This handbook describes the regulations and rules that apply to students in the Graduate School of Arts and Sciences. Each degree-granting department, division, or committee publishes its own requirements in Programs in the Humanities, Programs in the Natural Sciences, or Programs in the Social Sciences. These booklets are hereafter referred to as program description booklets. Also, Chapter VI of this handbook includes descriptions of departmental degree requirements. Other sections of this handbook provide information concerning health, housing, and other University resources for graduate students.

Review of academic, financial, and other considerations leads to changes in the policies, rules, and regulations applicable to students. The Faculty of Arts and Sciences therefore reserves the right to make changes at any time. These changes may affect such matters as tuition and all other fees, courses, degrees, and programs offered (including the modification or possible elimination of degrees and programs), degree and other academic requirements, academic policies, rules pertaining to student conduct and discipline, fields or areas of concentration, and other rules and regulations applicable to students.

While every effort has been made to ensure that this book is accurate and up-to-date, it may include typographical or other errors.

Harvard University’s policy is to make 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. The principle of not discriminating against individuals on the basis of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran status, or disability unrelated to job or course of study requirements is consistent 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.

The GSAS Handbook is available on the Web:
www.gsas.harvard.edu

Published for the Harvard University Graduate School of Arts and Sciences by the Office of the Registrar, 20 Garden Street, Cambridge, Massachusetts 02138 (617-495-1543).
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MESSAGE FROM THE DEAN

As a new academic year begins I extend a most cordial welcome to you. If you are a newcomer to Harvard, this book will give you a general introduction to the Graduate School and help you to get acquainted with its history, organization, degree programs, regulations, services, and many other details of interest and importance. If you are returning to a familiar setting, you will find that this book is designed to serve as a regularly updated source of reference for many purposes, in particular academic policies and procedures.

Supplementary information is provided by other publications of the Graduate School and the Registrar’s office. However, as printed materials cannot offer exhaustive coverage, let alone answers to all questions, please keep in mind that the Dean’s office, the Office of Student Affairs, the Admissions and Financial Aid office, and departmental directors of graduate studies are all available for personal consultation.

My best wishes for a productive year.

Theda Skocpol, Dean
Graduate School of Arts and Sciences
ACADEMIC CALENDAR FOR 2005-06

When an official deadline falls on a holiday observed by the University, the effective
deadline is the next working day.

Registration for non-resident students:
August 1, Monday. Applications for non-resident status for the fall term or academic
year are due in department offices. Students filing after this date will be charged a late
registration fee of $50, plus an additional $5 for each week thereafter.
Applications for part-time study are due in the GSAS Dean’s office, Byerly Hall.

August 15, Monday. Applications due at the Registrar’s office for November degrees.

September 13, Tuesday. Spring term registration period ends on the day before fall term
registration.
Last day to submit work for Incomplete grades from the fall term 2004-2005.

Registration and orientation for resident students:
September 9, Friday. 10:00 a.m. – 3:00 p.m., orientation for international students,
Dudley House Common Room.

September 13, Tuesday. 10:00 a.m., orientation for new students, Sanders Theater.

September 14, Wednesday. 9:00 a.m. – 4:00 p.m., all resident GSAS students
are expected to register in person at Dudley House: A-K 9:00 a.m. – 1:00 p.m.,
L-Z 1:00 p.m. – 5:00 p.m.
Special Students and Visiting Fellows may register 9:00 a.m. – 4:00 p.m.
at Dudley House.
Students who fail to register at this time and date will be charged a late registration
fee of $50 plus an additional $5 for each week thereafter.
Students in residence who register late must file a study card within five working
days of the date of their registration; subsequently the late study card fee is activated.
(Special Students should also consult the Office of Special Students.)
Derek Bok Center Teaching Orientation. Students participating in this orientation
should register 9:00 a.m. – 10:00 a.m.
For cross registration, see Chapter V.

September 19, Monday. Fall term begins. First meeting of classes.

September 23, Friday. 9:00 a.m. – 5:00 p.m., final study cards for the fall term due in
Dudley House (Special Students’ study cards are due in Byerly Hall, second floor, 9:00
a.m. – 4:00 p.m.). There is a late fee of $40 for each week late. Study cards filed after
September 23 must bear the instructor’s signature for each course listed. Students tak-
ing a language course SAT/UNS should see Grade and Examination Requirements,
SAT/UNS, in Chapter V.
To change courses after the study card has been filed, students must file a petition to add or drop a course with the registrar, 20 Garden Street. (Special Students should file the petition at Byerly Hall, second floor.) There is no charge for adding or dropping a course during the first three weeks of the term (from September 19 through October 7). From October 10 through October 31, there is a $10 fee each time a petition is filed. If two petitions are filed simultaneously, only one processing fee is charged. From November 1 through November 15, students may drop courses only and are charged a $10 fee.

October 3, Monday. Last day on which GSAS degree candidates may cancel their registration for the fall term without payment of tuition.

Approved dissertations due in the Registrar’s office, 20 Garden Street, for November degrees.


October 10, Monday. Columbus Day: a holiday.

October 10, Monday. Last day students from other schools may file cross-registration petitions with the FAS Registrar’s office.

October 24, Monday. End of first quarter of fall term tuition period.

October 28, Friday. Tuition and health-care fees will be removed from the term bills of all GSAS degree candidates who are not registered by this date.

October 31, Monday. Last day to register for or add courses for the term. After this date students may add or register for TIME only. Last day for graduate students to add or change SAT/UNS grading option for designated language courses.

November 11, Friday. Veterans’ Day: a holiday.

November 15, Tuesday. Last day to drop a course. After this date a petition to withdraw must be completed and returned to the GSAS Student Affairs office, Byerly Hall.

November 24, Thursday. End of second quarter of fall term tuition period.

November 24, Thursday. Thanksgiving recess begins.

November 27, Sunday. Recess ends.

December 1, Thursday. Applications are due at the Registrar’s office for March degrees.

December 21, Wednesday. Winter recess begins.

December 24, Saturday. End of third quarter of fall term tuition period.
Registration for non-resident students:
January 1, 2006, Sunday. Applications for non-resident status for the spring term are due in department offices. Late fees apply as in the fall.
Applications for part-time study are due in the GSAS Dean’s office, Byerly Hall.

January 2, Monday. Recess ends.

January 3, Tuesday. Fall term Reading Period begins.

January 3, Tuesday. Applications from continuing students for 2006-2007 grants due in the GSAS Financial Aid office, Byerly Hall.

January 11, Wednesday. Spring term study card information packets are mailed to continuing resident students provided all outstanding University bills, including spring term tuition, have been paid. Students who do not receive a study card information packet by January 27 should check with the Graduate Records office, 20 Garden Street.

January 13, Friday. Last day to petition the Dean’s office for late withdrawal from a course. (See Chapter V, changing courses during term.)

January 13, Friday. Fall term Reading Period ends.

January 14, Saturday. Mid-year examinations begin.

January 16, Monday. Martin Luther King Day: a holiday.

January 24, Tuesday. Mid-year examinations end.

January 27, Friday. Approved dissertations due in the Registrar’s office, 20 Garden Street, for March degrees.

January 31, Tuesday. Fall term registration period ends on the day before the spring term begins.

Registration for new GSAS students, GSAS students returning from non-resident status, Special Students, and Visiting Fellows:

January 31, Tuesday. 9:00 a.m. – 5:00 p.m., registration for all (spring term) Special Students and Visiting Fellows, Byerly Hall, second floor (late fees apply as in the fall).

February 1, Wednesday. Spring term begins. First meeting of classes.

9:00 a.m. – 5:00 p.m., all new degree candidates and those returning from non-resident status register for the spring term (late fees apply as in the fall).
Continuing Special Students pick up their study card information packets and ID cards, Byerly Hall, second floor, 9:00 a.m. – 5:00 p.m.

**February 8, Wednesday.** 9:00 a.m. – 5:00 p.m., final study cards for the spring term due in Dudley House. (Special Students’ study cards due in Byerly Hall, second floor.) There is a late fee of $40 for each week late. Study cards filed after this date must bear the instructor’s signature for each course listed. Students taking a language course SAT/UNS, should see Grade and Examination Requirements, SAT/UNS, in Chapter V.

To change courses after the study card has been filed, students must file a petition to add or drop a course with the registrar, 20 Garden Street. (Special Students should file the petition at Byerly Hall, second floor.) There is no charge for adding or dropping a course during the first three weeks of the term (from January 30 through February 17). From February 20 through March 20, there is a $10 fee each time a petition is filed. If two petitions are filed simultaneously, only one processing fee is charged. From March 21 through April 4, students may drop courses only and are charged a $10 fee.

**February 10, Friday.** Last day on which GSAS degree candidates may cancel their registration for the spring term without payment of tuition.

Spring registration will be canceled for students who have filed approved dissertations at the Registrar’s office by this date. Any spring term tuition previously paid will be refunded.

**February 20, Monday.** Presidents’ Day: a holiday.

**February 21, Tuesday.** Make-up examinations for fall term 2005-2006 begin.

**February 25, Saturday.** End of first quarter of spring term tuition period.

**March 6, Monday.** Last day students from other schools may file cross-registration petitions with the FAS Registrar’s office.

**March 20, Monday.** Last day to register for or add courses. After this date students may add or register for TIME only. Last day for graduate students to add or change SAT/UNS grading option for designated language courses.

**March 25, Saturday.** End of second quarter of spring term tuition period.

**March 25, Saturday.** Spring recess begins.

**April 2, Sunday.** Spring recess ends.

**April 3, Monday.** Applications are due at Registrar’s office for June degrees.

**April 4, Tuesday.** Last day to drop a course. After this date a petition to withdraw must be completed and returned to the GSAS Student Affairs office, Byerly Hall.
April 25, Tuesday. End of third quarter of spring term tuition period.

April 28, Friday. Tuition and health-care fees will be removed from the term bills of all GSAS degree candidates who are not registered by this date.

May 6, Saturday. Spring term Reading Period begins.

May 17, Wednesday. Last day to petition the Dean’s office for late withdrawal from a course.
  Spring term Reading Period ends.

May 18, Thursday. Final examinations begin.

May 26, Friday. Approved dissertations due in the Registrar’s office, 20 Garden Street, for June degrees.
  Final examinations end.


June 8, Thursday. Commencement.

**DEGREE CALENDAR FOR 2005-06**

<table>
<thead>
<tr>
<th>For a diploma for an advanced degree to be awarded on</th>
<th>Degree applications are due at the Registrar’s office on*</th>
<th>Degree recommendations and dissertations are due at the Registrar’s office on</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 8, 2005</td>
<td>August 15, 2005</td>
<td>October 3, 2005</td>
</tr>
<tr>
<td>March 7, 2006</td>
<td>December 1, 2005</td>
<td>January 27, 2006</td>
</tr>
<tr>
<td>June 8, 2006</td>
<td>April 3, 2006</td>
<td>May 26, 2006</td>
</tr>
</tbody>
</table>

*In exceptional circumstances, the registrar will accept late applications during the next two weeks only; there is a late fee of $50.
TENTATIVE CALENDAR FOR 2006-07

The Academic Calendar for 2006-07 is currently under review and subject to change.

August 1, Tuesday. Applications for non-resident status for the fall term or academic year are due in department offices.

August 14, Monday. Applications are due at the Registrar’s office for November degrees.

September 12, Tuesday. The spring term registration period ends on the day prior to fall term registration.
   Last day to submit work for Incomplete grades from the fall term of 2005-2006.

September 13, Wednesday. Resident registration.

September 18, Monday. Fall term begins. First meeting of classes.

October 2, Monday. Approved dissertations due in the Registrar’s office for November degrees.


II. HISTORY AND ORGANIZATION

Massachusetts Hall. Etching by Kenneth Conant. (Harvard University Archives)

HARVARD AND RADCLIFFE
AND THE GRADUATE SCHOOL OF ARTS
AND SCIENCES

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 (about 800£) to the new institution, Harvard College was born into the Puritan tradition. The University today is still governed under its original charter granted by the Colony in 1650. This, with amendments and John Adams’ further definition in the fifth chapter of the Massachusetts Constitution of 1780, is the authority under which Harvard operates.

The earliest visible Harvard, despite almost a century of previous existence under the close scrutiny of the clergy and magistrates of the Bay Colony, is an eighteenth-century institution. In the College Yard stand Harvard’s oldest buildings, plain and in the best sense homely with their brick exteriors, straightforward appearance, and unassuming design. Massachusetts Hall (1720), Wadsworth House (1726), and Holden Chapel (1744) are the earliest. Hollis Hall, built at the expense of the Colony, dates from 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. This was the Harvard of the well-known Burgis and Revere engravings—except for old Stoughton College, which 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 Charles Bulfinch’s famous University Hall (1815) form the outline of the original Yard.
For its first 200 years of existence, Harvard was relatively small, proudly provincial, ambitiously intellectual, but still a college with a conservative, set curriculum emphasizing rhetorical principles, rote learning, and constant drilling. The faculty was very small and the president did a little of everything, including teaching, assisted by junior faculty like the remarkable Henry Flynt (1676-1760), tutor and disciplinarian who spent fifty-five years as a Harvard tutor and sixty years as a fellow of the Corporation. Particularly outstanding among the faculty was Professor John Winthrop, AB 1732, who held the Hollis Professorship and taught mathematics and science (then called “natural and experimental philosophy”) from 1738 to 1779. Next to Benjamin Franklin, Winthrop was probably the greatest man of science of the colonial era. Another distinguished early figure was the Jewish scholar Judah Monis, AM Hon. 1720, who taught Hebrew from 1722 to 1760.

During the first 230 years of its existence, Harvard College retained its old framework as an English college modeled on Oxford and Cambridge, though with some developments of its own. In time, many of the faculty members who had pursued postgraduate work at German universities saw shortcomings in the English model. One of the most important developments was the establishment of professorships in the undergraduate department, which was an innovation on the English idea of a college. The greatest departure from the English precedents, and a long step towards the foundation of a real university, was the establishment of the three professional schools of Divinity, Medicine, and Law. Medical studies began in 1782, and law and divinity became graduate departments in 1816 and 1817, respectively. Even so, the College did not start to 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. From 1820 until 1872 the University consisted of the College and the three professional schools, with the later additions of the Dental School, the Scientific School, and the Bussey School of Agriculture. The gap in this constitution was that there was no equivalent of the German Faculty of Philosophy (i.e., of the Arts and Sciences) at the graduate level. One of President Charles William Eliot’s great innovations was the establishment of a Graduate Department.

The Graduate Department was created in January 1872 by action of the Governing Boards. The Academic Council was appointed to administer and recommend candidates for the degrees of master of arts, master of science, doctor of philosophy, and doctor of science. When the establishment of a Graduate Department was first put before the College faculty, there was much opposition. It was said that the University had insufficient funds to teach undergraduates properly, and the Graduate Department would weaken the College. To which President Eliot replied, as Professor Palmer remembers, “It will strengthen the College. As long as the main duty of the faculty is to teach boys, professors need never pursue their subjects beyond a certain point. With graduate students to teach, they will regard their subjects as infinite, and will keep up that constant investigation which is so necessary for the best teaching.” In 1872, Harvard boldly announced that the new degrees of PhD and SD would be given to properly qualified graduates on examination after certain periods of residence at the University; and that the degree of AM would henceforth be given to any graduate of any respectable college on an examination upon a single year’s study. This announcement
was unprecedented in this country, and it was an omen of great promise for the future. As the Harvard historian Samuel Eliot Morison described it:

Up to that time there were no facilities at Harvard for the training of men in the liberal arts after taking their first degree, although advanced instruction in the natural sciences had been given in the Lawrence Scientific School for over twenty years, without a degree to reward the students’ efforts. Harvard men who wished to be trained as scholars in the humanities and the social sciences had to study abroad. It was now provided that the MA should be given in the future for not less than a year’s postgraduate study in approved subjects, and after examination; the class of 1869 was the last whose members were allowed to take the MA for ‘keeping out of jail five years and paying five dollars,’ as the saying was. The PhD was to be conferred after a more advanced examination and the acceptance of a dissertation deemed a ‘contribution to knowledge’; William E. Byerly (AB 1871) took the first Harvard PhD, in mathematics, in 1873 (Byerly Hall, headquarters of the Graduate School, is named for him); and James O. Averill (AB Amherst 1870) took the first MA of the new dispensation the following year.

In 1871-72, the list of seventy-four courses open to graduates was made up from the regular courses of study offered to undergraduates. The elective system, established five years earlier in 1867, made it possible for the regular College courses to offer material for graduate study. Before that date almost all of the work of the College had comprised required courses, and nearly the whole time of professors was given to hearing lessons recited. The development of the elective system, encouraged by President Eliot, called for a great increase in the number of teachers of all grades; this made it possible for the professors to offer advanced courses for the better students.

When the Graduate Department was founded, there was no distinction between undergraduate and graduate studies; and no hard-and-fast line has ever been drawn between them. Graduate students simply took elective studies that they had been unable to take in the College. In 1875-76, courses primarily for graduates made their first appearance in the catalogue. A very significant departure was made in 1877-78. “Besides the regular courses of instruction,” states the catalogue, “graduates may often make arrangements to obtain advice or direction and in some cases special instruction, in the pursuit of higher studies, from professors or other competent persons.” This “special instruction” by professors began to appear in the catalogues after 1885.

In 1872, twenty-eight students were attracted to the new program. No fewer than thirteen of the first twenty-eight graduate students were officers of the University, consisting of one professor, one assistant professor, ten tutors or instructors, and one proctor. The quality of the early doctors in arts and sciences (1873-78) is indicated by such names as John Trowbridge, William K. Brooks, William Everett, N. S. Shaler, Henry Cabot Lodge, J. Walter Fewkes, Frank A. Gooch, and Charles Sedgwick Minot. In the second year, 1873-74, thirty-five candidates enrolled for the higher degrees, and in 1874-75, forty candidates enrolled; in this year five students received income from the Harris, Kirkland, and Parker Fellowships, the last paying a stipend of $1,000 a year.

Professors C. L. Jackson, Farlow, Child, and Goodwin were among the early members of the faculty most interested in promoting graduate studies. However, to no one,
excepting President Eliot, is the Graduate School so indebted as to Professor of Astronomy and Mathematics James Mills Peirce, who, as secretary of the Academic Council from 1872 to 1890, and dean of the school to 1895, devoted himself to the promotion of graduate instruction. From the administrative reorganization of 1890 the Graduate Department emerged as the Graduate School of Harvard University, under the new Faculty of Arts and Sciences, but with administrative officers of its own. In 1905 the name was changed to the Graduate School of Arts and Sciences in order to distinguish it more clearly from the professional schools.

Professor Peirce was succeeded as dean by John Henry Wright, professor of Greek, who served from 1895 until 1908, when the number of students had increased to 406. The succeeding deans were Professor of Medieval History Charles Homer Haskins (1908-24), and Professor of English John L. Lowes (1924-25). By 1929, under the deanship of Professor of Classical Archaeology George Henry Chase (1925-39), the number of students in the school had grown to roughly 1,000 and the Administrative Board of the Graduate School deliberated over the report of the Committee on Further Restriction of Entrance to the Graduate School. Dean Chase reported the Committee was unanimous in recommending restrictions on admission and wrote, “The members feel that the purpose of any restrictions should be to improve the quality of students who resort to the school rather than to attempt to set a definite number of students whether in the whole school or in the several divisions and departments.” The reasons that most affected the Committee’s decision were that the Harvard professional schools and other graduate schools, notably Yale and Princeton, had become more restrictive, and several candidates had entered the Graduate School after being refused admission by these other schools. Another concern was that the number of students put a serious strain upon those who directed research.

In the early 1930s, enrollments continued to increase, then dropped significantly in 1935 to 765 students and increased again to a high of 1,113 students in 1939. Chemistry Professor Arthur Becket Lamb held the deanship during 1940-43 and Howard Mumford Jones, Abbott Lawrence Lowell Professor of Humanities, was appointed dean during 1943-44 when elaborate plans for the postwar period were undertaken. The vital importance of the work of the Graduate School in postwar years was emphasized in President James Bryant Conant’s statement, “The recruiting of the nation’s ranks of highly-trained scholars and specialists, after the hiatus of the war years, will be one of the very vital tasks confronting American universities when the day of peace arrives.” The question of admission to the Graduate School became paramount in the course of 1945-46 as former servicemen, encouraged by financial assistance from the government, began to make applications in vast numbers. In contrast to the years before 1940 when the school received about 800 applications on the average, the year 1945-46 saw more than 4,000 applications. To keep the school within manageable limits, a large proportion had to be denied, and inevitably the standards for admission had to be raised. While no rigid quotas were set, the departments set upper limits on the number of new students they could accommodate. Beginning in 1945, all applicants were asked to submit letters of recommendation, which had been required previously only of fellowship applicants.

Though the school had been reduced to 393 students in 1943-44, new applications and review procedures were put into place, and by 1946-47 there were 1,969 students enrolled. Serving as dean from 1946-49, Professor of Government Payson S. Wild, Jr.
assessed the situation, “So far, veterans have performed as well if not better scholastically than nonveterans and the problems of readjustment, so dreaded in advance, have not materialized to any great extent.” He concluded that the G.I. Bill had helped to “democratize the PhD” but he was much concerned about what to do after the federal subsidies were gone. Dean Wild was followed by Francis M. Rogers, professor of the Languages and Literatures of Portugal (1949-55). Serving as dean from 1955 to 1971, Professor of Greek and Latin John Peterson Elder saw the Graduate School into an era of new relations with the federal government and the admission of women to the Graduate School in 1962. Prior to 1962, women graduate students had been enrolled in the Radcliffe Graduate School.

The Harvard Annex was formed in 1879 to provide women with the opportunity to study with Harvard professors. From the beginning, graduate education was integral to Radcliffe’s mission. Among the first twenty-seven students to enroll in September 1879 were two graduates (one from Smith and one from Vassar). In 1882, the Harvard Annex was incorporated as the Society for the Collegiate Instruction of Women. As Arthur Gilman, the secretary of the College wrote in the 1891 report: “We have no higher duty to advanced specialists and to graduates coming from other institutions than giving them the advantages which Harvard College offers so liberally to our whole body. These students come to our classes in yearly increasing numbers and they are very welcome.” The first AM certificate was granted in 1890. In 1894, Radcliffe was chartered by the Commonwealth of Massachusetts as a degree-granting institution and the AB and AM degrees were awarded. The PhD was first awarded in 1902. Radcliffe diplomas were signed by the presidents of Harvard and Radcliffe, sealed with both seals and were in every way equivalent to the Harvard degree. The Harvard Board of Overseers resolved that Radcliffe graduate students should be admitted to any courses of instruction designed for Harvard graduates, and in the fall of 1894, fifty-one courses (marked with a double dagger††) were listed in the Harvard catalogue and opened to graduate women.

The Radcliffe Graduate School grew from these informal beginnings to be the largest graduate school among the women’s colleges by 1930. The school was reorganized in 1934 when the Office of the Dean of the Graduate School was created. Bernice Brown Cronkhite (PhD 1920), who had served as dean of both undergraduates and graduates (1923-34), was appointed dean of the Graduate School and served until 1960. To many, Dean Cronkhite personified the Graduate School. She counseled students, administered the school, raised funds for scholarships, and was the driving force behind the construction of the Cronkhite Graduate Center (named in her honor in 1971), the residence for graduate women. She was succeeded by Wilma Kerby-Miller (1960-62).

The school graduated 784 PhDs, 3,284 AMs and SMs, and 976 MATs between 1890 and 1962. The holder of a Radcliffe PhD, according to the report Graduate Education for Women: The Radcliffe PhD (1951) was, typically, a professor at a women’s college or a state or municipal university, since appointments at major private universities, such as Harvard, were largely closed to women. The school attracted students from all over the world. Graduates before 1917 tended to earn their degrees in classical philology, history or philosophy. The first doctorate in science was awarded in zoology in 1910. Mary S. Locke was the first African-American to receive an AM, in 1893, and Eva B. Dykes
was one of the first African Americans to receive her PhD, in 1921. Other notable holders of the Radcliffe PhD are: the late philosopher Suzanne Knauth Langer; astronomer Cecilia Payne Gaposchkin, the second woman to receive tenure in the Harvard Faculty of Arts and Sciences; Hanna Holborn Gray, former president of the University of Chicago; geophysicist Margaret Kivelson; and Rulan Chao Pian, who recently retired as professor of East Asian languages and civilizations and professor of music.

In 1962, the Radcliffe Graduate School ceased to admit women or to grant degrees. Women thereafter were admitted directly to and enrolled in the Harvard Graduate School of Arts and Sciences.

In 1969, a review of graduate education was conducted by a faculty committee chaired by History Professor Robert Lee Wolff. The committee considered the implications of the recent rapid rise in the number of students admitted to the Graduate School, the resulting demands on the resources of the faculty, and other aspects of graduate students’ careers. The Wolff Report confronted the decrease in public and private fellowships and shrinking job opportunities and recommended that the size of the Graduate School be reduced from its 1969 total of over 3,000 students by at least twenty percent, with the goal of 2,400 students in five years’ time. The report also foreshadowed the initiation of a need-based financial aid plan, based on the premise that all students who are admitted must have adequate support.

Richard Victor Jones, professor of applied physics, served as dean (1971-72), followed by Philosophy Professor Burton Spencer Dreben (1973-76) and Edward Louis Keenan, professor of history (1977-84). In 1977-78, Dean Keenan reported that the previous trends of the early and mid-seventies persisted: the numbers of applications and first-time enrollments continued to decline slowly; and attrition, particularly in the humanities and social sciences, remained at levels higher than those of earlier years. In 1984, the final year of his term, Dean Keenan reported that while the increasingly gloomy projections about the job market for PhD recipients were accurate, the effect of the narrowing opportunities had been somewhat mitigated by several forms of institutional and individual response. In 1982-83, first-year enrollments increased for the first time since 1978.

In 1985, the Committee to Study the Graduate School, chaired by Professor of Physics Karl Strauch, addressed issues such as the organizational structure of the Graduate School and the relationship between the GSAS organization and the academic departments. The Strauch Report generally endorsed the continuation of the GSAS policy of admitting only students with adequate financial support, and suggested improvements in teaching fellow appointment policies and procedures. Citing indications from several departments that they would like to be able to admit more students, the report recommended a modest increase in the size of the Graduate School and gave highest priority to increased funding for graduate student support.

With the reorganization of the Graduate School in 1985, Sally Falk Moore, professor of anthropology, was appointed as the fourteenth dean of the Graduate School of Arts and Sciences, and John B. Fox, Jr., who had previously served as dean of Harvard College (1976-85), became the administrative dean. An effort was made to streamline the functions of the Graduate School and to make it more responsive to the needs of students and faculty. Substantial new funding for graduate students was made available from the Faculty of Arts and Sciences.
Brendan A. Maher, Edward C. Henderson Professor of the Psychology of Personality, became dean of the Graduate School in 1989. Dean Maher focused on the circumstances of graduate students themselves—the length of time it takes them to complete their degrees, the support they receive from the faculty, and how financial aid can be most effectively used in aiding them to completion of their degrees. Consideration was also given to how Harvard can best respond to changing national trends in graduate education.

Christoph Wolff, William Powell Mason Professor of Music, provided leadership to the Graduate School as dean from 1992 to 2000. A number of successful initiatives began during his tenure. While continuing to give attention to many of the issues addressed by Dean Maher, Dean Wolff has undertaken a broad review of the academic programs in the Graduate School, establishing closer links with all FAS graduate programs. Focusing on shortening the time it takes for students to complete the PhD degree, Dean Wolff, in 1993-94, established a policy, according to which students ordinarily will not be permitted to register beyond their tenth year in the Graduate School. By limiting time to degree, GSAS was able to make better use of its limited resources and encourage students to make efficient use of their time. GSAS continued its involvement with the Mellon Foundation Graduate Education Program that began in 1991 to improve graduate student time to degree and established an important new program of in-house humanities and social science fellowships, including the Harvard Graduate Society, the Eliot, and the Packard. With the assistance of Ford Foundation funding, in 1994, Dean Wolff established a program of interdisciplinary faculty/student research workshops in the social sciences and humanities that allowed the participants to discuss shared scholarly interests and individual student works-in-progress. Founded in 1991 as the Graduate Student Center, Dudley House continued, with Dean Wolff’s support, to develop as the principal place for students from different departments and programs to interact. Dudley House, as a center for the graduate community, is a resounding success.

Dean Wolff’s interest in improving the financial aid for graduate students led to the implementation of a report issued in May 1998 by the Faculty Committee on Graduate Student Support, chaired by Professor Peter T. Ellison. As a result of the report, FAS Dean Jeremy Knowles approved increases to the Graduate School financial aid budget. These funds facilitated the initiation in 1999 of a new cohort-based financial aid plan for the Humanities and Social Sciences. The plan has allowed GSAS to increase the amount and duration of GSAS financial aid awards.

Margot N. Gill succeeded John Fox in 1994 as administrative dean of the Graduate School. Dean Gill had served as the GSAS Dean for Student Affairs from 1986 to 1993.

Peter T. Ellison, John Cowles Professor of Anthropology, became dean of the Graduate School in 2000.

Ellison, a GSAS alumnus, is the John Cowles Professor of Anthropology and curator of human biology in the Peabody Museum of Archaeology and Ethnology. During his term, which began in 2000, Ellison oversaw a massive increase in financial aid to incoming students, an improvement to dissertation-completion funding for incoming students in the humanities and social sciences, the addition of new housing for graduate students, the creation of several new interdisciplinary and interfaculty PhD programs, the formation of the Harvard Integrated Life Sciences Program, and a summer language program for incoming international students.
OFFICERS OF THE GRADUATE SCHOOL
OF ARTS AND SCIENCES

Lawrence H. Summers, SB, PhD, president of Harvard University
William Kirby, BA, PhD, dean of the Faculty of Arts and Sciences
Theda Skocpol, BA, MA, PhD, professor of government, sociology
Margot N. Gill, BA, MA, PhD, administrative dean of the Graduate School of
Arts and Sciences
Russell E. Berg, BS, MA, dean for admissions and financial aid
Garth O. McCavana, BA, MA, PhD, associate dean for student affairs
Robert Byrne, manager of GSAS residence halls and FAS facilities
Melissa Carden, BA, admissions and financial aid officer for the Humanities
Josephine M. Ferraro, AB, coordinator for financial aid, senior admissions and
financial aid officer for the Natural Sciences
Ellen L. Fox, BA, MA, director of student services
Winnie Keung, BS, director of information systems/analyst
Robert LaPointe, BS, senior admissions and financial aid officer for the Humanities
Krista Lester, BM, admissions and financial aid officer for the Natural Sciences
Susan Lumenello, BA, publications writer/editor
Susan McLaughlin, BA, MEd, project coordinator, admissions and financial aid
John McNally, BA, MBA, assistant dean
Judy Mehrmann, BA, MA, senior admissions and financial aid officer for the
Social Sciences
Stephanie A. Parsons, BA, minority recruitment and student programming officer
Janie Rangel, BA, admissions and financial aid officer for the Social Sciences
Rosemary Schulze, BA, administrative officer
Rise Shepsle, BS, MA, assistant dean of student affairs
Christine Sumner, AA, coordinator of admissions
Paula Szocik, BFA, EdM, MBA, director of publications and alumni relations
Andrea Trembath, BS, MS, director of finance
Cynthia Verba, BA, MA, PhD, director of fellowships
Susan Wood, BA, special students and visiting fellows officer
Susan Zawalich, BA, MA, administrator of Dudley House
James Hogle, BS, PhD, professor of biological chemistry and molecular pharmacology,
professor of biophysics, Master of Dudley House
Doreen Hogle, BS, JD, Co-Master of Dudley House
ADMINISTRATIVE BOARD

The Administrative Board of the Graduate School of Arts and Sciences is appointed annually by the president and fellows of Harvard College with the consent of the Board of Overseers upon the recommendation of the Dean of the Faculty of Arts and Sciences. Faculty members are appointed in the fall. Student members are appointed, if necessary.

The President of the University, and the Dean of the Faculty of Arts and Sciences, ex officio

Theda Skocpol, dean (chair)
Margot N. Gill, administrative dean
Rise Shepsle, assistant dean of student affairs (secretary)
Barry Kane, registrar, FAS
Russell E. Berg, dean for admissions and financial aid
Garth McCavana, associate dean for student affairs

COMMITTEE ON GRADUATE EDUCATION

The Committee on Graduate Education is responsible for considering all matters concerning graduate education that might come before the Faculty Council or the full Faculty of Arts and Sciences and for advising the Dean of the Faculty and the Deans of the Graduate School on matters pertaining to graduate education.

The faculty members of the Committee are selected from the Faculty Council in the fall. The President of the Graduate Student Council serves ex officio, and other student members are named in the fall. The administrative members who sit with the Committee are:

Theda Skocpol, dean (chair)
Margot N. Gill, administrative dean
Barry Kane, registrar, FAS
Amy Dombach (secretary)
Russell E. Berg, dean for admissions and financial aid
Garth McCavana, associate dean for student affairs

THE ACADEMIC COUNCIL FOR INTER-FACULTY PhD PROGRAMS

The Academic Council for Inter-Faculty PhD Programs is composed of the several deans responsible for PhD programs offered jointly by the Faculty of Arts and Sciences and the Faculties of Medicine, Public Health, Design, Business, Divinity, and the Kennedy School of Government. The Council coordinates and oversees these programs, makes recommendations for improvements, and evaluates proposed new programs. The members are:

Theda Skocpol, GSAS (chair)
Margot N. Gill, GSAS (secretary) Alan Altshuler, GSD
Benedict Gross, FAS George Baker, HBS
Venkatesh Narayanamurti, FAS William Graham, HDS
Nancy Andrews, HMS Stephen Walt, KSG
DEGREE PROGRAMS

Degree programs are administered by divisions, departments, and committees, as authorized by votes of the faculty. References to “departments” in the following sections are meant to indicate any degree-granting unit, as appropriate.

The degree programs are listed in the following table and are described in detail in the *Programs in the Natural Sciences, Social Sciences, and Humanities* booklets. The program booklets may be obtained from the Office of Admissions and Financial Aid. Information is also available from the departments and on the Web (www.gsas.harvard.edu/programs/degree/index.html). Degree candidates should be thoroughly familiar with the program description for their department. The degrees offered are the AM, Master of Arts; SM, Master of Science; ME, Master of Engineering; MFS, Master of Forest Science; PhD, Doctor of Philosophy. (See Chapter III, Degree Requirements.)

<table>
<thead>
<tr>
<th>Department</th>
<th>Degree Subject</th>
<th>Degrees Offered*</th>
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<tr>
<td>African and African American</td>
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<td>PhD</td>
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<td>Studies</td>
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<td>Architecture, and Urban Planning</td>
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<td>PhD</td>
</tr>
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<tr>
<td>Dental Medicine</td>
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<tr>
<td>Biological Sciences in</td>
<td></td>
<td>PhD</td>
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<tr>
<td>Public Health</td>
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<td>Biology, Chemical</td>
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<tr>
<td>Biology, Medical Sciences</td>
<td>Biological Chemistry and Molecular</td>
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<td>Pharmacology</td>
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<td></td>
<td>Cell and Developmental Biology</td>
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<td>Experimental Pathology</td>
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<tr>
<td></td>
<td>Genetics</td>
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<tr>
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<td>Immunology</td>
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<tr>
<td></td>
<td>Microbiology and Molecular Genetics</td>
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<td></td>
<td>Neurobiology</td>
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<td>Virology</td>
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<tr>
<td>and Evolutionary</td>
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</tbody>
</table>

* The AM in parentheses indicates that the degree is awarded only in the course of study for the PhD.

** A terminal AM degree may be awarded to a student not continuing for the PhD degree; the student must complete the AM degree requirements as specified by his or her program and the Division of Medical Sciences.
### Ch II History and Organization

<table>
<thead>
<tr>
<th>Field</th>
<th>Program</th>
<th>Degree(s)</th>
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<tr>
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<td>Celtic Languages and Literatures</td>
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<td>Medieval Latin</td>
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*The AM in parentheses indicates that this degree is awarded only in the course of study for the PhD.*
<table>
<thead>
<tr>
<th>Field</th>
<th>Degree</th>
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<tbody>
<tr>
<td>Information, Technology and Management</td>
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<td>Linguistics</td>
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<td>Mathematics</td>
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<td>Medical Science, see Biology</td>
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<td>Statistics</td>
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<tr>
<td>Systems Biology</td>
<td>PhD</td>
</tr>
</tbody>
</table>

*The AM in parentheses indicates that this degree is awarded only in the course of study for the PhD.*
AD HOC DEGREE PROGRAMS

The Faculty of Arts and Sciences has authorized the establishment of special ad hoc PhD programs when a student’s approved program extends beyond the academic discipline of a single department. Each ad hoc committee ordinarily consists of four members, three of whom must be members of the Faculty of Arts and Sciences and represent at least two established departments. The chair of an ad hoc committee must be a full-time, resident, teaching member of the Faculty of Arts and Sciences. The proposed program of study and the membership of the committee must be approved by the Administrative Board. Ad hoc applications will be reviewed on three occasions during the year. Deadlines for the ad hoc applications are September 1, January 1, or May 1. A student must have completed a full year of graduate study and achieved an outstanding academic record in an established PhD degree program in order to apply to transfer to an ad hoc PhD program. A student interested in an ad hoc program should make an appointment to speak to Garth McCavana, associate dean for student affairs or Rise Shepsle, assistant dean of student affairs, and should file an intra-Faculty of Arts and Sciences transfer application and an ad hoc program of study form, available from the Dean’s office in Byerly Hall.

Ordinarily, when a student transfers to an ad hoc degree program, the original department retains financial responsibility for the student.

Master’s degrees are not awarded in ad hoc subjects. (See GSAS Web site at www.gsas.harvard.edu/academic/adhoc.html for steps to forming an ad hoc program.)

THE AB-AM, AB-SM PROGRAMS

Harvard College students with advanced standing may apply to be admitted by certain departments to work toward one-year master’s programs administered by the Graduate School of Arts and Sciences. Students pursuing this degree remain registered in Harvard College and bracket courses for the AM or SM. The assistant dean of Harvard College in University Hall, First Floor North, advises students on bracketing courses. The requirements for the master’s degree are set by the department.

If the master’s requirements are met at the end of the fourth year in the College, the student will be eligible to receive the AB and the AM or SM simultaneously. Students who receive the master’s degree at that time are considered to have completed their first year of graduate school. Graduate transcripts are established for these students, and if admitted to a PhD program in GSAS they are for all purposes, including tuition charges, considered second-year graduate students.

To apply for admission to a PhD degree program while enrolled in an AB-AM or AB-SM program, students file an intra-Faculty of Arts and Sciences transfer application with the Dean’s office in Byerly Hall (see Chapter V, Transfer to a Different Degree Level or Department).
III. ADMISSION TO DEGREE PROGRAMS AND DEGREE REQUIREMENTS

ADMISSION TO DEGREE PROGRAMS

Generally, only applicants holding the AB or its equivalent, with distinguished undergraduate records, are admitted to the Graduate School.

Admission procedures, deadlines, and fees are described in detail in the Graduate School of Arts and Sciences (GSAS) Application and Guide to Admission and Financial Aid. This booklet also explains how to apply for financial aid. Students may apply for admission for the fall term only; there are no spring term or summer admissions.

Accuracy is expected in all documents provided by applicants. If a candidate for admission makes inaccurate statements or submits false material, appropriate action will be taken. In most cases, these misrepresentations are discovered during the admission process and the application is rejected. If a misrepresentation is discovered after a candidate is admitted, the offer of admission normally will be withdrawn. If a misrepresentation is discovered after a student has registered, the case will be reviewed by the associate dean of student affairs and, if appropriate, he will request that the GSAS Administrative Board review the case. The Administrative Board will determine the action to be taken. If the discovery occurs after a degree has been awarded, the degree normally will be rescinded.

Individuals holding a PhD or its equivalent, or who have completed most of the work required to earn the PhD elsewhere, may apply to a PhD program in the Graduate School only if it is an unrelated field of study. In view of the large number of excellent applicants for the limited number of admission vacancies in the Graduate School, preference for admission and financial aid will be given to those who have not already had an opportunity to receive a PhD degree here or elsewhere. As an alternative, such people may apply for visiting fellow status (see Chapter IV).

No student registered in GSAS shall, at the same time, be registered in any school or college either of Harvard University or of any other institution. GSAS students may not be simultaneously enrolled in two PhD programs. Students ordinarily may receive the PhD degree from only one program in the Faculty of Arts and Sciences. Any student enrolled in a GSAS PhD program and another program such as the Law School, must receive permission from the department and the Dean’s office. The student will have to be on leave from GSAS while taking courses in a non-GSAS program. If the student at the time of admission has plans to enroll in another program, those plans should be discussed with the department or committee before the student accepts the offer of admission.

The dean of the Graduate School alone has the authority to make offers of admission. The Graduate School will not accept more than three applications from any non-enrolled individual during the course of his or her academic career.
APPLICATION FOR READMISSION

An applicant who was previously admitted to a degree program in GSAS who did not enroll at that time, or was not registered long enough to be required to pay tuition, should reapply to the Graduate School through the Office of Admissions and Financial Aid. Reapplication instructions are available from that office. Students previously admitted to a degree program who registered in GSAS long enough to have paid some tuition, who have then not been registered for a full term or longer, should apply for readmission to the Graduate School through the Dean’s office in Byerly Hall (see Chapter V). Students who have received a degree from GSAS and would like to apply to another degree program should also apply for readmission through the Dean’s office. If a student withdrew and needs to be readmitted in order to receive his/her degree, that student should complete a readmission for degree application and submit it with a letter from his/her advisor indicating that the student is ready to defend the dissertation. The Graduate School will not accept more than three applications for readmission from any individual during the course of his or her academic career, or more than two during one admissions season. Readmission applications are available in the Dean’s office or on the Web (www.gsas.harvard.edu/academic/readmission.html).

DEGREE REQUIREMENTS

COMMON REQUIREMENTS

Continuous registration (see Registration section, Chapter V) and a satisfactory grade record (see Chapters V and VI) are required of all degree candidates in the Graduate School. In addition (see below) there are residence requirements, both academic and financial, in all programs. Many programs have language requirements; for specific requirements, students should consult Chapter VI and/or the appropriate program description booklet.

MASTER OF ARTS (AM)

Not all departments offer an AM degree. Many departments that offer the degree do not admit applicants for the AM only; it is available only as a continuing master’s on the way to the PhD. In other subjects the AM is awarded as a terminal degree. The minimum residence requirements are: (academic) eight completed half-courses at the level prescribed by the department and (financial) one year at full tuition. Some programs’ requirements exceed these minima. More detailed requirements are listed in the program description booklets and in the departments’ program descriptions in Chapter VI.

Students in master’s degree programs who are no longer taking courses, but who have unfulfilled academic requirements for the degree (e.g., language exams, papers, or coursework to complete), must register either in residence, traveling scholar, or leave of absence until all requirements are completed. Master’s candidates who have completed all their degree requirements do not have to be registered for the term in which they submit their degree applications.
For “academic credit for work done elsewhere,” only courses taken in a Harvard AB-AM or AB-SM program, in Harvard Summer School, as a Special Student in the Faculty of Arts and Sciences, or FAS courses taken as an employee under the Tuition Assistance Program (TAP) may be counted toward the minimum academic residence requirements for a master’s degree.

For financial credit see Chapter V, Credit for Graduate Work Done Elsewhere and Chapter VII, Tuition Requirements for GSAS Degree Candidates.

The courses offered in satisfaction of the minimum requirements for a master’s degree may not have been used to meet the requirements for another Harvard master’s or professional degree.

The procedure for applying for the AM degree is described below. Students ordinarily are eligible for master’s degrees only in the program to which they were formally admitted. However, the Administrative Board of the Graduate School will entertain petitions from PhD candidates to receive a master’s degree in another program provided that the department whose degree is requested (a) has approved a policy of awarding master’s degrees to students in another program and has determined what requirements such students must have fulfilled; (b) certifies that the student has met the requirements; and (c) has voted to support the student’s petition.

Normally, a student may receive only one master’s degree from the Faculty of Arts and Sciences. However, in exceptional cases, a second AM may be awarded to PhD candidates provided that the above conditions have been met and that the tuition requirement of one year of full tuition for each degree received has been satisfied.

A master’s degree cannot be granted in an ad hoc subject.

OTHER MASTER’S DEGREES

The Master of Science (SM) is offered only by the Division of Engineering and Applied Sciences. The residence requirements are: (academic) eight half-courses and (financial) one year at full tuition.

The Master of Engineering (ME) also is offered only by the Division of Engineering and Applied Sciences. It is a two-year program of advanced courses and research. The ME is a terminal degree; candidates are not expected to continue to the PhD. The residence requirements are: (academic) sixteen half-courses and (financial) two years at full tuition.

The Master in Forest Science (MFS) is offered by the Harvard Forest in Petersham, Massachusetts. The residence requirements are: (academic) no courses but full-time for one year and (financial) one year of full tuition. Students work as paid research assistants in the summer preceding initial registration. A thesis is required and must be defended.

The procedure for applying for these degrees is as described below.

DOCTOR OF PHILOSOPHY (PHD)

The PhD degree signifies mastery of a broad discipline of learning together with demonstrated competence in a special field within that discipline. The discipline is specified on the diploma. Requirements for the PhD vary considerably from discipline to discipline, and even within a given discipline. Those listed below are required by the faculty of all
PhD programs. Individual departments have additional specific requirements which are published in the program description booklets and outlined in Chapter VI.

The requirements for the degree of doctor of philosophy are:

**Academic Residence:** A minimum of two years of full-time study in residence in the Graduate School of Arts and Sciences. The academic residence requirement can be reduced by as much as one year (eight half-courses) if the candidate’s department grants academic credit for work done elsewhere (see Chapter V). A department may also adopt other criteria for measuring progress and may certify the amount of progress to the administrative dean of the Graduate School under the so-called “equivalency rule.”

PhD candidates must register continuously until receipt of the degree.

**Financial Requirements:** The minimum financial requirement for the PhD is two years of full tuition. PhD candidates are thereafter charged two years of reduced tuition unless they complete the degree in less than four years (see Chapter VIII).

**General Examination:** In most subjects the student must pass a general examination or other preliminary or qualifying examinations before undertaking independent research on a dissertation. Normally, when the nature of the field and previous preparation permit, students should pass these examinations by the end of the second year of full-time academic residence.

**PhD Dissertation:** The student’s dissertation prospectus must be approved by the department. A student who wishes to present a dissertation as a published article, series of articles, book or other document, or a manuscript that has been accepted for publication, must have the approval of the department concerned. In no case, however, may a dissertation be presented that has already been submitted toward another degree, either at Harvard or elsewhere.

The Dissertation Acceptance Certificate must be signed by at least three readers approved by the student’s department, two of whom must be members of the Faculty of Arts and Sciences. FAS emeriti (including research professors) and faculty members from other schools at Harvard who hold appointments on GSAS degree committees are authorized to sign the Dissertation Acceptance Certificates as FAS members. GSAS strongly recommends that the chair of the dissertation committee be a member of FAS.

Detailed information concerning the PhD dissertation is provided in a supplement entitled *The Form of the PhD Dissertation* (www.gsas.harvard.edu/academic/dissertation.html). The Degree Calendar (see Chapter I) indicates the dates by which approved dissertations must be delivered to the registrar. All students should consult with the Registrar’s office about the process for degree submission.
APPLICATION FOR DEGREE

A student who intends to receive a degree should obtain a degree application available from the academic departments and at the Registrar’s office, 20 Garden Street. Degree applications must be completed by the student, signed by the department chair, and filed with the Registrar’s office by the appropriate due date (see Chapter I, Academic Calendar). In unusual circumstances, late applications may be accepted for the next two weeks only; there is a $50 fee for late applications. Those degree candidates who will not be receiving their degrees at the Commencement ceremony can indicate on the degree application whether they wish the diploma to be mailed to them or if it should be held for them at the Registrar’s office.

A student who does not receive the degree on the date for which the application was made must file a degree reactivation form in order to update the degree application for conferral at a later date. Reactivation forms are available in the departmental offices and the Registrar’s office, 20 Garden Street; they also require the signature of the department chair, and must be filed by the appropriate due date for degree applications. Students may reactivate a degree application once without charge; for any subsequent reactivation there is a $50 charge.

No degree can be awarded until all tuition requirements and all University bills have been paid (see Chapter VIII).

COMMENCEMENT

Degrees are approved by the Harvard Corporation and the Overseers for the November, March, and June degree dates. Commencement exercises for candidates receiving degrees during the academic year 2005-2006 will be held on Thursday, June 8, 2006.

Information concerning the Commencement Day schedule, tickets, luncheon, and gowns and hoods will be mailed from the Dean’s office, Byerly Hall, in April 2006. Degree recipients may arrange for purchase or rental of gowns and hoods at the Harvard Coop during the first two weeks of April. For further information, degree candidates should contact the Coop at 617-499-2070 or at harvardg@bkstore.com. Information is also available online (www.gsas.harvard.edu/academic/commence.html).

All 2005-2006 recipients of PhD or terminal master’s degrees may receive their diplomas at the Graduate School’s Diploma Awarding Ceremony in Sanders Theatre on Commencement Day. Alternatively, diplomas may be forwarded by registered mail. Mailing fees are payable with the degree application or thereafter with a written request that the diploma be mailed. Otherwise, diplomas are held in the Registrar’s office until requested by the students. Students may indicate their preference on the degree application.
IV. NON-DEGREE STATUS

SPECIAL STUDENT STATUS

Faculty of Arts and Sciences courses are open to individuals who have sound reasons for not wishing to enter a degree program, who hold a bachelor’s degree or its equivalent, and who are able to present evidence of fitness for admission at the graduate level. Such persons are admitted by, and registered as Special Students in, the Graduate School. Information and applications are available from the Special Student and Visiting Fellows office, Byerly Hall, second floor, 617-495-5392. Special Student status is a non-degree status in the Faculty of Arts and Sciences. Persons denied admission to degree programs in the Graduate School of Arts and Sciences cannot apply for Special Student status for the same academic year.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Term/Year</th>
<th>Notification of Admissions Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>• fall term only or entire academic year</td>
<td>April/May</td>
</tr>
<tr>
<td>October 1</td>
<td>• spring term only</td>
<td>November/December</td>
</tr>
</tbody>
</table>

Special Student status is normally limited to one academic year, September through June, with extension possible only by reapplication. Students may take up to four half-courses per term. US immigration regulations require that all foreign nationals holding Harvard-sponsored F-1 visas be registered full-time (four half-courses per term). Students are expected to follow the plan of study to which they were admitted.

Although Special Students are admitted to courses offered by the Faculty of Arts and Sciences, they are not degree candidates in either Harvard College or in the Graduate School of Arts and Sciences. They do, however, enjoy many of the same privileges of degree candidates in the University. The registrar will provide a transcript of credits earned.

Special Students may apply for admission to a degree program through the regular admissions process, but status as a Special Student carries no commitment whatsoever regarding subsequent admission to any part of the University.
Ch IV Non-Degree Status

Tuition is charged on a per-course basis, according to the Graduate School’s full tuition schedule. The 2005-2006 rates are:

<table>
<thead>
<tr>
<th>Course Rate</th>
<th>Tuition + Required Student Health Fee†</th>
<th>Tuition + Required Medical Insurance Fee**</th>
<th>Total Tuition and Fees Per Term</th>
<th>Total Tuition and Fees Per Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Course*</td>
<td>$3,594</td>
<td>$685</td>
<td>$4,858</td>
<td>$9,716</td>
</tr>
<tr>
<td>2 Courses*</td>
<td>7,188</td>
<td>685</td>
<td>8,452</td>
<td>16,904</td>
</tr>
<tr>
<td>3 Courses*</td>
<td>10,782</td>
<td>685</td>
<td>12,046</td>
<td>24,092</td>
</tr>
<tr>
<td>4 Courses*</td>
<td>14,376</td>
<td>685</td>
<td>15,640</td>
<td>31,280</td>
</tr>
</tbody>
</table>

*Please note that some language courses are listed in the catalog as intensive (e.g., Italian Bab, Intensive Elementary Italian: Special Course). All intensive courses are listed as full courses and therefore will be charged at the two-course rate (i.e., $7,188).

† The Student Health Fee (SHF) of $685 per term may be waived by students who are registered for only one course by submitting a HUHS waiver form at registration.

** Students may waive the Harvard-sponsored Blue Cross Blue Shield (BCBS) plan only if their insurance plan meets the Commonwealth of Massachusetts standards and has been preapproved by Member Services. BCBS waiver forms are available online at www.huhs.harvard.edu/waiver/waiver.htm.

There is no tuition reduction for courses that are not taken for credit (TIME courses; see Chapter V). Medical insurance requirements and policies governing billing and overdue bills are the same for Special Students as for degree candidates.

No financial aid is available for Special Students from any part of the University. Students are advised to seek aid from outside sources. A Special Student who is later admitted to a degree program in GSAS may be eligible for academic and financial credit for work done as a Special Student. Such credit is granted only for graduate-level courses that would have been appropriate to the GSAS degree program in which the student is enrolled. Upon completion of one term in the degree program, students may petition their departments for credit for work done as a Special Student. A maximum of eight half-courses may be used for credit for PhD or a two-year master’s program; a maximum of four half-courses may be used for a one-year master’s degree. GSAS PhD candidates who receive academic and financial credit for work done as a Special Student become eligible for reduced tuition sooner in their degree program. Students should consult with their financial aid officer about how the tuition charges are affected in their case.

For more information about the Special Student status, please visit the GSAS Web site at www.gas.harvard.edu/programs/nondegree/.
VISITING FELLOW STATUS

Persons holding the PhD degree (or its equivalent), or those with comparable professional experience, may apply to be Visiting Fellows in the Graduate School of Arts and Sciences. This status is also open to advanced doctoral candidates from other universities who have completed all coursework and would like to pursue dissertation research at Harvard. Although Visiting Fellows are sometimes invited by departments or research centers to participate in seminars or other organized activities, they are expected for the most part to pursue their research independently. Visiting Fellows are independent researchers who may also audit courses.

Visiting Fellows are registered in the Faculty of Arts and Sciences and have access to the libraries, the athletic facilities, Faculty Club, and other general facilities of the University. They pay the reduced tuition of $7,474 for the 2005-2006 academic year ($3,737 per term). In addition to the tuition fee, Visiting Fellows are required to pay $1,370 ($685 per term) for the use of the Harvard University Health Services. Also, a fee of $1,158 ($579 per term) is required for the Harvard-sponsored Blue Cross Blue Shield (BCBS) medical insurance plan. Students may waive BCBS only if they have an insurance plan that meets the Commonwealth of Massachusetts standards and is approved by the Member Services Department. The BCBS waiver form is available online (www.huhs.harvard.edu/waiver/waiver.htm).

Visiting Fellows are not degree candidates and do not take courses for academic credit. Although they may attend courses, they cannot sit for the final examinations and do not receive grades. Visiting Fellows and other auditors are normally not permitted to attend basic skills courses such as languages or computer science. Those who wish to learn new skills (such as languages) or take courses for academic credit should apply for Special Student status. Information and applications for Visiting Fellow status are available from the Special Students and Visiting Fellows office, second floor, Byerly Hall.

Visiting Fellows register as graduate research students. They are not members of the Harvard faculty. Office space is extremely limited and few departments have extra offices for Visiting Fellows. Carrel or desk space is occasionally available in Widener Library; applications should be made to the Widener stack division, if possible before the beginning of a term.

Visiting Fellow status is normally limited to one academic year (September through June), with extensions possible only by reapplication.

For more information about Visiting Fellow status, please visit the GSAS Web site at www.gsas.harvard.edu/programs/nondegree/.
V. ACADEMIC INFORMATION

The Registrar is Barry Kane (617-495-1543). The Deputy Registrar is Lynn Dunham (617-495-8268).

Academic records for all students in the Faculty of Arts and Sciences are maintained in the Registrar’s office. In addition, the Registrar’s office oversees registration, examinations, and classroom schedules. Students should come to this office to report changes in name or address, or to request transcripts of their records or statements certifying their registration in the Graduate School.

The Deputy Registrar places the appropriate tuition charges on students’ term bills. The Graduate Records office also handles petitions to add or drop a course, cross-registration petitions, petitions for make-up examinations, and applications for academic credit for work done elsewhere. This office is responsible for the listing of all prior degrees on a student’s GSAS transcript. Degree applications and PhD dissertations are filed with the Graduate Records office.

The Registrar’s office is wheelchair accessible.

TRANSCRIPTS AND STATEMENTS

Students may request complete transcripts of their own records or statements certifying their registration in the Graduate School at the Registrar’s office. Partial and unofficial transcripts are not issued.

Courses dropped by the ninth Tuesday of a term (the last day to drop a course) do not appear on a student’s record, but those from which a student is permitted to withdraw after that date do appear, with the notation WD in place of a grade.
Ch V Academic Information

All current courses will be dropped automatically for students who withdraw from the Graduate School before the drop deadline. If a student withdraws from the Graduate School after the deadline, current courses will remain on the transcript with a WD designation. The last working day prior to the first day of the examination period is the final day by which a student may withdraw and receive the notation WD in place of a grade.

Once a final degree is awarded, no change can be made in a transcript.

Students may request one transcript without charge. Thereafter, each time a student orders transcripts the charge is $3 for the first copy and $2 for each additional copy. This charge includes the cost of postage for regular mail within the United States. Payment, made out to Harvard University, should accompany each order. The registrar issues transcripts only on the written or personal (not telephoned) request of the student, or on the request of a Harvard department for its own use. Written requests should be addressed to Transcripts, 20 Garden Street. The normal processing time for transcripts is three to five days.

Transcripts provided to students who have outstanding financial obligations to the University are so marked. Only one copy of such a transcript will be issued, and only to the student.

Students should view their course enrollments and grades via the Web at www.registrar.fas.harvard.edu. Ordinarily, course enrollments are available at the Course and Grade Report Web site (www.fas.harvard.edu/registrar_grades) each term within two days of study card submission. Grades are available at the Course and Grade Report Web site each term beginning ten business days from the last day of the final examination period.

REGISTRATION CATEGORIES

All degree candidates must register continuously in one of the following registration categories until receipt of the degree:

Resident student: Students in the Boston area engaged primarily in degree work register in this category.

Traveling scholar: Students outside the Boston area engaged primarily in degree work register as traveling scholars by filing an application for non-resident status (see below).

Leave of absence: Degree candidates whose time will be devoted primarily to other than degree work register on leave of absence by filing an application for non-resident status (see below).

Studying at another Harvard school: Degree candidates registered in another Harvard school register in GSAS by filing an application for non-resident status.

The academic year (2005-2006) is divided into two registration periods: fall term, September 14–January 31; and spring term, February 1–September 12. Students who take Summer School courses register separately in the Summer School and pay the Summer School fees.

RESIDENT STUDENTS

Full-time resident degree candidates register for four half-courses, or the equivalent in TIME, for each term. Ordinarily, students are not permitted to register for a fifth unit of TIME. Degree candidates may register for up to six half-courses in each term without payment of additional tuition.
Students may register for 100/1000-level or 200/2000-level courses, which are letter-graded courses of instruction, or for 300/3000-level courses, which may be individual courses of reading and research, graduate seminars, or direction of the dissertation. Courses at the 300/3000 level are graded only SAT or UNS.

At the discretion of departments, students may register for TIME as a means of indicating that appropriate independent work is replacing numbered courses. TIME is undertaken with a faculty advisor who must sign the study card. One unit of TIME is the equivalent of one half-course. TIME may serve to indicate that a student is engaged in full-time study even though the total of numbered courses enrolled for is fewer than four. Units of TIME are ungraded.

The guidelines for determining the three types of TIME are as follows: TIME-C, for course-related work; TIME-R, for research-related work; and TIME-T, for teaching fellow-related work. Students may register for TIME-C when independent work is being undertaken that is not specifically indicated in a numbered course. TIME-R may be used to indicate that research work is being undertaken that is not directly related to the student’s dissertation work (i.e., additional laboratory research for a faculty member). TIME-T may be used to indicate that a student has received a teaching appointment and is engaged in teaching a course. As it is inappropriate for graduate students to receive credit for the same work for which he or she is financially compensated, TIME-T should be used and not the course being taught.

A graduate student may register for courses, such as language courses, in the group labeled “Primarily for Undergraduates,” provided the student’s department approves such registration. Normally these courses may not be counted toward the minimum course requirements for a higher degree. The undergraduate pass-fail option is not open to graduate students. However, with the permission of the instructor, graduate students may enroll in designated language courses on a SAT/UNS basis. GSAS degree candidates who wish to enroll in one of the designated language courses on a SAT/UNS basis must file a petition at the Registrar’s office, 20 Garden Street.

If a student’s program includes a half-course extending throughout the academic year (a so-called hf course), the student must register for at least four additional half-courses in each term in order to maintain full-time status.

The same is true if a student is cross-registered in another faculty for a course with quarter-course credit only: the student must register for at least four additional half-courses.

**Simultaneous Course Enrollment**

Students ordinarily 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 registrar and are rarely granted. Graduate students requesting exemption to this rule must file a petition with the Registrar’s office, 20 Garden Street. The petition, which is available in the Graduate Records office, must include the reason for the simultaneous enrollment and an explanation of how the work will be completed for both courses.

Students may audit courses with the permission of the instructors concerned. However, auditors may not take course examinations or receive course grades; audited courses do not appear on students’ transcripts.
Part-Time Students

Once admitted, a degree candidate may, under certain circumstances, petition the department and the dean of the Graduate School for permission to work as a part-time student. Part-time students are charged at the per-course rate (see Chapter IV). The tuition requirements are described in Chapter VIII. Ordinarily, Harvard grants will be reduced to reflect part-time status.

Applications for part-time study are available from the Dean’s office in Byerly Hall or can be downloaded from the Web (www.gsas.harvard.edu/academic/petitions/parttime.html). Completed applications are due in that office by the date indicated in the Academic Calendar (Chapter I). Separate applications must be filed for each academic year. On the application students should indicate the reasons that part-time status is sought and the number of courses for which they wish to register each term. Part-time study ordinarily is approved for the following reasons:

1) having to care for small children at home;
2) personal ill health;
3) severe illness of other family members;
4) extreme financial strain in cases in which the student has dependents.

In addition, the Division of Engineering and Applied Sciences has provision for a limited number of students who are admitted to the Master of Science (SM) program to study on a part-time basis.

Part-time students are subject to the same requirements and regulations as full-time students. A part-time student who is taking less than three courses may complete a Harvard University Health Services Waiver request. For details on waiving visit the online waiver Web site at www.huhs.harvard.edu.

Foreign nationals with student visas who are not permanent residents of the United States may only register for part-time study if they are in their last term and have three or fewer courses remaining to complete their program. International students must have their part-time petitions signed by the Harvard International office.

NON-RESIDENT STUDENTS

There are three categories in which students may register with non-resident status: Traveling Scholar status, for students outside the Boston area who are engaged primarily in their degree work; leave of absence status, for degree candidates whose time will be devoted primarily to activities other than degree work; and GSAS degree candidates who are registered and studying at another Harvard school. The registrar’s calculation of Graduate-year (G-year) does not stop while the student is non-resident. The department’s dissertation clock may stop while the student is on leave or at another Harvard school. The “dissertation clock” is the departmental calculation of the number of years a student has devoted to the dissertation completion. Non-resident students register by filing applications for non-resident status with their departments; forms are available in the Dean’s office, in most departments, and on the Web (www.gsas.harvard.edu/academic/nonres.html). Students may apply for non-resident status for a term or an academic year, but separate applications must be filed for each academic year. Applications must be approved by the student’s advisor, the departmental director of graduate studies, and the Dean’s office. International students must obtain approval from the Harvard International office.
Applications for non-resident status are due in department offices by August 1 for the fall term or academic year, and by January 1 for the spring term. After those dates the late registration fees apply. The student will be charged $50 plus $5 for each week that the application is late. Applications will not be approved if a student has an outstanding term bill or is delinquent in repayment of a Harvard loan. When a student’s application is held up for such reasons, the date the bill is paid may be taken as the date of registration, with late fees charged accordingly. Any student who is not registered or has not submitted a non-resident application by October 31 in the fall or April 30 in the spring will have his or her tuition and health-care fees removed from his or her term bill.

Students applying for non-resident status may request to delay payment of the required full or reduced tuition, and instead pay the active file fee or the facilities fee, ordinarily for a total of no more than two years prior to completion of the tuition requirements (see Chapter VIII). Students delaying payment of tuition should be aware that the required tuition, at the rates current at the time of payment, must be paid prior to the receipt of the degree (see Chapter VIII). Any student charged full or reduced tuition, or the facilities fee, is entitled to have a resident student identification card and to use University facilities. Non-resident students paying the active file fee may obtain a student ID card with their picture on it by requesting it through the Graduate Records office, 20 Garden Street. The ID card will state that the student is a special non-resident degree candidate. This card will not provide access to Harvard University facilities and is for identification purposes only. Access to Harvard facilities, including unlimited library privileges, HOLLIS catalog and library e-resources, is not available to those students on leave paying the active file fee. Traveling scholars paying the active file fee will also not have access to Harvard facilities, including unlimited library privileges, but will have access to HOLLIS catalog and library e-resources. However, all non-resident students, irrespective of the fees paid, will continue to have e-mail access. Once an application for non-resident status has been approved, there is a $30 processing fee if a student requests a change in tuition/fee charges.

Traveling scholars may receive a formal letter of introduction, the “Dazzler,” from the Dean’s office in Byerly Hall. This letter may be helpful in obtaining access to libraries, archives, and resources.

Harvard-sponsored Blue Cross Blue Shield (BCBS) health insurance is available to non-resident students. Traveling scholars who are interested in waiving the Student Health Fee (SHF) and/or BCBS should visit the Health Services Web site at www.huhs.harvard.edu. The Web site contains information about eligibility to waive, as well as deadlines to waive. The SHF and BCBS fees will remain on the term bills of students who do not waive by the waiver deadline. Students on leave will not be charged the SHF or BCBS fees. If they want to enroll in Harvard University Health Services (HUHS) and BCBS, they must contact HUHS Member Services (617-495-2908).

Ordinarily, a student will not be granted non-resident status during his/her first year in the Graduate School and will be granted a leave of absence for only one year prior to the successful completion of general examinations. Only in unusual circumstances will an extension be considered. If a student has non-resident status for more than two years, the Dean’s office will contact the department or committee to discuss the student’s situation.

Repayment of educational loans cannot be deferred by students registered on leave of absence unless they are simultaneously registered in another school. Harvard grants toward tuition usually are not available for students on leave of absence.
Ch V Academic Information

Degree candidates on leave of absence in the Boston area ordinarily are charged the facilities fee, rather than the active file fee, and retain resident privileges. If a student does not need access to Harvard facilities, faculty, or services for the period of leave, the student may request to be charged the active file fee.

Degree candidates who are full-time Harvard employees should register on leave of absence with GSAS, and are ordinarily charged the active file fee. Any student who is teaching more than three-fifths averaged over the year must be a teaching assistant instead of a teaching fellow, and must register on leave of absence rather than in residence.

In the case of pregnancy or the need to care for small children, it is Graduate School policy that a student may request—and shall be granted—a leave of absence of at least (but not limited to) one term, depending on the student’s circumstances. The circumstances would include relevant laboratory or fieldwork conditions. The department’s “dissertation clock” should stop for students who take maternity or parental leave, as well as for students who must work at a reduced rate because of pregnancy or the need to care for small children.

In the case of other special circumstances such as health problems, personal, or family difficulties, students may take a leave of absence for such reasons after informing their advisor and departments and obtaining the approval of the Dean’s office. During this period of leave, the department’s “dissertation clock” should stop.

Immigration regulations require F-1 or J-1 visa holders to maintain full-time enrolled status while in the United States. F-1 or J-1 students who are considering applying for leave of absence or traveling scholar status must speak to an advisor in the Harvard International office, Holyoke Center 864, 617-495-2789, and must obtain a signature of approval on the non-resident application, before submitting an application form.

GSAS students who are also registered in another Harvard school should not register in residence simultaneously in GSAS and in the other Harvard school, rather they should file an application for non-resident status with GSAS. Ordinarily, no GSAS fees are charged and scheduled tuition is delayed for terms in which a student is registered in residence at another Harvard School (see Chapter VIII). The department’s “dissertation clock” or the registrar’s calculation of G-year does not stop while these students are registered at another Harvard school. To receive a PhD degree from the Graduate School, these students will be responsible for paying two years of full tuition and two years of reduced tuition to GSAS unless the PhD degree is completed in fewer than four years from initial registration. The student’s year of graduate study is calculated from the first date of registration in GSAS and will include those terms for which the student is registered at another Harvard school. These students are responsible for GSAS tuition requirements outlined in Chapter VIII.

Students Returning to Resident Study in Mid-Term: Non-resident students returning between registration dates who were formerly paying the active file fee may recover their resident student identification and regain access to all University facilities. Students should obtain a receipt for payment of the appropriate fee indicated below and take it to the Registrar’s office, 20 Garden Street, in order to obtain a resident student ID card. On or before November 25 in the fall or April 25 in the spring, a returning student must pay the full facilities fee for that term. After November 25 or April 25, the returning student pays one-half the facilities fee. In either case, the full Student Health Fee for the use of the Harvard University Health Services for the term will be charged; that fee cannot be prorated. Students must also be covered by health insurance for the time when they are in
residence. Harvard-sponsored Blue Cross Blue Shield (BCBS) cannot be prorated for less than one term, and it may not be possible to add this coverage after a certain point in the term. Students should therefore request coverage from the beginning of a term if they will need it later. The Student Health Insurance office, Holyoke Center 556, must be consulted in all cases to determine eligibility for a change in insurance coverage. Call Member Services at 617-495-2008.

A resident student identification card may be reissued on September 1 or January 15 upon receipt of advance payment of required resident tuition and fees for the upcoming term.

**Students Returning to Resident Study in Spring Term:** (see Registration for Resident Students, Chapter V.)

**Students Leaving in Mid-Term:** Students planning to depart on leave or travel midway through a term should register for the term either in residence or as a non-resident student paying the facilities fee. Those registered in residence should then apply for non-resident status for the remainder of the term, stating on the application when they plan to leave. In either case, if students turn in their resident student ID card to the deputy registrar, 20 Garden Street, immediately prior to their departure and explain their situation, their charges can be adjusted as follows: students leaving on or before November 25 in the fall or April 25 in the spring will be charged one-half the facilities fee for the term. Students leaving after November 25 in the fall or April 25 in the spring will be charged the full facilities fee for the term. In either case, the full fee for the use of the Harvard University Health Services for the term is charged; that fee cannot be prorated. If students have not waived Harvard-sponsored Blue Cross Blue Shield (BCBS) at the beginning of the term, they will be charged the full fee for BCBS because it too cannot be prorated. Prior payments in excess of these amounts will be refunded on request.

**Use of the Libraries:** Students paying the active file fee may make arrangements at the library privileges desk in Widener to use Harvard libraries for a brief period during their non-resident term. As a courtesy, a student can obtain six days of stack access and checkout privilege for six books during a calendar year. Use of stacks (without borrowing privileges) may be arranged for a small monthly fee for up to three months per year. For more extensive borrowing privileges, students can check out books for three months for $25 or $100 for the academic year. The book loan period will be 28 days. Traveling scholars who pay the active file fee will have access to the HOLLIS catalog and library e-resources. Students on leave will need to pay at least the facilities fee to have that access.

**WITHDRAWAL**

A degree candidate who does not intend to register for a term should file a withdrawal notice with the Dean’s office in Byerly Hall.

Students withdrawing in the middle of a term should see Chapter VIII.

Students who withdraw from the Graduate School and are later readmitted to the same PhD program are charged the active file fee for the intervening terms during which they were not registered.

If a student fails to register by October 31 in the fall and April 30 in the spring (but does not formally withdraw), the student’s degree candidacy lapses. Such students must apply for readmission to the Graduate School in order to register again. The student will be charged a $250 lapse-of-candidacy fee as well as the back active file fees if readmitted (as above).
Upon the recommendation of a department, the dean may advise a student that registration in the forthcoming term is not permitted and that degree candidacy is terminated (see Chapter VII).

**DEPARTMENTAL WITHDRAWAL NOTICE**

Ordinarily graduate students who have not met satisfactory progress requirements or who have not maintained contact with their departments for more than two terms are subject to being withdrawn from the program at the discretion of the department. The department will make a reasonable effort to contact the student to determine the steps necessary to obtain satisfactory progress. If the effort to make contact is unsuccessful or if the student continues to not make satisfactory progress, the student will then be withdrawn. Students who are withdrawn by the department and would like to apply for readmission should consult the section on readmission in this chapter.

**INVOLUNTARY LEAVE OF ABSENCE FOR MEDICAL REASONS**

The administrative dean of the Graduate School may place a student on “leave of absence for medical reasons” if:

1) The student poses a direct threat to the health and safety of him/herself or others or has seriously disrupted others in the student’s residential community or academic environment, and

2) The student’s behavior is determined to be the result of a medical condition, or the student refuses to cooperate with efforts deemed necessary by the Harvard University Health Services to evaluate the cause of the student’s behavior or threatening state.

Before placing a student on “leave of absence for medical reasons,” the administrative dean of the Graduate School will consult with the associate dean for student affairs and with the office of the director of the Harvard University Health Services.

The student will be notified in writing of the decision to place him or her on “leave of absence for medical reasons” and the reasons for the decision. The student may ask the administrative dean, in person or in writing, to reconsider the decision. If the student disputes any of the factual considerations underlying the decision, the administrative dean will refer the dispute to the Administrative Board of GSAS for fact-finding.

Students who have been placed on “leave of absence for medical reasons” and later request to return to GSAS will be required to provide evidence that they are ready to resume their studies and academic responsibilities. Such evidence may include documentation of the student’s attempts to resolve the issues that led to their departure through written or verbal contact with the people from whom they have received care and/or employers. Consultation with the Harvard University Health Services may be required so that the Health Services can advise the Graduate School whether the medical condition that resulted in the behavior or threatening state is under control through treatment or no longer exists.

General guidelines for students taking a leave of absence will apply to these cases (see Chapter V, Non-Resident Students).

**READMISSION**

Students who previously registered in GSAS long enough to have paid some tuition, who then were not registered for a full term or longer, and who wish to return to the
Graduate School, should apply for readmission through the Dean's office in Byerly Hall. Applications for readmission are due by December 15. Applications for financial aid from students who have not previously completed two full years of graduate study and from all students who are applying for financial aid for the following year are due by December 15. Applications must be supported by two new letters of recommendation, as well as by transcripts of any formal academic training taken since leaving the Graduate School. Readmission students should contact departments to which they are applying to determine what additional supporting documentation should be submitted with their application. Consideration is given to the record of each applicant, the length of absence, the activities undertaken during the absence, and the number of student places available in the department. Readmission, if approved, may be conditional, requiring performance of specific tasks at a specific standard, either prior to or following readmission. There is no application fee for applying for readmission. The Graduate School will not accept more than three applications for readmission from any individual during the course of his or her academic career, or more than two during one admission season.

Any student who was required to withdraw from the Graduate School ordinarily may not submit an application for readmission until two academic terms have passed. If a student withdrew and needs to be readmitted in order to receive his or her degree, that student should complete a readmission for degree application and submit it with a letter from his or her advisor indicating that the student is ready to defend the dissertation.

Readmission applications can be downloaded from the Web (www.gas.harvard.edu/academic/readmission.html) or are available in the Dean's office in Byerly Hall.

**FINANCIAL REQUIREMENTS FOR READMISSION**

Students readmitted to the Graduate School, whether to the same degree program in which they were formerly enrolled or to a different one, receive financial credit for tuition paid when they were previously registered.

Students readmitted to the same PhD program in which they were formerly enrolled are charged the active file fee, at the rate current when readmission is approved, for the intervening terms since their last registration, with a maximum charge of $1,000. Students who failed to register for a term, without formally withdrawing from the Graduate School, are also charged a lapse-of-candidacy fee of $250. These fees, as well as any other indebtedness to the University or overdue loan payments, must be paid before readmission can be completed.

Students applying to re-enter the Graduate School in a program different from the one in which they were formerly enrolled are not charged the back active file fees. However, they must pay any outstanding University bills or overdue loan payments before they can be readmitted.

**PROGRAMS OFFERED IN CONJUNCTION WITH OTHER FACULTIES**

The Faculty of Arts and Sciences formally cooperates with other faculties and schools in several degree programs leading to a PhD, which is awarded by the Faculty of Arts and Sciences. Such PhD programs currently include: Business Economics, Organizational Behavior, and Information Technology and Management with the Business School; Political Economy and Government, Social Policy, and Public Policy with the Kennedy
School of Government; Architecture, Landscape Architecture, and Urban Planning with the School of Design; the Study of Religion with the Divinity School; the several medical sciences, Chemical Biology and Systems Biology, with the Medical School; (medical) Physics, Applied Physics, or Engineering, with the Medical School and the Harvard-Massachusetts Institute of Technology Division of Health Sciences and Technology; Health Policy with the Medical School, the School of Public Health and the Kennedy School of Government; Biological Sciences in Public Health and Biostatistics with the School of Public Health; and Biological Sciences in Dental Medicine with the School of Dental Medicine (see Chapter VI for departmental requirements).

Students in such collaborative programs are PhD candidates, and as such are subject to the rules and regulations of the Faculty of Arts and Sciences.

MD-PhD SIMULTANEOUS DEGREE PROGRAM

A simultaneous degree program is one in which the Faculty of Arts and Sciences has agreed to integrate its PhD program with a professional degree program so that students obtain both degrees at the same time. Currently, the only such program is the MD-PhD program, in cooperation with the Harvard Medical School.

Students in the MD-PhD program should register as noted in the “Registration in Two Harvard Schools” section.

HARVARD INTEGRATED LIFE SCIENCES (HILS) PROGRAM

In 2004, the Harvard Integrated Life Sciences (HILS) Program was created to bring together faculty and students from eleven PhD programs across four Harvard faculties: the Faculty of Arts and Sciences, the School of Dental Medicine, the Medical School, and the School of Public Health. This new structure will allow the examination of—and provide research opportunities in—emerging interdisciplinary areas of investigation in the life sciences.

HILS oversees and supports programs leading to the PhD in:
- biological and biomedical sciences
  (an umbrella program that covers multiple disciplines)
- biological sciences in dental medicine
- biological sciences in public health
- biophysics
- chemical biology
- immunology (within the Division of Medical Sciences)
- molecular and cellular biology
- neuroscience (within the Division of Medical Sciences)
- organismic and evolutionary biology
- systems biology
- virology (within the Division of Medical Sciences)

These academic areas represent the depth and breadth of current thinking in the life sciences. Please visit each program’s Web site for further details. Additional information about HILS can also be found on the HILS Web site (www.gas.harvard.edu/hils/about_hils.html).
JD/PHD COORDINATED PROGRAM

Students completing the Coordinated Program receive a JD from Harvard Law School and a PhD from Harvard’s Graduate School of Arts and Sciences. To date, the Coordinated JD/PhD Program is established in the departments of economics, government, health policy, and history; this list will expand based on student interest. Students who wish to explore the coordinated program are encouraged to contact Catherine Claypoole, assistant dean for academic affairs at the Law School (claypool@law.harvard.edu); or Rise Shepsle, assistant dean of student affairs at GSAS (rshepsle@fas.harvard.edu).

Prospective students must apply to and be separately admitted to both the Law School and a GSAS PhD program before applying to the Coordinated JD/PhD Program. Once a student has been admitted to both programs, he or she applies to the coordinated program by submitting a plan of study, which must be approved both by the student’s GSAS department and the vice dean for academic programming at the Law School. Acceptance of this plan of study constitutes admission into the coordinated program. Students will be registered in only one school during any given term. Students admitted to the coordinated program are required to spend five terms in residence at the Law School, rather than the traditional six terms, and to pay five terms of Law School tuition. Students will be eligible for Law School financial aid during the five terms in which they are enrolled and pay tuition to that school. Students will be eligible for GSAS funding during the terms they are enrolled in GSAS, following the standard pattern of funding for students in the social sciences and the humanities.

REGISTRATION IN TWO HARVARD SCHOOLS

No student registered in GSAS shall at the same time be registered in any school or college either of Harvard University or of any other institution. GSAS students may not be simultaneously enrolled in two PhD programs at Harvard or elsewhere. Nor may a student be enrolled in more than one degree program within GSAS. Students ordinarily may receive the PhD degree from only one program in the Faculty of Arts and Sciences. If the student at the time of admission has plans to enroll in another program, those plans should be discussed with the department or committee before the student accepts the offer of admission.

GSAS students enrolled in two Harvard degree programs should not register simultaneously in residence in the two faculties. When registered in another Harvard school, a GSAS degree candidate should file an application for non-resident status with GSAS (see Chapter V, Non-Resident Students). Ordinarily, no GSAS fees are charged for terms in which a student is registered in residence in another Harvard school. Students may defer the payment of GSAS tuition, but they are responsible for meeting GSAS academic and tuition requirements before they receive their degree (see Chapter VIII). GSAS students who wish to take a course in the Faculty of Arts and Sciences while their primary registration is in another Harvard school should do so by cross-registering back into FAS. The departmental “dissertation clock” does not stop while the student is non-resident in GSAS and attending another Harvard school. The student’s year of graduate study is calculated from the first date of registration in GSAS and will include those terms for which the student is registered at another Harvard school.
CREDIT FOR GRADUATE WORK DONE ELSEWHERE

A PhD student who has completed at least one full term of satisfactory work in the Graduate School of Arts and Sciences may file an application at the Registrar’s office requesting that graduate work done elsewhere be counted toward the academic residence requirement. No more than the equivalent of eight half-courses may be so counted for the PhD. An application for academic credit for work done elsewhere must contain a list of the courses, with grades, for which the student is seeking credit, and must be approved by the student’s department. In order for credit to be granted, official transcripts showing the courses for which credit is sought must be submitted to the registrar, unless they are already on file with the Graduate School. No guarantee is given in advance that such an application will be granted. Applications are available in the student’s department.

Only courses taken in a Harvard AB-AM or AB-SM program, in Harvard Summer School, as a Special Student in the Faculty of Arts and Sciences, or FAS courses taken as an employee under the Tuition Assistance Program (TAP) may be counted toward the minimum academic residence requirements for a master’s degree.

Academic and financial credit for courses taken as a FAS Special Student or FAS courses taken as a Harvard employee prior to admission to a degree program may be granted for a maximum of four half-courses toward a one-year master’s and eight half-courses toward a two-year master’s or the PhD degree. Applications for academic and financial credit must be approved by the student’s department and should then be filed with the Registrar’s office at 20 Garden Street.

HARVARD SUMMER SCHOOL COURSES

The Harvard Summer School offers eight-week courses. Students enrolled in the graduate school may, with the approval of their departments, take Summer School courses for academic credit toward a higher degree. A separate application must be made and tuition paid to the Summer School. Tuition paid to the Summer School does not count toward the minimum financial requirements for graduate degrees.

GSAS students may obtain academic credit toward a higher degree for work done in the Summer School. The student must file an application at the Registrar’s office, 20 Garden Street, Application for Academic Credit for Work Done Elsewhere, requesting that the work be counted toward the higher degree. Courses taken at the Harvard Summer School following a student’s registration in GSAS will be listed on the student’s GSAS transcript. Summer School courses taken prior to registration in GSAS will not be listed, but a notation that credit was granted for courses taken at the Summer School will appear on the transcript.

Although no academic credit is granted for them, courses offered by the Institute for English Language Programs (IEL) can be useful to international students. For information about IEL Programs, visit www.iel.harvard.edu. The Graduate School will pay the tuition for one four-hour IEL course at the Summer School for any GSAS international student. If a student has been funded by GSAS for one course, the IEL may fund the student to take additional courses. Students should inquire at the Dean’s office in Byerly Hall for more details.

Summer School catalogs and information are available at 51 Brattle Street, Cambridge, MA 02138; by calling 617-495-4024; or on the Web at www.summer.harvard.edu.
The Harvard Extension School Program offers reasonably priced evening and Saturday courses for students who are unable to take full-time academic programs. Extension School courses may not be counted toward higher degrees granted by the Graduate School of Arts and Sciences, but only toward the Extension School undergraduate and graduate degrees and certificate programs. However, some graduate students find these courses useful in preparing for language examinations or to fill other educational needs. Harvard Extension School courses are not part of Harvard cross-registration. GSAS students interested in taking these courses must register and pay full tuition, unless they receive an Institute of English Language Programs (IEL) course tuition waiver, as described below.

In particular, international students may find courses offered by the IEL useful. For information about IEL, visit the Web site at www.iel.harvard.edu. The Graduate School will pay the tuition for one four-hour IEL course at the Extension School for any GSAS international student. If a student has been funded by GSAS for one course, the IEL may fund the student to take additional courses. Students should inquire at the Dean’s office in Byerly Hall for more details.

Extension School catalogs and information are available at 51 Brattle Street, Cambridge, MA 02138; by calling 617-495-4024; or on the Web (www.extension.harvard.edu).

REGISTRATION FOR RESIDENT STUDENTS

Resident students are expected to register in person at the beginning of each fall term at a time and place set by the registrar. (Special Students should contact the Special Students and Visiting Fellows office for possible variations.) The late registration fee is $50 during the first week and increases by $5 for each additional week. Students whose academic work delays their return to Harvard for up to three weeks past registration day may petition for a waiver of the late registration fees. These petitions should be filed before registration if possible, but if not, students may file them when they register. Students who know in advance that their academic work will delay their return to Cambridge more than three weeks past registration should file an application for non-resident status by the August 1 deadline. When they return to Cambridge they may change their registration status to that of resident student and file a study card. Alternatively, they may retain their non-resident status but regain resident privileges as indicated earlier in this chapter.

A student registering late for a term is charged tuition from the beginning of the term. All international students registering in the Graduate School for the first time, or re-registering after an absence of one or more terms, must report to the Harvard International office, Holyoke Center, eighth floor, before registration. Upon presentation of their passport and entry permit, or other evidence of immigration status, they will receive a blue slip clearing them for registration.

Student identification cards are included in registration packets. Students should note that use of a Harvard ID card is limited to the person to whom it is issued. The loan or any other unauthorized use of the card will render the rightful bearer liable to disciplinary action. If an ID card is lost, 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 file a study card each term by the date indicated in the Academic Calendar (see Chapter I). Study cards may be filed at the Registrar’s office, 20 Garden Street, prior to the day on which they are due in Dudley House, Lehman Hall. If a student registers late, the study card is due within five working days of registration. The study card must list at least four half-courses, or the equivalent in TIME, unless an application for part-time study has been approved. Instructions explaining the process of obtaining signatures on the study card are distributed with the study cards. Students should contact their departments or the Registrar’s office to determine which signatures are required. The fine for late filing of study cards is $40 per week or part of a week late. Any study card filed after the prescribed date must bear the instructor’s signature for each course listed.

The seventh Monday of a term is the last day students may register for courses; after that date they may register for TIME only.

Residents who will continue in residence for the spring term are mailed study card information packets by the date indicated in the Academic Calendar (see Chapter I). Students must have paid all outstanding University bills, including spring term tuition, in order to receive an information packet. A student who has not received a packet by the date specified in the calendar should contact the Graduate Records office, 20 Garden Street, in order to resolve the problem and avoid late fees.

Students who had non-resident status for the fall term but are returning for the spring must register on the day indicated in the Academic Calendar, and then file a study card by the designated date. Late fees apply as in the fall.

At the time of registration, Voter Registration Affidavit forms will be available for those students who wish to register to vote in Massachusetts. Students may also obtain information on voter registration online (www.fec.gov/votregis/vr.htm).

**CROSS-REGISTRATION INTO COURSES OFFERED BY OTHER FACULTIES**

Through cross-registration, GSAS students may audit or take for credit courses given by other Harvard faculties (except for the Harvard Extension School and the Harvard Summer School), and courses given by the Episcopal Divinity School, the Tufts University Fletcher School of Law and Diplomacy, Brown University, and the Massachusetts Institute of Technology. (Special Students should contact the Special Students office for possible variations.)

The following limitations govern courses taken for academic credit by cross-registration:

1) They usually may not represent more than one-half the student’s total program of study in any term.
2) They must be of an advanced nature, i.e., equivalent to this faculty’s courses “For Undergraduates and Graduates” or “Primarily for Graduates.” In the case of the Massachusetts Institute of Technology, they cannot be graduate courses of reading and research.
3) Students may not cross-register for courses so crowded that the additional enrollment by cross-registration would create an undue burden on the instructors.
4) The courses must cover subjects not available under this faculty. If there is apparent duplication of the requested subject in the two schools, acceptable reasons for wishing to enroll in the other school must be presented along with the petition described below.
5) They must not constitute a program that is alien to the program in which the student is formally registered.
All GSAS students who cross-register at another school must file cross-registration petitions, whether or not the course is to be taken for credit. These petitions must be obtained from the FAS Registrar’s office, filled out by the student, signed by the FAS registrar and the course instructor, and filed at the Office of the Registrar of the other school before their deadline for cross-registration.

The deadlines for cross-registration in the other schools and faculties for 2005-2006 are:

- School of Business Administration* — September 8; January 19
- School of Design — September 26; February 8
- Divinity School — October 6; February 20
- School of Education — October 13; February 23
- Kennedy School of Government — October 6; February 23
- Law School* — contact Law School
- Medical School — contact Harvard Medical School
- Dental School — October 7; February 3
- School of Public Health* — September 9; February 3
- Episcopal Divinity School — September 30; February 10
- Fletcher School of Law and Diplomacy — September 16; January 27
- Brown University — October 3; February 22
- Massachusetts Institute of Technology — September 30; February 24

Students taking courses outside the Faculty of Arts and Sciences by cross-registration are subject to all the rules and regulations of GSAS as well as those of the other school. It is the student’s responsibility to find out about the grading policy of other Harvard schools or other institutions. The students are graded according to the other school’s grading policy. Students should note that all courses listed in the Faculty of Arts and Sciences Courses of Instruction must be taken through GSAS, and graded accordingly, even though they may also be listed in another school’s catalogue. Only courses not listed in the Courses of Instruction may be taken by cross-registration and graded according to the other school’s system.

Full-time GSAS students cross-registering in other schools must maintain the equivalent of at least four half-courses in each term (see this chapter, Resident Students). GSAS students who wish to change their programs after filing the cross-registration petition must file a petition to add or drop a course with the FAS Registrar, who will notify the other school. GSAS students must comply with GSAS deadlines for such things as adding and dropping courses and petitioning for extensions of time to complete incomplete grades, unless the other school’s deadlines are earlier. GSAS students cross-registering into full-year courses must file both fall and spring term cross-registration petitions.

Full-time students in the professional schools of Harvard University, and in the Episcopal Divinity School, the Tufts University Fletcher School of Law and Diplomacy, Brown University, and the Massachusetts Institute of Technology may take courses offered by the Harvard Faculty of Arts and Sciences, subject to the above limitations. Students in those schools wishing to cross-register must obtain a petition in the office of their dean or registrar. This petition must be completed by the student, signed by their dean or registrar and by the course instructor, and filed at the FAS Registrar’s

* These Schools have additional short terms for some courses. For information, students should contact the registrar of the appropriate School of the FAS Registrar’s office.
office, 20 Garden Street, by October 10, 2005 for the fall term and by March 6, 2006 for the spring term.

Students taking courses in the Faculty of Arts and Sciences may register for 100/1000-level or 200/2000-level courses, which are letter-graded courses of instruction, or for 300/3000-level courses, which may be individual courses of reading and research, graduate seminars, or direction of the dissertation. Courses at the 300/3000 level are graded only SAT or UNS. The option to enroll in designated language courses on a SAT/UNS basis is not open to cross-registered students.

Students in other schools taking courses in the Faculty of Arts and Sciences must comply with GSAS regulations concerning examinations, make-up examinations, and the completion of incomplete grades (see section, Grade and Examination Requirements, in this chapter). Students who wish to make a change in courses after the original cross-registration petition has been filed should notify their own registrar, who will inform the FAS Registrar. All of the above must conform to GSAS deadlines, unless a student’s own school’s deadlines are earlier.

THE EXCHANGE SCHOLAR PROGRAM

The Exchange Scholar Program enables a PhD candidate to study at one of the other participating arts and sciences graduate schools for up to one academic year, so as to take advantage of particular educational opportunities not available on the home campus. The courses taken and/or research conducted at the host institution will be listed on the student’s academic record at the home institution. Exchange scholars are generally accorded all the benefits of the host institution’s resident graduate students, and receive a student identification card that permits access to libraries, laboratories, health services, and athletic facilities. Exchange scholars who are G4s and above will receive extended library check out privileges at Widener Library like those given to current Harvard graduate students who are G4s and above.

Harvard exchange scholars visiting elsewhere are charged the appropriate GSAS resident tuition. They retain eligibility for Harvard tuition and stipend grants. GSAS exchange scholars are charged health care fees, which will remain on their term bill unless these fees are waived. Exchange scholars who are interested in waiving Harvard University Health Services and/or Harvard-sponsored Blue Cross Blue Shield should visit the Health Services Web site at www.huhs.harvard.edu. Students may instead enroll in the health insurance program at the institution they are visiting.

Exchange scholars visiting Harvard from other schools are billed the Student Health Fee ($685 per term) for the use of the Harvard University Health Services and the Harvard-sponsored Blue Cross Blue Shield (BCBS) health insurance fee ($579 per term). The BCBS fee may be waived for those with comparable insurance that is based in the United States. BCBS waiver forms are available online at www.huhs.harvard.edu/waiver/waiver.htm.

Exchange scholar agreements currently exist between the Harvard Graduate School of Arts and Sciences and: University of California, Berkeley; Brown University; University of Chicago; Columbia University; Cornell University; Massachusetts Institute of Technology; University of Pennsylvania; Princeton University; Stanford University; and Yale University.

Exchange scholar applications are available from the Dean’s office in Byerly Hall and at www.upenn.edu/grad/exchange.html. Applicants should describe what is to be studied, where, when, and with whom.
The application must be approved by the applicant’s academic advisor, department chair, and dean at the home institution. The application is then forwarded to the host institution for approval of the professors with whom work is to be done, the department chair, and the graduate dean. Applications should be completed two months before the registration date of the host school. Students considering this status should inform their host department of their interest and if possible find an appropriate advisor in that department prior to submitting their application. Indicate on the application the host advisor’s name.

If an exchange scholar would like to participate in a program for more than two terms, the student should arrange to have his/her advisors at the host and home institutions write letters to the GSAS assistant dean of student affairs explaining the student’s activities at the host institution and why continuing at that institution would be in the student’s best academic interest. The student should also complete and submit a new exchange scholar application.

**CERTIFICATE IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES**

The difficult job-market in the Arts and Humanities suggests that graduate students would improve their career prospects by preparing themselves to teach English and other subjects to non-native speakers, whether in the USA or abroad. The Certificate in Teaching English to Speakers of Other Languages (CITESOL) is intended to equip PhD graduate students with applied linguistics training and practice during the course of their PhD studies and thus enhance their employability.

The CITESOL is meant to be taken over the course of fifteen months. Students in the program take four courses, including a practicum in teaching.

Candidates must have passed their general exams to be eligible for admission to the program. Interested students should complete an application form available from the Graduate School of Arts and Sciences, and submit it along with a current c.v. and a letter of recommendation from their department by January 6, 2006.

Questions about the application process should be directed to Dr. Lilith M. Haynes (617-495-2947, e-mail: lilith_haynes@harvard.edu) or Rise Shepsle, GSAS Dean’s office (617-495-5275, e-mail: rshepsle@fas.harvard.edu).

**VARIATIONS IN PROGRAM**

**Changing Courses During Term**

To change a course after the study card has been filed, a student must file a petition to change a course during the term with the registrar, 20 Garden Street. (Special Students should file petitions at Byerly Hall, second floor.) There is a graduated fee schedule that is listed in the Academic Calendar.

Students must obtain the instructor’s signature in order to add a course or TIME. The seventh Monday of a term is the last day a student may add a course; thereafter only TIME may be added.

The ninth Tuesday of a term is the last day to drop a course. The instructor’s signature is not required to drop a course; however, unless the course being dropped is a fifth course, students must add another course or TIME in order to maintain registration at the four-course level. A course that is dropped by the deadline will not appear on a student’s record.
Ch V Academic Information

The ninth Tuesday of the spring term is the last day students may elect to divide a full course with half-course credit for the fall term and receive the mid-year grade as the fall-term grade. Petition forms are available in the Registrar’s office; the instructor’s signature is required. Students may not divide with credit courses designated in Courses of Instruction as “indivisible.”

If a student wishes to postpone taking the spring-term half of an indivisible full course or an hf course, that half may be “suspended,” with the instructor’s permission, by filing a petition to add or drop a course by the deadline for dropping a course in the spring. The student may then take the second half at a later time and petition to “combine” both halves of the course for one grade.

Students who wish to add or withdraw from a course after the deadlines for adding or dropping courses must file a petition with the Dean’s office in Byerly Hall (available online at www.gsas.harvard.edu/academic/petitions/index.html). Such petitions ordinarily are approved only in cases of serious illness or emergency or other exceptional circumstances. There is a $50 fee for petitions filed and approved after the deadlines.

If a petition to withdraw from a course after the drop deadline is approved, the course will appear on the student’s record with the notation WD in place of a grade, indicating that the student withdrew from the course. Students may petition to withdraw from a course through the last working day before the first day of the examination period.

Change of Subject

Each degree candidate is admitted to work toward a specific degree in a specific discipline under a specific department. A student who wishes to work toward a degree at the same level in a different subject within the department to which he or she was admitted should file an application for change of subject with the registrar.

Transfer to a Different Degree Level or Department

To change degree level or to transfer to a different department, division, or committee (including an ad hoc committee), a degree candidate must file an intra-Faculty of Arts and Sciences transfer application with the Dean’s office in Byerly Hall. Applications are available there or on the Web (www.gsas.harvard.edu/academic/transfer.html) and are due December 15. Transfer students should contact the departments to which they are applying to determine what supporting documentation should be submitted with their application. These students should submit a current GSAS transcript and at least two new letters of recommendation.

Courses completed for a master’s degree in the Faculty of Arts and Sciences may count toward academic requirements for the PhD at the discretion of the department.

A student who transfers from a GSAS master’s degree program to a PhD program receives financial credit toward the PhD tuition requirements. A student transferring from one GSAS PhD program to another also receives financial credit for tuition previously paid. Graduate students are permitted to apply only three times as a transfer student to other programs and only twice during one admissions season.
GRADE AND EXAMINATION REQUIREMENTS

THE GRADING SYSTEM

Letter Grades
The Graduate School of Arts and Sciences uses the following letter grades: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E. The grade of E is a failing grade.

Nonletter Grades

ABS  Students who miss a regularly scheduled mid-year or final examination, during the mid-year or final examination period, are given a failing grade of ABS, which will be changed only if the student is granted and takes a make-up examination. (See Examination Requirements below.)

EXC  Graduate students may be excused from a final examination or other course assignment by their division, department, or committee chairs on the basis of having passed departmental examinations or other requirements. At the written request of a chair, the registrar records the grade of EXC (Excused). If students elect to take the final examination and complete the course, they receive a letter grade.

INC  A graduate student who receives a grade of INC (Incomplete), which is granted only at the discretion of the instructor, must complete the work of the incomplete course before the end of the term following that in which the course was taken, even if the student’s registration status during that term is leave of absence, unless she or he is given an earlier deadline by the instructor. If the work is not submitted by that time, the INC becomes a permanent grade, unless the student has petitioned successfully for an extension. Petition forms may be obtained from the registrar, the Dean’s office in Byerly Hall, or online at www.gsas.harvard.edu/academic/petitions/index.html; the fee for each approved petition is $15. Petitions must be approved by the instructor, the director of graduate studies, and the student affairs office. Petitions ordinarily are granted only in cases involving serious illness or other unforeseen events beyond the control of the student. Extensions, when granted, ordinarily will not exceed one additional term. INC grades incurred in cross-registered courses in another school are subject to GSAS rules and deadlines unless the other school’s deadlines are earlier. Extensions must be approved both by GSAS and by the other school. Incomplete grades cannot be changed once a final degree has been awarded.

SAT/UNS  For graduate students, Satisfactory indicates that the course was passed with distinction (B- or above). The grade of SAT/UNS is used in graduate courses of Reading and Research (300-level courses) which must be graded Satisfactory/Unsatisfactory. SAT/UNS is also an option for GSAS degree candidates in some foreign language courses. Permission of the course head is required to take language courses on a SAT/UNS basis.
GRADE REQUIREMENTS

The minimum standard for satisfactory work in the Graduate School is a B average in each academic year. A grade of C or INC is offset by a grade of A, and a D by two A’s; no account is taken of plus or minus. Grades of E or an unexcused ABS are failing. A grade of UNS is unsatisfactory. A course in which a student receives an E or a permanent INC or ABS may be retaken for credit at a later time, in which case both grades will appear on the student’s transcript. In many departments, students are expected to maintain an average well above the GSAS minimum (see Degree Requirements, Chapter VI).

Until September 2003, the Faculty of Arts and Sciences used a 15-point scale for averaging its letter grades: A=15, A-=14, B+=12, B=11, B-=10, C+=8, C=7, C-=6, D+=4, D=3, D-=2. E, ABS, and UNS = 0. B average is numerically represented by 11.

Beginning in September 2003, the Faculty of Arts and Sciences replaced the 15-point scale for averaging 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, and UNS=0. The grade-point average will continue to be the numerical average of all grades.

EXAMINATION REQUIREMENTS

To obtain credit in a course for which there is a regularly scheduled final examination, or both a mid-year and a final examination, a student must take such examinations unless previously excused by the department. A student absent from a final examination because of illness must fill out a petition for a make-up examination at the Harvard University Health Services (HUHS) within twenty-four hours of the beginning of the examination. In an emergency, if the student is unable to go to HUHS, or is being treated elsewhere, the petition may be requested from the Registrar’s office; in this case, the student must also file a letter from a physician certifying the date and nature of the illness. Students who, because of a documented condition, are unable to take an examination at the scheduled time, should contact the Accessible Education Office as soon as the need is apparent to discuss make-up examination accommodations and procedures. When make-up examinations are necessary as a result of a condition, the usual fee associated with this process will be waived.

Students who must be absent for reasons other than illness, such as a death in the family or a reason of like gravity, should obtain a make-up petition from the Registrar’s office. All make-up petitions must be filed with the deputy registrar, 20 Garden Street, within one week of the end of the examination period. Students who do not take the final examination in a course receive a grade of ABS (Absent), unless excused by their department (see above). A grade of ABS is permanent on a student’s record if a make-up petition is not filed or not granted, or if the make-up examination is not attended.

Make-up examinations are given in March for mid-year examinations and in October for final examinations. The charge for each make-up examination requested and granted is $25 and is not refundable, unless a student requests of the registrar that the examination be canceled at least four weeks prior to the beginning of the make-up examination period.

Students who, for sufficient reason, cannot be in Cambridge at the time of a final or make-up examination may petition to take the examination in another place. In absentia petitions and information are available at the Registrar’s office. Completed petitions must be filed thirty days before the regularly scheduled examination date; there is a $100 fee for each approved petition.
STORM AND EMERGENCY CONDITIONS

The Faculty of Arts and Sciences rarely cancels classes. However, 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:

• Graduate 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 e-mail or by telephone.

• 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 e-mail 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 make-up examinations are never cancelled and students should report to their examination rooms on time.

• On the very rare occasion when FAS cancels classes, an announcement will be posted at http://emergency.harvard.edu and the University Website (http://my.harvard.edu).

PRIVACY AND DIRECTORY INFORMATION

Harvard policy protects the privacy of students. Consequently, only “directory information” is generally available. “Directory information” is: a student’s full name, reported date of birth, dates of attendance, digitized image (please note that although Harvard classifies photos and images as directory information, these are rarely released to parties outside the University without the student’s permission), local address and telephone number, e-mail address, undergraduate college, home town or city at time of application for admission, and dates of degrees received or expected with field and department of study, University prizes, fellowships, and similar honors awarded.

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. 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. All other educational records are routinely available only to University officers and staff with a legitimate need for access. Exceptions to this firm policy, such as those in connection with judicial proceedings, are very limited and are permitted only when authorized by law and by Harvard policy.
ACCESS TO STUDENT RECORDS

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, students registered in the Graduate School have the right to review their educational records. A student who wishes to examine these records should make the request in writing at the Dean’s office in Byerly Hall, indicating which records are to be examined. A response will be made within ten working days of the receipt of the request as to arrangements for the examination. If students wish to obtain a photocopy of any part of their records, there will be a charge to cover costs.

Student records generally include course grades; information concerning fulfillment of degree requirements; evaluations provided by instructors and others; copies of correspondence; various statements, forms, and study cards filed by the student; financial aid and admissions documents; letters of recommendation; and the application for admission filled out by the student.

Many of these educational records are normally maintained indefinitely. Prior to January 1, 1975, all letters of recommendation for admission were confidential, and they may not be examined. Similarly, letters subsequent to that date for which a student has specifically waived his or her rights may not be examined. Students may direct questions about their records to the appropriate officer in the department or the Graduate School.

The Graduate School’s policy is that letters of recommendation for admission are to be used only for the purpose for which they were intended. Exceptions to this policy may be made only upon written request of the student and receipt of the written permission of the recommender. Students who are applying for fellowships and prizes are encouraged to establish a dossier with the Office of Career Services.

Students have the right to request the amendment of their educational records to ensure they are not inaccurate, misleading, or otherwise in violation of their privacy or rights. Requests should be directed to the official in charge of the office where the records are kept. If necessary, the matter may be referred to the Dean’s office, followed by the Faculty of Arts and Sciences Committee on the Privacy, Accessibility and Security of Records, which is available to hear formal challenges concerning the accuracy of records in cases where informal discussions have not resolved challenges.

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, clerical, professional employees, and agents of the University such as independent contractors performing functions on behalf of the Graduate School of Arts and Sciences 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.

Complaints regarding alleged violation of rights of students under FERPA may be submitted in writing within 180 days to the Family Policy Compliance office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.
VI. DEGREE REQUIREMENTS

COMMON REQUIREMENTS

Continuous registration, a satisfactory grade record (see Chapter V, Grade Requirements), and evidence that satisfactory progress is being made toward the degree are required of all candidates for graduate degrees offered by the Faculty of Arts and Sciences. In addition, there are residence requirements, both financial and academic, in all programs (see Chapter III, Degree Requirements).

SATISFACTORY PROGRESS REQUIREMENTS

All students in the Graduate School of Arts and Sciences must be making satisfactory progress in order to be eligible for any type of financial aid. The following five provisions are the general definition of satisfactory progress. Specific department modifications are included in the department’s descriptions of requirements below.

1) During the first two years of graduate study any student who is permitted to register is considered to be making satisfactory progress.

2) In each of the first two years a student must have achieved the minimum grade-point average required by this faculty, a B average (see Chapter V, Grade Requirements).

3) By the end of the third year a student must have passed general examinations or the departmental equivalent.

4) By the end of the fourth year a student must have obtained approval of a dissertation prospectus or its departmental equivalent.

5) By the end of the fifth year and each subsequent year during which a student is allowed to register, he or she must have produced at least one acceptable chapter of the dissertation.
EXCEPTIONS TO THE REQUIREMENTS

A student who has not met degree requirements or an established deadline may, with department endorsement, be granted the status of “grace” for one year and remain eligible for financial aid during this period. At the end of the grace period the student must have rectified the deficiency and be in compliance with all other established criteria in order to be considered to be making satisfactory progress. Ordinarily, only one such period of grace will be granted to a student during graduate studies. If a student continues to not make satisfactory progress, a department may withdraw the student.

LEAVE OF ABSENCE

The calendar of requirements as noted above may be interrupted by a single year of department-approved leave. In the special case of a student who wishes to obtain a professional degree, the approved leave period can be extended beyond a single year.

LEAVE OF ABSENCE FOR PREGNANCY OR OTHER EXCEPTIONAL CIRCUMSTANCES

In the case of pregnancy or the need to care for small children, a student may request—and shall be granted—a leave of absence of at least (but not limited to) one term, depending on the circumstances. The circumstances would include relevant laboratory or fieldwork conditions. The department’s “dissertation clock” should stop for students who take maternity or parental leave, as well as for students who must work at a reduced rate because of pregnancy or the need to care for small children.

In the case of other special circumstances such as health problems, personal or family difficulties, students may take a leave of absence for such reasons after informing their advisor and departments and obtaining the approval of the Dean’s office. During this period of leave, the department’s “dissertation clock” should stop.

DISSERTATION ACCEPTANCE CERTIFICATE

The Dissertation Acceptance Certificate must be signed by at least three readers approved by the student’s department, two of whom must be members of the Faculty of Arts and Sciences. FAS emeriti (including research professors) and faculty members from other schools at Harvard who hold appointments on GSAS degree committees are authorized to sign Dissertation Acceptance Certificates as FAS Members. GSAS strongly recommends that the chair of the dissertation committee be a member of FAS.

G-10 ENROLLMENT CAP

An overall GSAS policy has been established that students ordinarily will not be permitted to register beyond their tenth year in the Graduate School. However, exceptions to this rule may be made for students who have taken maternity or parental leave or for students with other special circumstances. Students no longer enrolled because of this policy will have the status of “withdrawn.” Students are free to apply for readmission to the Graduate School, so as to re-register for the purpose of receiving the degree, when their dissertation is completed.
DEPARTMENTAL REQUIREMENTS

For further information or details about departmental requirements, students should consult the Programs in the Natural Sciences, Programs in the Social Sciences, and Programs in the Humanities publications available at the GSAS Admissions office, or contact the departmental offices.

AFRICAN AND AFRICAN AMERICAN STUDIES

Courses
- Sixteen half-courses are required to complete the degree.

The following courses in African and African American Studies are required:
- African and African American Studies 241: A course that will discuss topics in African American Studies from the perspective of the Social Sciences.
  These three courses should ordinarily be taken in a student’s first year. If a student has already covered the material in AAAS 218 and 231 in previous coursework, a student, with the consent of the director of graduate studies (DGS), may be permitted to substitute graduate-level work in African American history and literature to fulfill this requirement.
- African and African American Studies 301/2: A year-long course that must be taken during a student’s first year of residence. This course is co-taught by the faculty of the program.
- African and African American Studies 390: An individual graduate tutorial. Students will be required to identify a research project and complete it with the guidance of a faculty member.
- African and African American Studies 391: A course taken in a student’s third year. In this course, students are required to present a paper based on research completed at Harvard. The paper for this course must be certified by the director of graduate studies (DGS), upon the advice of relevant faculty, to be of publishable quality.

Other Required Courses
- Students must identify a primary field that corresponds to a department within GSAS. A student will use the methods and tools of this primary field in pursuing the study of African American art, culture, history, literature, or social or political life.
- A student must complete eight courses in the primary field. Because some departments regularly allow their graduate students to take certain courses taught in other departments, the eight courses in the primary field will not always be given in the department of the primary field. (For example, students whose primary field is English and American literature may be permitted to take courses in other literature departments.)
Ch VI Degree Requirements—African and African American Studies

- Students must complete those courses that are required for an AM in the primary field. Some departments have other requirements for the AM—such as a dissertation or an oral or written examination. These additional requirements for the AM in the primary field are not required of students in African and African American Studies.

Grades
- Students must maintain a grade average of B+ or better in each year of graduate work.

Incompletes
- Students may have one Incomplete when they register for their second term and, at most, two when they register for their third term. At no time may a student register for a term if he or she has three or more Incompletes.

Language Requirements
- The student’s advisor will identify the language requirements appropriate for the student’s research in the primary field. In general, these requirements reflect the language requirements of the graduate program in the student’s primary field. However, the DGS and the student’s primary advisor may propose modifications of these requirements if, in their judgment, a different language requirement is more suitable.

Master of Arts (AM)
- The department does not admit candidates for a terminal AM degree, but students who have met all the course requirements for the degree may petition to be awarded an AM in African and African American Studies. (Students may also find that they can meet the requirements for the AM in their primary field. Students should consult with the DGS in their primary field if they wish to pursue this option.)

Teaching
- During the third and fourth year of graduate study, students are expected to teach at least two courses in African and African American Studies and one in the primary field.

Advising
- Students will be assigned an advisor from the Committee on Graduate Studies who will be their mentor through the first two years. After consulting with the DGS, a student may change advisors during the first two years. Students are encouraged to discuss their interests outside of the primary field with faculty from other departments. This process enables students to develop relationships with various faculty members from whom the student will select a dissertation committee.
Oral Examination

• Once a student has completed the sixteen required courses, the student chooses a topic and a principal advisor for the dissertation. A student then begins to prepare for the oral examination. The student, the advisor, and the DGS will work to define an Orals Committee that will consist of the student’s primary advisor and at least two others, one of whom should be a member from the discipline of the primary field. The Orals Committee will meet with the student to outline a bibliography and a set of topics on which the student will be examined orally by the end of the third year. Once a student has passed the oral examination, a student then begins to prepare a written prospectus.

The Dissertation

Prospectus

• The prospectus is a document that defines the project on which a student plans to complete research for the dissertation. The form of the prospectus will depend on the conventions of the student’s primary field. A prospectus usually identifies a set of questions within a student’s area of research and summarizes the existing scholarship related to these questions.

• The prospectus must be submitted no later than the end of the first term of the fourth year of residence. It must be examined and accepted by a student’s Prospectus Committee. Ordinarily, a student’s Orals Committee becomes the Prospectus Committee. However, a student, in consultation with the DGS, may choose to re-form the committee (and to select a new primary advisor). The Prospectus Committee, like the Orals Committee, must consist of the primary advisor and at least two others, one of whom must be a member from the discipline of the primary field.

• A student will discuss the prospectus with each member of the Prospectus Committee and then have a final oral examination on the prospectus. If the committee accepts the prospectus at the examination, the student will be admitted to candidacy and can begin research for the dissertation. A committee may accept the prospectus on a conditional basis that the student submits changes. Once some or all members of the Prospectus Committee review the changes, a second oral may be scheduled or the changes may be accepted without a further meeting.

Dissertation Review

• During the period that a student is working on the dissertation, the student will have a primary advisor and a Dissertation Committee. The student will consult with and report each term to the Dissertation Committee, which will in turn report to the Committee on Graduate Studies as to the progress toward completion of the dissertation. While the student’s principal advisor will ordinarily become the primary advisor and the Prospectus Committee will ordinarily become the Dissertation Committee, a student, in consultation with the DGS, may chose other faculty members. The Dissertation Committee must consist of a primary advisor and at least two others, at least one of whom must be a member of the discipline of the primary field. The primary advisor is the chair of the Dissertation Committee and must be a member of the Faculty of Arts and Sciences. In addition, at least one other member of the Dissertation Committee must be a member of the Faculty of Arts and Sciences.
Ch VI Degree Requirements—Anthropology

- Upon approval of the dissertation by the Dissertation Committee, the department, student, and the Dissertation Committee will agree upon a date for the dissertation defense. The department anticipates that students will ordinarily move to completion of the dissertation within two years of admission to candidacy (i.e., within two years of the examination and acceptance of their prospectuses).
- The Dissertation Defense is an oral examination open to any member of the university at which the Dissertation Committee leads in questioning the candidate on his or her work. Upon completion of the oral examination, the members of the graduate committee will consult with the Dissertation Committee and vote as to whether the candidate should be recommended for the PhD degree in African and African American Studies and whether the candidate passed with distinction.

ANTHROPOLOGY

The First Two Years

Courses
- Most students complete their required coursework during the first two years. It should be completed no later than the end of the third year.
- Each student’s program of study must receive the approval of his or her advisor. The director of graduate studies, wing chair, or department chair may sign a study card when the advisor is absent.
- Students must maintain an overall grade average of B+.
- No grade of Incomplete can be used to fulfill any departmental requirement.
- Students may petition to have any course requirement waived on the basis of prior experience, with the exception of the following: for archaeology students, Archaeological Method and Theory; for biological anthropology students, any of the four designated area courses (see below); for social anthropology students, proseminar a and proseminar b.
- Students may petition to have as many as eight graduate-level courses from another university accepted toward fulfillment of their PhD coursework requirements.

ARCHAEOLOGY
- Archaeology PhD students must choose primary and secondary specializations as follows: 1) a major geographical area of specialization; 2) a second major geographical area of specialization, or a major topic or problem of study. Topics and problems are selected by students in consultation with their advisors. See the Programs in the Social Sciences booklet for examples of areas of specialization.
- Archaeology PhD students must fulfill the following coursework requirements: Anthropology 207a: Archaeological Method and Theory; Anthropology 207b: Case Studies and Research Proposal Preparation; one half-course in human evolution (normally Science B-27); one half-course on ethnography and archaeology or an appropriate replacement course in social anthropology or in an area studies program; a course on the origins of agriculture or on the archaeology of hunting and gathering societies; four half-courses, two each in Old World and New World complex societies; seven half-courses in archaeology or other fields chosen in consultation with the advisor and advisory committee.
Ch VI Degree Requirements—Anthropology

- Courses taken to fulfill the requirements must normally be passed with a grade of B- or better.

**BIOLOGICAL ANTHROPOLOGY**

- Normally, biological anthropology PhD students will take at least eight half-courses in biological anthropology and related areas during their first two years in residence. These will include a designated course in each of four primary areas including at least three from human paleontology, genetics, human biology, and primate behavioral ecology. Students may petition to substitute for one of these four areas. In addition, students must normally demonstrate a knowledge of social anthropology and archaeology equivalent to at least one half-course in each field.

- Students must acquire both theoretical grounding and technical skills. This means gaining experience with designing research projects, collecting data in the laboratory or field, and analyzing those data. To achieve this, students must take appropriate laboratory courses or undergo training in a field setting, as determined in consultation with the faculty. Competence in statistics is required of all candidates; any coursework necessary to achieve such competence is to be completed by the time of the qualifying examinations. Depending upon the nature of the research to be undertaken for the PhD, the faculty may prescribe further skills, such as fluency in a field language, advanced laboratory skills, or further quantitative skills.

**SOCIAL ANTHROPOLOGY**

- The course of study in social anthropology requires a minimum of sixteen half-courses (not including TIME), at least twelve of which must be in anthropology. The twelve required half-courses include the proseminars, History and Theory of Social Anthropology (205a and b); a half-course on the ethnography of one’s area of specialization; a half-course in archaeology; and a half-course in biological anthropology. First-year students must attain at least a B+ in each half of the proseminar.

**Language Requirements**

- Where appropriate, candidates whose native language is not English may petition their wing to accept their native language or English as fulfillment of a language requirement.

**ARCHAEOLOGY**

- Proficiency in one modern scholarly language other than English is required. In addition, the candidate must attain proficiency in a second scholarly language or in a field language or in a laboratory skill. The election of one among these options shall be made following consultation by the student with his/her advisor. Proficiency in language(s) and/or laboratory skill must be demonstrated before the special examination is taken.

**BIOLOGICAL ANTHROPOLOGY**

- The language requirement for biological anthropology students is determined on a case-by-case basis. There is no general language requirement. Language training is required when appropriate to a student’s research.
SOCIAL ANTHROPOLOGY

• Social anthropology students must fulfill both the scholarly language and the field language requirement. All candidates are required to demonstrate competence in one scholarly language other than English. Candidates may petition to offer the major language of documentation in the area where they propose to do fieldwork provided that, in the opinion of the social anthropology wing, there is a sufficient body of social science material available in that language. The first formal language requirement must be met before the student goes into the field. Completion of two years of study is considered to be sufficient evidence of proficiency.

• Social anthropology PhD candidates are required to demonstrate competence in the language they will need to speak in the field. When it is impossible to learn a field language at Harvard, the candidate must make the arrangements necessary to do so elsewhere. The field language requirement is fulfilled when approved by the student’s advisor. In special circumstances candidates may fulfill this requirement by taking a course in anthropological linguistics, or language and culture.

• During the first year, students must submit a plan indicating how they plan to fulfill the language requirements. These plans will be reviewed by a faculty committee. In all cases, students are strongly encouraged to demonstrate competence in two languages other than their native language.

Incompletes

• Incompletes are granted at the discretion of course instructors.

• Students normally may not request Incompletes of instructors who are taking leave during the following academic term.

• Students who are non-resident (traveling scholars or on leave) are subject to the same deadlines as resident students (i.e., Incompletes must be completed during the term following that in which it was taken); otherwise students must petition the GSAS associate dean for student affairs for more time to complete the work.

• Students normally may not take more than one Incomplete in a term. Incompletes in the social anthropology proseminar are unacceptable.

• A prolonged record of Incompletes may jeopardize a student’s chances of obtaining teaching fellowships and financial awards in the department.

Master of Arts (AM)

• One terminal AM degree is offered in medical anthropology. (Preference for this program is given to students and practitioners in the health professions.) Students may apply for a non-terminal AM degree en route to the PhD degree.

• Normally, anthropology PhD students take the non-terminal AM degree in their second year after they have passed the general examinations and fulfilled coursework requirements, except for elective courses. Archaeology and biological anthropology PhD students may apply for the AM after passing eight half-courses. Social anthropology PhD students must pass the twelve required courses before applying for the AM.

• The terminal AM in medical anthropology requires eight half-courses, including one term of the proseminar (205), an ethnography course, and three courses in medical anthropology. Only one course may be included that is outside of social anthropology.
Ch VI Degree Requirements—Anthropology

- A thesis is not required for the non-terminal AM degree. A thesis is required for the AM in medical anthropology. It must be read and accepted by two department members.
- All courses offered for the AM must have been passed with a minimum grade of B-. The overall grade average should be at least B+.
- Language requirements need not have been fulfilled.
- A minimum of one year in residence is required.
- For those who do not attain the PhD, a terminal AM degree may be awarded when appropriate.

Teaching
- Graduate students are expected to teach during their careers at Harvard, but are not required to.
- Normally, graduate students do not teach until after they have passed general examinations.
- First-time teaching fellows must participate in the Bok Center teaching orientations.
- As a rule, only graduate students who have completed field work may apply to teach junior tutorials in social anthropology.
- Students in their third and fourth years have priority for teaching fellowship awards.

Advising
- Upon admission, students are assigned a faculty advisor based upon compatibility of research interests (biological anthropology students will be assigned three members of the faculty to act as initial advisors). The advisor(s) typically serve on the student’s dissertation committee.
- The progress of each student will be assessed annually by faculty and this appraisal will be communicated to the student.
- Students may contact the graduate program administrator to address any questions and/or issues related to the advising process.

ARCHAEOLOGY
- In addition to an advisor, first-year students will also have an advisory committee, consisting of the advisor and two other archaeology faculty members, for the first two or three years of the student’s academic career.
- The student shall meet with the advisor(s) on a regular basis, minimally at the beginning of each term of residence before submission of the study card. The student shall also meet with the advisory committees at least once during each of the first two years of residence, generally before or during the first week of classes in the fall term.

BIOLOGICAL ANTHROPOLOGY
- First-year students will meet with the biological anthropology faculty to plan a program of study that will take into account the student’s previous training and current academic interests.
SOCIAL ANTHROPOLOGY

• First-year students are expected to schedule a meeting with their advisors at least once a term to discuss their progress and to develop a program of study. Students should see the DGS in the absence of faculty on leave.

• A new advisor may be appointed by the chair of the social anthropology wing on the initiative of either the student or the advisor at any time in the course of study.

Subsequently, each wing appoints dissertation committees in consultation with graduate students and their advisors. Dissertation committees consist of at least three members. Archaeology and social anthropology dissertation committees must include at least two members of the respective wing. Biological anthropology dissertation committees must include at least one member of the wing and an outside reader, who may be on the Harvard University faculty or from another university. Students in all wings may include readers on their committees who are from other departments or universities, subject to wing approval.

See specific wing sections below for additional information regarding the dissertation committee.

General Examinations

ARCHAEOLOGY

• Near the end of the third term of graduate study there will be general examinations. These will comprise written and oral components pertaining to important issues in world archaeology including aspects of method and theory. The purpose of the general examinations is to assess the progress of a student and determine his/her general knowledge of current archaeological issues. Students deemed weak in specific areas or topics will be required to retake the examination and/or designated courses.

BIOLOGICAL ANTHROPOLOGY

• In conjunction with the four required courses, at least three of which are in the areas of human paleontology, genetics, human biology, and primate behavioral ecology, qualifying examinations will be administered. The respective course instructors will notify students when they pass each qualifying examination, subject to confirmation by the wing.

• In addition, students must submit a draft of a research proposal and take an oral examination. The oral examination is based on the research proposal which students develop in consultation with their advisors. The proposal should be written in the form of a PhD Dissertation Improvement Award proposal to the National Science Foundation (NSF). It should be circulated to all wing faculty at least a week before the examination is to occur. Students are expected to fulfill this requirement by the end of their second year in residence. The proposal may serve as a preliminary dissertation prospectus but is not required to do so.

• If the examinations are passed conditionally, or if despite failure, the student is encouraged to continue in the PhD program, the biological anthropology faculty will determine a program the student must complete within a specified period of time in order to become a candidate in the department. This program may involve further coursework, papers, and/or special examinations in specific areas of weakness, or the candidate may be required to retake the examinations. Failure to pass the qualifying examinations can be grounds for dismissal from the graduate program.
SOCIAL ANTHROPOLOGY

- Social anthropology PhD candidates are required to take a written examination toward the end of their third term of study. A satisfactory performance on this examination is required of all candidates before they may continue their PhD work. A reading list intended as a basic guide for this general examination is available from the social anthropology graduate program assistant.

**The Dissertation**

**The Dissertation Prospectus**

- Approval of a dissertation prospectus, including any revisions, is expected by the end of the sixth term in residence; failure to gain approval by the end of the seventh term may be grounds for dismissal from the program.

ARCHAEOLOGY

- *Archaeology Special Examination.* After the general examinations, and normally near the end of the sixth term, the student will take an oral examination relating to a dissertation prospectus. The student is required to have developed and submitted the prospectus to each member of the examining committee at least two weeks before this examination. The examining committee shall consist of the student’s advisor(s) and at least two other faculty members, one of whom must be an archaeology program member, although any additional faculty member who wishes may participate in the examination. Normally, no candidate may submit an application for a field grant or other research funding for dissertation preparation until this examination has been passed.

- *Archaeology Dissertation Prospectus.* A dissertation topic is developed in consultations among the student, the principal advisor, and other appropriate scholars. The dissertation prospectus comprises a proposal for carrying out the research on which the dissertation will be based. It should include a statement of the problem(s) and topic(s) to be addressed and how the student intends to address them. It normally should be no longer than twenty double-spaced typewritten pages of text and include relevant visual and bibliographic materials as well as details on possible funding sources. With the approval of the student’s advisor, the prospectus may be in the form of a proposal to the National Science Foundation for a dissertation improvement grant. Following the special examination, a final dissertation prospectus must be prepared if the examining committee deems the preliminary dissertation prospectus inadequate. The final version of the prospectus should be circulated for comment and approval to the special examination committee or to the dissertation committee at least two weeks before being placed on file with the department’s graduate program administrator. Approval of a dissertation prospectus, including any revisions, is expected by the beginning of the seventh term in residence. Failure to gain approval by the end of the seventh term may be grounds for dismissal from the program.

BIOLOGICAL ANTHROPOLOGY

- After completion of the qualifying examinations the candidate, in consultation with the advisors, will select a dissertation topic. The faculty will then designate a dissertation prospectus committee of at least three members, normally at least two of whom shall be members of the Department of Anthropology.
Ch VI Degree Requirements—Anthropology

- The candidate will submit to this committee a prospectus that embodies the general planning of the work and shows what contribution it will make to the field. The prospectus should give a concise statement of the problems being studied or hypotheses tested and a description of the manner in which the field or laboratory investigation will be carried out. The prospectus should conform to the format and length of an NSF PhD Dissertation Improvement Award application. Ideally, the prospectus will also be a grant application. The readers will be determined by the faculty. The candidate will meet with the dissertation prospectus committee to discuss the prospectus and consider any necessary revisions, including the possibility that an alternate prospectus would be required.

SOCIAL ANTHROPOLOGY

- All candidates must, in consultation with their advisors, select a dissertation topic and describe their proposed doctoral research in a prospectus. The prospectus should 1) give a concise statement of the problem of the dissertation or of the hypotheses it proposes to test; 2) be situated in a scholarly understanding of the area; 3) provide a clear research design; 4) demonstrate familiarity with the appropriate research methods. It should not exceed twenty to thirty pages (bibliography not included). A final draft of the prospectus should be distributed to all committee members a minimum of two weeks prior to the prospectus defense. The dissertation prospectus shall be presented no later than the end of the third year.

The Dissertation and Defense

- All anthropology PhD candidates must pass a PhD dissertation public defense.
- A complete draft of the dissertation must be received by all members of the dissertation committee at least one month before the dissertation defense, which must be passed at least one month before the dissertation is due at the Registrar’s office. The candidate may have to advance this due date for readers outside the Boston area.
- PhD dissertation manuscripts must conform to the requirements outlined in The Form of the PhD Dissertation (www.gas.harvard.edu/academic/dissertation.html).
- Failure to meet wing deadlines for completion may constitute grounds for dismissal from the program. Students may apply for readmission to the graduate program through the Graduate School. Readmitted students may be required to retake the special examination in archaeology or the general examination in biological or social anthropology.

ARCHAEOLOGY

- The dissertation committee will be composed of at least three members, two of whom must be archaeology program faculty members. The chair of the committee must be a member of the archaeology wing faculty. Normally, the special examination committee and the dissertation committee will be composed of the same individuals, although it may be appropriate that substitutions or additions be made. A complete draft of the dissertation must be received by all members of the dissertation committee at least two months before the approved dissertation is due at the Registrar’s office. The text of the dissertation, exclusive of charts, figures, and appendices, ordinarily may not exceed 250 typewritten pages.
The dissertation defense consists of 1) an oral presentation for a general audience; and 2) an examination of the candidate by the dissertation committee and other faculty members. Only after successful completion of this examination and only after the incorporation of any revisions required by the dissertation committee, signatures of the committee members must be obtained on the dissertation acceptance certificate, which is submitted with the bound dissertation to the Registrar’s office.

A complete draft of the dissertation usually must be submitted within three years after passing the special examination, and the dissertation must be approved within four years of passing that examination.

Failure to meet these deadlines can be grounds for removing the student from candidacy. After removal, a student may be reinstated by formal readmission to the Graduate School and to the department; the student may also be required to retake the special examination.

BIOLOGICAL ANTHROPOLOGY

An approved dissertation is normally expected by the end of the twelfth term after entry into the graduate program. The text of the dissertation, exclusive of charts, figures, and appendices, may not exceed 250 typewritten pages.

The dissertation defense consists of an oral presentation for a general audience followed by an oral examination attended by the dissertation committee and other interested faculty. Only after successful completion of this examination and the incorporation of any revisions required by the dissertation committee may a candidate’s dissertation be approved for submission to the registrar.

A complete draft of the dissertation must be submitted within five years after passing the qualifying examinations, and the dissertation approved within six years of passing those examinations.

SOCIAL ANTHROPOLOGY

The PhD dissertation should normally fall between 300 and 400 pages in length. Given that most reputable academic publishers will not consider unrevised dissertations for publication, students are encouraged to anticipate revision by aiming to stay at or below this optimal length. Any student expecting to defend a dissertation of more than 450 pages should petition for the prior agreement of the wing, which will base its decision on the student’s research committee’s evaluation and other relevant information.

The dissertation committee will review the dissertation and decide when it is ready for defense. The PhD will be awarded when candidates pass the defense.

The public defense lasts approximately two hours. It begins with a short (fifteen to twenty minute) presentation by the candidate. Committee members then question the candidate. A more general discussion with other social wing faculty, graduate students, and other attendees follows.

Normally, a complete draft of the dissertation must be submitted within five years after entering the program (exclusive of the time required to complete fieldwork). Students entering their seventh year (exclusive of the time required to complete fieldwork) must submit a letter to the wing requesting an extension of this time limit.
Students may study for a PhD degree in architecture, landscape architecture, or urban planning. These three degrees are administered by a committee of the Faculty of Arts and Sciences in cooperation with the Faculty of Design.

The program is intended for persons who wish to enter academic and advanced research careers in the history and theory of architecture, landscape architecture, and urban form from antiquity to the present; or the analysis and development of cities, landscapes, and regions with emphasis on social, economic, ecological, transportation, and infrastructural systems. The PhD program does not prepare students for professional licensing as design practitioners in any of these fields.

For information on professional master’s programs, contact:

Harvard Design School
Admissions Office
48 Quincy Street
Cambridge, MA 02138
617-495-5453
www.gsd.harvard.edu

The First Two Years

Courses
• Two years of full-time study while registered in the Graduate School of Arts and Sciences are required. Eight courses must be taken in the major subject area and eight in the disciplinary minor (see below). An approved seminar in theory and method must be taken each year.
• Reading courses and TIME are ordinarily not part of a student’s program until the second year.
• Course information may be found in the current *Courses of Instruction* offered by the Faculty of Arts and Sciences as well as in the course catalogues printed by Harvard’s other professional Schools, including the *Harvard Design School Official Register*. These publications are also available online.

Major Subject and Disciplinary Minor
• The interfaculty structure and purposes of the program require that students cross disciplinary boundaries. All students must master a major area of their respective field, including the historic development and current state of research on the subject. In addition, every student must demonstrate competence in the methods of inquiry used for research in his or her major subject. All students must also achieve a thorough grounding in the theory and methods of one of the arts or sciences related to their major subject, such as history of art, cultural history, economics, philosophy, government, sociology, or history of science equivalent to at least one year of full-time graduate study.
General Knowledge of the Field

- The PhD is an academic degree, but PhD holders in our fields may be interacting with professionals as well as with other scholars. In fact, many may elect to teach in professional schools. Therefore, in addition to academic requirements, it is required that every PhD student be generally knowledgeable of the basic skills of the respective design professions.

Languages and Mathematics

- Candidates for the degree in architecture must normally have a reading knowledge of at least two languages other than English in which there is broad and important literature related to their field or major subject; those in urban planning must have one. Every student must have a level of mathematical skills appropriate for research in the major subject.

Grades

- The Graduate School of Arts and Sciences requires that all students maintain an average of B or better in each year of graduate study. All Incomplete grades must be removed before the end of the next regular term.
- If students are cross-registered in schools where the grading system does not use letter grades, they should ask the course instructor to issue letter grades.

Advising

- The chair of the PhD committee will assign a faculty member as the student’s advisor at the time of registration in the program. This advisor will assist in planning the student’s academic program. In addition, not fewer than three faculty members, appointed by the chair in consultation with the student, will be made available for consultation regarding the general examination and the dissertation.

Master of Arts (AM)

- A terminal AM degree is not offered. PhD candidates may apply for a master’s degree after satisfactorily completing sixteen half-courses. The degree may also be offered to students unable to complete the PhD.

Teaching Fellowships

- Teaching fellowships are considered important for a student’s professional training and are available in the third and fourth years. Normally a student may teach two to four sections per year.

General Examination

- Students are expected to take the general examination in the fifth term of residence, and no later than one year after completion of the required coursework. The examination is given only during the fall and spring terms of the academic year. The examination tests the student’s mastery of their general field of scholarship, specific interpretive problems within that field, and their ability to research and write a dissertation.
Ch VI Degree Requirements—Architecture

- At least two months prior to the date of the examination, the student should meet regularly with the examination committee (see “Advising”) and, with its help, should formulate a proposal describing the general and specific fields to be covered in the examination and possible examination questions.

- The examination comprises a general field and a specific field. The general field is ordinarily a broad area of history and theory of architecture, landscape architecture, or urban planning (for example, “modern architecture from 1750 to the present”). The specific field is a narrower area of study chosen by the student and subject to faculty review; in principle it should comprise a coherent and clearly defined area of scholarly inquiry which may be interdisciplinary in nature.

- The examination will normally consist of two or three written essays, one in the general field (eight hours) and one or two in the specific field (total eight hours). Within one week of the written examination, the student and the examination committee will meet to evaluate the entire examination and discuss plans for the dissertation. Students whose performance on the examination is not satisfactory will be given one opportunity to repeat all or part of it.

Dissertation

- The dissertation will be directed by a dissertation committee of one primary advisor and at least two secondary advisors or readers. Two readers must be from the Faculty of Arts and Sciences or the Committee on Architecture, Landscape Architecture, and Urban Planning; one reader will normally be from the area of the student’s disciplinary minor; and one reader must be from the Harvard Design School.

- No later than five months (within the academic calendar) after the successful completion of the general examination, students will submit to the chair a written dissertation proposal and the names of the faculty persons who will supervise it. The student will confer with the examination committee to discuss and develop the proposal. The committee will conduct an oral examination of the dissertation proposal, whose purpose is to provide for the student a formal occasion to discuss and gain approval of the dissertation topic.

- Students are normally expected to complete their program (including approval of the dissertation) within seven years of entering the program. Students who require more than five years to complete the dissertation after passing the general examination must petition the Committee on the PhD Program in Architecture, Landscape Architecture, and Urban Planning to extend their time.

- After the approval of the dissertation by the faculty members who are its director and reader(s), three copies must be presented to the committee on the PhD not less than six weeks before the degree recommendations of that committee are due at the Registrar’s office. The committee will receive the recommendations of the advisor and readers, and must formally vote on the recommendation for the degree. The final copy of the dissertation must conform to the requirements described in The Form of the PhD Dissertation (www.gsas.harvard.edu/academic/dissertation.html).

- The defense of the dissertation is open to the dissertation committee and the Committee on Architecture, Landscape Architecture and Urban Planning. Unless the candidate prefers a closed defense, the defense of the dissertation will also be open to faculty and graduate students at the GSD.
Length of Program
- Students are normally expected to complete their program (including approval of the dissertation) within seven years of entering the program. If more than five years elapse between the passing of the general examination and the completion of the dissertation, the student will normally be required to retake all or parts of the general examination.

ASTRONOMY

Committee on Academic Studies (CAS)
- The CAS in the Department of Astronomy has the primary responsibility for administering the graduate program. The purpose of the committee is to ensure that students receive adequate guidance, to see that uniform academic standards are applied, and to define the professional qualifications expected by the department for advanced degrees in astronomy. At regular intervals the committee reviews the progress of each graduate student. It also reviews and approves study programs, arranges oral examinations, and names dissertation examination committees and dissertation advisory committees.

Advising
- A faculty advisor is assigned to each incoming graduate student to help the student make informed decisions about coursework and research opportunities.
- Each student is free to choose a new advisor at any subsequent time, but should inform the department administrator and the CAS of such changes after obtaining the new advisor’s consent.
- Study plans are prepared by students in consultation with their advisor at the start of each fall term, and are submitted to the CAS.

The First Two Years
Course Requirements
- Students are expected to obtain a satisfactory grade (A or B) or otherwise demonstrate knowledge of the material in AY 251 or Physics 251a, graduate-level quantum mechanics, or Physics 210, general relativity, other advanced physics courses may be substituted upon petition to the CAS.
- Candidates for advanced degrees should obtain a broad knowledge of astronomy by obtaining a satisfactory grade or by passing an oral examination in five Core courses: AY 150, 201a, 201b, 202a, and 202b. Equivalent courses taken elsewhere can also satisfy this requirement.
- In addition, students are expected to take for credit at least one of the lecture courses offered by the department or, in several cases, by other departments. Astronomy 192, Principles of Astronomical Movement, and Astronomy 200, the graduate seminar in astronomy are highly recommended.
- Study plans are prepared by students in consultation with their advisor early in each fall term, and are submitted to the CAS.
- Early in the fall term of the first year, a written placement examination will be given. The Basic Astronomy Placement Test will cover the basic concepts/core of astronomy and astrophysics. If a student does not pass this written placement examination, the student will have the choice of taking AY 145 in the spring or taking an oral examination on the same level to be given at the start of the second
term. A student who does not pass the oral examination must take AY 145 and pass it with a grade of B or higher.

**Research Project**

- No general examinations are required; however, before beginning work on a dissertation, a student must complete one research project. The purpose of the project is to introduce students to methods of research and to ensure that they can organize material and present it cogently in written form. The Research Project is ideally in a field or problem different from a subsequent PhD dissertation. The student may work as a member of a research group, but in that case the project report should be written entirely by the student, though it need not be the final version submitted for publication. Students are expected to select an area of research early in their second term in residence, and should submit a proposal for a research project to the CAS before May 15 of their first year. Normally, students devote the summer following their first academic year to research their project. They file a brief interim report on the status of their research before October 1 of their second year. The final research report is due before May 15 of the second year. The report need not describe a completed research project, but can be a description of work accomplished. Its total length should not exceed 50 pages. The report is evaluated by the supervisor and three readers. They also conduct a brief oral examination on the subject of this research as well as other topics in astrophysics from the Core courses. At the time the research project proposal is submitted, the CAS will appoint a research project committee consisting of the student’s chosen advisor plus two or three additional members. It is normally expected that this committee will serve as the Research Examination Committee for this oral examination.

If a student does not complete his or her research examination by the beginning of the first term of the third year, the Research Examination Committee must meet with the student and the student’s advisor and both provide the CAS with an evaluation of the student’s progress, and also provide the student with recommendations on how to complete the project in a timely manner.

**Foreign Language Requirement**

- The Department of Astronomy has no formal requirement in foreign languages. Students should, however, be familiar with the scientific literature in foreign languages that relates to their own work.

**Master of Arts (AM)**

- Candidates are admitted to the PhD program only. The AM degree will be awarded upon satisfactory completion of the University residence requirement: a minimum one year of full-time study in residence or equivalent. Candidates for the master’s degree must successfully complete the above departmental requirement of five Core astronomy courses (AY 150, 201a, 201b, 202a, and 202b), plus either AY 251 or Physics 251a or 210, and one additional elective.

- Harvard undergraduates with advanced standing may also complete a master’s degree in astronomy and astrophysics during their fourth year. They should be admitted to the GSAS and complete eight half-courses including AY 150, 201a, 201b, 202a, and 202b (Physics 251 or 210 is not required for the combined AB/AM degree). The elective course can be taken from the 100-level, 200-level, or
Astronomy 300. None of these eight courses can be counted for the AB degree. Some 200-level courses should be taken during the third year, since most are only offered in alternate years. Therefore interested students should contact the department early, preferably during their first or second year.

Teaching Requirements

- Department of Astronomy graduate students are required to satisfactorily teach for two terms. A student’s teaching will be evaluated by the course head. Students who are not proficient in the English language are required to demonstrate to the course head their proficiency before they are allowed to teach. Various routes to improving English communications skills are available through the University; the department will help students achieve the necessary proficiency. The Derek Bok Center for Teaching and Learning offers activities and services to aid those who teach, and is especially useful for new teaching fellows or those who are unfamiliar with teaching in the American classroom setting.

- The first two terms of a student’s teaching are part of her/his compensation package from the department (unless the student has an external fellowship, see below). Many students wish to teach more than the required amount. The department believes that students should have this opportunity if they are in good academic standing and are making good progress toward their degree. Students who undertake additional teaching will normally keep half of their teaching stipend if sufficient research funds are available. Students who wish to teach additional courses should obtain the consent of their advisors and, by University rules, must be in good academic standing. If a student has received an outside fellowship that permits additional support, they may keep the stipend from teaching in addition to the fellowship. Students also may not teach more than one course per term without the consent of the Committee on Academic Studies. It is the responsibility of the student and their advisor to ensure that additional teaching (beyond the two required terms) will not slow progress toward completion of academic/degree requirements.

Dissertation

Dissertation Advisory Committee

- By November 15 of the student’s third year, both the student and advisor should submit to the CAS a dissertation proposal and a list of possible dissertation advisory committee members.

- The Dissertation Advisory Committee monitors the student’s progress toward the completion of the dissertation, giving both advice and supervision. It includes members with interests and knowledge broadly related to the dissertation research. The student and committee will meet together at least once per term.

- The first meeting of the Dissertation Advisory Committee should take place by December 15 of the third year of graduate study. In advance of each meeting the student provides the committee members with a brief summary of current progress and problems.

PhD Dissertation

- It should generally take a student two to three years to complete the PhD dissertation. Before the final oral examination, the student is required to give a public lecture on the dissertation topic. Information on due dates for degree applications and
submission of dissertations may be obtained from the department administrator. The final manuscript should conform to the requirements described in the booklet *The Form of the PhD Dissertation* (www.gsas.harvard.edu/academic/dissertation.html).

**Final Oral Examination**

- The Committee on Academic Studies will appoint a committee to conduct a final oral examination at which the candidate will defend their PhD dissertation. The examining committee will normally include at least one member from outside the Department of Astronomy and two departmental faculty members. The examination will be confined to the dissertation and topics bearing directly on it. Note again that a public lecture on the dissertation must be given before the final oral.

**Duration of Graduate Study**

- Duration of graduate study should not ordinarily exceed five years, and students in their sixth year are encouraged to finish promptly.

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**BIOLOGICAL SCIENCES IN DENTAL MEDICINE**

**Satisfactory Progress**

- Until attainment of the PhD degree, satisfactory progress is required for Biological Sciences in Dental Medicine (BSDM) students to continue enrollment in the Graduate School of Arts and Sciences. BSDM determines progress by considering the following: performance in courses; satisfactory performance on the preliminary qualifying examination; demonstration of adequate research ability and/or level of improvement; acceptable ethical conduct; and participation in the required activities of the BSDM program.

**The First Two Years**

**First-Year Advisors**

- Each first-year student is assigned two faculty advisors: one serves as his or her program advisor and another serves as the back-up faculty advisor. Advisors will be assigned by matching research interests from among the program faculty. Each program advisor will have one advisee per incoming class.

**Courses and Grades**

- The particular courses a student is required to take may vary based upon his or her academic background. In addition to the Core curriculum some students are required to take additional courses to ensure a broad background in basic science. GSAS states that the minimum standard for satisfactory work in the Graduate School is a B average in each academic year.

**Rotations**

- Laboratory rotations are required to ensure some breadth of research experience and exposure to different research areas and laboratories in BSDM. Students are expected to have completed satisfactory rotations in at least three labs prior to full-
time dissertation research. Any student who begins his or her dissertation work in a new lab (one in which he or she has not done a rotation) must consider the first three months as a rotation. This allows for evaluation by both the student and the mentor. The choice of rotation must be approved by the program director.

The Conduct of Science

- Medical Sciences 300, The Conduct of Science, is a discussion forum on ethics and the proper conduct of science. It is designed to provide discussion among new and continuing students and faculty on matters of responsible scientific practice and ethics. All students in the BSDM program must register to take this course when it is offered either in their first or second year.

Radiation Safety Course

- All incoming BSDM graduate students are required to take the Harvard University Radiation Safety Course before beginning any type of lab work at Harvard. Students who have already completed the Harvard course will not be required to repeat it. All students entering a dissertation lab not located at Harvard School of Dental Medicine or Harvard Medical School must report to the Radiation Safety office at that institution for additional information on training. In addition, BSDM students who intend to do rotations or dissertation work at Massachusetts General Hospital (MGH) must take the MGH radiation course.

Advising

- Advising of students is multi-layered, distributed among advisors, committees, the director of Biological Sciences in Dental Medicine, the program coordinator, and GSAS. BSDM provides all students with a set of academic guidelines that describes advising. First- and second-year students are monitored by their program advisor and also have a backup advisor. After a student selects a dissertation laboratory, a dissertation advisory committee is formed. Together with the dissertation advisor, it monitors the student’s progress, offers assistance, and determines when the student can write and defend the dissertation.

Teaching

- Each student is required to serve as a teaching fellow (unpaid) for one term. Students who have met the teaching requirement may undertake additional teaching or tutoring responsibilities, but only with permission of their dissertation research advisor, if they have one, and permission of the director of Biological Sciences in Dental Medicine. Students may meet the teaching requirement through extensive participation in an outreach program for students in inner-city Boston schools.

Preliminary Qualifying Examination

- Each student is required to pass a preliminary qualifying examination administered by BSDM. Each student should follow the BSDM program’s preliminary qualifying examination procedures. This examination is given at the end of the first year or in the second year. The examination consists of a written proposal that is defended orally. Any student who has not attained a clear pass after a second
examination will be asked to withdraw from the BSDM program. A student is not allowed to register for the fourth year if she or he has not passed the preliminary qualifying examination.

Dissertation

Selecting a Dissertation Advisor

- Selection of a dissertation advisor is a two-step process: Before a student may officially begin dissertation work in a laboratory, he or she fills out a Dissertation Advisor Declaration Form (available from the BSDM program office) and obtains approval from the director of the Biological Sciences in Dental Medicine Program.

Dissertation Advisory Committees (DAC)

- An important policy of Biological Sciences in Dental Medicine is that each graduate student establish a Dissertation Advisory Committee (DAC) to provide timely and considered advising. The DAC helps set logical goals for the completion of the dissertation and monitors progress toward completion of degree requirements.
- This method of dissertation advising works well—but only if the DAC meets and reports on a regular basis. We have set forth specific and stringent guidelines to ensure that every student obtains maximal benefit from this system.
- The student’s DAC should be formed in consultation with the student and the student’s dissertation advisor. The committee should have three members not including the advisor. The dissertation advisor may be an ex officio member. The student bears primary responsibility for setting up the DAC and ensuring that it meets in timely fashion. The students should meet with his or her committee as soon as possible after the preliminary examination but in all cases, by the end of graduate year three, and each twelve months thereafter. Beginning with the fourth graduate year, students will be allowed to register for the upcoming year(s) only if their DAC has met and filed a formal report within the past twelve months.
- The DAC will meet as a group and report annually. Beginning no later than the fifth year, the DAC will ask if the research project is heading toward a plausible dissertation. The DAC may decide to meet more than one time a year for students in their fifth year and above, or in special circumstances.
- The chair of the DAC is responsible for preparation of the report, which should be signed by all committee members immediately upon conclusion of the meeting. The chair will submit the report to the program coordinator, who distributes copies to the student, to members of the DAC, and to the student’s dissertation advisor and program advisor. Immediate submission of the DAC report is important, not only so potential problems can be remedied quickly but so the student’s registration status is not jeopardized.

Preparation for the Dissertation Defense

- The FAS Registrar specifies deadlines by which the dissertation must be submitted and the dissertation examination passed to receive the PhD diploma in November, March, or June of each academic year. A dissertation information packet is available in the BSDM office specifying the steps to be taken when the student is ready to apply for the PhD degree and the various forms that need to be submitted. The information packet will be thoroughly reviewed with the student by the program coordinator. The first step is completion of two forms: the “application for degree” form and the “program
approval” form. See the Academic Calendar in Chapter I for application for degree deadline. Contact the director of graduate studies for program approval form deadline.

- Students must have a DAC report on file in the BSDM office stating that the student may begin writing the dissertation prior to processing dissertation defense paperwork.
- The dissertation must show original treatment of a fitting subject, contain a scholarly review of the pertinent literature, give evidence of independent research, and be clearly, logically, and carefully written. Students are expected to give a public seminar on their dissertation research.

**Attributions to Dissertation**
- The PhD dissertation is expected to contain a substantial amount of independent research work of publishable quality. In addition to chapters of research, each dissertation must contain introduction and conclusion chapters that present the themes of the dissertation and summarize the accomplishments. In some cases the student has done all of the work in the dissertation; more often portions of the dissertation result from collaborative research. In all dissertations containing collaborative results, the dissertation should indicate concisely who contributed the work.
- It is permissible for more than one student to include work from the same collaboration or publication as long as the required attributions are clear, justified, and complete.
- Individual chapters can be reprints of published articles as long as there are comprehensive introduction and conclusion chapters written by the student (see BSDM Academic Guidelines for more details).

**Examiners**
- The student and the student’s dissertation advisor must select at least four examining committee members: an examination chair, usually the chair of the DAC, and three examiners. If an alternate examiner is required, then the alternate must receive a copy of the dissertation and be available on the date of the defense.
- The director of Biological Sciences in Dental Medicine will approve the members from a list submitted by the candidate and his or her advisor (“Proposed Dissertation Examiners” form). All proposed examiners must be a rank of assistant professor or higher, full time. At least one member of the examination committee and the chair of the examination must be faculty from Biological Sciences in Dental Medicine and/or the Division of Medical Sciences; the dissertation advisor is not eligible to be an examiner or the chair, but usually attends the examination *ex officio*. To broaden the examination and enhance its significance, one member of the Examination Committee must be from outside Harvard University. Candidates are required to have one, but not more than one, member of the DAC become a member of the Examination Committee. The Examination Committee chair, who in most cases is the chair of the DAC, does not function as a voting examiner but may participate in the questioning of the candidate. (See BSDM Academic Guidelines for more details.)

**BSDM Vacation Policy**
- Graduate study in Biological Sciences in Dental Medicine is considered a full-time endeavor. Students are entitled to official student holidays and vacation days observed by the University or the institutions at which their dissertation laborato-
Graduate study is a year-round activity that continues between terms and throughout the summer months. Students planning to be away at times other than official vacations may do so only with the approval of the director of Biological Sciences in Dental Medicine, designated program advisor, or their dissertation advisor if they are in a dissertation research laboratory.

BIOLOGICAL SCIENCES IN PUBLIC HEALTH

Satisfactory Progress

Until attainment of the PhD degree, satisfactory progress is required for Biological Sciences in Public Health (BPH) students to continue enrollment in the Graduate School of Arts and Sciences. Biological Sciences in Public Health determines progress by considering the following: performance in courses; satisfactory performance on the preliminary qualifying examination; demonstration of adequate research ability and/or level of improvement; acceptable ethical conduct; and participation in other scholarly activities of the student’s program.

The First Two Years

First-Year Advisors

- Comprised of one faculty member from each constituent department, the BPH Curriculum Committee is responsible for advising first-year students. With the assistance of faculty advisors, graduate students select courses and laboratory rotations that best suit their needs. Advisors will provide academic and non-academic guidance until a dissertation advisor is selected, typically at the end of year one. Thereafter, most direction given to students will be from the dissertation advisor and from the Dissertation Advisory Committee.

Courses and Grades

In general, the BPH program expects that students will receive B or better grades in core and required classes to reflect their command of these topics. If students do not receive a B or better, they may be required to take additional courses to make up this deficiency. The Graduate School of Arts and Sciences (GSAS) states that the minimum standard for satisfactory work in the Graduate School is a B average in each academic year. A grade of C or Incomplete is offset by a grade of A, and a D by two A’s. Pluses and minuses are ignored for this calculation.

- Students must take one approved 5-credit course in at least 4 of the 7 Core areas (Molecular Biology, Cell Biology, Biochemistry, Genetics, Physiology, Toxicology/Cancer Cell Biology, Immunology/Infectious Diseases). In addition, students must take at least two approved courses in which critical reading and discussion of research papers are a major focus. It is recommended that students particularly seek out advanced courses that include a proposal writing exercise to prepare for the preliminary Qualifying Examination. Each student designs an individualized, flexible curriculum plan with advice from his or her advisor.

- The particular courses a student is required to take may vary based upon his or her academic background. In addition to the Core curriculum, some students are required to take additional courses to ensure a broad background in basic science and/or to correct any deficiencies in their grades.
Waiver of Course Requirements
• For some students who have successfully completed graduate-level coursework, BPH course requirements may be waived if graduate-level competence is demonstrated to the Curriculum Committee before the end of the first quarter of year one. A “Curriculum Committee Waiver Form” may be requested from the BPH Program office. A signed copy will be kept in the student’s file as documentation of the Committee’s authorization to grant an exemption to a student from further coursework in these areas.

Rotations
• BPH students are required to do official laboratory rotations before selecting a dissertation advisor who is a member of the BPH faculty. Laboratory rotations permit students to gain familiarity with several different laboratories, not only to learn concepts and techniques, but also to help select a laboratory in which they will complete their dissertation research. Students perform three ten-week laboratory rotations in three different laboratories and receive a total of ten credits for three rotations. An optional fourth rotation may be carried out in the summer prior to choosing a dissertation laboratory. By the beginning of their second year, all students are expected to have chosen a dissertation laboratory.

• The chair of the Rotations Committee meets with first-year students in the fall to identify the laboratories in which students hope to rotate over the course of the year. Potential scheduling conflicts are identified early so a plan may be developed such that all students are able to rotate in those laboratories of greatest interest to them. Before beginning any rotation, the laboratory head and the student must reach an agreement about what the project will involve and the length of the rotation. In addition, the laboratory head and student considering appropriate funding should explore whether or not this is a potential dissertation laboratory. To receive credit, a Rotation Registration Form must be completed, signed by the student, laboratory head, the Rotation Committee chair, and BPH program director prior to beginning the rotation. This form is then submitted to the BPH Program office.

• At the culmination of each laboratory rotation, students write a short report (less than ten double-spaced pages) on each rotation project. Reports are written in a standard scientific manuscript format. In addition, a specific day is chosen at the end of each rotation when all students are required to make a fifteen-minute oral presentation, plus five minutes for questions and answers, regarding their work to an audience of peers, colleagues, and interested faculty. Approximately one week prior to these oral presentations, four copies of the report are submitted to the BPH Program office for distribution to faculty responsible for evaluating student performance. Individual departments may choose to conduct additional separate presentations. The head of the rotation laboratory and one other faculty member on the BPH Rotation Committee (referred to as a “Second Reader”) is assigned to each rotation paper and at least one of them must attend the oral presentation. Both of these faculty members return written comments concerning the quality of the rotation report to the BPH Program office within three weeks after the completion of the rotation. Faculty readers are strongly encouraged to communicate their comments directly to the student as well. Students meet also with the program director to discuss their laboratory rotation performance.
Fourth Rotation in Applied Public Health

- Prior to the beginning of their second year in the program all students are expected to have chosen a dissertation laboratory. Typically, at the completion of three rotations, most students make this selection. However, an optional fourth rotation is possible following the first year of study for any student wishing to further define his or her direction in the field of public health. Students wishing to take a fourth ten-week rotation have two options. Students may opt for an additional bench-oriented rotation at the school before committing themselves to a dissertation laboratory. Those students pursuing fourth rotations elsewhere are expected to have chosen a dissertation advisor before permission will be granted to pursue an applied, public health-oriented internship outside the laboratory environment, following the same structure as a ten-week rotation. This internship may be pursued in another academic department, in an organization in the public health sector, in clinical medicine, or in industry. This internship is meant to allow students to define their interests in public health from a vantage point outside the laboratory, and then to incorporate that perspective into their future studies, research, and career plans. Students may pursue aspects of a public health problem related to their laboratory research, or issues important to their general field of study, including biostatistics and epidemiology. Students may gain experience in areas of public health other than bench research. Contact with practitioners will enable them to explore the possibilities of combining work in a second discipline with biomedical research.

- Students interested in a fourth rotation in applied public health are responsible for initiating their personal quest by first talking with faculty members in the field who will work with them in identifying a specific internship appropriate to their interests. A faculty member should be identified who would work with the student and potential internship host in developing a short proposal outlining: 1) complete name, mailing address, phone number of internship supervisor; 2) comprehensive dates of the internship/travel dates; 3) what the internship will entail; 4) what the student will do; 5) what questions the student will address; 6) what the student hopes to gain from the experience; 7) whether or not it is a paid internship.* The proposal is then submitted for approval to the chair of the fourth rotation in Applied Public Health Committee and to the program director.

*Any student planning an internship should inform the BPH program administrator as soon as possible. If wages are being paid by the internship, an adjustment must be made in stipend authorization such that students receive the appropriate level of support for the period of the fourth rotation.

The Conduct of Science

- Medical Sciences 300, The Conduct of Science, is a discussion forum on ethics and the proper conduct of science. It is designed to provide discussion among new and continuing students and faculty on matters of responsible scientific practice and ethics. All students in the BPH program must register to take this course when it is offered either in their first or second year.

Radiation Safety Course

- All incoming BPH graduate students are required to take the Harvard University Radiation Safety Course (scheduled during orientation) before beginning any type of lab work at Harvard. Students who have already completed the Harvard course
will not be required to repeat it. All students entering a dissertation lab not located at the Harvard School of Public Health must report to the Radiation Safety office at that institution for additional information on training. In addition, BPH students who intend to do rotations or dissertation work at Massachusetts General Hospital (MGH) must take the MGH radiation course.

Credit for Work Done Elsewhere
- The program may excuse a student from some of the program course requirements in consideration of courses taken elsewhere. Only courses taken after the bachelor’s degree may be given official GSAS credit toward the PhD degree. Courses for official GSAS credit cannot appear on the student’s undergraduate transcript. The maximum allowable credit for courses taken elsewhere is eight half-courses awarded at the discretion of the BPH Curriculum Committee.

Selecting a Dissertation Advisor
- Typically after completion of three rotations, and not later than the beginning of the second year, BPH students are required to select a dissertation advisor who is a member of the BPH faculty. To formalize the academic and financial responsibilities of the dissertation advisor, a Dissertation Declaration Form must be signed and submitted to the BPH Program office.

Preliminary Qualifying Examinations (PQE)
- At the end of the second year, and not later than the beginning of the fall term of the third year, students take a Preliminary Qualifying Examination (PQE). The purpose of the PQE is to assess the student’s preparation and ability to embark on original scientific investigation. The primary goal of the PQE is to evaluate the student’s ability to identify and articulate a clear hypothesis of his or her choosing based upon familiarity with relevant literature, to propose critical experiments designed to prove or to disprove the hypothesis, and to interpret experimental outcomes in a manner that indicates awareness of the limitations of the methods used. The challenge is to define a written hypothesis which, on the basis of experimentation, may be accepted or rejected.

- Second-year BPH students preparing to take their PQE Examination must first complete the BPH Preliminary Qualifying Examination Course Form, listing coursework taken that fulfills program requirements, and submit the form to the chair of the Curriculum Committee for approval before proceeding in the PQE process. It is expected that students will have the majority of their required coursework completed (or in the process of completing) prior to undertaking the PQE. Then, students are expected to choose, in consultation with their faculty mentor and the chair of the BPH PQE Steering Committee, a topic for their examination by April 15, and to complete the examination by June 15. First, students meet individually with the chair of the BPH PQE Steering Committee for approval of a proposed PQE examination topic. Prior to this meeting, students submit to the chair at least two different outlines of potential examination topics, one to two pages each. Both of these topics must be different from the anticipated dissertation research, which is described in a brief one- to two-page outline given to the chair at the same time as the proposed examination topics. The proposals should also differ from other areas of research ongoing in the disserta-
Once the specific examination topic is approved, a PQE Examination Committee is chosen, consisting of a PQE chair and two additional examiners. Normally, the PQE chair is from the same department as the student and chosen from the PQE Steering Committee composed of two members from each department. Of the two additional examiners, one must be a faculty member of the BPH PQE Steering Committee and the other can be an external (non-BPH) faculty member. An Independent Monitor, one of two BPH faculty members, will be assigned to each PQE to ensure standardized proceedings. The dissertation advisor may not be an examining member of the PQE, but may be present at the examination as a non-participating observer.

- The PQE chair will serve not only as an examiner, but will also oversee the administering of the examination and arbitrate problems. The chair will also see that the PQE Report Form is completed and on file in the BPH Program office. Students should turn in their proposal to the committee within six weeks after the final topic is chosen.

- Ten calendar days prior to the scheduled examination, the student shall submit a ten-page proposal (single-spaced, excluding references) following the form of a National Institute of Health (NIH) postdoctoral fellowship application on the topic chosen to:
  1) Chair of the PQE Committee
  2) Each examiner
  3) Faculty observer
  4) BPH Program office

- The examination proposal should include the following sections:
  1) Abstract
  2) Specific aims
  3) Background and significance
  4) Experimental design, including expected results and interpretations
  5) References (author, title, journal, inclusive pages, year)

- During the preparation of the proposal, students may consult with faculty and other students. Consultation on general issues (clarification, technical advice, etc.) is appropriate, but solicitation regarding ideas for specific aims or experimental design are inappropriate. Faculty members should not read written drafts of the proposal in order to provide extensive help. Further, students should not obtain feedback from the members of their Examination Committee.

- For the PQE examination, students should be prepared to defend and explain the hypothesis, methods, and anticipated results. The student should be ready to respond to questions based on knowledge obtained through the required courses, seminars, and reading from the area of research from which the topic was chosen. The format is a fifteen-minute student presentation summarizing the proposal, followed by examiners’ questions. The oral examination will last about two hours and is expected to cover areas that are both directly and tangentially related to the proposal topic. Outcomes are Pass, Pass with Qualifications, or Fail.

- When a student passes the examination, no further work on the PQE is required. A student who receives a pass with qualifications will be required to successfully fulfill all conditions specified by the Examination Committee. A student who fails the PQE will be permitted to retake the examination once. If the re-examination is still not passed, the student will be asked to leave the BPH Program.
Following the examination, the PQE Report Form is completed by the chair of the examination, signed by each examiner, and kept on file in the BPH Program office. Upon request, copies of this report are available to members of the Examination Committee, the dissertation advisor, and the student.

Advising

Advising of students is multi-layered, distributed among advisors, committees, program heads, program coordinators, BPH, and GSAS. The BPH program provides all students with a set of academic guidelines that describes advising. In general, first- and second-year students are monitored by the BPH Curriculum Committee. After a student selects a dissertation laboratory, a Dissertation Advisory Committee is formed. In parallel with the dissertation advisor, it monitors the student’s progress, offers assistance, and determines when the student can write and defend the dissertation.

Teaching

While the program does not have a teaching requirement, the BPH program encourages interested students to gain meaningful teaching experience as part of their graduate training. Students may undertake additional teaching or tutoring responsibilities, but only with permission of their dissertation research advisor, if they have one, and permission of their program head.

Dissertation Advisory Committee (DAC)

The purpose of the Dissertation Advisory Committee (DAC) is to help set research goals and to monitor progress toward the completion of degree requirements. Ordinarily, the DAC is composed of three faculty members, in addition to the dissertation advisor, who may serve in an ex officio capacity. At least one member must be outside the student’s department and at least one member must be part of the BPH faculty. Selection of the DAC should be made by the student in consultation with his or her dissertation advisor and the membership of DAC communicated to the BPH Program office. Ordinarily, the DAC chair will be a member of the BPH program. Students bear primary responsibility for setting up the DAC and ensuring that it meets every six months to assess student progress. Students must distribute a written progress report to the DAC at least seven working days prior to each meeting and also provide a copy to the BPH Program office. At the beginning of each DAC meeting the student shall meet privately with the committee, with the dissertation advisor out of the room, and vice versa for the dissertation advisor, with the student out of the room. A formal report must be filed with the BPH Program office after each meeting documenting progress to date and recommendations for further work.

The BPH program is required to give the Graduate School of Arts and Sciences an accounting of student progress via Satisfactory Progress Reports, a key component of which is regular DAC meetings for students in G-3 and above. Unsatisfactory progress will be reported for any student who fails to have DAC meetings at six-month intervals. However, this may be changed to satisfactory progress at the submission of a DAC Report to the BPH Program office. In addition, students are strongly encouraged to monitor their course/grade records to ensure that they are complete and accurate.
Dissertation Proposal
• Students submit a written dissertation proposal to the DAC within six months of successfully completing the PQE. The DAC and student will meet to discuss the proposal, and committee members will provide the student with feedback, guidance, and suggestions to help define the dissertation project in terms of scope, direction, and general quality. A copy of the dissertation proposal should be attached to the DAC Report and submitted to the BPH Program office.
• Prior to the beginning of the sixth term, all students are expected to have completed their PQE and to have had a DAC meeting. Unless these conditions are met, students may have their student status changed from satisfactory progress to grace. Once these conditions have been satisfied, their status may be restored to satisfactory progress.

Dissertation Preparation and Defense
• The DAC, in consultation with the dissertation advisor, determines when it is time for the student to stop laboratory work and begin writing the dissertation.

Composition of the Dissertation Examination Committee
• The student and his or her dissertation advisor select four examination committee members: three examiners and an examination committee chair. All four members must be faculty with a rank of assistant professor or higher.

BPH Vacation Policy
• Graduate study in Biological Sciences in Public Health is considered a full-time endeavor. Students are entitled to official student holidays and vacation days observed by the University or the institutions at which their dissertation laboratories are located. Graduate study is a year-round activity that continues between terms and throughout the summer months. Students planning to be away at other times may do so only with the approval of their program head, designated program advisor, or their dissertation advisor if they are in a dissertation research laboratory.
• For more extensive information about requirements for Biological Sciences in Public Health, students should consult the BPH Program office.

Composition of the Dissertation Examination Committee
• The student and his or her dissertation advisor select a dissertation examination (defense) committee comprised of four faculty at the rank of assistant professor or higher. In addition to an examination committee chair, three examiners must be chosen who meet the following profile*:
  1) One examiner must be faculty from outside of Harvard: Students often choose faculty from Tufts, MIT or Brandeis.
  2) Another examiner must be from the BPH program.
  3) The third examiner may be from either outside or inside of Harvard.

*In addition, emeritus faculty may not serve on the examination committee. In general, collaborators on the dissertation research projects should not serve on the defense committee.
• The Examination Committee chair, who moderates the defense, must be a BPH faculty member and is normally the chair of the student’s DAC. One (and only one) member from the DAC may serve on the Examination Committee.

• At least two weeks before the examination, copies of the dissertation must be presented to the BPH Program office for inspection, then delivered to the examiners by the student. BPH requires that the dissertation be submitted in loose-leaf form (unbound) so that any suggestions for revisions by the readers may be made easily. A summary of the dissertation must be delivered to the BPH Program office three weeks before the scheduled examination. The summary is to be typed and double-spaced. A pamphlet entitled The Form of the PhD Dissertation (www.gsas.harvard.edu/academic/dissertation.html), describing the requirements of the University in writing a dissertation, is available. This pamphlet is included in the Dissertation Information Packet that all students are required to pick up when they are preparing for their dissertation seminar and defense. Any questions not specifically addressed in the pamphlet may be directed to the Archives office at Widener Library.

• Examiners are expected to verify their acceptance or rejection of the dissertation via contact with the chairperson of the Dissertation Examination Committee and the BPH Program office at least seventy-two hours prior to the scheduled examination. If the dissertation is rejected, a meeting of the examiners and the student is to be convened immediately. The dissertation examination will not be held unless all examiners agree to proceed.

• The candidate is expected to give a one-hour seminar as part of the examination (on the same day as the examination), and preferably prior to the defense of the dissertation. No guidelines exist regarding the procedure to be followed during the examination. It is customary for the examination to open with a five- to ten-minute summary of the student’s work. Each reader is then asked to examine the candidate (approximately twenty minutes per reader). Then questions are permitted from anyone in attendance, at the discretion of the chairperson. The examination is open to faculty and anyone given permission from the chairperson of the examination. It has been the practice of the program to exclude graduate students other than the candidate from the dissertation examination.

Application for the Degree

• The candidate obtains three forms from the BPH Program office:
  1) Department Approval Form: signed by the director and the dissertation advisor. This form certifies that the candidate is entitled to file an application for the PhD degree.
  2) Application for Degree: signed by the director who will file it with the registrar in Cambridge.
  3) Proposed Examiners Approval Form: signed by the director.

• Dissertation Acceptance Certificate: Before the examination, the BPH Program office will provide the chairperson of the Examination Committee with two forms.
  1) The first of these forms, the Dissertation Acceptance Certificate, must be signed by the readers of the dissertation at the end of the examination and returned to the BPH Program office. The BPH Program office forwards this certificate to the GSAS Registrar’s office in Cambridge. If extensive corrections are to be made, the BPH Program office will hold the certificate until the chair of the Examination
Committee notifies them that corrections have been made and approved. 2) The second of these forms should be completed by the chairperson, constituting the official record of the examination for the BPH program and should be returned to the BPH Program office.

**Binding and Delivery of the Dissertation Following the Examination**

- Following the examination, the student, with the help of the dissertation advisor, should make any necessary corrections to the dissertation. It is then the student’s responsibility to have four copies of the dissertation bound and delivered in the following manner:
  1) Original (containing the Dissertation Acceptance Certificate) and one copy must be received by the Registrar in Cambridge by the specified date for the term.
  2) One copy to the BPH Program office.
  3) One copy to the dissertation advisor’s department.

**BIOLOGY, CHEMICAL**

**Program of Study and Formal Academic Requirements**

- The objective of the Chemical Biology Program is to prepare investigators with diverse backgrounds for independent research careers in which the concepts and methods of chemistry are applied to biological problems. This objective is met through individually designed programs involving formal courses both in the Chemical Biology program and in related fields, rotations in different labs, qualifying examinations, proposal preparation, independent research, and dissertation writing.

- Three basic courses that define the intellectual tools of the field and case studies of their application are: “Cell Biology for Physical Scientists”; “Organic Chemistry for Biologists”; and “Strategies in Chemical Biology.”

**Languages**

- There is no formal language examination but students are encouraged to gain a reading knowledge of one foreign language.

**Laboratory Rotations**

- Students are expected to complete a minimum of two laboratory rotations, preferably one in a laboratory with a strong biological emphasis and another in a laboratory with a strong chemical emphasis.

- Rotations are of sufficient length to accomplish a substantial body of work, and additional rotations beyond the minimum two are encouraged.

- Laboratory rotations are approved by the director (co-directors) with some decisions being referred to the entire Committee on Higher Degrees in Chemical Biology (CHDCB). At least one (and preferably two) of the rotations should be in the laboratory of a Chemical Biology Program member.

**Teaching Requirement**

- Students are required to serve as a teaching fellow for one course by the end of their second year of graduate study. The course should be relevant to chemical biology but need not be one of the core courses.
Preliminary Dissertation Qualifying Examination

- Before beginning dissertation research, a student must pass five half-courses distributed between chemistry and biology subject areas; do satisfactory work in two laboratory rotations; and submit and defend an original research proposal (qualifying examination).

- The qualifying examination ensures that the student is prepared to undertake dissertation research and is normally taken by the end of the third term of residence. It is an oral examination administered by three (or more) faculty members.

- The purpose of the oral defense of the qualifying research proposal is to ensure that the student is adequately prepared to embark on dissertation research. The examination is usually taken in the fourth term of residence, before the chair and two examiners knowledgeable in the field of the research proposal. Re-examination is permitted.

- As a rule, students are not permitted to enter the third year of graduate study unless the qualifying examination has been passed.

Selecting a Dissertation Advisor

- After the initial courses and laboratory rotations are successfully completed, a student selects a field of study. Most students also select a dissertation advisor, who takes on the remaining responsibilities of the academic advisor and directs the student’s PhD research.

Dissertation Advisory Committee

- A few students may wish to design their dissertation projects taking advantage of the interdisciplinary nature of chemical biology. These students should propose a research plan to their academic advisors. The academic advisor then consults with the Committee on Higher Degrees in Chemical Biology (CHDCB) as to the wisdom of proceeding with such a plan. Criteria for approval of a student for this program includes a degree of interaction with the faculty in both formal class settings and more informal settings along with the originality and feasibility of the proposed research plan. For these students, the academic advisor serves on the student’s Dissertation Advisory Committee (DAC).

- The committee consists of two members who are Chemical Biology Program members. The examination emphasizes general knowledge, reasoning, ability to formulate a research plan, and ability to engage in high-level scientific discourse.

- Each student, in consultation with his or her dissertation advisor or academic advisor, nominates a DAC to oversee the progress of his or her research. In most cases, this is done at the beginning of the student’s third year. The DAC membership is approved by the CHDCB. At the same time, the student’s proposed program of research is reviewed and approved in writing by the DAC. The DAC meets with the student at least once per year to review progress and offer advice.

Preparing for the Dissertation Defense

- On receipt of the dissertation, the CHDCB chair appoints a reading committee of three to judge the dissertation. The dissertation defense is composed of two parts: the public seminar and the private defense. In the private defense, the candidate is questioned on the subject of the dissertation and its relation to the student’s special field and collateral subjects. If the reading committee is unable to agree on its recommendations, the question of accepting the dissertation is decided by the CHDCB.
BIOLOGY, DIVISION OF MEDICAL SCIENCES

Satisfactory Progress

Until attainment of the PhD degree, satisfactory progress is required for Division of Medical Sciences (DMS) students to continue enrollment in the Graduate School of Arts and Sciences. Each program in the Division of Medical Sciences determines progress by considering the following: performance in courses; satisfactory performance on the preliminary examination; demonstration of adequate research ability and/or level of improvement; acceptable ethical conduct; participation in other scholarly activities of the student’s program; and required activities of the Division of Medical Sciences.

The First Two Years

First-Year Advisors

• Each first-year student is assigned a faculty advisor or committee to assist him or her in course selection. Sometimes the advisor serves as the academic advisor to all first-year students in that program. This process continues until each student has an individual Dissertation Advisory Committee (DAC) in place.

Courses and Grades

• The particular courses a student is required to take vary among programs. In addition to each program’s Core curriculum, some programs require that students take additional courses to ensure a broad background in basic science. GSAS states that the minimum standard for satisfactory work in the Graduate School is a B average in each academic year.

Rotations

• Laboratory rotations are required to ensure some breadth of research experience and exposure to opportunities in the Division of Medical Sciences and to give the student a trial period before making a commitment for dissertation work. Students are expected to have completed satisfactory rotations in at least two labs prior to full-time research; many students complete three rotations, which is strongly recommended. Any student who begins his or her dissertation work in a new lab (one in which they have not done a rotation) must consider the first three months as a rotation. This allows for evaluation by both the student and the mentor.

The Conduct of Science

• Medical Sciences 300, The Conduct of Science, is a discussion forum on ethics and the proper conduct of science. It is designed to provide discussion among new and continuing students and faculty on matters of responsible scientific practice and ethics. All students in the Division of Medical Sciences must register to take this course when it is offered either in their first or second year.

Radiation Safety Course

• All incoming DMS graduate students are required to take the Harvard University Radiation Safety Course (scheduled during orientation) before beginning any type of lab work at Harvard. Students who have already completed the Harvard course will not be required to repeat it. All students entering a dissertation lab not located at HMS...
must report to the Radiation Safety office at that institution for additional information on training. In addition, DMS students who intend to do rotations or dissertation work at Massachusetts General Hospital (MGH) must take the MGH radiation course.

Credit for Work Done Elsewhere
• The programs may excuse a student from some of the program course requirements in consideration of courses taken elsewhere. Only courses taken after the bachelor’s degree may be given official GSAS credit toward the PhD degree. Courses for official GSAS credit cannot appear on the student’s undergraduate transcript. The maximum allowable credit for courses taken elsewhere is eight half-courses.

Advising
• Advising of students is multi-layered, distributed among advisors, committees, program heads, program coordinators, DMS, and GSAS. The division provides all students with a set of academic guidelines that describes advising. This varies in specific form for the individual programs in DMS. In general, first- and second-year students are monitored by academic advisors or academic advisory committees. After a student selects a dissertation laboratory, a Dissertation Advisory Committee is formed. In parallel with the dissertation advisor, it monitors the student’s progress, offers assistance, and determines when the student can write and defend the dissertation.

Master of Arts (AM)
• The programs in the Division of Medical Sciences offer PhD training and do not accept candidates for a master’s degree. Only under exceptional circumstances does the faculty award a master’s degree. Eligibility is determined on a case-by-case basis.

Teaching
• DMS encourages students to gain meaningful teaching experience as part of their graduate training. While DMS does not have its own teaching requirement, several individual programs include a term of teaching among the academic requirements. Students who have met their program’s teaching requirement may undertake additional teaching or tutoring responsibilities, but only with permission of their dissertation research advisor, if they have one, and permission of their respective program head.

Preliminary Examinations
• Each student is required to pass a preliminary examination administered by the student’s program. Each student should follow his or her program’s preliminary examination procedures. This examination is given at the end of the first year or in the second year. The preliminary examination varies somewhat from program to program. The common format consists of a written proposal that is defended orally. Continued enrollment for any student who has not attained a clear pass after a second examination, if one had been approved, will be considered and determined by a committee of faculty from the student’s program and from the director of graduate studies of the Division of Medical Sciences. A student is not allowed to register for the fourth year if he or she has not passed the preliminary examination.
Dissertation

Selecting a Dissertation Advisor

- Selection of a dissertation advisor is a multi-step process: Before a student may officially begin dissertation work in a laboratory, his or her selection of a dissertation advisor must be approved by the director of graduate studies for DMS. When a student decides on a dissertation advisor he or she initiates this process by obtaining a Dissertation Advisor Declaration Form (available from each program coordinator).

Dissertation Advisory Committees (DAC)

- An important policy of the Division of Medical Sciences is that each graduate student establish a Dissertation Advisory Committee (DAC) to provide timely and considered advising. The DAC helps set logical goals for the completion of the dissertation and monitors progress toward completion of degree requirements.
- This method of dissertation advising works well—but only if the Dissertation Advisory Committee meets and reports on a regular basis. We have set forth specific and stringent guidelines to ensure that every student obtains maximal benefit from this system.
- The student’s Dissertation Advisory Committee should be formed in consultation with the student and the student’s dissertation advisor. The committee should have three members not including the advisor. The dissertation advisor may be an ex officio member. Each student bears primary responsibility for setting up the Dissertation Advisory Committee and ensuring that it meets in a timely fashion. The student should meet with his or her committee as soon as possible after the preliminary examination; but in all cases, by the end of graduate year three, and each twelve months thereafter. Beginning with the fourth graduate year, students will be allowed to register for the upcoming year(s) only if their Dissertation Advisory Committees have met and filed a formal report within the past twelve months.
- The Dissertation Advisory Committee will meet as a group and report annually. Beginning no later than the fifth year, the Dissertation Advisory Committee will ask if the research project is heading toward a plausible dissertation. The Dissertation Advisory Committee may decide to meet more than one time a year for students in their fifth year and above, or in special circumstances.
- The chair of the Dissertation Advisory Committee is responsible for the preparation of the report, which should be signed by all committee members immediately upon conclusion of the meeting. The chair will submit the report to the program coordinator, who distributes copies to the student, to the program advisory committee, and to the office of the Division of Medical Sciences. Immediate submission of the DAC report is important, not only so potential problems can be remedied quickly, but so the student’s registration status is not jeopardized.

Preparation for the Dissertation Defense

- The FAS Registrar specifies deadlines by which the dissertation must be submitted and the dissertation examination passed to receive the PhD diploma in November, March, or June of each academic year. A dissertation information packet is available in the division office specifying the steps to be taken when the student is ready to apply for the PhD degree and the various forms that need to be submitted. The information packet will be thoroughly reviewed with the student by a member of the
division staff. The first step is completion of two forms: the “application for degree” form and the “program approval” form. The deadline for submitting these forms can be more than three months before the student expects to receive the degree.

- Students must have a Dissertation Advisory Committee report on file in the Division of Medical Sciences office stating that the student may begin writing the dissertation prior to processing dissertation defense paperwork.
- The dissertation must show original treatment of a fitting subject, contain a scholarly review of the pertinent literature, give evidence of independent research, and be clearly, logically, and carefully written. Students are expected to give a public seminar on their dissertation research.

Attributes to Dissertation

- The PhD dissertation is expected to contain a substantial amount of independent research work of publishable quality. In addition to chapters of research, each dissertation must contain introduction and conclusion chapters which present the themes of the dissertation and summarize the accomplishments. In some cases the student has done all of the work in the dissertation; more often portions of the dissertation result from collaborative research. In all dissertations containing collaborative results, the dissertation should indicate concisely who contributed the work.
- It is permissible for more than one student to include work from the same collaboration or publication as long as the required attributions are clear, justified, and complete.
- Individual chapters can be reprints of published articles as long as there are comprehensive introduction and conclusion chapters written by the student. (See DMS Academic Guidelines for more details.)

Examiners

- The student and the student’s dissertation advisor must select at least four examining committee members: an examination chair, usually a member of the Dissertation Advisory Committee, and three examiners. If an alternate examiner is requested, then the alternate must receive a copy of the dissertation and be available on the date of the defense.
- The director of graduate studies of the Division of Medical Sciences and the head or designated faculty member of the candidate’s program will approve the members from a list submitted by the candidate and his or her advisor (“Proposed Dissertation Examiners” form). All proposed examiners must be the rank of assistant professor or higher. At least one member of the examination committee and the chair of the examination must be faculty from the Division of Medical Sciences; the dissertation advisor is not eligible to be an examiner or the chair, but usually attends the examination ex officio. To broaden the examination and enhance its significance, one member of the examination committee must be from outside Harvard University. Candidates are required to have one, but not more than one, member of the Dissertation Advisory Committee become a member of the Examination Committee. The Examination Committee chair, who in many cases is the chair of the Dissertation Advisory Committee, does not function as a voting examiner but may participate in the questioning of the candidate.
Past collaborators and co-authors are usually not appropriate to be examiners. It is the student’s responsibility to indicate any possible relationship of this kind. In rare cases and with appropriate attribution, such faculty may be included on a committee after special appeal to the program and the Division of Medical Sciences. (See DMS Academic Guidelines for more details.)

DMS Vacation Policy

Graduate study in the Division of Medical Sciences is considered a full-time endeavor. Students are entitled to official student holidays and vacation days observed by the University or the institutions at which their dissertation laboratories are located. Graduate study is a year-round activity that continues between terms and throughout the summer months. Students planning to be away at times other than official vacations may do so only with the approval of their program head, designated program advisor, or their dissertation advisor if they are in a dissertation research laboratory.

For more extensive information about the Division of Medical Sciences requirements, students should consult the Division of Medical Sciences and their program offices.

**BIOLOGY, MOLECULAR AND CELLULAR**

**The First Two Years**

Coursework

First-year students are required to take three courses each term. The laboratory rotation (see below) counts as the fourth course. In addition, students must take a seminar course in scientific ethics in the spring of either their first or second year of study.

Courses are selected primarily from Molecular and Cellular Biology (MCB) department offerings. In addition, students are free to enroll in courses offered by the Departments of Chemistry and Chemical Biology, Organismic and Evolutionary Biology, or the Division of Medical Sciences. Students may cross-register in courses offered by the Massachusetts Institute of Technology (MIT).

Students select courses in consultation with executive committee members from one of two training programs. The Molecular, Cellular, and Chemical Biology Program (MCCB) is composed of faculty members from both the Department of Molecular and Cellular Biology and the Department of Chemistry and Chemical Biology. The Genetics and Genomics Training Program includes faculty from the Department of Molecular and Cellular Biology as well as the Department of Organismic and Evolutionary Biology.

Laboratory Rotations

During their first semester, students spend about 30% of their time conducting experimental research in the laboratories of faculty members. Each rotation is for a month, and there is an option for a fourth rotation in the second semester. Students select the laboratories in which they wish to rotate; however, program directors make final decisions. Some students pursue an additional rotation during the summer preceding their first year. During the laboratory rotations, students are able to interact with individual faculty members and explore possible subjects for future dissertation research.
Foreign Languages
- There is no foreign language requirement for the PhD degree.

Dissertation Research
- Each student arranges for a permanent faculty dissertation advisor by mid-January of the first academic year and begins dissertation research during the second semester.

Master of Arts (AM)
- Conferred as a non-terminal degree only.

Teaching
- Each student is required to serve as a teaching fellow for two terms, usually one term in each of the second and third years. In one of these terms, the student must teach in one of the major undergraduate courses required by their particular training grant program.
- Once required teaching has been completed, a student may, with the approval of the director of graduate studies, teach for an additional term.

Advising
- In the third year, students select a dissertation committee in consultation with their faculty advisor and members of their training grant committee. The dissertation committee consists of two FAS faculty members, one of whom must be a senior MCB faculty member. The third member may be chosen from another department or school. At least one member of the committee must be affiliated with the student’s particular training grant program. The faculty advisor may be present at all committee meetings and at the dissertation defense meeting, but may not be part of it. An ombuds committee composed of two faculty members is in place should problems arise between student and advisor.

Candidacy Examinations and Evaluation
- A faculty committee that meets with the student to discuss his or her dissertation proposal evaluates MCB students in the spring of their second year. Students accepted to candidacy arrange to meet annually with their dissertation committee and must hold a formal presentation in year four to discuss the progress of their research.

Dissertation

Dissertation Defense
- Three to four years of full-time research are usually required for completion of the PhD degree. Students are expected to complete the program in their fifth year of study. Support is not provided beyond the sixth year.
- Completed research is presented for approval as a written dissertation. Candidates will submit a copy of their dissertation to each member of their dissertation committee at least three weeks prior to their defense.
Ch VI Degree Requirements—Biology, Organismic and Evolutionary

- Granting of the degree requires the approval of the candidate’s dissertation committee members, who review the dissertation and examine the student on the contents of the dissertation. Candidates will also be called upon to demonstrate the ability to formulate and defend original ideas on scientific topics not directly related to the subject of the dissertation.

Dissertation
- The dissertation should include an abstract of not more than 350 words, stating the purpose, main results, and research conclusions.
- Procedures and requirements for the final dissertation manuscript are described in The Form of the PhD Dissertation that is available at the Registrar’s office or online at www.gsas.harvard.edu/academic/dissertation.html.

BIOLOGY, ORGANISMIC AND EVOLUTIONARY

The First Two Years

Courses
- Students must complete successfully at least sixteen half-courses, passed with distinction. No more than twelve half-courses of research (300 level) taken under the direction of members of the faculty will count toward fulfilling the academic requirements.
- In consultation with each incoming student and the advisor, the graduate committee will determine, on the basis of the student’s prior training, courses that must be taken (prescriptions) prior to the qualifying examination. Prescriptions must be completed with a grade of B- or better.

Advising
- Upon admission, students will be assigned a faculty member in the department to serve as a dissertation research advisor.
- Every student must have an advisor who is a faculty member in the Department of Organismic and Evolutionary Biology at all times. Failure to make arrangements for an advisor may result in dismissal from the department.
- A student may request to change research advisor(s) by filling out a change of advisor form available in the departmental office. Students are encouraged to consult freely with any staff member on matters pertaining to their programs and may change to another advisor at any time, subject only to the approval of the new advisor and notification to the departmental office.
- Change of advisor forms are available in the departmental office.
- In the third year, the student, under the consultation of the advisor, will set up a dissertation committee consisting of the advisor and two other members of the department. Additional members affiliated with other departments or institutions may be approved by the chair of the graduate committee.
Qualifying Examination

- An oral qualifying examination is taken before the end of the second year of graduate study.
- The examination committee will consist of the student’s advisor as chair and three additional faculty members. At least two of the additional faculty members must be members of the OEB faculty. The overall committee composition must be approved by the chair of the graduate committee.
- The student, after consultation with the advisor, should submit a potential examination committee plus three broad topics for the qualifying examination to the graduate committee by the end of fall term final examinations. The topics should be pertinent but not restricted to the specific topic of the proposed or ongoing dissertation research. One month prior to the qualifying examination, the student must submit to the chair of the graduate committee and to the OEB departmental office the formal Notice of Qualifying Examination with the time and location of the examination. Once approved by the chair, a qualifying examination notice will be sent to all OEB faculty members.
- Preparation should include a dissertation proposal and a syllabus outline for three potential courses that could be taught corresponding to the three topic areas. These materials should be presented to the committee at least two weeks prior to the examination.
- During the qualifying examination, the student’s knowledge of at least two of the three chosen areas will be appraised. In addition to this evaluation, the examination committee will determine whether the student has satisfactorily completed the prescribed studies stipulated by the prescription committee.
- Deficiencies revealed in the course of the qualifying examination may require:
  1) that the student be re-examined at a later date, or
  2) that the student not be admitted to candidacy for the PhD degree.

Master of Arts (AM)

- The Department of Organismic and Evolutionary Biology does not admit students whose sole purpose is to study for the master of arts degree.
- Graduate students admitted to the PhD program may apply for the AM degree if they fulfill the following requirements:
  1) One year of full-time study (eight graded half-courses) with no grades lower than B-.  
  2) Two of the eight courses must be at the 200 level.  
  3) At least one course must include original investigation under the guidance of a member of the department.  
  4) No more than four half-courses in Biology 300 (research).  
  5) TIME will not ordinarily be accepted toward the AM degree.  
  6) An overall grade average of B or better.  
  7) AM candidates must submit a written paper based on original research.
Dissertation

The Dissertation Conference

• The dissertation conference is an opportunity to review the proposed dissertation, its progress and potential, with the advisor and the dissertation committee.

• The dissertation conference should be held annually, with the first conference taking place in April of the student’s third year. The student should arrange the conference in March of the fourth year of study, and then in the month of February for all subsequent years.

• One month prior to a conference, a one-page abstract of proposed and/or completed work, and the time and location of the conference, should be submitted to the OEB departmental office.

• At a conference the student should present a brief account of the results obtained, plans for additional research, and the anticipated timetable for completion. In the advanced stages of a dissertation, the committee may give a preliminary assessment of the acceptability of the dissertation and suggest modifications.

The Dissertation

• The dissertation is written under the supervision of the student’s research advisor and will be read by members of the dissertation committee. The dissertation committee will consist of the student’s advisor, who will serve as chair, and at least two other members suggested by the advisor and approved by the chair of the graduate committee. Three members of the committee must be members of the Department of Organismic and Evolutionary Biology.

• Prior to the dissertation examination, the candidate will prepare a summary of the dissertation for distribution to members of the committee. Final copies of the dissertation must conform to the standards described in The Form of the PhD Dissertation (www.gsas.harvard.edu/academic/dissertation.html).

• PhD candidates are required to present the subject matter of their dissertation at an open seminar in the department to which the dissertation committee and all members of the OEB faculty are invited. This presentation shall occur before the dissertation examination by members of the dissertation committee.

The Dissertation Examination

• The oral dissertation examination is held at least one month before degrees are conferred. Two weeks prior to the public presentation, the candidate must submit two copies of the final dissertation (unbound) to the dissertation committee and a third copy to the OEB departmental office for review by other members of the faculty. After the examination, the committee will decide whether the candidate passes, fails, or passes on condition of specific modifications to the dissertation.
BIOPHYSICS

The First Two Years

• The academic requirement for the PhD degree consists of not less than two years—at least one of which must be in residence at the Harvard Graduate School of Arts and Sciences—devoted to advanced studies approved as suitable preparation for the degree by the Committee on Higher Degrees in Biophysics.

• In estimating the extent of a candidate’s study for the degree, the advanced work done in other graduate departments of Harvard or of other universities will be considered.

• A year’s work for a resident student normally consists of four courses (eight half-courses) of advanced grade. Under certain conditions, summer courses taken at the Marine Biological Laboratory in Woods Hole may be counted for credit toward the degree.

• The biophysics program anticipates completion of formal course studies in the first two years.

Languages

• There is no language examination but students are encouraged to gain a reading knowledge of one foreign language, preferably German, Russian, or French.

The Conduct of Science

• Medical Sciences 300, The Conduct of Science, is a discussion forum on ethics and the proper conduct of science. It is designed to provide discussion among new and continuing students and faculty on matters of responsible scientific practice and ethics. All students in the biophysics program must register to take this course when it is offered either in their first or second year.

Radiation Safety Course

• All incoming biophysics graduate students are required to take the Harvard University Radiation Safety Course before entering into any type of lab work at Harvard. Students who have already completed the Harvard course will not be required to repeat it. All students entering a dissertation lab not located at Harvard Medical School (HMS) must report to the Radiation Safety office at that institution for additional information on training. In addition, students who intend to do rotations or dissertation work at Massachusetts General Hospital (MGH) must take the MGH radiation course.

Teaching Requirement

• Students are required to assist with the teaching of one course by the end of their second year of study.

Advising

• The program chair meets with each student at least two times during his or her first year to monitor progress.

• Subsequent to completing the qualifying examination, students are assigned a Dissertation Advisory Committee (DAC) to periodically review and advise on students’ progress toward completion of dissertation.
Ch VI Degree Requirements—Biophysics

Preliminary Dissertation Qualifying Examination

Before beginning dissertation research, it is normally necessary for the student to fulfill the following requirements: 1) pass one Harvard course in four subject areas listed in the Program of Study (see Programs in the Natural Sciences); 2) do satisfactory work in three laboratory rotations; and 3) submit and defend an original research proposal (qualifying examination).

The purpose of the qualifying examination is to ensure that the student is adequately prepared to embark on dissertation research. The examination is normally given at the end of the fourth term of residence before the chair and three examiners knowledgeable in the field of the research proposal. Re-examination will be permitted.

As a rule, students who have not completed and passed the qualifying examination by the end of their second year of graduate study will be put on unsatisfactory status.

Students who submit and fail the qualifying examination may be requested to withdraw from the program.

Selecting a Dissertation Advisor

When students have decided on a special field of study and on the dissertation advisor with whom they wish to work, they request approval from the Committee on Higher Degrees in Biophysics.

Dissertation

Dissertation Advisory Committee

Upon successful completion of the qualifying examination, a student must arrange for the appointment of a Dissertation Advisory Committee, which will monitor and report on the progress of the student on an annual or biannual basis. The Dissertation Advisory Committee (DAC) should consist of at least three faculty members exclusive of the student’s dissertation advisor.

A prospective sixth-year student must have obtained approval of a dissertation prospectus or its departmental equivalent.

Preparing for the Dissertation Defense

It is expected that the preparation of a dissertation will usually require full-time work for no fewer than one-and-a-half years, following the qualifying examination. The dissertation must give evidence of independent original research and be clearly, logically, and carefully written in proper English. The final manuscript must conform to the requirements described in The Form of the PhD Dissertation (www.gsas.harvard.edu/academic/dissertation.html).

A student who expects to complete a dissertation in time to receive a degree the following June, November, or March must file an application for degree, accompanied by a note of approval from the dissertation advisor, at the Registrar’s office of the Faculty of Arts and Sciences, not later than a date specified each year in this handbook.

Copies of the completed typewritten dissertation must be submitted to the Dissertation Examining Committee and the chair of the Committee on Higher Degrees in Biophysics at least two weeks before the final examination is scheduled to take place. To obtain a degree at the end of the academic year, sufficient time must be allowed for the examination, dissertation correction, and binding.
Examiners

- The student and the student’s dissertation advisor must select three examining committee members to be submitted to the chair of the Committee on Higher Degrees for approval.
- In accordance with GSAS policy, three signatures are required on the dissertation acceptance certificate; two examiners signing the dissertation acceptance certificate must hold an FAS faculty appointment. The chair of the Committee on Higher Degrees in Biophysics may serve in the capacity of an FAS appointed signatory.

Public Seminar and Private Oral Defense

- The dissertation examination has two components: public seminar and private oral defense. In the oral defense, the candidates will be questioned on the subject of the dissertation and its relation to the student’s special field and collateral subjects. If the reading committee is unable to agree on its recommendations, the Committee on Higher Degrees in Biophysics will decide the question of the acceptance of the dissertation.
- On completion of all the requirements, the original bound dissertation, with the Dissertation Acceptance Certificate signed by the reading committee, and one unbound copy, will be deposited at the Office of the Registrar of FAS, for inspection by any member of the Faculty of Arts and Sciences.
- After Commencement, the original bound copy will be deposited in the Harvard Library, open to public inspection. A second bound copy will be kept by the committee chair, and a third bound copy will be kept by the department in which the student worked.

BIOSTATISTICS

The First Two Years

Advising and Course Selection

- Each first-year student is assigned a faculty advisor by the Biostatistics Student Advising Committee. The faculty advisor will assist the student in course selection and other academic issues until the student has selected a dissertation advisor. The Student Advising Committee oversees student advising and orientation, funding concerns, teaching and research assistantships, and other related matters.
- The particular courses a student is required to take may vary based upon his or her academic background. The specific requirements for the PhD in Biostatistics are outlined in the Biostatistics Graduate Student Handbook. The Biostatistics Degree Program Committee is responsible for reviewing the student’s program of study and has the authority to consider exceptions to the rules and regulations established by the department. The recommendations of the Biostatistics Degree Program Committee are forwarded to the department chair for final approval.
- Advising of students comes from faculty advisors, course instructors, the Biostatistics Student Advising Committee, the department chair, other faculty, and GSAS. First- and second-year students are monitored by the Committee on Good Academic Standing. Third- and higher-year students are monitored by their dissertation advisor and their Research Committee.
Credit for Work Done Elsewhere

• The program may excuse a student from some of the program course requirements in consideration of courses taken elsewhere. Only graduate courses taken after the bachelor’s degree may be given official GSAS credit toward the PhD degree. The maximum allowable credit for courses taken elsewhere is eight half-courses (a half-course is equivalent to a five-unit Harvard School of Public Health course). Students petitioning for credit for work done elsewhere should seek the approval of the Biostatistics Degree Program Committee. The recommendations of the Biostatistics Degree Program Committee are forwarded to the department chair for final approval.

Master of Arts (AM)

• No one is admitted as a candidate for the AM, only for the PhD. Nevertheless, the requirements for the master’s degree must be satisfied by all students as they move toward the PhD and are expected to be completed by the end of the fourth term. The AM degree may be granted when these requirements are fulfilled. In addition, the department may confer a terminal AM on students who will not be completing the requirements for the PhD.

• For the AM degree, a minimum of two full years of coursework with a minimum average grade of B is required. The specific requirements for the AM in Biostatistics are outlined in the Biostatistics Graduate Student Handbook. Upon fulfilling the AM requirements, students should submit an application for the master’s degree.

Teaching

• The Biostatistics program encourages its students to gain meaningful teaching experience as part of their graduate training. Most PhD students participate as a teaching assistant in a course offered by the department.

Computing

• Students entering the PhD program in biostatistics are expected to have experience with a programming language and one or more statistical packages. Given the increasing reliance of statistical practice on computing technology, students are recommended to take one or more courses in statistical computing as part of their program.

Qualifying Examinations

• Each student must take and pass two qualifying examinations: a written qualifying examination and, later, an oral examination.

• The written qualifying examination assesses the student’s background in probability and statistical theory and in applications. It is administered annually by the Biostatistics Qualifying Examination Committee. The written examination is typically given just prior to the spring term of the second academic year. The Biostatistics Qualifying Examination Committee supervises the writing and grading of the examination. A student who has not passed the written qualifying examination after two attempts will be asked to leave the program.
The oral qualifying examination assesses the student’s potential to perform research in a chosen field, and examines the student’s knowledge of his or her fields of study. The oral examination should be scheduled within two terms of passing the written examination. The student nominates an Oral Qualifying Examination Committee of at least three faculty members who will give this examination. The membership of the Oral Qualifying Examination Committee must be approved by the department chair. Successful completion of the written qualifying examination is a prerequisite for taking the oral qualifying examination.

Dissertation Advisor Selection

Students select their dissertation advisors following their successful completion of the written qualifying examination. The dissertation advisor will take over the duties of academic advising from the student’s faculty advisor. A student’s selection of dissertation advisor must be approved by the department chair.

Research Committee

After a student has passed the oral qualifying examination, the student, in consultation with the dissertation advisor, nominates a Research Committee to oversee the student’s progress. The Research Committee ordinarily consists of the dissertation advisor, who serves as the chairperson, and two or more faculty members. The membership of the Research Committee must be approved by the department chair. The Research Committee will provide timely and considered advising to the student. The Research Committee helps set logical goals for the completion of the dissertation and monitors progress toward completion of degree requirements. The student is responsible for arranging periodic meetings with the Research Committee, which should convene at least once every six months. The Research Committee will prepare a written report after each committee meeting, which will be distributed to the student and to the Registrar’s office of the Harvard School of Public Health.

Preparation for the Dissertation Defense

The GSAS Registrar specifies deadlines by which the dissertation must be submitted and the dissertation examination passed to receive the PhD diploma in November, March, or June of each academic year. A dissertation information packet is available from the Registrar’s office or from the biostatistics administration office specifying the steps to be taken when the student is ready to apply for the PhD degree and the various forms that need to be submitted. The dissertation should be an original contribution to scientific knowledge. It can contribute to a subject matter field through innovative application of existing methodology, can produce an original methodologic contribution, or be a combination of the two. Acceptance of the dissertation is the responsibility of the student’s Research Committee, the department, and GSAS. When the dissertation is complete, the student defends it to the Research Committee at a public presentation. The defense must be scheduled at least three weeks in advance. Copies of the dissertation should be given to members of the Research Committee and the department chair at least two weeks before the defense.
BUSINESS ECONOMICS

Program of Study

• Each candidate’s program of study will be developed in consultation with the chair of the Programs and Admissions Committee. The normal program is outlined below.

The First Two Years

The First Year
• Four one-term courses in graduate economic theory (micro-economics, general equilibrium, and macro-economics) are required to prepare for the written general examinations in theory. All courses should be completed with a grade of B or better.
• Two one-term courses in graduate quantitative methods (Economics 2110a and either 2110b or a more advanced course in econometrics) must be completed with a grade of B or better.
• Two written examinations in economic theory, one in micro-economics and one in macro-economics are required. Students must pass each examination with a grade of B or better. Students ordinarily take both examinations at the end of their first year of study.

Advising
• The Policy and Admissions Committee designates faculty members at the Business School and the Faculty of Arts and Sciences as sponsors for each student upon entrance into the Business Economics program. The sponsors, in conjunction with the Doctoral Programs office at Harvard Business School (HBS), will assist the student in deciding which courses to take and how to fulfill various degree requirements. It is expected that students will establish relationships with other faculty members, and it is possible that the major academic advisory role may be assumed by different faculty members in the dissertation stage of a candidate’s program. However, students are strongly advised to consult with the sponsors and with the officers of the PhD programs during all stages of PhD work.

The Second Year
• A one-term course in business history is required.
• Students without an MBA should begin to take some of the five MBA elective curriculum courses they are required to complete. Students with an MBA are required to take one HBS/MBA general management elective.
• The preparation of the special field begins. The special field should represent some synthesis of an area or areas of study in business administration with appropriate complementary areas of economics. In preparing the special field, the student nominates an ad hoc committee consisting of three faculty members (including one member from the Department of Economics and one from the Business School) to supervise the field preparation and administer the special field examination. The student will then prepare the special field by taking appropriate courses and readings, and by consulting with the Special Field Committee.
• Successful completion of the oral Special Field Examination.
Subsequent Years

MBA Courses
- Students without an MBA should complete the Management Orientation Program and the five MBA one-term course requirement by the end of the third year. Students must complete each course in the upper fifty percent of the class.

Teaching
- The student either will work with a member of the HBS faculty as a course assistant for a one-term MBA course, or with a faculty member of the Department of Economics as a course/teaching assistant for a one-term course.

The Dissertation
- After passing the Special Field Examination, the student is assigned a faculty dissertation committee consisting of three members of the Harvard faculty; two of whom must be members of the Faculty of Arts and Sciences (one must be in the Department of Economics and one must be from the Business School).
- The dissertation proposal should be completed within one year of the successful completion of the Special Field Examination.
- After the proposal has been approved by the dissertation committee, the student will proceed to complete the research. The dissertation should demonstrate the candidate’s ability to perform original research that develops in a scholarly way a significant contribution to the knowledge and understanding in the chosen special field. The requirement is that the analysis and evaluation of relevant data yield significant and independent conclusions.
- Students writing their dissertations are required to present their research in progress before a working seminar in either the economics department or the Business School. Students often make several such presentations, at least once a year.

Completion
- Normal completion time is five years. To remain in good standing, the candidate should complete the program in six years.

BUSINESS STUDIES
(See Organizational Behavior)
CELTSIC LANGUAGES AND LITERATURES

The First Two Years

The First Year

- Eight half-courses. Should include at least three 200-level half-courses, two of which must be in early Irish or early Welsh language (unless satisfied elsewhere).
- The ability to read Latin and either French or German. The ability to read these languages is to be demonstrated as follows:
  - For Latin, successful completion (B- grade or better) of Harvard Latin Aab;
  - for French, successful completion (B- grade or better) of Harvard French Ax;
  - for German, successful completion (B- grade or better) of Harvard German S.
  An equivalent qualification acquired elsewhere (and approved by the director of graduate studies or Celtic department chair) or a departmental examination may also demonstrate competence in any of the languages noted above.

  **Note:** Any coursework offered in satisfaction of this requirement must normally be taken in addition to the eight half-course requirement. The demonstration of ability to read Latin and either French or German may be postponed until the second year.

- A grade of Incomplete, whether in Celtic department courses or in courses in other departments, must be converted into a letter grade before the end of the next registration period, or it will become permanent unless the student has successfully petitioned the GSAS Dean’s office for an extension of time.
- Students must make up incomplete grades in required courses before taking the general examination.

The Second Year

- Students would normally be expected to take eight half-courses, two of which must be 200-level courses in early Irish or early Welsh, whichever has not been satisfied in the first year or elsewhere. This requirement is exclusive of the Latin, French, and German requirement as noted above.
- The remaining language requirement, namely the ability to read French or German, is to be demonstrated. Any language requirement deferred from the first year must also be met.

**Master of Arts (AM)**

- Ordinarily, students are not admitted to the department to pursue a terminal AM degree.
- For students matriculated in the Celtic department and working toward the PhD, and students matriculated in other departments of GSAS, the minimum requirements for the AM in Celtic are:
  - A minimum of six half-courses in the department, three of which must be introductory, intermediate, and advanced courses in early Irish or early Welsh (or their equivalents) and at least one additional half-course in another Celtic language.
  - Two additional half-courses related to the field of Celtic studies and approved by the department’s director of graduate studies.
The ability to read Latin, to be demonstrated by successful completion (B-grade or better) of Harvard Latin Aab (or its equivalent elsewhere) or departmental examination.

The ability to read French and/or German, to be demonstrated by successful completion (B-grade or better) of Harvard French Ax and/or German S (or equivalent elsewhere) or departmental examination.

**Teaching**

- Students will normally be eligible for teaching fellowships during their third and fourth years. Students holding the master’s degree may be eligible in their second year.
- Students teaching in department Core courses must participate in the TF orientation program at the beginning of the term in which they will teach, as well as attend course lectures and weekly TF meetings with the course head.
- Students who are fluent in speaking, reading, and writing one of the modern Celtic languages may be eligible to teach introductory and intermediate courses in that language.

**General Examination**

- The general examination is a two-hour oral examination in the general field of Celtic studies as outlined by the basic department reading list and augmented by the student’s special interests within Celtic or an allied field.
- It is conducted by the student’s committee, normally comprising at least two members of the Celtic department and one additional faculty member.
- It is expected that the examination will be taken after the second year of PhD residency (normally in the fall of the third year and not later than the fourth year).
- In cases of unsatisfactory performance, the student may normally take the examination a second time. A student who has not passed the general examination by the end of the fourth year must withdraw.
- Students are encouraged to complete the PhD before the end of the sixth year.

**Dissertation**

- As soon as possible after passing the general examination, and not later than the end of the term following successful completion of the examination, the candidate must identify a dissertation director and submit a brief prospectus of the proposed dissertation.
- The candidate, in consultation with the dissertation director, will then invite at least two other faculty members to serve as additional readers and to offer guidance as the dissertation progresses. This procedure must have the approval of the chair of the Celtic department.
- Two copies of the dissertation must be in the hands of the chair by August 15 for a degree in November, by December 1 for a degree in March, and by April 1 for a degree in June.
- The final manuscript of the dissertation must conform to the requirements described in the booklet *The Form of the PhD Dissertation*, available from the Office of the Registrar or on the Web (www.gsas.harvard.edu/academic/dissertation.html).
Dissertation Presentation

• Completion of the dissertation will be marked by an oral presentation of the results of the research to an invited audience of faculty and students.

Ad Hoc Degrees

• The Celtic department encourages students having a strong background in a subject closely related to the field of Celtic studies (e.g., classics, linguistics, history, English, comparative literature) to petition GSAS for an Ad Hoc PhD in Celtic and the related field. Interested parties should consult the Celtic department’s director of graduate studies and review the GSAS Ad Hoc Program requirements described earlier in this handbook.

CHEMISTRY AND CHEMICAL BIOLOGY

The First Two Years

PhD

Course Requirements and Research

• Students must pass four advanced half-courses in chemistry and/or related fields (e.g. biochemistry, physics, etc.) with average grades of B or higher. No grades below B- will count toward this average. An advanced course is one designated in the announcement of courses as “for undergraduates and graduates” or “primarily for graduates” with the exception of the following courses that cannot be used for credit toward the PhD degree in Chemistry: Chemistry 135 and 165. Courses numbered 301 or above do not count toward this requirement.

• During the orientation week (generally the first week before classes), students will formulate a plan of study in consultation with a member of the Curriculum Advising Committee (CAC). The CAC may withhold approval for courses deemed inappropriate for the PhD degree in Chemistry. It is expected that required coursework be completed no later than the end of the third term in residence.

• Admission to a research group is strongly encouraged at the start of or during the student’s second term. All students should enter a research group by the start of their third term unless granted a deferral by the director of graduate studies.

Rotations

• Each entering student will perform three four-week lab rotations during the fall term of his/her first year. The goal of the rotations is to broaden a student’s scientific perspective by exposing the student to the science and environment of different laboratories in the department.

Advising

• Each entering student meets with an assigned member of the Curriculum Advising Committee (CAC) during the week prior to the start of classes. The CAC advises students on their academic plans, approves required courses and assists in decisions related to the PhD program.

Ch VI Degree Requirements—Chemistry and Chemical Biology
Ch VI Degree Requirements—Chemistry and Chemical Biology

- Students are strongly encouraged to enter a research group by the end of the second term of their first year, unless a deferral is granted on a term-by-term basis by the director of graduate studies. Once a student joins a research group, the faculty member of that group becomes the student’s advisor. If a student subsequently finds that another area of research more closely matches his or her interests, the student should consult the director of graduate studies.

- At the end of their first year students are expected to constitute, in consultation with the director of graduate studies, their Graduate Advising Committee (GAC). Students are expected to present and defend a research proposal in their second year of residence before the GAC. In addition, students are expected to meet with the GAC in the fall term of their fourth and sixth years. The objective of these meetings is to bring focus to the timely completion of the degree requirements, to foster (non-advisor) faculty-student interactions, and to provide career counseling.

- Students are encouraged to consult with the director of graduate studies on any issues that affect graduate student life.

Cumulative Examinations

- Students in organic chemistry are expected to present and defend a research proposal in their second year of residence before a faculty committee. Inorganic chemistry students are expected to present and defend a research proposal in their second year of residence.

- Students in physical chemistry are expected to present and defend a research proposal in their second year of residence before a faculty committee, preferably the same as their Graduate Advising Committee.

Language

- A thorough command of oral and written English is required. Remedial work in English may be required of students whose proficiency is deemed inadequate.

Teaching

- Students will be expected to teach in the spring term of their first year and the fall term of their second year. With his or her advisor’s concurrence, a student may teach in subsequent years.

Satisfactory Progress

- Continuation in the degree program is contingent on the following: (1) satisfactory completion of required coursework, (2) successful presentation and defense of a research proposal in the student’s second year of residence by organic, inorganic, and physical chemistry students, (3) admission to a research group during the second term in residence, unless extension of time has been approved by the director of graduate studies, and (4) satisfactory progress in 300-level research courses.

Dissertation

- The PhD dissertation is based on independent scholarly research, which, upon conclusion, is defended in an oral examination before a PhD committee made up of the advisor and at least two readers. The preparation of a satisfactory dissertation
Ch VI Degree Requirements—Chemical Physics

normally requires at least four years of full-time research. The final manuscript must conform to the requirements described in the booklet The Form of the PhD Dissertation (www.gas.harvard.edu/academic/dissertation.html), included in the dissertation preparation packet of procedural and deadline information that may be obtained from the CCB department office.

Master’s Degree (AM) Requirements

• The Department of Chemistry and Chemical Biology does not grant a terminal AM degree. However, upon completion of certain requirements, students in the Chemistry PhD program may apply for the AM degree.

Residence

• A minimum of one year of full-time study is required.

Course Requirements and Research

• The student must pass eight advanced half-courses diversified among the fields of chemistry with average grades of B or higher. No grades below B- will count toward this average. Typically, four of the half-courses are classroom work, and the remaining four are research courses. Students will formulate a plan of study in consultation with a member of the Curriculum Advising Committee (CAC). The CAC may withhold approval for courses deemed inappropriate for the AM degree in Chemistry.

• Approval of the application for the AM degree is contingent upon the satisfactory completion of the required eight half-courses. Proper documentation of passing grades on applicable courses (i.e. GSAS transcripts) must be provided to the department academic office before approval of application.

Thesis

• No thesis is required.

CHEMICAL PHYSICS

The First Two Years

PhD

Course Requirements and Research

• The Committee on the Degree of Doctor of Philosophy in Chemical Physics is composed of members of the departments of Chemistry and Chemical Biology, Physics, and Astronomy, and of the Division of Engineering and Applied Sciences, with special interests in the field commonly known as chemical physics. The program of study includes courses in these subjects and research on an appropriate problem under the direction of a member of one of these departments.

• Students in the program are required to pass five half-courses. There are two tracks: Either one course from A), one course from B), and three courses from C); or two courses from A), one course from B), and two courses from C).
A) Chemistry 242; or Physics 251a, 251b.
B) Chemistry 161 or Physics 262 or Applied Physics 284.
C) Applied Mathematics 201, 202; Chemistry 158; Applied Physics 195, 282, 292, 295a, 295b, 296r, and 298r; Physics 151, 153, 181 (or Eng. Sci. 181), 218, 232a, 232b, 253a, 253b, 268r. Equivalent courses may be substituted with the approval of the committee.

- During the orientation week (generally the first week before classes), students will formulate a plan of study in consultation with the chair of the Chemical Physics Committee.
- It is expected that required coursework be completed no later than the end of the third term in residence.
- Admission to a research group is strongly encouraged at the start of or during the student’s second term. All students should enter a research group by the end of their second term of their first year unless granted a deferral by the director of graduate studies.

Rotations
- Each entering student will perform three four-week lab rotations during the fall term of their first year. The goal of the rotations is to broaden a student’s scientific perspective by exposing the student to the science and environment of different laboratories.

Advising
- Each entering student meets with the chair of the Chemical Physics Committee during the week prior to the start of classes. The chair advises students on their academic plans, approves required courses, and assists in decisions related to the PhD program.
- All students should enter a research group by the end of their second term of their first year unless a deferral is granted on a term-by-term basis by the director of graduate studies. Once a student joins a research group, the faculty member of that group becomes the student’s advisor. If a student subsequently finds that another area of research more closely matches his or her interests, the student should consult the director of graduate studies.
- At the end of their first year students are expected to constitute, in consultation with the director of graduate studies, their Graduate Advising Committee (GAC). Students are expected to present and defend a research proposal in their second year of residence before the GAC. In addition, students are expected to meet with the GAC in the fall term of their fourth and sixth years. The objective of these meetings is to bring focus to the timely completion of the degree requirements, to foster (non-advisor) faculty-student interactions, and to provide career counseling.
- Students are encouraged to consult with the director of graduate studies on any issues that affect graduate student life.
Cumulative Examinations

- Students in chemical physics are expected to present and defend a research proposal in their second year of residence before a faculty committee, preferably the same as their Graduate Advising Committee.

Language

- A thorough command of oral and written English is required. Remedial work in English may be required of students whose proficiency is deemed inadequate.

Teaching

- Students will be expected to teach in the spring term of their first year and the fall term of their second year. With his or her advisor’s concurrence, a student may teach in subsequent years.

Satisfactory Progress

- Continuation in the degree program is contingent on the following: (1) satisfactory completion of required coursework, (2) successful presentation and defense of a research proposal in the student’s second year of residence, (3) admission to a research group during the second term in residence, unless extension of time has been approved by the director of graduate studies, and (4) satisfactory progress in 300-level research courses.

Dissertation

- The PhD dissertation is based on independent scholarly research, which, upon conclusion, is defended in an oral examination before a PhD committee made up of the advisor and at least two other readers. Two members of the committee must be members of the Faculty of Arts and Sciences. The preparation of a satisfactory dissertation normally requires at least four years of full-time research. The final manuscript must conform to the requirements described in the booklet *The Form of the PhD Dissertation* (www.gfas.harvard.edu/academic/dissertation.html), included in the dissertation preparation packet of procedural and deadline information that may be obtained from the CCB department office.

Master of Arts (AM)

- No master’s degree is offered in chemical physics. However, a prospective candidate for the PhD in this subject may apply to the departments of either chemistry and chemical biology of physics for the AM degree in the corresponding subject.
AM IN CHEMISTRY

Residence
• A minimum of one year of full-time study is required.

Course Requirements and Research
• The student must pass eight advanced half-courses diversified among the fields of chemistry with average grades of B or higher. Grades of B- will count as a pass if balanced by a B+ or better on a one-for-one basis. Typically, four of the half-courses are classroom work, and the remaining four are 300-level research courses. Students will formulate a plan of study in consultation with a member of the Curriculum Advising Committee (CAC). The CAC may withhold approval for courses deemed inappropriate for the AM degree in chemistry.
• Approval of the application for the AM degree is contingent upon the satisfactory completion of the required eight half-courses. Proper documentation of passing grades on applicable courses (i.e., GSAS transcripts) must be provided to the department academic office before approval of the application.

Thesis
• No thesis is required.

AM IN PHYSICS

Residence
• A minimum of one year of full-time study is required.

Course Requirements and Research
• Eight half-courses are required for the AM degree. At least four of them must be physics courses, and ordinarily all must be in physics or related fields. Not more than two half-courses may be from the 100-level listing, “for undergraduates and graduates,” and ordinarily not more than one half-course may be from the 300-level group, “Reading and Research.”
• The remainder must be from the 200-level, “primarily for graduates.” With the permission of their advisors and with the approval of the Committee on Higher Degrees, students may substitute 300-level courses for more than one of the required eight half-courses.
• All half-courses counted toward the AM degree must be passed with a grade of C- or better, and a B average must be obtained in these courses.

Thesis
• No thesis is required.
CLASSICS

The First Two Years

Course Requirements
- Combination of sixteen half-courses, 301s, or units of TIME.
- The requirements for the seven different tracks (Classical Philology, Classical Archaeology, Classical Philosophy, Ancient History, Medieval Latin, Byzantine Greek, and Modern Greek), and the stages at which they need to be completed, are set out on the departmental Web site, www.fas.harvard.edu/~classics.
- Policy on Incompletes: A student may carry a grade of Incomplete (INC) for coursework not completed by the end of the term, but only until the last day of the following term, unless with special permission of the graduate committee. Accumulation of Incompletes is strongly discouraged.

Master of Arts (AM)
- No terminal AM offered.

Teaching
- Teaching is considered part of a student’s preparation for eventual employment, and candidates are normally expected to be involved in undergraduate teaching beginning in their third year. Teaching may consist of assisting in a large lecture course in the Core or in a departmental literature survey, in conducting an undergraduate tutorial, or in full responsibility for undergraduate language courses under the guidance of a faculty mentor.

Advising
- All graduate students throughout their program receive general advising from the graduate committee, which meets formally with each student at the start of each term.
- In the course of their preparation for the special examinations, students work closely with three faculty members who direct their special authors and special field.
- From the beginning of the dissertation stage, the role of special individual advisor is assumed by the dissertation director.
- In the event of a disagreement or dispute between student and dissertation director, mediation will be provided through the director of graduate studies and the chair of the department.
General Examinations

- All students will, normally by the end of their second year, take general examinations as described on the departmental Web site.

Special Examinations

- By the end of the third or, at the latest, the fourth graduate year, the candidate must take a two-hour oral examination in three chosen categories, as set out on the departmental Web site. The choice of categories should be submitted for approval by the graduate committee at the time of the general examinations or within a month following them. Preparation for this examination will be by independent study, with regular supervision by a faculty member for each part of the examination (Class. Phil. 302). These examinations may be repeated only once in the event of failure.

Dissertation

- At the end of the special examinations, or at the latest within one month thereafter, the candidate should specify the area in which the dissertation is to be written and the name of the dissertation director. This person shall be a member of the Harvard faculty.
- The candidate, after consultation with the director, and within two months of the special examinations, will then invite two other faculty members to serve as readers. In exceptional cases, and with the prior approval of the graduate committee, one of these two members may be drawn from another department, another university, or an equivalent institution.
- Before the end of the term following the special examinations, the candidate shall meet with the director and the two readers for approval of the prospectus of the dissertation. The director shall promptly, by means of the appropriate form (available in the department office), notify the graduate committee of the approved title and the name of the members of the dissertation committee.
- The director shall, by June 1 of each year, submit the appropriate form (available in the department office) notifying the graduate committee of the student’s progress toward completion of the dissertation.
Ch VI Degree Requirements—Classics

- Not later than the end of the sixth graduate year (except by permission of the graduate committee), the candidate must present a dissertation as evidence of independent research. The dissertation shall be written in accordance with the following directions (students’ attention is also drawn to the GSAS publication *The Form of the PhD Dissertation*, available in the Registrar’s office or on the Web at www.gsas.harvard.edu/academic/dissertation.html):
  
  (a) The dissertation must be written in an acceptable English style.
  
  (b) The completed work, in three copies, clearly printed but not yet bound, must be ready for the three readers not later than April 1 for the degree in June, December 1 for the degree in March, or August 1 for the degree in November.

- The completed work must be accompanied by two copies of a summary of not more than 1,200 words, which the director will promptly forward to the editor of *Harvard Studies in Classical Philology* for publication.

- When the dissertation is completed and submitted, the director and the two readers will read and vote on it. A unanimous vote is required for acceptance. Approval of the dissertation constitutes the final requirement for the degree. The final copy should conform to the requirements described in *The Form of the PhD Dissertation* (see above).
COMPARATIVE LITERATURE

The First Three Years

Course Requirements

• The number of required courses for the PhD in comparative literature is sixteen, of which only two may be reading courses; at least fourteen are to be letter-graded courses (i.e., not reading courses). Candidates are required to have at least as many 200-level courses as 100-level courses. Only in rare exceptions will courses below the 100-level be allowed to count toward the degree. Candidates may arrange to produce extra work, often in the form of longer papers, so as to receive from the department 200-level credit for courses that are listed at the 100-level in the Courses of Instruction. Such arrangements should be made early in the term when the course is being taken, because they must be approved by the course instructor and the director of graduate studies or the chair.

• Each candidate will normally be expected to balance coursework in the following manner: four courses in the Department of Comparative Literature; three in a first literature; two in a second literature; and two in a third literature. Reading for these three literatures must be done in the original language to satisfy the requirement. Other coursework may include relevant courses in any of the above literatures; in another literature; in philosophy, anthropology, religion, linguistics, art, economics, and so forth. Any question regarding the nature of courses taken should be resolved with advisors before submission of study cards. If candidates or advisors have questions, they should pose them to the curriculum committee.

• Each degree candidate is expected to fulfill the sixteen-course requirement by including a significant dimension of comparative historical study. This dimension can be met by taking a minimum of three courses with a chronological emphasis or focus different from the candidate’s primary chronological focus. It is important that these three courses be distinctly different from the main period in the candidate’s program. Thus a candidate concentrating upon twentieth-century modernism would not be able to fulfill this requirement with three courses in the nineteenth century, nor would a candidate specializing in neo-classicism be able to claim satisfactory completion on the basis of three courses in the Renaissance.

• Many candidates declare a chronological focus. However, candidates may request a focus that covers a genre or field of study if it is followed throughout a very broad historical range, e.g., tragedy or lyric poetry in languages ancient and modern. In addition, all candidates will be welcome to identify a special interest in a particular literary form (such as drama, lyric, narrative, and the like) or a topic of substantial scope in literary theory (poetics, literature in its social context, the relation between literature and one of the other arts, and so forth). Whatever the decision, it must be communicated to the chair by April 1 of the first year.

Language Requirements

• Candidates should have knowledge of at least four languages variously related to their course of study and long-term interests. Hence one language may be studied for “instrumental” reasons and at least one must be studied because it stands in a useful “cross-cultural” or “diachronic” relationship to others.
Ch VI Degree Requirements—Comparative Literature

- If English is presented as one of the four languages, it must have a strong historical component. This requirement may generally be satisfied by two half-courses in English or American Literature prior to 1800; a course in the history and structure of the English language may be one of these two. Medievalists or those whose coursework in English falls prior to 1800 will need to display coursework in later periods of English or American Literature.

- One of the four languages may be “instrumental”—a means for reading criticism, or an access to philological and/or historical issues, or a first step toward eventually studying the literature. The instrumental language is an option that may appeal to candidates who seek in three languages a command that may extend to include speaking, listening, and writing, and in one language reading knowledge only; other candidates may choose to develop full command of all four languages. Candidates may exercise this option by taking an advanced course or by passing a language examination in reading knowledge administered under the auspices of the department.

- One of the four languages must be either premodern (“diachronic”) or cross-cultural.

  The term “premodern” implies that this language stands in a historically foundational or, in certain cases, diachronic relationship to one of the other languages. Foundational languages would include classical Latin and Greek, biblical Hebrew, classical Arabic and Chinese, and Sanskrit. Normally, this language is not simply the “Old” form of a modern language that is studied in Old, Middle or Medieval, and Modern forms. In the event of uncertainty, candidates and/or their advisors should consult the curriculum committee. The term “cross-cultural” implies that this language is from a different linguistico-cultural group than the others. Usually a candidate working primarily on European languages and literatures, and choosing not to study a premodern language, would need to study a language such as Chinese or Arabic to meet this requirement. Normally, English will not count as a cross-cultural language.

- After appropriate consultation with the chair and/or director of graduate studies (DGS), candidates will draw up a list of four or more proposed languages. The list will be submitted to the chair for consideration by the department no later than October 1 of the first year and voted upon no later than November 1. (The list of proposed languages may be resubmitted at a later date so long as they meet the guidelines.)

- Language requirements must be finished by the end of the third year (of course, candidates who want to take an AM after the second year must complete language requirements for that degree before that degree can be awarded).

Common Essay

- Candidates must take a written take-home Common Essay examination by the end of the second year. Candidates will be asked to answer one of six general/theoretical questions. As the instructions for this examination will indicate, candidates will be expected to write from a comparative perspective and not respond solely on the basis of one literary tradition.

Grades

- Candidates are required, in a given year, to receive more As than Bs and no grade lower than B-. Candidates are not permitted to take an Incomplete in the Prosemi-
nar nor may they take more than one Incomplete a term. Any Incomplete must be completed before the end of the term that follows the one in which they took the Incomplete.

**Master of Arts (AM)**

- To obtain this degree the candidate must complete eight half-courses. One of these half-courses must be the proseminar, another one must be in comparative literature, and the remaining six must include three in the first literature and two in the second literature. No more than one of the eight half-courses may be a reading course. Candidates are required to have at least as many 200-level as 100-level courses, and only in rare exceptions will courses below the 100-level be allowed to count toward the degree. The candidate must demonstrate proficiency in three languages, one of which may be English. One of the languages must be premodern or cross-cultural, as described in the requirements for the PhD.

**Advising**

- In the first two years, the student’s advisor is the director of graduate studies and/or the chair of the department. The student should choose a departmental advisor who must be a voting member of the department, ideally at the time of the Common Essay, but certainly no later than the beginning of the fall term in the third year.
- Candidates whose program of study requires more than the language and related study outlined in previous sections of the regulations, especially those involving coursework, may design in advance appropriate arrangements in consultation with the chair and director of graduate studies.

**The Third Year**

- The third-year requirements in the PhD program in comparative literature will comprise two parts, a written Reading Check and a Prospectus Conference.
  - **The Committee:** Ideally, the three examiners for the Reading Check will also serve as the three faculty participants in the Prospectus Conference—but this is a recommendation rather than a requirement. Ordinarily, the three faculty participants in the Prospectus Conference will be three readers of the dissertation.
  - **The Reading Check:** The Reading Check will test students in their general knowledge of their literatures and will be a set of written examinations. Students are expected to assemble an examination committee with examiners in their three different literatures no later than the last day of the spring term in the candidate’s second year. The chair of this examination committee must be both an examiner and a member of the department. For the first Literature Reading Check, the student will need to demonstrate range, both chronologically and generically. The second and third Reading Checks (on the student’s second and third literatures) will concentrate on the focus (chronological, genre, or special field of study) that the student has declared. The Reading Checks will focus upon lists tailored by the individual student, for which approval must be granted by the student’s examiners and advisor. These approved lists are due to the department along with a written agreement between student and examiner about the format for the examination at least once a month before the examination. The entire class of third-year students will take the Reading Check examinations on the same day.
\textit{Prospectus Conference}: The conference is a meeting between the student and three faculty members. The conference will be a discussion of a fairly broad range of reading undertaken by the student in preparation for work on the dissertation. The conference will include a detailed discussion of the dissertation prospectus itself, with the aim of ensuring that the student is well prepared to move forward with the project and has developed both a viable conceptual structure and an appropriate outline of the chapters that will comprise the dissertation.

\textit{Acceptance of the Prospectus}: After the examination the prospectus, revised if necessary, will be circulated to all department members. At a department meeting convened by the chair it will be discussed and voted on. Where appropriate, the first reader will communicate any further suggestions for changing the prospectus and the bibliography directly to the candidate.

\textbf{Dissertation Conference}

At least three-and-a-half months before the degree deadline, dissertation writers should give a substantially complete draft of the dissertation to all members of their committee to read. A date will then be set three months before the deadline for degree and all members of the committee should meet together at that time with the student to offer substantive recommendations for revision. The department asks that the dissertation conference take place in May for a November degree, in October for a March degree, and in February for a June degree.

\textbf{The PhD in Comparative Literature with a Special Program in the Study of Oral Tradition and Literature}

The requirements for this special program are essentially the same as those listed above, except that at least one of the literatures must constitute (or at least include) a substantial corpus that is independent of written transmission and that derives from collections of performance recorded under strictly supervised conditions of fieldwork. A major resource for such purposes is the Milman Parry Collection at Harvard. Students in this program are overseen by the department’s Committee on the Study of Oral Tradition and Literature.

\textbf{EARTH AND PLANETARY SCIENCES}

\textbf{The First Two Years}

\textbf{Appointment of Advisors}

- The Graduate Studies Committee (GSC) meets with all new students and assigns a preliminary advisor during the first week of the fall term. (Normally, it will be clear from the admissions process which faculty member should be the preliminary advisor.) After meeting with the GSC, students meet with their preliminary advisor during the beginning of the fall term to discuss a plan of study.

- Unless students have an outside fellowship, the first year of funding derives from the Graduate School of Arts and Sciences (GSAS). This system is set up so the student can explore the scientific possibilities within the department before deciding upon a dissertation topic and PhD advisor. Toward this aim, the majority of the EPS faculty give introductions to their research and laboratories on Friday afternoons.
during the fall term. At the start of the spring term, first-year students submit their
Plan of Study, which includes their proposed PhD advisor and committee.

- Normally, the advisory committee consists of a principal advisor and up to three
  other faculty members from the department, one of whom sits on the GSC. As stu-
  dents’ research interests evolve, the composition of their advisory committee can
  be adjusted.

**Plan of Study/Course Requirements**

- All first-year graduate students are required to file a Plan of Study form a week
  before spring term study cards are due. The form asks students to specify which
  courses they intend to use to satisfy each component of the course requirements.
  The GSC will review and approve the plans of study, or will notify students and
  their principal advisor if it foresees any problems.

- All students are required to take at least eight graduate-level half-courses in fulfill-
  ment of the PhD degree. Four of these half-courses must be letter-graded at the 200
  level in Earth and Planetary Sciences or related courses at a suitable level in other
  disciplines such as Applied Mathematics, Applied Physics, Astronomy, Biology,
  Chemistry, Engineering Sciences, Mathematics, or Physics. Two half-courses must
  be in Applied Math 105a and Applied Math 105b, or, upon petition, Statistics 110,
  111, or higher-level math courses.

- To ensure that graduate students gain exposure to the many areas of earth sciences
  there is a breadth requirement. To fulfill the breadth requirement students are
  required to take two EPS courses outside their main area of research interest. These
  courses must be chosen from a list of 100- and 200-level courses approved by the
  GSC. Students may petition the graduate committee to allow additional courses to
  satisfy this requirement. The following courses have been approved by the GSC:

  - EPS 167  Applied Geophysics
  - EPS 181  Invertebrate Paleontology
  - EPS 200  Atmospheric Chemistry and Physics
  - EPS 201  Physics of the Earth’s Interior
  - EPS 205  Data Analysis and Reduction in Earth Sciences
  - EPS 241  Isotope Geochemistry and the Evolution of the Earth’s Interior
  - EPS 242  Low Temperature Geochemistry
  - EPS 281  Great Papers in Earth and Planetary Sciences

  **The Graduate Studies Committee anticipates approving at least two addi-
  tional courses, one on geochemistry of the earth’s interior and one or more on
  tectonics/structural geology.**

- The requirements outlined above are a minimum standard and students will usually
  take additional courses in their selected fields and in other fields. Students normally
  satisfy the course requirements in the first two years of graduate study in preparation
  for their qualifying oral examination, however, students need not fulfill these require-
  ments before beginning research and should not put off research on this account.

- All degree candidates must maintain an average of B or better to continue in the
  program. Satisfactory progress is reviewed annually and students who fall below
  the grade minimum will normally be given one term to improve their grades.
Teaching Requirements

• All PhD students are required to serve as teaching fellows for at least two sections during their time at Harvard. This requirement ensures that all students have at least some exposure to classroom or laboratory interactions with undergraduates, as teaching will likely be an important aspect of any future career. Funding from this required teaching is part of their overall support package. First-year students may not teach in their first term, but may serve as teaching fellows in the second term when the course material is useful for their own professional training (generally not Core or introductory classes).

• Many students teach more than the minimum requirement. In some cases, this teaching provides necessary financial support for their research if research grants or fellowships are not available. However, to ensure that teaching does not prohibit satisfactory progress, students are required to petition the Graduate Studies Committee of EPS if they wish to teach more than two sections in a single academic year.

• To ensure financial equity among the graduate students, department policy allows students to keep fifty percent of their teaching stipend equivalent in addition to their normal research stipend. By accepting this additional funding, students accept the responsibility of fulfilling their full research commitment in addition to time spent on teaching. This should be discussed with their principal advisor, who has discretion over the use of research funds, and may reduce the amount paid to the student from that funding source. Normally, it is expected that students will keep half the teaching stipend if sufficient funds are available. If students have received an outside fellowship that permits additional support, they may also keep the stipend from teaching in addition to the fellowship. This too should be discussed with their principal advisor or advisory committee to make sure that research objectives are being met.

Qualifying Oral Examination

• The purpose of the oral examination is to determine a student’s depth and breadth of scholarship in a chosen area of specialization as well as the student’s originality, capacity for synthesis and critical examination, intensity of intellectual curiosity, and clarity of communication.

• In consultation with their principal advisor, students are required to prepare and submit to their committee members and to the department office a ten- to fifteen-page paper on a research topic, to discuss it in-depth, and to answer questions about the topic and closely related problems.

• All candidates for the PhD degree are expected to take the oral examination by the end of their fourth term in the program. It is the student’s responsibility to file the Request for the Oral Examination form or petition for postponement. The form requests the student and principal advisor each to nominate a member of the examining committee for the oral examination. Normally, these will be the other members of the student’s advisory committee. The examining committee will consist of the principal advisor, the nominee of the principal advisor, the nominee of the student, together with a fourth member from the GSC who will be appointed by the GSC. This fourth member will act as convenor (i.e., chair) at the examination and will report the outcome of the examination to the department office. The request for the oral examination form or a petition to postpone is due by the study card due date in the student’s fourth term in the program.
Ch VI Degree Requirements—Earth and Planetary Sciences

- Request for permission to postpone the examination is by written petition to the GSC and should include written statements by both the student and his/her principal advisor outlining the reasons for postponement.

- Oral examinations are open to all faculty members of the department, but only the examining committee members will evaluate the students. The examination generally begins with a presentation of the student’s proposition lasting approximately twenty minutes. Visual aids are encouraged; it is the student’s responsibility to ensure that the necessary equipment is set up. The presentation should include an introduction explaining the rationale for the study, the methodology employed and something of the context in the field of study into which the research project fits, and its implications or possible implications for neighboring branches of the earth sciences.

- The student’s presentation will be followed by questions from the examining committee members and other faculty members present that will focus on issues bearing on the ability of the student to carry out dissertation research in his or her chosen area, but will not be limited to any narrow field of specialization.

- Students who do not pass the qualifying oral examination are normally given another chance with specific guidelines for improvement on their weakness(es).

- The duration of the examination is variable but is usually in the neighborhood of two to three hours.

Progress Reports

- In the third and subsequent years of study, students and their advisory committees are required to file an annual Progress Report. It is the student’s responsibility to arrange for the Progress Report. This form is intended to keep the student, advisors, and the GSC aware of the student’s progress toward the degree.

- By the end of the fifth term, students are required to submit to the department, via their advisory committee, the subject and general objectives of their proposed dissertation research. Details may be modified as the dissertation progresses, but any major change in the subject and scope of the dissertation must be approved by the GSC. Candidates must submit the dissertation not more than five years after having passed the Qualifying Oral Examination.

Final Examination/Dissertation Defense

- The object of the dissertation is to show that candidates have technical mastery of the field in which they present themselves and that they are capable of independent research. The subject should be distinct and limited, and the writer should be able to formulate conclusions modifying or enlarging some aspects of present knowledge.

- When students have completed writing the dissertation, they meet with their final examination committee for a private defense of their dissertation. This private defense generally takes between one and two hours. An unbound copy of the dissertation is distributed to the final examination committee members at least two weeks prior to the private defense. A copy is also given to the department office and a general announcement is made to the department community that the dissertation is available for perusal.

- PhD candidates are required to file the form Request for Appointment of Final Examiners. This form requests that the student and the principal advisor each nom-
inate a member of the final examining committee for the final examination. The final examining committee is approved by the GSC and normally will consist of the principal advisor, the nominee of the principal advisor, the nominee of the student, together with a fourth member appointed by the GSC. A form is provided to request scheduling of the final examination.

- At the private defense, PhD candidates can expect recommendations for changes to their dissertation and/or a decision on whether or not the final examination committee feels they are ready to go forward with a public defense.
- It is expected that the dissertation will conform to the requirements described in *The Form of the PhD Dissertation*, available in the department office or online (www.gsas.harvard.edu/academic/dissertation.html).

**Academic Advising**

- See First Two Years, Appointment of Advisor.
- Between the qualifying oral examination and acceptance of the dissertation, students normally work with the advisory committee assigned to them during their first year of study. Faculty and students may recommend to the GSC changes to the assigned committees. The GSC normally accommodates and approves these changes.
- The director of graduate studies mediates issues between graduate students and advisors should they arise.

**EAST ASIAN LANGUAGES AND CIVILIZATIONS**

**The First Two Years**

- The department considers applications only for the PhD degree. Those who have not completed the equivalent of the AM requirements must do so within their first two years of study. These requirements are:
  1. A minimum of eight completed half-courses normally representing one year’s graduate work.
  2. A language requirement composed of one of the three following options, met by formal coursework, or its approved equivalent:
     **Chinese:** Third-year level in Modern Chinese; second-year level in Literary Chinese; first-year level in Japanese or another East Asian language.
     **Japanese:** Fourth-year level in Modern Japanese; first-year level in Classical Japanese; first-year level in Literary Chinese. *Note:* An extra year (two half-courses) of Classical Japanese may be substituted for the fourth year of Modern Japanese.
     **Korean:** Third-year level in Modern Korean; second-year level in Modern Japanese; and, in some cases, first-year level in Literary Chinese. *Note:* Exceptions to any language requirements can only be made by written petition to the director of graduate studies.
  3. A substantial seminar paper (in lieu of an AM thesis), which must be approved and submitted to the department office.
Residence
• Minimum of two years of full-time study (sixteen half-courses or equivalent). For financial residence requirements, see the application booklet.

Program of Study
• Each student’s program will be determined in consultation with a faculty advisor. Courses in other departments may be included whenever appropriate. A second research seminar paper is required of all students. Both papers must be completed before the general examination.

Incompletes
• Students must not carry more than three.

Language Requirement
• In addition to the language requirements for the AM, other requirements normally include advanced work in a second East Asian language. This is normally defined as the third-year level in modern Japanese for students of Chinese and for some students of Korean, the second-year level in literary Chinese for students of pre-modern Japanese and for some students of Korean, and the first-year level in literary Chinese for students of modern Japanese. The minimum grade for all required East Asian language courses is B-. A reading knowledge of French, German, Russian, or another language by petition, must be demonstrated ordinarily by either passing an examination or by taking preapproved courses with a grade of B- or better. All language requirements must be completed prior to taking the general examination.

Advising
• Students are assigned advisors appropriate to their fields when they first arrive, and will continue to work closely with them throughout their program. They will also consult periodically with the director(s) of graduate studies. Students may change advisors in consultation with the department.

General Examination
• The student must pass a two-hour oral examination in three fields. These fields will be determined in consultation with the student’s advisor and other examiners. The fields will then be submitted to the curriculum committee for its approval. One of these fields should be chosen to demonstrate breadth in regard to a different area, discipline, or period. In addition to the oral examination, the student will be required to demonstrate proficiency in the primary language to be used in his or her research. Each sub-field within the department will determine the means to test such proficiency.
• A student must have normally passed the general examination by the end of the third year in the department.

The Dissertation
Prospectus
• A prospectus of a student’s dissertation, between fifteen and twenty pages, will be required by the end of the term after the general examination has been passed.
Dissertation
• The dissertation, which must make an original contribution to knowledge, may deal with any subject approved by the department. It must demonstrate the student’s capacity to make critical use of source material in one or more East Asian languages. A public presentation of dissertation research may take place during the year of completion.

ECONOMICS
The First Two Years

Courses
• The following required courses are normally completed during the first two years: Core macro and micro series Ec 2010a, 2010b, 2010c, 2010d; Ec 2120; the distribution requirement consisting of one course in economic history; and critical perspectives on neoclassical economics, a series of six lectures offered in the spring term.
• Students must complete one course for distribution. Students must register for Ec 3000 in the spring term of their second year. The Ec 3000 paper must be complete and physically present in the student’s file in the department’s graduate office before the oral general examination can be taken.

Advising
• Students in the first year of study are assigned a faculty advisor by the director of graduate studies. In subsequent years, students may either remain with the first year advisor or choose an advisor on their own. Within one year of passing the oral examination, students must assemble a dissertation committee consisting of at least two faculty members. Most students choose to have a member of their dissertation committee also serve as their advisor. This, however, is not required. Students choose the dissertation committee, which is responsible for conducting the dissertation defense and approving the dissertation. This committee typically consists of three faculty members, one of whom must be a senior faculty member. One of the faculty members on the dissertation committee may also serve as the student’s main advisor.

The General Written Examinations
• General written examinations in micro and macro economics are taken in the spring of the first year. Students must pass each examination with a grade of B or better.

The Oral Examination
• The oral examination is taken in two areas of concentration (the “special fields”) and in general analytic ability. Typically, two terms of coursework will have been completed in each of the special fields. A listing of fields is kept in the department’s graduate office. Fields not listed must be approved by the director of graduate studies prior to scheduling the examination. The examiners in the special fields are selected by the student. The graduate coordinator arranges for the third examiner in general analytic ability.

Time Limits
• For the student to remain in good standing, the requirements enumerated to this point must be completed within the first three years.
Year Three and Forward

Working Seminar
• After passing the oral general examination, students must enroll in a working seminar or participate in an informal lunchtime seminar group. Students must present a seminar within one year of passing the oral examination.

Dissertation Committee and Research Plan
• Within one year of passing the oral examination, students must assemble a dissertation committee consisting of at least two faculty members, and must complete a preliminary research plan of, at most, five pages, which is signed by the dissertation committee.

After Year Three
Working Seminars
• Students must present a paper on results of the dissertation research to a working seminar. To accomplish this end, students are encouraged to continue to enroll in a working seminar.

Time Limits
• Students must complete the dissertation within three years of residency after passing the oral general examination or face a lapse of candidacy. Students are allowed one year of leave and may apply for an additional year of grace. Nevertheless, the dissertation must be completed within a maximum of five years after passing the oral general examination.

Dissertation
The Dissertation Committee
• The dissertation committee typically consists of three faculty members, one of whom must be a senior faculty member. At least one additional committee member should be a member of the department. The third member can be from another department or from another university.

The Special Examination
• The special examination is administered in conjunction with the dissertation defense. It is much like the defense, but the questions are not limited to the dissertation itself.

Time and Place of Defense and Special Examination
• The date and time for the defense and special examination are determined by the student after consulting with the dissertation committee. The date should allow time for any revisions to be made to the dissertation before it is bound and submitted to the registrar. The graduate office will arrange for a room for the defense.
THE DIVISION OF ENGINEERING
AND APPLIED SCIENCES

The First Two Years

- Students may work toward one or two of three graduate degrees (master of science, master of engineering, doctor of philosophy) in one of four subjects—applied mathematics, applied physics, computer science, and engineering sciences.

Master of Science (SM)

- The SM degree is awarded for the successful completion at Harvard of eight half-courses comprising an integrated program of both depth and breadth. Students are expected to take as many of the eight courses as possible from the 200-level courses offered by the Division of Engineering and Applied Sciences (DEAS). At least four of the eight must be DEAS courses, and a maximum of three 100-level courses may be substituted for 200-level offerings. One 299r course may be included if a core exists of at least five other 200-level courses. The program is developed in consultation with a field advisor and a Committee on Higher Degrees (CHD) advisor, and must be approved by the CHD. Early planning of courses is essential, and the SM degree program must be submitted by the end of September.

- Only letter-graded courses may be included in the program, all courses must be passed with a grade of C- or better, and a B or better average grade must be maintained. A temporary incomplete grade is equivalent to a C. Fall term incomplete grades must be resolved before the beginning of the succeeding fall term and spring term Incomplete grades must be resolved before the beginning of the succeeding spring term, unless an earlier deadline is specified by the instructor. A permanent Incomplete is equivalent to a grade of E.

- No thesis, foreign language, or general examination is required although a thesis option is possible.

- Students admitted to the PhD program can apply for and receive the SM on completion of the requirements for the master's degree.

- Advanced standing undergraduates in Harvard College may apply for admission to the AB-SM program (see Chapter II) for the fourth year and are subject to the SM requirements described above.

Master of Engineering (ME)

- Students who wish to pursue more advanced formal training without undertaking the research required for the PhD degree may earn the ME degree by successfully completing one year of coursework at Harvard beyond that required for the SM degree.

- The ME degree program should be submitted before the end of the first year of graduate study. Sixteen half-courses are required, comprising an integrated program developed with a field advisor and a Committee on Higher Degrees (CHD) advisor, and approved by the CHD. The course requirements include those for the SM degree plus eight additional graduate-level courses.

- No more than four 300-level courses may be included, and these courses are normally devoted to a single project on which a thesis is submitted.

- All courses included must be passed with a grade of C- or better and a B or better
average grade must be maintained. A temporary Incomplete grade is equivalent to a C. Fall term Incomplete grades must be resolved before the beginning of the succeeding fall term and spring term Incomplete grades must be resolved before the beginning of the succeeding spring term, unless an earlier deadline is specified by the instructor. A permanent Incomplete is equivalent to a grade of E.

- The ME is considered a terminal degree. No thesis, foreign language, or general examination is required although a thesis option is possible.

**Doctor of Philosophy (PhD)**

- The PhD requires a minimum academic residency of two years beyond the bachelor’s degree. Programs are individually developed in consultation with a field advisor and a Committee on Higher Degrees (CHD) advisor and must be approved by the CHD, which also reviews any requests for exceptions to the requirements. A prospective PhD degree program must be filed for review by the CHD before the beginning of spring recess during the student’s second term. A final PhD degree program must be submitted before Thanksgiving recess in the student’s third term.

**Courses**

- Normally, students spend one-and-one-half to two years on coursework—twelve half-courses, with at least six in a major field and at least four in adjacent areas. Wide latitude is allowed in the selection of courses in the adjacent areas in order to promote diversification of academic interest. Depth and breadth of knowledge are important guiding principles in the PhD program, which must be approved by the CHD.

- Students are expected to take as many of the twelve courses as possible from the 200-level DEAS offerings, with at least six chosen from those courses. A maximum of three 100-level courses may be substituted for 200-level courses with approval of the CHD. Each course must be passed with a grade of B- or better, and students must achieve better than a B average grade in the courses in the major field and at least a B average in the adjacent areas. Academic, but not financial, credit may be granted for graduate work done elsewhere for the equivalent of up to eight half-courses, but only if those courses are approved by the Committee on Higher Degrees as part of the degree program and justification for inclusion has been provided.

- The first year is ordinarily spent principally on coursework, although some students may begin research. The second year is usually divided between coursework and research, with coursework completed during the third year if necessary.

**Incompletes**

- A temporary Incomplete grade is equivalent to a C. Fall term Incomplete grades must be resolved before the beginning of the succeeding fall term and spring term Incomplete grades must be resolved before the beginning of the succeeding spring term, unless an earlier deadline is specified by the instructor. A permanent Incomplete is equivalent to a grade of E.

**Language Requirement**

- There is no foreign language requirement.
Teaching

- Teaching is not a DEAS requirement for the PhD degree. It may, however, be part of a student’s funding package and may be encouraged by a student’s advisor.

Advising

- When a student enters the PhD program, she or he is assigned two advisors, a field advisor, based on the research interests expressed in the application, and a CHD advisor, selected from the current faculty members of the DEAS Committee on Higher Degrees. These advisors assist the student with developing, within the CHD guidelines, a program of courses that will provide the preparation needed for dissertation research.

- During the first year in the program, the student focuses on identifying a specific research area and a potential research advisor, often the field advisor originally assigned. However, if the student finds that another faculty member’s research more closely matches his or her interests, the student can ask that faculty member to become his or her advisor. If the original field advisor will not be the potential research advisor, she or he provides assistance, if needed, in identifying other possible research areas and supervisors. In either case, the student should discuss this question with and have agreement from a potential research supervisor by the end of the first year.

- During the second year, the student finalizes the program of courses with approval of the potential research advisor and the CHD, and a qualifying examination committee is developed, chaired by the potential research advisor and including nominations by the research advisor, the student and the CHD. When the qualifying examination is passed, the research advisor nominates and chairs a research committee, which oversees the student’s research and dissertation. A research/dissertation committee exists throughout the rest of the student’s graduate career, with any necessary changes to its composition made by the research advisor. Any member of the research committee can serve as a source of information and advice for the student throughout subsequent graduate years, as can the members of the CHD.

The Oral Qualifying Examination

- Preparation in the major field is evaluated in a two-hour oral examination by a qualifying committee. The examination has the dual purpose of verifying the adequacy of the student’s preparation for undertaking research in a chosen field and of assessing the student’s ability to synthesize knowledge already acquired. Areas within DEAS have different customs regarding the detailed nature of the qualifying examination. For example, the format may involve principally the presentation and discussion of a potential dissertation topic. It may also include general questions in the chosen research field and related areas. In some parts of DEAS, the examination may be dominated by the latter procedures at the choice of the examining committee.

- The qualifying committee is selected when the final PhD program is filed, usually consists of four Harvard faculty members, and must include at least two DEAS faculty members.

- The qualifying examination should be taken before the examination period of the fourth term; any extension of that deadline must be approved by the Committee on Higher Degrees.
Three outcomes of the qualifying examination are possible. The committee may pass or fail the student or judge the performance to be inconclusive. If inconclusive, the student and committee may schedule a second examination, which must be conclusive. If the outcome of either examination is a failure, a student may not re-register, thus terminating degree candidacy.

**Research and Dissertation**

- Upon successful completion of the qualifying examination, a committee usually consisting of three or four Harvard faculty members, is selected and chaired by the research supervisor and constituted to oversee the dissertation research. The committee must include at least two DEAS faculty members, one of whom must be a senior faculty member.
- Beginning with the student’s sixth term, progress reports, which include remarks by the student and comments by the committee members, must be submitted by the end of the reading period each term. Beginning with the eighth term, the committee is strongly urged to meet as a group with the student to complete the progress report.
- Original research culminating in the dissertation is usually completed in the fourth or fifth year. The dissertation must, in the judgment of the research committee, meet the standards of significant and original research. No prospectus is required by the division. The dissertation should be a coherent document addressed to a broad audience in the subject area. A collection of manuscripts intended for publication as technical papers is not considered by DEAS to constitute an acceptable dissertation.

**Final Oral Examination**

- When the dissertation is completed to the satisfaction of the research committee, generally in the fourth or fifth year and rarely later than the end of the student’s sixth year, a final oral examination is scheduled at a time to which the committee has agreed.
- This public examination devoted to the field of the dissertation is conducted by the student’s research committee. It consists of a presentation and defense of the dissertation itself and may also include more general questions relating to the field of the research.
- At the end of the examination, the committee may accept the dissertation, possibly subject to revisions, or specify further requirements.
- Three copies of the final dissertation, one bound and two unbound copies, must be delivered to the DEAS academic office prior to the degree meeting of the Committee on Higher Degrees, where recommendations on degrees are voted. After a positive recommendation to grant the PhD is voted in DEAS, the dissertation is delivered to the Registrar’s office.
ENGLISH AND AMERICAN LITERATURE AND LANGUAGE

The First Two Years

Residence
Two years of enrollment for full-time study are a minimum requirement, with a total of at least fourteen courses completed with honor grades (no grade lower than B-). The minimum standard for satisfactory work in the Graduate School is a B average in each academic year.

Courses
• A minimum of fourteen courses must be completed no later than the end of the second year.
• At least ten of the fourteen courses must be at the 200 (graduate) level, and the majority must be taken within the department. Graduate students in the English department will have priority for admission into these courses.
• The remaining courses (including courses in other departments, or transferred from other schools) may be either at the 200 or the 100 level.
• One of the non-200-level courses may be taken as independent study with a professor, but not before the second term of residence. Other independent study courses will be permitted in exceptional circumstances, and with the concurrence of the professor that the work is essential to the student’s program.
• Only one creative writing course may be taken for credit and cannot be counted toward the ten 200-level courses required.

Advanced Standing
• Students entering the Graduate School who have done graduate work elsewhere may apply for transfer of credit at the end of their first year of residence at Harvard.
• At the discretion of the director of graduate studies (DGS), such students may receive credit for up to four courses, depending on the nature of the work done elsewhere and on their record in their first year at Harvard.
• Transferred courses may be used to replace up to four 100-level courses. They may not be used to replace 200-level courses.

Language Requirements
• A reading knowledge of two languages is required.
• Students will be expected to show proficiency in either two ancient languages, or two modern languages, or one ancient and one modern language. (Normally, Latin, Greek, French, German, Spanish, and Italian are the accepted languages. Other languages may be acceptable if deemed relevant and appropriate to the student’s program of study.)
• Should the student opt for two modern languages, an additional requirement of one term of history and structure of the language or one term of Old English must be fulfilled.
• Students may fulfill the ancient and modern language requirements 1) by passing a two-hour translation examination with a dictionary, 2) by taking a one-term literature course in the chosen language, or (for the ancient requirement) 3) by taking two terms of elementary Latin or Greek.
Any course taken to fulfill the language requirement must be passed with a grade of B- or better. *(Note: Elementary language courses do not count for course credit.)*

**Incompletes**
- No more than one Incomplete may be carried forward at any one time by a graduate student in the English department, and it must be made up no later than six weeks after the start of the next term. Normally, any additional Incompletes will be considered “permanent” and may not be completed at a later date.
- Additional courses will need to be taken in place of any permanent Incompletes, unless or until the required number of courses has been completed.

**(Non-Terminal) Master of Arts (AM)**
- Students must complete, with a grade of B- or better, at least eight half-courses.
- At least five of the eight courses must be English courses.
- Students must successfully complete a seminar with a grade of B- or better.
- Students must have fulfilled at least one language requirement.

**Advising**
- In the first two years of graduate study, students will be advised primarily by the director of graduate studies.
- After the first two years, the department allows for several kinds of advising structures and recognizes these three arrangements as equally worthy: each student should choose the model that best suits his or her dissertation project and way of working.
  A) One model involves a committee of three, all of whom advise and sign off on the dissertation and take roughly equal responsibility in its direction.
  B) Another model calls for a principal director who takes primary charge of advising the dissertation, with a second and third reader involved to a greater or lesser degree according to the wishes of the student and faculty members involved.
  C) Still another involves two co-directors, both of whom are involved equally and continually with the project, with a third reader to be brought in at some later stage.

**General Examinations**
- At the beginning of the second year, each student will take a one-and-one-half-hour oral examination, based on a list of authors and/or titles (including six titles in literary theory) that the department will make available for each entering class in the summer prior to its arrival.
- At least one language requirement must be fulfilled by the end of the first year for students to be eligible to take the general examination.
- The examiners will be three regular members of the department (assistant, associate, or full professors), whose names will not be disclosed in advance.
  A candidate whose performance in the examination is judged inadequate will be recorded as “not yet passed” and must retake the examination at a time to be determined. If the candidate does not pass on the second attempt, she or he will not be able to continue in the program.
The Field Examination

- The purpose of the field oral is twofold: to examine the student’s preparation in the primary teaching and scholarly field he or she means to claim, and to explore an emerging dissertation topic.
- The examination is to be taken in the fall or spring of the third year of graduate study, either in the first two weeks of December or the second or third week of April.
- That committee, and its chair, is to be chosen by the students, from among the tenured and ladder faculty of the Department of English and American Literature and Language.
- The examination will have two components, each to be tested for an hour, and each to be based on a list drawn up by the student in consultation with a three-person examining committee. The student’s final list must be submitted to the graduate office at least one week prior to the examination.

Part I: This part of the examination explores an area or topic that the student expects to lead to the dissertation topic. It is anticipated that some students will have formulated a well-defined topic, while others will be working toward such formulation within a larger conceptual frame. Either approach is acceptable: the intent of this portion of the examination is to determine the plausibility of the emerging topic and the adequacy of the student’s conceptualization of it and preparation for doing it.

Part II: This is an examination on the student’s field, whether historical period, or genre, or broad thematic or cultural topic, or theoretical approach, or some other. It will test the student’s preparation in the field he or she will offer as a primary area of specialization on the c.v. and for teaching purposes.
- The examination will be graded pass/fail, since its purposes are in some part diagnostic and exploratory.
- Soon after the examination, the student is to have a session with all members of the committee, individually or as a group, to profit from their comments as to the adequacy of the field preparation and their suggestions regarding the emerging dissertation. This committee or some part of it will likely continue to serve as the student’s dissertation advisors.

The Dissertation Prospectus

- The dissertation prospectus, typically ten to twenty pages in length, must be submitted no later than December 15 of the fourth year.
- As the project takes form, the student should consult various members of the English department and other departments as relevant, but then elect one of three possible advising modes for the dissertation (see section on Advising).
- The advising mode chosen will be formally indicated to the department when the prospectus is submitted. It will bear the signatures of the advisors and note their status: whether a three-person committee, a director and second and third reader, or two co-directors (with a third reader to be brought in either then or at some later stage). Advisors from other departments may serve as members of a dissertation committee or as third readers.
The proposal, signed and approved by the advisors, will be due in the graduate office on December 15 of the fourth year. This normally means that a draft will be given to the advisors before Thanksgiving. Students may themselves solicit comments from other faculty members if they wish to do so.

The Dissertation

After the dissertation prospectus has been approved, candidates work with their dissertation director(s) or their dissertation committee.

All of the designated advisors must approve the final work and the Dissertation Acceptance Certificate must be signed by at least three readers, two of whom must be members of the Faculty of Arts and Sciences.

The PhD dissertation is expected to be an original and substantial work of scholarship or criticism, excellent in form and content. The department accepts dissertations on a great variety of topics involving a broad range of approaches to literature. It sets no specific page limits, preferring to give students and directors as much freedom as possible.

Teaching

Students begin teaching in their third year.

Ordinarily students teach discussion sections in courses and in the department’s program of tutorials for undergraduate honors majors.

Preparation for a teaching career is a required part of each student’s training, and teaching fellows benefit from the supervision and guidance of department members.

Teaching fellows are also urged to avail themselves of the facilities at the Derek Bok Center for Teaching and Learning.

FORESTRY

The First Two Years

Full-time registration for a minimum of one academic year is required. In addition, students are expected to work as paid research assistants for the summer immediately preceding their registration. Thus, students are able to participate in the research program at the Harvard Forest for three months, starting about June 1, before they register for the academic year.

Instruction at the Harvard Forest is informal and personal. No courses have to be attended and no formal examinations are held, with the exception of the thesis examination (below). There are no language requirements.

Master in Forest Science (MFS)

The MFS is a terminal degree. Minimum requirements are the one-year residency described above, the thesis, and the thesis presentation and examination.

Teaching

No teaching is required or expected.
Ch VI Degree Requirements—Germanic Languages and Literatures

Advising

- All advising for the Master in Forest Science (MFS) and direction of the thesis project are by Dr. David Foster, with occasional assistance from members of the Harvard Forest science staff, as may be appropriate.

General Examinations

- There are no general examinations.

Thesis

- Fields of study for the MFS thesis are related to the interests of faculty and staff at the Harvard Forest. These may vary, but generally include: ecology, forest soils, forest dynamics, land-use history, landscape ecology, paleoecology, wetland biology, and tree morphology and anatomy.
- A thesis prospectus must be submitted in the first half of the first year. It should outline major questions, research goals, methods, and general information pertaining to research sites. The thesis is expected to be a scientific paper of publishable quality outlining the background and specifics of the research.
- The thesis committee consists of the advisor and two members, one of whom must be from an outside department. When it is essentially finished, a defense of the thesis is scheduled. This comprises a formal seminar presentation of major aspects of the work, followed by general questions from the audience and by a thesis examination from the committee.

GERMANIC LANGUAGES AND LITERATURES

Study for higher degrees in the Department of Germanic Languages and Literatures is intended as preparation for a career in teaching and research. The program emphasizes literature, literary history, and cultural studies, rather than the language itself.

Advising

- The department assigns each incoming graduate student a faculty advisor, matching the student’s scholarly interest. Both the advisor and the director of graduate studies counsel and assist students prior to the dissertation. When students start working on their dissertations, the dissertation director becomes the principal advisor. The director of graduate studies approves and signs all study cards.
- Students choose the director and two readers of their dissertations, in consultation with the director of graduate studies and the prospective director. They advise the student during the writing of the dissertation.
- Students who wish to change their advisor or dissertation director may consult with the director of graduate studies or the chair of the department.

Master of Arts (AM)

All students, except those admitted with the AM degree from another university, take the master’s examination at the end of their third term. Permission to proceed to the PhD is granted on the basis of coursework, performance in the AM examination, and scholarly potential as judged by the department. A student denied permission to proceed terminates graduate study with the AM degree.
The requirements for the AM degree are as follows:

- A minimum of three terms of full-time study. For financial residence requirements, see the GSAS Guide to Admission and Financial Aid or this handbook.

- The satisfactory completion of an approved program of eight half-courses or the equivalent. Four of these courses must be in the group designated in Courses of Instruction as “Primarily for Graduates.” Two of the half-courses must consist of German 226r (the Proseminar) and a seminar. One half-course must be wholly or partly philological or linguistic in character, normally German 200 (Middle High German) or German 225 (History of the German Language). Students may substitute Linguistics 168 (Introduction to Germanic Linguistics) or Linguistics 247 (Topics in Germanic Linguistics) for German 225. Germanic Philology 280 (Introduction to Current Methods in Teaching German) and courses taken to fulfill language requirements or deficiencies are not included in the minimum requirement.

- A four-hour written examination, administered at the end of the student’s third term, in which the student demonstrates an ability to interpret literary texts and to place them in their historical contexts. A one-hour oral examination, which includes a brief presentation in German, is required. The AM examinations are based on a departmental reading list. No master’s thesis is required. In the event of unsatisfactory performance, the student may, if the examining committee so recommends, take a two-hour oral examination at the end of the fourth term.

**Doctor of Philosophy (PhD)**

**Academic Requirements**

- A minimum of six terms of full-time study, which includes reading courses and teaching. Credit for graduate work done elsewhere may be granted in accordance with procedures detailed in this handbook. For financial residence requirements, see the GSAS Guide to Admission and Financial Aid or this handbook.

**Course Requirements**

- The satisfactory completion of an approved program of eight half-courses beyond the AM degree. All graduate students are required to take German 226r (the Proseminar). PhD students must also take at least two half-courses in philology or linguistics, normally German 200 (Middle High German) and German 225 (History of the German Language). Students may substitute Linguistics 168 (Introduction to Germanic Linguistics) or Linguistics 247 (Topics in Germanic Linguistics) for German 225. Not more than two half-courses from the group “For Undergraduates and Graduates” may be counted, including courses taken for the AM degree, unless the student arranges with the instructor to upgrade the course; all others must be “Primarily for Graduates.” With the permission of the chair or the director of graduate studies, students may take courses in other departments that relate to their program of study. Germanic Philology 280 (Introduction to Current Methods in Teaching German) and courses taken to fulfill language requirements or deficiencies are not included in the minimum requirement.

- Participation in a seminar taught in the department by a department faculty member for at least three terms, with a grade of A- in at least one of the seminars.

- A grade record showing more As than Bs, and no grade lower than B-. A grade of Incomplete must be converted into a letter grade before the end of the next registration period or it will become permanent, unless the student has successfully petitioned the GSAS Dean’s office for an extension.
Foreign Language Requirements

Graduate students normally must satisfy the requirement in French and, where applicable, in Latin before they can be admitted to the PhD general examination.

- Reading proficiency in French. This requirement can be fulfilled by passing French Ax (Reading Modern French), offered by Harvard’s Department of Romance Languages and Literatures, with a grade of A or A-, or by passing a French Ax final examination, administered by the instructor of the course, with a grade of A or A-. Any student failing the language examination must consult the chair in order to plan satisfactory remedial steps to remove the deficiency.

- Considerable reading ability in Latin only for those students wishing to specialize (i.e., to write their dissertations) in philology (historical linguistics) or in the literature of the earlier periods (medieval, sixteenth century, the Baroque). This requirement may be fulfilled by a department examination. The texts to be translated or summarized will be taken from Latin works of literary merit written by German authors, mainly during the medieval period. The requirement may also be fulfilled by an honor grade (B- or higher) in any course in medieval Latin or in any intermediate course of readings of classical authors given by Harvard’s Department of the Classics. Any student failing the language examination must consult the chair in order to plan satisfactory remedial steps to remove the deficiency.

Teaching

- Teaching experience, either at Harvard or elsewhere. All students must meet this requirement before receiving their PhD.

General Examinations

- The satisfactory completion of a written examination taken after the student has completed coursework and met the language requirement(s). Students entering the program with an AM degree or its equivalent from another university take the examination at the start of their third year; students taking the AM degree at Harvard take the examination at the beginning of their fourth year of residence. The written examination consists of two four-hour sessions a week apart. The first examination covers any one of the following periods: (i) medieval literature, (ii) 1500-1750, (iii) 1750-1830, (iv) 1830-1910, (v) 1890-present. Students are responsible both for the principal literary texts in their chosen period and for the pertinent scholarship. The second examination covers any one of the following fields: (i) lyric poetry, (ii) drama, (iii) narrative fiction, (iv) a special topic defined by the student in consultation with the examination committee, (v) Germanic philology (linguistics). Final reading lists for the examination are due in May of the preceding academic year.

- The satisfactory completion of a two-hour oral examination within two weeks after passing the written examination.

- For more specific information regarding the general examinations, see the department’s “General Examination Schedule and Guidelines.”
Dissertation

After consultation with the advisor, a dissertation prospectus submitted for approval within three months after passing the qualifying examination. PhD candidates are urged to think about a dissertation topic before their general examination and to start work on the dissertation soon after passing the examination. The dissertation subject normally falls within the area where the student’s special period and special field converge. The object of the dissertation is to show the candidate’s ability to pursue independent research and to present the results of this research in a cogent and convincing form.

Candidates first devise a topic in rough outline and discuss it with one or more members of the faculty with the goals of developing the topic further and finding a director. When a member of the faculty has agreed to serve as a director, the candidate informs the department of this arrangement in writing; he or she also lists two other faculty members, one of whom must be a member of the Faculty of Arts and Sciences, who may serve as second and third readers.

The prospectus (1,500 to 3,000 words plus bibliography) lays out the main question(s) that the dissertation sets out to address, along with a tentative chapter-by-chapter description of the work. A working director presents the prospectus and relays comments back to the candidate.

Once the prospectus is approved, the candidate and dissertation director design a writing schedule with two goals: 1) that the project be completed within three years, and 2) that sections comprising approximately one-fifth of the anticipated whole be submitted every six months. Candidates must adhere to this timetable in order to remain in good standing.

A dissertation directed by a department faculty member, and read and approved by the director and by two additional readers, one of whom must be a member of FAS. Two copies of the completed and approved dissertation must be submitted to the registrar by the deadline set by the Graduate School of Arts and Sciences.

A dissertation defense only if the student wishes it or there is some doubt in the department about the dissertation.

GOVERNMENT

The First Two Years

Courses

- Students must complete successfully at least twelve half-courses, of which eight must be in political science. At least ten of these twelve half-courses and seven of the eight half-courses in political science must be listed in the catalogue as 1000- or 2000-level courses.
- Students must complete six half-courses by the end of their second term in residence and nine by the end of their third. Ordinarily, students complete seven or eight half-courses during their first year.
- Upon petition to the department and with the approval of the director of graduate studies, a student may receive credit toward the twelve required half-courses for not more than four graduate-level courses successfully completed elsewhere.
Minor Field
• Students must enroll in one government department half-course, ordinarily at the 2000-level, in their minor field. The department is organized into four fields: American government, comparative government, international relations, and political theory. Two of these four fields will be assessed during the general examination (see below). The minor field to be fulfilled through one half-course may be either of the remaining two fields not assessed during the general examination.

Seminar Papers
• At least three seminar-style research papers must be completed. The usual means is through enrollment in seminars, but the requirement may also be satisfied by reading or lecture courses in which papers of this type are written.

Language Requirement
• Every student must demonstrate competence in a language other than English. Competence in a language is defined as the ability to translate from the foreign language into English approximately 750 words of a political text in one hour with the aid of a dictionary. A student may choose to be examined in any language in which there is substantial political science literature, such as French, Spanish, German, Italian, Greek, Latin, Russian, Arabic, Chinese, Japanese, or in any other language specifically appropriate to the student’s PhD program and approved by the director of graduate studies. Students whose native language is not English must also satisfy this requirement even if that language is specifically appropriate to their PhD work.

Quantitative Methods Requirement
• Every student must also successfully complete, with a grade of B (not B-) or better, one half-course in quantitative methods.

Completion of Requirements
• Requirements relating to courses, seminar (research) papers, languages, and quantitative methods should normally be completed before the general examination, that is, during the first two years of graduate work. In special circumstances, a student may defer the fulfillment of two of the following until after the general examination:
  – one seminar paper
  – two half-courses
  – the quantitative methods requirement
  – the language requirement, although work toward fulfillment of the language requirement should be under way, in any case, prior to the general examination.

  Within six months of passing the general examination, the student must have fulfilled one of these deferred requirements. Within twelve months, he or she must have completed both deferred requirements.
Advising

- First-year students are assigned a faculty advisor by the director of graduate studies. In subsequent years, students may either remain with the first-year advisor or choose an advisor on their own. At the end of a student’s second year, the director of graduate studies will assign a third-year advisor to assist the student in the process of defending a dissertation topic and setting up a committee.

- Dissertation prospectus committees must include at least three faculty members, one of whom must be non-tenured. Dissertations must be approved by three committee members, two of whom must be faculty members of the Harvard University Faculty of Arts and Sciences. The chair must be a member of the Department of Government. Any member of the committee who is not a member of the department must be approved by the director of graduate studies.

General Examinations

- The general examination must be taken by May of a student’s second year of study; however, in exceptional cases the student may petition the department for special permission to take the examination in December. The general examination consists of an oral examination.

- Each general examination is structured as follows:

Major Field

This part of the examination covers one of the four areas of political science: American government, comparative politics, international relations, or political theory.

Focus Field

This part of the examination covers in greater depth one subfield within the student’s major field, or, if the student chooses, it covers either the field of empirical political methodology or the field of formal political theory.

Examples of appropriate focus fields other than empirical political methodology or formal political theory are listed below:

<table>
<thead>
<tr>
<th>Major Field</th>
<th>Illustrative Focus Field</th>
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Ch VI Degree Requirements—Government

Comparative Politics
Government and Politics (of major foreign country or region)
Comparative Political Development
Comparative Executives
Comparative Bureaucracy
Comparative Elections and Party Systems
Comparative Political Economy
Comparative Public Policy
Comparative Political Behavior

International Relations
Theories of International Relations
Foreign Policy (of major country or region)
International Conflict
International Political Economy
International Law and Organization
Nationalism and Imperialism

Political Theory
All students whose major field is political theory will be examined in both ancient/medieval and modern political thought.

The director of graduate studies, in consultation with the chair and other relevant faculty members, may authorize alternative focus fields, defined in other ways but comparable in scope to those listed above. Requests for the approval of alternative focus fields must be approved by a member of the faculty and submitted to the department at least three months before taking the examination.

Students are expected to have developed with a member of the faculty a focus field within their major at least three months before taking the examination.

Political Theory
All students must include political theory as one part of the general examination.

Students not majoring in political theory are expected to have a basic knowledge of Plato’s Republic and Aristotle’s Politics in addition to the writings of major political philosophers from the Renaissance to the nineteenth century. Such students should take Government 1061 and the political concepts field seminar or have equivalent preparation. Students whose major field is political theory must take one minor field in the Department of Government.

Composition of Examination Board
- The ninety-minute oral examination covers all three of the fields being presented by the student. The oral examination is conducted by three faculty members, two of whom are ordinarily professors with whom the student has worked. The student is normally informed of the composition of his or her general examination board seven days before the oral examination.

Seminar Paper
- Every student must submit one of the three required seminar papers for assessment as part of the general examination. This seminar paper will ordinarily pertain principally
to the student’s focus field but, at the student’s discretion, it may pertain to any of the
four fields or to a combination thereof. The paper must be graded (on a seminar paper
approval form) by the professor for whom it was written and submitted to the graduate
office no later than one month before the beginning of oral examinations. The paper
cannot be co-authored or revised before submission to the graduate office. An assess-
ment of a seminar paper is a prerequisite for taking the oral examination.

Teaching

• Students in their third year and beyond are eligible for teaching fellowships, which
enable them to participate in Harvard’s undergraduate tutorial program, teach sec-
tions in the introductory government courses, or assist undergraduates in middle-
group courses by leading discussion sessions or directing papers. All graduate
students will normally be required to teach a minimum of two sections in depart-
mental courses sometime during the period that they are in residence. To ensure
diversity of experience, one section will normally be in an introductory course and
one section will be in an advanced course (such as a 1000-level course).

• In the third year, most teaching fellows devote two-fifths time to teaching, the
remainder to work on the dissertation. The fourth year may be devoted entirely to
writing the dissertation or to a combination of teaching and research. Students who
have passed the general examination may teach three-fifths time for four years,
with the following exception: those who have taught fewer than sixteen term-fifths
may be appointed in a fifth year up to that total.

Dissertation

Dissertation Prospectus

• Within sixteen months of passing the general examination, each student shall dis-
cuss and receive final approval of his or her written dissertation prospectus with at
least three faculty members at an informal dissertation conference. These faculty
members, one of whom must be non-tenured, are chosen by the student with the
approval of the director of graduate studies. Students may receive formal consent
for the proposed dissertation topic at that conference but final approval must be
obtained no later than eighteen months after generals.

• The prospectus, typically ten to twenty pages in length, should set the proposed
topic in an appropriate theoretical framework, allude to relevant literature, and
describe the proposed research methods. A one-page (single-spaced) abstract of the
student’s approved dissertation prospectus is circulated to the faculty of the depart-
ment, and a copy of the full prospectus is kept in the student’s file. Petitions may
be submitted to the director of graduate studies for extensions of this deadline. Stu-
dents who have not received final approval of their dissertation prospectus by six-
teen months after the general examination may not be appointed as teaching
fellows until they have had their dissertation prospectus approved. The dissertation
title and name(s) of the advisor(s) must be registered with the graduate office.

Dissertation

• A student is required to demonstrate ability to perform original research in political
science by writing a dissertation that makes a significant contribution to knowl-
edge in the field.
Ch VI Degree Requirements—Health Policy

- Dissertations must be approved by three committee members, two of whom must be faculty members of the Harvard University Faculty of Arts and Sciences. The chair must be a member of the Department of Government. Any member of the committee who is not a member of the department must be approved by the director of graduate studies. Dissertations must be approved for defense by the committee. The final copies of the dissertation must conform to the requirements described in the booklet *The Form of the PhD Dissertation* (www.gfas.harvard.edu/academic/dissertation.html).
- Each April, all students beyond their third year must submit a dissertation progress report to his or her major faculty advisor and to the director of graduate studies.

Special Examination
- After the dissertation has been approved, and after all other degree requirements have been met, a student will take the “special” oral examination or defense. This examination is focused on the dissertation and on the relevant special field, which is ordinarily one of the fields that the student presented in the general examination, or an approved portion of that field.
- Students who defend their dissertation later than six years after taking the general examination (regardless of leave) must re-take the focus field of the general examination.
- Students are required to make available to the Harvard-MIT Data Center all of the quantitative data they have compiled in machine-readable form (together with accompanying explanatory materials) upon which the findings in their dissertation depend. These data will be made available to other users five years after receipt of PhD or sooner, if the PhD recipient permits.

Ten-Year Enrollment Cap
- An overall Graduate School of Arts and Sciences (GSAS) policy has been established that students ordinarily will not be permitted to register beyond their tenth year in the Graduate School. However, exceptions to this rule may be made for students who have taken maternity or parental leave or for students with other special circumstances. Students are free to apply for readmission to GSAS, so as to re-register for the purpose of receiving the degree, when their dissertation is completed.

**HEALTH POLICY**

The PhD in health policy, awarded by the Faculty of Arts and Sciences, is administered by the Committee on Higher Degrees in Health Policy, representing five Harvard University faculties: Faculty of Arts and Sciences, John F. Kennedy School of Government, Harvard Medical School, Harvard School of Public Health, and Harvard Graduate School of Business Administration.

**The First Two Years**

Program Requirements
The PhD program has the following components:
- Two years (generally) of coursework, including a full-year Core course.
• Concentration in one academic discipline (decision sciences, economics, ethics, evaluative science and statistics, management, medical sociology, or political analysis) and specialization at the dissertation stage in one policy area (environmental health, health-care services, international health, mental health, or public health).

• A one-term course in three of the six concentrations that are not a student’s field of concentration. One of these courses must be statistics; a second term of statistics will be required of students entering the program in the fall term of 1998 and thereafter.

• One course in epidemiology.

• A weekly research seminar starting in the third year.

• Written general and concentration examinations following two years of coursework; the general examination may contain an oral component.

• A dissertation prospectus and oral examination.

• A dissertation based on original research and a dissertation defense.

Note: If a grade of B- or better is not obtained, the student will not receive program credit for that course.

Concentrations

• PhD students in the Committee on Health Policy choose a concentration and meet specific curriculum requirements in one of seven disciplines:

  Decision Sciences (Professor Milton C. Weinstein, chair). Decision sciences are the collection of quantitative techniques that are used for decision making at the individual and collective level. They include decision analysis, cost-benefit and cost-effectiveness analysis, decision modeling, and behavioral decision theory.

  Economics (Professor Joseph P. Newhouse, chair). The concentration in economics focuses on the economic behavior of individuals, providers, insurers, and federal, state, and local governments as their actions affect health and medical care. In addition to examining the literature on health economics, the training emphasizes microeconomic theory, econometrics, public finance, industrial organization, and labor economics.

  Ethics (Professors Allan M. Brandt and Norman Daniels, co-chairs). The ethics concentration integrates quantitative and qualitative approaches to the analysis of ethical issues in health policy and clinical practice. Students in this track will focus on developing skills in a range of disciplines, with the goal of evaluating, through empirically based research, how moral, ethical, and socio-cultural values shape health policies as well as clinical practices.

  Evaluative Science and Statistics (Professors Stephen B. Soumerai and Alan Zaslavsky). Training in this concentration in health services and policy evaluation will enable students to evaluate the effects of a wide range of health services and policies (e.g., insurance, health-care quality improvement, and cost containment) on behaviors, access, processes and quality of care, health outcomes, or costs. Students in this concentration will develop proficiency in experimental and quasi-experimental research design, statistics, other methodological approaches (e.g., epidemiology, program evaluation, qualitative methods, and survey design), and relevant social sciences. Previous students in this track have used innovative methodological and statistical approaches to
study, for example: the effects of drug coverage on access to essential medications in Medicare; the effects of employment on population health; international differences in outcomes of medical care for acute myocardial infarction; the health effects of HMO reductions and subsequent government increases in maternity lengths of stay; and effects of regulatory changes in legal drinking ages on health and mortality.

Management (Professors Nancy Dean Beaulieu and Amy C. Edmonson, co-chairs). The management track concentration prepares students to do research on the organizational, managerial, and strategic issues facing health-care providers, payers, and other players in the health-care market. Students in this track will learn how theories and concepts from fields such as technology and operations management, organizational behavior, organizational economics, and competitive strategy can be applied to health-care organizations.

Medical Sociology (Professors Paul D. Cleary and Peter V. Marsden, co-chairs). In this track, students will learn about, and contribute to, knowledge in several research areas that are extremely important to health policy, including the study of professions and professional behavior, the structure of health-care organizations and systems, the impact of organizational and professional change on the structure of medical work, organizational improvement programs and their evaluation, evaluation of intervention programs, the diffusion of innovations across providers and organizations, and the behavior of patients and consumers—including consumer evaluations of health-care quality and patient perspectives on the process and outcomes of care.

Political Analysis (Professor Robert J. Blendon, chair). This concentration is intended for students who wish to do research on political behavior and its effect on the health field. Students will study theories of public opinion formation, voting behavior, legislative behavior, interest group influence, and political strategy as well as examine the role of both political institutions and the media on influencing health policy outcomes. The research methodologies most utilized in this track include survey research methods and quantitative statistical methods appropriate for large-scale databases.

Language Requirements
• There is no language requirement.

Policy on Incompletes
• No grade of Incomplete can be used to satisfy any departmental requirements.

Human Subjects
• All PhD students in Health Policy must receive human subjects training during their first year in the program (before they embark on research during their first summer in the program)—in connection with the Core course. This training must be updated as required by the University.

Advising
• Once a student has accepted an offer of admission to the PhD program in health policy, he or she is asked to specify an advisor. In cases in which there is no preference, the faculty chair of the program, the concentration chair, and the program director select an advisor. After the first year, all students select their own advisors.
During the third year of the program, a student forms a dissertation committee, which replaces the student’s faculty advisor. (However, frequently the student invites the second year advisor to serve on the dissertation committee.) In addition to convening the dissertation committee for the dissertation proposal orals and final defense, a student is encouraged to meet together with his or her entire committee several other times during the process as well as individually with members of the committee on a regular basis. Starting in the third year, all students take the research seminar where they are encouraged to present in their third year and are required to present at least once per year thereafter until graduation from the program. In addition, students are encouraged to invite their advisors to attend these presentations.

- The director of the program keeps in touch with all students and requests an annual progress report that is shared with the advisor and the concentration head. The director also monitors Incompletes.
- Thus, at all times when enrolled in the program, a student has one or more faculty advisors. Generally speaking, in this program, students form strong bonds with their advisors.

**Master of Arts (AM)**

- This program does not award an AM. However, it does award a terminal master’s degree in circumstances that warrant it, by vote of the Committee on Higher Degrees in Health Policy. If students leave the program or are withdrawn after passing the general and concentration examinations and completing all their course requirements with a grade of B- or better, they are eligible for a terminal master’s degree.

**Teaching**

- Teaching is not a requirement in this program, but at least one Harvard teaching experience is strongly encouraged.

**General and Concentration Examinations**

- Generally, students take a full load of classes (four courses per term) for each of their first two years in the program. At the end of the two years, usually in the second week of June, general examinations are administered over the course of a week. The week usually starts with a two-day take-home examination in which they must demonstrate that they have a master’s level understanding of the other concentrations. It is followed the next week by an oral examination. This examination is the same for all students (i.e., is not concentration specific). Students are strongly encouraged to take the general examination at the end of their second year in the program or at the completion of their coursework (excluding Epidemiology). If students would like to take it at the end of their first year in the program, they must petition the program. Only students with prior relevant master’s degrees can petition. Once permission is granted, the student must declare by the end of first term that he/she will indeed take the generals at the end of his or her first year. If a student fails either part of the generals, the student is given one opportunity the following year to retake the part or parts that the student did not pass. Students also take a two-day examination in their concentration. Students should complete all concentration course requirements, with the exception of Epidemiology, prior to taking a concentration examination. Any exceptions must be approved by the student’s concentration chair.
Dissertation Proposal and Orals

- The purpose of the dissertation proposal and its oral examination is to provide a formal occasion for the student to receive feedback on, and gain approval of, his or her dissertation topic(s). This should be done early enough to incorporate significant changes in direction based on faculty input, but it should reflect a fairly advanced stage of study design for at least part of the dissertation. Throughout this process, the student is expected to keep in close contact with his or her research committee.

Timing

- Within one year of passing the qualifying examination, a student is expected to have formed a dissertation committee, submitted a written proposal, and passed an oral examination on his or her dissertation proposal. To monitor and spur progress on the dissertation, a weekly research seminar is required of all third-year students and above. At the seminar, the students present their dissertation work at all stages, starting with the proposal stage. Students are strongly discouraged from leaving the Boston area before they have passed their proposal defense. Those contemplating leaving must take up the matter with the executive committee. In addition, the program encourages students to remain in residence throughout the dissertation stage as well. However, a student living outside the Boston area must file a written progress report with the program office every six months and should meet in person with his or her committee at least once a year.

- Ordinarily, the dissertation proposal orals must be passed by the end of the third year in the program. Failure to do so could affect financial aid decisions in subsequent years. Also, if students cannot pass their dissertation proposal orals by the end of their third year, they must meet together with their proposed committee by June 15 of that year to discuss their thoughts to date. The committee will then be asked to sign a form indicating that the student is making progress toward the dissertation proposal. In exceptional cases, and with special permission of the Committee on Higher Degrees in Health Policy, the dissertation proposal oral examination may be postponed, but in no case later than the end of the fourth year. There is no limit to the number of times a student may repeat a dissertation proposal oral examination, but ordinarily failure to obtain acceptance of a dissertation proposal by the end of the fourth year would be considered evidence of unsatisfactory progress. Students are strongly encouraged to present at the research seminar starting in their third year as an aid to dissertation progress.

What is Expected in a Dissertation Prospectus

1) The student should identify three parts for the dissertation. Normally these will be three papers, or three chapters within a monograph. In assessing each of the three parts, the committee should judge that each, if successfully carried out, will lead to a publishable paper.

2) The Public Health Service (PHS) grant guidelines, available as instructions in Form 398, are a good beginning, and students should read them. The first paper should be described in some detail (approximately ten pages), the second in somewhat less detail (approximately eight to ten pages), and the third could be presented as a preliminary set of possible topics. The level of detail for the third paper might only be a few paragraphs on each option, including at least some indication of the importance of the topic, data availability, and general methodologic approach. There could be several possibilities presented for the third paper.
3) For each of the first two topics—and ideally the third as well—the student should present:

a) What questions is the student answering? The PHS guidelines call this specific aims. The student will usually need a few paragraphs of introductory material to set up his or her questions.

b) Background and Significance. Why are answers to these questions important? What policy might depend upon the answer the student gets?

c) Literature Review and Preliminary Findings. At a minimum this section should review the main literature in the area(s) in which the student is working and summarize its findings, or at least those of relevance to what he or she is doing. If the student needs more pages for this, it probably should be handled as an appendix; the review for these purposes should be kept to a few pages. Also in this section, and especially for the first paper, what preliminary results does the student have that suggest he or she will be able to carry out the project successfully?

d) Methods and Research Design. Most of what the student writes should be in this area. What theory or conceptual framework is the student using or proposing to develop? What data will the student analyze? What does he or she propose to estimate? (It often helps to write down the equation the student wishes to estimate.) How will the student estimate what he or she is proposing? Describe the statistical, econometric, or modeling methods the student plans to use. Will the data have enough power in them to enable the student to be reasonably confident about the answer to the questions he or she is trying to answer? What are the remaining key uncertainties and what does the student see as the main obstacles to carrying out the research?

4) In the case of the first paper, a draft manuscript, possibly of a preliminary or partially completed version, is often attached as an appendix. The student should give evidence that he or she has gotten his or her “hands dirty” and is immersed in the conduct of this study.

The Following Steps Must Occur Prior to the Dissertation Proposal Orals:

1) The student must appoint a research committee, as described under the section on “Research Committee” that follows.

2) The student must ascertain from the members of the research committee that she or he is prepared to schedule the dissertation proposal oral examination.

3) The student must arrange with the research committee a mutually agreeable date, time, and location for the dissertation proposal orals, and make this information known to the program director at least two weeks prior to the scheduled dissertation proposal orals. Two hours should be allowed, including time for discussion, evaluation by the research committee, and feedback to the student after the faculty evaluation.

4) The student must submit to the research committee, at least two weeks prior to the scheduled dissertation proposal orals, a written dissertation proposal ordinarily consisting of twenty to thirty typed pages. The written proposal should include an overview of the dissertation, a detailed research plan (equivalent to the methods section of a manuscript or PHS-style grant proposal) of at least one of the papers; a preliminary research plan of at least a second paper, including evidence of feas-

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bility of methodology and data availability; and an overview of a third paper. It is 
acceptable to present alternative possibilities for the third paper. If a paper has 
already been submitted for publication, the manuscript should be included with the 
proposal. For a monograph-type dissertation, the equivalent requirements apply to 
the separately publishable components of the dissertation research.

5) The written proposal submitted two to three weeks in advance of the dissertation 
orals should not be the first time the research committee has seen these ideas 
presented by the student. At least the research advisor, and preferably the entire 
research committee, should be consulted in advance to ensure approval in principle 
of the topic(s) and to ensure the suitability of the members of the research 
committee.

The Dissertation Proposal Oral Examination

• The program office will maintain copies of proposals by some health policy PhD 
students, and these may be borrowed by students planning their proposal orals. It is 
the student’s responsibility to obtain a dissertation proposal form from the program 
director and to bring it to the chair of the research committee. The chair of the 
research committee will be responsible for getting the signed form back to the pro-
gram director after the proposal orals, for inclusion in the student’s folder.

• At the dissertation proposal orals, the student will present the proposal in a twenty-
to thirty-minute oral presentation, leaving most of the time for discussion. Persons 
invited to the dissertation proposal orals are: 1) the research committee; 2) other 
faculty members from Harvard and elsewhere invited by the student to provide 
additional expertise in evaluating the research proposal; 3) members of the Com-
mittee on Higher Degrees in Health Policy; 4) the PhD program director; and 
5) other students invited by the presenting student, possibly including one who has 
agreed to take notes. Discussion will be limited, however, to the presenting 
student, the research committee, and invited faculty in categories 2) and 3) above.

• At the conclusion, the research committee meets in closed session to discuss the 
disposition of the proposal. No grade or ordinal evaluation is given. In evaluating 
the student’s performance at the orals, the research committee will take into 
account the quality of the student’s oral presentation, the quality of the student’s 
responses to questions from the research committee, and the written material pre-
pared prior to the oral date. Possible results are: accept, accept conditionally, or 
reject the dissertation proposal. Conditional acceptance means that the student 
must meet certain specified conditions prior to obtaining unconditional approval of 
the dissertation proposal. Such conditions may include, for example: demonstration 
of the student’s knowledge or facility in a particular methodology, theory, or 
content area; demonstration of the availability of data needed to conduct the 
research; demonstration that the proposed research topic is original; or endorse-
ment of the topic by an individual (e.g. a faculty member) with expertise in a 
related field but not present at the orals. The research committee may decide how 
these contingencies can be satisfied, either in writing, orally, by obtaining a course 
grade, or other means. In any event, at the time when a conditional acceptance is 
changed to an acceptance, it is the student’s responsibility to have all committee 
members sign off on the form and to submit it to the program office.
Dissertation

Content of the Dissertation

- Dissertations may be applications of analytical tools to health policy issues, or they may be primarily theoretical. The dissertation should be written in a scholarly style, including thorough literature reviews, and it must include detailed descriptions of methods, data, and analyses.

- The dissertation can take either of two formats, a three-paper format or a monograph format.

- The first format consists of three publishable papers relating to health policy. The papers are typically related, either by their substantive content or by methodology, but this is not a requirement. It is recommended that at least two of the three papers be related, either by content or methodology, but this is left to the discretion of the student’s research committee.

- While publishability is a necessary condition for the acceptability of the dissertation, the fact that a paper has been published in a peer-reviewed publication does not necessarily make it acceptable for the dissertation. Material such as literature reviews, detailed description of analytic methods and data, which may be excluded from published versions due to page constraints, must be included in the dissertation, possibly as appendices or as separate background papers.

- On occasion, one or more of the papers may have been published prior to submission of the dissertation, and the published version may be included in the dissertation in lieu of a typescript. However, none of the papers may have been published prior to the student’s matriculation into the program, and the majority of the work on the dissertation must be completed after matriculation.

- The dissertation must include an overview summarizing the papers. It must also contain material that describes, in non-technical terms, the implications of the papers’ findings for the real world, as well as directions for future research that are suggested by the papers’ findings and/or limitations. This material may be incorporated into the individual papers (e.g., in discussion sections), or in a separate concluding section of the dissertation.

- The second format alternative is a traditional monograph-style dissertation. Such a dissertation must either (a) contain at least three independently publishable units (which may be chapters) or (b) be suitable for subsequent publication in book form. The rules and recommendations described above for the three-paper format, regarding prior publication, dissertation summary, and concluding sections, apply to a traditional dissertation as well.

- The dissertation must be innovative, in the sense that an existing method is being applied in a new way or to a new problem area, or in the sense that a methodology is extended or modified in a significant way. Primarily theoretical dissertations must still include a substantial demonstration of their applicability to a real-world, contemporary health-policy issue, and this application should be the major focus of one or more papers or chapters.
Co-authorship

- Co-authored dissertation papers or chapters are permitted. Order of authorship should follow the conventions of the field to which the paper is being submitted. The student should be first author for journals where first authorship indicates primary responsibility for the paper. Faculty members and students are cautioned that a faculty advisor should be a co-author only if he or she contributes substantially to the development of the database or analytical methodology for the paper or chapter. If, however, the faculty member is primarily responsible for both the data and method, then the paper probably does not qualify as independent work by the student. If the faculty member has developed the methodology in a previous research study, then it is expected that the student will apply the methodology independently to the problem under investigation.

Research Committee

- The student is responsible for selecting a research advisor and a research committee consisting of at least two additional faculty members. The research advisor chairs the research committee and must be a full-time faculty member at Harvard University. The research committee must include at least one additional full-time Harvard faculty member and must include at least one member of the Committee on Higher Degrees in Health Policy. At least two of the three members must be faculty members of the Harvard University Faculty of Arts and Sciences. (All members of the Committee on Higher Degrees in Health Policy have FAS appointments.) If only one of the three members has a FAS appointment, then the chair of the Committee on Higher Degrees in Health Policy must also approve and sign the dissertation. The research committee may include a faculty member from another university, or an emeritus professor, or an adjunct professor at Harvard or elsewhere. (A member not on university faculties may be included only as a fourth member with the approval of the Committee on Higher Degrees in Health Policy.) The membership of the research committee must be approved by the executive committee of the Committee on Higher Degrees in Health Policy before the dissertation proposal oral examination is scheduled.

Dissertation Defense

- It is advisable to start arranging a tentative date for the defense well in advance to resolve possible scheduling conflicts between dissertation advisors. However, a dissertation defense may not be scheduled until at least a draft of all three papers has been submitted to all members of a student’s dissertation committee. All defenses will have as a component a public presentation. It is the option of the research committee to have the entire defense public or to close the examination part of it, followed by a public presentation open to faculty, students, and other interested parties—all of whom may ask questions. In both cases, a student must allow for time after the defense for working on revisions required by the committee. A draft copy of the dissertation must be submitted to each member of the research committee at least two weeks prior to the defense, and the program director must be notified of the time for the defense at least two weeks prior to the defense. At this point, anyone on the Committee on Higher Degrees in Health Policy has the right to ask for a draft copy of the dissertation. The student is responsible for providing the GSAS Dissertation Acceptance Certificate for the research committee members to sign at the defense. The program office will provide the program form for research committee members’ signatures at the defense.
Other

• Except as specifically stated above, the rules of the Graduate School of Arts and Sciences regarding the format in which the dissertation will be printed, bound, and submitted will apply. The PhD Program in Health Policy will need one bound copy of each dissertation with a copy of the Dissertation Acceptance Certificate bound with it. In addition, the student will need to submit a copy of the dissertation abstract on disk to the program director for inclusion on the program’s Web site.

HISTORY

For a complete statement of regulations regarding graduate work in the Department of History, candidates should refer to “Higher Degrees in History” in the Programs in the Social Sciences and Programs in the Humanities. An offprint of “Higher Degrees in History” is available from the Department of History.

The First Two Years

Coursework

• During the first two years of graduate study in history at Harvard, the candidate must take at least nine half-courses, chosen in consultation with his or her faculty advisor. Of these half-courses, at least six must be in history, and of these six half-courses, two must be research seminars in history with letter grades. A minimum grade of B is required in each course with the exception of “The Writing of History: Approaches and Practices” in the fall term of his or her first full year of residence, which is given a grade of satisfactory.

Languages

• Candidates admitted to graduate study in history will be required to show a satisfactory reading knowledge of at least two foreign languages. They must take at least one departmental language examination in September of their first year of study, and the second in January of that year. (Refer to “Higher Degrees in History” for a listing of language requirements by field of history, and further regulations regarding the timing of the language examinations.)

Policy on Incompletes

• It is expected that students will ordinarily complete coursework in the term of enrollment in the course. For the GSAS rules regarding Incompletes, see Chapter V, Grade and Examination Requirements of this handbook. Incompletes are not permitted in any course (unless the student has a certified medical excuse).

Advising

• When applying, students often make quite explicit statements regarding their research interests and the faculty with whom they wish to work. Based on this information, students are assigned an advisor with whom they consult from the point of initial enrollment. The advisor must approve the student’s plans of study in the first four terms, and is often the chair of both the general examination and dissertation committees. Effecting a change of advisors typically involves conversations with both the new advisor and the original advisor. Once an agreement has been reached, the coordinator of graduate studies must be informed.
Master of Arts (AM)

The Department of History admits candidates for the PhD only. The AM is ordinarily awarded to candidates for the PhD after they have met the coursework requirements outlined above, completed two years of academic residence, and have satisfied one of the language requirements specified for their field of study.

General Examinations

• The examination is a two-hour oral, not on the subjects of specific courses, but on the study of four specific fields selected from “Higher Degrees in History.” An encyclopedic knowledge of detail is not expected, but the candidate should demonstrate familiarity with the important problems and substantial mastery of the basic literature in each field.

• The examination will ordinarily be taken late in the fourth term. Extension to the fifth term calls for a petition to the director of graduate studies. Extension to the sixth term, which is the last possible extension, calls for a petition to the director of graduate studies, subject to the approval of the department. Arrangements for taking the general examination should be made by the candidate with the coordinator of graduate studies. The candidate will be informed of the grade received on the general examination one month after the examination.

• A student who has failed the general examination may be allowed to take the examination a second time, in the fifth or sixth term, if the examiners so recommend to the director of graduate studies.

• For a list of fields for the general examination, and for the rules regarding fields distribution, please consult “Higher Degrees in History.”

Dissertation

• As soon as possible after passing the general examination, and no later than two terms after passing it, all PhD candidates must identify a dissertation director and dissertation committee, settle on a topic, and, with the dissertation director’s approval, present a proposal on the subject of their projected dissertation to their committee members. The committee is composed of the director, who should ordinarily be a permanent member of the department, and two others, one of whom may not be a permanent member. After the fifth term, candidates are expected to present their dissertation proposals in a conference of faculty and graduate students. Beginning in their fourth year, all students will present an annual progress report to the members of their dissertation committee. A prospective sixth-year or more advanced student must have a written statement from the supervisor of the dissertation indicating that satisfactory progress is being made in research and writing. An unbound copy of the completed dissertation must be distributed to each member of the dissertation committee no later than the third Monday in December for the degree in March, the fourth Monday in April for the degree in June, and the first working day in September for the degree in November. The final dissertation manuscript should conform to the requirements described in The Form of the PhD Dissertation (www.gwas.harvard.edu/academic/dissertation.html). A formal hearing of the completed dissertation is at the discretion of the candidate.
HISTORY AND EAST ASIAN LANGUAGES

The First Two Years

Courses
• A minimum of two years of full-time study (sixteen half-courses or equivalent) is required. Students working toward this degree are all required, at an early stage, to submit a plan showing the fields of study proposed by the students and their preparation in these fields.
• In history, each student must do honors work in two half-year seminars.

Language Requirement
• Credit for either 1) four full courses in Chinese language and two-and-one-half courses in Japanese, or 2) four full courses in Japanese and two-and-one-half courses in Chinese, or 3) their equivalent. In special circumstances and by special permission, other East Asian languages such as Korean, Mongolian, Manchu, or Vietnamese may be substituted for Chinese or Japanese.
• Moreover, a reading knowledge of French, German, or Russian must be demonstrated, ordinarily by passing an examination administered by the Department of History; this examination is given in September, February, and May.
• All language requirements must be satisfied at least one month before the general examination can be taken.

Advising
• When applying, students often make quite explicit statements regarding their research interests and the faculty with whom they wish to work. Based on this information, students are assigned an advisor with whom they consult from the point of initial enrollment. The advisor must approve the student’s plans of study in the first four terms, and is often the chair of both the general examination and dissertation committees. Effecting a change of advisors typically involves conversations with both the new advisor and the original advisor. Once an agreement has been reached, the graduate coordinator should be informed.

General Examination
• The student must pass a two-hour oral general examination in at least three fields, ordinarily chosen from those listed among the requirements for the PhD in History (see “Higher Degrees in History”).
• One of these fields must be in Western history and one must be pre-modern history.
• In some cases, fulfilling these requirements may entail taking a fourth field.
• The student usually takes the general examination at the end of the second year, but no later than the end of the third year.

Dissertation
• The dissertation must be in a field of East Asian history and must demonstrate the candidate’s capacity to do original research work, utilizing one or more of the East Asian languages. This dissertation must be submitted in triplicate by September 1 for the degree in November, by December 1 for the degree in March, or by April 1
Ch VI Degree Requirements—History of American Civilization

for the degree in June. The final manuscript must conform to the requirements described in *The Form of the PhD Dissertation* (www.gsas.harvard.edu/academic/dissertation.html).

Web site

- The Committee for the PhD in History and East Asian Languages has its own home page on the Internet. The address is www.fas.harvard.edu/~heal/HEAL.html.

HISTORY OF AMERICAN CIVILIZATION

The First Two Years

Courses

- The interdepartmental nature and purposes of the program require that students cut across departments in selecting courses. However, to ensure a coherent program of study, they should plan their schedules in consultation with the program chair. Their program of study must include:
  - A minimum of two years of full-time study (sixteen half-courses or equivalent).
  - The “Colloquium in American Civilization” during the fall term of their first and second years.
  - Two graduate seminars. These seminars should be taken from among the offerings of two different departments. Normally the student will take one seminar in each term of the first year of residence.
  - Two courses in a coherent field from outside the United States (e.g., English literature; Latin American history; comparative gender).
  - The remainder of the student’s program (lecture courses, reading courses, and, with the approval of the chair, TIME) will consist of work in fields appropriate to the student’s general examination. (See under “Examinations.”) Reading courses and TIME are ordinarily not part of a student’s program until the second term of the second year. If such courses are taken earlier, eleven half-courses (lectures, conference courses, and seminars) must be completed by the end of the fourth term.
  - All programs must be approved by the chair.
  - All coursework and language requirements must be met before taking the oral examination.

Incomplete Grades

- Students may have only one Incomplete when they register for their next term.
- The Graduate School of Arts and Sciences rules must be followed: A graduate student who receives a grade of INC (Incomplete), which is granted only at the discretion of the instructor, must complete the work of the incomplete course before the end of the term following that in which the course was taken. (See Chapter V, “Grade and Examination Requirements.”)
- All incompletes must be resolved before taking the general examination.
Language Requirement

Candidates for the degree must have a reading knowledge of two of the following languages: French, German, or Spanish. Students are furthermore encouraged to develop fluency in one of two required languages and reading knowledge in the other that is adequate for working with primary or secondary works in that language. Other languages may be substituted only with the permission of the committee. For example, on the basis of the student’s research interest and work with primary or secondary sources, knowledge of such languages as Greek, Latin, Hebrew, Yiddish, Portuguese, Italian, Russian, Chinese, Japanese, Korean, or an American Indian language may replace one of the languages generally required by the program.

- Students who have demonstrated fluency in one or more languages will receive a language citation with their PhD degree.
- No student may take the general examination until the language requirements have been met.
- The student must fulfill language requirements by passing two examinations given by the history department or the English department; and in case of a substitution, by passing an equivalent examination in a language department. Fellowships for developing language fluency are available for the summer between the first and the second year. Students are also encouraged to enroll in at least one course for credit in which advanced work with texts in other languages is undertaken.
- One language must be passed in the course of the student’s first year of residence. Students who fail to do so may be denied continuance in the program.
- Students who have one language requirement unfulfilled at the beginning of their second year of residence must pass a history or English department language examination in September of their second year. If they do not pass the language examination, they must enroll in an approved language course and pass a history or English department language examination in January.

Advising

- In a small program such as the History of American Civilization Program, the chair, who is also the director of graduate studies, generally advises students in the pre-generals period.
- After generals, students ordinarily choose their own advisors.
- In the second year of graduate study, students are encouraged to begin choosing an advisor in a process that is not particularly formalized.
- For some students the members of the examination committee also become advisors. Others choose their dissertation advisors between the generals examinations and acceptance of the dissertation prospectus.
- During the dissertation stage, graduate students form a Dissertation Advisory Committee, electing one of three possible advising modes:
  1) The first model involves a committee of three, all of whom advise and sign off on the dissertation, and take roughly equal responsibility in its direction.
  2) The second model calls for a principal director who takes primary charge of advising the dissertation, with a second and third reader involved to a greater or lesser degree according to the wishes of the student and the faculty members involved.
3) The third model involves two co-directors, both of whom are involved equally and continually with the project, with a third reader to be brought in at some later stage.

- The advising mode chosen will be formally indicated to the department at the time the prospectus is submitted. It will bear the signatures of the advisors and note their status. At least two of the advisors must be members of the Faculty of Arts and Sciences in any of the three models.
- Advisors from other departments may serve as members of a dissertation committee or as third readers.
- The History of American Civilization Committee is responsible for resolving potential issues between the advisors and the students.

**Grade Requirements**
- Students must maintain a grade average of B+ or better in each year of graduate work. Each student must do work of A or A- level in at least one seminar.

**General Examination**
- Early in their third year, students must pass a two-hour oral examination conducted by four members of the faculty.
- One hour of that examination will be devoted to the student’s major field, and one half-hour each to two minor fields.
- The major field must cover the full chronological sweep in a single discipline such as history, literature, law, or musicology. Normally, there will be two examiners in the major field. They may divide the field chronologically or thematically as long as there is full coverage of themes central to teaching and scholarship in the discipline.
- Minor fields should be chosen from two areas of study distinct from the major field. A minor field may be defined chronologically or thematically as long as it covers a significant range of material, minimally a century. For example, a student whose major field is American literature, and whose primary area of interest is nineteenth-century fiction, might prepare one minor field in nineteenth-century U.S. history and another in nineteenth-century music. Or, a student whose major field is U.S. history, and who plans to write a dissertation on race relations in the 1930s, might prepare a minor field in American protest literature over time and another in African-American Studies.
- Field preparation should be seen as laying a broad foundation for future teaching and scholarship rather than as specific preparation for writing a dissertation. Although the program will supply guidelines, students should work closely with individual faculty in selecting courses appropriate to their fields and in designing reading lists for oral examinations. In the term before taking examinations, students should submit their reading lists to the committee for approval.
- If a student fails the oral examination, and the examining committee agrees that the student may retake it, the committee will set a date (not earlier than six months after the date of the first examination) by which the second examination must be taken.
The Dissertation

- After the general examination has been passed, the student will select a dissertation topic and arrange for dissertation advisors. The choice of a topic and advisors will be submitted to the committee for approval. Students must also submit a prospectus for approval by the full committee. The dissertation should be characterized by a familiarity with the historical treatment of two or more fields in the program. Upon completion of two substantial chapters and upon recommendation of the advisors, students defend the finished part of the work as well as an outline for the completion of the dissertation in front of an audience consisting of faculty and students in the program as well as a broader academic public.

- At least one month before the date set by the Graduate School for the deposit of the dissertation for the award of the degree in November, March, or June, the candidate must submit to the dissertation advisors a completed draft of the dissertation for final approval. Ordinarily the course of studies can be completed within six years. Any candidate for the degree who has not submitted a completed dissertation within five years after passing the general examination will be dropped from candidacy unless, prior to the deadline, the candidate presents evidence that the dissertation can be finished within a specified extension and therefore receives an extension from the committee. See The Form of the PhD Dissertation (www.gsas.harvard.edu/academic/dissertation.html).

HISTORY OF ART AND ARCHITECTURE

The First Two Years

Courses

- A total of sixteen half-courses are required for academic residence.
- One half-course must be History of Art and Architecture 310.
- At least nine half-courses must be chosen from the offerings of the History of Art and Architecture Department.
- Three must be in art-historical fields other than the student’s specialty as outlined in the field distribution requirements. Field distribution and 200-level course requirements may be fulfilled by the same course, but may not be counted twice toward the sixteen.
- Five half-courses, in addition to HAA310 (Methods), must be primarily for graduates at the 200-level or the equivalent (e.g., 100-level seminars); partial credit may be given here for graduate-level courses from other institutions.
- Two half-courses may be in Ancient, African, Medieval, Near Eastern, or Asian languages.
- Some 100-level courses may be counted as 200-level: if the course, taken at graduate level, generally meets the description of a seminar (oral presentation, section discussions, etc.). The possibility of raising the level should be discussed by the student, the instructor, and the director of graduate studies (DGS), and the details of the arrangements should be stated in a letter to the DGS at the beginning of the term. A further letter should be sent by the instructor to the DGS at the end of term confirming that the agreed-upon work has been completed.
Ch VI Degree Requirements—History of Art and Architecture

- Under unusual circumstances, a course below the 100-level may be raised to graduate level. This is only to be considered if a substantial research paper has resulted from the course. The possibility of raising the level should be discussed by the student, the instructor, and the DGS, and the details of the arrangement should be stated in a letter to the DGS at the end of the term.

Incomplete Grades (Applicable to G2+ Only)
- Incomplete courses will not be accepted by the department for degree credit. A student must complete requirements for an incomplete course by the first day of the second term following that course, or file for an extension (form available in the department office). The extension for an Incomplete must be discussed with the head of the course. The practicalities involved in submitting a paper after the deadline and reasonable expectation of it being read should also be agreed upon well in advance of submitting the remainder of work. Students with Incomplete grades may not normally be employed as a teaching fellow in the department. G1 students are not allowed to receive or hold Incomplete grades.

Academic Standing and Satisfactory Progress
- The necessary (but not necessarily sufficient) condition for students to remain in good standing in the History of Art and Architecture Department is that they receive a minimum GPA of 3.5 (B+) in all departmental courses. At the end of the fall term each student’s progress is discussed by the faculty; if there are problems, a letter is sent at that time. At the end of the spring term, the faculty reviews the work of each graduate student, and students still taking coursework will receive a written evaluation of their progress from the director of graduate studies. In addition they will receive written evaluations from each of their individual instructors in the History of Art and Architecture Department at the end of each term. Students taking courses in other departments or institutions must request that their instructors provide similar evaluations to the department.

On the basis of grades and written evaluations (i.e., grades are not the only criteria), the department may vote that a student’s degree candidacy be terminated or that a warning letter be sent that will specify the department’s expectations for the following term or year. Suitability to the program is a major factor and may be grounds for terminating candidacy. If the student fails to meet these expectations, the department will ask the graduate school to terminate the student’s degree candidacy.

Requirements for Satisfactory Progress
- First-year students may not receive any grades of Incomplete.
- G1 and G2 students are expected to submit their best seminar paper to the department by May 15 in each of their first two academic years.
- No G2 and above students shall be permitted more than one grade of Incomplete per term. If not completed within the following term, the grade becomes Incomplete on the permanent record. No more than two permanent Incompletes will be permitted. A student who accumulates more than two will be required to withdraw, unless the faculty determines by a two-thirds’ majority vote that extraordinary circumstances warrant an extension, which shall in no case exceed one term.
Ch VI Degree Requirements—History of Art and Architecture

- For students to remain in good standing, the History of Art and Architecture Department requires that they must receive a GPA of 3.5 in all departmental courses.

  \[ A=4.00, \ A-=3.67, \ B+=3.33, \ B=3.00, \ B-=2.67, \ C+=2.33, \ C=2.00, \ C-=1.67, \ D+=1.33, \ D=1.00, \ D-=0.67. \]

- The requirements for modern European languages should be met by the end of the fourth term.

- The qualifying paper (QP) should be completed by April 1 of the fourth term of residence. A petition may be filed for the QP to be turned in at the beginning of the fifth term. The petition must be filed by April 1 of the preceding term. At the very latest, the qualifying paper must be approved by December 15 of the fifth term. If the QP is deemed unsatisfactory, the student will be asked to withdraw at the beginning of the sixth term.

- Students are expected to take the general examination in the third year of residence and a preliminary dissertation proposal is required at the time of petition to take the general examination. A final and approved dissertation proposal is required within three months of passing the general examination.

- G4+ students are required to submit a progress report to the department of dissertation research and writing by December 15 of each year.

- The final draft of the dissertation should be submitted to the readers at least six weeks prior to the registrar’s deadline. The bound copy with the dissertation acceptance certificate is due at the time designated by the registrar.

Language Requirements

- For Ancient, European, American, and African art, the department’s minimum language requirement is a reading knowledge of German and of a Romance language, depending on the field of study. In unusual circumstances other languages may be substituted to suit individual needs in consultation with the director of graduate studies and the advisor.

- For Asian and Islamic art, however, the minimum requirement is one European language plus English, in addition to such languages as their advisors deem necessary.

- In Ancient, Medieval, Asian, African, and Near Eastern languages, two half-courses may be counted toward fulfilling departmental course requirements. Courses in modern European languages cannot be so included.

- It is imperative that the requirements for modern European languages be met by the end of the fourth term.

Qualifying Paper

- The qualifying paper is required of all students, even those who have completed a master’s thesis elsewhere. It is ordinarily developed from an existing seminar paper, research paper, or portion of a master’s thesis, in a history of art and architecture 300 course. It is generally 5,000–10,000 words in length, including notes, and is submitted with good illustrations. Emphasis is placed upon the student’s independence of thinking and research, ability to use primary source materials, construction of argument and documentation, and proficiency in writing and presentation. The final paper is expected to demonstrate the individual’s ability to undertake the dissertation and produce a professional piece of work.
The qualifying paper proposal should be submitted to the department by April 1 of the fourth term of residence. It should include the proposed topic, timetable for preparation, and suggested committee (selected through mutual agreement of the student, field advisor and director of graduate studies) for approval by the faculty. To maintain satisfactory status in the graduate program, the completed and approved qualifying paper (with signed QP cover form) should be filed in the department office not later than October 1 of the fifth term of residence. Exceptions to this policy will be discouraged.

A student may request that a master’s thesis written for another institution be substituted in lieu of a qualifying paper; this must be approved by the field advisor and two readers.

Advising

Ordinarily, the director of graduate studies is a student’s primary advisor for the first two years of graduate study. Should additional advising be desired, it should be sought in consultation and agreement with the director of graduate studies.

Information on advising at other stages may be found in the sections on the qualifying paper, general examination, prospectus, and dissertation.

Master of Arts (AM)

The department does not admit candidates for a terminal AM degree. PhD candidates may apply for a master’s degree after satisfactorily completing eight half-courses. The degree may also be offered to students unable to complete the PhD.

General Examinations

Students are expected to take the general examination in the fifth term of residence, and no later than the seventh term. The general examination is given only during the fall and spring terms of the academic year.

Following completion of the qualifying paper and at least two months prior to the date of the examination, the student should consult with advisors and present to the department a written proposal describing the general and specific fields to be covered in the examination.

The examination is designed to test the students’ mastery of their scholarly fields and their ability to proceed to writing a dissertation. Students are allowed access to the library and to other resources while answering Parts 1 and 2.

The examination consists of four parts:

1) Written essay(s) (eight hours total). Interpretation. General Field. One or two questions designed to test the student’s grasp of broad art-historical issues.

2) Written essay(s) (eight hours total). Methods and Historiography. Specific Field. One or two questions designed to bring out the student’s knowledge of sources, both primary and secondary, and of methodological issues.

3) Oral examination (two to three hours): Analysis of visual material. General Field. The student will have one to two hours prior to the convening of the full committee to examine eight to twelve works of art, slides, or photographs, in preparation for an oral discussion of all but one of them with the examination committee. The discussions may involve such issues as connoisseurship, contexts, iconography, formal analysis, patronage, technique, and condition.
4) Oral examination (one and one-half hours): Evaluation and review. Students whose performance on the examination is not satisfactory will be given one opportunity to repeat all or a portion. In some cases, Part 4 will be combined with or follow immediately upon Part 3.

- In Parts 1 and 2, students will be given a choice of questions, normally one of three or two of five, to be determined in consultation with committee members.

- Students may determine which of the first two sections of the examination they wish to take first, but whatever order is decided upon, Parts 1-3 must be taken within a period of five days.

The Dissertation

Prospectus

- After the successful completion of the general examinations, a topic and advisor for the dissertation should be chosen. Discussing potential topics with several faculty members is advisable before the student begins. Students will be expected to have a prospectus approved no later than three months (within the academic calendar—September through May) of passing the general examinations in order to be considered to be making satisfactory progress toward the degree.

- Once a student has a topic and an advisor to guide his or her dissertation, a formal written dissertation proposal is the next step. Not including the bibliography, the prospectus should be five to ten pages in length, but not more.

Dissertation Colloquium (for students entering before September 1997)

- Before writing the final version of the dissertation, a dissertation colloquium will be required from each graduate student. It is highly recommended that the colloquium be delivered during the term upon returning from the year of funded research. The colloquium is envisioned as a forum for discussion of the scope, framework, and argument of the dissertation prior to writing. Dissertation colloquia are scheduled throughout the academic year. Members of the department are expected to attend each colloquium, which are also open to graduate students and invited guests of the speaker.

Dissertation Defense (for students entering after September 1997)

- The Department of History of Art and Architecture requires that all PhD dissertations (of students entering after September 1997) be defended. At the defense, the student has the opportunity to present and formally discuss the dissertation with respect to its sources, findings, interpretations, and conclusions, before a defense committee knowledgeable in the student’s field of research. The director of the dissertation is a member of the defense committee. A committee is permitted to convene in the absence of the dissertation director only in cases of emergency or other extreme circumstances.

- The defense committee may consist of up to five members, but no fewer than three. The chair of the defense committee should NOT be the primary advisor. The suggested makeup of the other members of the committee should be brought to the director of graduate studies for approval. Two members of this committee should be from the Department of History of Art and Architecture and one of these should be a tenured faculty member from the Department of History of Art and Architecture. One member should be outside the department (either from another Harvard department or outside the University).
• A minimum of one month prior to scheduling the defense, a final draft of the dissertation should be submitted to two readers (normally the primary and secondary advisors). Once the two readers have informed the director of graduate studies that the dissertation is “approved for defense,” the candidate may schedule the date, room, and time for the defense in consultation with the department and the appointed committee. This date should be no less than six weeks after the time the director of graduate studies has been informed that the dissertation was approved for defense. It should be noted that preliminary approval of the dissertation for defense by the primary advisor and another reader does not guarantee that the dissertation will be passed.

• The defense normally lasts two hours. The candidate is asked to begin by summarizing the pertinent background and findings. The summary should be kept within twenty minutes. The chair of the committee is responsible for allotting time, normally allowing each member of the committee twenty to thirty minutes in which to make remarks on the dissertation and elicit responses from the candidate.

• When each committee member has finished the questioning, the committee will convene in camera for the decision. The possible decisions are approved, approved with minor changes, approved subject to major revision within six months, or rejected. The majority vote determines the outcome.

• Approved with minor changes: The dissertation is deemed acceptable subject to minor revisions. The dissertation is corrected by the candidate, taking into account the comments made by the committee. The revisions will be supervised by the primary advisor. Upon completion of the required revision, the candidate is recommended for the degree.

• Approved subject to major revision within six months: The dissertation is deemed acceptable subject to major revisions. All revisions must be completed within six months from the date of the dissertation defense. Upon completion of the required revisions, the defense is considered to be successful. The revisions will be supervised by the primary advisor.

• Rejected: The dissertation is deemed unacceptable and the candidate is not recommended for the degree. A candidate may be re-examined only once upon recommendation of two readers. Rejection is expected to be very exceptional.

• A written assessment of the dissertation defense will be given to the candidate and filed in the department by the chair of the defense committee.

• The defense will be open to department members only (faculty and graduate students), but others may be invited at the discretion of the candidate. Travel arrangements for an outside committee member should be made as far in advance as possible and will be covered by the department, assuming it is within reason. The department administrator will assist in making the travel arrangements. A modest honorarium will be given for the reading of the dissertation for one member of the jury outside the University.

• Candidates should keep in mind the Graduate School of Arts and Sciences deadlines for submission of the dissertation and degree application when scheduling the defense.
Master of Arts (AM)

COURSE REQUIREMENTS
- Minimum one year residence of full-time study.
- Eight half-courses or the equivalent are required. These must include the half-course Methods Seminar (History of Science 200), two half-course seminars in the history of science, one half-course seminar in history, and two additional half-courses in the history of science. The remaining two half-courses may be chosen from offerings in science, history, the history of science, or other related fields. An average of B must be maintained throughout the year.
- A reading knowledge of a foreign language other than English is ordinarily required. All students are expected to take the language examination in October of the year of their admission.
- An essay of twenty to thirty pages, on a subject to be determined in consultation with the student’s advisor, must be submitted to the department toward the end of the second term, but no later than the last day of reading period. Ordinarily a paper written for a seminar is expanded for this requirement.

Doctor of Philosophy (PhD)

COURSE REQUIREMENTS
- Minimum two year residence of full-time study.
- Sixteen half-courses or equivalent, of which ordinarily a maximum of four may be reading courses in the history of science or history. A candidate who maintains a record of high distinction in the first term at Harvard may petition for academic credit of up to four half-courses for graduate work of high quality done at another institution, provided these courses are in accepted fields.
- During the first year, four full courses must be passed at a grade level of B or above. Courses must include: the half-course methods seminar (History of Science 200), one half-course seminar in history and at least two half-course seminars and two half-course offerings in history of science. When an appropriate history seminar is not available, an alternative course in history may be substituted with the express permission of the department. In exceptional cases, students may petition the department for permission to defer taking one of the required two seminars until the second year. Students who receive credit for graduate work done at another institution may petition to waive a maximum of two of the course requirements outlined here; the methods seminar (History of Science 200) may not be waived.
- In the first term of study, in consultation with the advisor, a plan of study for fulfilling the requirements is established. Four half-courses (usually taught by members of the department) must fulfill the following distribution requirements:
Ch VI Degree Requirements—History of Science

Early Period (one half-course taken in two of the following areas):
- Ancient Science
- Medieval (Arabic/Latin) Science
- Early Modern Science

Modern Period (one half-course taken in two of the following areas):
- History of the Social Relations of Science
- History of the Modern Life/Health Science
- History of the Modern Physical Sciences

- Studies for the PhD degree are thought of in terms of fields rather than merely in terms of courses. In addition to acquiring a competence in one field of history, each candidate is expected to become generally familiar with the whole subject of the history of science, and to attain a demonstrable mastery of the history of a single scientific discipline (e.g., chemistry, mathematics, physics, astronomy, geology, biology, medical sciences and health care, psychology and the neurosciences, or anthropology), and of either the history of the science of a particular epoch or the relations of science with, for example, society, technology, philosophy, or religion. Consistent with these aims, students are free to pursue graduate study of a scientific field (for residence credit).

- Students must plan both their course distribution requirements and the “fields of study” that they intend to submit for the general examination. Study programs, courses, seminars, and fields of study are selected in consultation with the faculty advisor assigned to the student at the beginning of the first year of residence. By the end of the first term, but not later than the end of the second term of residence, all students must give their advisor a written plan for fulfilling the department’s requirements. At the end of the first year, and periodically thereafter, the student’s program, including written work, is reviewed by the department, and a determination is made of the student’s qualification for continuing graduate work.

LANGUAGES
- A good reading knowledge of two foreign languages is required. Ordinarily these languages are French and German. However, by petition one alternate language may be substituted, when required for the student’s research. The student’s proficiency is tested by written examinations or as otherwise specified by the department. It is strongly suggested that one language examination be taken by the end of the first year, and the second be completed no later than the end of the third year.

INCOMPLETES
- The grade of Incomplete is given only in extraordinary circumstances. The work must be completed and the grade converted to a letter grade before the end of the next registration period. Before a student is permitted to teach, all courses must be graded.

Teaching
- As part of the program for preparing students for careers in teaching and research, after the first two years, the department requires each student to participate as a
teaching fellow or course assistant in courses offered by members of the department faculty.

Advising

- A student entering the program is assigned a preliminary, primary advisor (the individual most likely to serve as dissertation director post-generals), who serves as the primary advising resource for the student during the first two, and sometimes three, terms. In addition, all first-year PhD candidates will be assigned an older graduate student (post generals) who will act as a peer mentor during the first year, helping the candidate to acclimatize to departmental expectations and routines.

- Once the fields for generals have been set, the three persons who will be working with the student to prepare her or him for the examinations are consolidated into a formal Generals Advising Committee. The coordinator of graduate studies, working with the student and primary advisor, will generally arrange for this committee to meet once with the student, generally some four to six weeks before the actual examination; outside examiners will have been informed by the department chair of this requirement at the beginning of the generals process. Following the successful completion of the general examination, the committee will no longer meet, but will generally remain available as a collective resource until the dissertation prospectus, overseen by the primary advisor, has been completed.

- When the student’s dissertation proposal has been approved by the full faculty (following a vetting by a three-person ad hoc committee), a Dissertation Advising Committee will be set up. This will generally consist of the primary advisor/dissertation director and at least two additional dissertation consultants. Together, these three individuals act as a collective intellectual resource for the student.

- In addition, there is an expectation that the student will meet with each member of the committee, as convenient, each term and that the committee as a whole will meet with the student once each year to review progress until the student submits the dissertation. The annual meeting schedule can be modified at the student’s request, if a student is doing research abroad, or if other circumstances dictate a different rhythm of review.

- The director of graduate studies and the department chair are available at all times to provide additional support and advice at any stage of the graduate student program. Students are encouraged to seek help from either or both of these individuals if any part of the advising process seems not to be working as it should.

General Examinations

- Fields for the general examination are submitted in the second term of residence.

- The general examination, which is oral, is to be taken at the end of the fourth term, or the very beginning of the fifth term. No encyclopedic command of detail is expected. Rather, the general examination committee will seek evidence of an understanding of the main intellectual developments within a branch of science, familiarity with the chief historiographic traditions associated with a particular content area, and the ability to set a particular branch of science within its institutional, political, and social contexts.
The general examination ordinarily includes the following three fields:

1) The history of a recognized scientific discipline (e.g., astronomy, biology, chemistry, physics, psychology) during an interval covering at least two recognized historical periods (e.g., the history of physics from Aristotle to Newton, the history of biology from the Renaissance to Darwin).

2) Selected topics that bring the history of science into constructive dialogue with other theoretical traditions in the social sciences (e.g., sociology, anthropology, cultural studies) or topics that address relations between the history of science and “other” histories (e.g., science and religion, science and philosophy).

3) One field of history as conventionally understood, to be chosen from the list of accepted fields for the general examination given by the Department of History (i.e., United States Since 1789; Germany Since 1740).

Note: In special circumstances, the philosophy of science, history of philosophy, sociology of science, medical anthropology, or advanced laboratory studies in a natural science itself can be substituted for the history field.

A prospective fourth-year student must have passed the general examination.

Dissertation

Dissertation Proposal

- The dissertation proposal (following the departmental dissertation proposal guidelines), is due six months after passing the general examination, generally in the fifth term. The student discusses a draft of the proposal with the intended dissertation director at least one month prior to submitting it to the director of graduate studies. The director appoints a prospectus committee, which gives its recommendation for the department’s approval. The names of faculty members ordinarily available for the direction of the dissertation are listed in the course catalogue under History of Science 300. The dissertation director is assigned by the faculty of the department in consultation with the student. A prospective fourth-year student must have obtained approval of a prospectus.

Dissertation Review

- Upon approval of the proposal and director of the dissertation, the faculty appoint a dissertation committee composed of the director of the dissertation and two additional faculty members. The dissertation director must be an eligible member of the department. Of the three-member dissertation committee, at least two must be members of the Faculty of Arts and Sciences. Ordinarily the dissertation committee has the opportunity to review the dissertation in its middle stage. In any case, the review must be completed no later than three months prior to the department deadline for submission of the final unbound copy. The dissertation director and the committee return the full draft within six weeks after it has been received.

Dissertation Submission

- A final unbound copy of the dissertation is submitted by the first Monday in April for a June degree, the first Tuesday in September for a November degree, and the first Monday in December for a March degree to each of the following: the disser-
tation director and the two additional readers. Once the dissertation is approved, the student submits three copies: one bound copy (double-sided) to the department; one bound copy and one boxed copy to the Office of the Registrar. The copies to the registrar must be accompanied by the original and one copy of the signed dissertation acceptance certificate.

- The dissertation should be an original contribution to knowledge. It must conform to The Form of the PhD Dissertation (www.gsas.harvard.edu/academic/dissertation.html).

Dissertation Defense
- The dissertation defense ordinarily will happen after the final draft of the dissertation has been submitted to the members of the dissertation committee.

Duration of Graduate Study
- Work for the degree must be completed within a total of five years, or in certain fields where additional preparation is necessary, a total of six years. An extension is considered only upon submission of a petition to the department, showing just cause.

INFORMATION, TECHNOLOGY AND MANAGEMENT

The First Two Years

Courses
- During the first year, students will take Management and Markets, a full year of microeconomic theory, statistics and quantitative methods, and graduate-level computer science courses.
- In the second year, students take computer science courses and special field courses. Students without an MBA should begin to take some of the five MBA elective curriculum courses they are required to complete. Students with an MBA are required to take one HBS/MBA general management elective. Students must complete all courses with the equivalent of a B or better.

Advising
- Students are assigned advisors when they enter the program. Advisors, in conjunction with the PhD programs office, assist the students in deciding which courses to take and how to fulfill various degree requirements. It is expected that students will establish relationships with other faculty members, and it is possible that the major academic advisory role may be assumed by different faculty members in the dissertation stage.

Examinations
- Students must pass an Administrative Point of View Examination in Management and a Special Field Oral Examination in computer science. Normally, these two examinations must be taken no later than the end of the third year for a student to remain in good standing.
Teaching and Research Requirements

- Students are expected to hold a research assistantship or serve as a course assistant during their third and/or fourth years. The Business School will assist students in locating teaching and research assignments.

The Dissertation

Prospectus

- When the student has satisfactorily completed all other requirements, a dissertation prospectus is written and a prospectus committee is formed, consisting of at least three members; two of whom must be members of the Faculty of Arts and Sciences. On the committee must be a faculty member from the Division of Engineering and Applied Science and a faculty member from the Business School. When the prospectus is ready for formal review, a dissertation prospectus meeting is held. If the committee is satisfied that the design is sound, the prospectus is approved.

Dissertation

- The dissertation should demonstrate the candidate’s ability to perform original research that develops a significant contribution to the knowledge and understanding in the field. A dissertation defense is required.

INNER ASIAN AND ALTAIC STUDIES

- Please Note: The description of the Inner Asian and Altaic Studies (IAAS) degree requirements is currently under review; any questions should be addressed to the committee office.

The First Two Years

Courses

- A minimum of two years academic residence is required. In most cases, however, fulfillment of all requirements for the degree will involve at least one additional year of coursework. The committee members will arrange particular programs for each student.
- All first-year students in this program should take an introductory course in at least one of the following fields given by members of the committee.
  1) History of Inner Asia
  2) Archaeology and Art of Inner Asia
  3) Comparative and Historical Turkic, Mongolian, Tunguz, or Altaic Linguistics
  4) Inner Asian Philology (Khotanese Saka, Sogdian, Tibetan, Tokharian Gandhari [Niya] Prakrit, etc.)

Language Requirement

- Upon enrolling in graduate school the candidate should offer proof of competence in one foreign “tool” language, and sometime during the first two years of residence, she or he should also demonstrate competence in a second, selected from among those especially pertinent to the topic of specialization. “Tool” languages, such as French, German, Italian, Russian, Japanese, etc., are to be distinguished
from “source” languages, such as Turkic, Mongolian, Chinese, Arabic, Persian, and Sanskrit. In particular cases where one of the latter is not a “source” language, it may be considered a “tool” language.

**Incomplete Grades**

- A grade of Incomplete (INC) must be converted into a letter grade before the end of the next registration period or it will become permanent, unless the student has successfully petitioned the GSAS Dean’s office for an extension. No grade of Incomplete can be used to satisfy any departmental requirement.

**Advising**

- On entering the IAAS program, students are assigned an academic advisor from among the members of the IAAS Committee, with whom they should meet to design an appropriate program of study; students should also consult with the committee chair to discuss their study plan. The faculty advisor, chair, and program administrator should be consulted in making arrangements for the general examination, and an appropriate advisor or advisors will also be assigned for the PhD dissertation. Students may petition the committee for changes in the advisor assignment, where appropriate. Advising is a critically important aspect of the IAAS program, and the committee is committed to finding appropriate advising arrangements for all students.

**General Examinations**

- At the end of the second year of residence or in the third year of residence, the candidate is expected to pass an oral general examination in three fields. One of these fields should normally cover the history of a major society outside of Inner Asia (Western Europe, Russia, Islamic Middle East, India, or East Asia). The other two are expected to be drawn from the following list:
  1) Pre-Islamic History of Inner Asia (to the tenth century)
  2) Medieval and Early Modern History of Inner Asia (tenth century to 1750)
  3) Modern History of Inner Asia (1750 to the present)
  4) Philology and Religion of Pre-Islamic Inner Asia (to the tenth century)
  5) Philology and Religion of Medieval and Early Modern Inner Asia (tenth century to 1750)
  6) Altaic Linguistics
  7) Archaeology and Art of Inner Asia
  8) Ethnology and Anthropology of Inner Asia
- A student must have passed the general examination by the end of the fourth year.

**Dissertation**

- The PhD dissertation must demonstrate the candidate’s ability to use primary source material and to produce a piece of original research. After the acceptance of the dissertation, the candidate must defend his or her dissertation in a special oral examination. The final manuscript must conform to the requirements described in *The Form of the PhD Dissertation* (www.gsas.harvard.edu/academic/dissertation.html).

Ch VI Degree Requirements—Inner Asian and Altaic Studies
Linguistics

Requirements

Department Courses
• All PhD students are required to complete the following seven courses in their first two years of residence:
  Linguistics 112a (Introduction to Syntactic Theory) and 112b (Intermediate Syntax)
  Linguistics 115 (Introduction to Phonetics and Phonology) and 215 (Phonological Theory)
  Linguistics 224 (Historical and Comparative Linguistics) and one other course in historical linguistics, subject to approval of the director of graduate studies
  Linguistics 117r (Linguistic Field Methods)
In addition, second- and third-year students are required to enroll in either Linguistics 241r (Practicum in Syntax and Phonology) or 242r (Practicum in Historical Linguistics).
• The course requirements are flexibly enforced, substitutions being permitted with the approval of the director of graduate studies (DGS). Only in exceptional cases are course requirements waived completely.

Language Requirement
• The department’s language requirement has three components:
  1) Reading knowledge of French or German. This can be demonstrated either by passing a one-hour departmental reading examination (dictionary permitted), or by completing an appropriate second-year University language course with a grade of B+ or higher.
  2) Competence in reading a second language of scholarship. This can be demonstrated in the same ways as stated above.
  3) Knowledge of the structure of a non-Indo-European language. This can be demonstrated by passing a departmental reading examination, or by earning a B+ or better in a first-year University language course, Field Methods (Linguistics 117r), or an appropriate language structure course.

A student may petition the department to be excused from a language requirement based on established competence. Evidence of such competence may include proof of attendance at a foreign university, appropriate course transcripts, or native-speaker language facility.

Grades
• Students must maintain at least a B+ average in each year of graduate study. If a student receives a grade below B- in a course, that course cannot be used to meet the department course requirements. A student receiving a grade below B- in a required course must petition for substitution through successful completion of an alternative course in the appropriate field and at the appropriate level. Grades below B- in two of the department’s required courses may result in termination of candidacy.
Incompletes
• Ordinarily, a grade of Incomplete can only be converted into a letter grade if the work is made up before the end of the following term; if the work has not been made up within this period, the GSAS Dean’s office must be petitioned for an extension. No departmental requirement can be satisfied by a grade of Incomplete.

Major and Minor Field Requirements
• Students choose a major and a minor field during their first year in residence. The major field is typically a large sub-area of linguistics, such as phonology, syntax, or historical linguistics. Competence in the major field is demonstrated by passing a General Examination (see below). Competence in the minor field—either another major sub-area of linguistics (phonology, syntax, etc.) or a more specific one (e.g., Germanic syntax, psycholinguistics, Greek historical grammar)—must be demonstrated by the end of the third year in residence. This can be done in either of two ways: 1) by passing three courses in the minor field with a grade of B+ or higher; or 2) by passing two courses and submitting an original research paper.

Research Paper Requirement
• Two original research papers of publishable or near-publishable quality must be submitted by the end of the fourth year of study. If appropriate, a paper submitted in fulfillment of the minor field requirement may be counted as one of the two research papers.

Master of Arts (AM)
• Graduate students who have completed two years of residence and who have fulfilled all the course requirements and language requirements for the PhD may, upon petition, receive an AM degree.

Teaching
• The department regards teaching as an essential part of the PhD program, and graduate students beyond the second year are encouraged to apply for teaching fellowships. Courses open to participation by teaching fellows include sophomore and junior tutorials, beginning-level linguistic theory courses, and large-enrollment undergraduate courses such as Social Analysis 34 (Knowledge of Language) and Linguistics 80 (Dialects of English).

Advising
• First-year students are advised by the director of graduate studies until they choose a major field, at which time they also choose a major advisor from the regular departmental faculty. Thereafter, progress toward completion of the PhD requirements continues to be monitored by the director of graduate studies, but primary responsibility for overseeing study in the major field shifts to the major advisor. The general examination is prepared by the major advisor, who in most cases also becomes the main dissertation director. Students can petition to change their major advisor at any time.

In addition to the major advisor, a co-advisor should be selected by the end of the second year. The co-advisor (who may but need not represent the declared minor field) plays an important role as a second advisor and faculty mentor.
**General Examinations**

- A general examination in the major field—normally a forty-eight-hour take-home examination—is usually taken at the end of the third or the beginning of the fourth year of study, and must be passed by the end of the fourth year at the latest. Students are examined on (i) their general knowledge of the major field, (ii) their knowledge of the specific details of major hypotheses in the field, (iii) their ability to review these hypotheses critically, and (iv) their ability to apply these hypotheses to new sets of data. Preparation for the examination necessarily involves close consultation with the major advisor, who assists in drawing up an appropriate reading list.

**The Dissertation**

**Dissertation Prospectus**

- A dissertation prospectus must be submitted to the department within six months of passing the general examination, and in no case later than the end of the fourth year. Minimally, this should contain a summary (approximately ten pages) of the major goals and primary methodology for the dissertation research, a bibliography of relevant literature, and an explicit schedule for progress toward completion.

**Dissertation Committee**

- At the time the dissertation prospectus is submitted, each student nominates a three-person dissertation committee in consultation with his or her advisor and co-advisor. Final membership of the dissertation committee is subject to a vote by the department faculty. The head of the dissertation committee, if not already the major advisor, assumes this role as soon as the prospectus is approved. Regular communication between the student and the dissertation committee is essential to the success of the dissertation-writing process.

**Dissertation Defense**

- The dissertation is accepted after a successful public dissertation defense. The defense should take place from one to three months before the due date set by the Office of the Registrar, the period of time being determined by the number of drafts reviewed by the committee. Sufficient time must be allowed to permit any required corrections or revisions, as well as to have the dissertation bound.
The Qualifying Examination

- The examination is given twice a year, usually in early October and early February. It consists of three, three-hour examinations held on consecutive afternoons, containing a total of eighteen problems. A score of approximately 100 out of 180 is a passing grade, but “conditional passes” are given when the breakdown of the score indicates that the student is primarily weak in one or two areas. When there is a conditional pass, the student must pass an oral examination in the weak subject or take a course in the next term or beginning of the next year for credit. Once the qualifying examination has been passed, students no longer have to take courses for a grade (except as a specific conditional) and receive the grade of “excused.”

- A student may take the examination any number of times, beginning in the first term. A student is not penalized in any way for failing the examination once or several times, but students are encouraged to pass the examination by the end of the second year in residence in order to begin real mathematical research.

- The sole use of the qualifying examination is to measure the breadth of a student’s mathematical knowledge. The department offers a basic sequence of mathematics courses for the first four terms in residence; and the successful completion of this sequence plus minimum memory skills should amply prepare the student for the qualifying examination. The basic courses are:

  - Math 212a,b (real analysis)
  - Math 250a,b (algebra)
  - Math 213a,b (complex analysis)
  - Math 260a,b (algebraic geometry)
  - Math 230a,b (differential geometry)
  - Math 272a,b (topology)

- These courses cover substantially more mathematics than the qualifying examination requires; a student who passes the examination upon entrance will also find these courses interesting. There is a full explanation of the qualifying examination on the department’s Web site.

- It is extremely rare for a student not to pass the qualifying examination by the third year. However, if that were to happen, there would be a consultation between the student and the advisor. Any solution that might be suggested would depend on the student’s individual situation and research progress.

The Minor Thesis

- The minor thesis is, in some sense, complementary to the qualifying examination. As it is set up, passing the qualifying examination does not mean that there are no gaps in the student’s knowledge, only that she or he has enough background to commence work on his or her own. In the course of this work the student will inevitably encounter areas in which she or he is ignorant. The minor thesis is an exercise in filling such a gap: the student takes an unfamiliar subject and, within a finite time (three weeks, or four if teaching), learns it well enough to give a coherent exposition of it.
The topic is selected by the student in consultation with a supervising faculty member of the student’s choice. At the end of the allowed time, the student will submit to the supervising faculty member an oral presentation and a written account of the subject.

The minor thesis must be completed before the start of the student’s fifth term in residence.

Language Requirement

• Mathematics is an international subject in which the principal languages are English, French, German, and Russian, or by arrangement any other language specifically appropriate to the student’s PhD program and approved by the director of graduate studies. If the student’s native language is one of those required, that requirement is waived. Almost all important work is published in one of these four languages, although much Russian work is translated into English. For the PhD, every student is required to acquire an ability to read mathematics in two of these three foreign languages. The student’s competence is demonstrated by passing a two-hour written examination. Usually the student is asked to translate into English not more than a page of text from a mathematics book or journal. Students may, if they wish, use a dictionary.

• The first language requirement should be fulfilled by the end of the second year; the second language examination passed by the end of the third year.

Courses

• There are no specific course requirements, but the University requires a minimum of two years’ academic residence for the PhD degree. (See the GSAS Guide to Admission and Financial Aid for financial residence requirements.)

• There are three varieties of TIME; two as credit for specific studying—for the qualification examination or later for dissertation research—and one as credit for preparing for lectures when a teaching fellow. TIME can be used as part of the four required courses per term. Without the permission of the director of graduate studies a student should not register for more than one half-course of TIME in a term in which she or he is not required to teach, nor more than two half-courses of TIME in a term in which she or he is required to teach. (For a more complete explanation, see the references to TIME in the index.)

• Once the qualifying examination has been passed with the approval of the department chair, students no longer have to take courses for a letter grade (except as a specific conditional) and receive the grade “excused” on their record.

Advising

• When students arrive, each is assigned an advisor. However, a specific professor can be requested. We suggest that the qualifying examinations (quals) be taken right away. While taking quals in the student’s first fall or spring term will not answer every question as to which way to proceed, they are a valuable source of information about where a student stands. Getting a low score will not penalize a student in any way.
• The first year is a time to get to know Harvard, the faculty, and fellow students. This is a time to get a sense of what sort of mathematics is done here, at what level, in what style, and by whom. By the end of the first year, it should be possible for the student to have some idea of the area that is most interesting to her or him and with whom she or he might work.

• While preparing for the qualifying examination or immediately after taking it, the student should enroll in or audit more advanced courses and start to choose a field of specialization. Unless prepared to work independently, the field chosen should fall within the interest of some member of the faculty who is willing to serve as dissertation advisor. One method of choosing a professor with whom to work is to spend a term reading under the direction of two or more faculty members simultaneously, on a tentative basis. Another method might be to talk to professors about course matters. Faculty members vary a great deal in the way that they go about dissertation supervision; one’s needs in that direction should be taken into account. It is up to the student to ask a professor if she or he will act as dissertation advisor. Most students choose an advisor during their second year. It is not usually a good idea to wait longer than two years before doing so.

• The director of graduate studies and the chair are always available for consultation if problems arise in choosing an advisor or in resolving other issues that might arise. In the event that no member of the department suits a particular student, there is also a possibility of asking a Massachusetts Institute of Technology (MIT) professor for guidance.

• During the dissertation stage, regular meetings with the professor chosen should be arranged. Early on, the student should consult her or his advisor regarding the selection of the required second and third readers. For the final stage, it is the dissertation advisor and second reader who defend the student’s dissertation in a department faculty meeting. Traditionally, dissertation defenses are held in April for a June degree; they are sometimes delayed to the following September for a November degree.

**Teaching**

• All graduate students are required to gain at least two terms of classroom experience in teaching.

• Teaching is also a key source of support for some students. Students without outside support are usually required to teach one, one-semester course in each of years two through four, and to teach two, one-semester courses in year five (if they stay for a fifth year).

• Teaching fellows ordinarily prepare and teach their own sections of undergraduate calculus. Participation in course-wide meetings, examination writing, grading, and holding office hours also are part of the duties, but routine homework grading is done by a course assistant who also runs review sessions.

• There are a few upper-class tutorial seminars taught by experienced teaching fellows.

• All students must complete the teaching apprentice program run in conjunction with the Derek Bok Center for Teaching and Learning at the latest in the term before they start teaching. Those without outside support usually take it in the spring of their first year.
Ch VI Degree Requirements—Mathematics

- From time to time there may be a few additional teaching fellow positions or graduate course assistant positions (who aid professors by running review sessions and grading homework and examinations) available for those students who wish to supplement their funding. These positions are only available to those who are making good progress on their academic work. Preference will be given to successful teachers.

AM

- The master of arts degree is not a prerequisite for the PhD, but is often obtained by students on their way to a PhD. However, there is no terminal AM. The formal requirements are a minimum academic residence of one year, eight half-courses in mathematics at the 100 or 200 level, with at least four at the 200 level. Candidates must also pass one of the two language examinations required for the PhD.

Dissertation Defense

- The mathematics department has the advisor “defend” the dissertation to the faculty. The second reader participates in this endeavor. These defenses are scheduled some weeks prior to the University dissertation submission deadline date. (There are three times a year when the dissertation can be turned in to the registrar: October, January and May). The defense is scheduled during departmental meetings that coincide with the timetable of the University. A final draft of the dissertation must be in the library two weeks prior to the advisor’s defense to the faculty.

- Traditionally the student gives an open presentation, in the style of a seminar, on the day following the defense. Once the dissertation is accepted, it can be bound for presentation to the registrar. The final manuscript must conform to the requirements described in The Form of the PhD Dissertation, a booklet that is available in the Registrar’s office, from the graduate studies coordinator, or online (www.gsas.harvard.edu/academic/dissertation.html).
MIDDLE EASTERN STUDIES

For a complete statement of regulations regarding graduate work in Middle Eastern studies, candidates should refer to “Degree Programs in Middle Eastern Studies” in the Programs in the Social Sciences and Programs in the Humanities. An offprint of “Degree Programs in Middle Eastern History” is available from the Center for Middle Eastern Studies.

Master of Arts (AM) in Regional Studies—Middle East

Course Requirements

• A terminal AM degree is administered by the Center for Middle Eastern Studies. The program for this degree requires two years of study: eight half-courses each year making a total of sixteen half-courses.

• First year: a full course in a modern Middle Eastern language; two half-courses, one in medieval (pre-1500) and another in modern Middle Eastern history; the introductory half-course (Introduction to the Field of Middle Eastern Studies/Islamic Civilizations 200A); one half-course related to the Middle East in anthropology, economics, history of art and architecture, government, law, or religion; and two elective half-courses.

• Second year: a full course continuing the selected Middle Eastern language; two seminars, one in a Middle Eastern field and one elective; the AM thesis-writing seminar (Final-Term AM Research Seminar/Islamic Civilizations 200B); and three other elective courses.

Language Requirements

• All students in the AM program are expected to take two years of one of the major languages of the Middle East: Arabic, Hebrew, Persian, or Turkish. Students who are native speakers of one of these languages will be required to study a second.

Grade Requirements

• In compliance with the policy of the Graduate School of Arts and Sciences.

Residence Requirements

• Students should comply with the GSAS policy.

Policy on Incompletes

• Students should comply with the GSAS policy.

Advising

• The director of the AM Program acts as the main advisor for all AM students. Other faculty may also take on an advising role where appropriate.
Ch VI Degree Requirements—Middle Eastern Studies

Programs for the Joint PhD

- A joint PhD is offered with the following departments: anthropology, history of art and architecture, and history. The fields covered differ according to requirements of the respective Harvard departments.

Teaching

- For PhD students enrolled in joint programs, opportunities for teaching fellowships may be offered through the joint department after the first year of study.

Advising

- Advisors take an active role in helping plan the student’s program of study and in directing the student’s research and dissertation preparation.
- At the beginning of their first year, students enrolled in the joint PhD programs (anthropology, history of art and architecture, history) must choose an advisor, by mutual consent, from among several Middle East faculty whose research interests are congruent with those of the student. The director of graduate studies will have primary responsibility for monitoring the student’s progress toward completion of the PhD requirements.
- The progress of all graduate students is reviewed at the end of each year.

General Examinations

- For all joint programs, general examinations are normally taken at the end of the third year.

ANTHROPOLOGY AND MIDDLE EASTERN STUDIES

The candidate will fulfill all the requirements for the PhD in social anthropology. In addition, the candidate will also fulfill the following language and area requirements of the Committee on Middle Eastern Studies:

Language Requirements

- Each candidate must demonstrate a reading knowledge of one of the following European languages: German, French, Italian, or Russian. This requirement may be fulfilled either by a departmental examination or by satisfactory completion of two years of language study. The student must also demonstrate a thorough knowledge of a modern Middle Eastern language: Arabic, Hebrew, Persian, or Turkish. Depending on the student’s specialization, another Middle Eastern or Islamic language (e.g., Kurdish, Bahasa Indonesia, Urdu) may be substituted with the approval of the Committee on Joint PhD Programs.
- “Thorough knowledge” would normally translate into a minimum of four years of language study with a final grade of B- or above. Native speakers of these languages will be required to master a second Middle Eastern language. A written examination in the Middle Eastern language selected will be administered by the Committee on Middle Eastern Studies and must also be taken before the completion of coursework. Students are strongly encouraged to master at least one addi-
tional Middle Eastern language. The expectation is that the student learn the languages necessary to teach and work in his or her chosen field.

Course Requirements
- The candidate will take at least three half-courses in Middle Eastern history, economics, religion, or political science.
- Other fields of study from related areas may be approved to meet this requirement by petition to the committee.

Dissertation
- The dissertation will normally be based on fieldwork conducted in the Middle East, or in other areas of the world with close cultural ties to the region. The dissertation should demonstrate the candidate’s ability to use source material in one or more relevant Middle Eastern languages.

HISTORY OF ART AND ARCHITECTURE AND MIDDLE EASTERN STUDIES

Language Requirements
- Proficiency in one of the following Near Eastern languages: Arabic, Persian, Ottoman Turkish, or another appropriate ancient Near Eastern language.

Course Requirements
- In addition to the work in Near Eastern art, the candidate must take at least one course and one seminar in some other period of art history, and at least one course and one seminar in some other aspect of Near Eastern studies.

General Examinations
- The candidate will be expected to take five general examinations: two in Near Eastern art (either different periods or different techniques, the scope being determined by the student’s committee), one in another period of the history of art and in Near Eastern studies, and a language examination in Arabic, Persian, Ottoman Turkish, or an ancient Near Eastern language consisting of a translation (with dictionary) of one or two passages from a list of sources provided at least a year before the examination, and of a commentary. One of the examinations (other than language) could be oral.

HISTORY AND MIDDLE EASTERN STUDIES

Fields of Study
- As soon as possible after entering the program, and no later than the end of the first year, the student should select an advisor (who must be a member of the history department) in consultation with whom four fields of study will be chosen for presentation at the general (oral) examination. This selection of fields is to be set down in written form and signed by the advisor. This plan will also state the candi-
date’s choice of courses and language examinations during the first two years. A student wishing subsequently to propose changes in this study plan must do so in the form of a written petition to the advisor. (Note: No student may proceed to the general examination who has not satisfied all language and seminar requirements as listed below.)

Language Requirements

• Students are expected to develop Middle Eastern language skills that will enable them to work at the highest levels of scholarship and teaching in their chosen field. At a minimum, these skills should include:

1) The ability to read, accurately and fluidly, expository prose in the modern Middle Eastern language (Arabic, Hebrew, Persian, or Turkish) most valuable to their course of study and research.

• This should be the language in which the secondary sources most relevant to the student’s field are published. Depending upon the student’s specialization, another Middle Eastern-related language may be substituted with the approval of the Committee on Joint PhD Programs.

• Proficiency in this skill is tested by a language professor in a two-hour reading examination in which students will translate two short texts into English with a dictionary. The examination can be taken before the first part of the general examinations, but must be taken no later than the end of the third year in the program. The level of proficiency expected in this examination can usually be achieved with three full years of language study or the completion of a Harvard language course at the 130b or 131b level with a grade of B or higher, although successful completion of this course does not fulfill the requirement and the examination must still be taken. The language in which students take this proficiency examination cannot be one in which they have native competence.

2) Sufficient mastery of the Middle Eastern language, or languages, used in most of the primary and archival materials that students will need for their dissertation research.

• This mastery is confirmed in the fourth field of the generals, as described below. The languages tested in the fourth field are usually Arabic, Hebrew, Persian, or Turkish. In preparing for the fourth field, students usually further master the language tested for in the proficiency examination but their advisor may recommend advanced preparation in an additional Middle Eastern language if required for their research. The minimum level of mastery expected can usually be achieved with four full years of language study.

• All students are strongly encouraged to master at least two Middle Eastern languages. The expectation is that the student learn the languages necessary to teach and work in his or her chosen field.

• Students must also pass, before the first part of the general examination, the history department’s language examination in one of the following: French, German, Russian, or Italian.
Course Requirements

- At least two half-courses of seminar work are required with a letter grade: one in Middle Eastern history and one in Western history, not to be taken in the same term. Upon petition to the Joint PhD Subcommittee of the Committee on Middle Eastern Studies, a student may substitute a seminar on African or East Asian history for Western history. The seminars must be completed before the general examinations can be taken. In addition, the candidate must complete the course “The Practice of History” in the fall term of his or her first full year of residence with a grade of satisfactory.

General Examinations

- Examination is in four fields. One must be in Western history, and two in Middle Eastern history. The three established fields in Middle Eastern history are medieval Islamic history, Ottoman history, and modern Middle Eastern history.

- Students who wish to offer another Middle Eastern-related field (for example, Byzantine history) in place of one of the established Middle Eastern fields should petition the committee for permission. The Department of History’s chronological requirements for historical fields do not apply to the fields submitted for the joint program.

- The fourth field is supervised by the student’s advisor. In advance of the fourth field examination, the student will prepare a bibliographic essay on the actual primary and archival sources related to the proposed dissertation project. The examination will be based on a selection from these sources and will include a test for the ability to translate and interpret texts readily and accurately. The fourth field is a separate examination from the one that covers the three historical fields. It must be taken no later than the submission of the dissertation prospectus, which is due within a year after the examination for the first three fields.

- A student who has failed the general examination may be allowed to take the examination a second time, within one year, if the examiners so recommend to the director of graduate studies.

Prospectus

- The dissertation prospectus must be completed and approved within one year of passing the generals. It must be written in conformity with Department of History guidelines, as detailed in the History Department Graduate Student Handbook.

- The candidate should ask his or her dissertation advisor and two other members of the faculty to form a prospectus committee. The members of this committee will read drafts of the prospectus and make suggestions.

- The finished prospectus should be submitted for approval to the Joint PhD Committee in five copies, one for each member of said committee. It must be approved individually by the three members of the committee concerned directly with Middle Eastern Studies: Professors Kafadar, Mottahedeh, and Owen.
Ch VI Degree Requirements—Music

- If changes in the dissertation structure as outlined in the prospectus become necessary at some later point in time, the student should petition the Joint PhD Committee for approval.

Dissertation

- The dissertation must be read and approved by a three-member dissertation committee, two of whom are normally permanent members of the Graduate School of Arts and Sciences faculty. One of the three must be a member of the Department of History (normally the student’s advisor). Any one of the three may take primary responsibility for supervision of the dissertation, but students are encouraged to consult all in the course of their work. In the event of disagreement, the definitive decision rests with the history reader and the Joint PhD Subcommittee on Middle Eastern Studies. The final manuscript should conform to the requirements described in *The Form of the PhD Dissertation* (www.gsas.harvard.edu/academic/dissertation.html).

MUSIC

The First Two Years

Courses

- Sixteen half-courses are required. Historical musicology students must take two half-courses in ethnomusicology and two half-courses in either theory or composition. One seminar in Medieval theory will count toward the theory requirement; Music 157x and 157y do not count. Ethnomusicology students are required to take six half-courses in ethnomusicology and four half-courses outside the department, including at least one course in anthropology. During the first two years, ethnomusicology students must also take four half-courses in historical musicology and two half-courses in theory or composition. One seminar in Medieval or cross-cultural theory will count toward the theory requirement; Music 157x and 157y do not count. Theory and composition students do not have a set curriculum and should plan their course of study with their advisor. All students may be allowed academic credit (normally no more than two half-courses) for work done in other graduate schools in the United States or abroad, subject to evaluation by the department and acceptance by the Graduate School.

- In general, for all students, 100-level courses should be taken as supplemental to the graduate program, and should not be the major portion of the student’s coursework.

- Graduate credit will automatically be given to composition students for any of the following 100-level courses: Music 157x and 157y, 160, 167r. In order to receive graduate credit, permission to take any additional half-courses at the 100 level must be petitioned to the department before taking the course.

- For theory students, the following courses will count as “in their secondary area”; in composition, 165r, 166r, 167r, up to a total of two terms in all, 261r, 262r, 264, 270, 271, and 272; in musicology, courses numbered 201 through 219 or any 100-level course that has been specifically designated as satisfying this requirement in a given term by both the graduate advisors in musicology and the graduate advisor in theory. Theory students intending to count graduate credit (toward the sixteen half-course credits) for any 100-level course should obtain written authorization to do so from the graduate theory advisor prior to taking the course.
Analysis/Tonal Writing

- Competence and fluency in traditional harmony, counterpoint, strict composition, and analysis (including analysis of 20th-century music) are prerequisites for taking the general examination. Students found to have deficiencies in these skills will be required to take Music B, or other pertinent courses. Work must be undertaken in the first year of study.

Languages

- Reading knowledge must be proved before taking the general examination: Historical musicology—German, and French or Italian. Ethnomusicology—a European research language and a second language to be determined in consultation with the ethnomusicology advisor. Theory—German plus one other language (French, Italian, Latin). Composition—German unless an alternative language is approved in writing by the graduate advisor. Historical musicology students and ethnomusicology students must pass a third language appropriate to the field of specialization after completing the general examinations and within one year of the approval of a dissertation proposal.

Advising

- Advising in the department during the pre-generals period is primarily handled by the appropriate graduate advisors and faculty members in the various programs, with the director of graduate studies available for further advice. After successful completion of the general examinations, students consult with individual faculty members on their proposed fields of concentration, and when a dissertation proposal has been completed, it is presented to the faculty in that field of study. When the dissertation proposal has been approved by the faculty in the program, it is brought to the entire department for final approval, and a dissertation committee is set up for each student. The dissertation committee consists of an advisor and two readers. Any questions or concerns about advising in the department can be brought to the attention of the director of graduate studies or the chair.

General Examinations

- The general examination consists of two parts: written and oral. The orals are taken within one or two weeks of passing the written. The examinations are to be taken at the end of the second year of study, usually in September. Both the written and the oral parts can be repeated, but no more than once. Please note that revisions for the historical musicology and ethnomusicology examinations are under consideration. Students will be notified of any changes. The format, which is significantly different for each program, is as follows:

Historical Musicology

- The written examinations consist of an analysis test and a general test. The analysis test includes two works from Western music; the general test is divided into four sections: three sections on the historical development of Western music from the Middle Ages to the present (questions in these sections are drawn from the entire field of Western music and are not necessarily related to topics covered in seminars), and one section on ethnomusicology. Students must pass the written examinations in order to be admitted to the oral part.
Ch VI Degree Requirements—Music

Ethnomusicology
- For ethnomusicologists, the analysis test includes two examples, one from the student’s major area (i.e., North Indian music, Swedish music, etc.) and a second from the Western art music tradition. The general test for ethnomusicologists is divided into four sections: one on ethnomusicology theory and method, a second from two areas of world music, a third on interdisciplinary problems, and a fourth section on historical musicology. Students must pass the written examinations in order to be admitted to the oral part.

  The oral examination in ethnomusicology focuses on the special field or area chosen by the student, but may include questions about general ethnomusicology not necessarily related to topics covered in seminars. The remainder of the examination focuses on questions posed in the written examination.

Theory
- The written examination consists of a four-hour examination in the history of Western music theory, one or more written analyses of assigned musical works, and a written critical review of an assigned recent theoretical publication. The oral examination follows up the work on the written examination and may broaden to engage any related issues in Western music and music theory, without restriction as to historical field.

Composition
- The written examination is a take-home examination. A piece, or movement from the standard literature, chosen by the faculty, is assigned for in-depth written analysis. The student is also required to write a short original composition. Four days are provided for completion of the written examination. The oral examination is based on an in-depth discussion of three major works that are assigned during the second year of graduate study, plus an analytical presentation of one of the student’s own compositions to be selected in consultation with the graduate advisor.

  Master of Arts (AM)
- The Department of Music has received approval for an AM degree in music with a Specialty in Performance Program.

  Teaching
- Beginning in the third year, graduate students in good standing are eligible for teaching fellowships. Most teaching fellows devote two-fifths TIME to teaching.

Third Year Requirements
- The third year is primarily devoted to developing a dissertation proposal and the beginning of work on the dissertation. All students will complete their required courses; in most cases, that will mean two half-courses, the topics of which may be assigned by the faculty as a result of the general examination. Musicology students will begin their third language (to be completed within one year of the approval of a dissertation proposal). Theory students must submit a paper of moderate length on a topic approved by the graduate advisor. This paper should demonstrate the ability to carry through original theoretical work.
Dissertation

Within the academic year after completion of the general examinations, the PhD candidate is expected to develop a proposal for a dissertation. The proposal must be submitted for approval to the department, which is responsible for assigning the student a committee consisting of a dissertation advisor and two other faculty members. Normally, the complete dissertation must be submitted within five years after passing the general examination, and satisfactory progress must be demonstrated every year in order that the student remain in good standing. If the dissertation is submitted thereafter the department is not obligated to accept it. Candidates are encouraged to discuss drafts of individual chapters with all members of the dissertation committee. The candidate should check with the department administrator to be sure that all degree requirements have been met. The formal requirements for the dissertation are set forth in The Form of the PhD Dissertation (www.gsas.harvard.edu/academic/dissertation.html), provided by the Graduate School of Arts and Sciences.

Colloquium

Musicology students, after the approval of their dissertation proposal, will participate in the PhD colloquium until the dissertation is accepted. Theory students, while the dissertation is in progress, will give a public colloquium on the dissertation work, or a significant part of it. This colloquium must be given after the third year in the program, and before the term in which the dissertation is submitted to the department.

NEAR EASTERN LANGUAGES AND CIVILIZATIONS

The Department of Near Eastern Languages and Civilizations (NELC) offers PhD and AM degrees in eleven distinct fields:

1. Akkadian and Sumerian Studies
2. Arabic and Islamic Studies
3. Archaeology of the Levant
4. Armenian Studies
5. Hebrew Bible/Old Testament
6. Indo-Muslim Culture
7. Iranian and Persian Studies
8. Jewish Studies
9. Semitic Philology
10. Turkish Studies
11. Yiddish Language and Literature

Advising

All incoming NELC graduate students are assigned a committee, comprised of three faculty members, which will help orient them to the department and to Harvard. Students will meet with the committee during their orientation to NELC and throughout the first year as needed.
• In their consultations with these faculty members, students have a right to expect assistance in planning their course of study and in developing an awareness of the overall structure of their program. At the beginning of each term, students and advisors should agree on meeting times allowing the students regularly to bring their concerns and questions before their advisors and the advisors to monitor the student’s progress.

• As the student’s field of interest becomes more clearly defined, the committee will be adjusted to reflect the field more accurately. After general examinations (see below), the student will consult with one or more members of the faculty to form a Prospectus Committee of at least three faculty members (one of whom may be non-Harvard); the writing of the prospectus is one of the more crucial periods in which an expert outsider’s input might be wanted.

In accordance with the Graduate School of Arts and Sciences (GSAS) requirements, the Dissertation Committee, which need not be the same as the Prospectus Committee, should comprise at least three readers approved by the NELC department, two of whom must be members of the Faculty of Arts and Sciences (FAS), and one of whom may be non-Harvard faculty. FAS emeriti (including research professors) and faculty members from other schools at Harvard who hold appointments on GSAS degree committees are authorized to sign Dissertation Acceptance Certificates as FAS members. GSAS strongly recommends that the chair of the dissertation committee be a member of FAS.

• The eleven divisions of the department have written lists of required courses and/or acceptable optional courses. These lists may be obtained from the NELC department or online (www.fas.harvard.edu/~nelc). The NELC Graduate Student Handbook is available in the department office and online (www.fas.harvard.edu/~nelc/resources/resources_student.htm).

Doctor of Philosophy (PhD)

Residence
• There is a minimum residence requirement of two years. Three to four years are normally required to pass the general examinations.

The First Two Years

Courses
• PhD candidates are required to complete a minimum of sixteen half-courses or the equivalent. Particular requirements of certain fields of study may require additional coursework.

Incompletes
• It is the rule of the Department of Near Eastern Languages and Civilizations that no graduate student shall be permitted more than one grade of Incomplete per term (exceptions granted only in extreme cases). The student must complete the work of the course for which an Incomplete was granted within the following term and a letter grade will be recorded. Otherwise the Incomplete will stand in the student’s permanent record. No more than two permanent Incompletes will be permitted, nor will any permanent Incomplete be allowed for a required course. If a student accumulates more than two permanent Incompletes, the student will be required to withdraw, unless the faculty determines by a two-thirds majority vote that extraordinary circumstances warrant an extension, which shall in no case exceed one term.
GSAS Requirements
- In addition to departmental requirements, students are responsible for meeting the “Common Requirements,” which can be found in Chapter 3.

General Field Requirements
- Each field of study has particular course requirements. These are specified in the field’s written program description, both basic requirements and optional requirements for various directions within the field. Students are expected to consult with the advisor(s) in their fields concerning these requirements.

Language Study Requirements
- Students are expected to consult with their advisors concerning the corpus of texts required and the scope of the examinations; the advisors are expected to provide the students with clear and comprehensive information.
- The major language of the student’s field of research is normally one of the fields of the general examinations.
- In addition, all students are expected to have or acquire knowledge of a second departmental language. The minimum level of competence expected in this requirement is a grade of B in the final examination of a second-year course in the language.
- Instead of such language coursework, a student may demonstrate the equivalent level of competence in a required language by taking a special examination administered by a member of the faculty.
- If a second departmental language is included in the general examinations, the level of competence will be significantly greater than that required in a second-year language course examination.

Languages of Modern Scholarship
- Advanced reading knowledge of either French or German is ordinarily required before admission. The student will be tested on that language at the beginning of the first term. If the competence level is insufficient, the student is expected to pass the departmental French/German examination by the end of the first term. An examination in the second language must be passed by the end of the second year.

Note: Courses in the languages of modern scholarship do not count toward the required sixteen half-courses or the equivalent (see above).

Satisfactory Progress
- A prospective third-year student must have achieved a minimum grade point average of B up to that point. At the end of every fall term, the faculty discusses the progress of each student; if there are problems, a letter is sent to the student at that time. At the end of every spring term, the faculty again reviews the progress of each graduate student and, in accordance with graduate school policy, assigns a status of “satisfactory,” “grace,” or “unsatisfactory” (see Chapter 6 for definitions).
Years Three and Four

Teaching
- Teaching is not required during the first two years of study. Only under the most unusual circumstances is a student allowed to teach before the third year of study.
- If designated as part of the student’s financial package, teaching fellowships begin in the fall term of the third year and extend through the spring term of the fourth year at a rate of two sections (2/5) per term. The department will assist the student in securing teaching fellowships. Priority for teaching fellow positions is given to students in their third through fifth years of graduate study.
- Additional resources for teaching fellows may be found at the Derek Bok Center for Teaching and Learning (bokcenter.fas.harvard.edu) and in the Teaching Fellows Handbook (www.gsas.harvard.edu/pdfs/teachfell.pdf).

General Examinations
- By the end of the fourth year (preferably earlier), a student must have passed the general examinations. These consist of written and oral general examinations in four fields: (a) the major field of concentration; (b) that field’s major language(s); (c) and (d) two related fields.
- The student’s advisors are expected to assist the student in preparing for the general examinations by defining as closely as is deemed useful the scope of the examinations and indicating the literature the students are expected to have read and the degree of familiarity with this literature that is expected.
- The four written general examinations are administered over a two-week period. After the written general examinations, there will be an oral examination covering the same area as the written ones, as well as other aspects of the student’s program.
- Take-home examinations may be substituted at the discretion of the student’s advisor.
- If a student fails the general examinations, permission to repeat all or parts of them is not automatically granted, but is considered in each individual case by the examining committee.
- Each program in the department determines its own timing of general examinations, in consultation with the department’s administration. Specifically, each program chooses between a floating general examination schedule (individual students will be examined when they are deemed prepared for the examinations) and a fixed general examination schedule (students will be examined during one of two set times during the academic year—November or May). Students whose program uses the fixed schedule may take their examinations only on the two assigned dates. At present, only the Hebrew Bible program uses the fixed schedule.

Year Five
- By the end of the fifth year, that is, normally within one year of the general examinations, a student must have obtained approval of a dissertation prospectus in order to show satisfactory progress. Exceptions to this rule require a petition well before the expected submission of the prospectus.
Dissertation Prospectus

• After the successful completion of the general examinations, students will consult with their advisors to choose a topic for their dissertation and a prospectus committee of at least three faculty members (one of whom may be non-Harvard); the writing of the prospectus is one of the more crucial periods in which an expert outsider’s input might be wanted.

• During the writing of the prospectus, which is normally the student’s first attempt at serious academic writing, students and advisors are expected to interact closely; the advisors are expected to assist the students with respect to planning and bibliographical research. Often, the principal advisor is the one most closely involved in the early stages and will decide when a draft should be submitted to the other members of the committee. The advice of the members of the committee normally results in the need for several drafts of the prospectus over a number of weeks.

• When the prospectus is approved by the entire prospectus committee, it will be submitted to the faculty of the department for comments before being presented by the committee at a department meeting. The student is responsible for distributing copies of the prospectus to all regular members of the department at least one week before the meeting at which the prospectus is to be considered (a tentative schedule of department meetings is circulated each September, and the student coordinator has the list of regular department faculty). The copying of the prospectus and the cost of the copying are also the student’s responsibility.

• Acceptance of the prospectus then requires a majority vote of the members present. Not infrequently, a prospectus is not accepted in its present form and is then sent back with the department’s comments (before or after the department meeting) for further revisions. Sometimes the department accepts the prospectus contingent upon specific changes being made.

Form of the Prospectus

• The prospectus should include a title page listing the name of the members of the prospectus committee, specifying principal advisor.

• The prospectus should conform (as later also the dissertation) to the standards in scholarly writing within the field in terms of style, including transliteration, transcription, and translation of foreign languages and the form of footnotes, references, and bibliographies.

Contents of the Prospectus

The prospectus is expected to contain the following information about the projected dissertation:

• The nature of the problem that the student intends to study.
• Its importance to the overall field of study in which the student is working.
• A broad review of scholarship on the question being examined, such as:
  a. Which (principal) scholars have dealt with this or similar issues?
  b. What, in the student’s opinion, remains to be done (i.e., why the student is writing this particular dissertation)?
Ch VI Degree Requirements—Near Eastern Languages and Civilizations

- A discussion of the methodologies the student will use to tackle the problem (i.e., how does the student intend to argue the point?).
- An outline of each of the chapters; if there are foreseeable difficulties in gathering the material necessary, this should also be noted.
- A schedule of approximate dates for submission of first drafts of each chapter.
- A select and relevant bibliography.

The length of the prospectus should not exceed approximately 3,000 words (for text, footnotes, and schedule inclusive; bibliography not inclusive).

Year Six and Beyond

Dissertation Progress

- The Dissertation Committee need not be the same as the Prospectus Committee. It should comprise at least three readers approved by the NELC department, two of whom must be members of the Faculty of Arts and Sciences, and one of whom may be non-Harvard faculty.
- The Graduate School of Arts and Sciences requires a student to complete the PhD program within ten years of entering the program. Beyond these requirements, the faculty is the final arbiter of what constitutes satisfactory progress.
- In order to continue to make satisfactory progress, the student must submit and have approved at least one chapter of the dissertation by the end of each year after the approval of the prospectus, the first no later than by the end of the student’s sixth year.

G-10 Enrollment Cap

- Students remaining in the program beyond the tenth year must apply through the Dean’s office for a one-year grace period by demonstrating particular hardship or extenuating circumstances and evidence of ongoing academic progress. They will be expected to finish their dissertation during the grace period. Should they fail to do this, they will be required to withdraw from the graduate program. After this, students may apply for readmission once their dissertation is demonstrably nearing completion.

Dissertation Defense

Following are the rules for completing the PhD program:

- When the dissertation is complete, it is to be read by the dissertation committee approved by the department (two of whom must be members of the Faculty of Arts and Sciences).
- Copies are to be submitted to each of the readers, as well as one to the department, at least two months before the date on which the degree is to be awarded and at least one month before the date of the dissertation defense.
- The student will be asked to defend the dissertation orally after it has been read, at least one month before the degree is to be awarded.
- The date and time of the dissertation defense will be announced in writing to the entire faculty of the department and all will be invited to attend.
Ch VI Degree Requirements—Near Eastern Languages and Civilizations

- The student may then be required to revise parts of the dissertation according to comments made by the advisors, occasionally also other faculty, before submitting a final version.
- The student is responsible for having spiral-bound (or hard-bound if the student desires) copies of the final dissertation made. One copy should be deposited with the department, to be placed in the departmental library, and one with the Registrar.
- Students are themselves responsible for meeting all GSAS degree application deadlines and for submitting their final dissertations. Schedules (as well as advice) are available in the NELC office and the Registrar’s office (20 Garden Street, room 109).

Master of Arts (AM)

The AM degree is a terminal degree.

Residence
- There is a minimum residence requirement of one year. The AM degree is designed to be completed in one year. However, students may elect to complete the degree over two years. The student’s advisor must submit a letter of explanation to the department should the student require more than two years to complete the AM degree.

Incompletes
- It is the rule of the Department of Near Eastern Languages and Civilizations that no graduate student shall be permitted more than one grade of Incomplete per term. The student must complete the work of the course for which an Incomplete was granted within the following term and a letter grade will be recorded. Otherwise the Incomplete will stand in the student’s permanent record. No more than two permanent Incompletes will be permitted, nor will any permanent Incomplete be allowed for a required course. If a student accumulates more than two permanent Incompletes, the student will be required to withdraw, unless the faculty determines by a two-thirds majority vote that extraordinary circumstances warrant an extension, which shall in no case exceed one term.

GSAS Requirements
- Students are responsible for meeting the “Common Requirements,” which can be found in Chapter 3.

Program of Study
- The advising committee must approve the student’s program of study at the time of registration. One of the members of the department will act as primary advisor. The AM degree is awarded upon completion with passing grade (B or above) of at least eight and no more than twelve half-courses, of which at least two must be seminars or their equivalents, and upon completion of any additional requirements of the individual program.
General Field Requirements
• Each field of study has particular course requirements. These are specified in the field’s written program description, both basic requirements and optional requirements for various directions within the field. Students are expected to consult with the advisor(s) in their fields concerning these requirements.

Languages of Modern Scholarship
• Advanced reading knowledge of either French or German is ordinarily required before admission. The student will be tested on that language at the beginning of the first term. If the competence level is insufficient, the student is expected to pass the departmental French/German examination by the end of the first term. In some fields, knowledge of an additional language may be required. The level of competence in the second language will be determined by the student’s advisor(s).

Note: Courses in the languages of modern scholarship do not count toward the required eight to twelve half-courses (see above).

Satisfactory Progress
• At the end of every fall term, the faculty discusses the progress of each student; if there are problems, a letter is sent to the student at that time. At the end of every spring term, the faculty again reviews the progress of each graduate student and, in accordance with graduate school policy, assigns a status of “satisfactory,” “grace,” or “unsatisfactory.” The terms “grace” and “unsatisfactory” are defined in Chapter 6.

Thesis
• Students will submit an AM paper, the subject and scope of which will be determined in direct consultation with their advisor.

ORGANIZATIONAL BEHAVIOR

The First Two Years

Business School Course Requirements
• Students without an MBA must complete five one-term MBA electives courses. Students must complete each course in the upper fifty percent of the class. Students with an MBA must take one HBS general management elective.
• Completion of two term-length courses in organizational behavior plus one term-length course in field research methods.

Discipline Course Requirements
PSYCHOLOGY TRACK
Students on the psychology track typically fulfill discipline requirements with courses offered by the research and teaching group (RTG) in social psychology within the Department of Psychology. Students electing to study with another RTG in the Department of Psychology must satisfy a set of course requirements having comparable scope and difficulty, developed in consultation with that RTG.
Ch VI Degree Requirements—Organizational Behavior

- Contemporary Topics in Psychological Research (Psy 2010)
- Research Methodology (Psy 2100)
- Intermediate Quantitative Methods (Psy 1951)
- Multivariate Analysis in Psychology (Psy 1952; this requirement may also be fulfilled with Applied Data Analysis [S-052, offered in the Graduate School of Education])
- Advanced Social Psychology (Psy 2500)
- Two graduate-level psychology courses designated as Core seminars by the RTG in social psychology
- One graduate-level sociology course

SOCILOGY TRACK
- Two term-length courses on sociological theory (Soc 204 and 208)
- Two term-length courses on research methods (Soc 203a and 209, although substitutes are possible if approved by the Committee on Higher Degrees and the Program and Admissions Committee), and additional coursework may be recommended based on prior preparation
- Two term-length graduate-level sociology electives
- One term-length graduate-level psychology course

Research Experience
- The first-year research participation requirement (psychology) or the research apprenticeship (sociology). Students are required to engage in research, under faculty supervision, soon after beginning PhD study in the discipline.
- The second-year project in the discipline department. Both psychology and sociology require all students to submit a research paper by the end of the second year of study in the department.
- The dissertation is the final research requirement.

Teaching Requirement
- The student either will work with a member of the Harvard Business School faculty as a course assistant for a one-term MBA course, or with a faculty member of their department in the Faculty of Arts and Sciences as a course/teaching assistant for a one-term course.

Advising
- The Policy and Admissions Committee designates faculty members at the Business School and the Faculty of Arts and Sciences as sponsors to each student upon entrance into the organizational behavior program. The sponsors, in conjunction with the PhD programs office, will assist the student in deciding which courses to take and how to fulfill various degree requirements. It is expected that students will establish relationships with other faculty members, and it is possible that the major academic advisory role may be assumed by different faculty members in the dis-
Ch VI Degree Requirements—Organizational Behavior

Thesis stage of a candidate’s program. However, students are strongly advised to consult with the sponsors and with the officers of the PhD programs during all stages of PhD work.

Examinations

• The discipline examination (psychology). The research and teaching group (RTG) in social psychology does not require a discipline examination. In lieu of an examination, students must submit a progress report to the social psychology RTG at the end of their second year, and then undergo the second year evaluation by the faculty of that RTG.
• Students who study with another RTG in psychology take the major examination offered by that RTG, following its procedures and on its schedule. No minor examination is required.
• The discipline examination (sociology). The student takes the written examination offered by the department, following procedures and on the schedule set by the department. No oral examination is required.
• The organizational behavior examination (both tracks). This examination completes the student’s preparation for work on the dissertation. It comes after all other program requirements have been completed and just before dissertation work begins. It provides an excellent occasion for the student to draw on all of his or her training to demonstrate readiness for first-rate conceptual and empirical work on organizational phenomena.

The Dissertation

Prospectus

• When the student has satisfactorily completed all other requirements, a dissertation prospectus is written and a prospectus committee is formed (consisting of at least three members; at least one must be from the Department of Psychology or the Department of Sociology, depending on the student’s track, and one must be from the Business School). When that committee feels that the prospectus is ready for formal review, the prospectus meeting is held. If the committee is satisfied that the student is ready to begin data collection, the members will approve the prospectus. The prospectus committee normally continues as the student’s dissertation committee once the prospectus is approved.

Dissertation

• The dissertation provides an opportunity for students to demonstrate, in a work wholly their own, their ability to contribute creatively to the advancement of knowledge about organizational behavior. When the student and the dissertation committee agree that the dissertation is acceptable, a dissertation defense is scheduled. It is expected that a dissertation will be approved unanimously by the dissertation committee. If the committee should find itself deadlocked about the acceptability of a dissertation, it will inform the program and admissions committee about the extent and the basis of the disagreement, and this committee will then decide what steps to take to resolve the matter.
Normal Progress Toward the Degree

• By the end of the first year, students should have completed the orientation program at Harvard Business School, most departmental courses, and the first-year research participation requirement.

• By the end of the second year, students should have completed all departmental course requirements, some organizational behavior course requirements, some MBA courses (if required), and the second-year research project.

• By the end of the third year, students should have completed the teaching requirement, all required courses and all examinations. The dissertation prospectus should also be approved by this time.

• Students are expected to complete all degree requirements, including the dissertation, in five years. Students will be required to withdraw from the program if they have not completed the second-year research project or qualifying paper by the end of the third year, or if they have not completed the dissertation prospectus required by the end of the fifth year.

PHILOSOPHY

Preliminary Requirement

• Candidates must pass at least twelve approved half-courses or seminars during their first four terms in the department. Courses numbered 301 or above do not count toward this preliminary requirement, but two terms of Philosophy 300 may be counted as one of the twelve. If a course record is to be considered satisfactory, the candidate’s grades in these courses must be B or higher.

• Courses taken to meet the preliminary requirement must be approved in advance by the department’s director of graduate studies. Students must take and complete three graded half-courses or seminars during their first term and three more in their second term, thus completing six graded half-courses during the first two terms of residence, with grades of B or higher.

• These courses, like the rest of the twelve, should be among those designated “For Undergraduates and Graduates” or “Primarily for Graduates” in the course catalogue. In addition, Quantitative Reasoning 22 may be counted if needed for the Logic requirement. At least ten of the courses must be taught by members of the Department of Philosophy (including visiting and emeritus members). This requirement can be modified for students specializing in Classical Philosophy.

• Students who have done graduate work elsewhere may petition to obtain credit for up to three half-courses, which may be counted toward the preliminary requirement. If they are in philosophy (as would normally be the case), such courses will be regarded as equivalent to those taught by members of the department.

Distribution Requirement

• This requirement, intended to ensure a broad background in philosophy, is met by completing eight distribution units of work before the beginning of the fourth year of graduate study. A distribution unit may be fulfilled (i) by completing an approved half-course or seminar (which may also be counted toward the prelimi-
nary requirement), or (ii) by writing a paper under the guidance of a faculty member, with the approval of the director of graduate studies. In the latter case the work does not count toward the preliminary requirement.

The units are to be distributed as follows:

a) Contemporary Theoretical Philosophy: Three units in twentieth- and twenty-first-century metaphysics, epistemology, philosophy of science, philosophy of mind, philosophy of language, philosophy of mathematics, and the like.

b) Practical Philosophy: Two units in contemporary or historical ethics, political philosophy, aesthetics, and the like.

c) History of Philosophy: Three units so chosen that one course unit treats primarily Plato or Aristotle and the other two units treat primarily representatives from two of the following: the Rationalists, the Empiricists, Kant, the Idealists. At most, one of these three courses may emphasize primarily practical philosophy.

Note: The First-Year Colloquium (Philosophy 300a and 300b) may not be used to fulfill any part of the distribution requirement. Philosophy 299hf may be used to fulfill a distribution requirement.

• **Logic Requirement** students are required either (i) to pass Quantitative Reasoning 22 or a higher level course in logic, such as Philosophy 144, with a grade of B or better, or (ii) to pass an examination in logic, equivalent to the final examination in QR 22, with a grade equivalent to B+ or higher. The requirement must be satisfied by the end of the second year of study.

• **Second-Year Paper** students are required, in their second year of study, to take Philosophy 299hf, and to submit by the end of that year a thirty- to forty-page research paper (maximum 12,000 words), written under the supervision of a faculty advisor. The paper may be on any philosophical topic, but the topic should not be so broad that it cannot be treated in reasonable depth in thirty to forty pages. It must demonstrate a capacity to do independent reading and research.

• **Language Requirement** students must demonstrate a reading knowledge of one foreign language, ordinarily German. (Classical Greek, Latin, or French may be substituted, if related to the student’s work, with the approval of the student’s advisor and the director of graduate studies.) The language requirement may be fulfilled by (i) passing an examination set by the department, or (ii) two years of college-level coursework in the language, passed with a grade of B or better, or (iii) placing, on the competency examination given by the relevant language department at Harvard, at a third-year level. The language requirement must be satisfied by the end of the fourth year of study.

**Master of Arts (AM)**

**Admission, Residence, and Course Credit**

• Since the principal employment for men and women with advanced training in philosophy is in college teaching that requires the PhD, the department ordinarily does not admit applicants who wish to study for the degree of AM only. However, the AM may be taken as a step toward the PhD after a minimum of two terms in residence.
Ch VI Degree Requirements—Philosophy

Requirements

- A candidate for the AM must satisfy the preliminary, distribution, and logic requirements for the PhD; however, the preliminary requirement is reduced to ten half-courses, and only seven of the eight distribution units are required for the AM. In addition, the second year paper requirement must be satisfied.
- There is no language requirement for the AM.

Teaching

Teaching Fellowships

- Graduate students are urged to take full advantage of opportunities to acquire teaching experience while working for the PhD. Teaching fellowships are restricted to those who have completed at least two years of work in the department (under exceptional circumstances, one year) and are making satisfactory progress toward the PhD. In addition to a satisfactory grade record, the criteria of normal progress are as follows for each of four years of graduate study. First year: completing six graded half-courses or seminars and Philosophy 300. Second year: satisfying the preliminary requirement, the logic requirement, the second-year paper requirement, and beginning work on the language requirement. Third year: satisfying the distribution requirement and formulating a dissertation topic. Fourth year: satisfying the language requirement and passing the topical examination.

Advising

- The department’s arrangement for advising students is structured so as to correspond to four stages of a student’s progress toward the PhD. These stages include the first year, the second-year paper, reading and research toward a dissertation topic, and work on the dissertation.

1) The director of graduate studies is assigned as advisor to all first-year students and continues to meet with all students at the beginning of each term and sign their study cards. Her or his advising role is particularly important during the coursework stage (generally through the second year), because she or he has principal responsibility for monitoring the student’s progress toward fulfilling the general requirements for the degree: the preliminary requirement, the distribution requirement, and the language requirements. In addition, each first-year student is assigned a more informal faculty advisor where we attempt to fit the advisor’s and the student’s interests.

2) At the end of the first year, a student should arrange with a member of the faculty to supervise the student’s second-year paper. That faculty member will be the student’s advisor during the second year. If necessary, the director of graduate studies is available to assist a student in finding a suitable faculty member.

3) At the beginning of the third year, a student should arrange for a faculty member to be his or her advisor during the process of exploring areas for a possible dissertation and formulating a topic and a prospectus. This advisor may be the same person as the second-year paper advisor, but need not be. Normally, a student will continue with this advisor until the topical examination, but change is possible by arrangement with the parties involved.
4) When a prospectus is well along, the student should discuss the formation of a dissertation committee (normally three faculty members) with the advisor, the director of graduate studies, and possible committee members. This committee will conduct the topical examination and, if the student passes, will continue supervising the student’s work on the dissertation. Normally it will serve as the defense committee when the dissertation is completed. However, during work on the dissertation, change is possible by arrangement with the parties involved and with the approval of the director of graduate studies. At this stage, one member of the committee will be designated as the student’s advisor. The significance of this will vary as the supervision of dissertations is more collective in philosophy, for example, than in many other fields. In some cases the advisor will be the principal supervisor, in others the role of the committee members will be close to equal and the choice of one advisor is a matter of convenience.

**Oral Topical Examination**

- In the third year, each candidate will enroll in Philosophy 333 and will be assigned a third-year advisor. In consultation with this advisor, the candidate will develop a dissertation topic and choose a prospective principal dissertation advisor. To receive formal approval of the dissertation topic, a candidate must pass the oral topical examination. If the topical examination is not passed, it must be taken again and passed by the beginning of the winter recess in the year immediately following. Although called an examination, approximately ninety minutes in length, it is in fact a conference on the dissertation topic, not an occasion on which the candidate is expected to produce a complete outline of arguments and conclusions. The conference is intended to determine the acceptability of the topic on which the candidate wishes to write a dissertation, the candidate’s fitness to undertake such a dissertation, and the candidate’s command of relevant issues in related areas of philosophy. A dissertation on the proposed topic may be submitted only if the topical examination is passed.

- Application to take the topical examination must be made to the director of graduate studies at least two weeks in advance. At the same time, the candidate must submit three copies of a typewritten statement—not of excessive length—describing the dissertation project. The examination is conducted by the dissertation committee (see number four under advising).

**Dissertation**

- The dissertation is advised by a committee consisting of the candidate’s principal dissertation advisor and, normally, two others, as described above. At least three months before the deadline for formal submission of the dissertation, the candidate must submit to the advisory committee a legible draft of the dissertation or a considerable part of it. With the consent of the committee, the candidate may then go on to prepare a final draft for submission to the department. The dissertation must show a mastery of the field in which it is written; it must demonstrate the candidate’s insight, originality, and power of independent research; and it must add to the sum of human knowledge and understanding. Apart from these general require-
ments, there are no formal restrictions on the subject or construction of the dissertation, but the candidate is advised to write on a distinct and sharply limited problem. Dissertations of more than 75,000 words ordinarily will not be accepted.

**Final Examination**

- The completed dissertation is read and appraised by a committee of three, usually identical to the candidate’s dissertation advisory committee. (If the advisory committee has had only two members, a third must be added to the examining committee.) This committee, if it finds the dissertation sufficiently promising, conducts the final oral examination, in which the dissertation must be adequately defended before its acceptance by the department. (The examination may be attended by other members of the department if they wish.) The purpose of this last examination, which is normally about one hour in length, is not so much to test the range and detail of the candidate’s information as to judge the candidate’s skill in presenting and discussing matters considered in the dissertation and the candidate’s ability to meet friendly but searching criticism.

**Classical Philosophy**

- The Departments of the Classics and of Philosophy collaborate in an interdisciplinary PhD program in Classical Philosophy for students registered in either department. Candidates whose major field is philosophy are expected to take the proseminar for graduate students in the classics, as well as attend seminars or other courses in classics relevant to their interests. With the approval of the director of graduate studies, students in the Classical Philosophy program may be permitted to count an appropriate course in ancient philosophy toward the distribution requirement in metaphysics and epistemology and one (in addition to the one already required) toward the requirement in history of philosophy.

- Language requirements: Candidates who plan to write a dissertation in Classical Philosophy are expected to have learned at least one of the classical languages (Greek or Latin) before they are admitted. Depending upon the level of fluency they have reached before entering the program, they may be asked to take additional language or reading courses. If they have not previously studied the second language, they will be required to reach the level of one year of college coursework. This can be done either by taking courses or by passing a language examination. In addition, candidates will be expected to have acquired a reading knowledge of German sufficient for reading scholarly literature and to pass a departmental examination on a suitably chosen text.

- The rules and procedures for the dissertation will, in general, be those established for candidates in philosophy.
PHYSICS

The First Two Years

Master of Arts (AM)

- The AM degree is frequently taken by students who continue on for the PhD degree. For those who do not attain the PhD, the AM degree attests to the completion of a full year’s study beyond the AB.
- A minimum of one year residence is required.
- Eight half-courses are required for the AM degree. At least four of them must be physics courses, and ordinarily all must be in physics or related fields. Not more than two half-courses may be from the 100-level listing, “for undergraduates and graduates,” and ordinarily not more than one half-course may be from the 300-level group, “Reading and Research.”
- The remainder must be from the 200 level, “primarily for graduates.” With the permission of their advisors and with the approval of the committee on higher degrees, students may substitute 300-level courses for more than one of the required eight half-courses.
- All half-courses counted toward the AM degree must be passed with a grade of C- or better, and a B average must be obtained in these courses. (In calculating the average, a grade of C is offset by a grade of A; no account is taken of pluses or minuses.)
- No thesis, general examination, or knowledge of a foreign language is required for the AM degree.

Teaching

Because of the importance of teaching skills for a successful physics career, one term of teaching is required of all physics students, entering in 2002-03 or later, generally in the first five years of graduate study.

Course Record

The student must present a high record in graduate studies during at least two terms of advanced work. The award of the AM does not automatically qualify the student as a candidate for the PhD. Students who propose to present dissertations in experimental fields should demonstrate promise in experimental work and a satisfactory understanding of theoretical physics. Applicants for candidacy in theoretical physics should demonstrate strength in courses of a mathematical nature and a satisfactory acquaintance with experimental aspects of physics. Detailed course requirements are given below under “PhD Requirements.”

PhD Requirements

Academic Residence

- Ordinarily a candidate must be enrolled for at least two years (four terms) of full-time study in the Graduate School of Arts and Sciences.
Program of Study

- Each student is required to demonstrate proficiency in a broad range of fields of physics by obtaining honor grades (B- or better) in at least eight half-courses, specified as follows:

  A) Core courses: Physics 251a, Physics 251b, Physics 232 or Applied Physics 216, and Physics 262 or Applied Physics 284.

  B) Elective courses: Four additional half-courses drawn from the following list, with at most two half-courses in any one field. (Note: Not all courses listed are given every year and course offerings, numbers, and contents sometimes change. Students therefore should occasionally confer with their advisors or with the chair of the Committee on Higher Degrees about their program of study.)

  Particle Physics, Field Theory, String Theory, and Mathematical Physics:
  Physics 245, 248, 253a, 253b, 253c, 264, 283b, 283r (formerly 283), 287, 287a, 287br, 289r.


  Optics, Atomic, and Molecular Physics: Physics 265, 265r, 285a, 285b, Applied Physics 216 (if Physics 232 is used as a Core course), 217.

  Relativity and Astrophysics: Physics 210, 211, any 200-level Astronomy.


  Biological and Medical Physics: Engineering Sciences 218, and physics-related courses at the 200 level from Biophysics and Biology offerings.


  Other Fields: A student may use 200-level courses or fields not on this list with the approval of the Committee on Higher Degrees. In place of demonstrating proficiency by satisfactory course performance, a student may demonstrate proficiency by an oral examination, by submitting evidence of satisfactory work in appropriate courses taken at other institutions, or by other means deemed satisfactory by the Committee on Higher Degrees. Students wishing to utilize this option should submit a petition to the Committee on Higher Degrees before the end of their first year at Harvard Graduate School.

  The general requirements outlined above are a minimum standard and students will usually take additional courses in their selected fields and in other fields. A student need not fulfill these requirements before beginning research on this account. As a result of an exchange agreement between the universities, graduate students in physics at Harvard may also enroll in lecture courses at the Massachusetts Institute of Technology. The procedure is outlined under Cross-Registration into Courses Offered by Other Faculties (see Chapter V).

Language

- There is no formal language requirement for the PhD in physics. Students are nonetheless advised that in many fields of physics a knowledge of certain foreign languages is extremely useful.
Laboratory

- One of the laboratory courses, Physics 247r, Applied Physics 210r, equivalent laboratory experience, or an oral examination on an experimental topic is a required part of the PhD program for all students who do not submit a dissertation that demonstrates experimental proficiency. Students who wish to fulfill this requirement by equivalent laboratory experience or an oral examination should obtain approval from the Committee on Higher Degrees no later than the end of the third year of residence.

Criteria for Satisfactory Progress

In addition to the guidelines specified by the Graduate School of Arts and Science, satisfactory progress (see Chapter VI Degree Requirements) for graduate students in the physics department is identified by the following guidelines. Upon successful completion of the qualifying oral examination, the student must arrange for the appointment of a research committee of faculty members who will monitor the progress of the student thereafter. The student must be accepted by an appropriate dissertation advisor within eighteen months after passing the qualifying oral examination. During each subsequent year, the student’s academic progress will be evaluated for satisfactory progress toward the completion of the degree; beginning with the third year of graduate study, the student must submit a progress report each year in the form specified by the Committee on Higher Degrees. The progress report must be approved by the student’s Research Committee and the Committee on Higher Degrees. The Committee on Higher Degrees will examine with special care students beyond their fifth year. For other types of extensions of leave-of-absence policies, consult Chapter VI of this publication.

Advising

After graduate students arrive at Harvard, they are assigned a faculty advisor in the physics department. Where possible, students are assigned advisors in one of the fields in which they have indicated an interest. This advisor answers questions and signs study cards during the first year or two, when most students are engaged in taking courses. As this stage nears completion, students generally take an oral examination (see below). The oral examination chair is generally the faculty member with whom the student wishes to carry out his or her dissertation research. After successful completion of the oral examination, this faculty member becomes the student’s advisor, and heads a dissertation committee consisting of two additional faculty members. If issues subsequently arise between the student and his or her dissertation advisor that cannot be resolved by direct discussions, the student can seek additional input and assistance from the other members of the dissertation committee. In rare cases when differences cannot be resolved in this way, students can seek the help of the director of graduate studies.

Qualifying Oral Examination

- The purpose of this examination is to aid in estimating a candidate’s potential for performing research at the level required for the PhD dissertation. Each student is asked to select, prepare, and discuss in depth some topics in physics, and to answer questions about that topic and closely related problems.

Ch VI Degree Requirements—Physics
Students are judged on the knowledge and understanding they demonstrate and on the clarity and organization of their expositions. Originality is welcomed but not required.

In evaluating candidates, the examining committee may take into account other information about their performance as graduate students. Students will pass if the examining committee believes they have demonstrated adequate comprehension of physics in the area of their chosen topic and the ability to perform the dissertation research required for the PhD degree.

Students who fail the qualifying oral examination on the first attempt will usually be permitted by the examining committee to take a second examination at a later date.

Each student selects a topic, preferably, but not necessarily, related to the proposed field of dissertation research. The student then prepares an abstract and submits it, with a program of study (described below), and a decision as to whether the prospective PhD research will be experimental or theoretical. (Sample abstracts and other detailed information about the oral are available in the department office.)

On the basis of the material the student submits, the department chair appoints an examining committee composed of at least three faculty members, at least two of whom must be from the physics department. The committee chair is normally from the physics department and, when feasible, a prospective dissertation advisor.

The student then confers in detail with the chair of the examining committee about the topic to be discussed and the nature of the qualifying oral examination, obtaining written approval of the topic. To avoid inappropriate preparation, this conference should take place at the earliest possible date.

A student who wishes to change from an experimental to a theoretical dissertation topic, or vice versa, may be required to pass a second qualifying oral examination.

Students are required by the end of their second year to select a committee of three faculty members to advise them on their research progress. Students are expected to pass the oral examination given by this committee by the end of their second year. The committee may, upon petition, grant a deferment of the examination for up to one year. Students who have not passed their oral examinations by the end of their third year of graduate study must seek approval from the Committee on Higher Degrees prior to being allowed to register for the fourth year of graduate study. If satisfactory arrangements cannot be made, the student will be withdrawn by the department.

**Dissertation**

The final requirement for acceptance as a PhD candidate is formal acceptance by a suitable dissertation supervisor (a faculty member of the Department of Physics or a related department). This requirement should be met soon after the oral is passed.

Sometimes a student may wish to do a substantial portion of his or her dissertation research under the supervision of someone who is not a faculty member of the Department of Physics or a related department. Such an arrangement must have both the approval of the student’s dissertation supervisor and that of the Committee on Higher Degrees.
Ch VI Degree Requirements—Physics

- Students who encounter difficulty in being accepted by an appropriate advisor after passing their qualifying orals should consult with the chair of their oral examining committee, their faculty advisor, or the department chair.

- Any student who has not been accepted as a PhD candidate by some suitable dissertation advisor within eighteen months after passing the qualifying oral must obtain permission of the Department of Physics to register in any subsequent term until the dissertation research has begun. This permission will be granted only if, upon review of the student’s work, the department is satisfied that the student is making sufficient progress toward dissertation research.

- Each year following the oral examination the student must show satisfactory progress toward the completion of the degree. This evidence of progress may, at the department’s discretion, take the form of a dissertation chapter completed, manuscripts submitted for publication, abstracts of papers delivered at professional meetings, or other evidence as specified by the dissertation director.

- Beginning with the sixth term of graduate study, the student must submit a progress report each term in a form specified by the Committee on Higher Degrees. The progress report must be approved by the student’s research committee and the Committee on Higher Degrees. The Committee on Higher Degrees will examine with special care students beyond their fifth year.

- In order to become acquainted with the various programs of research in progress and promising areas for dissertation research, students should attend seminars and colloquia, and consult with their faculty advisors, other members of the staff, and upper-level graduate students. A list of the current research activities of graduate students and faculty members is assembled yearly and is available at the department office.

**Final Examination**

- The final examination, conducted orally, involves a searching analysis of the dissertation. If the coursework does not indicate a wide proficiency in the field of the dissertation, the examination may be extended to test this proficiency as well.

- The candidate must provide copies of the completed (unbound) dissertation for members of the final examination committee well in advance of the examination. Detailed requirements on the form of the PhD dissertation are published in *The Form of the PhD Dissertation*, available at the department office or online (www.gsas.harvard.edu/academic/dissertation.html).

**Length of Time to Degree**

- Ideally, the PhD is completed within five years. After five years of full- or part-time study a candidate for the PhD degree in physics must obtain special permission from the Department of Physics to register in any subsequent term. The department reviews the progress of students each year.
POLITICAL ECONOMY AND GOVERNMENT

The First Two Years

- Students select either the economics track or the political science track when applying to the P.E.G. program. Once a student matriculates, the track may not be changed. All students must successfully complete sixteen half-courses in the first three years of study. The minimum number of courses taken each term is three. Courses taken at the Graduate School of Arts and Sciences (GSAS) must be 2000-level courses, and those taken at the Kennedy School of Government (KSG) must be approved PhD-level courses. Credit for coursework done elsewhere is not given.
- There is no language requirement.

Requirements for Economics Track
Sixteen half-courses, including:
- Microeconomic theory (Economics 2010a, 2010b)
- Macroeconomic theory (Economics 2010c, 2010d)
- Econometrics (Economics 2120 or a more advanced course)
- Four half-courses in government, including two in the same major field of political science
- Two half-courses in a major field of economics

Requirements for Political Science Track
Sixteen half-courses, including:
- Microeconomic theory (Government 2005, 2006)
- Macroeconomic theory (one course)
- Econometrics (Government 2001 or a more advanced course)
- Two half-courses in Formal Political Theory
- Two half-courses in a major field of political science
- Two half-courses in a major field of economics
- A field seminar course in government

Incompletes

- In order to convert an Incomplete to a letter grade, the student must complete the requisite coursework by the end of the term following that in which the course was taken. The student must petition the administrative board of the Graduate School for an extension if the work has not been completed in this period. No grade of Incomplete can be used to satisfy any departmental requirements.

The (Non-Terminal) Master of Arts Degree

- Students must complete sixteen half-courses, including the courses outlined above in the appropriate track, plus a two-semester research methods seminar. Students must also have committee approval to take the general oral examination.
Teaching

- Teaching is not required. Students may elect to teach as early as the second term of the first year. A maximum of sixteen term-fifths over a period of five years is permitted. Students are encouraged to limit their teaching to two-fifths TIME during the first two years. During the third year, a combination of teaching and research, not to exceed three-fifths TIME, is recommended.

Other Requirements

General Examinations

- The general examination is a ninety-minute oral examination in which the student’s mastery of two “special fields” is tested. One half-hour is devoted to each of the two fields selected by the student. The final half-hour in the ninety-minute period is devoted to an examination of general analytical and research ability, based in part on a research paper (described below) prepared by the student. All coursework and the research paper must be completed in advance of the general examination. Students will be expected to sit for the general examination in their third year.

In selecting fields, students should choose one from Group A (Economics) and one from Group B (Political Science). Appropriate coursework to provide a sound knowledge of these fields must be completed prior to the general examination. Such coursework is generally defined by the department in which the field formally exists (e.g., labor economics, positive political theory), or by a faculty member with substantial expertise in the field (e.g., environmental and resource economics). A portion of the examination will be devoted to general analytic and research ability. This portion will be based, to some degree, on the student’s research paper, which may be a course paper. The paper must be in one of the fields that will be developed in the dissertation. It may include but cannot be limited to a literature review. Research design with implementation is expected. The length should not exceed thirty-five pages. This paper must demonstrate the degree of creativity and professional accomplishment needed to embark on a PhD dissertation. Questions from the examiners may range beyond the substance and methodology of the paper itself, in order to test analytical ability more broadly.

The committee for the examination will consist of two examiners with expertise in the fields, and possibly a third examiner. The two field examiners may be suggested by the student, but final authority rests with the director of graduate studies. The director will determine when a third examiner (normally a KSG faculty member) is necessary and will designate that person.

Research Seminar

- In the third year of study, all students must take a seminar in research methodology. This can be the API 901, 902 seminar offered at the KSG, or an approved seminar taught in the government or economics department. By the end of this course, a dissertation prospectus must be presented orally. In addition, the prospectus must be approved by two faculty advisors who have been chosen by the student to sit on the dissertation committee. A copy of the prospectus, with written approval from the two advisors, is submitted to the program office at the end of the third year.
Advising

First Two Years
• Students are assigned an advisor, taking into account each student’s stated research interests at the time of admission. If the research focus changes, students are encouraged to seek out new advisors on their own; however, the director of graduate studies will intervene as needed to facilitate new links to different faculty.

• The major effort expended in the first two years is on coursework. By the end of the second year, students are expected to affiliate with a research center at either the KSG or GSAS. Research assistantships and, in some cases, teaching fellowships often lead to a close relationship with a faculty member that will develop into an official advisor/advisee role.

Third Year
• The main accomplishments of the third year are 1) completion of all remaining course requirements; 2) selection of two dissertation committee members; 3) completion of the third-year oral examination; and 4) completion of the dissertation prospectus.

Fourth Year
• Students are encouraged to add a third faculty advisor after the prospectus has been accepted, thereby completing the dissertation committee. These three advisors must come from within Harvard and must include a member of the PhD committee, a KSG-appointed faculty member, and a GSAS-appointed faculty member. No readers are assigned by the PhD committee unless one of these affiliations is not met.

Dissertation
• The candidate is required to demonstrate his or her ability to perform original research in political economy by writing a dissertation that represents a significant contribution to knowledge in that field. Three faculty members supervise the writing of the dissertation. One member of the committee must come from the KSG; the other two must come from GSAS.

Note: Members of the Committee on Higher Degrees in Political Economy and Government may represent the GSAS at a dissertation defense.

• Each year following completion of the oral examination, the student must show satisfactory progress on the dissertation by completing one chapter and submitting it for approval by the dissertation committee. Evidence of satisfactory progress may also include manuscripts submitted for publication, or abstracts of papers delivered at professional meetings, or other evidence as specified by the dissertation committee chair.

• A dissertation may be written in chapters, or it may take the form of three publishable papers. Permission to include one co-authored paper (at maximum) may be granted only by the chair of the PhD committees.

• Details on the form of the PhD dissertation are published in *The Form of the PhD Dissertation*, available from the Graduate School, the program office, or online (www.gsas.harvard.edu/academic/dissertation.html).
Ch VI Degree Requirements—Psychology

Oral Dissertation Defense

• After the candidate has met all other degree requirements, he or she must pass an oral examination focused on the dissertation. This examination is given after the entire dissertation has been completed in a final draft, but before the dissertation is formally presented for acceptance. Dissertation examiners will normally include the three supervisors to the dissertation. However, if a member of the GSAS cannot be present, a member of the Committee on Higher Degrees (CHD) in Political Economy and Government will represent the GSAS at the defense. The purpose of this examination is to assure the committee that the methodology and basic approach of the dissertation are sound and that the student has received critical advice at the most appropriate stage of his or her advanced research. The dissertation must be accepted before the formal application for the degree can be activated.  

Note: The dissertation defense is open to the public.

Length of Time to Degree

• Average time to completion of the PhD is five years. Except by special vote of the committee, all work for the PhD degree must be completed within five years of completion of the general oral examinations.

PSYCHOLOGY

• There is PhD training in five broad areas: developmental psychology; experimental psychopathology; clinical psychology; social psychology; and cognition, brain, and behavior (CBB). Because there are differences in the curriculum for each area, the requirements for satisfactory progress are listed separately for different areas.

Advising

• Advisor assignments are made in most cases prior to the student’s entering the department, though in some cases students will choose an advisor after the first several weeks of the first term once they have become acquainted with the faculty. Students in the first year must choose a mentor for their first-year research project; the mentor is frequently, though not necessarily, the advisor. In the second year students choose a research advisor for their second-year research project, and in most cases this will be the advisor.

• It is a simple matter for students to change advisors; they merely get permission from the new faculty member, inform the graduate office that they are changing their advisor, and as a courtesy, inform the former advisor. The same procedure should be used whenever a student changes advisors either because the student’s research interest has changed or because the advisor has left Harvard.

• While the Psychology department does not have formal “rotations” in different labs, students are strongly encouraged to work with several faculty members, and are also encouraged to take advantage of the wealth of opportunities to work with researchers at other Harvard or Boston-area institutions. However, students are also expected to form a close relationship with their advisor, who must be a member of the department faculty. The advisor is expected to remain in close touch with the student’s progress and will serve as spokesperson to the Committee on Higher Degrees (CHD)
for that student should questions about academic progress arise. Thus, it is important that the advisor always be aware of, and approve, the student’s academic activities. The advisor is required to meet with the student and to sign the student’s study card each term. The advisor may be changed at any time until the dissertation prospectus.

- Advising committees: G2 students will be required to select a secondary advisor who will also serve as a second reader on the second-year project. The student is expected to meet with both advisors, either individually or together, to discuss the overall program of study as well as specifics of the second-year project. During the third year students are also expected to select a secondary advisor; it may be the same mentor as during the second year or someone different. Once more, students are required to schedule at least one meeting, either individually or together, with the advisers to discuss research and academic plans and progress. During the fourth year students will select two committee members in addition to the primary advisor, subject to CHD approval, and this group of three will serve as the dissertation prospectus committee. Not more than one member may be from outside the Psychology department.

- By the time a student has reached the prospectus stage, a close relationship should be formed with the advisor. The advisor serves as chair of a student’s dissertation committee and must be a department faculty member. In cases where the student works under the close research supervision of an outside scientist, such as a faculty member of the Graduate School of Education or the Medical School, that person will be appointed to the student’s dissertation committee. However, the student must have a regular department member as the advisor of record and the chair of the committee.

COGNITION, BRAIN, AND BEHAVIOR
- The CBB program includes cognitive psychology, cognitive neuroscience, behavioral neuroscience, visual perception, and behavior and decision analysis.

**The First Two Years**

- PSY 2010, Contemporary Topics in Psychological Research (the Proseminar); B+ or better. Fall term of first year.
- PSY 1951, Intermediate Quantitative Methods. B+ or better. Fall term of first year.
- PSY 2020ab, Experimental Psychology Proseminar. B+ or better. Spring term of first year. **This requirement is in lieu of a general examination.**

- First-year project: Students in the first year are required to select a faculty mentor who will help the student select a research project (either part of ongoing faculty research or research initiated by the student and approved by the mentor). A proposal of the project is submitted in late fall for approval by the CHD. A scholarly report is required and will be evaluated by the mentor and completed by May of the first year.

- Second-year project. Students should begin work as early as possible under the supervision of a faculty member and secondary advisor on a theoretical or empirical inquiry of their own devising that must be completed and written up in the style of a journal article prior to the end of the spring term of the second year.
Ch VI Degree Requirements—Psychology

Additional Requirements

• Faculty advisors may require students to take courses that provide them with the skills necessary for specific research areas.

Dissertation

Dissertation Prospectus

• By May 15 of the third year, students will complete the design for an original project (it often grows out of the second-year research study) that will culminate in the dissertation. The design is submitted to a prospectus committee, appointed by the CHD, made up of three faculty members, including at least two from the Psychology department, interested in the topic; the suggested faculty will be chosen by the student and advisor for the contributions they can make to the committee, and the committee must be formally approved by the CHD. The prospectus committee must approve the plan, and its members ordinarily continue to work closely with the student.

Dissertation and Oral Defense

• Two additional faculty are added to the prospectus committee to form the oral defense committee: a moderator, who oversees the proceedings, and an outside examiner, who is from an area outside the area of the dissertation. The completed dissertation must be prepared as described in The Form of the PhD Dissertation (www.gas.harvard.edu/academic/dissertation.html), defended at an oral examination, and approved by the department faculty. These requirements must be satisfactorily completed by the end of the fourth year. The oral examination will focus solely on a defense of the dissertation.

SOCIAL PSYCHOLOGY

• This program, leading to the PhD in social psychology, is designed to offer broad and eclectic training in the field. It recognizes the value of a wide range of methodological and conceptual orientations, of research addressed to theory building as well as to the solution of social problems, and of interactions between social psychology and other disciplines. Within the broad limits of the curriculum, however, the programs of individual students may vary in keeping with their particular backgrounds, interests, and preferred styles of work.

The First Two Years

• PSY 2010, Contemporary Topics in Psychological Research (the Proseminar); this is a survey of the several areas of study covered by the department. B+ or better. Fall term of first year.
• PSY 1951, Intermediate Quantitative Methods. B+ or better. Fall term of first year.
• PSY 1952, Multivariate Analysis. B+ or better. Spring term of first year.
• PSY 2100, Research Methodology. Covers all major steps in conducting an empirical research project, with emphasis on studies that involve human participants.
• PSY 2500, Advanced Social Psychology. B+ or better. This course will provide intense coverage of topics that reflect the breadth of modern social psychology. The course will be taught each year and will include a serious and rigorous examination.
• PSY 3420, Research Workshop in Social Psychology (full year course), first year.
• First-year project. (See Cognition, Brain, and Behavior for description.)
• Second-year project. (See Cognition, Brain, and Behavior for description.)

The Core Seminars
Students will be required to take three Core seminars from three different members of the social psychology faculty. Two of these seminars must be completed before the end of the student’s second year, and the third seminar must be completed by the end of the student’s third year.

The Progress Report
Students will submit a progress report at the end of their second year describing their research accomplishments, their professional goals, and other relevant information upon which they wish to be evaluated.

The Second-Year Evaluation
At the end of a student’s second year, the social psychology faculty will evaluate him or her. These evaluations will be based on three criteria: (a) the student’s research involvement and productivity, (b) the student’s competence in methods and statistics, and (c) the student’s demonstrable knowledge of social psychology. The faculty will adduce these by examining the student’s performance in the advanced social psychology course, the Core seminars, the methods and statistics courses, and the student’s second-year progress report.

Dissertation

Dissertation Prospectus
• By the end of the first term of the fourth year students will complete the design for an original project (it often grows out of the second-year research study) that will culminate in the dissertation. The design is submitted to a prospectus committee, appointed by the CHD, made up of three faculty members, including at least two from the Psychology department, interested in the topic; the suggested faculty will be chosen by the student and advisor for the contributions they can make to the committee, and the committee must be formally approved by the CHD. The prospectus committee must approve the plan, and its members ordinarily continue to work closely with the student.

Dissertation and Oral Defense
• Two additional faculty are added to the prospectus committee to form the oral defense committee: a moderator, who oversees the proceedings, and an outside examiner, who is from an area outside the area of the dissertation. The completed dissertation must be prepared as described in The Form of the PhD Dissertation (www.gas.harvard.edu/academic/dissertation.html), defended at an oral examination, and approved by the department faculty. These requirements must be satisfactorily completed by the end of the fifth year.
EXPERIMENTAL PSYCHOPATHOLOGY

The First Two Years

• PSY 2010, Contemporary Topics in Psychological Research (the Proseminar); this is a survey of the several areas of study covered by the department. B+ or better. Fall term of first year.
• PSY 1951, Intermediate Quantitative Methods. B+ or better. Fall term of first year.
• PSY 1952, Multivariate Analysis. B+ or better. Spring term of first year.
• PSY 2040, Contemporary Topics in Psychopathology. B+ or better. Required of first- or second-year students in psychopathology.
• First-year research project. (See Cognition, Brain, and Behavior for description.)
• Second-year project. (See Cognition, Brain, and Behavior for description.)

General Examination

• A six-hour examination covering in considerable depth the literature in the area of psychopathology and clinical psychology. The examination is taken in the summer before the start of the third year.

Dissertation

See description under “Social Psychology.”

CLINICAL PSYCHOLOGY

The clinical psychology program is based on a model of training that is designed for the scientist-professional. The program is committed to educating academic and clinical research psychologists who will be able to integrate research and clinical work and help advance theory and practice in the field. Clinical students will be required to meet the course requirements of the APA and the state of Massachusetts licensing board. However, at the present time, the program does not have APA accreditation. The program, which is research-focused, and which emphasizes research and clinical work with patients with severe psychopathology, provides training through class work, research seminars, and clinical practica. A one-year clinical internship is required of all students. Students are expected to complete all of their departmental requirements before they begin their internship.

The First Two Years

• PSY 2010, Contemporary Topics in Psychological Research (the Proseminar); this is a survey of the several areas of study covered by the department. B+ or better. Fall term of first year.
• PSY 1951, Intermediate Quantitative Methods. B+ or better. Fall term of first year.
• PSY 1952, Multivariate Analysis. B+ or better. Spring term of second year.
• PSY 2040, Contemporary Topics in Psychopathology. B+ or better.
• First-year research project. (See Cognition, Brain, and Behavior for description.)
• Second-year project. (See Cognition, Brain, and Behavior for description.)
Ch VI Degree Requirements—Psychology

- PSY 2050, History of Psychology. B+ or better. To be completed by the end of the fourth year.

**General Examination**
- A six-hour examination covering in considerable depth the literature in the area of psychopathology and clinical psychology. The examination is taken in the summer before the start of the third year.

**Dissertation**
- See description under “Social Psychology.”

**DEVELOPMENTAL PSYCHOLOGY**

**The First Two Years**
- PSY 2010, Contemporary Topics in Psychological Research (the Proseminar); B+ or better. Fall term of first year.
- PSY 1951, Intermediate Quantitative Methods. B+ or better. Fall term of first year.
- Two graduate-level courses in developmental psychology, including the Core course PSY 2170, Developmental Proseminar.
- Students in cognitive development or developmental cognitive neuroscience will take PSY 2020ab, the CBB proseminar; students in social development must take PSY 2500, Advanced Social Psychology, plus a social program Core course; students in developmental psychopathology must take PSY 2040, Contemporary Topics in Psychopathology, plus an additional upper-level psychopathology course. B+ or better, by the end of the second year.
- First-year project. (See Cognition, Brain, and Behavior for description.)
- Second-year project. (See Cognition, Brain, and Behavior for description.)

**Dissertation**
See description under “Social Psychology.”

**Suggested Program**
The program of coursework and requirement completion will vary depending upon RTG/program. Students should seek advice from their advisor and other faculty and students within their RTG/program. Many requirements can be completed before the deadlines stated above, i.e., some areas allow the major examination to be taken at the beginning of the second year.

**Master of Arts (AM)**
Students may be recommended for the non-terminal degree of Master of Arts upon completion of the relevant GSAS residence requirements and the following departmental requirements, which are detailed above.
Ch VI Degree Requirements—Psychology

a) PSY 2010, Contemporary Topics in Psychological Research, B+ or better.
b) For CBB students, the intensive CBB Proseminar.
c) First-year research project.
d) The two quantitative methods courses, B+ or better.
e) Second-year research project.
f) For students in psychopathology and clinical, the general examination.
g) For social psychology students, the Research Methodology course, and the Advanced Social Psychology course, B+ or better, and two core courses, B+ or better.
h) For developmental students, the two graduate courses in developmental psychology plus the sub-area specific courses.

Required Teaching

It is our expectation that most graduates of our program will go on to have academic careers. Hence, experience in teaching is an integral part of the graduate training program. This teaching is expected of all students regardless of their source of funding.

Duration of Program

• Four or five years is deemed an adequate time to meet the requirements for the PhD. The department’s requirements for good standing state that a student should have an approved prospectus by the middle of the fourth year. A student will be noted as in a state of “grace” during the fall term of the fifth year unless he or she has, by the end of the spring term of the fourth year, an approved prospectus OR:
  1) requested the appointment of a prospectus committee
  2) has a date scheduled for the prospectus committee meeting
• Prospectus meetings and oral defenses may not be held during the summer months.
• A student’s status will be listed as “unsatisfactory” if the prospectus has not been approved by the start of the spring term of the fifth year. Students in unsatisfactory status may not receive financial aid such as tuition grants, and may not hold teaching fellowships.
• Students who have not finished and who wish to register for a sixth year are required to petition the CHD. It will be assumed that students will be in good standing and can demonstrate good progress by having an approved prospectus and the support of the advisor. Permission to register beyond the sixth year is rarely granted and will be considered only in very extraordinary cases. Students who have not finished in six years must withdraw and may petition for readmission when they are ready to defend the dissertation. Students who seek readmission more than eight years after initial matriculation 1) must find an advisor willing to work with them; 2) will be given an oral examination covering the area covered by the general examination or Core courses in their area. Readmission will be contingent upon passing this oral examination.
PUBLIC POLICY

The First Two Years

• Students apply to and register at the Kennedy School of Government (KSG) as pre-PhD candidates during their first two years of study. They are expected to complete sixteen half-courses, pass the written qualifying examinations, and defend orally a major research paper (a precursor to the dissertation prospectus). Approval to take the oral qualifying examination is predicated on successful completion of both the written qualifying examinations and the required courses with requisite grades.

• Credit for coursework done elsewhere is not granted.

• There is no language requirement.

Incompletes

• In order to convert a grade of Incomplete to a letter grade, the student must complete the requisite coursework by the end of the term following that in which the course was taken. No grade of Incomplete can be used to satisfy any departmental requirement.

Teaching

• Teaching is not required. Students may elect to teach in the first year. A maximum of sixteen term-fifths over a period of five years is permitted. Students are encouraged to limit their teaching to two-fifths TIME during the first two years. During the third year, a combination of teaching and research, not to exceed three-fifths TIME, is recommended.

Advising

First Two Years

• Students are assigned an advisor, taking into account each student’s stated research interests at the time of admission. If the research focus changes, students are encouraged to seek out new advisors on their own; however, the director of graduate studies will intervene as needed to facilitate new links to different faculty.

The major effort expended during the first two years is on coursework. By the end of the second year, students are expected to affiliate with a research center at either KSG or FAS. Research assistantships and, in some cases, teaching fellowships often lead to a close relationship with a faculty member that will develop into an official advisor/advisee role. Students will be recommended to the GSAS for admission to PhD candidacy after passing all qualifying examinations, but this will not affect advising in any way.

Third Year

• The main accomplishment of the third year is completion of the PhD Research Seminar and the dissertation prospectus. Approval of the prospectus by two advisors, who will continue to serve on the dissertation committee, is required within the year.
Fourth Year

- Students are encouraged to bring in a third faculty advisor after the prospectus has been accepted, thereby completing the dissertation committee. These advisors must come from within Harvard. The distribution of affiliations is to include a member of the PhD committee, a KSG-appointed faculty member, and a GSAS-appointed faculty member. No readers are assigned by the PhD committee unless one of these affiliations is not met.

Field Requirements and Qualifying Examinations

- In order to advance to PhD candidacy, a student must demonstrate PhD-level proficiency in five areas: analytic methods; economics; public management or politics or political philosophy; empirical methods; and a special field of the student’s election. Students must complete at least two PhD-level courses in the special field, API 302 for analytics and API 111, 112 for economics. In the other fields students may demonstrate proficiency by taking as many courses as necessary to pass a written qualifying examination in that field. In the case of empirical methods, successful completion of one course, API 212, will suffice. Students must also take API 901, the first term of the PhD seminar in research methods.

- The purpose of the special field requirement is to establish a solid foundation for future research. Students should seek PhD-level courses that broaden and deepen their knowledge in the special field. Since many KSG courses and seminars are targeted toward practitioners rather than scholars, at least part of the special field work will normally be done at GSAS (in courses at the 2000-level), or at other graduate units outside the KSG. A plan of study that includes the syllabus for each proposed course in the special field must be submitted to the program office for approval. Only in exceptional circumstances (where, for example, the field of one’s research is not well developed), will the PhD committee grant a petition to substitute a Kennedy School Reading and Research course for a basic methodological course.

- Qualifying examinations, the equivalent of general examinations, are offered twice a year: Analytic Methods in January and Public Management in May. There is no general examination in Empirical Methods. Failure in one examination or in written work in one field will disqualify a student from PhD candidacy. Only one retake of a single failed examination is allowed.

Other Requirements

- In the third year of study, all students must take API 902, the second term of the seminar in research methodology. By the end of this course, a dissertation prospectus must be presented orally. In addition, the prospectus must be approved by two faculty advisors who have been chosen by the student to sit on the dissertation committee. A copy of the prospectus, with written approval from the two advisors, is submitted to the program office at the end of the third year.

- A plan of study is required at the beginning of each fall term, and a progress report is required before final examinations each spring.
Dissertation

- The candidate is required to demonstrate his or her ability to perform original research in an area of public policy by writing a dissertation that represents a significant contribution to knowledge in that field. Three faculty members supervise the writing of the dissertation. One member of the committee must come from the KSG. The other two must come from a combination of the GSAS and the PhD committee.

Note: A member of the Committee on Higher Degrees in Public Policy may represent the GSAS at a dissertation defense.

- A prospective fifth year, or more advanced, student must have produced at least one acceptable chapter of the dissertation for each year beginning in the fifth year. This chapter must be submitted to the dissertation committee for its approval. Evidence of satisfactory progress may also include manuscripts submitted for publication, or abstracts of papers delivered at professional meetings, or other evidence as specified by the dissertation committee chair.

- A dissertation may be written in book form or it may take the form of three publishable papers. Permission to include one co-authored paper may be granted only by the chair of the PhD committees.

- Details on the form of the PhD dissertation are published in The Form of the PhD Dissertation, available online (www.gfas.harvard.edu/academic/dissertation.html), or at the public policy program office.

Oral Dissertation Defense

- After the candidate has met all other degree requirements, he or she must pass an oral examination focused on the dissertation. This examination is given when the final draft of the dissertation has been completed. Dissertation examiners will normally include the three supervisors to the dissertation. However, if a member of GSAS cannot be present, a member of the Committee on Higher Degrees in Public Policy will represent the GSAS at the defense. The purpose of this examination is to assure the committee that the methodology and basic approach of the dissertation are sound and that the student has received critical advice at the most appropriate stage of his or her advanced research. The dissertation must be accepted before the formal application for the degree can be activated. Note: The dissertation defense is open to the public.

Length of Time to Degree

- Average time to completion of the PhD is five years. Except by special vote of the committee, all work for the PhD degree must be completed within five years of completion of the general written and oral examinations.
The AM degree is administered by the Committee on Regional Studies–East Asia (RSEA). This program provides a basic preparation for specialization in the East Asian field, both for future PhD candidates and for those preparing for non-academic careers. The program is flexible to meet individual needs, and students should meet with their academic advisors to determine the courses best suited to their goals.

The First Two Years

Typically, the program consists of the following:

First Year
- An advanced language course in Chinese, Japanese, or Korean, or, for students who have not previously studied the language, an appropriate beginning course.
- Six half-courses on East Asian history, politics, economics, literature, or other aspects of the culture, or courses offering methodological or comparative insights on East Asia.

Second Year
- A full course continuing the Chinese, Japanese, or Korean language.
- A seminar devoted to the writing of a thesis on a chosen topic.
- Five other approved half-courses.
- Students with a special interest in Vietnam are normally required to attain proficiency in the Chinese or Japanese language.

Course Content
- In order to count for credit in RSEA, a course must have substantial East Asian content; a paper written for the course must be on a topic related to East Asia (either one or more countries of East Asia). Students must verify in advance with the program administrator or chair whether courses that do not specifically focus on East Asia will be accepted by the program as counting toward the degree.

Credit for Core Courses
- Core courses may count for credit if they have a graduate section and/or require extra work by the graduate students, in particular a longer paper (or papers), and if examinations are graded separately from those of undergraduates.

Language Requirement
- Students are required to demonstrate proficiency in one East Asian language to the level of a completed third-year course. Tests are administered by the Department of East Asian Languages and Civilizations Language Program before the beginning of classes in September to ascertain each student’s degree of proficiency. Those who are native speakers or have achieved such a level are considered to have fulfilled the language requirement. They will need to provide a form to that effect from the appropriate language teaching staff of the Department of East Asian Languages and Civilizations.
In order to count among the required minimum eight courses in East Asian studies, courses in the same language in which the required proficiency has been demonstrated must be taken at the fourth-year level or above. Courses in a second East Asian language must be at the second-year level or above. For students without prior language background, it usually will be necessary to continue formal language study, at Harvard or elsewhere, through the summer following the first year in residence.

Advising

RSEA master’s degree students are assigned a faculty advisor as close as possible to their expressed academic interests, who may or may not be a member of the RSEA Committee, with whom they should meet to discuss their proposed course of study before study cards are filed. They should also consult with the program administrator to ensure that their course selection will fulfill the requirements of the degree. RSEA students are free in addition to consult with other faculty members in their areas of academic interest and, should their focus of interest change, may petition the committee for a reassignment of their faculty advisor. The RSEA AM thesis is also written under the supervision of an appropriate faculty advisor, when the student determines a thesis topic.

Thesis

The presentation of an approved research seminar paper fulfills the thesis requirement. The standards the thesis must reach in order to be accepted as a piece of scholarship that fulfills the committee’s requirements and demonstrates the candidate’s qualifications to be awarded the AM degree in Regional Studies–East Asia are as follows:

- The paper should demonstrate original research and/or fresh interpretation and should employ, in significant degree, original sources in one or more East Asian languages.
- The paper should, where relevant, demonstrate the candidate’s familiarity with previous scholarship related to the subject under discussion.
- The paper should be written in a scholarly fashion, including footnotes and bibliography.
- A typical paper is expected to consist of a text of forty to fifty pages in length, or, in special circumstances, of a length approved as appropriate in advance of submission by the committee.
- The AM qualifying thesis normally is written as a requirement for an appropriate seminar-level course. It will be necessary to expand and/or make changes in the paper so as to meet the RSEA Committee’s requirements. An alternative for some students is to write the paper in a 300- or 3000-level course (see below) under the direction of an appropriate faculty member. Under any circumstances, the candidate should consult with his or her regional studies advisor as well as with the instructor under whose direction the AM seminar paper is written during the course of the paper’s preparation. Adherence to these guidelines will minimize the possibility of rejection of a paper submitted for the degree when it is too late to make changes, and the consequent denial of the degree. The award of the degree will still, however, be dependent on the final acceptance of the thesis by the two readers delegated by the committee.
Ch VI Degree Requirements—Regional Studies–East Asia

- To qualify for the June degree, all theses being submitted to the committee should be handed in to the office by May 1 of each academic year (likewise October 1 for the November degree or January 15 for the March degree) in order to allow the two readers of each paper sufficient time to evaluate its quality and to enable the candidate to make amendments where recommended.

RSEA 300/310
- RSEA 300 is a course of reading and research that students may take under the supervision of a faculty advisor. It is by petition to the program; forms are available for this purpose in the RSEA office. Students wishing to take this course must have a well-defined program of a paper topic and the consent of a faculty advisor. RSEA 310 may be taken, again under the supervision of a faculty advisor, by students wishing to polish a paper written for a seminar or reading course with the purpose of turning the paper into a master’s thesis. If RSEA 310 is taken, it should not be included among the eight courses in East Asian studies that count toward the AM degree in RSEA.

One-Year Master of Arts (AM)
- Students wishing to complete the AM degree in one year instead of the usual two must have the permission of the chair of the committee. This permission must be sought at the beginning of the academic year. The petition must be accompanied by a list of courses the student plans to take over the course of the year. Students planning to complete the AM degree in one year should bear in mind that they may not take RSEA 300 for the purpose of revising their seminar paper and turning it into a master’s thesis and having it count as one of the eight courses toward the degree.

Residence
- Candidates are ordinarily expected to be registered as full-time students in the Graduate School of Arts and Sciences for sixteen half-courses, at full tuition. Under extraordinary circumstances, and only with the prior permission of the Committee, candidates may apply to finish the degree in one year, satisfying residency requirements with eight half-courses at full tuition.
Regional Studies—Russia, Eastern Europe, and Central Asia (Master of Arts Only)

The First Two Years

Course Requirements
- Students must successfully complete at least sixteen approved half-courses. Two half-courses pertaining to the region must be completed in four of the disciplines listed below. At least two of the four disciplines must be in the social sciences (history, government, economics).
  - History
  - Government
  - Economics
  - Literature
  - Linguistics
  - Upper-level Russian (Slavic 110 (upper-level section only), 111, 112, 113, 117r, 118, 119, 120, 120r)
  - A non-Russian language from the region
- One half-course must address questions of national identity and state structure of Russia, the former Soviet Union, and Eastern Europe. This half-course may also be counted toward one of the discipline requirements.
- At least two of the sixteen half-courses must be seminars, but students are strongly urged to take as many as possible.
- Students are required to maintain at least a B average to remain in good standing.

Language Requirements
All program students must successfully complete a three-hour written Russian language qualifying examination, which is given each year in September, January, and May. To pass this examination, students must demonstrate the ability to read and accurately translate articles from the Russian press and scholarly journals.

Policy on Incompletes
- Students are prohibited from having more than two outstanding Incompletes at any time.

Teaching
- There are no provisions for students in the regional studies program to teach. However, on rare occasions second-year students have been able to arrange a teaching fellowship.

Advising
- Academic advising in the Russia, Eastern Europe, and Central Asia (REECA) program is done on a regular basis by the academic coordinator. In addition, the director of graduate studies and individual faculty members are available for consultation.
At the beginning of their first term in the program, first-year students draft a two-year plan of study, which they discuss with the academic coordinator and modify if necessary. The plan of study is formally approved by the REECA academic committee.

At the beginning of each subsequent term, all students meet with the academic coordinator to review course selections and to discuss any necessary or desired modifications in their plan of study.

Students are responsible for making arrangements with their thesis supervisors, but the academic coordinator is available to assist in identifying potential supervisors.

Once or twice annually the academic coordinator holds group sessions where students meet with their cohort for discussion of the thesis-writing process and any other relevant matters.

**Master of Arts (AM) Thesis**

- The AM thesis should be an in-depth scholarly investigation of a particular problem, demonstrating original research, and be based, to a significant extent, on sources in one or more languages of the Commonwealth of Independent States (CIS) or Eastern Europe. The thesis should demonstrate the candidate’s familiarity with previous scholarship related to the topic.

**Supervisor and Second Reader**

- Preparation of the thesis is supervised by a Harvard faculty member. As a rule, the supervisor should be a member of the Standing Committee on the AM in Regional Studies, or appear in the faculty list on the regional studies program page in *Courses of Instruction*. The student is responsible for making arrangements with the supervisor. The choice of a supervisor who is not a member of the Harvard faculty must be approved by the academic coordinator. The supervisor works with the student in developing the prospectus and meets regularly with the student throughout the thesis process. The anonymous second reader is assigned by the academic coordinator, and serves simply as a co-grader. His or her area of expertise may or may not coincide with that of the supervisor.

**Prospectus**

- Early in the second term of the first year, students submit a thesis prospectus to the academic coordinator. It should be signed by the thesis supervisor. The prospectus is generally approximately four pages in length, and should include the proposed topic, hypotheses, goals, and methodology.

**Course Credit and Grade**

- The thesis will be counted as the equivalent of two half-courses, listed in the catalog and on the transcript as RSRA 299a and RSRA 299b. RSRA 299a will receive a grade of SAT if a ten-page detailed outline is submitted by the due date. RSRA 299b will receive a letter grade, which will be an average of the grades of the supervisor and the anonymous second reader. In the event of a serious disparity, a third reader will be assigned.
COMMITTEE ON THE STUDY OF RELIGION

The First Two Years

Coursework

• Full-time study during the first two years, i.e., four half-courses during each term, with a minimum average grade of B, is required.

Generic Course Requirements

• Satisfactory completion of two common seminars, Religion 2001 and Religion 2002, normally taken, respectively, in the first and fourth terms of study, is required. In addition, a minimum of two courses in a subject area (a “tradition” or “geographical-historical complex”) outside the specialization is required.

Languages

• A high standard of reading proficiency in two scholarly languages, ordinarily French and German, in addition to English, is required. Proficiency can be demonstrated by a) receiving a “High Pass” score on the language examinations administered by the Harvard Divinity School (given in September and April of each year), b) receiving a B+ grade or higher in both a third- and fourth-term French or German course at Harvard, or c) completing Religion 3002: Foreign Language Certification, and receiving certification of reading competence by means of tests and assignments given by an approved regular member of the faculty. Students are strongly encouraged to pass one scholarly language requirement upon entry into the program and the other within one year of entry.

Second-Year Review

• An oral second-year review (one-and-a-half hours) will assess the student’s progress in the specialty, ability to pursue self-critically an academic study of religion, and probability of completing the PhD program successfully. The review normally occurs in the third or fourth term of study.

Master of Arts (AM)

• No one is admitted as a candidate for the AM, only for the PhD. Nevertheless, the requirements for the master’s degree must be satisfied by all students as they move toward the PhD, and are expected to be completed by the end of the fourth term. The AM degree may be granted when these requirements are fulfilled.
• For the AM degree, a minimum of two full years of coursework (sixteen half-courses with a minimum average grade of B) is required, the French and German language requirements must be met, the generic course requirements (as above) fulfilled, and a satisfactory second-year review completed.

Teaching

• While teaching is not required for the degree, PhD students are encouraged to take advantage of teaching opportunities in the Faculty of Arts and Sciences, the study of religion undergraduate honors concentration, and Harvard Divinity School. In addition to its financial benefits, teaching is considered integral to the program of PhD studies in religion at Harvard.
Advising

- Upon entry into the program, each student is assigned a faculty advisor based on the area of specialization. At any point a student may change advisors should another faculty member prove more suitable for their program. Occasionally, students will have two co-advisors. The faculty advisor participates in a student’s second-year review, chairs the examining committee for the general examinations, works with the student in formulating a prospectus, and directs the writing of the dissertation.

General Examinations

- After the satisfactory completion of two years of full-time study, the French and German language requirements, the generic coursework, and the second-year review, a student prepares for the general examinations. PhD students must take their generals no later than the seventh term of study (or ninth term for Option I students). All PhD students take a general examination, which deals with theoretical and methodological issues in the study of religion. Three additional examinations are arranged according to a student’s context of study and specialization.

Dissertation

- Within twelve months of passing the general examinations, all candidates must submit a written prospectus of not more than 2,000 words (plus bibliography), formulating a dissertation project. Upon formal approval of the prospectus, the student commences the writing of the dissertation. The length of dissertation is limited to 300 pages. Once the dissertation is completed and approved by the advisor, the degree candidate is examined orally by a committee of at least three faculty readers, two of whom must be members of the Faculty of Arts and Sciences.

- The entire PhD program may not exceed seven years.* Students who do not complete the degree in seven years must petition the committee for an extension of time in the program. In such a petition, the student and the dissertation advisor must present evidence of reasonable and substantial progress as well as a time table for completion of the dissertation. Extensions will not be granted beyond the tenth year. Only in unusual cases can the program be completed in less than four-and-one-half academic years.

* Students are permitted a maximum of four terms on leave of absence status prior to completion of the degree program. Except in special circumstances, leaves of absence are counted in calculating departmental time to degree.
The First Two Years

The first two years of graduate study are spent in coursework. Students begin teaching after the second year. Normally, students take sixteen half-courses during the first two years, with the possibility of credit given for previous graduate work done elsewhere. These half-courses must include:

- Three 200-level courses in the major Romance literature. **Note:** Students should consult with their advisors before registering for 320-level (Supervised Reading and Research) courses.
- One half-course in the history of the major Romance language.
- One half-course in the literature of a second Romance language. In order for a course to satisfy the second literature requirement, it must be at the 100-level or higher and taught in the language. Papers may be written either in English or in the target language. Certain other options (e.g., German, Greek, Romance Studies) may be considered in place of this requirement by petition to the Curriculum Committee and with the approval of the student’s advisor.
- Romance Languages 200. (See section on Teaching.)
- Students specializing in Medieval or Renaissance studies are required to take a half-course in Latin above the level of Latin A and B (usually Latin 3, 3m, or 4).

The First Year

- Eight half-courses. (See above.)
- Upon entering the graduate program, students are evaluated for proficiency in the oral and written use of the major Romance language. Those who require further linguistic training take additional language courses during the first year.
- Students must demonstrate the ability to read Latin by successful completion (B- or better, or SAT grade) of Harvard Latin A and Latin B (or their equivalent elsewhere). Courses offered in satisfaction of this requirement do not count among the sixteen required half-courses for the PhD degree. Spanish literature students may substitute Latin with a language related to their chosen field of expertise (French, Italian, Catalán, Quechua, etc.).
- All students are examined at the end of their second term of study in the department. The results of this examination, as well as the student’s performance in courses taken during the first year, will be evaluated by the full section faculty. This evaluation determines whether further coursework will be required for the AM, and in exceptional cases, whether the student should continue in the program. The same examination determines what credit for previous graduate work in other universities the student may present to the registrar for approval. If the examining board so recommends, a student may take all or part of the first-year examination a second time (normally within one year of the first).
- A grade of Incomplete (INC) must be converted into a letter grade before the end of the next registration period, or it will become permanent unless the student has successfully petitioned the GSAS Dean’s office for an extension of time.
The Second Year

- Eight half-courses, including credit that may be given for graduate work done elsewhere. The department will consider accepting credit for a maximum of four half-courses completed at other institutions.
- Students must make up Incomplete grades in required courses before sitting for general examinations. The department faculty strongly discourages students from taking an Incomplete in a course. The Department of Romance Languages and Literatures adheres strictly to the policies established by the Graduate School of Arts and Sciences, and outlined elsewhere in this handbook, regarding unfinished coursework.
- Graduate students in Romance Languages and Literatures may commit to writing a maximum of three article-length research papers per term. Students assigned such papers in 100-level courses should petition for an alternate assignment, such as an examination, a series of smaller papers, etc. Students should consult the Graduate Coordinator regarding administrative procedures for this.

Master of Arts (AM)

- Normally, students do not enroll in the graduate program for the purpose of obtaining a master’s degree, and there is no AM program separate from the PhD. However, faculty may decide to confer a terminal AM on students who will not be completing requirements for the PhD. Upon fulfilling the AM requirements, students should submit an application for the master’s degree, which is not conferred automatically.
- To be eligible for the AM degree students must complete one year of residency, eight half-courses, the Latin requirement, and the first-year examination, as described in the First-Year section.
- Successful completion of all AM academic requirements is a prerequisite for the PhD program.
- Students who have not met all the academic requirements for the AM degree may not hold appointments as teaching fellows.

Teaching

- Graduate students are encouraged to teach beginning in the third year of the program. Options include teaching a section of an undergraduate language course or leading a discussion section of a literature course taught by a professor. Teaching opportunities in the Core program and in other departments are also available. Harvard provides its teaching fellows with state-of-the-art classroom resources, guidance, and regular evaluations by permanent faculty members. Such ample teaching opportunities reflect a departmental philosophy of nurturing strong candidates for the academic job market.
- Any graduate student wishing to teach a language course (lettered or numbered courses under 70) must take Romance Languages 200, which includes a practicum on teaching techniques. Graduate students with previous teaching experience who have already taken a course in pedagogy through another degree program may submit a dossier including the syllabus, and papers or projects done for the course. After considering the dossier, the director of Language Programs will choose one of three options in discussion with the student: a) waive the Romance Languages 200 requirement; b) do some of the work for the course as an independent project in addition to the sixteen courses required for the PhD; or c) enroll in Romance Languages 200.
Advising

While specific procedures may vary from section to section, the general procedure for advising is as follows:

• In the first year of graduate study, all students are advised by the director of graduate studies in their major Romance language.

• In preparation for the first-year examination, each student is assigned an examination committee chair. This individual serves as his/her advisor in preparation for, and following, the completion of the first-year examination. This faculty member advises the student from the beginning of their second year of studies to the end of their general examinations. This professor may continue advising the student, as the dissertation director, through the preparation of the dissertation.

• A student may change advisors at any point through a formal application process, provided that the newly selected advisor is informed and agrees to work with the student.

• After the PhD general examination, the dissertation director serves as the student’s advisor, in consultation with the other members of the dissertation committee.

• Conflicts between a student and his or her advisor are ordinarily resolved through discussion with the department chair.

PhD General Examinations

The PhD general examination consists of both written and oral parts. Students entering the program in 1998 or later must complete the general examination by the end of the third year of graduate studies. It is given once per term.

• In the case of unsatisfactory performance, the student may, if the examining board so recommends, take all or part of the PhD examination a second time (normally within one year of the first). Failure to perform satisfactorily on a second attempt will result in automatic withdrawal from the graduate program.

• French and Francophone literatures and Italian literatures. Through a combination of coursework, seminars, and individual study, candidates are expected to acquire a general familiarity with the major figures, works, and trends in the history of French and Francophone or Italian literature from the earliest texts to the present day. This competence is tested in the general examination.

• Hispanic literatures. Candidates for the degree are expected to prove evidence of general understanding of the Hispanic literatures. For examination purposes, the field is divided into six areas, three in Spanish Peninsular literature (Medieval, Golden Age, and eighteenth to twentieth centuries) and three in Latin American literature (Colonial, eighteenth to nineteenth centuries, and twentieth century).

• Each student is examined in all six areas, choosing one area as a special field. The two parts of the examination (general and special field) are usually taken separately.

• For each of the five non-specialist areas, the student is responsible for a Core reading list of ten texts. There will be a two-hour segment of written examination on each of these areas.

• For her or his special field, the student is responsible for a corpus of up to fifty texts, of which thirty-five come from a list prepared by the faculty teaching in the area in question. Up to fifteen texts not found on the list may be chosen, in consultation with faculty, by the student in relation to her or his area of specialization and dissertation research.
Ch VI Degree Requirements—Romance Languages and Literatures

- Students of Spanish are required to complete the equivalent of one half-course at the 100- or 200-level in Portuguese or Brazilian literature.

- **Hispanic literature with a minor in Portuguese.** Candidates for a degree in this specialty must prove oral and written proficiency in the Portuguese language. They must complete a minimum of eighteen half-courses (instead of the standard sixteen). These are to be distributed as follows: fourteen courses in Spanish, including the required courses of history of the language and Romance Languages 200; four courses in Portuguese. At least two of those four should be graduate seminars (200-level); the other two may be advanced undergraduate courses (100-level). Candidates are required to complete a general reading list of twenty-four Portuguese texts. Reading lists of Hispanic texts will remain the same for all students. The general examination will include an additional two-hour component of Portuguese. The dissertation topic must address significant issues from both Hispanic and Portuguese literature.

- Other programs in one Romance literature with a minor in another Romance literature may be arranged in consultation with the directors of graduate studies in both languages.

- **Portuguese and Brazilian literatures.** Candidates for this degree are expected to acquire a detailed knowledge of four fields: Medieval and Renaissance Portuguese literatures; Colonial Brazilian literature; Portuguese literature from the eighteenth to the twentieth century; Contemporary Brazilian literature.

- Students specialize in one of the above fields.

- Competence in the chosen field of specialization and in two other selected fields will be tested in the general examination. Requirements for the fourth field can be met by taking one course in this field before the examination.

- Students of Portuguese and Brazilian literatures are required to complete one half-course at the 100- or 200-level in Spanish, in addition to the required course in the literature of a second language.

**Dissertation**

- A student chooses a topic for the dissertation in consultation with the advisor. Normally, the dissertation must be completed by the end of the sixth year of graduate studies.

- Students have six weeks following formal written notification of their general examination grade in which to constitute their dissertation committee. When the committee has been constituted, students must submit a contract bearing the signatures of all their committee members, indicating they have agreed to meet the deadline for prospectus turn-in, which is normally six months following examination result notification. Electronic signatures are acceptable. Ordinarily, two members of the committee represent the student’s major language and field; a third may come from another language or discipline.

- Two of the committee members must come from Harvard’s Faculty of Arts and Sciences. Visiting Professors with renewable appointments may serve on dissertation committees, but may not chair them. **Note:** The Dissertation Acceptance Certificate must be signed by no fewer than three dissertation readers, two of whom must be members of the Faculty of Arts and Sciences.
• This committee approves the dissertation prospectus, establishes the schedule for completion, and periodically reviews the student’s progress.

• A student who has not met degree requirements by established deadlines may, with departmental endorsement, be granted an extension for up to one year with the status of “grace” and remain eligible for financial aid during that period. At the end of the grace period, the student must have rectified the deficiency and be in compliance with all other established criteria in order to be considered making satisfactory progress. Ordinarily, only one such period of grace will be granted a student during graduate studies.

• Further extensions may be granted in exceptional cases, after thorough consideration of individual circumstances.

• The dissertation may be written in English or in the appropriate Romance language. The final manuscript must conform to the requirements described in the booklet, The Form of the PhD Dissertation (www.gsas.harvard.edu/academic/dissertation.html). PhD candidates are required to make a public oral presentation of the dissertation, followed by a question-and-answer period, before filing the dissertation with the registrar.

SANSKRIT AND INDIAN STUDIES

Students are normally admitted to the PhD program, but any student who has completed with honor grades two years of full-time study (sixteen applicable half-courses) will qualify for the Master of Arts (AM) degree upon the recommendation of the department. In exceptional cases students may be admitted to an AM program in order to concentrate on acquiring language skills needed for proceeding to a PhD program in another field of study.

The First Two Years

• For the PhD: sixteen half-courses, a minimum of two years in residence, but generally three or more needed to complete all required courses. For the AM degree, eight half-courses, at least one year in residence, but generally two are needed to complete language requirements.

• Core requirements/AM: two half-courses of seminars, two half-courses in classical Sanskrit or Tibetan literature at the intermediate or advanced level, and four half-courses in the special field, including related courses from other departments. An AM thesis is also required.

• Core requirements/PhD: two half-courses of seminars, four half-courses in Classical Sanskrit or Tibetan literature at the advanced level, two half-courses in a modern South Asian language.

• Eight other half-courses in the special fields, including related courses in other departments.

• Language requirements: (for AM) reading knowledge of either French or German must be documented before the student is admitted to the general examination and no later than the end of the first year of study. (for PhD) written examination in two modern research languages, generally French and German, by the end of the second year of residence. Another modern language of special relevance to the student’s special field, but not the student’s own language, can be substituted for one, but not both of those required languages.
Ch VI Degree Requirements—Sanskrit and Indian Studies

- **Incompletes.** An Incomplete may be granted at the discretion of the instructor only, and the work must then be completed before the end of the term following that in which the course was taken. If the work is not submitted by that time, the Incomplete (INC) becomes a permanent grade, unless the student has petitioned successfully for an extension.

**Advising**

- Through the pre-generals period and until the time a prospectus is approved, the director of graduate studies advises all graduate students. However, at the time when a student submits his or her prospectus to the department, she or he also names an advisor to direct the dissertation. Once the department approves the prospectus, it then designates a second advisor, and the student will work with these two faculty members, at least one of whom should be a department member, as needed throughout the dissertation process. At the beginning of each term, the director of graduate studies is responsible for meeting with all the graduate students and signing their study cards.

**General Examinations**

- **AM Examinations.** Two written translations (not to exceed three hours) of texts chosen from a specified reading list.
- **PhD.** By the end of the fourth year of graduate studies, a student is expected to have passed the general examinations. There are four written examinations, each up to three hours. 1) Translation without dictionary from a Sanskrit or Tibetan text of average difficulty. 2) Translation of texts in the student’s special field with discussion of textual problems and interpretation. 3) A broad-based exam in South Asian studies based on reading lists. 4) An examination in the student’s special field in which they must show familiarity with primary texts and secondary scholarship.

**Teaching**

- Students from their third year onward are eligible for teaching fellowships, which allow them to teach sections in introductory departmental courses, in other related departments, and in Core courses. Teaching opportunities within the department itself are quite limited due to the small course enrollments.

**AM Thesis**

- The thesis will be a substantial paper demonstrating the student’s knowledge of the scholarly literature and methodologies appropriate to a topic of the student’s choice. The topic will be determined in consultation with his or her advisor. A typical paper is expected to consist of a text forty to fifty pages in length.

**PhD Dissertation**

**Prospectus**

- The prospectus must be submitted after the completion of all general examinations, and no later than the end of the fifth graduate year. An oral defense of the prospectus will take place with the prospectus committee and other faculty of the department. It is recommended that the prospectus be in the range of fifteen to twenty pages and
include: 1) a clear statement of the dissertation project, its central problems and methodology; 2) its place in the context of related scholarship; 3) its importance to South Asian Studies. It should include a chapter outline and bibliography.

Dissertation Committee
• The committee normally includes three members, including the dissertation advisor. Two members of the committee must be members of the Faculty of Arts and Sciences. Frequently, the committee will include at least one member from outside the department, and occasionally one from outside the University. The director of graduate studies must approve the proposed dissertation committee.

The Dissertation
• From the sixth year onward the student must produce at least one acceptable chapter of the dissertation each year. The dissertation must be an original work demonstrating the candidate’s ability to do independent research in the special field. The format of the dissertation must conform to the requirements described in the University publication *The Form of the PhD Dissertation* (www.gsas.harvard.edu/academic/dissertation.html), and to any further requirements of style and form specified by the department.
• The dissertation should not exceed 75,000 words or 300 pages in length. After being submitted to the dissertation committee, the dissertation will be defended in a round-table discussion format including the members of the committee and other interested parties.

**SLAVIC LANGUAGES AND LITERATURES**

The First Two Years

Course requirements for the two general programs of study in either Plan A Slavic Literatures or Plan B Slavic Linguistics are normally fulfilled during the first two years of study. All students are required to take the Proseminar and Old Church Slavonic, the former in the first term of the first year.

Plan A
• Slavic languages and literatures with concentration on the study of literature. The candidate will choose one major Slavic language and literature and a minor field, which can be another Slavic language and literature, another European language and literature, Slavic linguistics and language pedagogy, Russian and East European history, or comparative literature (six courses in the major field and four in the minor field). Additionally, one other Slavic linguistics course is required.

Plan B
• Slavic languages and literatures with concentration on the study of Slavic linguistics. The candidate will choose one Slavic language as the major, and two as the minor languages (four courses in the major field and four in the minor fields). Additionally, Introduction to Comparative Slavic Linguistics, Introduction to Linguistics, and one other Slavic literature course are required.
For more detailed information, students are referred to the Graduate Program Requirements document, available in the department office and on the Web (www.fas.harvard.edu/~slavic/).

**Good Standing**
- The minimum standard set by the department for satisfactory work by graduate students is an A-/B+ average (as many As as Bs) in the courses that count toward degree requirements. Students who fall below this level must, in the following term, demonstrate their ability to meet this minimum. Students are allowed only one Incomplete at a time. Only students who remain in good standing are eligible to take the PhD general examinations.

**Language Requirements**
- Before the candidate is eligible for the general examination, a reading knowledge of both French and German must be demonstrated, and departmental requirements in the major Slavic language and in the minor Slavic language or languages (one for candidates who have chosen a second Slavic field under Plan A, two for Plan B) must be satisfied. (See the Graduate Program Requirements document, available in the department office, for more specific details.)

**Policy on Incompletes**
- Students may have one Incomplete in a term and must ask the instructor’s permission. They must make clear that this will be the only Incomplete requested that term. The Incomplete must be made up by the end of the next term. Students may not request another Incomplete until the one outstanding has been made up. In addition, students may not begin their minor or major general examinations if they have an Incomplete in the field to be examined. To be eligible to teach, students must not have any Incompletes in their required courses.

**Other Requirements**
- Out of the sixteen half-courses required, at least two must be seminars or conference courses, which involve the writing of a substantial research paper. 100-level courses in literature may be counted for graduate credit with permission of the chair and the professor involved, and on condition that a graduate-level paper be submitted as part of the coursework. All sixteen half-course requirements must be completed with a grade before proceeding to the general examinations.

**Master of Arts (AM)**
- The department does not admit candidates for a terminal AM degree. PhD candidates may, however, apply for an AM degree after having completed, with satisfactory grades, eight half-courses that satisfy department requirements. The degree may also be offered to students unable to complete the PhD.

**Teaching**
- As part of their preparation, candidates are expected to teach within their areas of specialization. Teaching is supervised by members of the department and includes a program of teacher training.
Advising

- Through the pre-generals period and until the time a prospectus is approved, the director of graduate studies advises all graduate students. When a student submits his or her prospectus to the department, however, she or he also names an advisor to direct the dissertation as first reader, and second and third readers as well. Once the department approves the prospectus, the student will work with these three faculty members (at least one of whom must be a department member) as needed throughout the dissertation process. At the beginning of each term, the director of graduate studies is responsible for meeting with all the graduate students and signing their study cards.

General Examinations

- Before proceeding to write a dissertation, the candidate must pass the general examinations, which will be offered only during the fall and spring terms. The minor examination may be taken after the candidate has satisfied all course requirements. A student who intends to stand for the major examinations must submit a formal application to the director of graduate studies no later than the term preceding the one in which the examinations are to be given. A student should aim to pass the general examinations by the end of three years.

Plan A: Literature

Part 1. A one-hour oral examination testing the candidate’s knowledge of the minor field.

Part 2. A three-hour written examination on the whole literature in the candidate’s major language. This is taken no more than one month before Part 3.

Part 3. A two-hour comprehensive oral examination centering on (although not limited to) five “fields” in the candidate’s major literature; the fields are to be chosen by the candidate in consultation with the director of graduate studies.

Plan B: Linguistics

Part 1. A two-hour written examination testing the candidate’s knowledge of Slavic linguistics from a comparative-historical or contrastive perspective.

Part 2. A three-hour written examination on the linguistics of the candidate’s major language in the context of the Slavic family. This is taken no more than one month before Part 3.

Part 3. A two-hour comprehensive oral examination centering on (although not limited to) five “fields”; the fields are to be chosen by the candidate in consultation with the professors in the department.

Dissertation

- A dissertation prospectus must be submitted for review and approval by all members of the department, ideally after three and a half years, but no later than the end of four and a half years.
Ch VI Degree Requirements—Social Policy

The dissertation must give evidence of original research or of original treatment of the subject and must be in good literary form. The dissertation should be completed within three years after the general examinations. One bound and one unbound boxed copy of the dissertation, with the department’s signed Dissertation Acceptance Certificate, must be delivered to the registrar of the Faculty of Arts and Sciences by the deadline established for each degree conferral date. The final manuscript should conform to the requirements described in *The Form of the PhD Dissertation* (www.gsas.harvard.edu/academic/dissertation.html).

Dissertation Defense

- A candidate for the PhD must present the major findings of the dissertation in a formal two-hour oral defense as the final requirement for the degree. The defense may be arranged only after a complete draft of the dissertation has been approved by the PhD dissertation committee, subject to recommended revisions.

SOCIAL POLICY

PhD Programs in Social Policy

- Government and Social Policy
- Sociology and Social Policy

The First Two Years

- Students are expected to complete all of the required courses and examinations in government or sociology. During the first year students will generally focus exclusively on coursework in the traditional discipline. Then in the second year students embark on a complementary program of study in social policy by enrolling in the three-term Proseminar in Inequality and Social Policy based at the Kennedy School of Government (KSG).
- The requirements in each social policy program are summarized below. Students should refer to the relevant entries for government or sociology for more detailed information about the disciplinary requirements:

Government and Social Policy

- Twelve half-courses, of which eight must be in political science. At least ten of these twelve half-courses and seven of the eight half-courses in political science must be 1000- or 2000-level courses. Students must complete six half-courses by the end of their second term in residence and nine by the end of their third. One of the government department half-courses, ordinarily at the 2000-level, must be taken in the student’s minor field, which is either of the remaining two fields not assessed during the general examination (see section on Examinations below).
- Completion of two of the three terms of the Proseminar in Social Policy.
- Students must complete three seminar style research papers, one of which should fulfill the social policy program’s requirement to complete a research paper in a topical area with major literatures in government and social policy. This latter paper should emanate from the social policy proseminar and may serve as the basis for the qualifying paper in social policy discussed below.
Ch VI Degree Requirements—Social Policy

- Competency in one language other than English. Must be demonstrated via language examination.
- Completion of one half-course in quantitative methods (with a grade of B or better).

Sociology and Social Policy
- Beginning in the first year and continuing on thereafter, all students must complete thirteen courses in sociology, with a minimum average of B or better, as follows. Four of these courses must be the required theory and methods courses taken during the first year in residence:
  1) Two-term sequence in classical and contemporary theory:
     Soc. 204 Sociological Theory; Seminar
     Soc. 208 Contemporary Theory and Research; Seminar
  2) Two-term sequence in quantitative and qualitative methods:
     Soc. 203a Methods of Quantitative Research
     Soc. 209 Qualitative Social Analysis
In addition, students must complete Soc. 305, the Teaching Practicum, which is ordinarily taken prior to one’s first assignment as a teaching fellow, and eight additional electives in Sociology.
- Written examination taken in September preceding the second year, to cover a broad range of subfields that comprise the discipline of sociology.
- Completion of two of the three terms of the Proseminar in Social Policy.
- Completion of research paper in topical area with major literatures in sociology and social policy. This paper should emanate from the Social Policy Proseminar and may be used as the basis for the qualifying paper.
- Research apprenticeship, one term.

Other Requirements
Advanced Studies in Social Policy: Required for All Students
- Completion of third term of Proseminar in Social Policy during the third year.
- One course for field specialization within social policy chosen from among the following six topical areas: 1) work, wages, and the marketplace; 2) neighborhoods and spatial segregation; 3) family structures and parental roles; 4) immigration, race, and labor market segregation; 5) education; and 6) historical and comparative social policy. Students may also satisfy this requirement by taking tutorials/independent study under the guidance of a member of the social policy faculty in KSG.
- Qualifying paper in the specialized field. Supervised by committee drawn from participants in the joint degree program (normally including a member of the student’s FAS department). May be based upon paper completed for the Social Policy Proseminar.
- Advanced Seminar in Social Policy: Required of all students in the program; designed to assist them in preparation of the dissertation prospectus.
- Completion of dissertation prospectus, including an oral defense.
Master of Arts (AM)

- The PhD Programs in Social Policy do not offer a terminal AM degree. Students may apply to receive the AM degree in government or sociology upon completion of the relevant department’s requirements for the master’s degree.

Teaching

- Students are encouraged to serve as teaching fellows in government, sociology, or KSG social policy courses. Students in the government and sociology program will normally be required to teach a minimum of two sections in a departmental course sometime during the period that they are in residence. Students in the Sociology and Social Policy program are expected to complete Sociology 305, the Teaching Practicum, and accept one-fifth TIME FTE (Full Time Equivalent) teaching fellowship for one term before completion of the program.

Advising

- Students in the social policy PhD programs will have two advisors, one from the traditional disciplinary department, government or sociology, and one from the social policy faculty of the KSG. The departmental advisor will be assigned according to the prevailing practices of the relevant department. The social policy advisor will generally be the chair of the Committee on Higher Degrees in Social Policy through the second year of graduate study. During the third year, the student will choose an advisor in accordance with his or her research interests. These two advisors—one from government/sociology and one from social policy—will supervise the student’s program until the dissertation committee is selected.
- Students in the social policy PhD programs will be reviewed formally by the Committee on Higher Degrees on Social Policy every year at the conclusion of the spring term. This review will require a brief commentary from the advisors indicating the student’s progress and highlighting any special concerns or achievements of which the committee should be aware.

Examinations

- Students in government and social policy must take a general examination at the end of the second year, which is to cover political theory, a major field (American government, comparative politics, international relations, political theory), and a focus field in social policy.
- For students in sociology and social policy, there will be a written examination in the broad field of sociology in September preceding the second year of residence. In addition, there will be an oral examination in the student’s area of special interest, generally to be taken no later than the end of the eighth term.
- Students should consult the relevant departmental entries for more detailed information on the examination requirements.
Dissertation

- The dissertation committee shall be comprised of one member from both the traditional disciplinary department (government or sociology) and one member from the KSG social policy faculty, plus a third member who may come from either domain. Two of the members of the committee must be members of the Faculty of Arts and Sciences.
- All other procedures and requirements pertaining to the prospectus, dissertation, and defense will follow the existing disciplinary departmental regulations.

SOCIOLOGY

The First Two Years

Coursework

Course requirements include 14 courses in sociology, as follows. This is the minimum acceptable amount of coursework, not the norm; most students take additional courses in sociology, as well as courses in other departments that relate to their research interests.

- Five required methods and theory courses, the first four of which are normally taken during the first year in residence:
  - Soc. 204 Sociological Theory: Seminar
  - Soc. 208 Contemporary Theory and Research: Seminar
  - Soc. 209 Qualitative Social Analysis
  - Soc. 202 Intermediate Quantitative Methods (Students who arrive with sufficient training may waive this course if they can satisfy placement procedures designed by the Soc 202 instructor.)
  - Soc. 203a Methods of Quantitative Sociological Research I

- Soc. 305, the teaching practicum, which is ordinarily taken prior to one’s first assignment as a Teaching Fellow.

- Eight additional half-courses in sociology: 200-level courses, or 100-level conference courses, will count toward this requirement. (For all students except those in the Social Policy program, one of these courses should be Soc. 201, Sociology Research Design, to be taken during the second year of residence. Students in the Social Policy program may instead count the required Proseminars of that program toward their eight elective course requirement.) Courses from other departments may be counted only if they are cross-listed in the catalog under sociology. Up to two workshops (including one workshop taken twice) may be counted.

- The department expects that students will maintain an average of B+ or better, especially in sociology courses.

Language

- There is no language requirement.
Incompletes
• The department strongly recommends that students do not take Incompletes unless absolutely necessary and certainly in no more than one course per term. Incompletes are equivalent to Cs; and thus, for each Incomplete there must be an A in order to maintain a B average.

Research Apprenticeship
• Each student is required to work as a research assistant with a faculty member in the department for at least one term, whether or not salary is forthcoming. This project may serve as the basis for the required research paper.

Research Paper
• A special research paper is required by the end of the sixth term in residence. It should offer some new contribution to knowledge, either in the form of an original interpretation of existing facts, new facts in support or disconfirmation of existing interpretations, or both. The work should be of the same length, quality and finish of a paper acceptable to the major sociological journals. Once the topic and research design have been agreed upon with the advisor, the student should petition the Committee on Higher Degrees (CHD) for appointment of three readers.

Master of Arts (AM)
• The department does not admit students to study for an AM degree. Students in the PhD program who have successfully completed eight sociology courses (including 202, 203a, 204, 208, and 209), the written examination, and the research paper may apply to receive the AM degree in sociology. A student who passes the written general examination at the AM level but not the PhD level, or who passes the general examination at the PhD level but subsequently decides not to complete the requirements for the PhD in sociology may apply for a terminal AM degree. The requirements for the terminal AM degree are successful completion of eight sociology courses (including Sociology, 202, 203a, 204, 208, and 209, and not to include Sociology 305 or workshops) and passing the written general examination at the AM level or higher. A student who passes the general exam at the AM but not the PhD level who wishes to apply for the terminal AM degree must do so by the end of their second year of study in the department. A student who has passed the general exam at the PhD level but will not be completing the PhD program must apply for the terminal AM before the start of a fourth year of study in the department.

Teaching
• All students are expected to accept one-fifth TIME teaching fellowship (with salary) for one term before completion of the program. Sociology 305, the Teaching Practicum, should be taken prior to the first teaching assignment. Normally, students do not teach in the first year; many students teach several sections per year in the third, fourth, and fifth years.
Advising

- For the first year, prior to the written examination, students will be assigned an advisor.

- During their second year, students choose an advisor, who may be any senior or junior faculty member whose research interests are compatible with those of the student. The selection process is informal and at the students’ initiative. When they have mutually agreed to work together, the student obtains the faculty member’s signature on an Appointment/Change of Advisor form and files it with the graduate coordinator. Students may appoint a new advisor at any time if their field of research changes or they find the advising relationship is otherwise unsatisfactory.

General Examinations

Written Examination

- Students take the written examination in September of the second year in residence. Its purpose is to ensure a working knowledge of the range of subfields that comprise the discipline of sociology. Students need to be prepared for a broad range of questions; they are given a reading list and sample questions from previous years. The results of the examination will be: honors, pass, conditional pass, or fail. The grade of conditional pass is used when just one of the four answers is found not acceptable; the student is allowed to rewrite that particular answer under faculty guidance. A student who fails the examination will be permitted to take it a second time at a later date.

Special Area Examination

- The final qualifying requirement is an oral examination on a subfield within sociology that represents the student’s special interest, preferably the area in which their dissertation is likely to fall. The field should be broad enough that it would be possible to regularly teach an upper-level undergraduate class in the area. The student should demonstrate a general knowledge of the subfield as a whole, as well as a detailed understanding of those components that are most relevant to their future research. The student prepares a field statement, not longer than ten double-spaced pages of ten-point type, to define the area in which the examination will be given; it should not be a literature review. When the field statement and bibliography have been prepared, the student submits them to the CHD along with the Petition to Appoint a Special Area Examination Committee. Ordinarily, the special area examination should be taken no later than the end of the sixth term. The grades are: Distinction; Above PhD Level; PhD Level; and Unacceptable (re-examination required).

Dissertation

Prospectus

- The prospectus should state clearly the objectives of the study and the specific set of problems to be explored; review the relevant literature; and indicate the ways in which the student hopes to make a contribution to existing ideas on the subject. The data to be employed, the research methods and design, and a plan of study should be given in as much detail as is necessary. Normally the prospectus is twenty to thirty pages in length, in addition to an extensive bibliography. When the
final draft of the prospectus has been prepared, the student petitions the CHD for approval of the topic and the appointment of three examiners, one being the dissertation advisor. Following CHD approval, the student and prospectus committee schedule a prospectus defense, at which time the student is examined on the proposed research project. The intent of this meeting is to ensure that the dissertation project is viable and that the student is prepared to begin his or her research. The prospectus must be approved before the end of the fifth year in residence.

**Dissertation Completion/Oral Defense**
- Ordinarily, the dissertation should be completed by the end of the seventh year in residence; it must be completed no later than the end of the eighth year. The style should follow *The Form of the PhD Dissertation*, available from the registrar or online (www.gsas.harvard.edu/academic/dissertation.html). When student and advisor agree that the final draft is ready, members of the dissertation committee, other faculty, students, staff, and guests are invited to attend the oral defense. At its conclusion, the committee may approve, reject, or require revisions in the dissertation.

### STATISTICS

**The First Two Years**

**Courses**
- The formal residence requirement for the PhD is sixteen half-courses devoted to advanced study.
- Of the sixteen half-courses, a minimum of nine must be courses offered by the Department of Statistics, and at least four of the nine must be on advanced topics.

**Cognate requirement**
- The department has no formal language requirement but does require students to explore in some depth and to demonstrate competence at communication in a selected cognate field, a field outside of statistics. Examples of cognate fields are mathematics, computer science, or fields of application of statistics, such as biostatistics, economics, environmental science, genetics, government, psychology, education, engineering science, sociology, public policy, business, or public health. Students ordinarily satisfy the cognate requirement with four half-courses at the graduate level in the chosen field or possibly by substituting for some of these courses a demonstrated involvement in research projects at another school or department at Harvard, at some other research institution, or at a government agency. The most important criterion is a major investment in the language, methods, and use of statistics in the cognate field. Details of programs should be established in consultation with the faculty advisors. During the second year of study, students should submit their prospective programs for approval by the department. Students will be expected to complete all work with distinction.

**Master of Arts (AM)**
- The Department of Statistics awards terminal AM degrees, as well as AM degrees to students who are continuing in the PhD program. The department will consider
for the AM degree PhD candidates in other fields at Harvard for whom a statistics minor is appropriate, well-prepared undergraduates eligible for the AB/AM program, and candidates with appropriate mathematics backgrounds who demonstrate motivation for pursuing a terminal AM degree.

• Minimum of one year residence.

• Requires the satisfactory completion of eight half-courses approved by the department, ordinarily including at least five letter-graded half-courses at the level of Statistics 110 and above taken within the Department of Statistics. Students with minimal previous statistics background will be required to take at least six letter-graded Statistics department courses. The actual course of study will vary according to the student’s interest and preparation and will be determined in consultation with the student’s advisor. Statistics 110 or 210 and Statistics 111 or 211 or equivalent are required. AM students must earn a B average in Statistics courses and no more than one C. Terminal AM students can take, at most, one 300-level course, which ordinarily cannot be used to meet the minimum requirement for letter-graded statistics courses.

The remaining two or three half-courses may include courses in related areas (such as economics, psychology, and biostatistics) that develop statistical methodology and are judged to be at an equivalent level to Statistics 110 or above. They may also include upper-level mathematics courses, computer science courses, or, in some cases, other courses that broaden the student’s ability to apply statistical methods. The department maintains a list of approved related courses. Generally, the department encourages a coherent theme connecting the related courses.

• No thesis, general examination, qualifying paper, or cognate field is required for the AM degree.

Teaching and Research

• All PhD candidates are normally required to teach and/or to work as research assistants beginning in their second year. A unit of teaching is normally one-quarter TIME for the first section in a course and one-fifth TIME for each additional section. A unit of research is normally one-fifth TIME. Second-year students normally do a total of four units of teaching and research, and third-year students and beyond do three units each of teaching and research. Research funding considerations may affect these normal teaching and research workloads. When research funds permit, the department aims to assign final-year students to lighter-than-normal teaching loads to enable them to make progress on their dissertations.

Advising

• As almost all PhD students are involved in research from the beginning of their program, entering PhD students are assigned faculty advisors based on mutual research interests whenever possible. New students’ research interests are determined by information provided by applicants in their Statements of Purpose. Students familiar with the department are given the option of requesting a particular faculty advisor. Some students stay with the initial advisor throughout their program, including the writing of the PhD dissertation, while others opt to change advisors as their interests change or evolve.
Ch VI Degree Requirements—Statistics

- All PhD students are encouraged to consult with the director of graduate studies or department chair, when desired, in addition to their assigned advisor.
- Students in the AM program are advised by the faculty member designated by the faculty as director of graduate studies for the master’s program.
- Students writing dissertations have one primary advisor and two additional readers assigned by the faculty or suggested by the student and approved by the faculty. The primary advisor is typically the same faculty member providing the student’s research support.
- In the case of conflicts between advisor and student, the department chair and/or the faculty as a whole can be consulted by either party.

Qualifying Examination

- All students must pass a written qualifying examination in statistics, which is given annually at the end of the spring term.
- Students normally take the examination in their second year, although students with very strong preparation may choose to take the examination in their first year.
- The examination has two parts: 1) theoretical statistics, including probability and mathematical statistics, and 2) applied statistics, including statistical design and data analysis.
- The two parts of the examination are graded separately. A student may receive an unconditional passing grade on one or both parts, or may receive a passing grade on one or both parts conditional on doing further work. Students receiving conditional passes will be required to complete their work by a time specified (the end of the following term, if feasible) or the performance will be considered a failure. A student who fails one or both parts of the examination must retake the examination the next time it is given. Students who fail twice must withdraw from the program.

Post-Qualifying Talks (Research Presentations)

- At the end of each term, all post-qualifying students present to department faculty and students brief summaries of their research and progress on qualifying papers or dissertation.

Qualifying Paper

- The qualifying paper is intended to provide the student with an opportunity to explore a serious topic in statistics and to express the findings in a written document. The work need not be original, but it should demonstrate an independent understanding of the topic, knowledge of the tools of research, and clarity of exposition. The effort involved is expected to require no more than the equivalent of one term at one-third time. The paper should be submitted and accepted by the department as early as possible, but not later than the year following the qualifying examination. Delays in submission require permission of the department.
Dissertation

- Each student is expected to exercise initiative in seeking out a dissertation topic, a faculty advisor who will take primary responsibility for supervising the student’s work, and two additional readers. The PhD dissertation is expected to be a research contribution of high quality, adding to the knowledge of either the theory or practice of statistics. A PhD dissertation in statistics may also consist primarily of an innovative analysis of a specific, complex body of data in some substantive field. Generally, the material in a PhD dissertation should be publishable in a referred journal.

Dissertation Colloquium

- Two copies of the completed dissertation must be submitted for consideration by the department faculty at least two weeks prior to a department colloquium on the substance of the dissertation. The faculty will consider the submitted dissertation and make recommendations, which generally lead to revisions. After the colloquium, the faculty, with the explicit advice of three or more faculty readers nominated by the department, vote on the completed dissertation as submitted in finished form, which must conform to the requirements described in The Form of the PhD Dissertation, available at the Registrar’s office or online (www.gsas.harvard.edu/academic/dissertation.html). The approved final dissertation can then be submitted to the registrar. The time from the colloquium to the final vote is ordinarily well over a month. A prospective sixth-year or more advanced student must submit evidence of significant dissertation progress to a dissertation advisor or committee each year. This evidence of progress may, at the department’s discretion, take the form of a dissertation chapter completed, manuscripts submitted for publication, abstracts of papers delivered at professional meetings, or other evidence as specified by the dissertation director.

SYSTEMS BIOLOGY

The First Two Years

Coursework

- First and second year students are required to take four courses, but the program may recommend that a student takes more courses to prepare for his/her PhD work. These classes must be passed with a B- or better.

- In consultation with each incoming student and the advisors, the graduate student committee determines, on the basis of the student’s prior training, courses that must be taken prior to the qualifying exam.

- There are two required courses: Special Topics in Systems Biology and Introduction to Systems Biology Research.

Lab Rotations

- To facilitate choice of advisor(s), the program recommends that students temporarily join research groups for periods of 6-12 weeks during their first year of study. Two to four “rotations” are recommended, with the last to be completed by the end of the summer of the first year, after which the student will select an area of research and one or more advisors.
Teaching Requirement

• All students are required to teach one term.

Qualifying Examination

• The purpose of the examination is to ensure that the student is prepared to embark on dissertation research. The examination is given by the beginning of the second year before the director and three examiners knowledgeable in the field of the research proposal.
• As a rule, students who have not completed and passed the qualifying examination by the end of the second year of graduate study are put in unsatisfactory status and may be asked to withdraw from the program.

Academic Advisors

• On arrival, each student is assigned two academic advisors to guide the student in their choice of courses and rotations.

Advising

Dissertation Advisors

• Subsequent to completing the qualifying examination, students are assigned two advisors in addition to their primary dissertation advisor to periodically review and advise on students’ progress toward completion of dissertation.
• By spring term of the second year, students are required to submit a brief discussion of the research they wish to undertake.

Dissertation Advisory Committee

• Once students decide on their research topic, they form a Dissertation Advisory Committee (DAC). The DAC periodically reviews and advises students’ progress toward completing the dissertation. The DAC should consist of at least three faculty members, exclusive of the student’s dissertation advisors.
• At the first meeting of the Dissertation Advisory Committee, the research proposal is reviewed and the student is required to defend it.

Dissertation

Independent Research

• Acceptable modes of dissertation research include molecular/cell biology-type experiment-based research, computer science/math/physics/engineering theoretical research, and combinations of the two. The program does not attempt to constrain students to dissertation research in the traditional formats of systems biology’s parent disciplines. Collaborative research is encouraged.
It is expected that preparation of a dissertation is usually full-time work for no fewer than one-and-a-half years, following the qualifying examination. The dissertation must give evidence of independent original research and be clearly, logically, and carefully written in proper English. The final manuscript must conform to the requirements described in *The Form of the PhD Dissertation* (www.gsas.harvard.edu/academic/dissertation.html).

### Graduation Requirements
- A student who expects to complete a dissertation in time to receive a degree the following June, November, or March, must file an application for degree, accompanied by a note of approval from the dissertation advisor, at the Registrar’s office of the Faculty of Arts and Sciences, no later than a date specified each year in this handbook.
- Copies of the typewritten dissertation must be submitted to the Dissertation Examining Committee and the director of the PhD program in systems biology at least two weeks before the final examination is scheduled to take place. To obtain a degree at the end of the academic year, sufficient time must be allowed for the examination, dissertation correction, and binding.

### Examiners
- The student and the student’s dissertation advisors must select three examining committee members whose names are submitted to the chair of the Committee on Higher Degrees for approval.
- In accordance with GSAS policy, three signatures are required on the Dissertation Acceptance Certificate; two examiners signing the Dissertation Acceptance Certificate must have an FAS faculty appointment. The chair of the Committee on Higher Degrees in Systems Biology may serve in the capacity of an FAS appointed signatory.

### Public Seminar and Private Oral Defense
- The dissertation examination has two components: public seminar and private oral defense. In the oral defense, the candidate is questioned on the subject of the dissertation and its relation to the student’s special field and collateral subjects. If the reading committee is unable to agree on its recommendations, the Committee on Higher Degrees in Systems Biology decides the question of the acceptance of the dissertation.
- On completion of all the requirements, the original bound dissertation, with the Dissertation Acceptance Certificate signed by the reading committee, and one unbound copy will be deposited at the FAS Office of the Registrar for inspection by any member of the Faculty of Arts and Sciences.
- After commencement, the original bound copy is deposited in the Harvard Library, open to public inspection. A second bound copy is kept by the department in which the student worked.
VII. REGULATIONS AND STANDARDS OF CONDUCT

GENERAL REGULATIONS

Students are expected to be familiar with those rules and regulations covered in this handbook that apply to them. Furthermore, it is the expectation of the Graduate School that all students, whether or not they are currently enrolled degree candidates, will behave in a mature and responsible manner. This presumption applies no less to a student’s academic performance than to his or her social behavior. 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.” Thus, plagiarism, sexual and racial harassment, the use of physical violence, or lying to an officer typifies violation of the principles on which the University is founded and requires disciplinary action.

ACADEMIC DISHONESTY AND PLAGIARISM

All work submitted for credit is expected to be the student’s own work. In the preparation of all papers and other written work, students should always take great care to distinguish their own ideas and knowledge from information derived from other sources. The term “sources” includes not only published primary and secondary material, but also information and opinions gained directly from other people.

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

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 who are in any doubt about the preparation of academic work should consult with their instructor or the associate dean for student affairs before it is prepared or submitted. A statement entitled “Writing with Sources” is available online (www.fas.harvard.edu/~expos/sources/).

Students are expected to record honestly and accurately the results of all their research. Falsification of research results includes misrepresentations, distortions, or serious omissions in data or reports on research, and is considered a serious violation of academic honesty. Plagiarism or falsification of research results will ordinarily result in requirement to withdraw from the Graduate School.
The University is deeply concerned for the integrity of science by students and faculty and with sound and safe research practices. Student and faculty researchers are, individually and collectively, expected to safeguard and maintain the University’s policies and practices with respect to scientific misconduct. All researchers are reminded that sponsoring agencies also have such concerns, and that the University must inform sponsors of serious transgressions of sponsors’ policies as well as of any investigations related to sponsored research, and that sponsors may take action independent of the University.

**VIOLATION OF EXAMINATION RULES**

No communication is permitted between students during an examination, and no student is permitted to keep 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.

For violation of the examination rules or dishonesty in an examination, a student may be required to withdraw from the Graduate School. Students who fail to obey the instructions of an examination proctor are liable to disciplinary action.

**SUBMISSION OF WRITTEN WORK**

Students are responsible for ensuring that required written coursework 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 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.

**SUBMISSION OF THE SAME WORK (DUAL SUBMISSION) TO MORE THAN ONE COURSE**

Students who would like to turn in the same or similar work to more than one course must get prior written permission from both or all the instructors involved. Instructors expect that each paper or exercise turned in is written specially for that assignment. Under that assumption, failure to get prior written permission can be deceptive and students who do it may be required to withdraw. Instructors do not always give permission, and even when they do give permission, they may ask for a longer or a somewhat different paper than they expect from students who write a paper solely for the one course. Thus it is important to have these conversations well in advance of the paper’s due date(s).

Each instructor should write a letter to Rise Shepsle, assistant dean of student affairs, GSAS Dean’s office, Byerly Hall, 8 Garden Street, giving permission for the student to submit the material to meet course requirements in more than one class. The student may draft a letter giving permission for the paper to be submitted to both classes and have both instructors sign the letter. These letters, once submitted to Rise Shepsle, will be placed in the student’s academic folder.
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. Exclusion from a course is equivalent in all respects to failing it. 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 make-up examinations.

LIBRARY POLICIES

A student who violates the lending policies of any library may be subject to disciplinary action. In particular, removal of a book from any library without authorization, or mutilation, defacement, or abuse of any library book or library resources will ordinarily lead to requirement to withdraw.

IDENTIFICATION CARDS

ID cards are the property of Harvard University and are intended for University purposes only. ID 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 strip on the back, however, must be kept free from stickers.

ID cards are not transferable; a student may not allow any other person to use his or her card for any purpose. Every student is responsible for his or her ID and the consequences of its misuse. A student who alters or falsifies his or her University identification card or produces or distributes false IDs of any kind is subject to disciplinary action. Students must hand over their identification card or otherwise identify themselves upon request to any properly identified officer of the University. Lost cards should be reported immediately to the ID Card office, Holyoke Center 556. 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.

POLICIES REGARDING DRUGS AND ALCOHOL

Harvard University promotes the health and well-being of its students and employees through its Health Services and other agencies. 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, is a violation of University rules as well as the law. Possession, use, or distribution of certain nonprescription drugs, including marijuana, amphetamines, heroin, cocaine, and nonprescription synthetics; procurement or distribution of alcohol if one is under twenty-one years of age; and provision of alcohol to anyone under twenty-one years of age are violations of law and of Harvard policy. The University holds its students and employees responsible for the consequences of their
decisions to use or distribute illicit drugs, or to serve or consume alcohol. Further, it expects students and employees to create and maintain an environment for learning and work that is safe and healthy and encourages responsible conduct.

The use of illicit drugs and the misuse of alcohol are potentially harmful to health. In particular, synthetically produced drugs, which are readily available in the Boston metropolitan area, often have unpredictable emotional and physical side effects that constitute an extreme health hazard. In addition, students are encouraged to weigh the seriousness of potential loss of function that may come from ingesting illicit drugs or too much alcohol. Because of the considerable health hazards involved in drug and alcohol use, administrative, medical, and psychiatric help for students having drug problems or difficulties controlling their use of alcohol are available on a confidential basis from the GSAS Dean’s office and other offices of the University, and at Harvard University Health Services. Any member of the University may make use of the Health Services on an emergency basis, day and night.

Attention is directed to the fact that the University is not, and cannot be considered as, a protector or sanctuary from existing laws of the city, state, or federal government. 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, someone under twenty-one. There are also serious penalties for anyone under the age of twenty-one 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; anyone, regardless of age, caught falsifying a driver’s license, or selling or distributing false IDs; and 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.

Consistent with the legal sanctions for the inappropriate use of drugs and alcohol, the Graduate School will take disciplinary action when cases of this type come to its attention. Officers of the University will respond to the use of illicit drugs, underage possession or consumption of alcohol, serving of alcohol to underage individuals, and overconsumption of alcohol with warning and/or referral to health or counseling services. A pattern of behavior in violation of these rules may lead to a warning by the associate dean for student affairs, admonition by the Administrative Board, probation, or requirement to withdraw. The Administrative Board will take serious actions, including probation and requirement to withdraw, in any case involving the possession in quantity or the sale or distribution of drugs, in cases involving a student falsifying his or her identification with the intent of obtaining alcohol, or when cases of drug and alcohol use involve danger to the community.
POLICIES REGARDING HAZING

Massachusetts law expressly prohibits any form of hazing in connection with initiation into any student organization. The law applies to both officially recognized and unrecognized groups and to students’ conduct on and off campus. The law defines hazing as “any conduct or method of initiation into any student organization, whether on public or private property, that willfully or recklessly endangers the physical or mental health of any student or other person.” The definition specifically includes “whipping, beating, branding, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity likely to adversely affect the physical health or safety of any such student or other person, or that subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”

Hazing is a crime punishable by fine and/or imprisonment. The Administrative Board of the Graduate School will review all reports of hazing, taking disciplinary action in appropriate cases, and will report confirmed incidents to appropriate law enforcement officials. A memorandum detailing the specifics of this law is available in the GSAS Office of Student Affairs in Byerly Hall.

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 filesharing 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 appropriate use of computers and networks are outlined below. Other policies are published in “Computer Rules and Responsibilities,” available from FAS Computing Services at www.fas.harvard.edu/computing/rules/. Students are expected to abide by these rules and policies and to consult an official of FAS Computer Services 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 other’s passwords, personal identification numbers (PINs), private digital certificates, or other secure identification information is prohibited. Use of Harvard’s computers and networks for business-related purposes without authorization 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 user’s data or programs when it is necessary to maintain or prevent damage to systems or to ensure compliance with other University rules.

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

In general, information that the owner would reasonably regard as private must be treated as private by other users. Examples include the contents of 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.

GSAS STUDENT E-MAIL ACCOUNTS

Every GSAS student must designate an official e-mail account. Since the Graduate School and other offices at Harvard will send official information and notifications to this designated account, it should be on a server such as fas.harvard.edu that is maintained all the time.

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 Obscene or Harassing Telephone Calls, Chapter VII). Similarly, messages must not misrepresent the identity of the sender and should not be sent as chain letters or broadcast indiscriminately to large numbers of individuals. This prohibition includes unauthorized mass electronic mailings. For example, e-mail on a given topic that is sent to large numbers of recipients should in general be directed only to those who have indicated a willingness to receive such e-mail.

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 Academic Dishonesty and Plagiarism, Chapter VII). 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.
FIRE SAFETY REGULATIONS AND EMERGENCY PROCEDURES

Fire: 617-495-1511
University Police: 617-495-1212

FIRE REGULATIONS
Violation of any of the fire safety or fire emergency regulations listed below, including those pertaining to the abuse of fire alarm, smoke detector, or fire extinguisher systems, can lead to requirement to withdraw.

1) Any abuse of, or tampering with, fire alarm, smoke detector, or extinguisher systems is strictly forbidden.
2) 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.
3) Corridor fire doors must be kept shut at all times.
   • There is a fine, equal to the cost of replacement, for breaking the glass that covers the lock of a fire alarm.
   • There is a fine, equal to the cost of replacement, for any damage to a smoke detector.

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.

If the Alarm Sounds

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 Fire Department at 617-495-1511. Also call the Harvard Police at 617-495-1212 to let them know where you are. Attract attention to yourself. Open the window if possible and hang a sheet or something else out the window.
   If the door is not hot, open it slowly as smoke and fire gases are deadly. If smoke and heat fill the hall, close the door, stay in your room, and wait for help.
   If you can safely leave your room, close your windows and door. Take your key. Knock loudly on the doors next to yours to alert your neighbors. Leave by the nearest clear Exit stairway. Never use the elevators since they may stall in the event of a power failure or deliver you to the floor where the fire is actually located. 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.
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3) So that you may be accounted for, go to the predetermined gathering place. Do not attempt to re-enter the building until the Fire Department gives permission to do so.

If You Find a Fire

1) Sound the alarm.
2) Alert your neighbors.
3) Leave the building immediately.

Do not try to put out the fire. Use your common sense. Your safety is more important than property.

BOMB SCARES

Please take careful note of the following provision of Massachusetts law concerning bomb scares:

Whoever, knowing the same to be false, transmits or causes to be transmitted to any person by telephone or other means a communication falsely reporting the location of any explosive or other dangerous substance or contrivance thereby causing anxiety, unrest, fear, or personal discomfort to any person or group of persons, shall be punished by imprisonment in the state prison for not more than twenty years, or by imprisonment in a jail or house of correction for not more than two and one half years or by a fine of not more than ten thousand dollars or by both such fine and imprisonment.

[Massachusetts General Laws, c.269 §14(a)]

FIREARMS, EXPLOSIVES, COMBUSTIBLE FUELS, FIRECRACKERS, AND DANGEROUS WEAPONS

Possession and/or use on University property of firearms or ammunition, explosives, combustible fuels, firecrackers, and potential ingredients thereof is forbidden. Please take careful note of the following statute of the Commonwealth of Massachusetts:

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 sec-
ondary school, college, or university failing to report violations of this para-
graph 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)]

In addition, Massachusetts law requires a permit or firearms identification card or
compliance with other specialized rules (depending upon the type of weapon) for pos-
session of any firearms. The definition of firearms is a broad one 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 min-
imum sentence of one year, which cannot be suspended or reduced. Students should
consult the Cambridge Police if they intend to possess firearms on non-University
property, in order to assure strict compliance with the applicable statutes.

According to Harvard’s legal counsel, the definition of “dangerous weapon” includes
items designed to do bodily injury, such as a stiletto, ballistic knife, blackjack, brass
knuckles, billy stick, switchblade knife, and martial arts items such as throwing stars,
kung fu sticks, and nunchaku (sticks connected by a rope, chain, wire, or leather).

OBSCENE OR HARASSING TELEPHONE CALLS

The placement of an obscene or harassing telephone call is a criminal offense, pun-
ishable to the full extent of the law in the courts. It is treated as a serious disciplinary
issue within the Graduate School.

Information from the Harvard Police is available in the office of the associate dean
for student affairs for anyone receiving such a call.

PATENTS, TRADEMARKS AND “USE-OF-NAME”
REGULATIONS

Office for Technology and Trademark Licensing
1350 Massachusetts Avenue, Holyoke Center 727
617-495-3067

Members of the University, including students, are expected to notify and to disclose
to the Office for Technology and Trademark Licensing any discovery or invention they
have made in connection with their University work. Copies of the University policy
regarding inventions, patents, and copyrights are available from this office and at
www.techtransfer.harvard.edu. When inventions are subject to the University policy,
this office determines whether a patent application should be filed (the cost of which is
borne by the University) and undertakes a marketing effort to license the invention to
one or more companies for development into commercial products. Net income
received from licenses is shared with the inventors.
Use of the names and insignia of the University or any of its units by any student or student group is permitted only as spelled out in the University Policy on the Use of the Harvard Names and Insignias (see www.provost.harvard.edu). In particular, reference to “Harvard” or “Harvard University” or suggestions of affiliation with any school or unit of the University in connection with any organization, publication, activity, or third-party is allowable only with advance permission of the Dean or Provost.

All student group names, logos, or publications incorporating any of the University’s trademarks (e.g., “Harvard Polo Club”) are owned by the President and Fellows of Harvard College and are used by permission of the University.

Harvard University’s Trademark Program, operated out of the Office for Technology and Trademark Licensing, is responsible for licensing the use of Harvard’s various trademarks (e.g., “Harvard,” “Harvard College,” “Harvard Law School,” “the VERITAS shield,” etc.) throughout the world. Revenue from the program is provided to the Faculty of Arts and Sciences 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. 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. The Trademark Program also provides advice on trademark-related issues and assists departments in obtaining trademark protection for any trademarks they are using, whether or not they include the word “Harvard.”

**DISCRIMINATION AND HARASSMENT**

It is unlawful, contrary to Harvard University’s policy, and clearly in violation of the Resolution on Rights and Responsibilities to discriminate on the basis of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran status, or disability unrelated to job or course of study requirements. The Faculty Council condemns all forms of discrimination or harassment, whether subtle or overt, and asserts that all members of the University community should join in assuring that all students are accorded the dignity and respect called for in the Resolution.

Students who believe they may be victims of any form of discrimination or harassment have recourse to grievance procedures developed by the Faculty of Arts and Sciences. These procedures, which are consonant with public law and the Resolution on Rights and Responsibilities, are summarized below.

**COMPLAINTS OF DISCRIMINATION**

A student should first seek a resolution of a matter involving discrimination or affirmative action through an appropriate officer, such as a department chair, advisor, director of graduate studies, coordinator of services for students with disabilities, or the associate dean for student affairs. If the matter is not satisfactorily resolved by informal methods, the student may lodge a formal complaint with the dean of the Graduate
School. Depending on the circumstances, the dean may appoint a special committee to resolve the problem or may refer it to the appropriate agency or office for resolution. If the matter cannot be satisfactorily resolved through these channels, either the student or the dean of the Graduate School may refer it to the dean of the Faculty of Arts and Sciences for final resolution. The disposition of the dean of the faculty will be final. Students ordinarily are expected to exhaust institutional grievance procedures before seeking redress under public law.

**SEXUAL HARASSMENT**

The Faculty Council has devoted considerable attention to the topic of sexual harassment. Two documents provide a full expression of the council’s views about this and related issues. Both documents are available from the associate dean for student affairs in Byerly Hall.

The first document, entitled *Sexual Harassment: Guidelines in the Faculty of Arts and Sciences*, is a policy statement describing what constitutes sexual harassment. The statement begins thus:

“The Faculty of Arts and Sciences seeks to maintain a learning and work environment free from sexual harassment, including unprofessional conduct in faculty-student relationships and sexism in the classroom. These kinds of behavior are barriers to the educational, scholarly, and research purposes of the University.

“Any member of the FAS community who believes that he or she has been sexually harassed, or who would like clarification or information on FAS complaint and resolution procedures is encouraged to speak with an appropriate officer of the faculty. . . . There are specific procedures for the resolution of sexual harassment problems. These cover situations involving individuals of different University status and individuals of the same University status. They range from informal counseling and mediation to formal procedures for disciplinary action.”

The statement goes on to define what constitutes sexual harassment, unprofessional conduct in relationships between individuals of different University status, and sexism in the classroom.

The second document, the Faculty of Arts and Sciences’ *Procedures for the Resolution of Sexual Harassment Problems*, describes the options available to any member of the FAS community who believes that he or she has been sexually harassed. Graduate students are encouraged to discuss problems, questions, and grievances with anyone in a supervisory position, such as a dean, director of student services, department chair, or director of graduate studies.

It is often the case that students themselves can take effective measures to stop inappropriate conduct by an instructor, and the officers just mentioned can be helpful in discussing these possibilities. For example, these officers might assist with informal resolutions including apologies and changes of advisory and instructional arrangements. Such adjustments of the teacher-student relationship are likely to be adequate responses only in those cases in which miscommunication or lack of communication played a significant part.
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To make a formal complaint of sexual harassment by an officer of the faculty, a graduate student should consult the associate dean for student affairs in Byerly Hall. The steps entailed in making a formal complaint are described in detail in the document *Procedures for the Resolution of Sexual Harassment Problems.*

Complaints about harassment of students by other students may be brought to the attention of the Administrative Board through the associate dean for student affairs.

The Director of Student Services, Ellen Fox, is also available to consult with students on issues of sexual harassment.

**RACIAL HARASSMENT**

The Graduate School seeks to maintain an instructional and work environment free from racial harassment. The Graduate School 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 Graduate School community who believes that he or she has been harassed on account of race is encouraged to bring the matter to the attention of the associate dean for student affairs. The director of student services also serves as a resource in these types of cases.

The procedures for dealing with incidents of racial harassment fall into two categories: informal resolution and formal complaint. The complainant will ordinarily be given the choice of formal or informal procedures. In certain circumstances, however, where the harassing behavior has become a matter of public information and concern, it may be necessary to use formal procedures of investigation and resolution. Cases of alleged harassment by graduate students will be adjudicated by the Administrative Board of the Graduate School or by the Student-Faculty Judicial Board.

The Graduate School’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.

**GAY AND LESBIAN HARASSMENT**

In May 1981, the Faculty Council affirmed that all members of the University community, regardless of sexual orientation, are to be accorded the respect and protection described by the 1970 Resolution on Rights and Responsibilities. So that the problem can be addressed and disciplinary action taken when necessary, any violation of these standards should be reported to the associate dean for student affairs or other appropriate office.
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, University Hall, Ground Floor North (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 that 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.

RESOLUTION ON RIGHTS AND RESPONSIBILITIES

On April 14, 1970, the Faculty of Arts and Sciences voted the Resolution on Rights and Responsibilities. Because of its far-reaching implications and significance to all members of the University community, the full text of this resolution is provided below:

“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 right of its members to organize and join political associations, convene and conduct public meetings, publicly demonstrate and picket in an orderly fashion, advocate, and publicize opinion by print, sign, and voice.

“The University places special emphasis, as well, upon certain values that 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 its members must also be considered an unacceptable violation of the rights of individuals or of the community as a whole.
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“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 that 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

“The Faculty regards it 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 on which the University is based.”

THE ADMINISTRATIVE BOARD OF THE GRADUATE SCHOOL

The Faculty of Arts and Sciences has delegated to the Administrative Board of the Graduate School power for the enforcement of the regulations of the faculty relating to graduate education and for the conduct of all ordinary matters of administration and discipline. In practice, the deans handle the day-to-day administration of the Graduate School, relying on the board for guidance in many matters. However, the board receives reports on exceptions made to the rules, and it considers all matters of discipline.

The Administrative Board may initiate proposals for new, or modifications of existing, legislation affecting graduate students. Such initiatives move from the board to the Committee on Graduate Education, which has responsibility for considering all legislation affecting graduate education. The Administrative Board has no jurisdiction over departmental academic rules and regulations except a concern that they be fairly administered and do not conflict with the rules and regulations adopted by the faculty. The board serves as the academic department for all students in ad hoc degree programs.

Appeals procedure: Graduate students may appeal decisions of their departments and of the Graduate School Administration to the Administrative Board. In addition, the board considers appeals of decisions concerning teaching fellow appointments and financial aid. Student members of the board sit only when financial aid and teaching fellow appeals are being heard.
The Administrative Board is composed of the dean of the graduate school (chair), the administrative dean (vice-chair), six teaching members of the faculty (two from each of the three major areas: humanities, social sciences, and natural sciences), the registrar, the associate dean for student affairs, the dean for admissions and financial aid, and the assistant dean of student affairs, who acts as secretary. Up to four graduate students serve on the Board when it is considering appeals of financial aid and teaching fellow appointment decisions.

**UNSATISFACTORY RECORDS**

The degree candidacy of a student whose record is below the standards of the Graduate School or of the student’s department may, at the end of a given term, be terminated by the department in consultation with the Graduate School. In some cases, a student may be permitted to register subject to specific academic conditions which, if not fulfilled by the date specified, will result in the termination of candidacy. Such a student, upon the recommendation of the department, may be placed on formal academic probation by the Administrative Board. Probation establishes a definite period in which the student must achieve whatever academic goal has been established by the department and the Administrative Board.

In some cases, a student whose candidacy for the PhD is terminated may have the opportunity to receive a master’s degree. A student whose degree candidacy has been terminated for failure to meet academic requirements ordinarily may not apply for readmission until two academic terms after the date of termination.

**DISCIPLINARY ACTION**

Failure to attend academic exercises regularly, failure to maintain a satisfactory academic record or to be making satisfactory progress toward the degree, neglect of academic work or requirements, violation of the rules of the Faculty of Arts and Sciences, lying to an officer of the University, cheating, plagiarism, or other forms of academic dishonesty; theft of or damage to property of the University or others, possession of stolen goods, physical violence (including assault and sexual assault), harassment, or disorderly conduct; violation of law (including unlawful use or possession of controlled substances, firearms, or hazardous materials), and other conduct that departs from generally accepted standards of integrity and behavior will be dealt with by the Administrative Board, or the Student-Faculty Judicial Board, and the faculty. A detailed description of the procedures followed in disciplinary cases is contained in the booklet, *The Administrative Board of the Graduate School of Arts and Sciences*, available from the Dean’s office in Byerly Hall. The following actions may be taken:

1) **Admonition:** a reprimand that becomes part of the student’s official record but is not considered a formal disciplinary action.

2) **Probation:** probation is meant to serve as a serious warning to students whose academic performance or whose conduct gives cause for concern. A student on probation should be especially conscientious about all academic responsibilities. It is the hope of the Administrative Board that the sanction provided by probation will spur the student to resume satisfactory progress and/or behavior. A student placed on
probation for disciplinary reasons will be relieved from probation if, at the end of a
set period of time, satisfactory conduct has been maintained. A student placed on
probation for academic reasons is relieved from probation if the student has main-
tained a satisfactory academic record during the set period of time. Failure to meet
the conditions of probation is a grave matter and will ordinarily result in require-
ment to withdraw.

3) **Requirement to Withdraw**: action that may be taken in the following circum-
stances: (a) a student who has failed to achieve a satisfactory record; (b) any stu-
dent, whether or not previously on probation, whose record fails to meet the
minimum departmental requirements; (c) serious neglect of work, even though the
student has met the minimum requirements; (d) failure to meet deadlines set by the
department or the Administrative Board; (e) disciplinary cases. Requirement to
withdraw normally is effective immediately upon the vote of the Administrative
Board. A student who is required to withdraw, for whatever reason, is not in good
standing until readmitted. In order to be readmitted after having been required to
withdraw, the student ordinarily must be away from the Graduate School for at
least two terms and must demonstrate an acceptable record of performance during
the absence. In all such cases, the student must apply for readmission and the deci-
sion will depend upon the University’s judgment. In disciplinary cases, the Admin-
istrative Board as well as the department and the dean of the Graduate School must
approve readmission.

4) **Dismissal**: action taken in serious disciplinary cases that ends a student’s connec-
tion with the University by vote of the Faculty of Arts and Sciences. Dismissal does
not necessarily preclude a student’s return, but readmission will be granted only by
a vote of the faculty. A dismissed student is not in good standing until readmitted.

5) **Expulsion**: the most extreme disciplinary action possible. It must be voted by the
Faculty of Arts and Sciences. A student who is expelled can never be readmitted
and restored to good standing.

The Graduate School of Arts and Sciences does not record on a student’s transcript a
vote of admonition. Both probation and requirement to withdraw appear on the stu-
dent’s transcript during the length of the probation or the requirement to withdraw.
Once the probation or requirement to withdraw are completed, the notation is removed
from the transcript. The fact that a student was withdrawn for any length of time is per-
manently noted on the transcript, but the reason for the withdrawal is not. Dismissals
and expulsions are permanently noted on students’ transcripts.
THE STUDENT-FACULTY JUDICIAL BOARD

The Student-Faculty Judicial Board was established by the Faculty of Arts and Sciences in 1987 in order to deal with alleged offenses that have broad implications for the community and on which there is no clear precedent or consensus in the community about the impermissibility of the actions or the appropriate response. The Judicial Board is charged with hearing cases in which the issues involved have special importance for the University community at large and the principles on which it is based. It is expected that it will be establishing community standards on the basis of its decisions.

The Student-Faculty Judicial Board has fifteen members: a chair, designated by the dean of the faculty, six additional faculty members chosen by lot and elected by the faculty, and six students (four undergraduate students and two graduate students) chosen by lot. The dean of Harvard College and the administrative dean of the Graduate School of Arts and Sciences are *ex officio* nonvoting members. Hearings of the Judicial Board, unlike those of the Administrative Board, may be open if requested by the student charged. However, the Judicial Board can close a hearing to the public by a two-thirds vote in order to maintain good order or to protect the rights of students involved.

Since the dividing line between cases to be considered by the Administrative Board and those to be considered by the Student-Faculty Judicial Board is not a precise one, jurisdiction will ultimately be decided by a process that includes the student against whom charges have been brought, the Administrative Board, and the Judicial Board. All cases are initially raised at the Administrative Board. The accused student, after discussion with the associate dean for student affairs, may request, on the basis of the principles outlined above and by the Faculty’s legislation, that the case come before either the Administrative Board or the Judicial Board. Whenever, upon the basis of the same set of principles, the members of the Administrative Board agree with the student or students that a matter should be sent on to the Judicial Board or retained by the Administrative Board, such assignment is automatic. Whenever there is disagreement between the Administrative Board and the accused student about which board should have jurisdiction, the Judicial Board itself will make the final decision as to which cases it will accept.

Once jurisdiction for a case has been established, appeals are not possible from one board to the other.

The Student-Faculty Judicial Board may take the same actions as the Administrative Board (see above). The full faculty is the only body with the power to dismiss or expel a student on the basis of a recommendation from one of the disciplinary boards. Also, only the full faculty can overturn or modify a decision of either the Administrative Board or the Student-Faculty Judicial Board. Each board is responsible for deciding whether to re-admit students whom it has required to withdraw, and is responsible for administering the conditions of probation for students whom it has placed on probation.
## VIII. FINANCIAL REQUIREMENTS
### 2005-06

### TUITION AND FEES

<table>
<thead>
<tr>
<th></th>
<th>Academic Year</th>
<th>Per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full tuition</td>
<td>$28,752</td>
<td>$14,376</td>
</tr>
<tr>
<td>Reduced tuition</td>
<td>7,474</td>
<td>3,737</td>
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<tr>
<td>Facilities fee</td>
<td>1,902</td>
<td>951</td>
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<tr>
<td>Active file fee</td>
<td>300</td>
<td>150</td>
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<tr>
<td>One-course rate</td>
<td>7,188</td>
<td>3,594</td>
</tr>
<tr>
<td>Two-course rate</td>
<td>14,376</td>
<td>7,188</td>
</tr>
<tr>
<td>Three-course rate</td>
<td>21,564</td>
<td>10,782</td>
</tr>
<tr>
<td>Student Health Fee (SHF)</td>
<td>1,370</td>
<td>685</td>
</tr>
<tr>
<td>Harvard-sponsored Blue Cross</td>
<td>1,158</td>
<td>579</td>
</tr>
</tbody>
</table>

*Blue Shield (BCBS) health insurance

Graduate Student Council fee  

*This fee helps support graduate student clubs and organizations, pays for graduate students to attend conferences and do summer research, and helps the Graduate Student Council advocate on behalf of students for concerns such as mentoring, teaching, health care, and housing. It can be waived only by written request to the Graduate Student Council (Dudley House, M4).

### TUITION REQUIREMENTS FOR GSAS DEGREE CANDIDATES

All PhD candidates must pay two years of full tuition and two years of reduced tuition as a requirement for the receipt of the degree, unless the time from their initial registration to completion of the degree is less than four years.

Master’s degree candidates are charged at the full tuition rate, for a minimum of one year, until receipt of the degree.

Ordinarily, full-time PhD students are charged full tuition for the first four terms and reduced tuition for the next four terms. Part-time students are charged at the appropriate per-course rate until two years of full tuition have been paid. Thereafter they register and are charged reduced tuition as full-time students. They must have paid a minimum total of two years of full tuition and two years of reduced tuition prior to receipt of the PhD, unless the degree was completed in fewer than four years from initial registration. If a student who has been part-time completes the PhD in fewer than four years, the student will be charged what a full-time student would have paid over the same period of time.
Students applying for non-resident status may request a deferral of the scheduled tuition charges, and instead pay the active file fee or the facilities fee. Ordinarily, the total delay should not exceed two years prior to the completion of tuition requirements. Students deferring payment of tuition should be aware that the required tuition, at the rates current at the time of payment, must be paid prior to receipt of the degree.

**Final charge for the PhD:** All PhD candidates must minimally pay the facilities fee in their last term of registration. Resident students automatically will have paid at least the facilities fee for the term. Non-resident students who initially paid the active file fee for the term will be charged the facilities fee without the Harvard University Health Services fee added (and given credit for the active file fee already charged). A PhD processing fee will also be charged. These final charges for the PhD are billed when a student applies for the degree; they are canceled if the degree is not received at that time.

If two copies of the approved dissertation are submitted to the registrar prior to the registration day for a term, a student need not register for that term. If a student registers for a term and then submits the copies of the dissertation to the registrar by the last day to cancel registration for the term without payment of tuition, registration will be canceled and any tuition paid for that term will be refunded (however, see section on Medical Fees).

Candidates for master’s degrees are charged full tuition for a minimum of one year and until receipt of the degree while they are resident students. A master’s degree candidate who transfers to a PhD program receives credit for the tuition paid while in the master’s program. The student’s year of graduate study is calculated from the first date of registration in GSAS and will include those terms for which the student is in the master’s program. That student will begin the PhD program as a G2 or G3, depending on the length of the master’s program. A candidate for the PhD who wishes to obtain an AM may apply one of the two years of full tuition required for the PhD degree to meet the minimum financial requirement for the AM. Master’s degree candidates who need fewer than four half-courses to complete the degree requirements may apply for part-time study so as to be charged at a per-course rate (see Chapter V).

No tuition credit will be granted for tuition paid to other universities or to other Harvard schools. Former Special Students, or students who have taken FAS courses under the Tuition Assistance Plan (TAP), who are admitted to degree programs may be eligible to apply for academic and financial credit for Special Student or TAP coursework after completion of one term in GSAS (see Chapter V). Students who have successfully completed the Harvard AB-AM or AB-SM program should see Chapter II.

**STUDENTS WITHDRAWING MID-TERM**

The Academic Calendar (Chapter I) indicates the last dates by which students may cancel registration for fall and spring terms without being liable for tuition. If a student has used the Harvard University Health Services or Harvard-sponsored Blue Cross Blue Shield prior to canceling registration, the student will be charged on a fee-for-service basis. Registered students who formally withdraw from the Graduate School after those dates are charged tuition according to the following schedule. (The active file fee is not prorated.)
**Ch VIII Financial Requirements 2005-06 Tuition and Fees**

Fall—on or before October 25: one-fourth tuition for the term
November 25: one-half
December 24: three-quarters
after December 24: full tuition

Spring—on or before February 25: one-fourth tuition for the term
March 25: one-half
April 25: three-quarters
after April 25: full tuition

Students who are withdrawing should turn in their ID cards to the deputy registrar, 20 Garden Street, to ensure correct billing. Payment of less than a full term of tuition cannot be counted toward the minimum financial requirements for a degree.

Students registered long enough to have paid at least one-fourth the tuition for a term may retain the Harvard University Health Services and Harvard-sponsored Blue Cross Blue Shield for the remainder of the term. Students withdrawing after October 31 in the fall or April 30 in the spring should refer to the Harvard University Health Services Web site (www.huhs.harvard.edu) for information on how Harvard University Health Services and Harvard-sponsored Blue Cross Blue Shield charges will be treated.

When a student’s connection with the University is severed, all outstanding charges must be paid at once.

**MEDICAL FEES**

The Student Health Fee (SHF), $685 per term, covers outpatient care at the Harvard University Health Services and is required for resident students paying both full and reduced tuition and the facilities fee. This requirement is a result of a corporation vote and a state mandate. The Harvard-sponsored Blue Cross Blue Shield (BCBS) cost is $579 per term. In order to have the BCBS charge waived, students must verify that they are covered by equivalent medical insurance. There are two opportunities to waive the Harvard-sponsored Blue Cross Blue Shield plan. You may file a waiver for the entire academic year, or just the fall term, prior to fall registration 2005. If you wish to waive for the spring term only, you have until spring registration 2006 to file a waiver. Please be aware that the Harvard-sponsored Blue Cross Blue Shield charges will appear on your term bill until the waiver has been fully processed. Harvard-sponsored Blue Cross Blue Shield waiver forms are available online (www.huhs.harvard.edu/waiver/waiver.htm). For details, students should consult the Member Services office at the Harvard University Health Services, Holyoke Center first floor, 617-495-2008. Harvard financial aid may only be used to pay the Harvard-sponsored Blue Cross Blue Shield charge.

The charge for Harvard-sponsored Blue Cross Blue Shield coverage is included on the term bill in two installments, covering the periods August 1 through January 31 and February 1 through July 31. Coverage cannot be prorated for less than a six-month period. Any student who is not registered by October 31 in the fall or April 30 in the spring will have his or her tuition and health-care fees removed from his or her term bill.
Students receiving PhD or terminal master’s degrees in November who have registered either in residence or for non-residence for the fall term, may continue the health insurance they were charged for when they registered. Fall term registration and tuition charges will be canceled for students who complete the requirements to graduate in November. The health fee charges will remain on the term bill, and those students will retain their health coverage through January 31. The Registrar’s office will send a letter to November graduating students who registered for the fall term, requesting them to confirm whether they wish to have the health coverage continued, or have the health fees canceled. November degree candidates who do not want health care coverage must waive the insurance by the fall term deadline and should visit the Health Services Web site at www.huhs.harvard.edu/.

For students receiving terminal degrees in March (or students receiving degrees in June who file their dissertation by February 10, 2006), whether or not they have registered for the spring term, the spring term tuition/facilities fee charge and Harvard health care will be canceled, as will their registration for the spring term. Their fall term Harvard-sponsored Blue Cross Blue Shield and Harvard University Health Services coverage will end at the end of January.

For students who have Harvard-sponsored Blue Cross Blue Shield and/or Harvard University Health Services coverage in the spring term and receive terminal degrees in June, Harvard-sponsored Blue Cross Blue Shield and Harvard University Health Services coverage extends through July 31.

When students with permanent addresses in Massachusetts receive terminal degrees and their Harvard-sponsored Blue Cross Blue Shield insurance coverage is canceled, they can opt for nongroup coverage with Massachusetts Blue Cross Blue Shield and will be billed by them. There is no obligation to take out this insurance, but it offers an opportunity to maintain continuous coverage. Students with permanent addresses outside Massachusetts are entitled by law to purchase continuous coverage through any commercial insurance carrier in the home state. Students who withdraw part way through a term should see the previous section.

Married students interested in a family health plan should contact the Member Services office or visit the Harvard University Health Services (HUHS) Web site, www.huhs.harvard.edu, for family premiums and details on family enrollment.

Foreign students who are not permanent residents of the US must carry Harvard-sponsored health insurance covering themselves. Students with J-1 visas are required to purchase coverage for their families as well, and it is strongly recommended that foreign students with other visas do so.
PAYMENT OF UNIVERSITY OBLIGATIONS

Students with outstanding University bills or overdue University loan payments will not be permitted to register until payment has been received, or, in exceptional cases, until arrangements for payment have been approved by the GSAS Financial Aid office. Similarly, diplomas may be withheld and no degree can be conferred until all indebtedness to the University is paid in full. The University reserves the right to impose a fee on any outstanding balance.

Bills for the fall term are available online (www.termbill.harvard.edu) in mid-July, with payment due by August 1, 2005. Spring term bills will be available in mid-December and are due January 6, 2006. Additionally, the Student Billing office produces monthly billing statements detailing charges and credits posted to your account throughout the academic year.

The University requires that tuition and fees, as well as any other miscellaneous charges that are due, are paid in full prior to registering each term, unless the student enrolls in the University’s monthly payment plan. The monthly payment plan allows students to pay current term 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, March, April, and May. There is a charge per term for the use of this plan; contact the Student Billing office at 617-495-2739 for more information.

Candidates for degrees must have satisfied all indebtedness to the University. At the very latest, University bills for degree candidates must be paid in the Student Billing office by noon on November 3, 2005 for November degrees; by noon on March 2, 2006 for March degrees; and before noon on May 26, 2006 for degrees at Commencement. The names of candidates who have not so paid will be removed from the list of degree candidates before the meeting of the Board of Overseers. The degrees will not be awarded, nor will they appear on the student’s transcripts until the indebtedness to the University has been removed. Once their bills have been paid, their degrees will be reinstated by the Governing Boards.

Candidates whose degrees have previously been withheld because of indebtedness to the University should check with the Student Billing office regarding payment deadlines.

DISHONORED CHECKS

There is a $50 charge assessed for the first dishonored check and a $75 charge 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.
IX. FINANCIAL AID, FELLOWSHIPS, AND PRIZES

GENERAL INFORMATION

The Graduate School tries to ensure that all students will have sufficient resources from Harvard or other sources to support them while they work toward their degrees. Awards include support for tuition, fees, and living expenses in the form of grants, loans, teaching fellowships, research assistantships, and work-study jobs and are based on merit as well as need-related considerations. Approximately ninety-five percent of all graduate students receive financial support from Harvard or other sources.

The Financial Aid office staff provides information and counseling regarding costs and potential resources. Students are urged to consult the financial aid officer for their department.

Entering students apply for financial aid by filing the appropriate financial aid application included with the admissions application. Continuing students apply for aid by completing the GSAS financial aid application, due January 3, 2006.

First- and second-year students may receive grants to cover living expenses as well as tuition and fees. Ordinarily, students in the third and fourth years receive a fellowship that pays for tuition with living expense costs provided by teaching, research, or loans. Students must be making satisfactory progress, as defined by the academic department, to receive financial aid.
Ch IX Financial Aid, Fellowships, and Prizes

DIRECTOR OF FELLOWSHIPS

See Chapter XI, Director of Fellowships.

TEACHING FELLOWSHIPS

Teaching fellows teach part-time as part of their training toward the PhD or, exceptionally, toward a master’s degree. They ordinarily must be registered as full-time resident students and making satisfactory progress toward their degree. They are charged the appropriate resident tuition.

Relevant teaching experience is an integral part of graduate student education. Such teaching is supervised and regularly evaluated by the faculty. Care is taken to ensure that teaching does not unduly impede a candidate’s progress toward the degree. In addition, the Derek Bok Center for Teaching and Learning offers valuable teacher training.

Graduate students are normally given the opportunity to teach at least sixteen tenths during their degree programs. First-year students are ordinarily not eligible for teaching appointments. Second-year graduate students who teach are limited to one-third time per term, or, if teaching two sections in the same course or two tutorials where no additional preparation for the second assignment is required, a maximum of two-fifths time.

After the completion of the department PhD qualifying examinations, students may teach an average of three-fifths per year. No student may hold more than a four-fifths time appointment in any one term. Anyone teaching more than six-fifths in an academic year is not eligible to be a teaching fellow and must instead be a teaching assistant and must register on leave of absence rather than in residence. The 2005-2006 teaching fellow salaries are prorated based on an annual full-time senior rate of $43,800 base (2/5 for the year, $17,520) for those who have completed their academic residence requirements, and an annual full-time junior rate of $38,400 base (2/5 for the year, $15,360) for those in the first two years of graduate study. As a general rule, teaching fellows should expect to spend roughly ten hours a week in teaching, preparation, correction of class work, and counseling for every 1/5 fraction assigned, although first-time teaching may require more time.

Each department has its own procedures for appointing teaching fellows, but all are expected to post their available positions each year. Students apply for consideration by submitting a written request to the appropriate department officer, course head, or, in the case of Core courses, the director of the Core Program.

For more information students should refer to the Teaching Fellows Handbook. Copies of the Teaching Fellows Handbook can be found at the Office of Admissions and Financial Aid, Byerly Hall, 2nd Floor or on the Web (www.gsas.harvard.edu/pdfs/teachfell.pdf). To request a copy by phone, call 617-495-5396.
REGULATIONS REGARDING EMPLOYMENT

Students considering outside employment are invited to discuss their plans with a financial aid officer. Because any change in resources may affect eligibility, all students receiving financial aid are required to inform their financial aid officer before undertaking any employment. To maintain full-time student status during the academic year, on-campus employment is limited to twenty hours per week.

Students from other countries, or their spouses, entering the United States on temporary non-immigrant visas should fully understand the regulations concerning permissible employment under those visas. Before making plans for employment in the United States, they should consult with the International office, 864 Holyoke Center, on eligibility for such employment.

PRIZES

Prize Office
University Hall, Ground Floor North, 617-495-4780
fas-prizes@harvard.edu

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 “Hopefull 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 online (www.fas.harvard.edu/~secfas). Further information is available from the Prize office on the ground floor of University Hall (617-495-4780 or fas-prizes@harvard.edu). Information on all athletic prizes may be obtained from the Department of Athletics.
One of the greatest challenges students face is finding comfortable and affordable housing in the Cambridge/Boston area. It can take considerable time to locate suitable housing, and compromises may have to be made between what is wanted and what is available. Housing possibilities include: living in a residence hall, renting a University-owned apartment, renting a private apartment, renting a room in a private house, sharing an apartment, or (remote as it may seem) buying a house or condominium.

GSAS HOUSING SERVICES
THE GSAS RESIDENCE HALLS

The GSAS Residence Halls, located at the intersection of Oxford and Everett streets just north of the Science Center, include Conant Hall, Perkins Hall, Child Hall, and Richards Hall. Together, the four buildings house over 400 students, with priority given to incoming students in GSAS. Perkins Hall and Conant Hall were built in 1893 and 1894 respectively. Designed by Shepley, Rutin, and Coolidge, these buildings are representative of the Georgian architecture used in the freshman residences in Harvard Yard. Construction on Richards and Child halls began in 1949. The two buildings, along with several Law School dormitories and Harkness Commons, make up the Harvard Graduate Center designed by the German modernist architect Walter Gropius.

With the exception of six two-room suites in Child Hall and one in Richards Hall, which may be occupied by one or two graduate students, all rooms in the halls are singles. Room sizes vary across the four residence halls. All rooms have basic furnishings: a bed, desk and desk chair, bookcase, desk lamp, bureau (except Child and Richards which have shelves in the closet), closet or wardrobe, and window shades or blinds. Rooms in Child and Richards are carpeted. Pillows, linens, towels, blankets, and fans
are not provided. Students can make arrangements to purchase or rent linens, refrigerators, and more from Harvard Student Agencies (HSA).

There is one all-male floor and one all-female floor. All other floors are coed. Each floor has a common kitchen (Perkins has two per floor), which includes a stove, refrigerator, microwave oven, and toaster oven. Most floors also have a dining area and/or lounge, many of which can be reserved by residents for special events. There is at least one television with cable in each hall and several lounges have VCRs and/or DVD players. A large-screen TV with DVD player is located in the basement lounge of Richards Hall. A computer room for residents can be found in the basement of Child Hall. The mail center for all GSAS residents is situated in the basement of Perkins Hall along with a bike room. Each residence hall houses a laundry room at the basement level. The GSAS Residence Halls are smoke-free environments with smoking prohibited in all common areas and in individual rooms on all floors.

There is a telephone outlet in each room that is active upon move-in; however, residents must supply their own telephone. As a service to residents, GSAS provides unlimited calls to all metro Boston exchanges on room phone lines in the GSAS residence halls. In order to make long distance calls students will need to have a Personal Billing Number (PBN) through PaeTec Communications, the telephone provider for Harvard University. Additional information regarding telephone service can be found at the Student Telephone office Web site (www.uis.harvard.edu/student_telecom).

The residence hall contract extends from September 2, 2005 to June 1, 2006. Residents who will be receiving a degree on June 8, 2006 may remain in occupancy until noon on the day after Commencement, Friday, June 9, 2006, subject to the right of GSAS Housing Services to move the occupant to a different room for the period from June 1, 2006 to June 9, 2006. The residence halls remain open during the academic year’s recess periods. All residents are required to enroll in the Dudley House Meal Plan, which consists of any four meals per week, lunch or dinner, plus sixteen floating meals each semester for a total of 164 meals each academic year. Room fees for the academic year range from $4,577 to $7,353. The price of the meal plan for the 2005-06 academic year is $1,830. Room assignments for summer housing require a separate application available in the early spring.

Room assignments are determined by lotteries held in mid-May in which incoming students are given first priority, followed by continuing GSAS students. The first round of room assignments for the next academic year is communicated via e-mail in early June. However, GSAS Housing Services continues to accept applications throughout the summer, and additional room assignments may be made to students on the waiting list as rooms become available. Students are welcome to inquire at any time about vacancies. The most efficient way to contact the office is by e-mail at gsashous@fas.harvard.edu.

The GSAS residence halls are administered by the Housing Services staff, the GSAS facilities manager, and the director of student services, who are assisted by sixteen resident advisors. The resident advisors are graduate students employed by GSAS Student Affairs. Any student who has resided for at least one term in a GSAS residence hall is eligible to apply. Applications are available in early January for the following academic year. Students interested in these positions should call Ellen Fox, director of student services, at 617-495-5005.

GSAS Housing Services is located in Dudley House, B-2 (617-495-5060). Office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday.
Summer Housing in a GSAS Residence Hall

Room assignments for the summer require a separate application process, which takes place in the spring. The information and applications are available on the GSAS Housing Services Web site in late February. In the past, at least one of the GSAS residence halls has been open for housing during the summer. Priority for a room is given to current residents of the four GSAS residence halls who choose to stay for the entire summer. All other applicants are assigned a room on a space-available basis.

Resident Advisors

GSAS resident advisors (RAs) are graduate students who are members of the GSAS Office of Student Affairs. There are sixteen RAs, one for each floor of the four GSAS Residence Halls. RAs help students adjust to the Harvard community, aid in emergency situations, and serve as liaisons with the GSAS administration. Applicants must be degree candidates in good academic standing and must have resided for at least one term in a GSAS residence hall. Compensation includes a free room and a lunch and dinner meal contract Monday through Friday at Dudley House. A meeting to discuss the RA position, other resident positions, and the Dudley Fellow position is held in December. The application for RA positions is available online in January for the upcoming academic year. For additional information, contact Ellen Fox, director of GSAS Student Services/supervisor of GSAS resident advisors, at 617-495-5005 or at efox@fas.harvard.edu.

Conference Housing in a GSAS Residence Hall

During the summer, rooms are available for use by conferences. Members of the University community who are organizing a conference and are interested in sleeping rooms should contact GSAS Housing Services at 617-495-5060 or at gsaconf@fas.harvard.edu.

University-Owned Housing

www.radcliffe.edu/facilities/housing.html

83 Brattle Street Apartments

617-495-8781

Owned and operated by the Radcliffe Institute for Advanced Study, 83 Brattle Street, has apartments for Harvard graduate students, faculty, and staff. Studios, one- and two-bedroom apartments are available, ranging from $1,200 to $2,100 per month, including heat and hot water. Electricity is metered separately for each unit. A one-year lease is required. All apartments have working fireplaces, hardwood floors, and updated bathrooms. In addition, the apartments are a five-minute walk to Harvard Square. Applications for the next academic year are available in February online. For more information, students should contact the Radcliffe Housing Office at housing@radcliffe.edu.
Graduate students who are registered as full-time degree candidates in the School(s) of Design, Arts and Sciences, Government, and Education are eligible for dormitory housing at the Cronkhite Center. The majority of rooms are small singles and the 2005-2006 room rate is $6,480. A ten-meal-plan contract of $3,658 is required of all students. Applications are made available in February and a lottery is conducted in May. For more information students should contact the Radcliffe Housing Office at housing@radcliffe.edu.

FRESHMAN DORMITORIES AND THE HARVARD HOUSES

Freshman proctorships in the dorms in Harvard Yard and resident tutorships in the Houses are College positions that are often filled by graduate students. Some combination of room and board is generally provided.

Proctors are members of the Board of Freshman Advisors. Each works under the direction of a senior proctor and assistant dean of freshmen to create a comfortable academic and social community among twenty to forty students. They also serve as academic advisor to a group of about twenty of their students. Applications and further information are available from the Freshman Dean’s office beginning in late November. The deadline for applications is ordinarily in early January.

Resident tutors are members of the undergraduate Houses; they are appointed by the masters, usually in the winter months, for the following year. Their roles and responsibilities fall into three broad areas: “neighborhood” or entryway activities, academic advising, and community involvement. Interested graduate students should read the resident tutor job description, available at www.fas.harvard.edu/~uho.

House masters also appoint non-resident tutors, who usually receive a number of meals and an opportunity to participate in House life in exchange for various duties.

HARVARD REAL ESTATE SERVICES (HRES):
HARVARD AFFILIATED HOUSING

Harvard Real Estate Services (HRES) manages several apartment complexes that are open to full-time Harvard students, faculty, and employees. Harvard Affiliated Housing’s portfolio offers approximately 2,500 apartments within a one-mile radius of Harvard Yard, and these units vary in style from townhouse apartments to apartments in high-rise buildings. This housing is available for both married and single students. If a single student plans to have a roommate, the roommate must also be eligible for Harvard Affiliated Housing. The Affiliated Housing brochure and application can be found online (www.hpre.harvard.edu.html) or can be requested through the HRES Housing office at 800-252-5020 or 617-495-3377.

Apartments managed by HRES are often sublet during the summer months, May-September. Information regarding these opportunities is available at the Housing office.
The Harvard Real Estate Services (HRES) Housing office assists the Harvard community with non-dormitory housing needs. The office is open year-round on Monday, Wednesday, Thursday, and Friday from 10:00 a.m. to 4:00 p.m. and on Tuesday from 10:00 a.m. to 5:00 p.m. It is open for additional hours in the summer months. The Housing office offers the following services: (1) Harvard Affiliated Housing (see Harvard Affiliated Housing section for more information); (2) Harvard University Community Listings Network: apartment, house, boarder, and room rentals and sublets in Cambridge and the surrounding communities; (3) binders on work in exchange for rent opportunities, properties for sale, and short-term housing.

To use the Housing office, one must show a valid Harvard identification card, or a letter of admission or Harvard appointment form, and photo identification. In addition to information about where one might look for housing, the office keeps information about average rental costs, local realtors, bed and breakfasts, local school districts, and childcare.

Law School

The Law School Housing office will consider applications from non-Law School students after all law student applications have been processed (usually near the middle or end of September). Dormitories are near GSAS, at the northernmost point of the campus, and range from singles to suites. All Law School dormitories are nonsmoking. See www.law.harvard.edu/students/housing for more information. In 2005-2006, tentative prices range from $5,650-$11,900 for the academic year. The Law School does not have a meal plan option. In order to be added to the non-Law School wait list, e-mail the Law School Dormitory office at hlsdorms@law.harvard.edu.

Vanderbilt Hall

GSAS students are eligible to live in Vanderbilt Hall, which is located on the Harvard Longwood campus. Information about Vanderbilt Hall may be found online (www.hms.harvard.edu/operations/vh). Students may contact the Vanderbilt Hall Business office at vanderbilt_hall@hms.harvard.edu or by calling 617-432-1629.

The Open Market

Housing in Cambridge and Boston can be expensive and difficult to find. Most housing situations are found by word of mouth. Housing in Somerville, Medford, Watertown, and Allston is often less expensive than in Cambridge. Students with children should investigate playgrounds, schools, and day care before renting an apartment.
GSAS HOUSING EXCHANGE

The GSAS Housing Exchange provides a housing network for GSAS students and members of the community to exchange information about a variety of housing options for GSAS students including apartments, rooms for rent, sublets, and roommates wanted. Members of the community, including but not limited to Harvard students, faculty, and staff, are encouraged to post listings of available housing.

Only GSAS students may search the available listings. Students will need to know their PIN in order to access these pages. Students who do not have a PIN or who have forgotten it may request one online (www.pin.harvard.edu).

The Housing Exchange is accessible online (www.gsas.harvard.edu/student/housing/exchange.html).

INTERNET RESOURCES

The following Web sites may be helpful:
- Apartments.com (www.apartments.com)
- Boston Globe (www.boston.com/realestate)
- Boston Phoenix (www.bostonphoenix.com/boston/classifieds/)
- Boston Apartments (www.bostonapartments.com)
- Craig’s List (www.boston.craigslist.org)
- Homestore.com (www.homestore.com/apartments)
- Just Rentals (www.justrentals.com)
- Matching Roommates (www.matchingroommates.com)
- Yahoo! Classifieds (list.realestate.yahoo.com/re/renting)

NEWSPAPERS

The local newspapers listed below are a good source of information for apartments that are available in the Cambridge/Boston/Watertown area. The newspapers are available at various locations such as the ones noted below.
- Boston Sunday Globe - available at Out of Town News in Harvard Square
- Boston Phoenix - available at Out of Town News in Harvard Square
- Cambridge Chronicle - available at Out of Town News in Harvard Square
- The Harvard Crimson - housing supplement is distributed in April. Extra copies are available at the Crimson office, 14 Plympton Street.

REAL ESTATE AGENTS

Local real estate agents can be very useful in a housing search. However, there is almost always a cost for using them; the fee is generally equivalent to one month’s rent. A list of local real estate agents is available at GSAS Housing Services. The list includes area served, fees, and the availability of special services for each agent.
Ch X Housing and Meals

**WORD OF MOUTH**

According to surveys conducted by the Graduate School of Arts and Sciences, most students find their housing by word of mouth; therefore, you should always let people know that you are looking for housing.

**WORK IN EXCHANGE**

Free room and board is available in exchange for fifteen to twenty hours per week of household services such as: child care, cooking, companionship for elders, or light household jobs. Occasionally students can find these types of situations through listings. Students can also contact the Student Housing Exchange at 617-926-4800 to inquire about placements.

**OTHER USEFUL INFORMATION**

Average rents as of December 2004:

<table>
<thead>
<tr>
<th></th>
<th>Cambridge</th>
<th>Outside Cambridge (Somerville, Belmont, etc.)</th>
<th>Harvard-Affiliated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio</td>
<td>$ 1,050</td>
<td>$ 1,007</td>
<td>$ 1,038</td>
</tr>
<tr>
<td>One Bedroom</td>
<td>$ 1,298</td>
<td>$ 1,120</td>
<td>$ 1,259</td>
</tr>
<tr>
<td>Two Bedroom</td>
<td>$ 1,775</td>
<td>$ 1,357</td>
<td>$ 1,651</td>
</tr>
<tr>
<td>Three Bedroom</td>
<td>$ 2,043</td>
<td>$ 1,721</td>
<td>$ 2,156</td>
</tr>
</tbody>
</table>

**HOUSING FOR STUDENTS REQUIRING ACCOMMODATIONS**

Students for whom safety and proximity to essential locations is necessary, such as bathrooms, accessible entrances, transportation, and meals, must make these needs known immediately following admission, or as soon as the need is clinically documented, so that proper campus area housing arrangements (if available) can be facilitated. Such requests should be made to the Accessible Education Office and accompanied by clinical documentation. Specific guidelines for such documentation may be obtained from the AEO at www.aeo.fas.harvard.edu. Students bringing medically related equipment should so declare to ensure adequate electrical or other considerations. In some circumstances it may be advisable to visit rooms in advance to avoid incompatible arrangements.
HOUSING FOR MARRIED STUDENTS OR STUDENTS WITH CHILDREN

University-owned housing for married students and students with children is limited largely to Harvard Affiliated Housing available through Harvard Real Estate Services. There are a few opportunities for married students to become resident tutors in undergraduate houses or freshman proctors in the freshman dormitories. Graduate women and their spouses/families are also eligible to apply to 83 Brattle St. for housing (see University-Owned Housing, Chapter X).

MEALS

MEAL PLANS FOR GRADUATE STUDENTS AT DUDLEY HOUSE

Dudley House, the graduate student center for all GSAS students, is located in Lehman Hall in the southwest corner of Harvard Yard. Eating lunch and/or dinner at Dudley House is an excellent opportunity for graduate students to interact with other students outside their department setting.

The Dudley House Dining Room is open for lunch 11:30 a.m. - 2:30 p.m., and dinner 5:00 p.m. - 8:00 p.m., Monday through Friday. The café offers a variety of main entrees, including at least one vegetarian option, fresh salad bar, pasta bar, breads, fruits, drinks, and desserts.

The Dudley House Meal Plan consists of any four meals per week, lunch or dinner, plus sixteen floating meals each term for a total of 164 meals each academic year. The cost of the meal plan is $1,830 per year, billed as $915 each term. Students living in the GSAS residence halls are required to enroll in the meal plan. Non-resident GSAS students are also welcome to join the meal plan and can sign up by contacting Ann Chiaramonte in Harvard University Dining Services at 617-495-2710. Lunch or dinner may also be purchased on a cash basis or using Crimson Cash.

MEAL PLANS FOR GRADUATE STUDENTS AT CRONKHITE GRADUATE CENTER

6 Ash Street, 617-495-1252

The Cronkhite Graduate Center, operated by the Radcliffe Institute for Advanced Study, has a dining room. Residents are required to purchase a board contract for ten meals per week. Full-time, non-resident graduate students are also eligible for this meal plan. The fee is $3,255 per year, which runs from mid-September to the end of May. For more information, students should contact the Radcliffe Housing office at housing@radcliffe.edu. Cronkhite is open to the public Monday through Friday (excluding vacations) for breakfast from 7:30 a.m. to 10:00 a.m., for lunch from 12:00 p.m. to 2:00 p.m., and for dinner from 5:00 p.m. to 7:30 p.m.
OTHER OPTIONS

Cash: There are a number of locations on campus where students can buy food. These locations include: Biolabs, Conroy Commons (in Longfellow Hall), Café Gato Rojo and Dudley Café (in Dudley House), Gund Hall Café, Harkness Commons, Kennedy School, Loker Commons (in Memorial Hall), and the Science Center.

Crimson Cash: Crimson Cash is a debit account run through the Harvard ID (a declining balance system). Crimson Cash can be used at vending machines and to purchase meals in most on-campus restaurants. For more information, see the Crimson Cash Web site (www.cash.harvard.edu).

Café Gato Rojo: Gato Rojo is a student-run café located in the basement of Dudley House. The café offers gourmet coffees, espresso, cappuccino, cold drinks, pastries, and other light snacks in an informal atmosphere. Café Gato Rojo is open on weekdays.
XI. ACADEMIC RESOURCES

Widener Library. Print by D.A. Gregg. (Harvard University Archives)

DEPARTMENTS

The chair is the chief academic officer of the department or committee and is responsible for providing leadership in the formation and implementation of policy regarding the educational experiences of undergraduate and graduate students.

The director of graduate studies of a department or committee helps to create an environment that encourages the professional development of all its graduate students and organizes programs to support this development. The director of graduate studies may offer skills workshops or colloquia focusing on strategically choosing courses or seminar paper topics for pre-generals students and colloquia providing instruction and support for presenting papers and writing journal articles for post-generals students. The director of graduate studies monitors the academic progress of the graduate students and participates in the establishment of departmental policies.

The director of administrative services, administrative officer, or department administrator is responsible for the implementation of policy and acts as a liaison between University and FAS offices and the department or committee. In some departments this administrator serves the role of the graduate student coordinator.

The graduate student coordinator is a liaison between the Graduate School and the department or committee and implements department and Graduate School policy. This individual provides information on resources available to graduate students within the department or committee and throughout the University. The graduate student coordinator aids the faculty in monitoring the progress of graduate students.

For information about the structure of a specific department or committee, please contact that department or committee.
LIBRARIES

The Harvard University Library, dating from 1638, is the oldest library in the United States and the largest university library in the world. It consists of more than fourteen-million volumes housed in over ninety libraries, most of which are located in Cambridge and Boston. More than half of these volumes are located in the libraries of the Faculty of Arts and Sciences (FAS).

The Harvard College Library comprises the largest group of FAS libraries. In addition to Widener Library and Houghton Library (described below), the College Library includes two undergraduate libraries—Cabot Science and Lamont—five additional libraries (Fine Arts, Loeb Music, Harvard-Yenching, Tozzer, and Littauer), and special units (Harvard Map Collection, Government Documents/Microforms, Environmental Information Center, Numeric Data Services, and the Quad Library). There are, as well, a number of special and departmental libraries within FAS.

Along with Cabot Library, the sciences are represented by Tozzer (anthropology), Arnold Arboretum Horticultural Library, Biological Laboratories Library, Blue Hill Meteorological Library, Botany Libraries, Center for Astrophysics Library, Chemistry Library, Birkhoff Mathematical Library, Gordon McKay Library of the Division of Applied Sciences, Harvard Forest Library, Mayr Museum of Comparative Zoology Library, and Physics Research Library.

Libraries for the social sciences include Government Documents/Microforms, Harvard Map Collection, Harvard-Yenching Library, Littauer Library (economics and government), Numeric Data Services, Harvard-MIT Data Center, Center for European Studies Library, Center for International Affairs Library, Center for Middle Eastern Studies Library, Davis Center for Russian Research Library, Documentation Center on Contemporary Japan, Fairbank Center for East Asian Research Library, Psychology Research Library, and Social Relations/Sociology Library.

The humanities are represented by Widener Library (see below), the Fine Arts Library, Loeb Music Library, Harvard-Yenching Library, History Departmental Library, Houghton Library (see below) and Robbins Library of Philosophy.

Other Faculties of the University maintain libraries, including the Andover-Harvard Theological Library, Baker Library (Harvard Business School), Countway Library of Medicine, Gutman Library (Graduate School of Education), Law School Library, Library of the Kennedy School of Government, and Loeb Library (Graduate School of Design).

More specific information on the holdings and the facilities of the libraries can be found on the Harvard Libraries Web site (www.lib.Harvard.edu), which provides access to HOLLIS (Harvard Online Library Information System) catalog, other major university catalogs, and a variety of online resources. Individual library Web sites and the Harvard University Library’s Map Guide are also good sources of information.

Most libraries offer reference assistance in using the collections. The Research Services division, located on the second floor in Widener Library, offers in-depth assistance and instructional services, including open workshops, course-related instruction sessions, and individual research consultation.

Many libraries maintain materials on reserve for GSAS courses.
ACCESS

Graduate students with valid IDs have access to most of Harvard’s libraries. However, each library establishes its own access policies, and these may vary significantly from one to the next. Graduate students in their fourth or longer year of a GSAS PhD degree program are eligible for an extended loan period in the Harvard College Library.

Graduate students should consult individual libraries and the Harvard Libraries Web site (lib.harvard.edu) for specific information about library hours and circulation and reserves policies.

Library privileges for spouses of students may be arranged at the Library Privileges office at Widener Library, Room 130. Graduate students may apply for an assigned carrel in Widener or Pusey Library in the Widener Billing Office, Room 135, or online (http://hcl.harvard.edu/widener/services/access/carrels.html).

Students requiring accessible library services are directed to the circulation desks of individual libraries for assistance in getting books. If special arrangements are required, students should contact the staff of the individual libraries.

RESPONSIBILITIES OF LIBRARY USERS

Every user of the library has a responsibility to safeguard the integrity of library resources; to respect the restrictions placed on access to and the use of those resources; to report to library officers the theft, destruction or misuse of those resources by others; and to respect the rights of others to the quiet use of the library. All libraries and their staff are authorized to take appropriate action to ensure the safety and security of library spaces, resources, and patrons.

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

Students who fail to comply with library rules and regulations will be subject to revocation of library privileges, disciplinary action, and legal prosecution. In particular, the unauthorized removal from a library of any book, manuscript, microform, or other materials or property and the destruction, defacement, or abuse of any library materials or other resources are matters of grave concern. All library users will be subject to the fines and penalties of the administering faculty and of the University as well as the laws of the Commonwealth of Massachusetts governing crimes against property.
Ch XI Academic Resources

WIDENER LIBRARY
www.hcl.harvard.edu/widener
Mon.–Thurs., 9:00 a.m.–10:00 p.m.
Fri., 9:00 a.m.–7:00 p.m.
Sat., 9:00 a.m.–5:00 p.m.
Sun., 12:00 p.m.–8:00 p.m.
(regular term hours)

Widener Library, located in Harvard Yard, is the largest library of the Faculty of Arts and Sciences and contains the largest research collection in humanities and social sciences, including primary collections in Slavic, Middle Eastern, and Hebrew and Yiddish languages (East Asian vernacular materials are held in the Harvard-Yenching Library). Widener also houses several departmental and special libraries, including Child Memorial Library (English and American literature and language), Gibb Islamic Seminar Library, History of Science Library, Linguistics Library, Milman Parry Collection of Oral Literature, Near Eastern Languages and Civilizations Library, Paleography Library, Robinson Celtic Seminar Library, Sanskrit Library, and Smyth Classical Library. Library tours are held weekly. Introductory sessions in the use of the HOLLIS Catalog and other electronic resources are held during the first two weeks of classes. Individual consultations are available year-round by appointment.

Parts of the building are wheelchair accessible from the Massachusetts Ave. entrance.

THE HOUGHTON LIBRARY
www.hcl.harvard.edu/houghton
Mon.–Fri., 9:00 a.m.–5:00 p.m.
Sat., 9:00 a.m.–1:00 p.m.

The Houghton Library, the principal repository for the rare books and manuscripts belonging to Harvard College, is located east of Widener Library in Harvard Yard. The Reading Room is open to all adult scholars. Departments of Houghton, each with a curatorial staff, include Printed Books, Manuscripts, Printing and Graphic Arts, and the Harvard Theatre Collection, which has reading and exhibition rooms in the Pusey Library. The George Edward Woodberry Poetry Room (located in Lamont Library), which contains a collection of contemporary books and recordings, is also a part of Houghton. Houghton’s Edison and Newman exhibition room is normally open during library hours. Tours of the library, including the Emily Dickinson, Keats, Hyde, Lowell, and Richardson Rooms are given Fridays at 2:00 p.m. or by appointment.

Call 617-495-2440 or 617-495-2441 to make arrangements for wheelchair access.
RESEARCH LIBRARIES GROUP (RLG)

The Research Libraries Group (RLG) is a not-for-profit organization of more than 150 research libraries, archives, museums, and other cultural memory institutions. It was founded in 1974 by The New York Public Library and Columbia, Harvard, and Yale universities. To determine which schools and institutions are members, check www.rlg.org. Select About RLG and then Members. Visiting PhD students in degree programs at member schools have reading room privileges at Widener. GSAS students visiting a member school should contact the library privilege office at that school to determine the privileges it provides.

RADCLIFFE INSTITUTE FOR ADVANCED STUDY

RADCLIFFE FELLOWSHIP PROGRAM

www.radcliffe.edu/fellowships
Judith Vichniac, director
34 Concord Avenue, 617-495-8212

As one of the major institutes for advanced studies in the country, the Radcliffe Fellowship Program is a multidisciplinary center for scholars, scientists, artists, writers, and other professionals. Students are invited to meet Radcliffe fellows, attend weekly colloquia given by the fellows on their work, and attend all cultural events at the Institute, including art exhibitions and performances. Colloquia are usually presented on Wednesdays at 4:00 p.m. and are open to the public.

HENRY A. MURRAY RESEARCH ARCHIVE

www.radcliffe.edu/murray
Mon.–Fri., 9:00 a.m.–5:00 p.m.
617-495-8140

The Henry A. Murray Research Archive is a national social science data archive dedicated to the study of lives over time. The responsibility of its operation will be transferred from Radcliffe Institute for Advanced Study to Harvard-MIT Data Center (HMDC, www.hmdc.harvard.edu) on July 1, 2005. It will then become part of the Institute for Quantitative Social Science. Pending on funding from the Provost office, the archive’s data holdings are expected to be digitized and accessed online through HMDC’s Virtual Data Center (VDC).
**Ch XI Academic Resources**

**THE SCHLESINGER LIBRARY**
[www.radcliffe.edu/schles](http://www.radcliffe.edu/schles)

**Mon–Fri, 9:30 a.m. – 5:00 p.m.**

**During the Harvard academic year, open most Wednesdays, 9:30 a.m. – 8:00 p.m.**

**10 Garden Street, 617-495-8647**

The Arthur and Elizabeth Schlesinger Library on the History of Women in America is administered and supported by Radcliffe Institute for Advanced Study and is the largest and best-known research library in its field. The library contains more than 77,000 volumes, 2,250 collections of personal, professional, and organizational papers, 70,000 photographs, and 435 subscriptions to scholarly journals, popular magazines, and newsletters, as well as oral histories and other historical materials. The library has collections of papers on women’s rights and suffrage, social welfare and reform, pioneers in the professions, and family history. A repository for organizations such as the National Organization for Women and the National Abortion Rights Action League, the library also houses the papers of notable women including Susan B. Anthony, Judy Chicago, Harriet Beecher Stowe, Amelia Earhart, Julia Child, Betty Friedan, and Holly Near. Interview transcripts from the Black Women’s Oral History Project, which interviewed black women community and professional leaders, and several other oral history projects are also housed at the library.

**MUSEUMS**

Harvard’s museums offer some of the finest collections of their kind in the world. A valid ID card provides free access to all of the University museums. A brief description of the permanent collections of some of the museums is provided below. The Harvard Gazette lists special exhibitions and events with the museum’s Web site providing extensive background about the collections and exhibitions. *A Guide to Harvard Museums* is available at the Holyoke Information Center.

**FOGG ART MUSEUM**
[www.artmuseums.harvard.edu](http://www.artmuseums.harvard.edu)

**32 Quincy Street, 617-495-9400**

**National Holidays–closed**

**Mon.–Sat., 10:00 a.m.–5:00 p.m. and Sun., 1:00–5:00 p.m.**

The Fogg Art Museum is the oldest of the three museums that make up the Harvard University Art Museums. It opened to the public in 1895. The Fogg houses the art museums’ collections illustrating the history of Western art from the Middle Ages to the present, as well as the Straus Center for Conservation; the Agnes Mongan Center for the Study of Prints, Drawings, and Photographs; and lecture rooms. The renovated Straus Center is the first of its kind in the United States and offers some classes for graduate and undergraduate students. The study room in the Mongan Center is open to the public Tuesday through Friday from 2:00 to 4:45 p.m. or by appointment, 617-495-2325. During the academic year, the Center is open from 10:00 a.m. to 12:45 p.m. on Saturdays.
Students are invited to join the Student Friends of the Harvard Art Museums. The annual $45 contribution includes invitations to exhibition openings and members evenings, the Calendar and other mailings, and discounts on lectures, seminars, concerts, films, and Harvard Art Museums’ publications.

_wheelchair access via the Fine Arts Library entrance on Prescott Street.

ARTHUR M. SACKLER MUSEUM
www.artmuseums.harvard.edu
485 Broadway, 617-495-9400
National Holidays—closed
Mon.–Sat., 10:00 a.m.–5:00 p.m. and Sun., 1:00–5:00 p.m.

The Sackler Museum opened to the public in 1985. Designed by the Pritzker Prize-winning British architect James Stirling, the Sackler Museum houses the art museums’ collections of ancient, Asian, Islamic, and later Indian art. The Sackler Museum building also contains the art museums’ largest special exhibition gallery, an auditorium, the offices of Harvard’s Department of the History of Art and Architecture and seminar rooms.

_wheelchair accessible.

BUSCH-REISINGER MUSEUM
www.artmuseums.harvard.edu
32 Quincy Street, 617-495-9400
National Holidays—closed
Mon.–Sat., 10:00 a.m.–5:00 p.m. and Sun., 1:00–5:00 p.m.

The Busch-Reisinger Museum opened to the public in 1903 (then known as the Germanic Museum) and holds the most important and extensive collection of Northern and Central European art in the United States. From 1920 to 1987, the museum was housed in Adolphus Busch Hall at 29 Kirkland Street. Adolphus Busch Hall currently contains an exhibition on the history of the Busch-Reisinger Museum and plaster casts of medieval works of art. Adolphus Busch Hall also houses a famous Flentrop organ and a number of organ concerts are given throughout the year. It is open to the public on the second Sunday of every month from 1:00 to 5:00 p.m.

The Busch-Reisinger Museum’s permanent display of modern works of art and design is housed in the galleries of its new building, Werner Otto Hall (opened in 1991) located adjacent to the Fogg. The presentation of pre-1880 works is in appropriate galleries of the Fogg Art Museum. The works that are not normally on view, especially drawings, prints, and photographs, can be viewed in the study room of the Busch-Reisinger (open Tuesday through Friday from 2:00 to 4:45 p.m.) or in the special exhibitions gallery. Werner Otto Hall also houses Harvard’s Fine Arts Library.

_wheelchair access via the Fine Arts Library entrance on Prescott Street.
Ch XI Academic Resources

HARVARD MUSEUM OF NATURAL HISTORY
www.hmnh.harvard.edu
26 Oxford Street
Cambridge, MA 02138, 617-495-3045
Entrances on Oxford Street and Divinity Avenue
Daily, 9:00 a.m.–5:00 p.m.

The Harvard Museum of Natural History (HMNH) is the public museum of Harvard University's three natural history institutions: the Museum of Comparative Zoology, the Botanical Museum, and the Mineralogical and Geological Museum. Through seventeen exhibition galleries and an array of educational programs, HMNH presents an historic and interdisciplinary exploration of science and nature. HMNH’s mission is to communicate to the public, from young children to adults, the general principles of science and to foster a greater appreciation of the natural world. To realize this mission, HMNH draws on the vast resources of the Harvard Faculty and on collections numbering twenty-one million specimens.

The Botanical Museum collections include the internationally recognized 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. 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 Web site at www.herbaria.harvard.edu or call 617-495-2365.

Louis Agassiz founded the Museum of Comparative Zoology (MCZ) in 1859. The 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 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. For information about the MCZ’s archives, call the Mayr Library at 617-495-4576. For information about zoological collections, research, and archives, visit the MCZ Web site (www.mcz.harvard.edu) or call 617-495-2460.

The Mineralogical & Geological Museum maintains internationally important collections of minerals, rocks, ores, and meteorites. The extraordinarily comprehensive mineral collection is featured in the public galleries along with gems and meteorites. For further information about the collections, call 617-495-4758.

Wheelchair accesses through basement entrance of the Museum of Comparative Zoology, Oxford Street parking lot, and through Tozzer Library on Divinity Avenue. On weekends and holidays, call 617-495-3045 for access.
PEABODY MUSEUM OF ARCHAEOLOGY AND ETHNOLOGY
www.peabody.harvard.edu
11 Divinity Avenue
Cambridge, MA 02138, 617-496-1027
Daily, 9:00 a.m.–5:00 p.m.

Founded in 1866 by George Peabody, the Peabody Museum houses over five million individual objects representing tens of thousands of years of human experience. The collections of the Peabody Museum span the globe and cover millions of years of human cultural, social, and biological history. Few collections in the world can match its breadth and depth. Strongest in the cultures of North and South America and the Pacific Islands, the Peabody is also caretaker to important collections from Africa, Europe, and Asia. In addition to object collections the Museum also houses document archives preserving records of important archaeological and anthropological expeditions as well as an archive of over half a million images. The Museum encourages faculty and students to incorporate materials from the Museum’s collections and archives in their courses and research projects. Work-study and internship opportunities are available. For information about the Peabody’s collections, visit the Web site (www.peabody.harvard.edu) or write to pmrsearch@fas.harvard.edu.

Wheelchair access is through the adjacent Tozzer Library (21 Divinity Avenue) or through the basement entrance of the Museum of Natural History (Oxford Street parking lot). On weekdays and holidays, call 617-495-3045 for access.

THE SEMITIC MUSEUM
6 Divinity Avenue, 617-495-4631
Mon.–Fri., 10:00 a.m.–4:00 p.m., Sun., 1:00–4:00 p.m.
Closed Saturday

The Semitic Museum, founded in 1889, houses over 40,000 Near Eastern artifacts, most of which derive from museum-sponsored excavations in Egypt, Iraq, Israel, Jordan, Syria, and Tunisia. The Museum, which shares its building with Harvard’s Department of Near Eastern Languages and Civilizations, is dedicated to the use of these collections for the investigation and teaching of Near Eastern archaeology, history, and culture. Through the collaborative efforts of departmental faculty, curators, museum curatorial staff, and students, the Museum mounts educational exhibits, sometimes in conjunction with courses, that not only serve the needs of the University, but also attract the general public and promote greater understanding of the civilizations of the Near East and its great cultural legacy. The Semitic Museum sponsors archaeological excavations and surveys of complex societies of the Near East, with special emphasis on those ancient cultures related to the world of the Bible. The Harvard Semitic Monographs, Harvard Semitic Series, and Studies in the Archaeology and History of the Levant publishes archaeological, historical, philological, and cultural studies of the Near East, many of which present the research of the department faculty and their students. For information on exhibits, visit the Web site at www.fas.harvard.edu/~semitic.
COLLECTION OF HISTORICAL SCIENTIFIC INSTRUMENTS
Science Center, 1 Oxford Street
For hours and information, call 617-495-2779

Located in the new wing of the Science Center, the 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 1947 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 1959, 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 collection 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
www.arboretum.harvard.edu
125 Arborway
Jamaica Plain
617-524-1718

The Arboretum is located in the Jamaica Plain neighborhood of Boston. A specialized form of the botanical garden, the Arboretum is a collection of woody plants arranged for scientific and educational study and research. Currently, over 4,500 different kinds of plants are cultivated at the Arboretum.

Through a collaborative agreement between Harvard University and the City of Boston, the botanical collection is grown on leased public land. Named for its benefactor, James Arnold, the 265 acres were planned and designed by the first director, Charles Sprague Sargent, and Frederick Law Olmsted, America’s greatest landscape architect. The grounds are open from sunrise to sunset every day of the year, and there is no admission charge.
The herbaria, systematic collections of dried and mounted plants from all over the world, are located in the Hunnewell Building and the Harvard University Herbaria, 22 Divinity Avenue, Cambridge. Botanists depend on these collections to classify and identify plants, study plant associations, analyze vegetation, and examine the distribution and dispersal of plants.

The libraries, also located in the Hunnewell Building and the Harvard University Herbaria in Cambridge, 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 Visitors’ Center is open Monday–Friday 9:00 a.m.–4:00 p.m.; Saturday 10:00 a.m.–4:00 p.m.; Sunday 12:00 p.m.–4:00 p.m.

MUSEUM OF FINE ARTS
www.mfa.org
465 Huntington Avenue, Boston
Information: 617-267-9300

The Museum of Fine Arts, Boston is recognized for the quality and scope of its encyclopedic collection, which includes an estimated 400,000 objects. The Museum’s collection is made up of: Art of the Americas; Art of Europe; Contemporary Art; Art of Asia, Oceania, and Africa; Art of the Ancient World; Prints, Drawings, and Photographs; Textile and Fashion Arts; and Musical Instruments.

General admission (which includes two visits in a 10-day period, but does not include Gund Gallery exhibitions) is $15 for adults and $13 for senior citizens and students age 18 and above (students who are University members are free). Admission is free for children 17 years of age and under during non-school hours. Thursday and Friday evenings after 5:00 p.m., admission is reduced by $2. Wednesdays after 4:00 p.m., admission is by voluntary contribution. The Museum is closed on New Year’s Day, Patriot’s Day, Independence Day, Thanksgiving, and Christmas. For general visitor information, visit the MFA Web site at www.mfa.org or call 617-267-9300.

Open seven days a week, the MFA’s hours are: Saturday–Sunday 10:00 a.m.–4:45 p.m., Monday–Tuesday 10:00 a.m.–4:45 p.m., Wednesday–Friday 10:00 a.m.–9:45 p.m. (Thursday and Friday after 5:00 p.m. only the West Wing is open).

♿ Wheelchair accessible.
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OFFICE OF THE REGISTRAR
www.fas.harvard.edu/registrar
Barry Kane, Registrar
Lynn Dunham, Deputy Registrar
20 Garden Street
General Information: 617-495-1543
Mon.-Fri., 9:00 a.m.-5:00 p.m.
Graduate Records: 617-495-1519
Transcript Information: 617-495-1543
Accessible Education Office: 617-496-8707/V/TTY: 617-496-3720

See Chapter V, Registrar’s office.

BUREAU OF STUDY COUNSEL
www.fas.harvard.edu/bsc
Counseling and Learning Services
5 Linden Street, 617-495-2581
Mon.-Fri., 8:30 a.m.-5:30 p.m.

The Bureau of Study Counsel offers a variety of learning and consultative services of interest to graduate students as they participate in teaching, learning, and personal development at Harvard.

Harvard Course in Reading and Study Strategies: The Bureau of Study Counsel offers the Reading Course four times during the academic year, and once in the summer. This non-credit course runs an hour a day for fourteen days: either Monday through Friday for three weeks, or on Mondays, Wednesdays, and Fridays for five weeks. The course focuses on the development of speed and comprehension helpful in managing extensive academic material. The course is open to registered degree candidates in the Faculty of Arts and Sciences for a $25 processing fee, and to others for $150.

Groups and Workshops: The Bureau offers a number of groups and workshops on issues such as developing successful relationships, making life changes, self-development, procrastination, stress management, assertiveness, and creativity. Of particular interest to graduate students are support groups for dissertation writers. These groups are offered free of charge.

Counseling: The demanding academic and complex social environment of Harvard raises many concerns and challenges for students. Distress may be reflected in lack of academic progress, in relationship problems, or in other personal difficulties. To address these concerns the Bureau offers individual personal counseling, academic counseling, and couples counseling on a time-limited basis. Referrals out for long-term psychotherapy, and psychological assessment (testing) can be arranged. All visits to the Bureau are kept strictly confidential and waiting times are short. There is no charge for counseling.

Consulting: Bureau staff consults with faculty or teaching fellows on students about whose behavior or functioning they are concerned. The staff can often suggest ways of guiding those students to its services or to other resources. All such conversations are confidential. In addition, in light of the Bureau’s long-standing research interest in the
intellectual, ethical, and emotional development of students during their college years, teaching fellows and faculty may consult the Bureau to consider the intersection of students’ developmental or cognitive styles with approaches to, and problems with, learning. The Bureau consults with individuals and with groups.

**Tutoring:** Tutoring is available for aid with any subject, particularly mathematics, natural sciences, and foreign languages. Tutoring is also available for English as a Second Language (ESL). GSAS will cover the cost of one non-intensive ESL course or its equivalent cost in individual tutoring. Most of the peer tutors are undergraduates who have done honors work in courses they tutor. Graduate students may also be selected as tutors. Teaching fellows are encouraged to recommend students who they feel are qualified to tutor. The charge for tutoring is $4 per hour, and tutors get paid $12 per hour.

The first floor of the Bureau is wheelchair-accessible.

**DEREK BOK CENTER FOR TEACHING AND LEARNING**

The Derek Bok Center for Teaching and Learning (formerly the Danforth Center) coordinates a variety of activities that help people who teach at Harvard improve their teaching skills. Consultations are available to individuals who wish to discuss teaching issues privately, or with other teachers in the same course, or in groups organized around specific concerns. The center provides free videotaping and consultations to those teachers who want to examine their classroom performance or to practice their lectures. Most of the Derek Bok Center’s tapings occur in two classrooms in the Science Center and are scheduled during normal class meeting times. Some tapings may be arranged in other Harvard classrooms. All videotapes of classes and practice sessions are strictly confidential, as are any discussions that take place between instructors and teaching consultants.

In addition, the staff tailors programs to specific needs of individuals, courses, and departments. Special programs include a network for head teaching fellows, roundtable discussions on teaching in particular departments, workshops on professional development issues, a series of seminars on teaching in the American classroom (for international teaching fellows), workshops on classroom communication skills (for non-native speakers of English), and sessions for graduate students teaching in the same course on issues like grading and leading class discussions.

The Derek Bok Center also provides forums for exchanging ideas about teaching. The center sponsors fall and winter teaching conferences (just before the beginning of each term), a seminar on discussion-leading skills, a graduate writing fellows program, a senior teaching fellows program for award-winning instructors and advanced teaching fellows, and a junior faculty seminar.

The center’s library, open to all Harvard graduate students, includes books and journals on pedagogy, the center’s own tip sheets and handouts, and a series of videotapes produced by the center and available on loan. Publications by the center in conjunction with teachers at Harvard include *The Art and Craft of Teaching, Voices of Experience: Observations from a Harvard Teaching Seminar, Teaching American Students,* and the *Teaching Fellows Handbook.*
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OFFICE OF CAREER SERVICES
www.ocs.fas.harvard.edu
54 Dunster Street, 617-495-2595
Mon.-Fri., 9:00 a.m.-5:00 p.m.
William Wright-Swadel, director
Robin Mount, associate director for PhD advising
Laura Malisheski, assistant director for PhD advising
Sharon Belden, assistant director for PhD advising

The Office of Career Services (OCS) offers assistance to GSAS students and alumni preparing for academic and non-academic careers. Through individual counseling, workshops, guest speakers, study groups, and extensive library and alumni resources, the office provides information about career opportunities and instruction in the process of self-assessment, career exploration, and the job search.

The GSAS counselors work with students individually and in groups to guide them through the career development process. Academic job-search panels and workshops are held both at OCS and in many academic departments. Videotaped interview training is available for those preparing for professional meeting interviews, campus visits, or non-academic jobs. The online OCS Dossier Service keeps letters of recommendation from professors on file and sends them out on request, and is available to all GSAS students applying for academic positions, postdoctoral positions, or fellowships.

Students considering non-academic careers can explore options by talking with a GSAS counselor and by attending workshops and programs such as the annual Career Options Panels, Dudley House Career Chats, and the Business Management Study Group. Students may also make use of extensive resources, job listings, and recruiting opportunities such as Professional Connections – an online database of alumni who have volunteered to talk to students about their career fields, the annual Career Forum, and the On-Campus Recruiting Program.

The programs and opportunities, developed by the office, are announced in the GSAS Bulletin and are listed on the OCS Web site (www.ocs.fas.harvard.edu). Students may also subscribe to e-mail distribution lists to receive timely information related to academic and non-academic careers by going to the OCS home page and clicking on “List-Servs.” To learn about drop-in hours, or to make an individual appointment, students should call the front desk at 617-495-2595.

DIRECTOR OF FELLOWSHIPS
Dr. Cynthia Verba
Byerly Hall 200, 617-495-1814
cverba@fas.harvard.edu

In addition to administering the major GSAS fellowships competitions and the Fulbright programs, Cynthia Verba offers individual counseling and other services to assist students with a variety of issues related to fellowships and professional development: how to write a polished fellowship proposal, how to prepare a curriculum vitae, how to approach professors for letters of recommendation, how to make effective use of both the
formal and informal graduate advising process, how to engage in professional activities such as colloquia, delivering papers at professional meetings or publishing articles, and how to finish the PhD degree in a timely fashion. For appointments, call the above telephone number. Counseling on these issues is complemented by workshops and publications. The following publications are available to all GSAS students, free of charge:

1) *Scholarly Pursuits: A Practical Guide to Academe* (with samples of winning applications)
2) *Fellowships for Harvard GSAS Students* (annual)
4) *The Harvard Guide to Postdoctoral Fellowships* (annual) — see GSAS Web site (www.gsas.harvard.edu/academic/fellowships/pdg.html)

In addition, there is a Fellowship Library and files of winning fellowship applications for students to consult in the office at Byerly Hall, second floor.

**THE WRITING CENTER**

www.fas.harvard.edu/~wricntr

Barker Humanities Center, 617-495-1655

The Writing Center offers individual consultations to graduate students working on their own writing, including theses. Students may come at any stage of their writing for one-hour conferences with a specially trained tutor. All consultations are free and confidential. Contact Dr. K. E. Duffin at keduffin@comcast.net.

The Writing Center also offers individual conferences to undergraduates for help at any stage of their writing to discuss such issues as organizing ideas, supporting an argument, and formulating a thesis. Several publications, including a number of handouts and brochures, are available through the Writing Center Web site and may be copied for class distribution where appropriate.

**COMPUTING FACILITIES**

Faculty of Arts and Sciences Computer Services

Science Center, 1 Oxford Street

Faculty of Arts and Sciences (FAS) Computer Services provides a variety of computing services and facilities to the students, faculty, and staff of 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 Computer Services has specialists dedicated to providing for the needs of instruction, student communication, faculty interaction, and research.

FAS Computer Services 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, UNIX accounts for e-mail, and a support model based on “students helping students.”
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Except for a small fee for network laser printing, computer services are provided to students at no cost. Students have access to the FAS Network through the computer labs in the basement of the Science Center, residential labs, and numerous computer kiosks around campus. They may also connect personal computers (Macintosh or PC-compatible) to the FAS Network directly from their room, if they reside in Child Hall, Conant Hall, Perkins Hall, or Richards Hall. For computer questions, students are encouraged to contact the Help Desk in Science Center B-13 in person, via phone (617-495-9000), or via e-mail (help@fas.harvard.edu). Scheduled and walk-in assistance with personal computer problems with viruses, networking, software, and operating system issues is provided through the Help Desk’s Personal Computer Clinic, Science Center 225. Limited in-room support for networking and desktop computer issues in Child, Conant, Perkins, and Richards is dispatched via the Help Desk.

The Harvard Technology Showcase (Science Center 229) is an advanced multimedia facility offering state-of-the-art Macintosh and PC computing tools. The Showcase is available to FAS students and faculty wishing to explore multimedia and advanced technologies. The showcase features equipment for scanning, video capture and editing, CD-ROM writing, and digital photography.

For additional information about FAS Computer Services, please visit their Web site (www.fas.harvard.edu/computing/).

**UNIVERSITY INFORMATION SYSTEMS**

[www.uis.harvard.edu](http://www.uis.harvard.edu)

University Information Systems (UIS) is Harvard University’s central information technology (IT) organization whose mission is to provide effective and efficient IT services to the University community.

**TECHNOLOGY SERVICES**

The Technology Services group within UIS manages vendor partnerships including Apple, IBM, and GovConnection and serves as facilitator, on behalf of the University, to ensure vendor compliance to contracts and timely communications about product or program changes.
Computer Hardware and Software Sales
www.computers.harvard.edu
617-495-5450
technologyservices@harvard.edu

Technology Services offers Apple computers and related peripherals, accessories, and software as well as Microsoft software for students through its online store (www.computers.harvard.edu) and through telephone sales at 617-495-5450. IBM personal computers are available direct through IBM at aggressive price discounts exclusive to the Harvard community. To access the IBM Web site for Harvard, visit www.computers.harvard.edu. Additional peripherals, accessories, and other technology products are available through GovConnection, a subsidiary of PC Connection. GovConnection offers educational pricing, low shipping rates, and a flexible return policy to members of the Harvard community. To access the GovConnection Web site, visit www.computers.harvard.edu. Apple and IBM desktop and laptop technology is available to view and demo at the new Computer Product and Repair Center located in the Science Center, One Oxford St. (lower level near elevators). Hours of operation are Monday through Thursday, 11:00 a.m.–7:00 p.m. and Friday, 9:00 a.m.–5:00 p.m. Computer can also be dropped off at this location for repair. Technology Services telesales is open Monday through Friday, 9:00 a.m.–5:00 p.m. and can be reached by calling 617-495-5450. The Customer Service Center 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 the Harvard stadium) and the hours of operation are Monday through Friday, 8:30 a.m.–5:00 p.m.

Computer Repair
www.computers.harvard.edu
617-496-TECH (8324)

Repair Services offers competitive maintenance contracts, hardware repair, and upgrade services on a wide variety of computer equipment, including IBM, Apple, HP, HP/Compaq, Epson, Dell, and others. Repair Services technicians are certified for in-warranty and post-warranty support and provide on-site service for Harvard departments/affiliates and carry-in service for individuals. Located at 219 Western Avenue in Allston, the Customer Service Center walk-in repair counter is open Monday through Friday, 8:30 a.m.–5:00 p.m. Repairs are also taken at the new Computer Product and Repair Center located at the Science Center (see Computer Hardware and Software Sales section for more information).

TELECOMMUNICATIONS GROUP
Wireless Communications
617-495-0332

Wireless Communications offers the Harvard community significantly discounted rates on cellular phones and pagers, both for personal or departmental use. Programs vary. Call for more information.
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HARVARD PRINTING AND
PUBLICATIONS SERVICES

www_hpps.harvard.edu

Main Production Facility and General Information
219 Western Avenue, Allston, 617-495-2175

Customer Service Centers

• Harvard Law School, Pound Hall Basement, 617-495-3143
• Harvard Medical School, 260 Longwood Avenue, Room 123, 617-432-1481
• Story Street, 8 Story Street, 617-495-1745
• Holyoke Center, 26 Dunster Street, 617-495-7500

Hours and service vary by site.

Harvard Printing and Publications Services (HPPS) provides digital print, copy, and mail services at competitive pricing to the Harvard Community. HPPS’ customer service centers are conveniently located throughout the Cambridge campus and in the Medical area and offer a variety of black/white and color copying and binding services. HPPS can process your order from hard copy originals, CD or disk, and electronically via e-mail or FTP. Hard copy can be scanned, converted to PDF and returned on CD.

HPPS mailing capabilities include inserting, addressing, US postal permit preparation, and personalized mail merge. A pickup and delivery service is available.

Customer service representatives are available for consultation on all types of print and publication services. HPPS accepts department-billing codes, cash, credit card, personal check, and student term bill.

OTHER COMPUTING FACILITIES

Several Harvard departments have computer systems used primarily for research purposes. The Computer Science facility in the Engineering Sciences Laboratory is centered around a variety of UNIX workstations. Additional Sun, Macintosh, and DEC workstations, computer vision equipment, and robotics hardware are located in Cruft Laboratory. In addition to research use, these machines are used for undergraduate courses in computer graphics, VLSI design, and advanced areas of artificial intelligence.

The Mathematics Department Computer Facility, located on the fifth floor of the Science Center, has a network of Suns and PCs running Solaris and Linux. William James Hall Computer Services, located on the thirteenth floor of William James Hall, operates several UNIX servers, mostly Sun, for UNIX services and stats processing for the Departments of Anthropology, Psychology, and Sociology. Labs with PC and Macintosh computers and user support are also available. The High Energy Physics group has a variety of VAX-class computers running the VMS operating system. Students who would like more information on these installations should contact the local system managers.

The Graduate Student Council (GSC) provides free computing facilities to all students in GSAS who have not waived their annual GSC fee. A networked Mac and PC are located in the Dudley House Library in Dudley House, the graduate student center (Lehman Hall). Students who present proper identification and sign up for time may print academic materials for free.
While Harvard makes no requirement or recommendation that students purchase personal computers, it operates a facility at which students may purchase certain computers and software at discounted prices. Technology Services, University Information Systems (617-495-5450), located at 219 Western Avenue, is open from 9:00 a.m. to 5:00 p.m. weekdays. The center sells computers from Apple and software for students from Microsoft. IBM personal computers, peripherals, and accessories are sold direct through vendor partners (see “Technology Services”).

DEPARTMENTS OF INSTRUCTIONAL MEDIA SERVICES AND THE LANGUAGE RESOURCE CENTER

www.fas.harvard.edu/~ims
MTS Main Office, Science Center B-02, 617-495-9460
MTS Sever Office, Sever Hall Room 301, 617-495-9470
MPC, 59 Plympton Street, 617-495-9440, ims_mpc@fas.harvard.edu
LRC, Lamont Library 6th Floor, 617-495-9448
Hours and service vary by site

The Department of Instructional Media Services consists of two divisions that provide instructional media resources for graduate and undergraduate course instruction within the Faculty of Arts and Sciences (FAS).

Media and Technology Services (MTS) provides slide, film, overhead, video, and data projection; audio recording and reinforcement; video production and editing; and coordination of film and videotape rentals for classroom use. MTS also has equipped some FAS classrooms with computer equipment. Please call MTS a minimum of two weeks in advance to arrange for technician assistance, reserve equipment, and to test any specific non-standard software, or non-commercially produced CDs or DVDs for compatibility with our computer equipment or players. MTS technicians’ assistance will be required for certain types of equipment. Please note that fees will be charged for after-hours, weekend, or holiday assistance and for non-course instruction requests.

The MTS main office supports all FAS buildings except the Science Center and Sever Hall. It is located in the Science Center, Room B-02 (617-495-9460). The MTS Sever Hall office supports classes and events in Sever Hall and the Extension School. It is located in Sever Hall, Room 301 (617-495-9470). For assistance with classes or events in the Science Center, please contact Science Center Lecture Multimedia Services located at the Science Center, Room B-01 (617-495-5357).

The Media Production Center (MPC) is located at the rear of Rosovsky Hall at 59 Plympton Street (617-495-9440; ims_mpc@fas.harvard.edu). The MPC provides audio recording, editing, production, and duplication; video editing; and DVD production and duplication. Videoconferencing facilities are also available. The MPC can provide assistance converting foreign-produced videos and DVDs to USA formats, subject to copyright requirements.
The Department of the Language Resource Center is located in Lamont Library on the sixth floor (617-495-9448). The LRC is comprised of 80 carrels, which contain computers, audio cassette recorders, and VCR, DVD, and laser disc players. A server stores foreign-language videos and streams them in full motion to all the computers. International news and variety programs from SCOLA are also available for viewing on all the computers. The LRC also has two video-screening rooms, a music listening room, a faculty work room, and group areas for small-class instruction.

Wheelchair accessible.

OFFICE OF ANIMAL RESOURCES
Dr. Arthur Lage, director
Biological Laboratories, 617-496-9989

The Office of Animal Resources is responsible for the health and well-being of all vertebrate animals used in research and teaching at the Faculty of Arts and Sciences. All individuals using animals in research/teaching must complete the course “The Humane Care of Animals in Research/Teaching.” This course is offered several times a year at the Faculty of Arts and Sciences and quarterly at the Medical School, and acquaints participants with Harvard policies, as well as with federal, state, and city of Cambridge regulations, regarding the use of animals. Please contact the Animal Experimentation Coordinator at 617-432-1288 for course dates and times.

All members of the Harvard community have a responsibility to report instances of mistreatment of animals or noncompliance with animal-use guidelines. This can be done directly to Arthur Lage, DVM at 617-432-1285, or, if anonymity is desired, to the senior advisor to the dean of the Faculty of Arts and Sciences at 617-495-1525. Any questions regarding the animal program should be directed to Dr. Lage.
COMMITTEE ON THE USE OF HUMAN SUBJECTS
www.fas.harvard.edu/~research/HumSub.html
Science Center 128
Jane Calhoun, research officer, jcalhoun@fas.harvard.edu, 617-495-5459
Elisabeth Parrott, research officer, eparrott@fas.harvard.edu, 617-496-6355
Professor F.A. Jenkins, Jr., committee chair
MCZ Labs 219

The Standing Committee on the Use of Human Subjects in Research, one of Harvard’s federally mandated Institutional Review Boards, is responsible for reviewing proposed studies. Applications must 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 insure 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 research officer to determine whether review is required. Forms, meeting schedules, and reference material are available on the Web (www.fas.harvard.edu/~research/humsub).

VETERANS’ BENEFITS
Any students eligible for veterans’ benefits should talk to the Veterans’ Affairs office to determine eligibility under current regulations (888-442-4551). Harvard Veterans’ Affairs information is available in the Student Receivables office, Holyoke Center 556, 617-495-1992.
XII. SERVICES AND PROGRAMS

The following information describes services and programs available for GSAS students. These resources exist to provide assistance and to enhance the experience of graduate study. Students are encouraged to become acquainted with the various offices and ways in which they may be of help.

ORGANIZATION OF THE GRADUATE SCHOOL

The Graduate School of Arts and Sciences is under the direction of the Faculty of Arts and Sciences. It is the responsibility of that faculty to set the conditions of admission to the school, to provide courses of instruction for its students, to direct their studies and examine them in their fields of study, to establish and maintain the requirements for its degrees and make recommendations for those degrees to the Governing Boards, to lay down regulations for the governance of the School, and to exercise a general supervision of all its affairs.

GSAS OFFICES

DEAN’S OFFICE
University Hall, 3 North, 617-496-1464
617-496-8623 (fax)

Theda Skocpol
dean of the Graduate School of Arts and Sciences
Victor S. Thomas Professor of Government and Sociology

Dean Skocpol has overall responsibility for the Graduate School, in particular for establishing policies guided by the Committee on Graduate Education and the Educational Policy Committee. She is also chair of the Administrative Board of the Graduate School.

Byerly Hall 223, 617-495-1814
617-495-2928 (fax)

Margot Nelson Gill
administrative dean of the Graduate School of Arts and Sciences
mgil@fas.harvard.edu

Dean Gill has overall responsibility for implementing Graduate School policy. She supervises the work of the Graduate School’s administration and the day-to-day operation of the Byerly Hall staff.
HARVARD INTEGRATED LIFE SCIENCES (HILS)
Byerly Hall 227, 617-495-0616
617-495-2928 (fax)
John McNally
assistant dean
jmcnally@fas.harvard.edu

Assistant Dean McNally supports the activities and initiatives of the Harvard Integrated Life Sciences (HILS) Program, which serves as the umbrella structure for the PhD education in the life sciences. He serves as a liaison to the Executive Committee for HILS, working closely with the chair of the committee and fosters closer communication and integration of the existing programs in the Faculty of Arts and Sciences and the medical area. Assistant Dean McNally assists the Office of Admissions and Financial Aid in coordinating policies and procedures related to PhD admissions and financial aid; he also collaborates on the development and shaping of new PhD programs.

Assistant Dean McNally interprets, implements, and advises on policy issues related to teaching fellows. He also assists the senior administration of GSAS with special projects, GSAS priorities, and initiatives.

ADMISSIONS AND FINANCIAL AID
Byerly Hall 226
617-495-5315 (admissions)
617-495-5396 (financial aid)
617-495-5333 (fax)
Russell Berg
dean of admissions and financial aid
berg@fas.harvard.edu

Dean Berg oversees the administration of the Office of Admissions and Financial Aid. He also supervises the Office of Computer Operations and the Office of Special Students and Visiting Fellows.

The office coordinates admissions and financial aid for the fifty-five programs. The staff has numerous and varied responsibilities relating to the admissions process. These include the preparation and distribution of application materials and information concerning departments, divisions, and committees; the recruitment and advisement of applicants from historically underrepresented minority groups; the processing of applications for admission; and the certification of international matriculants.

Staff members are available to help students and departments understand the admissions process and financial aid programs, policies, and opportunities, including teaching fellowships. The staff works closely with academic departments on these and other matters pertaining to admissions and financial aid.
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STUDENT AFFAIRS
Byerly Hall 222, 617-495-1814
617-495-2928 (fax)

Garth McCavana
associate dean for student affairs
mccavana@fas.harvard.edu

Rise Shepsle
assistant dean of student affairs
rshepsle@fas.harvard.edu

Associate Dean McCavana has general responsibility for the welfare of graduate students and monitors students’ academic status, progress, and discipline. He oversees the Student Affairs Office, GSAS Residence Halls, the Office of Student Services, and the Office of Housing Services in Dudley House. The Student Affairs office administers the various graduate fellowship competitions and processes, leave and travel applications, intra-Faculty of Arts and Sciences transfer applications, and readmission applications.

Associate Dean McCavana represents students in disciplinary cases before the Administrative Board and advises students on sexual harassment complaints. He coordinates orientation and registration activities. He represents the interests of GSAS students on numerous University-wide committees, including the Student Health Coordinating Board.

Assistant Dean Shepsle works closely with Associate Dean McCavana and serves as a contact person and resource for the registrar, the departments, and other Faculty of Arts and Sciences and University offices in communicating and interpreting GSAS policies and in assisting graduate students in maintaining academic satisfactory progress. She coordinates the transfer and readmission process, the Exchange Scholar Program, the non-resident application process, and the JD/PhD coordinated program. She provides advice to students throughout the petitioning process including extension of incomplete petitions, part-time petitions, and add/withdrawals after the deadline. She advises international students about English as a Second Language resources and helps to coordinate the summer English Language Program for new international graduate students. Assistant Dean Shepsle also monitors the MD/PhD and HST programs and is a liaison for students, administrators, and faculty in all interfaculty programs. She assists with registration and commencement.

FELLOWSHIPS
Byerly Hall 200, 617-495-1814

Cynthia Verba
director of fellowships
cverba@fas.harvard.edu

The centerpiece of Cynthia Verba’s fellowships services is individual counseling. She assists students with writing polished fellowship proposals as well as a range of issues concerning professional development. In addition, she offers group workshops on such topics as getting published, choosing a dissertation topic, or finishing the degree in a timely fashion. She also produces the following fellowship publications available to
GSAS students free of charge, at the Student Affairs Office, Byerly Hall, 2nd floor: *Graduate Guide to Grants* (also available online at www.gsas.harvard.edu/academic/fellowships/guide.html); *Harvard Guide to Postdoctoral Fellowships* (also available online at www.gsas.harvard.edu/academic/fellowships/pdg.html); *Fellowships for Harvard GSAS Students*; and *Scholarly Pursuits: A Practical Guide to Academe*, which includes samples of winning applications. Cynthia Verba also administers the major GSAS fellowships competitions and the Fulbright programs.

**HOUSING SERVICES**  
Dudley House, Room B-2, 617-495-5060  
617-496-5169 (fax)  
gsashous@fas.harvard.edu  
Megan O’Connell  
housing coordinator  
oconnel@fas.harvard.edu

The goal of GSAS Housing Services is to assist all graduate students in areas related to housing. Housing Services staff oversee the day-to-day management of the four GSAS residence halls, administer the GSAS Housing Exchange, and maintain a housing resource area.

**STUDENT SERVICES**  
Dudley House, Room B-2, 617-495-5005  
617-496-5169 (fax)  
Ellen Fox  
director of student services  
efox@fas.harvard.edu

The Office of Student Services is responsible for the Resident Advisor Training Program and oversees functions of the RA role. The office is also responsible for various aspects of orientation for incoming students and orientation for international students.

Ellen Fox serves as the primary resource for all GSAS students about any academic or personal concerns including policies regarding sexual harassment. She serves in an advisory role and provides support and information about counseling and other services for GSAS students. In serving as an advocate for students and providing support, her role is similar to that of an ombudsperson. She will refer students to additional sources of assistance, if necessary. She also supervises the resident advisors, one of whom resides on each floor of the GSAS residence halls.
More than three dozen publications of the Graduate School of Arts and Sciences are produced in print and electronic format through this office. Included are a quarterly magazine, catalogs, handbooks, newsletters, brochures, books, and booklets designed to inform prospective and current students as well as alumni of the Graduate School. The monthly *GSAS Bulletin* is a primary source for information of interest to graduate students. Those interested in posting notices in the *Bulletin* should contact the editor at 617-496-5280 or e-mail bulletin@fas.harvard.edu.

The Graduate School Alumni Association (GSAA) is the alumni organization for the Graduate School of Arts and Sciences. Its purpose is to represent and advance the interests of GSAS alumni, to promote scholarship and research at the graduate level, and to encourage interaction and communication between GSAS alumni and the Graduate School of Arts and Sciences. All former GSAS students, Visiting Fellows, Nieman Fellows, Junior Fellows, and Special Students are Graduate School Alumni Association members.

Through fundraising programs, the GSAA channels alumni gifts to students and departments of the Graduate School. The Graduate Society Fellowship Program offers fellowship support to students at key stages of graduate study to enable more timely completion of their degrees. Funded by alumni of the Graduate School, these fellowships are available for students in the humanities and social sciences who do not have comparable special funding.

Under the auspices of the GSAA, yearly events such as Alumni Weekend and Career Options Day are organized in Cambridge. Chapters of the association sponsor local events during the academic year throughout the country and abroad.

The alumni quarterly *Colloquy* features articles about alumni, faculty, and graduate students, as well as news on alumni events, publications, and a report from the dean of the Graduate School of Arts and Sciences. Contact *Colloquy* at 617-495-5591 or gsaa@fas.harvard.edu.
SPECIAL STUDENTS AND VISITING FELLOWS
Byerly Hall, 2nd Floor, 617-495-5392
617-496-5333 (fax)

Susan Wood
special students and visiting fellows officer
special@fas.harvard.edu

Susan Wood oversees the day-to-day operations of the Special Students and Visiting Fellows office including admissions, registration, and orientation. Additional services include advising and visa certification of international students and fellows.

For more information about the Special Student and Visiting Fellow status, please visit the GSAS Web site at www.gsas.harvard.edu/programs/nondegree.

DUDLEY HOUSE
THE GRADUATE STUDENT CENTER
Lehman Hall, 617-495-2255
617-496-5459 (fax)

James M. Hogle
master
jhogle@hms.harvard.edu

Doreen Hogle
co-master

Susan Zawalich
administrator
zawalich@fas.harvard.edu

Dudley House, the Graduate Student Center, is located in Lehman Hall in the southwest corner of Harvard Yard. All GSAS students are automatically members of the House and are encouraged to use its facilities. Dudley House resources include a dining hall serving meals on a cash or contract basis, a student-run café (Café Gato Rojo), a game room, a big-screen TV, VCR, and DVD player, a library, word processing and printing facilities, lockers and showers, pianos, meeting space for student organizations, and the Graduate Student Council office.

The House provides an opportunity for GSAS students to interact with fellow graduate students and faculty from all departments in an informal atmosphere. Events include student-faculty lunches and dinners, discussion groups and language tables at lunch and dinner, dinner speakers, dances, movies, parties, art exhibits, ski trips, and other outings. Students may participate in intramural athletics, a chamber orchestra and chorus, a jazz/swing orchestra, a traditional music ensemble, a literary magazine, and public service activities sponsored by the House.
Dudley House is a congenial place for GSAS students to create a sense of community. The House masters, a professional administrative staff, and a student staff (the Dudley fellows) coordinate and facilitate the activities and services of the House. Student initiative in planning and implementing programs and activities is an integral part of the operation of the Graduate Student Center.

The Dudley fellows are GSAS students who program the activities for the House. Students apply in February and are appointed in April for the following academic year’s activities. Students often propose new areas of activity for the House; for instance, the Dudley House literary magazine, *The Dudley Review*, the Dudley House Jazz/Big Band, and Dudley Drama were all begun by student initiative. Decisions about speakers and outings, movies, parties, concerts, and all other Dudley activities are made by the Dudley fellows.

**STUDENT ORGANIZATIONS IN THE GRADUATE SCHOOL OF ARTS AND SCIENCES (GSAS)**

Student organizations in GSAS offer an opportunity to participate in a variety of activities. The following are recognized student organizations in the Graduate School of Arts and Sciences for 2005-2006 as of September 2005.

If you are interested in forming an organization or in getting contact information about any of these groups, please call Susan Zawalich at the Dudley House Office at 617-495-2255 (zawalich@fas.harvard.edu).

**Biomedical Graduate Students Organization**

Provides activities for the education and entertainment of members of the Harvard community and specifically for graduate students. Activities include student outings, seminars, and social activities.

**Caleb Cheeshahteaumuck Graduate Society for Indigenous Issues and Research**

Provides a community for members of indigenous nations, tribes, and/or peoples and for those who are interested in academic and social interactions around issues of common interest.

**W.E.B. Du Bois Graduate Society**

Promotes scholarly research across Faculty of Arts and Sciences disciplines about issues of concern to the minority community. Activities include hosting social events, and fostering a sense of community among scholars whose racial and/or ethnic groups have been historically under-represented in academia. www.hcs.harvard.edu/~dubois.

**Graduate Dormitory Council (GDC)**

Representatives selected from residents of the GSAS Residence Halls. The GDC focuses on the concerns of residents and sponsors social activities during the year. www.hcs.harvard.edu/~gdc.

**Graduate Student Council (GSC)**

Composed of representatives from each department and program in the Faculty of Arts and Sciences. The Council provides financial support for approved GSAS student organizations and events, organizes several of its own social activities, and performs other services for the GSAS community. www.hcs.harvard.edu/~gsc.
GSAS Bahá’í Association
A group concerned with exploring the spiritual and social issues embodied in the teachings of the Bahá’í faith. www.hcs.harvard.edu/~bahai.

GSAS Central and East European Society
Provides a forum and a community in which interested students can explore aspects of Slavic cultures and societies.

GSAS Christian Fellowship (GSASCF)
A group of Christian graduate students who come together as a community of scholars to challenge and encourage one another while seeking to unite faith and scholarship in lives that follow Jesus Christ. www.hcs.harvard.edu/gsascf.

GSAS Dutch Cultural Society
Promotes greater awareness and understanding of Dutch culture and society through many activities.

GSAS Harvard Biotechnology Club
Provides members with the opportunity to learn about the biotechnology industry and entrepreneurship through seminars and case studies in a discussion format moderated by guest speakers from the business community. www.thebiotechclub.org.

GSAS Harvard Chinese Traditional Medicine Association
Provides a forum for people interested in investigating the challenges and opportunities of integrating traditional Chinese medicine with conventional Western medicine.

GSAS International Science and Health Network
Dedicated to the goal of fostering interactions between members of the Harvard community, including GSAS programs, Harvard Medical School, and the Harvard School of Public Health, to begin addressing the problems of biomedical and health research and international development. www.scihealthnet.org.

Harvard Buddhist Studies Forum
Dedicated to the goal of providing regular public lectures on topics relating to the study of Buddhism. Lectures are free and open to the entire Harvard community and friends. Lectures are given by scholars from other institutions, as well as by professors and graduate students working at Harvard. www.fas.harvard.edu/~csrel/oldsite/bsf.

Harvard Catholic Graduate Society
Provides an opportunity for Catholic graduate students to meet one another socially and spiritually. Goals include investigating the place of Catholicism in an academic environment and promoting its connection to intellectual life, and encouraging exploration of the Catholic tradition.

Harvard China Forum
A GSAS student organization dedicated to bringing to the Harvard community the latest information regarding the economic, political, and social development of the Greater China Area (mainland China, Hong Kong, and Taiwan). Through seminars, publications (including The Harvard China Review), films, art exhibitions, and co-sponsorship with other interested organizations, the Harvard China Forum seeks to promote better understanding of this region as an economic and political power in the coming century. The group also promotes interactions and understanding among students from mainland China, Taiwan, and Hong Kong. www.harvardchina.org.
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The Harvard Chinese Students and Scholars Association
Promotes social, intellectual, and cultural activities of Chinese students and scholars at Harvard and other interested members of the Harvard community. Facilitates the exchange of information between China and the US. www.hcssa.org.

The Harvard Dudley Dragon Boat Club
Promotes the sport of dragon boat racing and cross-cultural understanding at Harvard.

The Harvard East Asia Society
Promotes the study of East Asia within the Harvard community and specifically among graduate students. It is open to all those with an interest in East Asian cultures, history, and society. www.hcs.harvard.edu/~heas.

The Harvard GSAS American Culture Society
Provides a forum for students to wrestle with the meaning of America – past, present, and future – by promoting scholarly debate, informal exchange, and mutual interdependence across disciplines.

The Harvard GSAS Asian Baptist Student Koinonia
Concerned with the religious, social, and cultural issues regarding Christianity and Asians and Christianity.

The Harvard GSAS Chinese Christian Fellowship
Provides an open environment to discuss the Christian faith, for Chinese and other students who are interested.

The Harvard GSAS Colombian Society
Promotes cultural identity among students from Colombia in GSAS and other Harvard schools through providing opportunities for cultural, social, and intellectual gatherings. www.hcs.harvard.edu/~colombia.

The Harvard GSAS Middle Eastern Cultural Association
Fosters a sense of Middle Eastern culture at Harvard by bringing together graduate and undergraduate students of Middle Eastern background as well as other members of the Harvard community interested in the culture of the Middle East.

The Harvard Graduate Student Association of Medievalists
Brings together students from Harvard’s different departments and schools who are working on topics related to the Middle Ages to foster interdisciplinary academic exchange and a strong and supportive social network.

The Harvard Graduate Student Canadian Club/Le club des étudiant(e)s diplômé(e)s de Harvard
Provides services to the members of the Harvard community interested in Canadian culture and issues. Activities include hosting social functions, speakers on Canadian issues, and special events on important political, athletic, and social occurrences in Canada. www.hcs.harvard.edu/~hgscc.

Harvard Korea Society: A GSAS Student Organization
Aims at advancing the cultural and academic understanding of Korea at Harvard. Activities include lectures, cultural events, reaching out to other ethnic groups, and helping Korean students understand other cultures. www.harvardkorea.org.
Harvard Republic of China Student Club (HROCSC)
Promotes cultural and academic exchange and mutual understanding between people from the Republic of China and the Harvard community through social, intellectual, and cultural activities. www.hrocsc.org.

Harvard Satyrical Press: A GSAS Student Organization
Publishes a high-quality satirical humor magazine run by Harvard graduate students. The group believes that more comedy will make a significant contribution toward improving the quality of life for students in GSAS and in the Harvard student community at large. www.harvardsp.com.

In Common
In Common is a telephone hotline that provides peer counseling to graduate students. In Common supports students who are dealing with issues such as loneliness and alienation, uncertainty about careers, academic or financial problems, or difficulties in relationships. Just call 617-495-9354. www.digitas.harvard.edu/~incommon.

Jewish Students in Arts and Sciences
Provides a sense of community for Jewish students in GSAS by sponsoring weekly gatherings and special events. Events are open to people of all backgrounds. www.fas.harvard.edu/~jsas.

Lesbian, Bisexual, and Gay Graduate Students Association
Organizes social, academic, and administrative activities, and cooperates with other lesbian, bisexual, and gay Harvard-affiliated groups and other GSAS organizations. Holds a monthly social gathering, hosts other activities, speakers, and forums throughout the year. www.hcs.harvard.edu/~lbggs.

Romanian Graduate Club
Promotes fellowship among members of the Romanian student community and with other students who are interested in the language, history, and culture of Romania.

**HARVARD UNIVERSITY EVENTS AND INFORMATION CENTER**
Holyoke Center Arcade, 617-495-1573
icenter@camail1.harvard.edu

The Harvard University Events and Information Center welcomes visitors and community members to Harvard, and also provides services for the Harvard community and the general public. The center’s staff is happy to answer general questions and to provide maps, illustrated booklets, suggested walking tours, the *Harvard Gazette*, and background information on University events. In addition to these services, the center also offers guided historical tours.

Members of the Crimson Key Society, a student organization, conduct walking tours during the academic year. In summer, Harvard College students who work at the Information Center conduct the tours. Historical tours are given Monday through Friday at 10:00 a.m. and 2:00 p.m., and Saturday at 2:00 p.m. during the academic year. During the summer months the tour times are expanded to Monday through Saturday
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at 10:00 a.m., 11:15 a.m., 2:00 p.m., and 3:15 p.m. There are no tours on holidays. Tours are conducted free of charge; those wishing to participate should go to the Events and Information Center a short while before a tour is scheduled to begin. Reservations may be made for groups of twenty or more by calling 617-495-1573.

Schedules of Harvard events are listed in the calendar section of the Harvard Gazette, and also appear on a video display at the Center, and on the Harvard News office Web site (www.news.harvard.edu), or can be obtained by dropping by the Events & Information Center. A light-up locator map and a computer station to access Harvard information are always available outside the center when the arcade is open.

ATHLETIC FACILITIES
Department of Athletics
65 North Harvard Street, Boston, MA 02163, 617-495-4848

Harvard University offers GSAS students and their families a wide variety of athletic facilities and recreational opportunities. Students with a current and valid GSAS Harvard student I.D. card have free access to the Malkin Athletic Center, Blodgett Pool, and Hemenway Gym. GSAS students may purchase term-long athletic privileges for tax-dependent family members in person at the Athletic Ticket office at the Murr Center. There is a limit of four passes per family. For more information please refer to the Department of Athletics Web site (www.athletics.harvard.edu). Follow the recreation link. Information is also available by calling the ticket office at 617-495-2211.

Guests may be admitted to the facilities if they are accompanied by a membership holder for a fee of $10 per person per visit.

The Recreation Program offers instruction in a variety of activities open to graduate students as well as undergraduates, faculty, and staff. The program is administered on a term calendar and participants must register at the beginning of each term. Many of the courses have limited enrollment. Lists of activities and schedules are available on the department’s Web site. Schedules are also posted throughout the University at the beginning of each term. The Recreation Program includes such diverse activities as water safety instruction, martial arts, and racquet sports. Any student with a medical condition may call the recreation director (617-495-4838) to discuss an athletic program to fit his or her needs.

The athletic facilities are available to members of the Harvard community subject to the priorities accorded to intercollegiate and intramural schedules, Recreation Program classes, and club sports. An enclosed area of over ninety acres of playing grounds, Soldiers Field includes football and softball fields, baseball diamonds, running track, outdoor hard surface courts, and the following athletic buildings, all of which are wheelchair accessible:

2) Blodgett Pool: contains a fifty-meter Olympic size pool with a separate diving well and seating capacity of 1,200, and team and men’s and women’s recreational locker and shower rooms.
3) **Gordon Track and Tennis Center:** a 220-yard banked track with a separate field event area, five indoor tennis courts, a Nautilus room, and women’s locker and shower rooms.

4) **Bright Hockey Center:** ice rink with four team rooms and seating for 2,850.

5) **Lavietes Pavilion:** basketball floor (intercollegiate use) and seating capacity for 2,190; astroturf covering for indoor practice for intercollegiate field sports.

6) **Beren Outdoor Tennis Center:** with eighteen championship courts and spectator viewing.

7) **Jordan Field:** synthetic turf field with seating for 900.

8) **McCurdy Track:** 400-meter, eight-lane outdoor track with multiple field event areas.

9) **Dillon Field House:** team rooms, lounge, medical room, coaches’ offices, and laundry facilities.

10) **Murr Center:** Athletics Department Administrative offices; ticket office selling tickets for all intercollegiate events (617-495-2211); six indoor tennis courts; sixteen international squash courts.

11) **Palmer Dixon Field House:** three indoor tennis courts.

**UNIVERSITY ATHLETIC FACILITIES IN OTHER LOCATIONS**

1) **QRAC—the Quadrangle Recreational Activities Center:** Special arrangements have been made for GSAS students to use the QRAC. Located at 66 Garden Street (near the Observatory), the QRAC has facilities for squash, racquetball, basketball, volleyball, ping-pong and billiards, Nautilus equipment, stairmasters, and an ergometer. A GSAS student ID serves as a ticket to the QRAC Monday through Friday, from 9:00 a.m. to 12:00 p.m.

2) **Newell Boat House**, Soldiers Field Road: houses shells used by intercollegiate heavyweight and lightweight men’s crews.

3) **Weld Boat House**, Memorial Drive and John F. Kennedy Street: houses shells used by women’s intercollegiate, House and Intramural crew, and recreational rowing.

4) **Malkin Athletic Center**, Holyoke Street: one shallow pool for beginners, one all-deep twenty-five-yard pool, basketball courts, fencing, exercise and wrestling rooms, and a weight area complete with Nautilus, free weights, and aerobic equipment.

For more information about these facilities, students should call Athletic Information at 617-495-4848 or stop by the Athletic Ticket Office at 65 North Harvard Street.
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ACCESSIBLE EDUCATION OFFICE
(FORMERLY STUDENT DISABILITY RESOURCES)

www.aeo.fas.harvard.edu
Louise H. Russell, director
20 Garden Street
617-496-8707 (voice); 617-495-0815 (fax)
617-496-3720 v/tty (services for Deaf/Hard of Hearing Students)
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 and Graduate School of Arts and Sciences (GSAS) students with documented physical, emotional, and learning conditions. Some students may just want to discuss difficult situations and not request any services at all. The process of serving students 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 accessible transportation, housing, adaptive technology, and other academic adjustments consistent with University policies by reviewing the Web site and contacting AEO directly.

HEALTH SERVICES

HARVARD UNIVERSITY HEALTH SERVICES

www.huhs.harvard.edu
75 Mt. Auburn Street
General Information: 617-495-2008
Appointments: Internal Medicine 3 East: 617-495-2001;
3 North: 617-495-8414;
Nights, Weekends, and Holidays Urgent Care: 617-495-5711
www.mservices@huhs.harvard.edu

The Harvard University Health Services (HUHS) provides comprehensive health care to meet the needs of students, faculty, and staff. The Harvard Student Health Plan has two parts: the health services fee for health care provided at HUHS and the Harvard-sponsored Blue Cross Blue Shield insurance policy. All full-time registered resident
students pay the mandatory health services fee to gain access to convenient, high-quality, on-campus medical care during the academic year (August 1 through July 31). In addition, the mandatory health services fee provides routine coverage for prescription medication costs (up to $1,875 per term with 3-tier co-pay for generic, preferred brand name, and non-preferred brand name drugs at $10, $20, and $35). Certain services such as dental care, contact lenses, eye glasses, some immunizations, and medications involve additional fees. Prescriptions can be filled at the HUHS Pharmacy, CVS, or Pharmacare pharmacy if out of Massachusetts.

The Harvard-sponsored Blue Cross Blue Shield insurance policy is designed to complement the health care available through the health services. The Harvard-sponsored Blue Cross Blue Shield plan covers hospitalization and emergency department care in the US and abroad, and certain specialty services and procedures not available on-site at HUHS, but limitations do apply and the Blue Cross Blue Shield booklet should be read carefully.

All GSAS resident students and traveling scholars are automatically enrolled in the Harvard-sponsored Blue Cross Blue Shield plan unless they indicate that they have adequate alternative coverage and file a waiver by October 31 for fall term or the full year, or by April 30 for the spring term. Harvard-sponsored Blue Cross Blue Shield waiver forms are available online at www.huhs.harvard.edu. Students who have eligible dependents may purchase the Harvard Student Health Plan (HUHS & BCBS) for their families as long as they are insured themselves. Family coverage is not automatic; a separate enrollment form must be completed at HUHS. In order to enroll their families in the Harvard-sponsored Blue Cross Blue Shield plan, students must also pay the fee for HUHS coverage for themselves and for their family members. For a family member to have HUHS and BCBS, the student must have the same coverage. (See Medical Fees, Chapter VIII.) Students with dependents should consult the HUHS Web site (www.huhs.harvard.edu) for full information on coverage and enrollment procedures by September 30, 2005, for the fall term and by January 31, 2006 for the spring term.

### PRIMARY CARE

#### Choosing a Primary Care Team

The HUHS staff is committed to providing each student with complete, coordinated health care through a working relationship with a particular primary care physician and nurse practitioner. A HUHS primary care clinician listing is available at HUHS and at its Web site (www.huhs.harvard.edu/cliniciandirectory/cliniciandirectory.htm). All new students and their dependents are encouraged to select a physician and nurse practitioner to serve as the longitudinal primary health-care provider team during their tenure at Harvard. Primary care services are available at Holyoke Center as well as at satellite clinics at the Harvard Law School, the Medical Area, and the Business School.Incoming students who have not selected a primary care team by October 1 will be assigned to one. However, students are free to change their affiliation at any time during their academic stay.

Primary care physicians (PCP) are experienced, board-certified or board-eligible internists or family physicians who provide high-quality, individualized care for acute or chronic problems, as well as routine preventative care, for students, faculty, staff,
and retirees at the University. Broad-based training and expertise enable them to treat most individuals’ health problems without necessitating visits to specialists. Students are strongly encouraged to select a PCP prior to matriculating and ideally to arrange an appointment during the first year to meet the provider and review their past history and preventative needs. Any student with a significant chronic medical condition (such as diabetes or asthma) should arrange to meet the PCP within the first two to three months of school. Nurse practitioners are registered nurses with graduate education, training, and certification that qualify them to evaluate, diagnose, and treat many common conditions and provide patient education. Primary care clinicians coordinate and contribute to the care management of any of their patients who require specialty care and help to facilitate access to the most appropriate type of specialist.

Please arrange with prior medical providers to have significant office/hospital records copied and sent to HUHS Medical Records Department (fax 617-495-8077) before you arrive. This is especially important for students with a significant chronic medical condition or a complex past medical event or surgery.

Making an Appointment

Each physician and nurse practitioner is a member of a team. Students may make appointments at Holyoke Center by calling the team directly at 617-495-2001 or 617-495-8414. Appointments may be made at any of the three satellite clinics (Medical Area 617-432-1370; Business School 617-495-6455; Law School 617-495-4414). Students should call the primary care team during regular business hours (8 a.m. to 5 p.m.) to schedule appointments for routine care and ideally also for urgent care. The staff will assist students in obtaining an appointment based on the urgency of the problem. A student’s personal physician/nurse practitioner team serves as primary health care advisor and is available by telephone to answer questions on any health-related issues during his or her regular office hours. Students should call the clinician’s office as soon as possible if they are unable to keep scheduled appointments. For urgent problems on nights, weekends, and holidays, care is available through the After-Hours Urgent Care Clinic at HUHS (617-495-5711; see below).

Anyone who has not selected a primary care clinician when a medical problem arises should call one of the teams to arrange for an appointment with a primary care doctor or nurse practitioner.

NIGHTS, WEEKENDS, AND HOLIDAYS URGENT CARE
617-495-5711

Some students will require immediate care for urgent medical, surgical, or psychiatric problems. Whenever possible, students are encouraged to call their personal HUHS physician or nurse practitioner for advice during regular office hours (8 a.m. to 5 p.m.). Care for psychiatric emergencies is available weekdays through the Mental Health Service on the fourth floor of HUHS. The After-Hours Urgent Care Clinic, located on the fifth floor of HUHS, is open nights, weekends, and holidays for twenty-four-hour medical and psychiatric emergency care. The entrance is midway down the ramp that runs underneath Holyoke Center between Dunster and Holyoke Streets. The After-Hours Urgent
Care Clinic should be used for health-related issues that cannot wait until regular clinic hours. Students should call ahead (617-495-5711) if possible, and a doctor or nurse may provide advice about the problem. The HUHS staff can also help make arrangements for transportation if necessary. Students who feel they need medical attention but are not sure as to the urgency of the problem are advised to call 617-495-5711 to discuss the situation.

**DENTAL SERVICE**

617-495-2063

Good oral health care is essential to overall well-being and prevention of oral health problems and is the top priority of the HUHS Dental Health Service. The dentists and hygienists provide diagnostic and preventive care as well as restorative and endodontic care, oral surgery, and periodontics on a fee-for-service basis. Students may arrange for care by scheduling an appointment with the Dental Service (617-495-2063).

**IMMUNIZATIONS**

In compliance with the Commonwealth of Massachusetts Immunization Regulations, all full-time students must submit proof of immunization against measles, mumps, rubella, diphtheria, and tetanus (or laboratory proof of immunity). As of September 1, 2005, all entering students will be required to have received hepatitis B vaccination series (at least first two of three shots) or proof of prior infection and adequate antibody titer. Prior to September 2005, however, HUHS strongly encourages all graduate/professional students to receive this vaccination before matriculation. A meningococcal vaccine is strongly recommended for first-year graduate students who plan to reside in dormitory space. Information about these requirements is mailed to all new students, explaining that forms signed by physicians need to be sent to the Harvard University Health Services by July 1. By law, students who do not submit proof of immunizations cannot register. All students who are not in compliance with Massachusetts’s regulations are urged to be immunized as soon as possible by a physician at home or at a community clinic.

**MENTAL HEALTH SERVICES**

www.huhs.harvard.edu
Harvard University Health Services, Fourth Floor, 617-495-2042
Richard Kadison, M.D., director

Monday and Friday, 8:00 a.m.-6:00 p.m.
Tuesday, Wednesday, and Thursday, 8:00 a.m.-8:00 p.m.
Emergencies nights and weekends, call 617-495-5711

Provides staff of psychiatrists, psychologists, licensed social workers, and prescribing clinical nurse specialists experienced in helping students resolve personal issues. Appointments can be made by calling 617-495-2042 or by coming in person to the fourth floor of Harvard University Health Services (HUHS). There is a triage system where brief phone appointments are set up with an experienced clinician who will review your concerns and arrange for follow-up. There are four hours of urgent care available each week-
day for students who feel they need same-day access. Nights and weekends a staff member is always on call to respond to emergencies—call 617-495-5711. There are satellite clinics providing Mental Health Services at Harvard Law School, Harvard Business School, and the Longwood Medical area that are also available to all students.

HUHS clinicians are available to help students address a full range of personal issues that include stress-related symptoms such as sleep, appetite, and concentration problems, anxiety, depression, relationship problems, interpersonal difficulties, violence, trauma, bereavement, eating concerns, and general life issues. They provide individual, group (issue focused and interpersonal), and couples psychotherapy. Crisis intervention and individual and community consultation are also available.

**STILLMAN INFIRMARY**  
617-495-2034

Stillman Infirmary, the inpatient division of HUHS, is a licensed and accredited acute-care hospital accredited by the JCAHO to provide short-stay care for uncomplicated medical and mental health problems, and certain postoperative cases not requiring tertiary care hospital services. The services of all physicians, nurses, and staff, as well as all intravenous and oral medication, diagnostic tests, room, and board, are covered by the Harvard-sponsored Blue Cross Blue Shield plan. The student’s other non-BCBS insurance company will be billed if a student has waived the Harvard-sponsored Blue Cross Blue Shield coverage. No student will be denied admission when clinically indicated.

**SPECIFIC NEEDS**

HUHS is prepared to meet the general and specific medical needs of students, faculty, staff, and retirees. Early contact with a primary care clinician is advised to establish a base for continuity of care during a student’s active stay at school.

As part of a continuing effort to make HUHS more accessible, a variety of services are available through the Disability office, including sign and oral interpreters for regularly scheduled or emergency appointments, and readers for the Guide to the Harvard University Health Services and other appropriate literature. The patient advocate (617-495-7583) is available to provide orientation to HUHS on an individual basis and can assist individuals with arrangements for specific needs. The patient advocate welcomes contact from anyone with a health condition who may have a question or concern regarding health care.

Emergency health care is available on a twenty-four-hour basis (617-495-5711 voice, or 617-495-1211 TTY). Transportation is available on a regular basis by the Shuttle Van (617-495-5280) and on an emergency basis by the Harvard Police (617-495-1212 voice, or 617-495-1211 TTY).

Wheelchair accessible restrooms are located throughout HUHS at Holyoke Center. Stillman Infirmary shower and bathroom facilities are fully accessible to people who use wheelchairs.

HUHS provides special help to people who have been victims of any form of violence. In addition to treating the medical problems associated with rape or assault, HUHS offers complete counseling services. As with all HUHS care, these services are completely confidential and no information will be reported to police, unless the victim requests it.
DIAGNOSTIC AND SPECIALTY SERVICES

HUHS provides extensive on-site diagnostic and specialty services. X-rays and laboratory tests must be ordered by a physician or nurse. A wide array of Holyoke Center-based ambulatory specialty services, including dermatology, ear, nose, and throat, gastroenterology, endocrinology, rheumatology, allergy, neurology, ophthalmology, orthopedics, physical therapy, general surgery, urology, and obstetrics/gynecology are available by referral from a PCP. For dental, allergy, nutrition, and optometrical (including the Contact Lens Service) consultations, students may call directly for an appointment.

Most routine gynecological care is performed by primary care clinicians. If special expertise is required, a referral to one of the HUHS board-certified gynecologists will be made. Gynecological appointments are available on-site at HUHS or with a member of the HUHS staff at the Brigham and Women’s Faculty Obstetrics/Gynecology Practice.

Harvard offers anonymous HIV counseling and testing service for students. Call 617-495-2139 to schedule an appointment. For information about tests, call HUHS Center for Wellness and Health Communication at 617-495-9629, AIDS Education and Outreach at 617-495-0404, or Peer Contraceptive Counselors at 617-495-7561.

COMMUNITY/TERTIARY HOSPITAL SERVICES

HUHS has relationships with all of the major academic hospitals affiliated with Harvard Medical School. However, when students need to be hospitalized for medical or surgical treatment the main sites of care are Brigham and Women’s Hospital, Beth Israel Deaconess Medical Center, and the Mount Auburn Hospital. The first two institutions are located in the Boston Longwood Medical Area and the latter is approximately one mile from HUHS in Cambridge. A subgroup of HUHS primary care providers serve as hospital coverage rounding physicians for all HUHS patients hospitalized at BWH or BIDMC. Most routine general surgery is performed at the Mount Auburn Hospital. This hospital rounding system helps hospitalized students plan for discharge medical care and accommodations and work closely with graduate/professional school deans of students to assure a smooth transition back to academic life.

PHARMACY (617-495-5797) AND OPTICAL SHOP (617-495-5728)

HUHS operates its own nonprofit pharmacy, which is located next to the main HUHS entrance in the Holyoke Center Arcade and is open from 8:45 a.m. to 7:00 p.m. on weekdays and from 9:00 a.m. to 1:00 p.m. on Saturdays. The pharmacy fills only HUHS prescriptions and tries to provide a reliable generic version of a drug whenever possible, thus offering lower prices than some area competition. Some nonprescription items may also be purchased at the pharmacy. All students who pay the student health fee are enrolled for prescription coverage (see details in the Harvard Student Health Insurance Handbook found online at http://huhs.harvard.edu/PDF/HealthInsuranceHandbook.pdf).

The HUHS Optical Shop is located on the fifth floor of HUHS at Holyoke Center. It is open to all those presenting a Harvard ID on a walk-in basis from 9:00 a.m. to 5:00 p.m., Monday through Friday.
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PATIENT ADVOCACY
617-495-7583

There is an assistant to the director designated as a patient advocate who provides information and investigates complaints as part of the HUHS effort to assure quality of care and patient satisfaction. Any patient who encounters difficulties with the HUHS system should contact the patient advocate at 617-495-7583, or visit the office at HUHS. Students may also complete a comment form online at www.huhs.harvard.edu/aboutus/QuestionsConcernsPatientAdvocate.htm or they are available at any of the suggestion boxes located throughout the HUHS. The patient advocate is available to listen to any questions or concerns. All complaints are kept in the strictest confidence. The patient advocate also welcomes positive comments about what has gone well and any recommendations for HUHS.

GRADUATE STUDENT HEALTH ADVISORY COUNCIL
617-495-7583

The HUHS Graduate Student Health Advisory Council (GSHAC) is a student-run patient advocacy group designed to address student health issues at Harvard. Members voice problems, complaints, and suggestions that can influence procedures and policies at HUHS. The patient advocate acts as liaison to the HUHS administration. For more information, students should call 617-495-7583.

CENTER FOR WELLNESS
AND HEALTH COMMUNICATION
HARVARD UNIVERSITY HEALTH SERVICES
2nd Floor, 617-495-9629

Harvard University Health Services’ (HUHS) Center for Wellness and Health Communication (CWHC) provides health promotion, wellness programs, and resources and information. The CWHC is a resource designed to support and facilitate attitude, behavior, and community change conducive to health at Harvard. The CWHC staff addresses a wide range of health concerns using a variety of resources and methods including comprehensive health and wellness programs, written materials, student groups, workshops, educational videos, and referral to campus and community resources.

The CWHC also houses a resource center for information on health and medical issues. Individual consultation, brochures, handouts, video viewing, health-enhancing software, and interactive programs to retrieve health information are available on a walk-in or appointment basis. The CWHC is also the home of the Mind/Body Medical Institute at HUHS. The Institute works to change behavior to support self-management for health promotion and prevention, treatment, and regression of illness. The CWHC is open Monday through Friday, from 9:00 a.m. to 5:00 p.m., and is located on the second floor of HUHS. Programs are offered during days and evenings.
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The CWHC addresses various topics including:
• Alcohol/drug use and abuse
• Sexual health
• Sexually transmitted infections (STIs), including HIV and AIDS
• Contraception (routine and emergency)
• Eating disorders/eating concerns
• Stress management
• Nutrition
• Colds/flu
• Smoking cessation
• Repetitive Strain Injury (RSI)
• Complementary therapies
• Sleep issues
• Back care
• Allergies
• Travel health
• Exercise/conditioning
• Cardiovascular/diabetes prevention

IN COMMON
www.digitas.harvard.edu/~incommon/
617-384-TALK; 617-384-8255
Sun.–Thurs., 8:00 p.m.–midnight
Excluding Harvard holidays
Check phone message for possible schedule changes.

In Common is the peer counseling hotline for Harvard’s graduate and professional schools. It offers support and acts as a referral service for students who are dealing with a wide range of issues such as loneliness and alienation, uncertainty about careers, academic or financial problems, or difficulties in relationships. No issue is too big or too small.

The line is open throughout the academic year, Sunday through Thursday, 8:00 p.m. to midnight, excluding Harvard holidays. Calls are anonymous and confidential. No caller ID. Call 617-384-TALK (8255), or 4-TALK from on-campus phones. Student volunteers are trained and supervised by professionals from Harvard University Health Services (HUHS) and the Bureau of Study Counsel. For more information or to become a volunteer, e-mail incommon@digitas.harvard.edu or visit the Web site.

SPECIAL SUPPORT: LIFE RAFT

Life Raft is a Harvard community resource for faculty, staff, and students facing life-threatening illness or death. Life Raft offers contact by phone, mail, or in meetings every Wednesday from noon to 2:00 p.m. in the ground-floor conference room of Memorial Church. Students and other members of the Harvard community are welcome to attend at any time for confidential discussions. For more information call Barbara Gilmore, RN, CNS, Coordinator 617-527-0330; Mental Health Services 617-495-2042.
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AIDS SUPPORT GROUP

This discussion group is not currently meeting. Students who are interested should call Barbara Gilmore, MSN, RN, CS, Coordinator at 617-495-2042.

INTERNATIONAL OFFICE

www.hio.harvard.edu
Holyoke Center 864, 617-495-2789
Mon.-Fri., 9:00 a.m.-5:00 p.m.

The Harvard International Office (HIO) serves the foreign nationals at Harvard by providing programs and services for international students, scholars, and their families. These programs and services include orientation meetings, arrival booklets, and printed information to assist with the 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; the Friends of International Students program for new graduate students; discussion groups, and activities for accompanying spouses; and information on a wide variety of topics disseminated through printed material, a Web site, and group information sessions. In late February/early March, the HIO organizes tax seminars for international students and scholars.

The office also acts as a liaison between Harvard and various 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 membership includes graduate and undergraduate students.

All newly admitted international students are required to check in with the HIO before registering in their schools. They should bring their passports and visa documents or other evidence of their immigration status. All foreign nationals are encouraged to visit the office in order to take advantage of its programs and services.

OFFICE OF WORK/LIFE RESOURCES

http://harvie.harvard.edu/workandlife
http://atwork.harvard.edu/worklife
124 Mt. Auburn St., 617-495-4100

Information is available about work/family programs and services both internal to Harvard and provided by external resources exclusively to the Harvard community. These include the Harvard-affiliated day care centers, community day care centers and nursery schools, private and after-school programs and summer camps, childcare and adoption scholarships, referral for elder care services, and emergency/backup services for Harvard Union of Clerical and Technical Workers (HUCTW), professional and administrative staff and faculty.

A Family Resource Handbook published by the Office of Human Resources and by the Harvard Medical Center Office of Work and Family is available to all faculty, staff, and students upon request. Call 617-495-4100.
CHILD CARE

There are six separate tuition-funded day care centers at the University. The centers, which are fully licensed with high-quality professional staff, provide full-time or part-time care for 350 children of Harvard staff, faculty, and students and families in the surrounding community. The centers vary in philosophy, parent participation, schedules, tuition fees, and ages of the children. As separate, private, nonprofit corporations, they establish their own policies and budgets, and do their own hiring and enrollment.

HARVARD SPOUSAL BENEFITS

Athletics

Spouses may purchase at the Murr Center the following cards for access to Harvard athletic facilities normally open to GSAS students. Ticket office phone number: 617-495-2211. Hours 9:00 a.m.—5:00 p.m., Monday—Friday.

Family Participation Cards: GSAS students may purchase term-long and summer family memberships for tax dependents as long as the student has a current and valid Harvard student I.D. card. There is a limit of four membership cards per family. Students should refer to the athletics department Web site, www.athletics.harvard.edu, for more information.

All GSAS students are admitted to Harvard athletic events at a reduced price. Students should contact the ticket office for more information.

For further information, see Athletic Facilities, Chapter XII of this Handbook.

Library

GSAS spouses may also purchase borrowing privileges in Widener Library, Room 130 (Monday—Friday: 9:00 a.m.—4:45 p.m.). This borrower card may be used at seventeen different libraries. The loan period for books is twenty-eight days. A list of the available privileges will be given to the spouse when the card is purchased. To purchase this card, a spouse must bring a photocopy of the student identification of his or her spouse, along with a photo identification card of himself or herself, to Room 130 in Widener Library. For more information on this process, please call 617-495-4166.

- $3 per calendar year (borrowing privileges expire when spouse’s student ID card expires)
- twenty-eight-day loan period

For further information, see Libraries, Chapter XI of this Handbook.

If you have any questions about these or other benefits, contact the Student Affairs office in the Dean’s office of Byerly Hall at 617-495-1814 or studaff@fas.harvard.edu. For other resources related to family, see Work/Life and Family Resources, Chapter XII.
STUDENT EMPLOYMENT

www.seo.harvard.edu
Byerly Hall Basement, 617-495-2585
Mon.–Fri., 9:00 a.m.–5:00 p.m.

The Student Employment Office (SEO) is a resource for undergraduate and graduate students seeking term-time and summer employment. The office and Web site have listings of 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. The skills file on the Web site allows students to register their qualifications and availability for casual work as computer specialists, baby-sitters, typists, translators, musicians, researchers, etc.

The Web site also contains information about several employment programs that expand student job opportunities including the Federal Work-Study Program. A University identification card is required to gain admittance to the office, and an ID number is needed to access the job listings on the Web site.

CENTER FOR TRAINING AND DEVELOPMENT

www.harvie.harvard.edu/courses
124 Mt. Auburn Street, 3rd Floor
617-495-4895
training@harvard.edu

Harvard Center for Training and Development (CTD) offers a wide range of general professional development courses to Harvard staff. Courses include managerial and supervisory skills, career development, and computer training. Most courses are repeated throughout the year and registration is available online. The current schedule of courses, as well as course descriptions and registration information, can be viewed online (www.harvie.harvard.edu/courses).

RELIGIOUS ACTIVITIES

MEMORIAL CHURCH AND APPLETON CHAPEL

www.memorialchurch.harvard.edu
The Memorial Church, Ground Floor,
Harvard Yard, 617-495-5508
Office hours: Mon.–Fri., 9:00 a.m.–5:00 p.m.

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. 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 of 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 and Life Forum, the annual William Belden Nobel lectures, and providing pastoral counseling services to all members of the University.

Services
A Christian service of Morning Prayers is held at 8:45 a.m. Monday through Saturday during the academic year, with the principal worship service held at 11:00 a.m. on Sunday mornings. Once a month, a service of Compline is held on Thursday evening at 10:00 p.m. 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 Harvard University Choir (www.uchoir.harvard.edu) is regarded by many worldwide as the premier program in college chapel music in the United States, a demanding but rewarding musical experience for Harvard students. The choir sings at all Sunday services and presents a spring concert each year.

THE UNITED MINISTRY AT HARVARD AND HARVARD UNIVERSITY BOARD OF MINISTRY
www.ministry.harvard.edu
The Memorial Church, Ground Floor, Harvard Yard, 617-495-5529
Mon.-Fri., 9:00 a.m.-5:00 p.m.

The United Ministry at Harvard is the umbrella organization of 40 chaplains representing 26 of the world’s religious traditions, united in their commitment to serving Harvard’s diverse student communities.

Members of the Harvard community are encouraged to contact the chaplains in The United Ministry at Harvard, who are available to meet and talk about spiritual concerns, and ethical and personal matters. Please visit our Web site for complete up-to-date information, news and events, and a full description of groups and worship services: www.ministry.harvard.edu.

Staff Assistant, Board of Ministry and The United Ministry: 617-495-5529

CHAPLAINS:
Baha’i Association Mrs. Barbara Markert 781-431-7722
Baptist (American) Rev. Irving Cumming 617-864-8068
Baptist (Southern) Mr. Curtis Cook 617-965-3392
Mrs. Rebekah Kim 617-495-8882
Harvard Asian Baptist Student Koinonia 617-864-5948
Boston-Cambridge Ministry in Higher Education Rev. Carolyn Dittes 617-495-5987
Buddhist Community Lama Migmar Tseten 617-492-2614
Campus Crusade for Christ Patrick (Pat) McLeod 617-497-8521
Catholic Student Center Fr. George Salzmann, OSFS 617-868-6585
Fr. Bill Murphy 617-868-6585
Ms. Jacqueline Landry 617-868-6585
Msgr. Dennis Sheehan 617-868-6585
Chabad House (Jewish) Rabbi Hirschy Zarchi 617-547-6124
Christian Science Chaplaincy Ms. Margit Hammerstrom 617-661-9136
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Church of Jesus Christ of Latter-day Saints
Dr. Lewis Clark Christian 617-547-6188
Dr. William Fogt 617-547-6188

Episcopal Chaplaincy
Rev. Jacqueline Schmitt 617-495-4340

Harvard Hindu Fellowship (Vedanta Society)
Swami Tyagananda 617-536-5320

Hillel Foundation (Jewish)
Dr. Bernard Steinberg 617-495-4696
Rabbi Robert Klapper 617-623-8173
Rabbi Norman Janis 617-738-9912

Humanist Chaplaincy (non-religious)
Mr. Thomas Ferrick 617-495-5986
Mr. Greg Epstein 617-495-5986

InterVarsity Christian Fellowship
Mr. Jeff Barneson 617-496-2472
Ms. Serena Syme Hildenbrand 617-596-4738
Mr. Jimmy Quach 617-492-5450

Islamic Society (Muslim)
Mr. Taha Abdul-Basser 617-496-8084

Lutheran Campus Ministry
Rev. Donald Larsen 617-876-3256

The Memorial Church
Rev. Professor Peter J. Gomes 617-495-5508
Rev. Dr. Dorothy A. Austin 617-495-5508
Rev. Mark D. W. Edington 617-384-7262

Orthodox Christian Fellowship
Fr. Anastasios Coulouras 978-251-4485

Presbyterian Church in America
Rev. Bradley Barnes 617-233-1332

Religious Society of Friends (Quakers)
Mr. Thomas Patrick Ash 617-876-1868

United Church of Christ
Rev. Carolyn Dittes 617-495-5987

United Methodist Chaplaincy
Rev. Scott Campbell 617-354-0837

United Methodist (Korean Mission)
Rev. Raymond Kahng 617-441-5211

Unitarian Universalist Chaplaincy
Dr. Thomas Mikelson 617-876-7772
Rev. Jory Agate 617-876-7772

Zoroastrian Association
Dr. Cyrus Mehta 617-661-2011

The Harvard University Police Department (HUPD) is committed to providing the Harvard community with a safe and secure environment. The HUPD accomplishes this through establishing partnerships with the community and using problem-solving techniques for crime reduction with representatives of students, faculty, staff, and other interested groups. The HUPD is a full-service police department composed of sworn police officers, uniformed guards, civilian communication dispatchers, and support and administrative personnel. The police officers are sworn special State Police officers with deputy sheriff powers.

The department has adopted a community-oriented problem solving (COPS) approach that calls for partnerships between the HUPD and the Harvard community. These partnerships help the department successfully deal with problems, prevent crime, and maintain an orderly community. To help build, maintain, and strengthen these partnerships, the HUPD is divided into six geographically based teams. Because they have specific areas of responsibility, officers are able to build relationships and become
familiar with problems specific to their area through increased communication and interactions. Some core functions of the department include 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; investigating trespassers or unwanted guests; and initiating informal contact with students, faculty, and staff while patrolling on foot and bicycles and while eating in the dining halls. A cooperative spirit leads to good rapport between officers and students.

Students and their parents are encouraged to become familiar with the department’s “Playing it Safe” publication (see www.hupd.harvard.edu/prevention_handbook.php) that discusses campus safety and security policies, procedures, and practices. The publication describes programs and services designed to promote safety and security and to help members of the Harvard community prevent and report crime. Also available on the Web site are the most recent crime statistics for the campus area, provided in accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (the Clery Act).

**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 rooms 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 Web site (www.hupd.harvard.edu/prevention_tips.php). 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 are located at outdoor locations throughout the campus; they have blue lights above them for easy identification. The dispatcher will identify the location of the phone being used and will dispatch police and other security personnel as necessary. These phones should be used to report suspicious activity, crimes in progress, or any emergency.

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, utilizing the designated well-lit pathways as noted in the student telephone directory, and utilizing the shuttle buses.
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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 Web site (http://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 p.m.-2:00 a.m., Sunday through Wednesday, and 10:30 p.m.-3:00 a.m., Thursday through Saturday.

**Whistles and Shrill Alarms**

Safety whistles are available for FREE at HUPD headquarters at 1033 Massachusetts Avenue, 6th Floor. Shrill alarms can be purchased at 1033 Massachusetts Avenue for $10.

**Community Advisory/Crime Alerts**

The HUPD disseminates community advisories and crime alerts after a serious or violent crime is reported to the HUPD or local police departments. Community advisories are distributed to the entire University community, whereas crime alerts are disseminated to the relevant population of students, faculty, and staff or to the students, faculty, and staff in a specific area or location. The purpose of the advisory and alert is to notify the community about potential public safety threats. The community advisories and crime alerts are disseminated directly to GSAS students.

**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 8:00 a.m. to 4:00 p.m. 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 punishable by imprisonment in a state prison up to 20 years.”

Rape may occur between people who know each other and between people who have previously had consensual sexual relations. 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 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 whether a situation constitutes a rape or indecent assault and battery, please consult with either the HUPD, Office of Sexual Assault Prevention and Response (OSAPR), Harvard University Health Services (HUHS), your resident Dean, a designated Sexual Assault/Sexual Harassment (SASH) Advisor, or other helping resources to get support and information, and to determine if a crime has been committed.
Massachusetts General Laws and University policy seek to protect victims of rape, indecent assault and battery, and other sex offenses, and they encourage the reporting of such crimes to responsible University officials. These officials include the HUPD, OSAPR counselors, HUHS counselors, SASH advisors, your resident dean, senior tutor, or any other University counselor.

If you have been the victim of a rape or an indecent assault and battery, the HUPD strongly recommends one of the following options:

- 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, 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.

**OPTIONS FOR FURTHER ACTION**

**Prosecution**

As a victim of rape or sexual assault 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**

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 disciplinary action. Since disciplinary 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 and including 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.

Privacy Concerns

Massachusetts law requires any physician examining or treating a victim of rape or sexual assault to report the case and general area where the attack occurred to the Commissioner of Public Safety or to the local police. This report will not include the victim’s name, address, or other identifying information.

Massachusetts General Laws, Chapter 41, Section 97D provides that reports of rape and sexual assault (or attempts to commit those offenses) are not public documents. The police department must maintain such reports in a manner that will ensure their confidentiality. Massachusetts General Law, Chapter 265, Section 24C similarly protects the confidentiality of court and police records relating to an arrest, investigation, or complaint for rape or assault with intent to rape. The law also provides that such records are not public records and prohibits disclosing the victim’s name.

RESOURCES FOR ADVICE AND COUNSELING

The University, Cambridge, and Boston offer a range of counseling and support services for victims of rape and sexual assault. 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.

On-Campus 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, through the Office for Coeducation in Harvard College, or through the Harvard College Dean’s office.

The Faculty and Staff Assistance Program (free, confidential evaluation and referral for Harvard faculty and staff). Weekdays 9:00 a.m. to 5:00 p.m. for an appointment (confidential voice mail at night). 617-495-HELP (4357)

RESPONSE (Peer Counseling)
Lowell House Basement E-013, 617-495-9600
Judy Fox, Assistant Dean of Harvard College
University Hall, first floor, 617-496-4892
Linda Wilcox, Ombudsperson Harvard Medical School
164 Longwood Avenue, 617-432-4040
Bureau of Study Counsel
5 Linden Street, 617-495-2581
United Ministry at Harvard and Radcliffe Memorial Church
Harvard Yard, 617-495-5529
Office of Sexual Assault Prevention and Response
DOMESTIC ABUSE AND DATING VIOLENCE

Advice and assistance regarding domestic abuse and dating violence are available from the Department’s Sensitive Crime Unit at 617-495-1796 from 8:00 a.m. to 4:00 p.m. At all other times, the HUPD emergency number, 617-495-1212, should be used.

Those convicted of such crimes can be fined, imprisoned, or required to attend an abuse prevention or counseling program, and can be subject to University discipline up to and including termination of a student or employee status.

Stalking Law (Massachusetts General Law, Chapter 265 s.43A)

Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and makes a threat with the intent to place in imminent fear of death or bodily injury, shall be guilty of the crime of stalking. Such conducts, acts, or threats shall include, but not be limited to conduct, acts, or threats conducted by mail or by use of a telephone or telecommunication devices including but not limited to electronic, mail, Internet communication, and facsimile communication.

Criminal Harassment (Massachusetts General Laws, Chapter 265 s.43A)

Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment. Such conduct, acts, or threats shall include, but not be limited to conduct, acts, or threats conducted by mail or by use of a telephone or telecommunications device including but not limited to electronic, mail, Internet communications, and facsimile communication.

Anyone who feels she or he is being harassed repeatedly, etc., and needs advice or assistance, should contact a member or the Department’s Sensitive Crime Unit at 617-495-1796 from 8:00 a.m. to 4:00 p.m. After these hours, contact the HUPD at 617-495-1212.

Complaint Procedures

The HUPD’s relationship with the community is vital to achieving our mission. All community members should expect to be treated in a courteous and professional man-
Ch XII Services and Programs

Occasionally questions arise regarding professional

canter by members of the department. The Harvard University Police Department does not tolerate employees who

act unprofessionally, rudely, or who do not seek to provide an appropriate level of service. We also wish to recognize instances where our employees have been especially helpful or have exceeded your expectations in the service they have provided. The

quality of our service is dependent in part on feedback from the community, and the

department has an extensive process in place to respond to citizen complaints.

The community is encouraged to bring to the department’s attention both compliments and questions of professionalism by contacting one of the following individuals in a timely manner:

- The on-duty shift supervisor can be reached by calling 617-495-1786; this individual is available 24-hours a day.
- Calling the Office of the Chief at 617-495-1780.

Additionally, community members can commend or make a complaint against an officer at www.hupd.harvard.edu/about_professional.php. Community members can include their name and e-mail address or do it anonymously. Anonymous complaints will be investigated, but the investigation may be limited if the complainant is not available for follow-up questioning.

Laptop Registration

Students are strongly encouraged to register their laptops. The HUPD offers students two ways to register their laptop. Students can register it online on the HUPD Web site or through the STOP program.

The online registration is a free service provided by the HUPD. The HUPD maintains a database that stores the make, model, and serial number of the laptop. In the event of the loss or theft of the laptop the HUPD will be able to provide you with that information, which could help facilitate the recovery of the laptop. To register a laptop online please visit www.hupd.harvard.edu/laptop.php.

In addition to the online registration, the second method to register a laptop is through the STOP program. The HUPD, in partnership with Security Tracking of Office Property (STOP) Inc., provides a theft prevention and recovery system. For a $10 registration fee, a laptop will be registered in a database that is good for the life of the computer. Laptops will be fitted with a unique, tamper-proof patented plate, with a barcode and indelible tattoo. Students may register laptops by bringing them to HUPD headquarters at 1033 Massachusetts Avenue or by watching for notices of periodic laptop registrations conducted at various points throughout the University. For additional information on the STOP program, visit their Web site at www.stoptheft.com.

Bicycle Registration

Students, faculty, and staff are strongly encouraged to register their bicycles. The HUPD offers two ways to do this. Bicycles can be registered online on the HUPD Web site or in person at the Harvard University Police Department headquarters at 1033 Massachusetts Avenue, 6th floor.

Bicycle registration is free for all students. Registration serves as a deterrent to theft and can help in the recovery of stolen bicycles. The serial number is recorded and an identifying sticker is placed on the bicycle. The bicycle owner will need to provide the HUPD with the bicycle’s serial number, manufacturer, model, and color.
Bicycles can be registered in-person by bringing them to HUPD headquarters at 1033 Massachusetts Avenue or by watching for notices of periodic bike registrations conducted at various locations throughout the University. Bicycles may also be registered online by visiting www.hupd.harvard.edu/bike.php. Upon registering a bicycle, the owner will be mailed a registration sticker to be attached to the bicycle.

To reduce the chance that a bike will be stolen, use two locks, each with a different locking mechanism. For more information, visit www.massbike.org/info/lockbike.pdf.

Lost and Found

The HUPD serves as the central collection point for lost and found items, such as keys, backpacks, eyeglasses, and bicycles. Anyone who has lost property should call 617-495-1783 or come to the HUPD at 1033 Massachusetts Avenue to determine whether it has been turned in. The lost and found is open between 8:00 a.m. and 3:00 p.m., Monday through Friday.

Medical Emergencies

Students should dial 9-911 for medical assistance in any life-threatening situation. Urgent medical assistance is available 24 hours a day at Harvard University Health Services (HUHS). The HUPD provides medical transports to HUHS 24 hours a day. By law, the HUPD cannot transport non-ambulatory students in police vehicles. They do, however, respond to all medical emergencies. If they are unable to transport the victim, they will provide emergency medical treatment until trained medical professionals arrive.

TRANSPORTATION SERVICES

For the latest information, visit the Web site (www.uos.harvard.edu/transportation/shu.shtml), e-mail shuttle@harvard.edu, or visit www.shuttletime.harvard.edu (a Web site with schedule information that can be accessed by using Internet-enabled, mobile, or wireless devices).

SHUTTLE BUS SERVICE

The Shuttle Bus service is designed to provide students and staff with safe, convenient transportation on the Cambridge and Allston campuses throughout the academic year, except during recesses. The service is free to members of the Harvard community. During the academic year, scheduled service includes: weekdays from 7:30 a.m. to 1:00 a.m., weekends from 9:45 a.m. to 1:00 a.m. (Friday and Saturday nights the service operates until 5:00 a.m.).

Schedule Availability: Pocket-sized schedules are available throughout the campuses, including the Harvard University Events and Information Center located in the Holyoke Center Arcade, House offices, libraries, dining halls, Registrar’s office, and on the vehicles. For more information, call 617-495-0400.

There is also a year-round service operating daily between Soldiers Field Park and Lamont Library. This bus allows for daily connections to the Longwood Medical Area. Visit www.uos.harvard.edu/transportation/shu.shtml for schedules.
MEDICAL SCHOOL SHUTTLE SERVICE

The Medical School Shuttle (M2) is operated by the Medical Area Service Corporation (MASCO) year-round, Monday through Saturday, between the Johnston Gate and the Longwood Medical Area. For schedule information, call 617-632-2800. Tickets and passes may be purchased in advance at 350 Longwood Avenue or at the Cash Receipts office, 368 Holyoke Center. All GSAS students may ride free by showing a valid student photo ID to the driver.

DAYTIME VAN SERVICE (FULLY ACCESSIBLE)

The Daytime 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. Rides in the van are by appointment only. All riders must be authorized in advance by either the Accessible Education Office, their local disability coordinator (students), or the University Disability Coordinator (faculty/staff). Service times vary for academic, weekend, summer, and recess periods. Call 617-495-0400 for service times and reservation requirements. The TTY phone number is 617-496-6642.

EVENING SHUTTLE VAN SERVICE (FULLY ACCESSIBLE)

The Evening Shuttle Van Service is designed to provide safe transportation throughout the Cambridge and Allston campuses as a supplement to the shuttle bus. Rides are free and available on demand between 7:00 p.m. and 3:00 a.m. nightly, last call received at 2:40 a.m. Call 617-495-0400 for more information and service requests.

MOTORIST ASSISTANCE PROGRAM (MAP)

Fleet Management 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 7:00 a.m. and midnight, Monday through Friday (except University holidays). Call 617-496-SAFE.

MEDICAL TRANSPORT SERVICE

Medical escorts to HUHS are provided by the police 24 hours a day. The Harvard Police, by law, cannot transport non-ambulatory community members in Harvard Police vehicles. They do respond, however, to all medical emergencies, and if they are unable to transport, they provide emergency medical treatment until medical professionals arrive. Students can call 617-495-1212 for police assistance.
ZIPCAR
www.zipcar.com/crimson
1-866-4 Zipcar

Zipcar offers 24/7 self-service cars by the hour. Harvard has a special discount program for students, faculty, and staff. Zipcar has over 100 locations in the Boston area, including many on the Harvard campus. Reserve online, let yourself in with a Zipcard, and drive away. Parking spot, gas, insurance and maintenance included in the usage fees. Cars include VW Beetles, Golfs and Jetta; Mini Coopers; Toyota Priuses; 322 and many others. Visit www.zipcar.com/crimson for details on the special Harvard membership rate.

MOTOR VEHICLE REGISTRATION AND PARKING
www.uos.harvard.edu/transportation
Harvard University Parking Services
3 Bow Street, Cambridge, MA 02138, 617-495-3772

Parking in Cambridge is extremely limited. On-street parking is reserved for vehicles registered with the Massachusetts Registry of Motor Vehicles and principally garaged in Cambridge. Cambridge parking stickers are available at the City of Cambridge Transportation Department located at 238 Broadway. Private rental parking is scarce and expensive. The University suffers from a finite number of parking spaces, and Cambridge regulations effectively limit the growth of parking in the city. GSAS students who require parking must fill out an application and submit it to the Parking office during registration. Successful candidates will be assigned parking in Allston.

Residents will be placed in the One Western Avenue or Peabody Terrace garage and commuters will be assigned to the Soldiers Field Park garage. Parking fees are paid at the beginning of the academic year and can be term-billed. Credits are pro-rated on a monthly basis.

Resident/Tenant Parking—Non-assigned parking in the One Western Avenue or Peabody Terrace garage is valid 24 hours a day for students living within the campus area. Resident parking is for the academic year ending June 30, 2006.* Parking for July and/or August is also available at an additional cost.

Commuter Parking—Non-assigned parking in the Soldiers Field garage between 5:00 a.m. and 3:00 a.m. for students living outside the campus area. Commuter parking permits are issued for the academic year ending June 30, 2006.*

Night and Weekend Parking—Parking in designated parking lots between 5:00 p.m. and 3:00 a.m., Monday through Friday, and all day on weekends and University holidays. Night and weekend parking is available on the Cambridge side of the University to all students, and valid for the year ending June 30, 2006.* Parking for summer months is available at an additional cost.

*Note: 2005-2006 rates have not been confirmed.
In order to register for parking, all students must provide the following information:

1. A valid driver’s license and/or Harvard ID as required.
2. Proof of residency (e.g., lease, current utility, cable, or telephone bill with the student’s name and address on it).
3. Vehicle registration, which clearly states the student’s or parent’s name.

**Accessibility and 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. 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.

**Parking for Guests**—Temporary visitor parking permits for all campus lots are made on a space-available basis through Parking Services.

For the most current information on parking at Harvard University, please visit the Web site (www.uos.harvard.edu/transportation/par.shtml).
XIII. COUNSELING RESOURCES FOR STUDENTS IN THE GRADUATE SCHOOL OF ARTS AND SCIENCES

GRADUATE SCHOOL OF ARTS AND SCIENCES (GSAS)

Associate Dean for GSAS Student Affairs Garth McCavana has general responsibility for the welfare of graduate students and monitors students’ academic status, progress, and discipline and is available to discuss any problems that may arise including sexual harassment complaints. Dean McCavana will refer students to additional sources of assistance if necessary. Offices: Byerly Hall, second floor, 617-495-1814; Dudley House, third floor, 617-496-3362; mccavana@fas.harvard.edu.

Director of GSAS Student Services Ellen Fox serves as the primary resource for all GSAS students about any academic or personal concerns including policies regarding sexual harassment. She serves in an advisory role and provides support and information about counseling and other services for GSAS students. In serving as an advocate for students and providing support, her role is similar to that of an ombudsperson. Ellen also supervises the resident advisors, one of whom resides on each floor of the GSAS residence halls. Office: Dudley House, Room B-2; 617-495-5005; efox@fas.harvard.edu.

IN COMMON

www.digitas.harvard.edu/~incommon
617-384-TALK
Sunday-Thursday, 8:00 p.m.-midnight, excluding Harvard holidays

In Common is the peer counseling hotline for Harvard’s graduate and professional schools. It offers support and acts as a referral service for students who are dealing with a wide range of issues such as loneliness and alienation, uncertainty about careers, academic or financial problems, or difficulties in relationships. No issue is too big or too small.

The line is open throughout the academic year, Sunday through Thursday, 8:00 p.m. to midnight, excluding Harvard holidays. Calls are anonymous and confidential. No caller ID. Call 617-384-TALK (8255), or 4-TALK from on-campus phones. Student volunteers are trained and supervised by professionals from Harvard University Health Services (HUHS) and the Bureau of Study Counsel. For more information or to become a volunteer, e-mail incommon@digitas.harvard.edu or visit the Web site.
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BUREAU OF STUDY COUNSEL

www.fas.harvard.edu/bsc
5 Linden Street, 617-495-2581
Suzanne Renna, EdD, acting director/associate director
Hours: Monday-Friday, 8:30 a.m.-5:30 p.m.

The Bureau of Study Counsel offers a variety of academic, psychological, and consultative services for students including: individual counseling for academic or personal concerns; couples counseling; dispute resolution; issue-focused groups and workshops; peer tutoring in specific courses and for English as a Foreign Language; the Harvard Course in Reading and Study Strategies; study-strategy materials; individual and community consultation; post-crisis response workshops; teaching fellow and resident tutor support groups and training workshops; supervision of peer-tutoring, peer-counseling, and peer-education groups.

UNIVERSITY MENTAL HEALTH SERVICES

www.huhs.harvard.edu
Holyoke Center, 75 Mt. Auburn St., 4th Floor
617-495-2042
Richard Kadison, MD, chief of Mental Health Services

The University Mental Health Services provide a staff of psychiatrists, psychologists, social workers, and clinical nurse specialists experienced in helping students resolve personal problems. Appointments can be made by telephoning 617-495-2042 or by coming in person to the fourth floor of the HUHS. In urgent situations, the student can be seen by a staff member available for urgent care. Nights and weekends a staff member is always on call to respond to emergencies; call 617-495-5711.

As with all HUHS care, these services are completely confidential and no information will be reported to police or administrators, unless the student requests it. Mental Health Services offers psychiatric and psychological evaluations; individual counseling (mainly personal issues); psychotherapy (with a variety of orientations); issue-focused and unstructured therapy groups; couples therapy; individual and community consultation and education; supervision of peer-counseling and peer-education groups; supervision of psychiatry, psychology, and social work fellows (post degree).

AIDS SUPPORT GROUP

This discussion group is not currently meeting. Students who are interested should call Barbara Gilmore, MSN, RN, CS, Coordinator at 617-495-2042.
SPECIAL SUPPORT: LIFE RAFT

Life Raft is a Harvard community resource for faculty, staff, and students facing life-threatening illness or death. Life Raft offers contact by phone, mail, or in meetings every Wednesday from noon to 2:00 p.m. in the ground-floor conference room of Memorial Church. Students and other members of the Harvard community are welcome to attend at any time for confidential discussions. For more information call Barbara Gilmore, RN, CNS, Coordinator at 617-527-0330; Mental Health Services 617-495-2042.

UNITED MINISTRY
www.ministry.harvard.edu
Memorial Church, 617-495-5529

The United Ministry at Harvard is the umbrella organization of 40 chaplains representing 26 of the world’s religious (and one non-religious) traditions, united in their commitment to serving Harvard’s diverse student communities. Chaplains in The United Ministry are available to meet and talk about spiritual concerns, and ethical and personal matters. Visit the Web site for complete up-to-date information, news and events, and a full description of groups and worship services.

ACCESSIBLE EDUCATION OFFICE
(FORMERLY STUDENT DISABILITY RESOURCES)
www.aeo.fas.harvard.edu
Louise H. Russell, director
617-496-8707 (voice); 617-496-3720 (sign language services)

Services for qualified students who have physical, learning, mental, or health conditions and have registered with AEO may include readers; reformatted academic materials for students with learning disabilities, visual impairments, or for students requiring reformatting due to disease or medication side effects; sign language interpreters, real-time captioning, and note-takers for students who are deaf or hearing impaired; and typists/scribes for students with manual impairments. The AEO also authorizes access to accessible transportation, housing, and to the Adaptive Technology Lab. For information about accessible residence hall housing, contact GSAS Housing Services at 617-495-5060; gsashous@fas.harvard.edu.
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OFFICE OF SEXUAL ASSAULT PREVENTION AND RESPONSE
www.fas.harvard.edu/~osapr
874 Holyoke Center; 24-hour response line: 617-495-9100
Susan Marine, MA, director

The Office of Sexual Assault Prevention and Response was established in 2003 to provide confidential support, information, and resource referrals to survivors of sexual violence who are at Harvard, and to educate the Faculty of Arts and Sciences community about sexual assault, its prevention, and its impact. The Office coordinates on- and off-campus resources to develop a collaborative and effective response to sexual violence.

GSAS students may access these services by calling or coming to the office. The office provides confidential, 24-hour information and assistance for students who have experienced sexual assault and related forms of interpersonal violence including sexual harassment and relationship abuse. Staff can explain options, including options for medical and mental health care, reporting, and adjudication, and can assist with referrals. The office also provides consultation and support for friends, partners, and others concerned about a sexual assault survivor.

DEREK BOK CENTER FOR TEACHING AND LEARNING
www.bokcenter.harvard.edu
Science Center 318, 617-495-4869
James Wilkinson, director

The Derek Bok Center coordinates a variety of activities to help those who teach at Harvard improve teaching skills. (See Chapter XI.)

OFFICE OF CAREER SERVICES (OCS)
54 Dunster Street, 617-495-2595
William Wright-Swadel, director
Robin Mount, associate director for PhD advising
Laura Malisheski, assistant director for PhD advising
Sharon Belden, assistant director for PhD advising

OCS offers assistance to GSAS students and alumni in thinking about and preparing for their professional future, through individual counseling, workshops, guest speakers, study groups, and library and alumni resources. The GSAS counselors work with students individually and in groups to help them plan and implement all phases of the academic or non-academic job search. The online OCS Dossier Service is available to all GSAS students and alumni applying for academic positions, postdoctoral positions, or fellowships. To learn about drop-in hours, or to make an individual appointment, students should call the front desk at 617-495-2595.

Chapter XIII information was compiled from various sources, including the Bureau of Study Counsel and Mental Health Services.
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