contacting AEO directly. For a more comprehensive description of AEO services, policies and documentation requirements, visit AEO at www.aeo.fas.harvard.edu, contact AEO at aeo@fas.harvard.edu, or call 617-496-8707 Voice, or 617-496-3720 V/TDD. Students who are dissatisfied with their accommodations may wish to exercise their right to submit a grievance and may refer to www.aeo.fas.harvard.edu for details about the grievance procedure.

HARVARD UNIVERSITY INTERNATIONAL OFFICE

Sharon Ladd, Director
Mon.–Fri., 9 am–3 pm
864 Holyoke Center
617-495-2789
www.hio.harvard.edu

The Harvard International Office (HIO) serves the international community at Harvard by providing programs and services for international students, scholars, and their families. These programs and services include orientation meetings and printed information to assist with adjustment to Harvard and living in the Boston/Cambridge area; advising and counseling on immigration regulations, social and cultural differences, financial matters, and personal concerns; referrals to other offices when appropriate; and the host family program for new graduate students. The HIO also purchases a software program, CINTAX, to assist non-residents with their tax obligations.

The HIO acts as a liaison between Harvard University and a variety of public and private agencies in matters affecting the University's international students and scholars. The office supports the activities of the various international clubs whose members include graduate and undergraduate students.

All newly admitted international students must visit the HIO before they register in their individual schools. They should bring their passports and entry permits or other evidence of their immigration status. The HIO encourages all international students and scholars to take advantage of its programs and services. An adviser is always on duty to help with any problems or concerns.

All international students are urged to frequently consult the HIO website at **www.hio.harvard.edu**. Important announcements about changes in immigration regulations will be posted on the website as soon as the information is available.

♿ Wheelchair accessible.

OFFICE OF CAREER SERVICES

Mon.–Fri., 9 am–5 pm

54 Dunster Street

617-495-2595

www.ocs.fas.harvard.edu

The Office of Career Services (OCS) serves students and recent graduates of Harvard College at all stages of their career exploration and planning. OCS encourages students to take advantage of its extensive range of programs and resources beginning with their first year at Harvard. In addition to assisting with career decisions, OCS can help students learn about internships, summer jobs, work abroad, graduate and professional study, and fellowship competitions.

Career Programs

OCS conducts meetings and workshops throughout the year to introduce students to the career exploration process and to provide information on specific career fields, such as global health, education, media entertainment, science, engineering, government, international development, creative arts, nonprofit and for-profit organizations and companies, and energy and the environment. OCS also offers resume and interview workshops and interview practice.

A Career Forum offered in the fall provides an opportunity for students to discuss summer and career opportunities with employers representing a number of fields. The On-Campus Recruiting Program brings employers to Harvard to interview students for post-graduate and summer opportunities. A Summer Opportunities Fair is held in December and presents a variety of work, study, research, and public service summer opportunities. The Study Abroad and International Experience Fair (OCS and OIP)

and the Crimson Journalism Fair (OCS and The Crimson) are two more OCS co-sponsored career fair opportunities in the fall.

Advising

OCS career advisers are available during drop-in hours, 14 pm Monday through Friday, or by appointment. Advisers can help students identify their skills and interests and incorporate this knowledge into their plans for the summer or after college.

OCS Library

The OCS Library on the first floor contains information in both print and electronic formats on topics ranging from summer jobs and internships to graduate and professional schools, fellowships, career fields, and employers.

♿ The first floor of OCS is accessible to students with mobility impairments via the entrance at 52 Dunster Street. Short-term loans of library materials or other accommodations can be arranged for students with other disabilities.

OCS Website and Listservs

Students can subscribe to class year listservs and access the OCS Google Calendars, On-Campus Recruiting Program information, job and internship listings, and other career-related material by visiting the OCS home page at **www.ocs.fas.harvard.edu**.

Fellowships Office

617-495-8126

The Fellowships Office at OCS administers nearly all fellowship competitions for the College that require institutional nomination (such as the Churchill, Cooke, Fulbright, Goldwater, Marshall, Rhodes, Truman, and Udall), as well as the majority of Harvard-

based competitions. The Fellowships Office maintains current information on all of these and other competitions, as well as on general issues of grantsmanship, and it publishes an annual calendar of competitions and other useful information on its website. Students interested in fellowships for study, travel, work, or other projects are encouraged to consult these resources and to call or drop by with questions of any sort. Individual advising appointments are also available.

Premedical Advising Office

617-495-2595

The Premedical and Health Professions advisers at OCS provide advising and resources for students considering careers in medicine and other health-related fields. Information on research and clinical internship opportunities, application timelines, links to relevant and annotated health related sites, and more are available on the OCS Health Medical Careers Website. The advisers hold daily walk-in hours as well as provide workshops throughout the year on such topics as How to Write your Personal Statement, Financing your Medical Education, and Global Health Internships. The booklet "*Premedical Information for Harvard Students, Courses & Resources*" provides an overview of courses required for admission to US medical schools and serves as a planning guide to help students integrate this coursework into their academic plan at Harvard.

HARVARD UNIVERSITY HEALTH SERVICES (HUHS)

Main Health Clinic at Holyoke Center

75 Mt. Auburn Street, Cambridge
617-495-5711, TTY: 617-495-1211

Scheduled Appointments and Walk-in Care:
Mon.-Fri. 8 am–5 pm

After-Hours Urgent Care: Mon.-Fri. 4pm–8am;
Sat., Sun., and Holidays 24 hours

Department of Behavioral Health and Academic Counseling

5-7 Linden Street, Cambridge
617-496-2053
Monday–Friday 9 am–5 pm

Harvard Business School

Cumnock Hall, Soldiers Field, Boston
617-495-6455
Mon, Wed, Fri, 9 am-5 pm; Tue, Thu, 9am-6 pm.

Harvard Law School

Pound Hall, 1563 Mass. Ave., Cambridge
617-495-4414
Mon-Fri., 9 am-5 pm

Longwood Medical Area

Vanderbilt Hall, 275 Longwood Ave., Boston
617-432-1370
Mon & Thu, 9 am-6:30 pm; Tue, Wed & Fri,
9am-5pm

Campus Health Services

Following is a summary of campus health services. We encourage you to visit huhs.harvard.edu for detailed, up-to-date information, including department locations, phone numbers, and hours of operation; how to make appointments; event listings and announcements; and additional health information and resources.

Harvard University Health Services (HUHS)

provides high quality, comprehensive, confidential health care to students, staff, faculty, and their dependents 24 hours a day, 365 days a year. Primary care and counseling services are available at the main health center, located at Holyoke Center in Harvard Square, as well as at satellite clinics on the Business, Law, and Medical Area campuses. Behavioral health (mental health and substance abuse) and academic counseling services are also provided at the 5-7 Linden Street location in Harvard Square. Services at the main health service in Holyoke Center include:

- Primary Care
- Mental Health Services
- Pediatrics
- Dental Service
- Pharmacy
- Wellness Center
- Health Promotion/Education
- HIV Testing
- Travel Health Clinic
- Optical Shop
- Vision Care Service

A range of other medical and surgical specialty services at the Holyoke Center location are available by referral from your HUHS primary care physician, including allergy; dermatology; diabetology; ear, nose, and throat; general surgery; nutrition; obstetrics and gynecology; ophthalmology; orthopedics; pediatrics; physical therapy; and laboratory and radiology services. Also on-site are a comprehensive dental service, a pharmacy, an optical shop, and a wellness/

health education center. HUHS also provides an “Ask a Nurse” line (617-998-HUHS [4847]) during regular business hours for information, guidance, and advice.

Emergency Services

Any student experiencing symptoms of a medical emergency (e.g., chest pain, severe shortness of breath) should call 911 immediately. After-hours and weekend care for non-routine, urgent medical concerns or symptoms is available through the After Hours Urgent Care Clinic.

After Hours Urgent Care Clinic (AHUCC)

HUHS at Holyoke Center, 5th floor
617-495-5711, TTY: 617-495-1211

Weekdays: 4 pm–8 am

Weekends and Holidays: 24 hours

The After Hours Urgent Care Clinic is open nights, weekends, and holidays for 24-hour urgent care throughout the year. Whenever possible, students are encouraged to call their primary care team or mental health provider for advice during regular office hours. Ideally, students should use the AHUCC for issues that cannot wait until regular clinic hours. Students who feel that they need medical or mental health attention but are not sure as to the urgency of the situation are advised to call first to obtain advice from the nurse on duty. The entrance to the AHUCC is midway down the parking ramp beneath Holyoke Center, accessible from both Dunster and Holyoke Streets; students who require transportation to the AHUCC are advised to call the Harvard University Police at 617-495-1212.

Stillman Infirmary

Holyoke Center, 5th floor

617-495-2034

24-hour care

Stillman Infirmary is the inpatient division of HUHS, a licensed clinic accredited by the Accreditation Association for Ambulatory Health Care. The infirmary is designed to provide short-stay care for uncomplicated medical and mental health problems, and certain post-operative cases. Admission to the Stillman Infirmary is based on clinical indications as determined by a student’s primary care team and/or the After Hours Urgent Care Clinic staff.

Harvard University Student Health Plan

75 Mt. Auburn Street, Cambridge, MA
mservices@huhs.harvard.edu

huhs.harvard.edu

Massachusetts Insurance Requirements

Every full-time and part-time student enrolled in a certificate, diploma or degree-granting program of higher education must participate in his or her school’s Student Health Program or in a health benefit plan with comparable coverage.

Harvard University Student Health Plan (HUSHP) consists of two parts:

1. HUSHP Basic: Harvard University Health Services (HUHS) Fee

HUSHP Basic is required of all students unless they are studying outside of Massachusetts. HUSHP Basic covers many services at HUHS, including the following:

- Urgent medical care 24 hours a day, 7 days a week
- Primary care
- Medical and surgical specialty care
- Physical therapy
- Radiology
- Mental health and counseling services

Additional HUHS services are available for a fee and may be term billed (e.g., routine eye exams, optical shop and immunizations).

2. HUSHP Supplemental: Blue Cross Blue Shield (BCBS) Hospital/Specialty and Medco Prescription Drug Coverage

The hospital/specialty care portion of HUSHP Supplemental is administered by BCBS of MA. It is a PPO plan designed to complement the services available under HUSHP Basic. Most services require a copayment, deductible, or coinsurance.

BCBS Coverage includes the following:

- Emergency room visits
- Inpatient hospitalization
- Diagnostic laboratory and radiology services (including lab services at HUHS)
- Ambulatory surgery
- Specialty care outside of HUHS

Medco Prescription Drug Coverage

Prescription drugs may be obtained on campus at the HUHS pharmacy or at most retail pharmacies. This Plan has a maximum benefit of \$3,750 per academic year.

Note: Please see the website for a full benefit description. Limitations may apply.

Waiving the Harvard Student Health Insurance Plan

Students who meet certain requirements may be eligible to waive a portion of the Harvard University Student Health Plan (HUSHP). All waivers must be completed on-line prior to the waiver deadlines (fall 2009 deadline 9/30/09; spring 2010 deadline 2/28/10). Late waiver requests will not be granted. There are no exceptions to this policy. The on-line waiver will be available June 1, 2009 on the Student Health Insurance Website at www.huhs.harvard.edu.

Note: You should carefully consider before

waiving HUSHP Supplemental coverage. Make sure your insurance plan will allow you access to care in the Boston area. You will be financially responsible for all bills not covered by your insurance.

Dental Coverage Options

Dental coverage is not included in HUSHP. The HUHS Dental Service provides a full array of dental services at a discount to Harvard students. Dental insurance for Harvard students is available through the Delta Dental PPO Value Plan. Over 100 area dentists participate in this Plan; however, dentists at HUHS Dental Services do not participate. The deadline to enroll in this Plan is September 30, 2009. For detailed information on all dental care options please visit the Student Health Insurance Website at www.huhs.harvard.edu.

Questions about the Harvard Student Health Plan or the Dental care options can be directed to HUHS Member Services, located at 75 Mount Auburn Street, Cambridge, MA 02138. Email mervices@huhs.harvard.edu, or stop by to speak with a representative.

Confidentiality and Consent

The confidentiality of all records and other medical information about patients at HUHS is protected to the full extent of the law and follows the ethical practice guidelines of the medical, psychiatric, and psychological professions. Patient records from the Mental Health Service and student records from the Bureau of Study Counsel are kept separate from general medical records (see also "Bureau of Study Counsel," page 209). Records of all types are kept in secure locations and are available only to the HUHS staff members directly involved in a specific case. Written authorization from the student is necessary to release record information to any third party except in highly unusual circumstances as required by law, or as indicated in the following paragraphs. More specific information about the privacy

and security of medical records held by HUHS can be found in the HUHS Notice of Privacy Practices, www.huhs.harvard.edu/privacy. Any questions or concerns about issues of confidentiality or patient rights at HUHS should be addressed to the Patient Advocate at 617-495-7583 or patadvoc@huhs.harvard.edu, and students can also consult the Harvard Student Health Insurance Handbook on this topic.

The College may call upon professional staff at HUHS or the Accessible Education Office (AEO) for consultation regarding the impact of a student's physical or emotional health on residence, on the necessity of a medical leave of absence, or on special academic or residential arrangements or accommodations (see also "Effect of Health Issues on Dormitory or House Residence" on page 126, "Medical Clearance for Return to Residence" on page 130, and "Attendance, Absences, Reading Period, Examinations, and Extensions" on page 75). If, as part of the consultation, the College requests medical information from HUHS about a student, then that information may be provided, in ordinary circumstances, only with the student's permission. Where permission is given, only relevant information about the impact of a physical illness, disability, emotional difficulty, or other health condition on a student's residential and academic life is discussed; information that is not relevant to the arrangements of residential and academic adjustments under consideration will not be disclosed. When a student chooses not to allow HUHS to provide such information to the College regarding pending academic or residential arrangements or accommodations, then the College will proceed to make decisions in the absence of this information. It is also always possible for students to initiate a consultation between their health care providers at HUHS and College administration.

In certain circumstances it may not be possible or advisable for professional staff at

HUHS or AEO to obtain a student's consent to a disclosure of medical or mental health information. Three such circumstances worthy of note include the following:

Danger to self or others

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

Stillman Infirmary

It is generally useful for the College to know when a particular student has suffered a serious injury or illness for such purposes as arranging academic relief or assuring that the student can return safely to residence. For this reason, it is the College's policy that HUHS will normally inform the College (via the student's Resident Dean or other responsible administrator) when a student is admitted to or discharged from Stillman Infirmary. Only information regarding the fact of the admission/discharge, general medical condition, and prospects for return to residence is shared; information regarding diagnosis or treatment is not shared. This procedure is intended to alleviate the concerns of College officials as to a student's whereabouts and safety, and to allow communication with parents in the event that the parents have been unable to locate the student.

Rarely, a student may go to HUHS for urgent care who refuses to disclose his or her name because of privacy concerns. HUHS will make every effort to assure that student that the confidentiality of any medical records generated by such care will be fully

safeguarded. If admission to Stillman is medically indicated but the student refuses to divulge his/her identity, HUHS will be unable to admit that student to Stillman. In such circumstances, the student will be transferred to a local emergency department. Thereafter, the student will need to follow the standard University policy on return to residence.

Treatment at area hospitals or medical facilities

It is HUHS's policy to notify the College of student transfers to local emergency departments. Such notification is provided to the appropriate Resident Dean, and is documented at HUHS in the Transfer Tracking Log. Exceptions to this rule include transfers for the purpose of services that cannot be provided at HUHS (e.g., suturing of lacerations or obtaining radiographs after hours) or the need for collection of evidence by a Sexual Assault Nurse Educator (in which case notification is provided to the Office of Sexual Assault Prevention and Response rather than to the Resident Dean). If a Resident Dean, other residential official, or College administrator has reason to believe that a student is not in residence and may be in a medical facility, he/she may contact HUHS regarding a student's whereabouts. The HUHS clinician will disclose only that the student is safely in care. When, in an HUHS clinician's medical judgment, a student is in a life-threatening condition, or is medically or psychologically unstable, or has sustained an illness or injury that will likely result in a hospital admission or require care after discharge, that clinician will notify the student's Resident Dean, residential official, or College administrator. Only information regarding the fact of the admission/discharge, general medical condition, and prospects for return to residence is shared; information regarding diagnosis or treatment is not shared. Students returning from emergency care or hospitalization at area facilities ordinarily will be referred to HUHS for assessment regarding suitability to return to residence, and to AEO for consulta-

tion regarding the need for follow-up services and accommodations.

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

Patient Advocate

The Patient Advocate is available to assist patients in navigating the healthcare system, including:

- assisting individuals with arrangements for special needs;
- interceding on behalf of patients who feel they have encountered a problem; and
- answering questions and concerns.

All requests are welcome, including positive comments and recommendations for improvement, and all communications are kept in the strictest confidence. Comment forms may be submitted to any of the suggestion boxes located throughout HUHS or through the HUHS website at huhs.harvard.edu.

Special Needs

HUHS is prepared to meet the general and special health care needs of students, faculty, staff, and retirees with disabilities. Early contact with a primary care clinician is advised to establish a base for continuity of care during a student's active stay at Harvard.

A variety of access services are available through the Accessible Education Office (AEO), including sign-language and oral interpreters. Wheelchair-accessible restrooms are located throughout HUHS at Holyoke Center, and Stillman Infirmary shower and bathroom facilities are fully equipped for patients with limited mobility. The Patient Advocate is available to provide orientation to HUHS on an individual basis, assist individuals with arrangements for special needs, and answer any healthcare-related questions or concerns

Primary Care Services

HUHS is committed to providing each student with complete, coordinated health care through a working relationship with a particular primary care team, comprising a primary care physician (PCP), nurse practitioner, registered nurses, and health assistants. HUHS teams work closely with students to provide high-quality outpatient healthcare services in a friendly, comfortable atmosphere. These include:

- physical exams,
- office gynecology (tests, screenings, contraception),
- evaluation of acute illness and injury,
- continued care of chronic medical conditions,
- immunizations and travel consultations,
- health promotion and disease prevention education, and
- referrals to HUHS specialists.

Physicians at HUHS are experienced board-certified or board-eligible internists or family physicians who provide high-quality preventive and acute care. Nurse practitioners (NPs) hold advanced degrees and are board certified in family or adult medicine, and are trained to evaluate and treat many acute and common conditions, write prescriptions, order

diagnostic testing and provide preventive care in consultation with the PCP. Registered nurses (RNs) provide initial assessment for medical problems, help to facilitate appointments and navigate the health care system, provide routine immunizations, and offer advice on common health concerns and questions. PCP team members also help to coordinate any necessary specialty services both at HUHS and in the Cambridge/Boston area.

Students are encouraged to choose a primary care team if one has not already been assigned (as with new students) and should consult the HUHS website for a complete listing of primary care clinicians. Clinicians may be changed at any time for any reason. Students with chronic medical conditions are advised to establish a relationship with the primary care team early in the academic year. It will be helpful to provide copies of medical records of health care received at other facilities.

Appointments

Students may schedule routine and non-urgent appointments by calling the PCP team directly during regular business hours. HUHS makes every effort to accommodate any student who wishes to be seen on any given day for a medical concern or illness, and appointments are reserved each day to accommodate urgent medical concerns. Students may also wish to speak with a nurse prior to making an appointment to determine appropriate care and treatment.

Cancellations must be made at least 24 hours in advance of a scheduled appointment by contacting the Primary Care team. HUHS reserves the right to charge for "no-shows."

Students needing to renew prescriptions are advised to call the Primary Care team at least 48 hours in advance to allow time to process the request.

Immunizations and Travel Health

Required Immunizations

All students are required to comply with the Massachusetts immunization law and submit a complete immunization history to Harvard University Health Services prior to registration. **Note: Incomplete or overdue forms may delay registration.** Registered Nurses are available to administer routine immunizations. There is a fee for most immunizations; students may charge it to their term bills or pay by cash or credit card. Complete information regarding required immunizations is available at huhs.harvard.edu or by contacting the Medical Specialties Office at 617-495-5182.

Travel Health Immunizations and Information

HUHS provides immunizations and related services prior to foreign travel, including expert counseling and advice for individual travel health needs. HUHS recommends scheduling travel health appointments six to eight weeks in advance of travel.

HIV Counseling and Testing Service

Holyoke Center, 5th floor

Appointments: 617-495-2139

Information: 617-495-9629

Confidential HIV testing is also routinely performed by HUHS primary care clinicians, often in conjunction with an overall risk assessment for other sexually transmitted diseases (STDs). Call your primary care team to schedule an appointment or to discuss HIV testing or other STD screening.

Dental Service

Good oral health care is essential to overall well-being. The Harvard University Dental Service is conveniently located on the main campus and is open to all students on a fee-for-service basis. The Dental Service is a 12-chair practice staffed by general dentists,

as well as specialty Board certified dentists and dental hygienists. It is a full-service practice offering:

- diagnostic and preventive care;
- restorative care (including prosthetic, implant and cosmetic dentistry);
- endodontics (root canals);
- oral surgery;
- pediatric dentistry; and
- periodontics.

Emergency care is available every day of the year. Please call or visit huhs.harvard.edu for additional information and special offers for students.

Optical Shop

The HUHS Optical Shop offers a range of products and services including:

- prescription eyeglasses and sunglasses;
- protective prescription eyewear for work, sports, and recreation (safety glasses, swim goggles);
- computer glasses; and
- adjustments and repairs.

The Optical Shop operates on a walk-in, fee-for-service basis, and is open to all those presenting a valid HUID card. Payment options for students are term-billing, cash, check, Visa, and MasterCard.

HUHS Pharmacy

The HUHS Pharmacy is located in the Holyoke Center Arcade, adjacent to the main HUHS entrance. The Pharmacy can fill prescriptions written by an HUHS clinician, and offers a wide selection of non-prescription items at very competitive prices. The HUHS Student Health Fee includes coverage of most prescription medications with various co-payments. Limits do apply; for additional information please visit the HUHS website (huhs.harvard.edu).

DEPARTMENT OF BEHAVIORAL HEALTH AND ACADEMIC COUNSELING

The Department of Behavioral Health and Academic Counseling (BHAC) unites the Office of Alcohol and Other Drug Services, Bureau of Study Counsel, Center for Wellness, Mental Health Service, and Office of Sexual Assault Prevention and Response in one department to better coordinate student-focused services. Below are descriptions of the services provided by each of these units.

Office of Alcohol & Other Drug Services (AODS)

The Office of Alcohol & Other Drug Services (AODS) is a multidimensional resource for students, faculty, staff, and members of the larger Harvard University community, offering a wide range of programs and services aimed at reducing the negative consequences associated with heavy, episodic drinking and substance abuse. AODS collaborates with students and staff throughout the University to create a comprehensive program focused on the health and safety of Harvard students. AODS also trains a select group of student leaders to be Drug & Alcohol Peer Advisers (DAPAs), who act as health opinion leaders and peer resources for issues around alcohol and drug use. For more information please visit the website (huhs.harvard.edu/OurServices/CounselingMentalHealthSupport/AlcoholAndOtherDrugServices.aspx).

Bureau of Study Counsel

The Bureau of Study Counsel is designed to help students fully develop their intellectual and emotional potential and to make the most of their time at Harvard. Academic and personal counseling is available on a confidential basis to help students adjust to the transition to Harvard, manage the

challenges of an exciting and demanding environment, define their motivation and aspirations, and resolve conflicts and difficulties. Bureau services include academic peer tutoring, the Harvard Course in Reading and Study Strategies, and issue-focused groups and workshops on such topics as college adjustment, study skills, relationships, and other matters pertinent to student life (see page 209 for more information).

Center for Wellness

The Center for Wellness (CFW) is a central resource focused on promoting the lifelong health and well-being of those in the Harvard community. The CFW provides health and wellness-related education, information, programs, and advice in a confidential setting, including:

- health promotion activities and wellness programs;
- one-on-one health and wellness education;
- complementary therapies such as acupuncture, massage therapy, and shiatsu;
- health education resource center and lending library;
- peer education and student health programs; and
- the Mind/Body Medical Institute.

The CFW also provides an “Ask a Nurse” line (617-998-HUHS [4847]) during regular business hours for information, guidance, and advice. The Center is prepared to meet each individual wherever they are on their journey towards a balanced sense of health and well-being.

Community Health Initiative

The mission of the Community Health Initiative (CHI) is to promote health and wellness within Harvard University through student-initiated programs and promotions. Community Health Initiative representatives are trained to serve as liaisons between campus resources, such as HUHS, and their residential community. As a student-focused resource, CHI members take proactive, holistic approaches encompassing the physical, social, emotional, intellectual, and environmental dimensions of health. Representatives gauge students' specific health concerns, respond with information and preventive strategies, advocate for better health options for the students, and refer their peers to myriad campus and community resources. Past initiatives have focused on sleep, nutrition, and stress management, as well as yoga, tai chi, and massage therapy. CHI also has a special interest in education and advocacy regarding healthy relationships, sexual health, alcohol safety, and mental health issues.

Community Health Initiative - First Year (CHI-FY)

At the beginning of each year, first-year students who are interested in helping improve overall well-being for their peers are selected. CHI-FY representatives work with the CFW, other CHI representatives, and the College to provide feedback about health and wellness issues, help plan and request programs, sponsor campus-wide events, and help promote various health-enhancing programs to first-year students.

Mental Health Services

The Mental Health Service provides 24/7/365 coverage to the Harvard community, offering counseling for a wide variety of concerns:

- bereavement;
- transitional issues and adjustment difficulties;

- depression, anxiety, or stress;
- concerns interfering with work or relationships;
- sexual concerns; and
- high-risk behaviors around food, alcohol and/or other substances.

Treatment options include individual psychotherapy, medication management, biofeedback, and group and couples therapy.

All visits are confidential and mental health records are held separately from the rest of the medical record, except for information on medications and hospitalizations. For those who desire greater privacy, mental health providers are available at one of three non-Holyoke Center satellite clinics on the Harvard Law, Business, and Medical School campuses. Appointments may be made weekdays during business hours by phone or in person, and are scheduled within 24 to 48 hours of initial contact. For more urgent concerns, same-day appointments are available during regular hours of operation, and mental health clinicians are on call evenings, weekends, and holidays. For further information contact the Mental Health Service or visit the HUHS website.

Office of Sexual Assault Prevention and Response (OSAPR)

24-hour response line: 617-495-9100

731 Holyoke Center

The Office of Sexual Assault Prevention and Response provides confidential, 24-hour information, assistance, and support for those who have experienced sexual assault and related forms of interpersonal violence, including sexual harassment and relationship abuse. Services provided by HUHS and OSAPR include

- transportation to Harvard-affiliated hospitals and coordination of follow-up

- care as appropriate;
- assistance with resource referrals;
- explanation of options for medical and mental health care, reporting, and adjudication;
- consultation and support for friends, partners, and other relations of sexual assault survivors; and
- educating the Harvard community about sexual assault, its prevention, and its impact.

Students may access these services by calling or visiting the office. All communications and services are completely confidential and no information about the victim will be reported to the police unless the victim requests it.

Peer Counseling

The Mental Health Service at HUHS, in conjunction with the Bureau of Study Counsel, oversees the training and supervision of five undergraduate peer counseling groups offering anonymous, confidential hotline and drop-in counseling throughout the academic year.

CONTACT

Thayer Basement
617-495-8111
Hotline and drop-in hours: Thu.–Sun., 8pm–1am

www.digitas.harvard.edu/~contact/

Contact is staffed by Harvard undergraduates who have been trained as peer counselors. The Contact staff includes women and men of various sexual orientations, racial backgrounds, and religious affiliations—a diverse group prepared to assist a diverse community. All Contact staff members share a deep concern about issues of sexual orientation, sex, sexuality and relationships and are interested in discussion of these topics. They also maintain a rapidly growing library of books, pamphlets, news clippings, and magazines. Drops-ins are welcome to

peruse materials in the office or to borrow them from the library.

Eating Concerns Hotline and Outreach (ECHO)

Quincy House, F-Entry Basement
617-495-8200
Hotline hours: Nightly, 8 pm–8 am
Drop-in hours: Sun.–Thu., 8–11 pm

hcs.harvard.edu/~echo/

ECHO is a peer counseling group that addresses concerns surrounding eating, body image, and self-esteem. ECHO staff members are undergraduates trained to provide non-judgmental support, both for those dealing with these issues and those who are concerned about a friend, roommate, significant other, or family member. In addition to staffing drop-in hours and a hot-line, ECHO staff members plan and produce outreach events for the Harvard community.

Peer Contraceptive Counselors (PCC)

HUHS 5th floor
617-495-7561
Hotline and drop-in hours: Nightly,
7pm–midnight

hcs.harvard.edu/~pcc/

Peer Contraceptive Counselors is a group of undergraduate men and women who counsel Harvard students about contraceptives, sexually transmitted infections, relationships, and sexuality.

RESPONSE

Lowell House Basement E 13
617-495-9600
Hotline hours: Nightly, 9 pm–8 am
Drop-in hours: Sun.–Thu., 9 pm–midnight

For 24-hour assistance: contact the Office of Sexual Assault Prevention and Response (OSAPR) 24-hour Hotline at 617-495-9100.

www.hcs.harvard.edu/response/

Response is a group of undergraduate

women professionally trained to provide peer counseling on issues of rape, abuse, intimate violence, psychological and physical harassment, and relationships. Response staff members provide non-judgmental support, honest answers, and information, and are aware of resources on and off-campus for individuals in need of medical, legal, and/or psychological support. Response also provides outreach opportunities to the Harvard student community during the academic year.

ROOM 13

Thayer Hall Basement

617-495-4969

Hotline and Drop-in hours: Nightly, 7pm–7am

hcs.harvard.edu/~room13/

Room 13 is the oldest peer counseling group at Harvard. It is staffed by a group of men and women; each night a male and a female peer counselor are available to listen and offer support on any issue affecting students. Room 13 staff members offer a supportive, sympathetic ear, maintain strict confidentiality, and welcome discussion of any concerns without criticizing or passing judgment. Room 13 staff members don't claim to have any easy answers, but understand that sometimes it helps just to talk to someone who is attentive and truly cares about what one has to say.

Special Support

Life Raft

Memorial Church Basement

617-495-2042

Wed., 12–2 pm

bgilmore@huhs.harvard.edu

Life Raft is a weekly bereavement support group for Harvard students, faculty and staff facing life-threatening illness or death, or the death of a loved one; it is also available to their family members and friends. This free, confidential service offers weekly drop-in meetings and is open to all members of the Harvard/Radcliffe community, including alumni, retirees, and former staff and faculty. The Life Raft group includes members of many ages from all areas of the community; discussions are ongoing and there is no obligation for continuous attendance.

Students may contact the Life Raft coordinator by phone or email, and are welcome to attend at any time.

UNIVERSITY OMBUDSMAN OFFICE

Lydia Cummings, Ombudsman

Mon.–Fri., 9 am–5 pm

Holyoke Center Suite 748 617-495-7748

www.universityombudsman.harvard.edu

reports to the Provost but is independent of any University administrative structure. Office operations are consistent with the code of ethics and the practices of The International Ombudsman Association.

The University Ombudsman Office is an independent resource for problem resolution serving the academic community. The office is available to all Harvard faculty, students, post-docs, research personnel, and staff. The office supplements but does not replace any mechanisms for addressing grievances within the College and other parts of the University. The office has no power to adjudicate, arbitrate, or to make formal investigations. The ombudsman is confidential, neutral, and independent. A visitor can discuss issues and concerns with the ombudsman without committing to further disclosure or any formal resolution. The ombudsman may assist individuals in finding solutions for problems that they may have been unable to resolve using existing channels. The ombudsman can help analyze and assess avenues for conflict resolution, including assistance with both written and verbal communications. Next steps are always determined by the visitor, depending on the circumstances and comfort with possible options. Provided all parties agree, the ombudsman may facilitate conversations through shuttle diplomacy, informal mediation, or be present in a discussion as a neutral. Typical issues may include academic and research disputes, advisor-student relationships, harassment, inappropriate behavior, unprofessional conduct, disability or illness, problematic work climate, and resource referral.

The University Ombudsman Office officially

CHAPTER 7: EXTRACURRICULAR ACTIVITIES

Believing that extracurricular activities provide students with important opportunities for personal development and growth outside the classroom and that they complement students' academic endeavors, the College supports a wide variety of pursuits including public service, the arts, and athletics. Through these activities undergraduates meet peers of similar interests, discover an outlet for their talents, and make a valuable contribution to Harvard and the community.

To familiarize students with the wealth of extracurricular possibilities available to them, this chapter discusses those activities

directed by officers of the University, followed by a list of the organizations that fall under the jurisdiction of the Office of the Dean of Harvard College. The regulations that govern undergraduate organizations are also included here and outlined in more detail in the Student Organizations Handbook, available in the Office of Student Life and Activities located in University Hall, Ground Floor South, or on-line at <http://slao.fas.harvard.edu/icb/icb.do>. For a discussion of student government in Harvard College, see page 158.

OFFICE FOR THE ARTS AT HARVARD

Jack Megan, Director

Main Office: 74 Mt. Auburn Street

Tel. 617-495-8676, Fax. 617-495-8690

ofa@fas.harvard.edu

www.fas.harvard.edu/ofa

The Office for the Arts at Harvard (OFA) supports student engagement in the arts and serves the University in its commitment to the arts. Through its programs and services, the OFA fosters student art-making, connects students to accomplished artists, integrates the arts into university life, and partners with local, national, and international constituencies. By supporting the development of students as artists and cultural stewards, the OFA works to enrich society and shape communities in which the arts are a vital part of life.

Contact Information

For more information on the Office for the Arts and its programs, visit the website at www.fas.harvard.edu/ofa, email ofa@fas.harvard.edu, or call the main office at 617-495-8676.

Visiting Artists Programs

Learning From Performers

A multi-disciplinary artist residency program, which annually invites fifteen to twenty professional artists or artist ensembles to work directly with students in workshops, master classes, productions, and full-scale residencies lasting anywhere from a few hours to months. The emphasis of the program is direct student participation in the creative process, working with professional artists of extraordinary caliber. Past Learning From Performers visitors have included, among many others, music artists Bonnie Raitt, Bobby McFerrin, Randy Newman, and

Barenaked Ladies; instrumentalists Itzhak Perlman, Wynton Marsalis, Yo-Yo Ma '76, and Daniel Barenboim; composers Alan Menken and Stephen Schwartz; playwrights Tony Kushner, Christopher Durang, and Paula Vogel; actors Mel Gibson, Whoopi Goldberg, Alec Baldwin, and Sam Waterston; multi-media artist DJ Spooky; and, in collaboration with OFA's Dance Program, choreographer Mark Morris.

Silk Road Project

A cultural exchange founded by cellist Yo-Yo Ma to study the global circulation of music along the fabled Silk Road. The Silk Road Project consists of musicians from around the world who share their musical ideas—both traditional and innovative—through performances, recordings, university and museum residencies, and workshops. In September 2005 the Silk Road Project inaugurated a five-year collaboration with Harvard through the Office for the Arts and the Department of Music, which serve as the Project's Faculty of Arts and Sciences hosts and assist in the development of its wide-ranging artistic and educational scope at the University. Undergraduates, as well as the broader Harvard community, are welcome to participate.

Public Art Program

Public spaces are explored by the commissioning of new work at Harvard from emerging or established artists. Together students and the artist pursue the meaning of and possibilities for art and civic engagement. Students may collaborate with artists, participate in educational forums, or visit project sites in the Boston area. Visiting artists have included Sanford Biggers, Brian Knap, Lee Mingwei, Christo and Jeanne-Claude, and Mags Harries.

Jazz Program

Connects students to masters of this uniquely American art form through lecture-demonstrations, clinics, rehearsals, and performances. Visiting Artists recently honored for their significant contributions to American music include Benny Golson, Jim Hall, Eddie Palmieri, Jon Hendricks, Hank Jones, Geri Allen and Steve Kuhn '59. Some visitors are designated as "Jazz Master in Residence at Harvard University."

Visiting Director Program

Sponsored by the Office for the Arts, American Repertory Theatre, and Harvard-Radcliffe Dramatic Club, provides undergraduates opportunities to work with an exceptional professional director on the Loeb Drama Center or New College Theatre.

Instructional Programs

Dance Program

Offers professional instruction in ballet, contemporary, jazz, hip-hop, tap, and other forms to more than 350 undergraduates during the academic year. Mentoring for student choreographers and learning professional repertoire are a focus. Courses are taught in the Harvard Dance Center and the Director's Studio. Artist residencies and master classes have included Trey McIntyre, Seán Curran, and Jeff Shade. Students also perform in and/or choreograph for two Dance Program concerts annually. The best of new student choreography is presented at the American College Dance Festival. Courses for credit in Dance are offered through the Committee on Dramatic Arts, which offers a secondary field in the study of theater and dance.

Ceramics Program

The Ceramics Program is located in a fully equipped professional studio/study center in Allston (near the football stadium). The core strengths are its excellent courses and instructors, visiting artist demonstrations, and innovative interdisciplinary seminars. Open to Harvard students, faculty, and staff, as well as

the public, at minimal fees year-round. Clay All Night parties and Drop-In sessions are very popular with undergraduates. A large show and sale of work is presented every December and May.

Music

The OFA oversees and supports the activities of eleven major professionally-led choral and instrumental ensembles, including the Harvard University Bands (comprising the Harvard University Band, Jazz Bands, and Wind Ensembles); Harvard Baroque Chamber Orchestra; Harvard Pops Orchestra; Harvard-Radcliffe Orchestra; Mozart Society Orchestra; Kuumba Singers of Harvard College; and Holden Chapel Choirs (includes the Harvard-Radcliffe Collegium Musicum, Harvard Glee Club, Harvard-Radcliffe Chorus, and Radcliffe Choral Society).

Figure Drawing

A weekly class taught by award-winning painter Jon Imber. Students work primarily from models and benefit from individual and group critiques.

Student Support Services

Grants

Under the aegis of the Council on the Arts, a faculty committee, OFA administers approximately 100 grants annually to support projects in the arts involving nearly 2,500 undergraduates. Guidelines, applications, and deadlines are available at www.fas.harvard.edu/ofa/grants.

Artist Development Fellowships

Administered by the OFA and the Office of Career Services (OCS), this program provides funding to select undergraduates who demonstrate evidence of significant artistic accomplishment and/or promise at a critical stage in their artistic development.

Music Lesson Subsidies Program

Provides financial support to full-time undergraduates for individual voice and

instrumental lessons. Subsidies are awarded annually in October on the basis of financial need and demonstrated music ability and/or potential.

Music Teacher Referral File

Helps connect students with qualified music instructors in the Boston/Cambridge area. Teacher listings are available at www.ofa.fas.harvard.edu/ofa/mtrf.cfm.

Technical Theater Support

Provides hands-on professional training and support for nearly 60 student drama productions annually.

Harvard Box Office

A full-service resource for student performing groups. Its staff advises students in ticketing, marketing, and sales, as well as accounting standards and event management. The Box Office tickets approximately 550 events annually.

Facilities Management

The Office for the Arts manages a variety of important arts spaces, including Sanders Theatre, Memorial Hall, Lowell Lecture Hall, Agassiz Theatre, New College Theatre, Harvard Dance Center, Ceramics Studio, and the Director's Studio. As part of its management services, OFA provides instruction on production planning and implementation at all venues.

A Go-to Center for Arts Information at Harvard

Project Planning and Career Consultation

Office for the Arts, comprising specialists in all arts fields, advises students on such topics as exploring arts opportunities at Harvard, creating new work, making connections both within and outside of the University, and careers in the arts. The OFA also collaborates with the Office of Career Services to present seminars and other special events devoted to careers in the arts.

Information Sources

Both in print or on-line:

- Calendar of arts events—on-line calendar of ticketed or scheduled events through the Harvard Box Office can be found at www.boxoffice.harvard.edu. On-line tickets sales are available for many events.
- The Beat—student-oriented weekly email listing of arts events at Harvard; subscribe at thebeat@fas.harvard.edu
- Blog: Harvard Arts—harvardarts.wordpress.com/—a student perspective on the arts at Harvard
- Facebook Group—HarvardArts
- Twitter—HarvardArts
- Arts Spectrum—print newsletter of OFA news and features issued three times per year

Arts Policy Forum

Addresses current issues in the arts by engaging leading public figures in lectures and discussions; past participants have included former National Endowment for the Arts chairs and Michael Kaiser, President of the Kennedy Center for the Performing Arts, as well as artists such as James Taylor, Mandy Patinkin, and John Guare. Students are encouraged to suggest topics.

Community Arts Partnerships

Fosters connections among arts and cultural organizations within Harvard and between Harvard and the Boston/Cambridge community. Students are encouraged to join; three meetings are held each academic year.

ARTS FIRST

The Office for the Arts produces a four-day student arts festival each year during the first weekend of May, which is the culmination of a year's worth of undergraduate arts activity. This festival is sponsored by Harvard's Board of Overseers and features the work of over 2,000 students in hundreds of concerts, plays, dance performances, and exhibitions.

DEPARTMENT OF ATHLETICS

Director, Robert L. Scalise

**65 North Harvard Street, Boston, MA,
617-495-4848**

www.gocrimson.com

The Department of Athletics administers a diverse range of athletic activities for everyone in the University. The department oversees five major areas: intercollegiate athletics, club sports, intramural athletics, a recreation program, and athletic facilities. As required by the Equity in Athletics Disclosure Act of 1994, the current annual report on women's and men's intercollegiate athletics is available from the department office at 65 North Harvard Street, Boston, MA, 02163.

♿ Anyone with a disability may contact the Manager of Recreational Services, Gary Brown (gbrown@fas.harvard.edu, 617-495-4790), to discuss an athletic program to fit his or her needs.

Intercollegiate Athletics

The intercollegiate teams compete in twenty women's and twenty-one men's varsity programs ranging from football to sailing.

The Dean's Office, Administrative Board, and Department of Athletics collaborated to develop a policy that limits the number of class days and weekend days that may be missed per term on account of athletic competition. Controls and approval processes are in place to ensure that communication between the athlete and his/her Resident Dean occurs prior to travel from campus. Athletes are ultimately responsible for resolving academic/athletic scheduling conflicts directly with academic faculty and staff. Administrative Sport Liaisons, designated by the Athletics Director and assigned to each team, are available to assist athletes with the

compliance of these policies and procedures. Questions regarding these policies should be directed to Patricia Henry, Senior Associate Director of Athletics (617-495-2201, pwhenry@fas.harvard.edu).

Club Sports

The Department sponsors a varied collection of sports-oriented club activities, governed and financed by the student members. Club sports, which are subject to change from year to year, include rugby, lacrosse, soccer, martial arts, and ultimate frisbee, to name a few. The Club Sports Office at the Malkin Athletic Center assigns space and provides some administrative assistance to the clubs. Students who want to form clubs for new activities may receive information about requirements and procedures by contacting the Manager of Recreational Services, Gary Brown (gbrown@fas.harvard.edu).

Intramural Sports

Nearly half the College's undergraduates participate in intramural sports programs. All Harvard students are encouraged to take part regardless of athletic background or ability. In the course of an academic year more than 800 upperclass team contests are scheduled in over 25 sports. The Department of Athletics coordinates the House Intramural Program. Intramurals for freshmen are coordinated through the Freshman Dean's Office.

Recreation Program

The recreation program offers instruction in a variety of activities open to both undergraduate and graduate students as well as faculty and staff. The program is offered each term and all participants must register at the beginning of each session. Many of

the courses have limited enrollment. Lists of activities and schedules are published on-line and are available from the Recreation Office in the Malkin Athletic Center. Schedules are also posted throughout the University at the beginning of each term. The recreation program includes such diverse activities as water-safety instruction, group exercise classes, golf, and racquet sports (including lessons).

Athletic Tickets

Undergraduate students are admitted free to most home Harvard athletic events. For events where tickets are sold—football, men’s and women’s ice hockey, men’s and women’s basketball, men’s lacrosse—undergraduate students who show their Harvard ID upon entrance will be given a free ticket for the event. Any questions should be directed to the Athletic Ticket Office (617-495-2211).

Athletic Facilities

The athletic facilities, most of which are located at Soldiers Field, are available to members of the Harvard community subject to priorities accorded to intercollegiate and intramural schedules, recreation program classes, and club sports. Soldiers Field, an enclosed area of over 90 acres of playing fields, includes football, softball, soccer, lacrosse fields, baseball diamond, running track, outdoor hard surface tennis courts, and the following athletic buildings:

- Murr Center, 65 North Harvard Street—administrative offices, Harvard Athletics Hall of History, ticket sales for all intercollegiate events and participation memberships, recreational locker sales, Harvard Varsity Club, six indoor tennis courts, sixteen international plaster squash courts, and an intercollegiate weight room.
- Harvard Stadium—hosts intercollegiate football games and seats nearly 32,000.
- Stadium Seasonal Bubble—Synthetic field provides indoor field space during the winter.
- Blodgett Pool—a 50-meter Olympic-size pool with a separate diving well and seating capacity of 1,200; team and recreational locker and shower rooms.
- Gordon Track and Tennis Center—a 220-yard banked track with a separate field event area, five indoor tennis courts, and women’s team, coaches, recreational locker and shower rooms.
- Bright Hockey Center—ice rink with four team rooms and seating for 2,800.
- Lavietes Pavilion—basketball floor (intercollegiate use) and seating capacity for 2,050.
- Beren Tennis Center—18 outdoor courts.
- McCurdy Track—400-meter track with eight 48” lanes and multiple Field Event areas.
- Dillon Field House—team rooms, men’s team and coaches’ locker and shower rooms, coaches’ offices, lounge, medical room, and laundry facilities.
- Palmer Dixon Tennis Center—Strength and conditioning space for varsity programs.
- Jordan Field—artificial turf facility, hosts lacrosse and field hockey with seating for 900.
- Cumnock Field —Five synthetic fields provide outdoor space throughout the year for a variety of sports and recreational use.

University athletic facilities in other locations:

- Newell Boat House, Soldiers Field Road—houses shells used by intercollegiate heavyweight and lightweight men’s crews.

- Weld Boat House, Memorial Drive and John F. Kennedy Street—houses shells used by women’s intercollegiate, House, and Intramural crew, and recreational rowing.
- Malkin Athletic Center, Holyoke Street—one shallow pool for beginners; one all-deep 25yard pool; basketball courts; and fencing, wrestling, cardiovascular exercise equipment, Nautilus, and weight facilities.
- Radcliffe Quadrangle Recreational Athletic Center, Garden Street—squash, racquetball, tennis, basketball, and volleyball courts; exercise rooms; and table games. It is open to all students living at the Radcliffe Quadrangle and the Freshman Yard. For information, call 617-495-3454.
- Sailing Center, near the Lower Basin on Memorial Drive. Accessible by subway.
- Hemenway Gymnasium, on Massachusetts Avenue near Harvard Law School—basketball court, group exercise room, three international squash courts, weight training, and cardiovascular equipment.

THE HARVARD FOUNDATION FOR INTERCULTURAL AND RACE RELATIONS

S. Allen Counter, Director

Loc V. Truong, Assistant Director

2 Thayer Hall

617-495-1527

www.fas.harvard.edu/~harvfoun

The Harvard Foundation was established in 1981 by the President and Dean of the Faculty of Arts and Sciences to bring about improved cultural and racial understanding within the Harvard community. The Foundation seeks to improve the Harvard community's quality of life through expression of its diverse cultures and histories. The Foundation is also the focus of the College's efforts to address the needs, concerns, and interests of students of color.

The Harvard Foundation sponsors many activities, including an annual University-wide cultural festival, a science conference for

minorities and women, an intercultural writers series and film festival, and a series of panel discussions, that are designed to promote awareness and appreciation of all of Harvard's ethnic cultures and their contributions to the cultural richness of the University. The Foundation's Student and Faculty Advisory discusses issues and organizes projects in the areas of scientific and cultural affairs, athletics, sociopolitical and academic issues. It also deals with Harvard House concerns, and community outreach services.

In addition, the Foundation provides numerous grants for student organizations that enable them to develop their own program for cultural expression. The grants are awarded each fall and spring to those organizations and projects that best serve to improve ethnic and intercultural relations within the Harvard community.

HARVARD COLLEGE WOMEN'S CENTER (AND THE ANN RADCLIFFE TRUST)

Susan Marine, Director

Canaday Hall, Ground Level

617-495-4292

www.hcwc.fas.harvard.edu

The mission of the Harvard College Women's Center is to promote awareness of women's and gender issues and to support contributions by women that challenge, motivate, and inspire. By centralizing resources and offering original programs, we empower students and student organizations to achieve their visions in pursuit of these goals. The Women's Center is committed to creating a welcoming environment that encourages diversity of perspective, experience, and values.

Designed as a space both for meetings and for relaxation, the Women's Center offers a comprehensive outreach and support

structure for undergraduate women individually, and for women's student organizations. The staff of the Center can provide support and information on a wide variety of issues and serve as a clearinghouse for resources on campus. The Center promotes Harvard's women by linking faculty, alumni, and current Harvard women through conferences, workshops, mentorship, meals, and networking events. Through the Ann Radcliffe Trust, undergraduate student organizations may apply for grants to support student projects and programs that raise awareness of women's issues among students and increase the visibility of women in the College.

PUBLIC SERVICE

There are many community and public service opportunities available to Harvard students through the Phillips Brooks House Association (PBHA) and the Public Service Network (PSN). These activities are designed to:

- deliver needed services to the community;
- get students involved with neighborhoods outside of Harvard Yard;
- provide leadership opportunities for students;
- offer undergraduates the opportunity to explore the field of public interest careers through internships and fellowships;
- foster social responsibility within the College community; and
- encourage collaboration with students and faculty.

The century-old Phillips Brooks House (PBH) in the northwest corner of Harvard Yard is home to numerous opportunities highlighted below. The House also provides staff support to the Faculty of Arts and Sciences Committee on Public Service, a faculty and student committee that provides oversight of all undergraduate public service activities. Various funding opportunities, including the President's Public Service Fund and the COOP Public Service Grants, are available to all public service groups through a competitive application process and are administered by the House.

Phillips Brooks House Association (PBHA)

Gene Corbin, Executive Director
corbin@fas.harvard.edu

Phillips Brooks House, Harvard Yard
617-495-8851

www.pbha.org

The Phillips Brooks House Association (PBHA), the largest public service organization at Harvard, has been serving the Boston and Cambridge communities for over 100 years. Both a separate nonprofit and a Harvard student organization, PBHA is governed by the student membership and supported by professional staff. More than 1,600 students actively volunteer in 79 programs encompassing after- and in-school programs; mentoring; adult education; elderly and teen programs; housing construction; and social and legal advocacy. The programs range in intensity and focus, but are mostly community-based and are committed to on-going, continuous service, including year-round programming. During the summer, PBHA operates 12 intensive summer camps for children in the neighborhoods served during the term time. PBHA is strongly invested in a deep level of community partnership for direction, integrity of programming, and resource support.

Often referred to as "the best course at Harvard," PBHA is dedicated to student mentorship and learning. Numerous opportunities exist for students to get involved:

- volunteering in one of the 74 programs
- directing one of the programs and participating in PBHA's Cabinet meetings
- being elected to an officer position and assuming a role in running this student-led nonprofit organization

The Stride Rite Community Service Program, administered through PBHA, provides financial support to Federal Work-Study eligible students along with opportunities for professional and personal development. There are also numerous opportunities, such as the Big Question, through which students can discuss and learn about social justice issues. Additional reflection and training, based in peer sharing and best practices, are provided through the Cabinet, the student membership body.

Public Service Network

Amanda Sonis Glynn, Director
asglynn@fas.harvard.edu

Phillips Brooks House, Harvard Yard
617-496-8622

www.fas.harvard.edu/~pbh

Listserv: publicservice-list@fas.harvard.edu

The Harvard Public Service Network (PSN) serves as a coordinating and support organization for approximately 50 independent public service groups on campus. PSN staff serve as a resource for students, faculty, and other administrators on campus. PSN provides student advising, publishes a directory of public service organizations and an annual report, conducts workshops and speaker panels, and manages a website and a listserv. PSN works closely with PBHA staff and students to host trainings and speakers for all volunteers and to create forums and other events that broaden campus exposure to issues concerning public service.

The Center for Public Interest Careers at Harvard College (CPIC)

Amanda Sonis Glynn, Coordinator
asglynn@fas.harvard.edu

617-496-8622

www.cpic.fas.harvard.edu

cpic@fas.harvard.edu

Established in 2001, the Center for Public Interest Careers (CPIC) engages and supports Harvard undergraduates and recent graduates in expanding awareness of and exploring careers in the public interest. Working closely with university, alumni/ae, and community partners, CPIC develops fellowships, internships, networks, and opportunities for personal and professional development. Through CPIC's flagship program the CPIC Fellowship and Internship Program, CPIC staff work closely with alumni/ae volunteers to match undergraduates and recent graduates with paid summer and post-graduate year-long positions in nonprofit organizations and government agencies in Boston, New York, Washington DC, Chicago, and San Francisco; the program also provides various supports to students throughout the course of their fellowships and internships. The CPIC Fund for Service Internship (FSI) Program, funded by the Heckscher Foundation for Children, matches students with summer internship opportunities in child advocacy organizations in New York and provides a stipend and housing. FSI interns participate in intensive programming designed to enhance their learning experiences before, during, and after their summer internships. CPIC also administers four additional grant opportunities for undergraduates:

- The Harvard Clubs Summer Community Service Fellowship Program, offered by Harvard Clubs and Shared Interest Groups around the US, provides funding for students to work in nonprofit organizations over the summer. CPIC works closely with the Harvard Alumni Association to administer this program; applications are due in mid-March.
- The Arthur Liman Public Interest Law Fellowship, run in conjunction with Yale Law School, provides funding for Harvard undergraduates doing unpaid summer internships in public interest law.

- The Steamboat Scholar Program is a program of the Steamboat Foundation that provides one Harvard junior with a generous stipend to work at Facing History and Ourselves over the summer; the Steamboat Summer Scholar also participates in extensive leadership development programming.
- The Summer Work-Study Awards for Public Service, a partnership with the Student Employment Office, allow students who are work-study eligible to receive work-study funding to work at nonprofit organizations of their choice. Applications are available in April and due on a rolling basis throughout May on a first-come first-served basis until the funding is depleted.

RELIGIOUS ACTIVITY

The Memorial Church and Appleton Chapel

**The Reverend Professor Peter J. Gomes,
Pusey Minister**

**The Reverend Dr. Dorothy A. Austin,
Associate Minister and University
Chaplain**

Office hours: Mon.–Fri., 9 am–5 pm

Harvard Yard

617-495-5508

www.memorialchurch.harvard.edu

The Memorial Church is Harvard's University Church, dedicated on Armistice Day in 1932 as a gift of the alumni to the University in memory of those who lost their lives in the First World War.

Founded as a Protestant non-denominational house of worship, The Memorial Church maintains a broad ecumenical program of worship, preaching, and teaching, a representation of Harvard's recognition of the spiritual dimension of the life of the mind and a community of inquiry. All members of the University, regardless of denomination, are welcome, and internationally known clergy and religious leaders regularly preach from the pulpit. The church also serves as a resource for all religious life on campus, hosting events in the Faith & Life Forum, the annual William Belden Noble lectures, and providing pastoral counseling services to all members of the University.

Services

A Christian service of Morning Prayers is held at 8:45 am Monday through Saturday during the term, with the principal worship service held at eleven o'clock on Sunday mornings. Once a month, a service of Compline is held on a Thursday evening at ten o'clock. Based

on the traditional evening liturgy of scripture, music, prayers, and silence, Compline is sung in the candlelit space of Appleton Chapel by members of the University Choir. The Sunday and daily service schedules are announced in the *Gazette*. In addition, a printed guide listing all services and activities is available each academic term and may be obtained by contacting the Church office.

The Harvard University Choir

www.uchoir.harvard.edu

The Harvard University Choir is regarded by many worldwide as the premier program in college chapel music in America, a demanding but rewarding musical experience for Harvard students. The Choir sings at all Sunday Services and each year presents the nation's oldest consecutive Christmas Carols Service, as well as an eagerly anticipated Spring Concert once a year.

Board of Ministry and Harvard Chaplains

Office hours: Mon.–Fri.; 9 am–5 pm

**The Memorial Church, Ground Floor
Harvard Yard, 617-495-5529**

www.chaplains.harvard.edu

Chaplains

Harvard Chaplains is the umbrella organization of 38 chaplains representing 26 of the world's traditions (religious and non-religious), united in their commitment to serving Harvard's diverse student, faculty, and staff communities. Members of the Harvard community are encouraged to contact the Harvard Chaplains, who are available to meet and talk about spiritual concerns and ethical and personal matters. For profiles of the chaplains and a full description of groups,

programs, events, and services, please refer to the Chaplains website, www.chaplains.harvard.edu.

Staff Assistant, Board of Ministry and Harvard Chaplains: Debra Dawson (617-495-5529).

Baha'i Association

Ms. Eleanor Mitten (eleanor@mitten-sapiro.com)

Baptist

American Baptist

Rev. Irving Cummings (pastor.ocbc@verizon.net)

Southern Baptist

Rev. Curtis Cook (cbhcook@juno.com)

Southern Baptist

Mrs. Rebekah Kim (rebekah_kim@harvard.edu)

Boston-Cambridge Ministry in Higher Education United Church of Christ Presbyterian Church (USA)

Rev. Carolyn Dittes (carolyn_dittes@harvard.edu)

Buddhist Chaplaincy

Lama Migmar Tseten (migtse@earthlink.net)

Campus Crusade for Christ

Mr. Pat McLeod (pat.mcleod@uscm.org)

Ms. Tammy McLeod (tammy.mcleod@uscm.org)

Catholic Student Center

Fr. Robert Congdon (rcongdon@stpaulparish.org)

Fr. William Murphy (frbillmurphy@gmail.com)

George Salzman, OSFS (gsalzman@fas.harvard.edu)

Chabad House (Jewish)

Rabbi Hirschy Zarchi (rabbi@chabadharvard.org)

Christian Science Organization

Ms. Margit Hammerstrom (margit84@verizon.net)

Church of Jesus Christ of Latter-day Saints

Dr. Thomas Chapman (chapmantg@ldscs.org)

Dr. David Bokovoy (bokovoyd@ldscs.org)

Episcopal Chaplaincy (Anglican)

Rev. Benjamin King (ben_king@harvard.edu)

Foursquare (Grace Street Church)

Rev. Russ Schlecht (russell.schecht@gmail.com)

Harvard Hindu Fellowship (Vedanta Society)

Swami Tyagananda (swami_tyagananda@harvard.edu)

Harvard Korean Mission Church

Rev. Raymond A. Kahng (rkahng@hds.harvard.edu)

Hillel Foundation

Dr. Bernard Steinberg (bernie@hillel.harvard.edu)

Rabbi Norman Janis (norman@hillel.harvard.edu)

Rabbi Akiva Herzfeld (a.herzfeld@yahoo.com)

Humanist Chaplaincy

Mr. Greg Epstein (greg_epstein@harvard.edu)

InterVarsity Christian Fellowship

Mr. Jeff Barneson (jeff_barneson@harvard.edu)

Mr. Adrian Tam (atam@post.harvard.edu)

Ms. Marie Williams (williams.marie@gmail.com)

Islamic Society (Muslim)

Mr. Taha Abdul-Basser (taha.abdullbasser@gmail.com)

Lutheran Campus Ministry

Rev. Donald Larsen (dlarsen@unilu.org)

Memorial Church

Rev. Prof. Peter J. Gomes (jan_randolph@harvard.edu)

Rev. Dr. Dorothy Austin (daustin@fas.harvard.edu)

Orthodox Christian Fellowship

Fr. Peter-Michael Preble (peter_preble@harvard.edu)

Presbyterian Church in America

Rev. Bradley Barnes (bradley_barnes@harvard.edu)

Religious Society of Friends (Quakers)

Thomas Patrick Ash (FMCResident@iecc.com)

Swedenborgian Chaplaincy

Mr. Kevin Baxter (pastor@swedenborgchapel.org)

Unitarian Universalist

Rev. Meg Anzalone (meganza@usa.net)

United Methodist Chaplaincy

Rev. Scott Campbell (WScottCampbell_7@cs.com)

Zoroastrian Chaplaincy

Dr. Cyrus Rustam Mehta (mehta@cytel.com)

HARVARD STUDENT AGENCIES

67 Mount Auburn Street

617-495-3030

www.hsa.net

Harvard Student Agencies, Inc., was founded in 1957 to help Harvard students defray the cost of their education, provide practical business experience, and supply valuable services to the Harvard community. It has since grown into the largest student-run corporation in the world.

Products and Services

HSA provides a number of products and services that are helpful during students' stay at Harvard. HSA Dorm Store offers refrigerators, futons, and water coolers; HSA Cleaners provides the least expensive laundry and dry cleaning service in Harvard Square; HSA Publications publishes the *Unofficial Guide to Harvard* and, with OCS, the *Harvard Guide to Summer Opportunities*, and the student-run Harvard Shop stocks high-quality Harvard merchandise at its retail locations, 52 JFK Street and in the Holyoke Arcade, or on-line at www.theharvardshop.com.

Information about HSA products and services is available at www.hsa.net.

Employment Opportunities at HSA Agencies

HSA employs more than 500 students annually and provides a wide variety of paid experiences for Harvard students interested in long-term or short-term employment. Each of HSA's nine agencies is headed by a student manager, who has the unique opportunity to manage all aspects of the agency's business, including sales and marketing, operations, finances, and personnel. HSA's largest agency, Let's Go Publications, publishes the best-selling *Let's Go* travel guide series, which is widely read and sold in bookstores throughout the world. Let's Go hires more than 100 editors and research-writers each year to revise and update its titles. Information about HSA employment is available at www.hsa.net/recruiting or visit the company's headquarters at 67 Mt. Auburn Street in Cambridge.

HARVARD COLLEGE STUDENT ORGANIZATION CENTER AT HILLES (SOCH)

Hilles, Radcliffe Quadrangle

617-495-1020

Center Hours: 7 days, 7am-4am

Penthouse Coffee Bar: Sunday-Thursday, 7pm-1am

soch@fas.harvard.edu

www.soch.fas.harvard.edu

Listserv: soch-list@fas.harvard.edu

The Student Organization Center at Hilles has been designed to draw Harvard's vast, diverse, and stimulating network of student organizations together into one space that can support their individual goals while sparking new channels of conversation and collaboration. It is open to all Harvard College students and recognized student organizations. The open nature of the building, extensive technological resources, and unprecedented dedication of resources have been established to facilitate collaboration and strengthen relationships between groups, and to create a social space that fosters community. The SOCH Advisory Board, comprising students and administrators, provides direction, feedback, and oversight for programs, facilities, and activities.

The mission of the SOCH is:

- to provide student organizations at Harvard College with offices in which to create sustainable organizations;
- to help integrate students' curricular and co-curricular lives;
- to strengthen relationships among student organizations and to facilitate collaboration and the sharing of ideas and resources; and
- to create a social space for students to build community.

Facilities

All recognized student organizations at the College are welcome to host meetings, rehearsals, and events at the SOCH. With over 40,000 square feet of space on four floors, the building features facilities ideal for many student activities:

Penthouse Level

Facilities ideal for conference up to 150 people and dinners for 120; coffee bar for casual gatherings; recording studio and practice room. Available resources include tables and chairs, LCD projectors, and sound equipment.

Second and Third Levels

Student organization offices available through an annual allocation process each spring; storage lockers available on a rolling basis as space allows; mailboxes available by request; color copier/printer; flat panel TVs; computer labs with design software ideal for publications.

Lower Main Level

A cinema with digital projection and 30ft. screen. To make room reservations, go to rooms.college.harvard.edu.

Programs

For information on individual events, see the College calendar at events.college.harvard.edu.

Coffee with a View

A faculty speaker series co-sponsored by the SOCH and student organizations.

Workshops

Topics include leadership, web development, publications, grants, archives, event planning, and much more.

Film screenings

Popular recent films; independent films by students, faculty, and staff; film nights sponsored by student organizations.

Art exhibits

Student artist exhibition space in the Penthouse Coffee Bar, rotating throughout the year.

Live performances

Comedy nights, student musician Acoustic Tuesdays at 9 pm in the Coffee Bar.

UNDERGRADUATE ORGANIZATIONS

Statement of Policy Regarding Undergraduate Student Organizations

Through undergraduate organizations each new class leaves its special mark on the cultural, social, and intellectual life of the College. In granting official recognition to these activities, the College seeks to fulfill its commitment to free inquiry and to the importance of an education that encompasses the whole person. Such support does not, however, imply endorsement by the College of any partisan political position or point of view.

Recognition of Undergraduate Organizations

The Committee on College Life (see page 160) has the authority to grant official recognition to undergraduate organizations and to establish regulations for their governance. The rules it has adopted are presented below under the heading "Regulations for Undergraduate Organizations." The College assumes that organizations will comply with the understandings reached at the time of recognition. If the Committee on College Life determines that a student organization has failed to abide by these basic responsibilities, it may revoke the organization's charter. Undergraduate organizations must re-register with the Office of the Dean of Harvard College each October in order to continue their recognition. Should a group not meet this registration deadline, fail to turn in any of the registration documents, and/or not reconcile debts with outside vendors, the student organization will be placed on probation by the Office of the Dean of the College. During the probationary period, the student group will be unable to reserve space on campus, advertise for events, use the

Harvard name, and/or participate in activities fairs (prefrosh, freshmen, or upperclass fairs). (See the Student Organizations Handbook, www.sao.fas.harvard.edu/handbook.)

Funding and Finances

Undergraduate organizations seek funds from a variety of sources that include membership dues, fee-paying events, advertising, alumni/ae endowments, and friends of the organization. Most of these endowments, foundations, and friends' groups have been established to perpetuate the organization and to provide financial subsidy for programs. Endowments are usually administered by alumni/ae groups in consultation with the Office of the Dean of Harvard College. The College encourages the development of such financial arrangements and, when appropriate, will use University resources to assist with fund drives. Such fund drives must have the prior approval of the Office of the Dean of Harvard College. An organization must obtain permission through the Dean to solicit support from its alumni/ae.

The earnings of any undergraduate organization may not accrue to individual members. Some groups pay salaries to members for services performed by those members. Organizations wishing to pay such salaries or other forms of remuneration must first receive approval from the Office of the Dean of Harvard College. It is expected that salaries will ordinarily conform to current student wage rates in student employment, although special compensation may be given to managers of organizations.

Organizations are responsible for their own finances and for keeping their own financial records, and the College expects that they will be managed in a prudent fashion. The Office of the Dean of Harvard College provides training for financial officers and guidelines

for the maintenance of financial records through workshops held each term.

Under the conditions of recognition, financial officers will be required to attend a financial seminar, organizations will be required to present annual financial reports to the Office of the Dean of Harvard College, and an audit of an organization's finances may also be required.

Organizations that are Massachusetts corporations and federally tax exempt are reminded of the requirement to file special financial reports annually with the Secretary of State in the Commonwealth of Massachusetts and with the Internal Revenue Service.

The College makes a considerable contribution to student organization success by providing: student organization offices and lockers in the Student Organization Center at Hilles; rooms for meetings and other facilities; resources for music, debate, drama, and dance; in-kind contributions such as professional advice in fundraising for existing foundations, friends' groups, and new projects; help in ticketing events through the Harvard Box Office; event planning and support; leadership training; mailboxes and mail delivery for student groups; negotiated transportation options; and more. For more information on how the College can help your organization, feel free to stop by the Student Activities Office at University Hall, Ground Floor South.

Hazing

The laws of the Commonwealth of Massachusetts forbid any form of hazing in connection with initiation into a student organization (see "Hazing" on page 109). As a condition of College recognition, each student organization must file non-hazing attestation forms with the Office of the Dean of Harvard College. Students should also consult an important guide, Preventing Hazing at Harvard, available in the Office

of the Dean of Harvard College and on-line at the Office of Student Life and Activities' website that explains the College's policies regarding hazing, how to identify hazing activities, and suggestions for group activities that do not involve hazing. These policies also apply to non-recognized social clubs whose membership is made up of Harvard College students. See www.hazing.college.harvard.edu.

Non-Harvard Organizations

The regulations for undergraduate organizations require that they maintain local autonomy. This means that all policy decisions must be made without obligation to any parent organization. In this way, the independence and integrity of the College are maintained.

From time to time, undergraduates raise questions about their membership in non-Harvard organizations. It is important that students make well-informed decisions when considering membership in these organizations. While fraternities and sororities may be recognized officially at other universities and in local towns, they are not permitted to conduct any activity at Harvard even though their activities involve Harvard undergraduates. This policy applies to the "final clubs" in Cambridge as well.

However, in special circumstances, non-recognized student organizations whose membership consists entirely of Harvard College undergraduates may, at the discretion of a particular Harvard office or department, be permitted to co-sponsor events with that office or department.

Inappropriate Religious Recruiting

The Harvard Chaplains, the interfaith association of chaplains at Harvard, is concerned about destructive religious activity and the tactics of high-pressure religious groups, including issues related to religious recruitment through high-pressure tactics, and provide suggestions for intervention and

prevention. The Harvard Chaplains Office is located in the basement of Memorial Church in Harvard Yard and can be reached at 617-495-5529 or www.chaplains.harvard.edu.

Officially Recognized Undergraduate Organizations

The most updated list of information on individual organizations and rules governing their activities is available from the Office of the Dean of Harvard College, and on-line at www.sao.fas.harvard.edu/handbook.

REGULATIONS FOR UNDERGRADUATE ORGANIZATIONS

(As adopted by the Committee on College Life)

Recognition of Organizations

All officially recognized undergraduate organizations have the privilege of using Harvard College's name and its facilities with limitations (detailed in the Student Organizations Handbook). Complete information on the procedures that should be followed to obtain recognition is found in the Student Organizations Handbook, available on-line: www.sao.fas.harvard.edu/handbook.

The following are required of all undergraduate organizations:

- A constitution and by-laws whose membership clause shall not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, or physical disability.
- A complete list of officers (all must be registered undergraduates in good standing) and members (at least ten undergraduates).
- A signed Adviser Agreement Form. The adviser must be an employee of the University and should have a personal interest or professional expertise in the organization he or she is advising.
- Reasonable evidence of ability to meet its financial obligations.
- Attendance at required training sessions held annually. The Treasurer/Financial Officer of each organization must attend one financial training workshop. The President (or designated officer of the organization) must attend one other leadership development training workshop.

Official recognition follows upon recommendation of the Committee on College Life. To maintain official status, groups must register each October with the Office of the Dean of Harvard College. Failure to meet these requirements will cause an organization to be placed on probation and to lose all privileges given to recognized student organizations.

Officers' Responsibility

The officers of each organization are held responsible for knowledge of the following regulations and are expected to keep members of their organization informed of relevant portions. If there is any doubt about the interpretation or if any organization wishes an exception made, the Student Activities Office, University Hall, Ground Floor South, should be consulted. Members of organizations should note that other rules that may apply to them are contained in Chapter Five, "General Regulations and Standards of Conduct." Any violation of the following regulations may lead to the suspension or revocation of an organization's charter by the Committee on College Life.

The officers of every organization are expected to register with the Office of the Dean of Harvard College each year in October in order to assume activities for the academic year in question. Organizations that fail to meet the requirements of registration will be placed on probation and/or will lose their recognition status by the College.

General Requirements

- Recognized organizations must maintain their local autonomy. The criterion for local autonomy shall be whether the College organization makes all policy decisions without obligation to any par-

- ent organization. Graduate trusteeships and other advising boards composed of responsible alumni will ordinarily be acceptable under this rule.
- Each organization must consult its adviser(s) and, if applicable, graduate boards or trustees at the beginning of each term.
 - Members must be students of Harvard University.
 - There must be at least ten undergraduate members.
 - All officers and a majority of the members must be registered undergraduates in good standing with the College.
 - Only undergraduate student organizations that have received approval from the Dean of Harvard College may use "Harvard College" in their names. Approval of the name and recognition by the Dean's Office constitutes permission to use that name in notices of meetings and written materials. Any regular publication sponsored by the group that uses "Harvard" in its title needs advance permission. Permission to use "Harvard" or "Harvard College" in the name of a group applies to undergraduate groups, and not to alumni groups (see also "The Use of Harvard University's Trademarks [Names and Insignia]" or visit the following website: www.provost.harvard.edu/policies_guidelines/names_insignias.php). Explicit advance permission of the Office of the Dean or Provost is needed before an organization can give permission to a third party to use the Harvard name or to imply connection with the College or University.
 - Organizations must not duplicate the mission of previously recognized organizations.
 - The organization will file a list of current officers and members every October with the Student Activities Office and notify that Office promptly of any changes in the roster of officers.
 - Each fall in October the organization must provide the Office of the Dean of Harvard College with a financial report for the previous year, a proposed budget for the current year, current membership list, and signed agreements on non-hazing compliance from faculty adviser(s).
 - The organization must notify the Office of the Dean of Harvard College and the Committee on College Life of any change in its constitution and by-laws and submit a copy of the amended documents for approval.
 - The regulations of the College (see Chapter Five, "General Regulations and Standards of Conduct") require that students on probation may not engage in any competition or activity that, in the opinion of the Administrative Board, may interfere with their College work. A student on probation must attend all classes and be especially conscientious about all academic responsibilities. If the offense or unsatisfactory academic record is related to participation in extracurricular activity, the Administrative Board may at its discretion restrict participation; in cases in which management of time appears to be the problem, the Administrative Board may ask the student to obtain the Board's permission for participation in each individual extracurricular activity.
 - Faculty members may not be voting members or officers of undergraduate groups. They are, however, encouraged to serve as advisers, sponsors, or consultants.
 - Undergraduate officers will be held accountable for maintaining the accuracy of all financial records.

- Officers must receive approval for conferences and other large events from the Student Activities Office of Harvard College prior to planning such events. In addition, officers must consult the Student Activities Office before signing any contracts with vendors, hotels, consultants, or performers.
- Students on leave of absence or required to withdraw may not take part in student activities, including student organizations.
- Departmental organizations may also become undergraduate organizations by complying with the preceding requirements.

Relations to Harvard University

- No organization shall be allowed to appear on a commercially sponsored radio or television program.
- No organization shall in any publication, radio or television broadcast, public performance, or otherwise purport to represent the views or opinions of Harvard University, or its body.
- No organization may act so as to endanger the tax-exempt status of Harvard University.
- Only organizations that have received approval from the Dean of Harvard College may use the name "Harvard College." Recognition by the Dean's Office constitutes permission to use the name "Harvard College" in notices of meetings and publications. Permission to use the name applies to undergraduate organizations only, and not to alumni groups.
- No organization may be connected with any advertising medium, including the press or other public forum, that makes use of the name of Harvard (see also "The Use of the Harvard Name

and Insignia," page 253, or on-line at: www.provost.harvard.edu/harvard_trademark_program/trademk_policies.php.)

Religion

The ability to express one's views regarding religion is a significant freedom of speech that the College upholds. In some instances, this type of expression becomes an avenue for persuasion to affiliate with a particular religion. Discussion in this vein is prohibited when the educational and work environment of an individual or the community is jeopardized. Harassment is defined as actions on the part of an individual or group which demean or abuse another individual because of religious beliefs or that continue after the affected individual has requested a termination of that type of discussion. In all instances in which a particular religion sponsors an event or discussion, the individual or group initiating such contact must clearly identify its sponsorship or the sectarian religious nature of its agenda.

Publications

An organization or group of undergraduates wishing to create a new student publication must file a full description of the proposed publication with the Student Activities Office of Harvard College, in addition to fulfilling requirements outlined under "Recognition of Organizations," page 251. Sufficient details as to financing, circulation, and authorship must be included in the description to give assurance that it is a Harvard College student enterprise and financially responsible.

Publicity and Solicitation

Distribution of Printed Matter

Distribution of printed matter in the Houses, dormitories, Annenberg Hall, or on Harvard property must be approved by the Office of the Dean of Harvard College. The House

Masters and the Dean of Freshmen have the right to regulate the time, place, and manner of distribution in their areas. In each of the above cases, permission to distribute printed matter may be granted upon application to the Office of the Dean of Harvard College. Student groups may also wish to use the distribution services of Harvard Student Agencies ([www.harvardstudentagencies.com/ distribution/](http://www.harvardstudentagencies.com/distribution/)). For distribution of materials outdoors, all organizations must complete and have approved an on-line application, which is available at <http://roomscollege.harvard.edu>.

Should a group of students that is not a formally recognized organization wish to distribute printed matter on campus, permission to do so may be granted by the Office of the Dean of Harvard College upon submission of a petition signed by ten registered undergraduates. Distribution cannot occur until approval has been made explicit.

Posters

Posters may be placed only on bulletin boards and kiosks and not on doors, fences, entry posts, gates, poles, waste containers, sidewalks, or other similar places. Organizations violating these rules may be fined up to \$200 per daily violation and may lose postering privileges by the College. The defacement of sidewalks or buildings with posters, chalk, or any other material is prohibited.

- Every recognized student organization in good standing with the College, including official House organizations, has the privilege of posting on University bulletin boards and kiosks.
- “Restricted” bulletin boards (inside classrooms or buildings) are limited to the use of designated departments or organizations. Use of these bulletin boards must be approved by the official representative of the respective department or organization.

- Prior permission of the Office of the Dean of Harvard College is required for posters larger than 11” x 17”. Posters are removed from bulletin boards and kiosks every Monday and Thursday, staffing and weather permitting.
- Non-recognized groups must obtain prior permission of the Office of the Dean of Harvard College and such permission will be granted only in exceptional cases.
- The bottom right-hand corner of all posters must clearly denote the official student organization’s name and include details on accessibility. <http://isites.harvard.edu/icb/icb.do?keyword=k44561&pageid=icb.page208638>.
- It is against City of Cambridge ordinances to affix posters and notices to utility poles.

Balloons

Student organizations are prohibited from advertising events by use of balloons in Harvard Yard. In rare circumstances, permission may be granted by the College Dean’s Office.

Email

See page 105 regarding regulations for the use of electronic mail.

Solicitation

Solicitation in University buildings and on University property must have prior approval of the proper authority. Permission for each of the following activities must be obtained from the indicated office:

- Sales of subscriptions to recognized publications, sales of tickets to functions given by recognized organizations, and sales of recordings of recognized organizations (provided all such sales are conducted in the immediate vicinity of College Dining Halls, Sanders Theatre, or by the Science Center): the Student

Activities Office of Harvard College.

- All other sales: Director of Student Employment and the Office of the Dean of Harvard College.
- All solicitation and canvassing must be carried out between the hours of 9 am and 9:30 pm on weekdays only. Exceptions may be granted by the Office of the Dean of Harvard College.
- The Dean of Freshmen or House Masters may deny permission to carry on the above in their dormitories or Houses.
- Permission of the Office of the Dean of Harvard College must be obtained in order to solicit during Registration.

The Use of Harvard University's Trademarks (Names and Insignia)

Harvard University's Trademark Program, in the Office of the Provost, is responsible for licensing the use of Harvard's various trademarks (e.g., "Harvard," "Harvard College," "Harvard Law School," "Radcliffe," "the VERITAS shield," etc.) throughout the world. Revenue from the Program is provided to FAS and is used for undergraduate financial aid. Any student group wishing to reproduce any University trademark on products (e.g., t-shirts, mugs, etc.) must contact the Trademark Program for written approval.

The Trademark Program will provide guidance on how the marks may be used, can recommend licensed manufacturers, and advise when royalty exemptions apply. Student groups should also make themselves familiar with "The Use of Harvard's Names and Trademarks by Student Organizations" section of the Student Organizations Handbook. All student group names, logos, or publications incorporating any of the University's trademarks are owned by the President and Fellows of Harvard College and are used by permission of the University. In

addition to licensing, the Trademark Program is responsible for dealing with the unauthorized use of the University's trademarks by third parties worldwide. Any unauthorized use of the Harvard trademarks should be reported to the Trademark Program. www.provost.harvard.edu/harvard_trademark_program/trademk_policies.php.

Development

Any organization wishing to raise funds outside the Harvard University campus—whether from an individual or from an organization—must receive prior approval from the Student Activities Office of Harvard College. Registered organizations must also obtain permission of the Dean to solicit support from alumni/ae and may request alumni/ae information for the purpose of development through the Student Activities Office.

Meetings and Events

Indoor Meetings

College classrooms, lecture halls, and certain other rooms are available to recognized organizations, with the understanding that:

- Rooms will be kept neat and clean.
- There will be no unnecessary noise or actions that might disturb other occupants or those in surrounding buildings or in the street or office below.

Permission to use the following rooms must be obtained from the offices indicated below:

- Yard classrooms and lecture halls, including Ticknor Lounge: The Office of the Dean of Harvard College, <http://rooms.college.harvard.edu>.
- Lamont Forum Room: Lamont Library, 617-495-2455.
- Paine Hall: Music Department Administrator, 617-495-2791.

- Phillips Brooks House: the PBH Office, rskelly@fas.harvard.edu.
- The House Common Rooms: The House Offices (see House listings in Harvard Directory).
- The Science Center: The Science Center Director's Office: sc_sched@fas.harvard.edu.
- Sanders Theater, Loker Commons, and Memorial Hall/Lowell Hall Complex: Office for the Arts (contact the Program Manager at 617-496-4595).
- The Harvard Dance Center at 60 Garden Street and The Director's Studio at 74 Mt. Auburn Street: Office for the Arts. Call the main office at 617-495-8683.
- The Agassiz Theatre and Agassiz House: Office for the Arts (contact the Program Manager at 617-496-4595).
- Rooms in freshman dormitories and the Barker Center are not available to student organizations.

An organization may not announce its meeting place until it has received official permission in writing for the use of that place. Meetings sponsored jointly with outside organizations are not permitted in University buildings without explicit permission from the Student Activities Office.

Events open to the public should be planned with accessibility considerations in mind. Organizers should consider wheelchair accessibility, seating arrangements, audio-visual accessibility, alternative print options, podium access, and sign language availability as they plan events. For more information on accessibility, or to receive help in planning for these accommodations, there are several resources available. Please contact the Student Activities Office, refer to the Student Organization Handbook (www.sao.fas.harvard.edu/handbook), or seek the assistance of the Accessible Education Office

at 617-496-8707 or the University Disability Coordinator in the Office of the Assistant to the President at 617-495-1859.

Outdoor Meetings/Events

- Outdoor space request forms must be completed and approved by the Office of the Dean of Harvard College for any outdoor meeting. This form can be found on-line at <http://room.college.harvard.edu>.
- On University property, outdoor meetings may not be held in the immediate vicinity of classrooms during normal class hours, nor near residence buildings between 9 pm and 9 am.
- The use of private property also requires the permission of the owner.
- Meetings sponsored jointly with outside organizations are not permitted on University property.
- The use of city streets or other public property also requires written authorization from and compliance with regulations of the City of Cambridge.

Restricted Dates for Events

Permission will not be given to hold concerts, dramatic performances, debates, meetings, rallies, contests of any kind, etc., during Examination Periods, or the weekend of the Head of Charles Regatta. In addition, restrictions may be placed on events during Reading Periods if they interfere with residential areas and libraries where exam preparation is underway.

Paid Admissions

All public events must be registered and approved in advance through the Student Activities Office through the Event Registration process. In addition, the Event Registration policy may require the presence of a University police officer and/or tutors or proctors, City of Cambridge licenses, and/or a Beverage Authorization Team (BAT). The Event Registration Guidelines and appropriate

forms can be found on-line at <http://room.college.harvard.edu>. Questions about this process may be answered in the Student Activities Office.

Motion Pictures

Any student group or organization in the College and the Houses borrowing commercial films must follow all copyright regulations as outlined below.

If admission is charged, any surplus revenue shall be used to further the educational goals of the sponsoring organization, as outlined in its charter.

The showing of commercial films in the College and its Houses is subject to the following regulations: (a) advertising must be restricted to the Harvard community; (b) the House Committee, recognized student organization, or other appropriate committee will ordinarily be responsible for the screening of films and for financial arrangements.

Organizations showing films must conform to all applicable city and state fire regulations.

Copyright Regulations

The Federal Copyright Act makes it unlawful to show a film in public without the explicit permission of the film's copyright owner. Renting or purchasing a cassette at a local video store or elsewhere gives the customer the right to view the film but not to show it in public. The Copyright Act defines "public" in this context as "any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered."

Several major production and distribution companies—Columbia, MGM, Paramount, Orion, and others—have given notice that arrangements to show their films publicly on university campuses can be made by calling Swank Motion Pictures of St. Louis (314-289-2102). All students who wish to show films under circumstances that are likely to be considered "public" are urged to call

this organization to arrange for appropriate permission.

Public Performances

Permission will not be given to hold concerts, dramatic performances, debates, meetings, rallies, contests of any kind, etc., during Examination Periods, or the weekend of the Head of the Charles regatta.

Regulations concerning "Relations to Harvard University," page 253, apply to public performances.

Dances

Dances must end by 2 am, per City of Cambridge ordinance. At any public dance, a University Police detail and/or tutors and proctors must be present. A complete list of guidelines for dances and the required Event Registration form are available in the Student Activities Office, www.sao.fas.harvard.edu/events.

Invitations to Distinguished Visitors

In order to facilitate the necessary official courtesies for distinguished visitors, the Office of the Dean of Harvard College must be notified in advance and appropriate clearances obtained. Only then may invitations to visit Harvard as guests of an undergraduate organization be issued to heads of state or governments, past or present, to cabinet members, and/or to ambassadors of foreign nations. The University Marshal's office, located at Wadsworth House, should also be consulted about plans for distinguished visitors.

Student Organization Offices/ Lockers/Mailboxes

Harvard College values and supports the presence and contributions of student organizations. The College provides over 40,000 square feet of space in the Student Organization Center at Hilles (SOCH) to

facilitate the productive work of Harvard College student organizations and to encourage collaboration among student groups in proximity to one another. The SOCH offers student organization offices, lockers, and mailboxes. An organization desiring office space should follow guidelines outlined in the Student Organizations Handbook. Recognized organizations at the College are eligible to apply for SOCH space through an allocation process held each spring semester. All offices and lockers are allocated by the Office of the Dean of Harvard College with the understanding that:

- Rooms/lockers will be kept neat and clean.
- There will be no unnecessary noise or actions that might disturb other occupants or those in surrounding buildings or in the street, office, or Cambridge neighborhood nearby.
- Organizations will abide by the regulations of the Office of the Dean of Harvard College as described in the *Student Organizations Handbook* and the *SOCH Operations Policies Manual*.
- Students with authorized access to individual offices must be registered members of that organization, as well as registered students of Harvard College.
- Student organizations may not allow other groups or individuals to use the rooms/lockers assigned to them without the written permission of the Office of the Dean of Harvard College.
- No office/locker keys may be duplicated without the permission of the Office of the Dean of Harvard College.
- Student organizations will not hold the University responsible for property stored in their offices that is stolen or damaged.

- Personal items belonging to individual students will not be stored in office spaces during summer breaks or any time during the academic year. Alcohol is not allowed in the Student Organization Center at Hilles or freshman dormitories, including student organization spaces located in those buildings.
- Private parties may not be held in student organization offices without approval from the Office of the Dean of Harvard College.
- Mailboxes are available in the SOCH by request for recognized organizations. Officers of the group will be expected to pick up mail regularly from their assigned box. An organization that violates the above regulations may lose its assigned office space/locker/ mailbox and/or be subject to disciplinary action by the Administrative Board of Harvard College.

Exceptions

It is the practice of the Office of the Dean of Harvard College to grant exceptions to the rules for ad hoc groups of registered students who wish to hold occasional meetings in College rooms. Ad hoc groups of registered students may also petition the Office for permission to poster on campus. Groups petitioning must list at least ten registered students and include a contact name on the poster.

It will be understood that these ad hoc groups must observe the regulations of the College and the policies of the Faculty in the use of Harvard facilities and, in particular, must be autonomous of outside organizations. They may not act to endanger the tax-exempt status of the University nor fail to comply with its policies regarding non-discrimination and harassment.

Exceptions to the Regulations may be granted only by petition to the Office of the Dean of Harvard College.