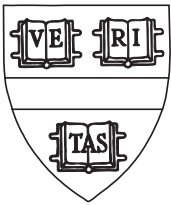


Harvard University  
Faculty of Arts and Sciences



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# The Graduate School of Arts and Sciences

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Handbook  
2009–2010

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Academic Calendar  
Rules and Regulations  
Departmental Requirements  
Information and Services



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, gender identity, 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.



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# I. INTRODUCTION



*University Hall. Print by D. A. Gregg. (Harvard University Archives)*

## 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 no publication can 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.

Allan M. Brandt, Dean  
Graduate School of Arts and Sciences

## ACADEMIC CALENDAR FOR 2009–10

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, Saturday.* 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, Holyoke Center.

*August 10, Monday.* Applications due at the Registrar's office for November degrees.

Last day upon which November degree candidates may submit a completed and signed application for a secondary field.

*August 25, 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 2008–2009.

### **Registration and orientation for resident students:**

*August 24, Monday.* 1:30 p.m.–5:00 p.m., orientation for international students, Harvard Hall 202.

*August 26, Wednesday.* 10:30 a.m., orientation for new students, Sanders Theatre. 1:00 p.m.–5:00 p.m., DudleyFest, Dudley House. Includes representatives from student organizations, Term Bill Office, HUID Photos (G1 students), GSAS Financial Aid, University Health Services (immunization information).

All GSAS students must register online by midnight. GSAS students can inquire about holds placed on registration at DudleyFest (see above) or at the office placing the hold during regular business hours.

All Special Students and Visiting Fellows must register online by midnight.

Students who fail to register 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.

For cross registration, see Chapter V.

*September 2, Wednesday.* Fall term begins. First meeting of classes.

*September 7, Monday.* Labor Day: a holiday.

*September 10, Thursday.* 9:00 a.m.–5:00 p.m., final study cards for GSAS and Special Students for the fall term due in Dudley House. 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. Degree candidates taking a language course SAT/UNS should see Grade and Examination Requirements, SAT/UNS, in Chapter V.

## *Ch I Introduction*

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 Holyoke Center 350.) There is no charge for adding or dropping a course during the first three weeks of the term (from August 31 through September 18). From September 21 through October 19, there is a \$10 fee each time a petition is filed. If two petitions are filed simultaneously, only one processing fee is charged. From October 20 through November 3, students may drop courses only and are charged a \$10 fee.

*September 23, Wednesday.* Last day students from other schools may file cross-registration petitions with the FAS Registrar's office.

*September 25, 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.

*September 30, Wednesday.* Fall deadline for waiving health insurance, if eligible. (See [www.huhs.harvard.edu/Insurance/Students.aspx](http://www.huhs.harvard.edu/Insurance/Students.aspx) for waiver information, eligibility requirements, and forms.)

*October 1, Thursday.* 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 5, Monday.* Make-up examinations for spring term 2008–2009 begin.

*October 12, Monday.* Columbus Day: a holiday.

*October 19, 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 3, 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, Holyoke Center.

*November 11, Wednesday.* Veterans' Day: a holiday.

*November 26, Thursday.* Thanksgiving recess begins.

*November 29, Sunday.* Recess ends.

*November 30, Monday.* Applications are due at the Registrar's office for March degrees.

Last day upon which March degree candidates may submit a completed and signed application for a secondary field.

*December 4, Friday.* Fall term Reading Period begins.

*December 11, Friday.* Last day to petition the Dean's office for late withdrawal from course. (See Chapter V, changing courses during term.)

Fall term Reading Period ends.

*December 12, Saturday.* Mid-year examinations begin.

*December 21, Monday.* Mid-year examinations end.

*December 22, Tuesday.* Winter recess begins.

**Registration for non-resident students:**

*January 1, 2010, Friday.* 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, Holyoke Center.

*January 3, Sunday.* Winter recess ends.

*January 4, Monday.* Optional winter session begins. Applications from continuing students for 2010–2011 grants due in the GSAS Financial Aid office, Holyoke Center.

*January 15, Friday.* Approved dissertations due in the Registrar's office, 20 Garden Street, for March degrees.

*January 18, Monday.* Martin Luther King Day: a holiday.

*January 24, Sunday.* Optional winter session ends.

Fall term registration period ends on the day before the spring term begins.

Last day to submit work for Incomplete grades from the spring term 2008–2009.

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

*January 25, Monday.* Spring term begins. First meeting of classes.

All new degree candidates, students returning from non-resident status, and continuing resident students must register online by midnight. (Late fees apply as in the fall.)

All Special Students and Visiting Fellows must register online by midnight.

*January 29, Friday.* 9:00 a.m.–5:00 p.m., final study cards for GSAS and Special Students for the spring term due in Dudley House. 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. Degree candidates 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 Holyoke Center 350.) There is no charge for adding or dropping a course during the first three weeks of the term (from January 25 through February 12). From February 15 through March 8, 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 9 through March 23, students may drop courses only and are charged a \$10 fee.

## *Ch I Introduction*

*February 5, 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 15, Monday.* Presidents' Day: a holiday.

Last day students from other schools may file cross-registration petitions with the FAS Registrar's office.

*February 22, Monday.* Make-up examinations for fall term 2009–2010 begin.

*February 24, Wednesday.* Tuition and health-care fees will be removed from the term bills of all GSAS degree candidates who are not registered by this date.

*February 28, Sunday.* Spring deadline for waiving health insurance, if eligible. (See [www.huhs.harvard.edu/Insurance/Students.aspx](http://www.huhs.harvard.edu/Insurance/Students.aspx) for waiver information, eligibility requirements, and forms.)

*March 8, 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 13, Saturday.* Spring recess begins.

*March 21, Sunday.* Spring recess ends.

*March 23, 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, Holyoke Center.

*March 26, Friday.* Applications are due at Registrar's office for May degrees.

Last day upon which May degree candidates may submit a completed and signed application for a secondary field.

*April 29, Thursday.* Spring term Reading Period begins.

*May 6, Thursday.* Last day to petition the Dean's office for late withdrawal from a course. Spring term Reading Period ends.

*May 7, Friday.* Final examinations begin.

*May 14, Friday.* Approved dissertations due in the Registrar's office, 20 Garden Street, for May degrees.

May 15, Saturday. Final examinations ends.

May 27, Thursday. Commencement.

May 31, Monday. Memorial Day: a holiday.

## DEGREE CALENDAR FOR 2009–10

| <b>For a diploma<br/>for an advanced<br/>degree to be<br/>awarded on</b> | <b>Degree applications<br/>are due at the<br/>Registrar's<br/>office on*</b> | <b>Degree recommendations<br/>and dissertations are<br/>due at the Registrar's<br/>office on</b> |
|--|--|--|
| November 2, 2009   | August 10, 2009  | October 1, 2009  |
| March 8, 2010  | November 30, 2009  | January 15, 2010   |
| May 27, 2010   | March 26, 2010   | May 14, 2010   |

\*In exceptional circumstances, the registrar will accept late applications during the next week only; there is a late fee of \$50.



## TENTATIVE CALENDAR FOR 2010–11

*The Harvard University Coordinated Academic Calendar became effective with the 2009–2010 academic year. Special attention should be paid to deadlines, as many will vary from prior years.*

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

*August 9, Monday.* Applications are due at the Registrar's office for November degrees.

Last day upon which November degree candidates may submit a completed and signed application for a secondary field.

*August 24, 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 2009–2010.

*August 25, Wednesday.* Resident registration.

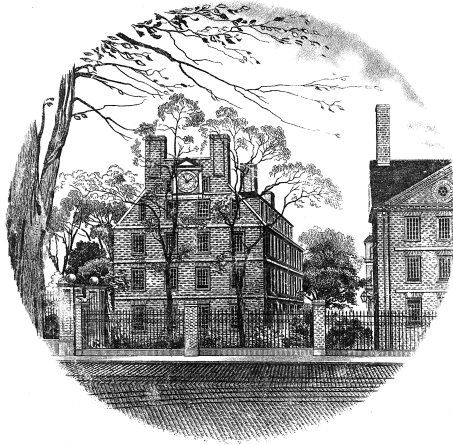
*September 2, Thursday.* Fall term begins. First meeting of classes.

*October 1, Friday.* Approved dissertations due in the Registrar's office for November degrees.

*January 24, 2011, Monday.* Spring term begins.

*May 26, 2011, Thursday.* Commencement.

## 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 (PhD 1983, Anthropology), the John Cowles Professor of Anthropology, served as dean of the Graduate School from 2000 to 2005. During his term, 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.

Theda Skocpol (PhD 1975, Sociology), the Victor S. Thomas Professor of Government and Sociology, served as dean of the Graduate School from 2005 to 2008. One of her first initiatives was the establishment of the Graduate Policy Committee through which faculty from FAS and interfaculty PhD programs advise GSAS on policy issues and review graduate programs on a regular cycle. During her tenure, Skocpol enhanced the data-gathering and analytic capacities of GSAS that inform new policies to improve students' time to degree and optimal job placements. She launched an annual prize to honor program innovations in PhD education and a seed fund to help departments improve their programs of mentoring, training, and placement. Like her predecessors, Skocpol raised new funds for fellowships and research grants.

Allan M. Brandt, Professor of the History of Science and the Amalie Moses Kass Professor of the History of Medicine, became dean of the Graduate School January 1, 2008.



## **OFFICERS OF THE GRADUATE SCHOOL OF ARTS AND SCIENCES**

Drew Gilpin Faust, BA, MA, PhD, president of Harvard University  
Michael D. Smith, BS, MS, PhD, dean of the Faculty of Arts and Sciences  
Allan M. Brandt, BA, MA, MPhil, PhD, dean of the Graduate School of Arts and Sciences  
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, dean for student affairs  
Emily Burns, BS, admissions and financial aid officer for the Social Sciences  
Robert Byrne, manager of GSAS residence halls and FAS facilities  
Eileen Doherty, BA, MBA, assistant dean for finance and budget  
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  
Thomas Gatton, BS, system administrator/user support specialist  
Winnie Keung, BS, director of information systems/analyst  
Robert LaPointe, BS, senior admissions and financial aid officer for the Humanities  
John McNally, BA, MBA, assistant dean  
Judy Mehrmann, BA, MA, senior admissions and financial aid officer for the Social Sciences  
Robert Moss, BA, MA, MBA, senior analyst  
Tracey Newman, BA, MA, admissions and financial aid officer for the Natural Sciences  
Liz Nunez, BA, director of publications and alumni relations  
Patrick O'Brien, BA, MEd, special students and visiting fellows officer  
Stephanie A. Parsons, BA, minority recruitment and student programming officer  
Rosemary Schulze, BA, administrative officer  
Rise Shepsle, BS, MA, assistant dean of student affairs  
Lisa Simpson, admissions and financial aid officer for the Humanities  
Christine Sumner, AA, coordinator of admissions  
Cynthia Verba, BA, MA, PhD, director of fellowships  
Bari Walsh, BA, writer/editor  
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*

Allan M. Brandt, 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, 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:

Allan M. Brandt, dean (chair)

Margot N. Gill, administrative dean

Barry Kane, registrar, FAS

Jamie Ersbak (secretary)

Russell E. Berg, dean for admissions and financial aid

Garth McCavana, dean for student affairs

## GRADUATE POLICY COMMITTEE

The Graduate Policy Committee (GPC) addresses key issues such as time to degree, mentoring, and the training of graduate students for teaching. Representing the natural sciences, social sciences, and humanities, the committee brings a broad perspective to analyzing major policy changes. Departments have the opportunity to discuss with the GPC topics of interest including modifying curriculum, changing requirements, and setting future goals. The committee comprises approximately ten faculty members from a variety of departments and programs, both within the Faculty of Arts and Sciences and in the interfaculty programs.

Michael D. Smith, dean, FAS, *ex officio*

Allan M. Brandt, dean, GSAS (chair)

Margot N. Gill, administrative dean,  
GSAS

Evelynn M. Hammonds, dean,  
Harvard College

Susan Carey, Henry A. Morss Jr. and  
Elisabeth W. Morss Professor of  
Psychology

Catherine Dulac, Professor of Molecular  
and Cellular Biology

Gerald Gabrielse, George Vasmer  
Leverett Professor of Physics

Jerry Green, David A. Wells Professor of  
Political Economy

Daniel Jacob, Vasco McCoy Family  
Professor of Atmospheric Chemistry  
and Environmental Engineering

David Knipe, Higgins Professor of Micro-  
biology and Molecular Genetics

John Stauffer, Professor of English and  
American Literature and Language and  
Professor of African and African  
American Studies

Richard Tarrant, Pope Professor of the  
Latin Language and Literature, Faculty  
Council Representative

Xiao-Li Meng, Whipple V.N. Jones  
Professor of Statistics

Christopher Winship, Diker-Tishman  
Professor of Sociology

Irene Winter, William Dorr Boardman  
Professor of Fine Arts

## 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 Harvard Kennedy School. The Council coordinates and oversees these programs, makes recommendations for improvements, and evaluates proposed new programs.

## 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 on our website, [www.gsas.harvard.edu](http://www.gsas.harvard.edu). Program descriptions may be obtained from the Office of Admissions and Financial Aid. Information is also available from the departments. 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.)

| Department, Division<br>or Committee                           | Degree Subject  | Degrees Offered  |
|--|---|--|
| African and African<br>American Studies                        | African American Studies<br>African Studies   | PhD (AM)   |
| Anthropology   | Anthropology  | AM, PhD  |
| Architecture, Landscape<br>Architecture, and<br>Urban Planning | Architecture<br>Landscape Architecture<br>Urban Planning  | PhD (AM)<br>PhD (AM)<br>PhD (AM)                             |
| Astronomy  | Astronomy   | PhD (AM)   |
| Biological Sciences in<br>Dental Medicine                      |   | PhD  |
| Biological Sciences in<br>Public Health                        |   | PhD  |
| Biology: Medical Sciences,<br>Division of                      | Biological Chemistry<br>and Molecular<br>Pharmacology<br>Cell Biology<br>Genetics<br>Human Biology<br>and Translational Medicine<br>Immunology<br>Microbiology and<br>Molecular Genetics<br>Neurobiology<br>Pathology<br>Virology | PhD*<br><br>PhD*<br>PhD*<br>PhD*<br><br>PhD*<br>PhD*<br>PhD* |
| Biology, Molecular and<br>Cellular                             | Biology<br>Biochemistry   | PhD (AM)<br>PhD  |
| Biology, Organismic and<br>Evolutionary                        | Biology   | PhD (AM)   |

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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*

|   |  |             |
|---|--|-------------|
| Biophysics                                  | Biophysics                             | PhD         |
| Biostatistics                               | Biostatistics                          | PhD (AM)    |
| Business Economics                          | Business Economics                     | PhD (AM)    |
| Celtic Languages and Literatures            | Celtic Languages and Literatures       | AM, PhD     |
| Chemical Biology                            | Chemical Biology                       | PhD*        |
| Chemical Physics                            | Chemical Physics                       | PhD         |
| Chemistry and Chemical Biology              | Chemistry                              | PhD (AM)    |
| Classics                                    | Byzantine Greek                        | PhD         |
|   | Classical Archaeology                  | PhD (AM)    |
|   | Classical Philology                    | PhD (AM)    |
|   | Classical Philosophy                   | PhD         |
|   | Medieval Latin                         | PhD         |
|   | Modern Greek                           | PhD (AM)    |
| Comparative Literature                      | Comparative Literature                 | PhD (AM)    |
| Earth and Planetary Sciences                | Earth and Planetary Sciences           | PhD (AM)    |
| East Asian Languages and Civilizations      | East Asian Languages and Civilizations | PhD (AM)    |
| Economics                                   | Economics                              | PhD (AM)    |
| Engineering and Applied Sciences, School of | Applied Mathematics                    | SM, ME, PhD |
|   | Applied Physics                        | SM, ME, PhD |
|   | Computer Science                       | SM, ME, PhD |
|   | Engineering Sciences                   | SM, ME, PhD |
| English                                     | English                                | PhD (AM)    |
| Film and Visual Studies                     | Film and Visual Studies                | PhD         |
| Forestry                                    | Forest Science                         | MFS         |
| Germanic Languages and Literatures          | Germanic Languages and Literatures     | AM, PhD     |
| Government                                  | Political Science                      | PhD (AM)    |
| Health Policy                               | Health Policy                          | PhD         |
| History                                     | History                                | PhD (AM)    |
| History and East Asian Languages†           | History and East Asian Languages       | PhD         |
| History of American Civilization            | History of American Civilization       | PhD         |
| History of Art and Architecture             | History of Art and Architecture        | PhD (AM)    |
| History of Science                          | History of Science                     | AM, PhD     |
| Human Evolutionary Biology                  | Human Evolutionary Biology             | PhD (AM)    |

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.

† Students are no longer being admitted to the HEAL program.

|   |   |          |
|---|---|----------|
| Inner Asian and Altaic Studies                                  | Inner Asian and Altaic Studies                                  | PhD      |
| Linguistics   | Linguistics   | PhD (AM) |
| Mathematics   | Mathematics   | PhD (AM) |
| Medical Science, see Biology                                    |   |          |
| Middle Eastern Studies  | Regional Studies—<br>Middle East                                | AM       |
|   | Anthropology and<br>Middle Eastern Studies                      | PhD      |
|   | History of Art and Architecture<br>and Middle Eastern Studies   | PhD      |
|   | History and Middle<br>Eastern Studies                           | PhD      |
| Music   | Music   | PhD (AM) |
|   | Performance Practice  | AM       |
| Near Eastern Languages<br>and Civilizations                     | Near Eastern Languages<br>and Civilizations                     | AM, PhD  |
| Organizational Behavior   | Organizational Behavior   | PhD      |
| Philosophy  | Classical Philosophy  | PhD (AM) |
|   | Philosophy  | PhD (AM) |
| Physics   | Physics   | PhD (AM) |
| Political Economy and<br>Government                             | Political Economy and<br>Government                             | PhD (AM) |
| Psychology  | Psychology  | PhD (AM) |
|   | Social Psychology   | PhD (AM) |
| Public Policy   | Public Policy   | PhD      |
| Regional Studies—<br>East Asia                                  | Regional Studies—<br>East Asia                                  | AM       |
| Regional Studies—<br>Russia, Eastern Europe and<br>Central Asia | Regional Studies—<br>Russia, Eastern Europe and<br>Central Asia | AM       |
| Religion  | The Study of Religion   | PhD (AM) |
| Romance Languages<br>and Literatures                            | Romance Languages and<br>Literatures                            | PhD (AM) |
| Sanskrit and Indian<br>Studies                                  | Sanskrit and Indian<br>Studies                                  | AM, PhD  |
| Science, Technology<br>and Management                           | Science, Technology<br>and Management                           | PhD      |
| Slavic Languages and<br>Literatures                             | Slavic Languages and<br>Literatures                             | PhD (AM) |
| Social Policy   | Sociology and Social Policy                                     | PhD      |
|   | Government and Social Policy                                    | PhD      |
| Sociology   | Sociology   | PhD (AM) |
| Statistics  | Statistics  | AM, PhD  |
| Systems Biology   | Systems Biology   | PhD*     |

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.

## **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 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 Holyoke Center.

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 website at [www.gsas.harvard.edu/current\\_students/ad\\_hoc\\_degrees.php](http://www.gsas.harvard.edu/current_students/ad_hoc_degrees.php) 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, the Advising Programs Office, 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 Holyoke Center (see Chapter V, Variations in Program).

# 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 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 Holyoke Center (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/current\\_students/readmission.php](http://www.gsas.harvard.edu/current_students/readmission.php)).

## **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 *Programs of Study* publication.

### **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. SEAS is the only program offering a part-time master's program. The minimum residence requirements are: (academic) eight completed half-courses at the level prescribed by the department and (financial) one year at full tuition. Note that TIME courses may not be used to fulfill the residence requirement for the AM degree. Some programs' requirements exceed these minima. More detailed requirements are listed in the *Programs of Study* publication 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 School 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 School of Engineering and Applied Sciences. It is a two-year program of advanced courses with an option for research leading to a Master’s thesis. 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. Note that TIME courses may not be used in fulfillment of the residence requirement for these master level degrees.

### 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 *Programs of Study* publication 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.

**English Proficiency:** All incoming GSAS PhD students who are non-native speakers of English and have not received their undergraduate degree from an English-speaking institution will have their English proficiency screened based on the iBT TOEFL speaking score. Students who are not deemed proficient will be required to take courses at the Institute of English Language to develop their English language skills as part of their preparation for teaching and their professional development. Students will not be allowed to teach until they are deemed proficient.

**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 and then Facilities Fee 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)). 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 May degree dates. Commencement exercises for candidates receiving degrees during the academic year 2009–2010 will be held on Thursday, May 27, 2010.

Information concerning the Commencement Day schedule, tickets, luncheon, and gowns and hoods will be mailed to November, March, and May degree candidates from the Dean's office, Holyoke Center approximately two months before Commencement Day. Degree recipients may arrange for purchase or rental of gowns and hoods at the Harvard Coop. For regalia order deadlines and further information, degree candidates should contact the Harvard Coop at 617-499-2070 or at [harvardg@bkstore.com](mailto:harvardg@bkstore.com). Information is also available online ([www.gsas.harvard.edu/current\\_students/commencement.php](http://www.gsas.harvard.edu/current_students/commencement.php)).

All 2009–2010 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, Holyoke Center 350, 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.

| <i>Deadline</i> | <i>Term/Year</i>                            | <i>Notification of Admissions Decisions</i> |
|-----------------|---|---|
| March 1         | • fall term only or<br>entire academic year | April/May                                   |
| October 1       | • spring term only                          | November/December                           |

Special Student status is normally limited to one academic year, September through May, 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.

Tuition is charged on a per-course basis, according to the Graduate School’s full tuition schedule. The 2009–2010 rates are:

| Course Rate | Tuition Per Term | + | Harvard University Student Health Plan (HUSHP) Basic: Harvard University Student Health Services Fee† | + | Harvard University Student Health Plan (HUSHP) Supplemental: BCBS Hospital/Specialty and Medco Prescription Drug Coverage † | = | Total Tuition and Fees Per Term | Total Tuition and Fees Per Academic Year |
|-------------|------------------|---|---|---|---|---|---------------------------------|--|
| 1 Course*   | \$4,210          |   | \$563   |   | \$857   |   | \$5,360                         | \$11,260                                 |
| 2 Courses*  | 8,420            |   | 563   |   | 857   |   | 9,840                           | 19,680                                   |
| 3 Courses*  | 12,630           |   | 563   |   | 857   |   | 14,050                          | 28,100                                   |
| 4 Courses*  | 16,840           |   | 563   |   | 857   |   | 18,260                          | 36,520                                   |

\*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., \$8,420).

† All Harvard University students are automatically enrolled in the Harvard University Student Health Plan (HUSHP), which consists of two parts: HUSHP Basic: Harvard University Health Services Fee, and HUSHP Supplemental: BCBS Hospital/Specialty and Medco Prescription Drug Coverage. Charges are applied to the student’s term bill. Students who meet certain requirements may be eligible to waive all or a portion of HUSHP. All waivers must be completed online prior to the waiver deadlines (fall term deadline 9/30; spring term deadline 2/28). For detailed information on the HUSHP policies, benefits, limitations, and online waiver, visit the Student Health Insurance website at [www.huhs.harvard.edu/Insurance/Students.aspx](http://www.huhs.harvard.edu/Insurance/Students.aspx).

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 see [www.gsas.harvard.edu/programs\\_of\\_study/non-degree\\_programs.php](http://www.gsas.harvard.edu/programs_of_study/non-degree_programs.php).

## **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 \$8,760 for the 2009–2010 academic year (\$4,380 per term). All Harvard University students are automatically enrolled in the Harvard University Student Health Plan (HUSHP), including Visiting Fellows. Charges are applied to the student's term bill. Visiting Fellows who meet certain requirements may be eligible to waive all or a portion of the HUSHP. All waivers must be completed online prior to the waiver deadlines (fall term deadline 9/30; spring term deadline 2/28). For details on HUSHP benefits, limitations, and the online waiver, please visit the Student Health Insurance website at [www.huhs.harvard.edu](http://www.huhs.harvard.edu).

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, Holyoke Center 350.

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 May), with extensions possible only by reapplication.

For more information about Visiting Fellow status, please see [www.gsas.harvard.edu/programs\\_of\\_study/non-degree\\_programs.php](http://www.gsas.harvard.edu/programs_of_study/non-degree_programs.php).

## V. ACADEMIC INFORMATION



*Memorial Hall. Etching by Joseph Raskin. (Harvard University Archives)*

### **REGISTRAR'S OFFICE**

**20 Garden Street**

**Mon.–Fri., 9:00 a.m.–5:00 p.m.**

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 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. Transcripts can also be requested online through the Registrar's website ([www.registrar.fas.harvard.edu](http://www.registrar.fas.harvard.edu)).

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.



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 are charged \$5 for each transcript ordered. 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 can also be ordered online through the Registrar's website ([www.registrar.fas.harvard.edu](http://www.registrar.fas.harvard.edu)).

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 on their student record via the Web at [www.registrar.fas.harvard.edu](http://www.registrar.fas.harvard.edu).

## 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 (2009–2010) is divided into two registration periods: fall term, August 26–January 24; and spring term, January 25–August 24. 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 must 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. Additional courses are charged at the per-course rate.

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, GSAS degree candidates 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. Language courses taken on a SAT/UNS basis may not be counted toward the minimum course requirements for a higher degree.

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 deputy 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**

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. These circumstances should represent changes that have occurred since initial enrollment. Part-time students are charged at the per-course rate (see Chapter IV). Students at the reduced or facilities tuition rate ordinarily do not consider part-time status. The tuition requirements are described in Chapter VIII. Usually, Harvard grants will be reduced to reflect part-time status.

Applications for part-time study are available from the Dean's office in Holyoke Center or can be downloaded from the Web at [www.gsas.harvard.edu/current\\_students/part\\_time\\_petitions.php](http://www.gsas.harvard.edu/current_students/part_time_petitions.php). 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 School 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.

Every full-time and part-time student enrolled in a certificate, diploma, or degree-granting program of higher education must participate in his or her school's Student Health Program or in a health benefit plan with comparable coverage as defined in Mass. Law 114.CMR 3.05(2).

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 G-year clock may stop under certain circumstances as described below while the student is on leave or at another Harvard school. 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/current\\_students/non-resident.php](http://www.gsas.harvard.edu/current_students/non-resident.php)). 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 been approved for non-resident status by September 25 in the fall or February 24 in the spring will have his or her tuition and health insurance 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). Non-resident students must pay the facilities fee in their final term in which they submit their dissertation. 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. Access to Harvard facilities, including unlimited library privileges, HOLLIS catalog and library e-resources, will be available to all students paying the facilities fee and will not be available to students on leave paying the active file fee. Traveling scholars paying the active file fee 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 Holyoke Center. This letter may be helpful in obtaining access to libraries, archives, and resources. (See [www.gsas.harvard.edu](http://www.gsas.harvard.edu).)

All Harvard University students are automatically enrolled in the Harvard University Student Health Plan (HUSHP), including traveling scholars. Charges are applied to the student's term bill. Part-time students who meet certain requirements may be eligible to waive all or a portion of HUSHP. All waivers must be completed online prior to the waiver deadlines (fall term deadline 9/30; spring term deadline 2/28).

For details on HUSHP, including plan benefits, limitations, and online waiver information, visit [www.huhs.harvard.edu/Insurance/Students.aspx](http://www.huhs.harvard.edu/Insurance/Students.aspx). Students on leave may purchase two consecutive semesters of HUSHP Supplemental: BCBS Hospital/Specialty and Medco Prescription Drug coverage.

The date the student goes on leave will affect the student's health insurance options through Harvard. **This is time sensitive; be sure to visit [www.huhs.harvard.edu/Insurance/Students.aspx](http://www.huhs.harvard.edu/Insurance/Students.aspx) for details, or contact the Student Insurance Office at [mervices@huhs.harvard.edu](mailto:mervices@huhs.harvard.edu) or 617-495-2008.**

**The Harvard University Student Health Plan (HUSHP) has two parts:**

**HUSHP Basic:** Harvard University Health Services Fee

**HUSHP Supplemental:** BCBS Hospital/Specialty/and Medco Prescription Drug coverage

**If a student goes on leave by 9/30 fall term and 2/28 spring term,** HUSHP Basic and HUSHP Supplemental insurance fees are removed from the student's term bill as long as services have not been used. HUHS reserves the right to bill for any services used or to put the plan charges back on the student's term bill. The student may purchase **HUSHP Supplemental only**, within 30 days. HUSHP Basic is not available and students cannot be seen at HUHS. NOTE: Dependents are not eligible to enroll.

**If a student goes on leave on or after 10/1 fall term and 3/1 spring term,** HUSHP Basic is prorated to the last day of the month the student goes on leave. The student is no longer eligible to be seen at HUHS after this date. **HUSHP Supplemental** charges will remain on the student's term bill and the student will be covered for the remainder of the term. This will count as one of the two terms of coverage allowed. NOTE: This applies to dependents who are active on the plan.

For details on HUSHP benefits, limitations, and the leave of absence policy, visit [www.huhs.harvard.edu/Insurance/Students.aspx](http://www.huhs.harvard.edu/Insurance/Students.aspx) or contact the Student Insurance Office at [mservices@huhs.harvard.edu](mailto:mservices@huhs.harvard.edu).

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. Generally, the department G-year will be stopped for up to one year for medically documented severe illness (documentation to be submitted to the Accessible Education Office), childbirth or other major, family-related interruptions, or for entering a PhD program from a GSAS AM program. An adjustment to the department G-year for all the years that a student is on active service in the U.S. military or is fully engaged in another Harvard School as an official participant in the MD-PhD or JD/PhD coordinated program will be made. 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.

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.

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.

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). 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 remain non-resident but may recover their resident student identification card 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 9 in the fall or March 25 in the spring, a returning student must pay the full facilities fee for that term. After November 9 or March 25, the returning student pays one-half the facilities fee. In either case, the fees for the Harvard University Student Health Plan (HUSHP) will be applied to the student's term bill. The fees are not prorated. The student will be charged the full amount for the remainder of the term the student returns. All Harvard University students are automatically enrolled in HUSHP, including resident students. For details on HUSHP policies, benefits, limitations, and exclusions, visit the Student Health Insurance website at [www.huhs.harvard.edu](http://www.huhs.harvard.edu).

**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 9 in the fall or March 25 in the spring will be charged one-half the facilities fee for the term. Students leaving after November 9 in the fall or March 25 in the spring will be charged the full facilities fee for the term. Students should confirm the impact this will have on their health insurance coverage. Review the Leave of Absence Policy at [www.huhs.harvard.edu/Insurance/Students.aspx](http://www.huhs.harvard.edu/Insurance/Students.aspx) for details or contact member services at [mervices@huhs.harvard.edu](mailto:mervices@huhs.harvard.edu).

**Use of the Libraries:** Any Harvard student on leave may apply for alumni privileges that include stack access within a twelve-month period from the date of application, unlimited use of all the reading room in Widener Library, and the ability to have books retrieved to the Phillips Reading Room. As a courtesy six books may be checked out from Widener Library.

If more access is needed, the student may purchase a Special Borrower card. Fees are as follows:

- 3 mos @ \$75.00
- 6 mos @ \$125.00
- 1 year @ \$200.00

Those who pay the “Active File Fee” do not have access to e-resources remotely, while those paying the “Facilities Fee” do (\$1.00 per term). All students who are officially listed as “Traveling Scholars” automatically have access to e-resources remotely. Access is always available at the terminals within the Harvard libraries.

## WITHDRAWAL

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

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 September 25 in the fall or February 24 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. Department withdrawal forms are available in the Student Affairs office, Holyoke Center, 617-495-1814. Students who are withdrawn by the department and would like to apply for readmission should consult the section on readmission in this chapter.

## INVOLUNTARY LEAVES OF ABSENCE

The administrative dean of GSAS may place a student on involuntary leave of absence for the following reasons:

1. *Medical circumstances:* (a) The student poses a direct threat to the health or safety of the student or others or has seriously disrupted others in the student’s residential community or academic environment; *and* (b) the student’s behavior or threatening state is determined to be the result of a medical condition, or the

student refuses to cooperate with efforts deemed necessary by the University Health Services to evaluate the cause of the student's behavior or threatening state. In some circumstances, the level of care and accommodation may exceed the resources or appropriate staffing capabilities of a university or may be beyond the standard of care that a university health service can be expected to provide or monitor, in which case continued enrollment may constitute a serious disruption of the residential community or the academic environment, justifying an involuntary leave of absence.

2. *Alleged criminal behavior*: The student has been arrested on allegations of serious criminal behavior, or has been formally charged by law enforcement authorities with such behavior.
3. *Risk to the community*: The student has allegedly violated a disciplinary rule of GSAS and the administrative dean concludes that the student poses a significant risk to the safety or educational environment of the community.

Prior to placing a student on involuntary leave of absence, the administrative dean will consult with the dean for student affairs, with other officers of the University (for example, with the office of the Director of Harvard University Health Services in the case of leave for medical reasons) or with the Administrative Board.

The student will be notified in writing of the decision to place him or her on involuntary leave of absence. The student may ask the dean, in writing or in person, to reconsider the decision. If the decision remains unchanged, the student may petition the Administrative Board.

Placement on involuntary leave of absence is not disciplinary, and a student who wishes to take a voluntary leave of absence rather than being placed on involuntary leave of absence will ordinarily be allowed to do so. Transcripts and other external reports will not distinguish between voluntary and involuntary leave of absence. However, an incident that gives rise to an involuntary leave of absence may subsequently result in disciplinary action.

A student who has been placed on involuntary leave of absence is subject to the same rules that apply to a student granted a voluntary leave of absence. Any student on a leave of absence must remain away from Harvard if so instructed by the administrative dean or the Administrative Board.

A student who has been placed on involuntary leave of absence and who subsequently petitions to return to GSAS will be required to demonstrate to the Administrative Board that the circumstances that led to the placement on leave of absence have been satisfactorily addressed. Any disciplinary matter must be resolved before a student on leave of absence will be allowed to return. If the leave was for medical reasons, evidence for the student's readiness to return will include consultation with Harvard University Health Services so that the Health Services may advise the Board whether the medical condition that resulted in the behavior or threatening state is under control through treatment or no longer exists.

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



## **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 Holyoke Center.

For application deadlines see [www.gsas.harvard.edu/current\\_students/transfer\\_and\\_readmission.php](http://www.gsas.harvard.edu/current_students/transfer_and_readmission.php). 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 the posted application for readmission deadlines. 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 transfer/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.gsas.harvard.edu/current\\_students/readmission.php](http://www.gsas.harvard.edu/current_students/readmission.php)) or are available in the Dean's office in Holyoke Center.

## **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 Science, Technology and Management with the Business School; Political Economy and Government, Social Policy, and Public Policy with the Harvard Kennedy School; Architecture, Landscape Architecture, and Urban Planning with the School of Design; the Study of Religion with the Divinity School; the several medical sciences (DMS), 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, the Harvard Kennedy School, the Business School and the Law School; 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 pursue 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. This program is offered to students in the natural sciences and on a limited basis to students in the social sciences. Students applying for the MD-PhD Program in the social sciences need to make separate applications to HMS and to the GSAS PhD program of their choice. For information of the MD-PhD program contact Linda Burnley, [linda\\_burnley@hms.harvard.edu](mailto:linda_burnley@hms.harvard.edu). An adjustment will be made in the departmental G-year for the years a GSAS student is enrolled in the Medical School.

### **HARVARD INTEGRATED LIFE SCIENCES (HILS) PROGRAM**

The Harvard Integrated Life Sciences (HILS) Program was created in 2004 to bring together faculty and students from twelve 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 structure allows the examination of—and provides research opportunities in—emerging interdisciplinary areas of investigation in the life sciences.

HILS oversees and supports programs and subject areas leading to the PhD in:

- biological and biomedical sciences, Division of Medical Sciences
- biological sciences in dental medicine
- biological sciences in public health
- biophysics

- chemical biology
- chemistry and chemical biology
- immunology
- molecular and cellular biology
- neuroscience
- organismic and evolutionary biology
- systems biology
- virology

These academic areas represent the depth and breadth of current thinking in the life sciences. Please visit each program's website for further details. Additional information about HILS can also be found on the HILS website ([www.gsas.harvard.edu/hils/about\\_hils.html](http://www.gsas.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. The Coordinated JD/PhD Program is available to all students who have the support of an advisor in both their GSAS department and in the Law School. Students who wish to explore the coordinated program are encouraged to contact Julie Barton, assistant director of joint and concurrent degree programs at the Law School ([jbarton@law.harvard.edu](mailto:jbarton@law.harvard.edu)), or Rise Shepsle, assistant dean of student affairs at GSAS ([rshepsle@fas.harvard.edu](mailto: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 completes a plan of study, which must be approved by the student's GSAS advisor and Law School advisor or Law School Assistant Professor Matthew Stephenson. Submission of this plan of study to GSAS and the Law School confirms enrollment in 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. An adjustment will be made in the departmental G-year for the years a GSAS student is enrolled in the Law School. For more information about the coordinated program, please see the website at [www.law.harvard.edu/academics/degrees/special-programs/jd-phd/jd-phd-program-description.html](http://www.law.harvard.edu/academics/degrees/special-programs/jd-phd/jd-phd-program-description.html).

## **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 registrar's calculation of Graduate-year (G-year) 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 work done in a graduate program 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**

**51 Brattle Street**

**617-495-4024**

**[www.summer.harvard.edu](http://www.summer.harvard.edu)**

The Harvard Summer School offers semester-long courses during a seven-week session. 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](http://www.iel.harvard.edu). The Graduate School will pay the tuition for one five-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 Holyoke Center for more details.

Complete Summer School information is available at [www.summer.harvard.edu](http://www.summer.harvard.edu) or 51 Brattle Street, Cambridge, MA 02138, 617-495-4024.

## **HARVARD EXTENSION SCHOOL**

**51 Brattle Street**

**617-495-4024**

**[www.extension.harvard.edu](http://www.extension.harvard.edu)**

The Harvard Extension School offers reasonably priced evening 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 [www.iel.harvard.edu](http://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 Holyoke Center for more details.

Complete Extension School information is available at [www.extension.harvard.edu](http://www.extension.harvard.edu) or 51 Brattle Street, Cambridge, MA 02138, 617-495-4024.

## **REGISTRATION FOR RESIDENT STUDENTS**

Resident students are expected to register online at the beginning of each term by the deadline indicated in the Academic Calendar (Chapter I). (Special Students should contact the Special Students and Visiting Fellows office for possible variations.) Online registration is available at the [my.harvard.edu](http://my.harvard.edu) portal. Students must satisfy any holds placed on their registration prior to the registration deadline. The late registration fee is \$50.00 during the first week and increases by \$5 for each additional week. 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. Non-resident students can retain resident student 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 reregistering 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 clearance for registration.

Student identification cards are available at registration. 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 provided 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. Degree candidates may register for up to six half-courses in each term without payment of additional tuition. Additional courses are charged at the per course rate.

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

Resident students who will continue in residence for the spring term must register online by the date indicated in the Academic Calendar (see Chapter I) and then file a study card by the designated date. Students must have paid all outstanding University bills, including spring term tuition, in order to be allowed to register.

Students who had non-resident status for the fall term but are returning for the spring must register online by 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](http://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 2009–2010 are:

School of Business Administration\*—September 3; January 28

School of Design—September 30; February 19

Divinity School—October 1; February 16

School of Education—September 23; February 12

Harvard Kennedy School—September 24; February 18

Law School\*—September 9; February 1

Medical School—September 18; February 19

Dental School—August 24; January 18

School of Public Health\*—September 11; February 5

Episcopal Divinity School—contact EDS

Fletcher School of Law and Diplomacy—September 18; January 29

Brown University—contact FAS Registrar

Massachusetts Institute of Technology—October 9; March 5

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\* These Schools have additional short terms for some courses. For information, students should contact the registrar of the appropriate School or the FAS Registrar's office.

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 should also confirm these deadlines with the Registrar at the other school. 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 office, 20 Garden Street, by September 23, 2009 for the fall term and by February 15, 2010 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 graduate schools for a limited period of time (usually no more than one academic year), so as to take advantage of particular educational opportunities not available on the home campus. The courses taken for credit 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. Visiting 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. Harvard 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 Student Health Plan (HUSHP) should visit [www.huhs.harvard.edu/Insurance/Students.aspx](http://www.huhs.harvard.edu/Insurance/Students.aspx). Students may instead enroll in the health insurance program at the institution they are visiting.



Visiting exchange scholars are billed the HUSHP Basic for the use of the Harvard University Health Services and the HUSHP Supplemental health insurance fee each term. The HUSHP Supplemental fee may be waived for those with comparable insurance that is based in the United States. The HUSHP Supplemental online waiver form is available at [www.huhs.harvard.edu/Students/Insurance.aspx](http://www.huhs.harvard.edu/Students/Insurance.aspx).

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 Holyoke Center and at [www.upenn.edu/grad/exchange.html](http://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 or Director of Graduate Studies, 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 or Director of Graduate Studies, and the 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 job-market for graduates has become difficult at the same time that classrooms across America are enrolling increasing numbers of non-native speakers of English. Moreover, the global importance of English in industry and commerce is fuelling interest in education via the English language in all phases of education around the world.

These trends suggest that Harvard graduate students who are planning to become educators—whether in the USA or abroad, and at all levels of instruction—would enhance their career prospects and professional success by adequately preparing themselves to teach English as well as other subjects to non-native speakers. The course of study leading to the Certificate in Teaching English to Speakers of Other Languages (CITESOL) offers precisely such an opportunity free of charge to all GSAS students.

The CITESOL program, which is meant to be taken over the course of fifteen months, involves applied linguistics training and practice during the course of the PhD studies of GSAS students who have completed their general exams. Students in the program take four courses, including a practicum in teaching.

Students completing these requirements work with full-time IEL instructors in the subsequent Harvard Summer School session to acquire classroom experience in the context of an intensive ESOL program before receiving the Certificate at Commencement in the following spring.

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 8, 2010.

Questions about the application process should be directed to Dr. Lilith M. Haynes (617-495-2947, email: [lilith\\_haynes@harvard.edu](mailto:lilith_haynes@harvard.edu)) or Rise Shepsle, GSAS Dean's office (617-496-5275, email: [rshepsle@fas.harvard.edu](mailto: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 Holyoke Center 350.) There is a 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.

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 Holyoke Center (available online at [www.gsas.harvard.edu/current\\_students/petition\\_and\\_withdrawal\\_notices.php](http://www.gsas.harvard.edu/current_students/petition_and_withdrawal_notices.php)). 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 Holyoke Center. For application forms and deadlines see [www.gsas.harvard.edu/current\\_students/transfer\\_and\\_readmission.php](http://www.gsas.harvard.edu/current_students/transfer_and_readmission.php). 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/readmit 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, arranged by the Office of the Registrar 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. The grade of ABS should not be assigned to students who miss an examination administered by the course. (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 Holyoke Center, or online at [www.gsas.harvard.edu/current\\_students/petition\\_and\\_withdrawal\\_notices.php](http://www.gsas.harvard.edu/current_students/petition_and_withdrawal_notices.php); 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. These courses may not be counted toward the minimum course requirements for a higher degree.

### **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. The pass/fail grading option is not available to graduate students. 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 arranged by the office of the Registrar, a student must take such examinations unless previously excused by the department (see Nonletter Grades). 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 regularly scheduled final examination in a course receive a grade of ABS (Absent), unless excused by their department (see Nonletter Grades). 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 February for fall term final examinations and in October for spring term 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 [emergency.harvard.edu](http://emergency.harvard.edu) and the University website ([my.harvard.edu](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 (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 Holyoke Center, 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.

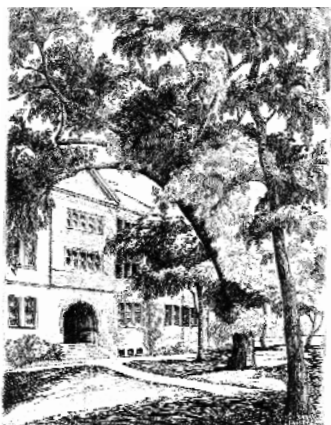
The Graduate School's policy is that letters of recommendation for admission are to be used only for the purpose for which they were intended. Exceptions to this policy may be made only upon written request of the student and receipt of the written permission of the recommender. Students who are applying for fellowships and prizes may consider establishing 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 20202-5920.

## VI. DEGREE REQUIREMENTS



*Sever Hall. Etching by Joseph Raskin. (Harvard University Archives)*

### 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 or is employed by the U.S. military, the approved leave period can be extended beyond a single year.

## **ADJUSTMENT TO DEPARTMENT G-YEAR**

- 1) An adjustment to the department G-year of one year can be made for a medically documented severe illness. Contemporaneous documentation must be submitted to the Accessible Education Office and should include a letter explaining the illness signed by the physician responsible for the care of the student.
- 2) An adjustment of one year can be made for childbirth or other major family related interruptions of timely progress in a graduate student’s work. Students who desire this adjustment in the department G-year based on a change in family circumstances should contact their department and request this change. The department will notify GSAS of this adjustment. (See Chapter XIII.)
- 3) An adjustment to the department G-year can be made for all the years that a student is on active service in the U.S. military.
- 4) An adjustment to the department G-year can be made for the years a GSAS student is fully engaged in another Harvard School as an official participant in the MD-PhD or JD/PhD coordinated program.
- 5) An adjustment of one year can be made for students entering a PhD program from a GSAS AM program.

Students who desire a change in their department G-year based on one of the above reasons should contact their department.

A leave of absence is not necessary to receive an adjustment for reasons 1 and 2 above.

## **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. If an exception is requested, GSAS will require a letter from the advisor explaining the progress the student has made and the reason for the request; and a letter from the student explaining the plan of completion. 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 of Study* publication available at the GSAS Admissions office. For the most updated information about requirements, please contact the departmental offices.

## **AFRICAN AND AFRICAN AMERICAN STUDIES**

The Department of African and African American Studies offers graduate programs in the fields of African American Studies and of African Studies. Their aim is to offer rigorous interdisciplinary training in the humanities and the social sciences, with a focus in a disciplinary field, leading to the PhD.

### **Advising**

- In their first year, students are advised by the Director of Graduate Studies (DGS), who serves as their mentor until they choose an advisor, generally before the beginning of their second year. After consulting with the DGS, a student may change advisors. 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 ultimately select a dissertation committee.

### **Academic Residence**

- A minimum of two years of full-time study (14 half-courses or equivalent) is required.

### **Program of Study**

- Students must take a combination of 14 courses of which eight must be courses in a primary field. The distribution of courses in the first three years of study is as follows:

#### **First Year**

- *African and African American Studies 301/302*  
This required yearlong course is co-taught by the faculty of the program. It aims to introduce students to central topics and themes in African and African American studies and to major theories and debates. The first term focuses on issues in literature, philosophy, and culture, including: the concepts of race and ethnicity, slavery and the slave narrative, debates about African and African American literature, art, music, and religion, the American literary canon, the African and the American in African American culture. The second term focuses on issues in the social sciences and public

policy concerning African and African American peoples, including such topics as African languages, nationalism, colonialism and decolonization, varieties of religious experience, aspects of intellectual history, ethnic conflicts and governance, strategies of economic development, and public health (e.g. HIV/AIDS, sickle-cell anemia, malaria, and the politics of science practice) as well as race and class in America, the role of race in the political system, the study of racial attitudes, racial discrimination, affirmative action, criminal justice, and redistricting. There are two required final presentations to the faculty at the end of each term, one on a humanities topic, the other on a social science topic.

- In addition, students must ordinarily take at least six other courses of which at least two must be in the Department of African and African American Studies and two in the primary field.

### Second Year

- Students must ordinarily take at least six courses in their second year.
- Students will ordinarily be required to take all of the following courses or their equivalents by the end of their second year:
  - *African and African American Studies 218* — Topics in African and African American History (or applicable graduate seminar in another department encompassing a broad survey of African, African American, or Caribbean History)
  - One graduate seminar in African and African American Literature
  - *African and African American Studies 241* — Topics in African and African American Social Science (or applicable graduate seminar in another department focusing on Social Science methods)
  - At least one research seminar — Students who have not taken a research seminar by the end of the first term of their 2nd year must enroll in a graduate course in which they produce a paper of publishable quality. This must be done no later than the second term of their 2nd year. This can be done in a research seminar or in an independent tutorial through AAAS 391 (Directed Writing). Students will not be allowed to take their oral general examination unless they satisfactorily complete a research paper.
- By the end of the second year, the total number of courses taken in African and African American Studies and the primary field should be 14, including at least eight in the primary field. In particular, students should take all courses required for an AM in their primary field.
- Students specializing in African or African American Studies may substitute other appropriate courses with the approval of the DGS. Students who have already done an equivalent course at other institutions may be permitted to substitute graduate level work at Harvard in African and African American history, literature, and social science, respectively, for these courses, with the consent of the DGS. (The department will require both a copy of the syllabus of the course at the undergraduate institution and an oral or written examination of the student administered by an appropriate member of the department's faculty.)

### Third Year

- Students must have completed all course work and language requirements prior to their oral exams for their admission to candidacy.
- By the end of the fall term of this year students must have completed the oral exam described below.

### **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**

- An important element of graduate education in the program is the experience of working as a teaching fellow in courses in African or African American Studies. The department also encourages students to seek teaching opportunities in their primary fields.
- The graduate committee must verify that a student has had sufficient preparation in teaching before voting him or her a degree. Students ordinarily teach at least two courses in African and African American studies and one in their primary field during their third and fourth years.
- If designated as part of the student's financial package, students are expected to teach in their third and fourth years at the rate of 2/5 per term. The department will assist the student in securing teaching positions. Priority for teaching fellow positions is given to students in their third and fourth years of graduate study.

### **Other Requirements**

#### **Languages**

- 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 their primary field. However, the DGS and the student's primary advisor may propose modifications of these requirements if, in their judgment, a different language is more suitable. The student's orals committee is responsible for determining whether the student has met an appropriate language requirement before proposing a candidate to the graduate committee for admission to the doctorate. Students in African Studies are required, in addition to a major European language, to take at least one African language to the level at which they reach proficiency.

#### **Grade Requirements**

- Students must maintain a grade average of B+ or better in each year of graduate work. At no time may a student register for a term if he or she has more than one Incomplete. Where the primary field requires either that all courses be passed at or above a certain grade or that the student's average grade be higher than B+, the student will be required to meet that requirement for courses in the primary field.
- No more than one Incomplete may be carried forward at any time by a graduate student in African and African American Studies. It must be made up no later than six weeks after the start of the next term. In applying for an Incomplete, students must have signed permission from the instructor and the Director of Graduate Studies, or the course in question may not count toward the program requirements. If students do not complete work by the deadline, the course will not count toward the program requirements, unless there are documented extenuating circumstances.

### **Admission to Candidacy**

#### **Oral Examination**

- Once students have completed their course work, they begin to prepare for their *oral exam* in their primary field. For this purpose they require a committee, consisting of their major advisor and at least two others, at least one of whom should be a member of the discipline of the primary field. This committee, the student's orals committee, meets with the student once his or her course work is complete, and defines a bibliography and a set of topics on which the student will be examined orally in the first term of the third year. Once the student has passed the oral exam, he or she prepares a written prospectus.

### **The Dissertation**

#### **Prospectus**

- Ordinarily the orals committee then becomes the dissertation committee, but students may reform their committee at this stage. Students have flexibility in picking their major advisor at the stage that the dissertation committee is formed, since this is the right moment to identify the member of the faculty whose work is closest to theirs. The dissertation committee is responsible for approving the prospectus, and this should ordinarily be completed and accepted at the latest by the middle of their fourth year. The composition of the student's orals and dissertation committees is subject to the approval of the graduate committee in African and African American Studies, though students are given great flexibility in choosing their advisors.
- The prospectus is due at the latest by the end of the first term of the fourth year of residence. The student must discuss the prospectus with each member of the dissertation committee and then have a final oral exam on that prospectus: If the committee accepts the prospectus at the exam, the student is admitted to candidacy and begins research for the dissertation.
- NOTE: Many departments and independent groups organize dissertation colloquia for students in their fourth, fifth, and sixth years, at which they may present and discuss their research.

#### **Dissertation Review**

- During the period that a student is working on the dissertation, the student will have a primary advisor and a dissertation committee. Each term the student will consult with and report 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 choose 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.
- 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. Completion of the dissertation is ordinarily expected by the end of the sixth year.

- 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.

### **Satisfactory Progress**

- The faculty monitors each student's progress year by year. During the period between admission to candidacy and submission of the dissertation, the dissertation committee is asked whether the candidate is making satisfactory progress and has to certify in writing when the candidate has completed two draft chapters.

### **Summary of Requirements**

- 14 courses, at least eight in the primary field
- African and African American Studies 301, 302, 218, 241, and one graduate seminar in African or African American Literature (or equivalent courses with approval of the DGS).
- All courses required for an AM in the primary field
- Completion of one research paper of publishable quality (may be completed through AAAS 391).
- Language requirements as specified
- B+ average at the end of each year (and any other requirements of the primary field).
- No more than one Incomplete outstanding at any given time
- Oral exam for admission to candidacy
- Teaching experience
- Prospectus exam
- Dissertation completion
- Dissertation defense

Please see the description of a secondary field in African and African American Studies at the end of Chapter VI.

## **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 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, Anthropology 2070a and 2070b; for social anthropology students, Proseminar 2650a and Proseminar 2650b.

- 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 areas of specialization in consultation with their advisors. See “Archaeology” within “Anthropology” under “Program of Study” on the GSAS website for a more detailed presentation of archaeology program objectives and field of student expectations.
- Archaeology PhD students must fulfill the following coursework requirements: Anthropology 2250a and 2250b: Proseminar in Archaeology, Anthropology 2070a: Archaeological Method and Theory; and Anthropology 2070b: Case Studies and Research Proposal Preparation; twelve half-courses in archaeology or other fields chosen in consultation with the advisor and advisory committee. Students are expected to obtain competence in quantitative methods or computer applications (e.g., GIS) as they relate to the practice of archaeology
- Courses taken to fulfill the requirements must normally be passed with a grade of B- or better.
- The expectation is that the student will be able to complete the program in six years. Beyond the eighth year of registered graduate study, students are required to withdraw. Students can apply for readmission for the degree the term in which they submit their dissertation.

#### 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 (2650a and b); a half-course on the ethnography of one’s area of specialization are recommended but not required. A half-course in archaeology is recommended but not required. 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 the faculty 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.

#### 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 faculty, 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. The student's primary advisor sets the standard required for each language; examiners may be department faculty or other qualified persons.

- 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 at least 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 or any other course taken in the first year 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 may 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 PhD students may apply for the AM after passing eight half-courses. Social anthropology PhD students must pass the twelve required half-courses before applying for the AM.
- The terminal AM in medical anthropology requires eight half-courses, including one term of the Proseminar (2650), an ethnography course, and three courses in medical anthropology. Only one course may be included that is outside of social 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.
- 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/conferences.
- 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 or advisors based upon compatibility of research interests. These 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 primary advisor(s), students will also have an advisory committee, consisting of three archaeology faculty members including the primary advisor(s), for the first three to four semesters 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 their advisory committee 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.

## **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; in such instances the DGS serves as the student's acting advisor.
- 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 program faculty 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 program. Students in both programs may include readers on their committees who are from other departments or universities, subject to faculty approval.

\*See specific program 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 examinations will consist of written and oral components pertaining to important issues in world archaeology. 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 to take designated courses.

### **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.

## **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 Dissertation Prospectus and Special Exam**

A dissertation topic is developed in consultations among the student, the principal advisor, and other appropriate scholars. The dissertation prospectus consists of a proposal that describes 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 should relate how the student intends to address them. The prospectus normally should be no longer than 20 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.

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. Any application to a funding source outside of Harvard University for either field or other research funding for dissertation preparation must be approved by the student's advisor(s).

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.

## 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 before the prospectus defense. The prospectus will not be formally accepted until and unless all Human Subjects procedures have been formally initiated. 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 public PhD dissertation 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*.
- Failure to meet 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 social anthropology.

## ARCHAEOLOGY

- The examining and 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 three months before the approved dissertation is due at the Registrar's office and must be approved by that committee at least two months before the Registrar's due date. A draft of the dissertation must be made available to other members of the Department at least two weeks before the public defense. The text of the dissertation, exclusive of charts, figures, and appendices, ordinarily may not exceed 250 typewritten pages.
- The dissertation defense ordinarily consists of 1) an assessment of the thesis by the dissertation committee at least two months before the dissertation is due at the Registrar's office; 2) an oral presentation for a general audience, including other faculty members approximately one month before the Registrar's due date, and 3) a private defense of the thesis with the dissertation committee and other interested faculty members. After successful completion of the defense and after the incorporation of any required revisions, 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 is expected to be submitted by the end of the sixth year of graduate study, and the dissertation must be approved by the end of the eighth year of graduate study or the student will be required to withdraw (see above).

#### **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 faculty, 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 anthropology 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 faculty requesting an extension of this time limit.

#### **ARCHITECTURE, LANDSCAPE ARCHITECTURE, AND URBAN PLANNING**

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](http://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 eight 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. Examinations take place in October and May. 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).
- 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 stu-

dent 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).

#### **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.

## **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.

#### **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 two labs prior to fulltime 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.

#### **Introduction to Research**

- This once weekly, hour-long course will meet from September through May, and will be required for all first-year BSDM students. These weekly meetings will include discussions of the many practical and philosophical/ethical issues related to biomedical research, and will provide a useful forum for stimulating interactions between PhD students and other Doctoral candidates and dental students interested

in basic research. Participation in this course will ensure that students get to meet several members of the BSDM and other graduate training program faculties.

### **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 encouraged to serve as a teaching fellow (unpaid) for one term. Students 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 expectation 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 usually given 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 May 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 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 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 it 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 are 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 dissertation lab. 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)), 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, 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.

### **Laboratory and Radiation Safety Courses**

- All incoming DMS graduate students are required to take the Harvard University Laboratory and Radiation Safety Courses (scheduled during orientation) before beginning any type of lab work at Harvard. Students who have already completed these Harvard course will not be required to repeat them. All students entering a dissertation lab not located at HMS must report to their department administrator's 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 laboratory and radiation courses.

### **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 administrators, 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 the Division of Medical Sciences.



### **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 she or he 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 administrator).

#### **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. Many of these guidelines are set forth in the *Division of Medical Sciences Timeline to Degree*.
- 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 administrator, 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 May 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.

### **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 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. Faculty members who have collaborated with the student or the student's advisor on the student's area of research within the past five years may not serve on the exam committee. Faculty with whom the student has done a regular laboratory rotation in the process of selecting the dissertation laboratory are eligible if there are no other collaborations. Students may petition DMS to approve examiners whose collaboration with the student or advisor was not directly related to the dissertation research.

### **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**

- Graduate students in Molecular and Cellular Biology enter one of two training programs: The Molecules, Cells and Organisms Training Program (MCO) is comprised of faculty members from MCB as well as the departments of Chemistry and Chemical Biology (CCB); Organismic and Evolutionary Biology (OEB); and Stem Cells and Regenerative Biology (SCRB). The Engineering and Physical Biology Training Program (EPB) includes faculty from MCB and the Department of Physics and the School of Engineering and Applied Sciences (SEAS).

### Coursework

- Students in the MCO Training Program are required to take three introductory courses in the first term that correspond to three training program tracks: Genetics, Genomics and Evolutionary Biology; Physical, Chemical and Molecular Biology; and Cellular, Neuro- and Developmental Biology. By the beginning of the second term, students declare a track and are then required to take at least two elective courses in that track (the second track elective may be completed in the second year). Students must also take a course in Quantitative Methods such as MCB 111, ordinarily completed by the end of the first year. Electives are selected primarily from Molecular and Cellular Biology (MCB) department offerings, as well as other offerings in departments participating in the MCO Training Program. Students select courses in consultation with their neutral advisor, faculty designated as track leaders, as well as the Director of Graduate Studies. With approval of the Director of Graduate Studies, students may cross-register in courses offered by the Massachusetts Institute of Technology (MIT).
- Students in the EPB Training Program should speak directly to the training program faculty to devise a plan of study.
- In addition to academic coursework, students must complete a course in the Responsible Conduct of Research by the end of the second year of study.
- All degree candidates must maintain an average equivalent to B or better to continue in the program. Satisfactory progress is reviewed annually and students who fall below the grade minimum will ordinarily be given one term to improve their grades.

### Laboratory Rotations

- During their first year, students spend about 25% of their time conducting experimental research in the laboratories of faculty members. Each rotation is for eight weeks, and there is an option for a fourth rotation following the end of the second term. Additionally, some students pursue an additional rotation during the summer preceding their first year. Both the summer rotation and the additional rotation at the end of the second term require special permission. Students select the laboratories in which they wish to rotate; however, the Director of Graduate Studies, in consultation with the Training Program Director make final decisions. At least two laboratory rotations must be with faculty participating in the student's training program. Rotations with non-training program faculty require approval of the Director of Graduate Studies. During the laboratory rotations, students are able to interact with individual faculty members and explore possible subjects for future dissertation research.
- In addition to regular coursework, students register for MCB 300 once in each of the first two terms. MCB 300 is the course number designated for all laboratory rotations.

### Nanocourses

- At least one *Nanocourse* will be offered in each of the three tracks in the Molecules, Cells and Organisms Training Program during the course of an academic

year. Participation in nanocourses is required for all students in the MCO Training Program.

### **Foreign Languages**

- There is no foreign language requirement for the PhD degree.

### **Dissertation Research**

- Each student arranges for a permanent faculty dissertation advisor by the end of the first academic year and begins dissertation research thereafter.

### **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 such as Life Sciences 1a, 1b, MCB 52, or MCB 54. For a listing of which courses are considered “major undergraduate courses” please consult the Graduate Programs Office or Director of Graduate Studies.

Once required teaching has been completed, a student may, with the approval of the director of graduate studies, teach for an additional term.

### **Advising**

- At the beginning of the first year of study, each student is assigned a *Neutral Advisor*. The neutral advisor is chosen from a research area different from that of the student's, so that the advisor may serve as a sounding board and general guide. Although many students indicate an area of interest during the application process, interests can change during the first year of graduate study. The neutral advisor serves as a resource during the important decision-making process of the first year, as well as during the entire training period.
- By the end of the first year of study and after at least three laboratory rotations, each student declares a home lab and a faculty advisor.
- Before the end of the second year, students select a dissertation committee in consultation with their faculty advisor. The dissertation advisory committee consists of at least two training program faculty members, and the Chair of the student's committee must be a senior faculty member. The third member may be chosen from another department or school. 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**

- In the spring of the second year, each MCB student assembles a committee of three or more faculty for the candidacy examination. The student delivers a written dissertation proposal and the subsequent oral examination is conducted in the form of a “chalk

talk.” It centers on the dissertation proposal and also explores the student’s foundation knowledge in the chosen discipline. Visual aids are limited to a maximum of two slides. If the student fails, the examination may be repeated once.

- Students accepted to candidacy arrange to meet annually with their dissertation committee for a formal report on 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 should submit a copy of their dissertation to each member of their dissertation committee at least two weeks prior to their defense.
- 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php).

## **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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).
- 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 and second years 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.

### **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 *Programs of Study* publication; 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).

- A student who expects to complete a dissertation in time to receive a degree the following May, 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 director of graduate studies 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 director of graduate studies 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. All students are monitored by the Committee on Academic Standing. Third- and higher-year students are also 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 director of graduate studies. The recommendations of the director of graduate studies 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, four terms of course work with a minimum average grade of B is ordinarily required. With the department's approval, students with a previous graduate degree in a medical, scientific, or statistical field and with prior sufficient prior statistical training may qualify for the AM degree with two terms of course work. 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. All PhD students participate as a teaching assistant in courses 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 three 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**

#### **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 director of graduate studies.

#### **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 director of graduate studies.

- 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. The student and his or her dissertation advisor will prepare a written report twice per year.

### **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 May 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**

- Three one-term courses in economic theory (Econ 2010 a, b, and c); and
- Two one-term courses in graduate quantitative methods (Econ 2110 and 2120) or a more advance course in econometrics are required
- One additional one-term graduate level economics course is required. This could be Econ 2110d or any other preparatory course for advanced course work in the second year. The advisor's approval of the course selected for this requirement is necessary. The course could be, for example, additional mathematics, statistics, or psychology, at the graduate level.
- All courses should be completed with a grade of B or better.
- A written general exam in microeconomic theory is required; students must pass this exam with a grade of B or better.

### **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 required five MBA one-term courses by the end of their third year.

#### **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)

## **CELTIC 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 Ax. An equivalent qualification acquired at Harvard or 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 Ax (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 courses offered by members of the department faculty 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 in the third year of PhD residency, ordinarily in the fall. In exceptional circumstances, it may be taken in the spring of the third year.

- In cases of unsatisfactory performance, the student may normally take the examination a second time. A student who does not pass on the second attempt must withdraw from the program. A student who has not passed the general examination by the end of the fourth year must withdraw.

### **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 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 10 for a degree in November, by November 30 for a degree in March, and by March 26 for a degree in May.
- 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).
- Students are encouraged to complete the PhD before the end of the sixth year.

### **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 consider petitioning 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.

### **PhD Secondary Field in Celtic Medieval Languages and Literatures**

- Please see the description of the PhD Secondary Field in Celtic Medieval Languages and Literatures at the end of Chapter VI.

## **CHEMICAL BIOLOGY**

### **Program of Study and Formal Academic Requirements**

- The Chemical Biology Program prepares investigators with diverse backgrounds for independent research careers in which the concepts and methods of chemistry are used to solve 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, a qualifying examination, independent research, and dissertation writing.

### **Advising**

- The program Co-Directors meet with each student at least two times during his or her first and second years to monitor progress.
- Subsequent to completing the qualifying examination, students are assigned a Dissertation Advisory Committee (DAC) to annually review and advise on the students' progress toward completion of dissertation.

### **Coursework**

- Students are required to take CB2100: Introduction to Chemical Biology I, CB2200: Introduction to Chemical Biology II, MedSci 300: Conduct of Science and four additional courses chosen in consultation with the program Co-Directors. These courses must be passed with a B- or better.

### **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. Additional rotations beyond the minimum two are encouraged. Laboratory rotations will be approved by the Co-Directors. At least one of the rotations should be in the laboratory of a Chemical Biology Program faculty 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.

### **Preliminary Dissertation Qualifying Examination**

- The aim of the PQE is to assess the student's ability to review research in a particular field, to identify a problem or formulate a central hypothesis that is significant for the field, to design line(s) of experimentation to address the problem or test the hypothesis, and to describe how s/he will interpret the data that would result from the proposed experiment. The topic for the proposal may be related to a student's dissertation research or the topic may be completely independent.
- Students may take the exam in the fall term (by the end of October) or in the spring term (by March 15th) of their second year. It is advised that the student completes the teaching requirement in the term without the PQE.
- 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 have been successfully completed, each student will discuss joining a research group with the faculty member(s) conducting research of interest to the student. Upon joining a research group, the faculty member who heads the group will then take on the remaining responsibilities of the academic advisor and direct the student's doctoral research.

### **Dissertation Advisory Committee**

- Each student, in consultation with his or her dissertation advisor, will nominate a Dissertation Advisory Committee (DAC) to oversee the progress of his or her research. A DAC must be appointed by the end of October of the student's third year and a meeting scheduled by the end of December. Subject to program approval, any three faculty may be on the committee.

### **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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).
- A student who expects to complete a dissertation in time to receive a degree the following May, 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 Co-Directors 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 Co-Directors 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 Co-Directors 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.
- 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.

## 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, 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 Chemistry 240 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, 253b, 268r. Equivalent courses may be substituted with the approval of the committee.
- All entering graduate students (G1s) are required to take “Chemistry 299hf. Scientific Teaching and Communication: Practicum” in their first year. This course will teach graduate students how to communicate scientific concepts in the classroom.
- In addition to taking Chemistry 299hf, all first year physical chemistry and chemical physics graduate students are required to take “Chemistry 300P. Physical Chemistry Seminar” in their first year.
- During CCB Orientation Week, each entering student meets with an assigned member of the Curriculum Advising Committee (CAC) to formulate a Plan of Study (course selections). The CAC advises students on their academic plans, approves required courses, and assists in decisions related to the PhD program. Any changes to the original Plan of Study must be discussed with and approved by a member of the CAC.
- 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 the second term of their first year unless granted a deferral by the director of graduate studies.

#### **Rotations**

- Entering graduate students (G1s) are required to participate in three 4-week rotations in different laboratories, OR they may conduct one 8-week and one 4-week rotation in two different laboratories. The goal of the rotations is to broaden a student’s scientific perspective by exposing him or her to the science and environment of different laboratories.

### **Advising**

- Each entering student meets with a member of the Curriculum Advising Committee 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.
- All students should 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 with 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 an independent proposal anytime between the second term of their second year up to the end of their fourth year in the presence of the GAC (including their PI). In addition, they will have meetings with their GAC in the second term of their second year, and anytime in the third and fourth years. Their independent proposal meeting will serve as one of their three meetings for their G2, G3, and G4 years. They may have a voluntary meeting in their 5th year and, if necessary, a mandatory meeting with their GAC in their 6th year. 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. At GAC meetings, students will present their progress on their PhD studies to date.
- Students are encouraged to consult with the director of graduate studies on any issues that affect graduate student life.

### **Oral Examinations**

- Students in Chemistry are expected to present and defend a research proposal anytime between the second term of the second year and the end of the fourth year. The presentation will be before a faculty committee in accordance with the Graduate Advising Committee guidelines.

### **Language**

- A thorough command of oral and written English is required. Incoming PhD students who are non-native speakers of English and who have not received their undergraduate degree from an English-speaking institution must meet GSAS standards for English proficiency. Students who are not deemed proficient will be required to take courses at the Institute of English Language to develop their English language skills as part of their preparation for teaching and their professional development. Students will not be allowed to teach until they are deemed proficient.

### **Teaching**

- Students will be expected to teach in the spring term of their first year and one term of their second year based on teaching needs. 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 accordance with policy set by the Graduate Advising Committee (GAC); (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 student's advisor and at least two other readers. One of the readers must be a faculty member of the department of Chemistry & Chemical Biology (generally the advisor). Two members of the committee must be members of the Faculty of Arts and Sciences. Faculty members from other schools at Harvard who hold appointments on GSAS degree committees as well as FSA emeriti and research professors may serve as a member of the dissertation committee.
- Faculty of institutions outside of Harvard may serve as a member of the dissertation committee providing the requirement of two readers from FAS (one being CCB faculty member; generally the advisor) are met.
- 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.gsas.harvard.edu/academic/dissertation.html](http://www.gsas.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 or physics for the AM degree in the corresponding subject.

## **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. Grades of B- will count as a pass if balanced by a B+ or better on a one-for-one basis. 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 300 or above do not count toward this requirement.

- During CCB Orientation week (generally two weeks before classes begin), 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**

- Entering graduate students (G1s) are required to participate in a minimum of two rotations of eight weeks each, and are encouraged to conduct additional rotations. However, students may join a research group upon completion of the second eight-week rotation. The goal of the rotations is to broaden a student's scientific perspective by exposing him or her to the science and environment of different laboratories in the department.

### **Advising**

- During CCB Orientation Week (generally two weeks before classes begin) each entering student meets with an assigned member of the Curriculum Advising Committee (CAC) to formulate their Plan of Study (course selections). The CAC advises students on their academic plans, approves required courses and assists in decisions related to the PhD program. Any changes to the original Plan of Study must be discussed with and approved by a member of the CAC.
- 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 with 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.

### **Oral Examinations**

- Students in chemistry are expected to present and defend a research proposal in their second year of residence before a faculty committee in accordance with the Graduate Advising Committee guidelines.



### **Language**

- A thorough command of oral and written English is required. Incoming PhD students who are non-native speakers of English and who have not received their undergraduate degree from an English-speaking institution will have their English proficiency tested. Development of English language skills may be required of students whose proficiency is deemed inadequate. (See Chapter III for more information.)

### **Teaching**

- Students will be expected to teach in the spring term of their first year and one term of their second year based on teaching needs. 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 student's advisor and at least two other readers.
- 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.gsas.harvard.edu/academic/dissertation.html](http://www.gsas.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.
- The PhD committee must be made up of the student's advisor and at least two other readers. Two members of the committee must be members of the Faculty of Arts and Sciences. Faculty members from other schools at Harvard who hold appointments on GSAS degree committees as well as FAS emeriti and research professors may serve as a member of the dissertation committee.
- Faculty of institutions outside of Harvard may serve as a member of the dissertation committee providing the requirement of two readers from the FAS (one being the student's advisor) is met.

### **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. 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 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 bracketed courses (i.e., GSAS transcripts) must be received by the department office before approval of the AM degree is granted.

### **Thesis**

- No thesis is required.

## **CLASSICS**

### **The First Two Years**

#### **Course Requirements**

- Combination of 16 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 website, [www.fas.harvard.edu/~classics](http://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 every 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 website.

### **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 website. 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 April 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.
- 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)):
  - (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 May, 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 majority of votes shall decide whether or not it is accepted. 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).

Please see the description of a secondary field in Classics at the end of Chapter VI.

## 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, and 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 (DGS) or the Chair. This form is available from the departmental office or may be downloaded from the departmental website ([www.fas.harvard.edu/~complit/](http://www.fas.harvard.edu/~complit/)).
- Each candidate will normally be expected to balance coursework in the following manner: 4 courses in the Department of Literature and Comparative Literature (LCL); 3 in a first literature; 2 in a second literature; and 2 in a third literature. The first literature must have a historical component, whatever the student's area of specialization. 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. Under special circumstances, the substitution of no more than one of the four LCL courses will be allowed, with the approval of the DGS or the Chair.
- Each degree candidate is expected to fulfill the 16-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 will 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 choice the candidate makes, the decision must be communicated to the Chair by April 1 during the first year of study. If candidates can identify their focus already at the outset of their programs, they may do so.

### Language Requirements

- Candidates should have knowledge of at least four languages variously related to their course of study and long-term interests. One language may be studied only for instrumental reasons and at least one must be studied because it stands in a useful “cross-cultural” or “diachronic” relationship to others.
- One of the four languages *may* be an “instrumental” means for reading criticism, or an access to philological and/or historical issues, or a first step toward eventually studying the literature. Candidates may exercise this option by taking an advanced language course or by passing a language exam in reading knowledge administered under the auspices of the Department. 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.
- 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, Chinese, Armenian and Sanskrit. Normally this language is not simply the “Old” form of a modern language which 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. There are inevitably languages which are difficult to classify in this system. A case in point is classical Japanese. The Department has considered this case twice and has decided both times that although classical Japanese differs substantially from modern Japanese, the distinction is closer to a “medieval vs. Modern” distinction that could be found in other traditions (even English, since Old English differs sharply from Modern English). As a result, the Department has resolved that the standard foundational language for Japanese is classical Chinese; but the requirement can be satisfied by the ability to read *kambun*. The term “cross-cultural” implies that this language is from another linguistic-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 DGS, candidates will draw up a list of four or more proposed languages; three of these will normally constitute the literatures declared by the student (“first”, “second,” and “third”). 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 revised and 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 A.M. after the second year must complete language requirements for that degree before the 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 Proseminar 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.

### **Advising**

- All incoming students (G1) are advised by the Director of Graduate Studies. At the end the first year, every G1 student is assigned an academic advisor, who may function for only one more year or else continue as the student’s academic advisor in G3 and beyond (by mutual agreement). During the G2 year, every student will meet with his or her faculty advisor on a regular basis, especially at the beginning of each term; the advisor will sign off on courses, check up on Incompletes, and help the student prepare for the Common Exam and Reading Check. The academic advisor may be one of the student’s examiners for the Reading Check, though not necessarily.
- By April of G3, every student will constitute a dissertation committee (*aka* prospectus committee), consisting of a “principal dissertation advisor” (PDA) and two other committee members (Readers). At least one of the three must be a member of the Literature and Comparative Literature faculty (more likely, two or even all three will be members). The “principal dissertation advisor” can be the same as the student’s

academic advisor (see above), but will often not be the same; if the PDA is a member of Literature and Comparative Literature, then he or she also acts as the student's departmental academic advisor; if the PDA is *not* a member of Literature and Comparative Literature, then the student will have a different departmental academic advisor, most likely another member of the dissertation committee. The departmental academic advisor (who may be the PDA, but not necessarily, as per above) will meet with the student at least twice a year, to check up on academic progress. In addition, the department as a whole will review the student's progress as part of its annual review of student progress every spring.

### **The Third Year and Beyond**

- 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 by the last day of reading period in their second year. The entire class of third-year students will take the Reading Check examinations on the same day.
- *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.
- *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.

### **Submission of the Dissertation**

- It is expected that students will submit chapters to their dissertation committee regularly, and revise each chapter after comments by the readers. A full version of the dissertation must be submitted to every member of the dissertation committee at least 6 weeks prior to GSAS Registrar's deadline for submitting dissertations for a particular degree period. This deadline will allow committee members to make final suggestions and give their approval before the manuscript is printed in its final, formal version. It is extremely important for students who are in the final stages of dissertation preparation to allow ample time to gather the signatures required on the acceptance certificate and to ensure that the certificate is submitted by the proper due date.

### **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.

Please see the description of a secondary field in Comparative Literature at the end of Chapter VI.

## **EARTH AND PLANETARY SCIENCES**

### **The First Two Years**

#### **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. Toward the end 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. As students' 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 toward the end of their second term. The form asks students to specify which courses



they intend to use to satisfy each component of the course requirements, to name a PhD advisor, and to list members to serve on their advisory committee. The co-directors of the GSC will review and approve the plans of study, or will notify students and their principal advisor if they foresee any problems.

- All students are required to take at least eight letter-graded graduate-level half-courses in fulfillment of the PhD degree. Four of these half-courses must be 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. Students in geophysics, seismology, ocean and atmospheric dynamics and other math-intensive research areas are expected to take two half-courses out of Applied Math 201, 202 and 203 or higher. Students in less mathematically-oriented research areas (as defined by their advisory committee) must take Applied Math 105b and one of Applied Math 105a, 111, 115, 132, 147 or higher-level math courses. The second math course may also be one of EPS 131, 132, 201, 202, 204 or Engineering Sciences 123, 162, 220, or 240. With the consent of their advisory committee, students may petition the GSC to replace one or both of the math courses with Statistics 110 and 111 or higher. The department assumes all students have taken the mathematic equivalent to Applied Math 21a and 21b. If not, they should be taken in addition to the above requirement.
- To ensure that graduate students gain exposure to the many areas of Earth sciences, the department has a breadth requirement. Students are required to take at least two EPS courses outside of their main area of research interest. These courses must be approved by the student's advisor. By petition to the GSC, courses with an Earth or planetary science component in other departments at Harvard may count towards the breadth requirement, provided the course is a lecture course with an exam or a term paper designed for graduate students.
- Students may petition the Graduate Studies Committee to receive credit for no more than two courses taken elsewhere in partial fulfillment of the four, 200-level, half-courses. Under exceptional circumstances, students may petition to receive credit for equivalent math courses at the 200 level or above taken elsewhere.
- 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 requirements before beginning research and should not put off research on this account.
- All degree candidates must maintain an average equivalent to 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. 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 additional 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 if they wish to teach more than two sections in a single academic year.
- It is department policy that students keep half of the teaching stipend after meeting the two-course teaching requirement. Under special circumstances, students may petition the Graduate Studies Committee to keep the full stipend while teaching the two required sections or after they have fulfilled the minimum requirement.
- If a student has received an outside fellowship that permits additional support, he or she may keep the stipend from teaching in addition to the fellowship—even if it is while teaching the two required sections.
- Students are required to consult with their faculty advisor regarding when and which courses they should teach, in order to maximize the benefit to their education and training and make sure teaching does not interfere with their thesis work. Students are also required to attend a Bok Center Teaching Conference (offered at the start of each term) prior to teaching their first class. Students for whom English is their second language may want to also contact the Bok Center to discuss which resources (available year round) would help them become effective teachers.

### **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. More far-reaching questions that have a bearing in the research may also be subjects for discussion. The research paper should be distributed to the committee with a copy to the department office at least two weeks prior to the date of the orals, failing which their exam may have to be rescheduled.
- 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.

- Request for permission to postpone the examination is by written petition to the GSC and should include 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 sixth 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 advisory committee. 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. An electronic copy is also given to the department office and is available to the department community if requested.
- PhD candidates are required to file the form *Request for Appointment of Final Examiners and Scheduling of Final Examination*. This form requests that the student and the principal advisor each nominate 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. This form is provided to request scheduling of the final private examination and the public presentation.

- 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 online ([www.gsas.harvard.edu/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).

### **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. The student, in coordination with the PhD advisor, may recommend to the GSC changes to the assigned committees by writing to the Academic Program Coordinator. The GSC normally accommodates and approves these changes.
- The co-directors of graduate studies mediate 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.

#### **Residence**

- Minimum of two years of full-time study, 16 half-courses or the equivalent. A “half course” is any single-term course offered for credit. For financial residence requirements, see the application booklet.

#### **Program of Study**

- Each student is required to engage in a program of study that involves at least three fields of knowledge. One of these fields should be chosen to demonstrate breadth in regard to a different area, discipline, or period. The program will be determined in consultation with the student’s advisor. Courses in other departments may be included whenever appropriate. Two research seminar papers with a grade of A- and above, one of which must be in the student’s primary field, are required of all students prior to taking the General Examination.

#### **Language Requirements**

The Department sets specific language requirements for the degree that are intended to ensure that all students are proficient in the primary language(s) needed for professional scholarly research in the field. These requirements are the same for EALC and HEAL PhD candidates.

The minimal language requirements for the PhD involve mastery of one East Asian language and advanced work in a second East Asian language. What those languages are depends upon a student’s regional and disciplinary specialization, and there is

variation across the Department. Standard requirements are defined for the different regional specializations as follows:

*China:* Fourth-year level in modern Chinese; second-year level in literary Chinese; third-year level in modern Japanese or, in exceptional cases, equivalent ability in another East Asian language.

*China/Inner Asia:* The same as for China, with the addition of two years' study of one or more of the spoken or literary languages of Inner Asia (Manchu, Mongolian, Tibetan, Uyghur, Chaghatay).

*Japan:* Fourth-year level in modern Japanese; first-year level in classical Japanese; second-year level in literary Chinese for students of pre-modern Japan; first-year level in literary Chinese for students of modern Japan. Note: In exceptional cases, a second year of classical Japanese may be substituted for the fourth year of modern Japanese.

*Korea:* Third-year level in modern Korean; third-year level in modern Japanese; first-year level in literary Chinese for students of modern Korea; second-year level in literary Chinese for students of pre-modern Korea.

*Tibet:* Third-year level in literary Tibetan; first-year level in modern Tibetan; combined three years' study of literary and modern Chinese, depending on specialty. Note: In some cases, the equivalent background in either Manchu or Mongolian may be substituted for Chinese.

### **Incompletes**

- Students must not carry more than three.

### **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 at least three fields. 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 subfield within the department will determine the means to test such proficiency.
- Students are expected to pass the general examination by the end of the third year in the department, but no later than the beginning of their fourth year. For those students who have previously gained the AM at Harvard, at the end of the second year in the PhD program of the department but no later than the beginning of the third year.

### **The Dissertation**

#### **Prospectus**

- A prospectus of a student's dissertation, between 15 and 25 pages, will be required by the end of the term after the general examination has been passed. At the end of the G-4 year, students are normally expected to present their prospectuses at a conference of faculty and students.

## **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.

### **PhD in History and East Asian Languages**

In addition to the degree in EALC, the Department also accepts applications from students who wish to study for the PhD in History and East Asian Languages. The requirements for the degree are similar to those for the PhD in East Asian Languages and Civilization. The principal difference is the additional requirement of a passing grade in one of the first-year colloquia (e.g., History 3910) offered in the Department of History. Students in this program are overseen by EALC's Committee on the PhD in History and East Asian Languages, which includes faculty from both the Department of East Asian Languages and Civilizations and the Department of History.

## **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; and the distribution requirement consisting of one course in economic history. The economic history requirement must be complete before the oral general examination can be taken.
- 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”). 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.

### **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**

### **Year Three**

#### **Working Seminar**

- After passing the oral general examination, students must enroll in a working seminar or participate in an informal lunchtime seminar group. Students in their third year and above must present in a working seminar (or informal lunchtime seminar) each term.
- In the third year, students must select a primary advisor within the Economics Department. Students are allowed to change their primary advisor according to their research interests, but must notify the graduate student coordinator of any changes.

#### **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 must continue to enroll in a working seminar each term.

### **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 SCHOOL 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. Within engineering sciences, students may pursue several areas including bioengineering, electrical engineering, environmental engineering, and mechanical and materials engineering.

### **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 School of Engineering and Applied Sciences (SEAS). At least four of the eight must be SEAS 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. The goal of our curriculum is to foster the education of PhD students so that they develop both the in-depth knowledge of their fields and the broader appreciation and skills that they will need after graduation. Students should work in close consultation with their advisors to develop an appropriate program of study which will contain a minimum of ten courses. Courses provide the background knowledge that is often needed to successfully complete research, and allow one to learn more broadly about a field or related fields in a structured fashion. Courses are not meant as and should not be seen as an impediment to research, but as a means of enhancing one's research ability and as part of the process of becoming a mature, well-rounded member of one's field. We emphasize that the 10 course requirement is considered a minimum, and not a goal;

students are encouraged to take additional courses whenever appropriate. Of the ten required courses for the PhD degree:

- **At least 8 courses** will normally be disciplinary courses, i.e. courses that provide the scientific, mathematical, and technical depth that students need for our graduate programs in engineering and applied science.
- **Up to two courses** can normally be “298r” or “299r” courses, “Innovation” style courses that broaden a student’s perspective, or relevant courses at a suitable level in other departments (e.g. economics) or schools (HKS, Business School, Medical School).
- Each course must be passed with a grade of B- or better, and students should 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, 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. Ordinarily, five such courses is the maximum number approved, and only four will count towards the eight disciplinary courses. In most cases fewer than five will be accepted.
- 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 an SEAS 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 SEAS 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 SEAS 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 SEAS, 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 SEAS 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 reregister, 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 SEAS faculty members, one of whom must be a senior faculty member.

- In the student's sixth term, a progress report, which includes remarks by the student and comments by the committee members, must be submitted by the end of the reading period. Beginning with the eighth term, progress reports are due by the end of the reading period each term, and the committee is strongly urged to meet as a group with the student at least once each year 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 SEAS 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 SEAS academic office prior to the degree meeting of the Committee on Higher Degrees, where recommendations on degrees are voted. An electronic copy of the dissertation must also be provided to the academic office. After a positive recommendation to grant the PhD is voted in SEAS, the dissertation is delivered to the Registrar's office.

### **Engineering and Physical Biology PhD track**

- Students admitted to the EPB program through the SEAS will have somewhat different degree requirements than those described above. During the first year, an EPB student will take two half-courses specifically designed for this program plus an EPB-specific summer tutorial in computation. Six other half-courses taken in the first year and two half-courses taken in the second year must include one half-course in bio-engineering, bio-materials or bio-physics, and seven half-courses drawn from offerings in Applied Mathematics, Applied Physics, and Engineering Sciences. Within these guidelines, the individual program of coursework will be developed by the student in consultation with an EPB Mentoring Committee and representatives of the SEAS. Students will also be speakers each year in an annual one-day EPB/dAVinci symposium.
- Each student in the EPB program will be required to be a teaching fellow in two approved half-courses, with this requirement to be fulfilled by the end of the third year.
- *Oral Qualifying Examination:* Suitability for PhD dissertation research will be determined by a qualifying examination to be taken in the spring of the second year.

This oral examination will be conducted by faculty representing biology, biochemistry, engineering and physics and will require the student to respond to questions regarding subject, experimental approaches and conclusions in abstracts of four scientific papers, one from each of the above areas.

- *Dissertation:* Research may begin as early as the end of the first year or as late as the end of the second year and may be undertaken in the laboratory of any member of the daVinci Group which supports this program, or with another member of the FAS science faculty. Dissertation research will normally be completed in five or six years from matriculation.

## ENGLISH

### The Program

The program takes between four and seven years to complete, with the majority finishing in five or six years. The first two years are devoted to course work and to preparation for the PhD Qualifying Exam (the “General” exam) at the beginning of the second year. The second and third years are devoted to preparing for the Dissertation Qualifying Exam (the “Field” exam) and writing the Dissertation Prospectus. The fourth, fifth and, where necessary, sixth years are spent in completion of the PhD dissertation. From the third year until the final year (when they are generally supported by Dissertation Completion Fellowships), students also devote time to teaching and to developing teaching skills. Students with previous graduate training, and those able to accelerate, may complete their dissertations in the fourth or fifth years. Students are strongly discouraged from taking more than seven years to complete the program except under the most exceptional circumstances.

The program aims to provide the holder of the PhD with a broad knowledge of English and American literature and language, including critical and cultural theory. Additional important skills include facility with the tools of scholarship—ancient and modern foreign languages, bibliographic procedures, and textual and editorial methods. The program also emphasizes the ability to write well, to do solid and innovative scholarly and critical work in a specialized field or fields, to teach effectively, and to make articulate presentations at conferences, seminars, and symposia.

### Residence

- Two years of enrollment for full-time study are a minimum requirement, with a total of at least 14 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 14 courses must be completed no later than the end of the second year.
- Students typically devote part of their course work in the first year to preparation for the “General” exam, focusing increasingly on their field in the second year.

- At least ten courses must be at the 200 (graduate) level, and at least six of these ten must be taken within the department. Graduate students in the English department will have priority for admission into 200-level courses.
- The remaining courses may be either at the 200 or the 100 level.

### **Independent Study and Creative Writing**

- One of the 100-level courses may be taken as independent study (English 399) with a professor, but not before the second term of residence. Other independent study courses will be permitted only in exceptional circumstances, and with the concurrence of the professor and the director of graduate studies (DGS).
- Only one creative writing course may be taken for credit and counts as a 100-level course.

### **Advanced Standing**

- No more than four graduate-level courses may be transferred from other institutions, at the discretion of the graduate director, after the student has completed at least three 200-level courses with a grade of A or A-.
- Transferred courses will not count towards the minimum of ten 200-level courses required but will be understood as 100-level courses.

### **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.
- In applying for an incomplete, a student must have signed permission from the instructor and the DGS, or run the risk of having the course in question not count towards fulfillment of program requirements.
- If a student does not complete work by the deadline, the course will not count towards fulfillment of program requirements, unless there are documented extenuating circumstances.

### **Language Requirements**

- A reading knowledge of two languages is required.
- Normally, Latin, ancient Greek, French, German, Spanish, and Italian are the accepted languages. Other languages may be acceptable if deemed relevant and appropriate to a student's program of study.
- Students may fulfill the language requirements in the following ways: (1) by passing a two-hour translation exam with a dictionary; (2) by taking a one-term literature course in the chosen language; or (3), in the case of Latin and Greek, 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. Literature-level language courses count for course credit; elementary language courses do not.

### **The (Non-Terminal) Master of Arts Degree**

- In order to apply for the AM degree, students must complete, with a grade of B or better, no fewer than a total of seven courses, including a minimum of four English courses, at least three of which **MUST** be at the graduate (200-) level, and one additional course which **MUST** be taken at the graduate level, but may be taken in another department. Students must also fulfill at least one of their departmental language requirements.

### **General Examination**

- At the beginning of the second year, each student will take a seventy-five minute oral exam, based on a list of authors and/or titles that the department will make available for each entering class in the summer prior to its arrival. The student must fulfill at least one language requirement by the end of the first year in order to be eligible to take the General Exam.
- 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 exam is judged inadequate will be recorded as “not yet passed” and must retake the exam at a time to be determined. If the candidate does not pass on the second attempt, he or she will not be able to continue in the program.

### **Field Oral Examination**

- The purpose of the Field Oral Exam 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 two-hour examination is taken in December of the third year of graduate study, and is conducted by a three-person examination committee, chosen by the student no later than September of the third year, normally from among the tenured and ladder faculty of the English department.
- One faculty member acts as chair of the committee and assists the student in selecting its other members. This committee, or some part of it, will likely continue to serve as the student’s dissertation advisors.
- During the exam, the student is asked to demonstrate an adequate knowledge both of the major primary works and selected scholarly works in her or his chosen field and to give a first account of a dissertation project. The exam focuses on a list of primary and scholarly works, drawn up by the student in consultation with the examination committee.
- When desired by the candidate and the candidate’s committee, the fields list may be informed by longer lists of works provided by the department, augmented by the student to accommodate her or his particular scholarly interests.
- The entire committee meets with the student at least four weeks before the exam (that is, before the Thanksgiving break) to finalize his or her fields list and discuss the exam format.
- The exam is graded Pass/Fail.

### **Dissertation Prospectus**

- The dissertation prospectus, signed and approved by three advisors (one of whom may be the DGS), is due in the Graduate Office by May 15 of the third year.
- The prospectus is neither a draft chapter nor a detailed road-map of the next two years work but a sketch, no longer than seven to ten pages, of the topic upon which the student plans to write, which gives a preliminary account of the argument, structure, and scope of the student's intended treatment of the topic. The overview will be followed by a bibliography.
- The prospectus is written in consultation with the dissertation advisors, who will meet the student at least once in the spring of the third year to discuss the prospectus and to draw up a timetable for the writing of the dissertation.
- In planning a timetable, students need to bear in mind that two chapters of the dissertation must exist in draft by half way through their fourth year if they are to be eligible to apply for completion fellowships in their fifth year, and that students generally go on the job market in the fall of their fifth or sixth years, with at least two chapters completed and a third in draft. They should also remember that term-time fellowships and traveling fellowships are available to them in the fourth year, but that these require applications as early as December or January of the third year.

### **Dissertation Advising**

- The student should assemble a group of faculty members to supervise the dissertation. Several supervisory arrangements are possible: a student may work with a committee of three faculty members who share nearly equal responsibility for advising, or with a committee consisting of a principal faculty advisor and a second and third reader. If the scope of the project warrants, students should consult the DGS about including a fourth faculty advisor from a department other than English.
- The advising mode chosen will be indicated to the department when the prospectus is submitted.
- No matter what the structure of advising, three faculty readers are required to certify the completed dissertation.

### **The Dissertation**

- After the dissertation prospectus has been approved, candidates work with their dissertation directors or their dissertation committee.
- All of the designated advisors must approve the final work.
- 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 they 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 required to take English 350, the Teaching Colloquium, in their first year of teaching and are encouraged to avail themselves of the facilities at the Bok Center for Teaching and Learning.

## FILM AND VISUAL STUDIES

### The Program

The Graduate Program in Film and Visual Studies leads to the degree of Doctor of Philosophy (PhD). This is a research degree whose core emphasis is the theory and history of moving images in relation to the visual arts.

The Program will not admit candidates for a terminal AM degree. Students may apply for a master's degree after advancing to PhD candidacy by satisfactorily completing their coursework and exams as indicated below. A master's degree may also be offered to students unable to complete the PhD. The expected timetable for completion of the degree will be five to six years.

We also recognize that there are graduate students pursuing serious research in film and related visual media in other departments who, for reasons both intellectual and professional, may wish to have their work validated by our program. Therefore, we also offer a *secondary field in Film and Visual Studies* for students already admitted to other doctoral programs in the Graduate School of Arts and Sciences (see end of Chapter VI).

### Residence and Academic Standing

- Two years of enrollment for full-time study are a minimum requirement, with a minimum of at least fourteen courses completed with honor grades (no grade lower than B-).

### Courses

- A minimum of fourteen courses must be completed no later than the end of the second year. Normal progression would include eight courses in the first year and six courses in the second in order to provide time for preparation for the general examination as well as flexibility to pursue course work in neighboring fields of study.
- Of these fourteen courses, two are required: VES 270, the *Proseminar in Film and Visual Studies: History* and VES 271, *Proseminar in Film and Visual Studies: Theory*. The *Proseminars* will normally be taken in the first year of study.
- At least seven of the fourteen courses must be at the 200 level.
- In addition, at least seven of the courses must be chosen from a list of courses approved for credit by the Film Studies Committee.
- The remaining courses (including courses in other departments, or transferred from other schools) may be either the 200 or 100 level.
- One of the non-200 level courses may be taken as a 300 level reading and research course with a professor, but not before the second term of residence. Other reading and research courses will be permitted in exceptional circumstances, and with the concurrence of the professor that the work is essential to the student's program and not covered elsewhere in the existing curriculum.

### **Credit for Work Done Elsewhere**

- 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.
- The amount and kind of credit shall be decided by the Director of Graduate Studies (DGS) with the advice and consent of the Film Studies Committee, but in no case will it exceed seven half-courses. The decision will be partially based on the nature of the student's work done elsewhere and on their record in their first year at Harvard.

### **Language Requirements**

- A reading knowledge of two languages is required.
- Normally, French or German should be one of these two languages. Other languages may be acceptable if deemed relevant and appropriate to the student's program of study.
- Proficiency may be certified either by a grade of B- or better on a proficiency exam administered by the relevant language department or by successful completion (B- or better) of a second-year or higher course taught in a foreign language.  
(*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 Film and Visual Studies, and it must be made up no later than six weeks after the start of the next term. This policy includes courses in the student's plan of study taken outside of Film and Visual Studies. 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.
- Delay in completing the fourteen courses will require postponing the student's general examination until the following year. A student who is still unprepared to take the examination at that time cannot continue in the program.
- Students may not take an Incomplete in any course in the second term of the second year.

### **(Non-Terminal) Master of Arts (AM)**

- Students must complete at least eight half-courses in Film and Visual Studies, maintaining a minimum GPA of 3.5 (B+) in all classes.
- Two of these eight courses must be the *Proseminars in Film and Visual Studies*.
- Students are also required to have as many 200 level courses as 100 level.
- No more than one reading course is allowed for credit.
- 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 DGS.

- After the first two years, working with the DGS, the student will select a dissertation 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. The dissertation director and advisors will also help students choose and prepare field topics for the general examination.

### **Advancement to Candidacy**

Advancement to candidacy for a PhD in Film and Visual Studies consists of three components: a *qualifying paper*, a *written general examination*, and an *oral examination*. The examinations are designed to test the students' mastery of their scholarly fields and their ability to proceed to writing a dissertation. They will normally take place together in September at the beginning of the third year of study, and will be supervised by an Examination Committee appointed each year from members of the Film Studies Committee. The timing of the general exam is meant to encourage students to take the exam as a cohort. Individually scheduled exams will be discouraged.

### **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. It is about 5,000 to 10,000 words in length, including notes. Emphasis is placed upon the student's independence of thinking and research, ability to use primary source materials, and proficiency in writing and presentation. Following close consultation with their field advisors, students at the beginning of their third term of residence will submit to the DGS the proposed topic and a timetable for completion. The paper should be completed and submitted at the time of the general examination. 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 DGS and two members of the Film Studies Committee.

### **General examination**

The written examination is designed to test students' mastery of their scholarly fields as well as general knowledge of the history and aesthetics of moving images in relation to the visual and performing arts. The examination consists of two parts, one relating to history and one to theory and aesthetics; each part has three components. Each component comprises a two-hour exam consisting of three essay questions, of which the student must choose one for each component.

- A. The *history examination* has three components: a general examination relating to methodology and historiography; a national or regional field component; and a third field component examining topics in the history of film and the visual or performing arts.
  - The general history examination is based on an extensive bibliography and filmography, regularly updated by the faculty in Film and Visual Studies. This component is designed to test the breadth of students' mastery of the history of moving visual media and their ability to develop synthetic arguments in relation to that history.

- The national or regional fields is examined on a bibliography and filmography developed by candidates in consultation with a field advisor. Examples of national and regional fields could include: American cinema, French cinema, Eastern European cinema, African cinema, Pacific Rim cinemas, and so on.
  - The special topics field is examined on a bibliography and filmography developed by students in consultation with a field advisor. Examples of special topics could include: early cinema; technological history and the visual image; economic and industrial history of media; urbanism, space and cultures of modernity; visuality and performance studies; film and the history of science, etc.
- B. The *theory and aesthetics examination* also has three components consisting of a general examination and two special fields.
- The general theory examination is based on an extensive bibliography and filmography, regularly updated by the faculty in Film and Visual Studies. This component is designed to test the breadth of students' mastery of the aesthetics of moving visual media and their accompanying theories, as well as students' ability to develop synthetic arguments in relation to those theories.
  - The two field components are based on topics, with accompanying bibliographies and filmographies, developed by the candidate in consultation with their field advisors. These fields may be organized conceptually or thematically. Examples could include: narrative theory in the visual arts; gender and sexuality in film; performance theory; authorship and genre; theories of spectatorship and audience; theories of documentary and non-fiction film; design, architecture and theories of space; film, philosophy and aesthetics, etc.
- C. At the *oral examination* (two hours), students will be asked to review, deepen, clarify, and defend their arguments as presented in the qualifying paper and written examinations. Candidates should also expect to present and discuss preliminary ideas and research for their proposed dissertation topic. Students whose performance on the examination is not satisfactory will be given one opportunity to repeat all or a portion of the exams.

## The Dissertation

### *The Dissertation Prospectus*

- After the successful completion of the general examinations, a topic for the dissertation should be chosen in consultation with the student's dissertation director and advisors. Discussing potential topics with several faculty members is advisable before the student begins.
- A committee, consisting of the dissertation director and two readers, should be formed and agreed no later than January in the third year of study.
- Once a student has a topic and advisor to guide his or her dissertation, a formal written dissertation proposal is the next step. Not including the bibliography, the prospectus should be about ten pages in length, but not more.
- Students will be expected to have a prospectus approved within five months of passing the general examination in order to be considered to be making satisfactory progress toward the degree.

### *The Dissertation*

- After the dissertation prospectus has been approved, candidates work closely with their dissertation director and readers. The PhD dissertation is expected to be an original and substantial work of scholarship or criticism, excellent in form and content. The program will accept dissertations on a great variety of topics involving a broad range of approaches to film and related visual media. 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 they teach discussion sections in courses in Film Studies and in Visual and Environmental Studies. It may also be possible to serve as teaching fellows for studio courses. 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 encouraged to avail themselves of the facilities at the Bok Center for Teaching and Learning.
- Please see the description of a secondary field in Film and Visual Studies at the end of Chapter VI.

## **FORESTRY**

### **Master in Forest Science (MFS)**

- The MFS is a terminal degree. Fields of study are related to the interests of faculty and staff at the Harvard Forest. These may vary, but generally include: forest ecology, historical ecology, community ecology, landscape dynamics, paleoecology, conservation, and ecophysiology.
- There are no course requirements or general examinations.
- A thesis proposal, thesis, public presentation, and final oral examination are required for the MFS degree.

### **Duration of Program**

- Students are normally expected to complete their degree within two years of entering the program. Students typically work as paid research assistants for the summer immediately preceding their matriculation in order to gain experience with research during the field season in New England. Thus, starting on June 1 students participate in the research program at Harvard Forest for three months, then matriculate and complete all degree requirements within two academic years (i.e., by May 30; two years after arrival at Harvard Forest).

### **Advising**

- Primary advising and direction of the thesis project are provided by Dr. David Foster and scientists at Harvard Forest, as well as scientists and faculty elsewhere in the University.

- During the first half of the first term, students must select a Thesis Committee that consists of a student's primary advisor and at least two other members, one of whom must be from outside of Harvard Forest. The Thesis Committee helps direct and set goals for the completion of the thesis and monitors progress toward completion of degree requirements.

### **Proposal**

- A thesis proposal must be submitted to the Thesis Committee no later than the end of the first term. The proposal is a document that defines the project on which a student plans to complete research for the thesis. In addition to summarizing the existing scholarship related to the proposed project, it should outline major questions, research goals, and methods that will be employed.
- Following submission of the proposal, the Thesis Committee will formally meet with the student to discuss the thesis topic and proposed methods. The thesis proposal must be approved by the entire Thesis Committee.

### **Satisfactory Progress**

- The initial period of research at Harvard Forest during the summer prior to matriculation is considered a probationary period. At the end of this period and prior to registration for the academic year, the student will meet with his or her primary advisor to review progress, evaluate student performance, and address any concerns. Similarly, after matriculation, the student will meet with his or her primary advisor at least once per term for the purpose of evaluating student performance and progress. In case of significant concerns with student performance or progress during the probationary period or after matriculation, the student may be granted a 'Grace Period' of three months, during which the student must address all concerns and demonstrate satisfactory progress. At the beginning of the Grace Period, a written document will be provided by the primary advisor to the student and to other members of the Thesis Committee; this document will identify specific concerns and describe expectations and timelines for achieving specific benchmarks. The Advisor and members of the Thesis Committee will use this document to evaluate progress towards completion of degree requirements and thus to determine whether the student is eligible to continue to register or must withdraw from the program.
- The student is expected to provide brief interim reports on the status of his or her research to all Thesis Committee members. The Committee will use these reports to gauge student progress, decide if additional research is required, and develop a logical timeline for thesis completion.

### **Thesis**

- Completed research is submitted to the Thesis Committee as a written thesis. The thesis is expected to be based on independent research work of quality suitable for publication in a major peer-reviewed journal, and may be submitted as a series of complete manuscripts essentially ready for submission. The thesis should contain a scholarly review of pertinent literature and clearly, logically, and carefully describe the specifics and implications of the research.
- MFS candidates are required to present the subject matter of their thesis at an open seminar at the Harvard Forest to which the Thesis Committee and members of the public are invited. This presentation shall occur before the thesis examination by

members of the Thesis Committee. Two weeks prior to the public presentation, the degree candidate must submit copies of the final thesis (unbound) to each member of the Thesis Committee.

- The public seminar is followed by a private oral thesis examination by members of the Thesis Committee. In the oral examination, the candidate will be called upon to demonstrate the ability to formulate and defend original ideas on scientific topics related to the subject of the thesis.
- After the examination, the Committee will decide whether the candidate passes, fails, or passes on condition of specific modifications to the thesis.
- Immediately after a successful thesis defense, two final bound copies of the thesis must be submitted to the Harvard Forest to be made available for public inspection.

#### **Department Withdrawal Notice**

- Graduate students who have not met satisfactory progress requirements for more than 3 months are subject to being withdrawn from the program at the discretion of the department. The department will provide the student in writing the specific steps necessary to obtain satisfactory progress. If at the end of the 3 month grace period, the student has not made satisfactory progress, the student will then be withdrawn.

#### **Exceptions to the Requirements**

- A student who has not met an established deadline may, with department endorsement, be granted the status of “grace” for 3 months 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.

### **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.

For complete information on the requirements for the Older Germanic Languages, Literatures, and Cultures track, please consult the director of graduate studies.

#### **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 start of their fourth 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 255 (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. Linguistics 200 (Second Language Acquisition: Theory and Methodology) and courses taken to fulfill language requirements or deficiencies are not included in the minimum requirement.
- A four-hour written examination, administered at the start of the student's fourth 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 one week later, which includes a brief presentation in German, is required. The AM examination is based on a departmental reading list. No master's thesis is required.

### **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 director of graduate studies, students may take courses in other departments that relate to their program of study. Linguistics 200 (Second Language Acquisition: Theory and Methodology) and courses taken to fulfill language requirements or deficiencies are not included in the minimum requirement.



- Completion of the seminars taught in the department by department faculty members 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 director of graduate studies 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 director of graduate studies in order to plan satisfactory remedial steps to remove the deficiency.

### **Teaching**

- Experience teaching the German language, normally for at least two terms at Harvard. 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 end of their second year; students taking the AM degree at Harvard take the examination at the end of their third 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) 1890–1945, (vi) 1945–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 four months before the date of the examination.

- The satisfactory completion of a two-hour oral examination within two weeks after 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 three months following completion of the general 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 as second and third readers, one of whom must be a member of the Faculty of Arts and Sciences.

The prospectus (1,500 to 3,000 words plus bibliography) lays out the main question(s) that the dissertation is to address, along with a tentative chapter-by-chapter description of the work. The prospectus is discussed and approved by the department faculty.

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

For information on a secondary field in Film and Visual Studies, in conjunction with the German Department, please see the listing under Secondary Field at the end of Chapter VI.

**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.
- 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 two graduate-level courses successfully completed elsewhere.

**Minor Course Requirement**

- Students must enroll in one government department half-course, ordinarily at the 2000-level, in a minor field. The department is organized into four fields: American government, comparative politics, international relations, and political theory. Two of these four fields will be assessed during the general examination (see below). The minor course requirement is fulfilled through one half-course from 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 successfully complete one half-course, with a grade of B (not B-) or better, in quantitative methods, such as Gov 2000: Quantitative Methods for Political Science I or, with the approval of the DGS, a course equivalent in level and coverage.

### **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. A student may defer the fulfillment of *two* of the following until after the general examination:
  - one seminar paper
  - two half-courses, or one half-course and one other deferred requirement.
  - 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.
- 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 a 90-minute 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 are listed below:

| <b>Major Field</b>      | <b>Illustrative Focus Field</b>   |
|-------------------------|---|
| American Government     | Congress<br>Presidency<br>Bureaucracy<br>Law and Courts<br>Federalism<br>Urban Politics<br>Political Parties<br>Interest Groups<br>American Political Development<br>Public Opinion and Elections   |
| Comparative Politics    | Government and Politics (of major foreign country or region)<br>Comparative Political Development<br>Comparative Executives<br>Comparative Bureaucracy<br>Comparative Elections and Party Systems<br>Comparative Political Economy<br>Comparative Public Policy<br>Comparative Political Behavior |
| International Relations | Theories of International Relations<br>Foreign Policy (of major country or region)<br>International Conflict<br>International Political Economy<br>International Law and Organization<br>Nationalism and Imperialism<br>Security Studies  |
| 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 Government 2030, 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, which will serve as a basis of questioning for 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.

### **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 sections 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 departmental 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 discuss 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. Petitions may be submitted to the director of graduate studies for extensions of this deadline. Students who have not received final approval of their dissertation prospectus by eighteen months after the general examination will be placed in unsatisfactory standing and 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 knowledge in the field. The requirement may also be fulfilled in the form of a three-article dissertation by approval of the dissertation committee.
- 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.gsas.harvard.edu/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).
- 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 must re-take the focus field of the general examination. Approved parental leave extends this period by one year per child, but no other reason for leave does.

### **Depositing Dissertation Data**

- 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. However, GSAS now penalizes departments that register students beyond the eighth year. Students who are administratively withdrawn 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 six Harvard University faculties: Faculty of Arts and Sciences, Harvard Kennedy School, Harvard Medical School, Harvard School of Public Health, Harvard Business School, and Harvard Law School.

### **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).
- Three one-term courses, chosen from three concentrations outside a student's field of concentration. The statistics requirement (noted below) may be used to satisfy one of the three requirements, except for students concentrating in evaluative science and statistics.
- Two one-term courses in statistics.
- 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 in a course offering a letter-grade option, 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, risk analysis, cost-benefit and cost-effectiveness analysis, decision modeling, and behavioral decision theory, as well as parts of operations research, microeconomics, statistical inference, management control, cognitive and social psychology, and computer science. Examples of research topics in health decision sciences include:

- cost-effectiveness analysis of medical technologies and pharmaceuticals
- optimal screening policies for cancer and other chronic diseases
- measurement and evaluation of health outcomes, including quality of life
- policy simulation modeling of diseases such as AIDS, tuberculosis, cancer, and asthma
- optimal resource allocation for biomedical research

**Economics** (Professor Joseph P. Newhouse, chair). The concentration in economics focuses on the economic behavior of individuals; providers; insurers; and international, federal, state, and local governments and actors as their actions affect health and medical care. In addition to examining the literature on health economics, the training emphasizes microeconomic theory, econometrics, and interactions with other disciplines, including clinical medicine.

**Ethics** (Professor Norman Daniels, chair). The ethics concentration integrates quantitative, qualitative, and normative approaches to the analysis of ethical issues in health policy and clinical practice. Increasingly, the investigation of ethical issues in medicine and health policy has not only drawn on normative ethics and political philosophy, but has included empirical research concerning attitudes and practices in clinical and broader institutional settings. A grasp of normative theories and tools is important because ethical principles and approaches underlie, explicitly or implicitly, the formulation of particular health policies at both the macro and micro level. Students in this track will focus on developing skills in a range of disciplines, with the goal of evaluating how ethical and socio-cultural values shape—and should shape—health policies as well as clinical and public health practices. Research in health policy and ethics would include such topics as:

- policies for the allocation of scarce resources to individuals (e.g., human organs for transplantation, newly developed drugs, hospital beds) and across categories of patients (treatment vs prevention for HIV/AIDS, or for HIV/AIDS vs malaria)
- policies for care at the beginning and end of life
- evaluation of informed consent protocols and their effectiveness
- issues of equity in the evaluation of policies determining access to health services and the reduction of risk factors
- policies responding to cross-cultural variation in ethical norms
- ways in which health professionals are educated

- policies regarding the balance between the individual and the collective (e.g., in bio-terrorism, epidemic control, etc.)

**Evaluative Science and Statistics** (Professors Stephen B. Soumerai and Alan M. Zaslavsky, co-chairs). Training in this concentration in health service 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
- the effects of regulatory changes in legal drinking ages on health and mortality
- the effectiveness of direct to consumer advertising of prescription drugs
- methods for estimating racial/ethnic healthcare disparities and their effects on health

**Management** (Professors Amy C. Edmonson and Robert S. Huckman, co-chairs). The management 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—and further developed for understanding—health care organizations. Students in this track should have a strong interest in pursuing research on such issues as:

- the design and improvement of health care delivery processes
- approaches for improving health care quality and productivity
- the development and adoption of new medical technologies
- financial incentives in health care
- the new role of patients as consumers in health care
- the appropriate ownership and organizational structure of hospitals and other health care providers
- the management of professional health care staffs

**Medical Sociology** (Professors Nicholas A. Christakis 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, 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. Research on these substantive topics will be necessarily interdisciplinary. In particular, students should develop a strong grounding in psychological and sociological theories of individual behavior and theories of institutions, organizations, and professions.

**Political Analysis** (Professor Robert J. Blendon, chair). This concentration is intended for students who wish to do research on the relationship between politics and health policy. Students will study theories of individual opinion formation, voting behavior, legislative organization, and interest group formation. In addition, students will examine the role of public opinion, interest groups, the media, and institutions in 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 associate director 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 one-hour in-class examination followed by a two-day take-home examination in which students must demonstrate that they have a master's level understanding of the 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, usually at the end of their second year in the program. 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. A student living outside the Boston area must, like all students in the PhD program, meet with their research committee at least twice each academic year (preferably one meeting per term).

- 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 30 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. If a student has not set a date for the dissertation proposal orals by January of the fourth year in the program, the program must notify the student and the chair of the student's dissertation committee. 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 feasibility 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 student will be responsible for getting the signed form and a copy of the dissertation proposal to the program 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 Committee 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 prepared 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 endorsement 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, and it is preferred that the chair of the research committee be a member of that Committee. 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.
- After passing the proposal oral examination, students are expected to meet with their research committee at least twice each academic year (preferably one meeting per term). This is the case whether or not a student is in residence. One of the meetings must be with all the members of their research committee physically present. The other meeting may be by teleconference if necessary. For documentation of these meetings, the program office will provide forms, which students will be expected to return to the program office.

### **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 strongly encourages submission of one bound copy of each dissertation to the program office, with a copy of the Dissertation Acceptance Certificate bound with it. In addition, the student will need to submit an electronic copy of the dissertation abstract to the program director for inclusion on the program’s website.
- Most students complete the entire PhD within four to five years. All work for the PhD, including the dissertation, should be completed within eight years. Students whose work is not completed within this period will generally be asked to withdraw from the program, but will thereafter be allowed to apply for readmission so as to re-register for the purpose of receiving the degree, once the completed dissertation has been judged satisfactory by the research committee. Exceptions to this rule will be granted only under extraordinary circumstances.

### **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 of Study* publication. 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. All language requirements must be fulfilled prior to the General Examination. (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. The advisor must ordinarily be a permanent member of the department.

### **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 the language requirements specified for their field of study.

### **General Examinations**

The purpose of the general examination is to expand and deepen students' general historical knowledge, provide them with the tools to conduct research in history, and prepare them to teach. The examination is composed of four fields; the candidate is examined orally in each field for thirty minutes, so that the entire examination occupies two hours.

### **Guidelines for constructing fields**

- Field definitions should be constructed with the guidance of the candidate's advisor and individual examiners and must be approved by the Director of Graduate Studies. Fields may be defined temporally within regions, nations or empires (e.g., Byzantine Empire, colonial Latin America, China since 1800) or thematically or comparatively (e.g., European intellectual history, comparative empires, comparative gender history, diasporic histories). Within each field, 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.
- Since the purpose of the general examination is to achieve breadth of knowledge, the selection of the four fields should be made with the aim of achieving range across time and space. Students are required to include an early and a modern field (with chronological coverage suitable to the particular regional frame). It is strongly recommended that all students present a field that includes a region of the world beyond their area of specialization
- a) Students whose main pursuit is European history will ordinarily cover three of the following four periods in their choice of fields: Ancient, Medieval, Early modern, Modern. If one examination field is outside the history of both Europe and the United States, however, fields in two of these temporal periods will suffice.
- b) Students whose main pursuit is United States history will ordinarily cover fields in the U.S. to 1815 and the U.S. since 1815. If one additional examination field is outside the history of both Europe and the United States, these two fields will suffice for temporal diversity.

- c) It is strongly recommended that students in Asian, African, Latin American or Middle Eastern history, in addition to the early and modern fields in their area of specialization, present at least one field outside these areas, or an international or comparative field.
- d) Students are permitted to present a field outside the history department comparable in scope to departmental fields.
- e) A candidate may not present more than two fields in a single national history.

### **Preparation for examinations**

- Candidates prepare for General Examinations both by taking graduate seminars and by arranging for reading courses (History 3010) with the faculty members who will serve as examiners in the several fields. Faculty members may conduct History 3010 either as individual tutorials or as small-group discussions (when several students are simultaneously preparing similar fields for examination). The four fields are prepared with four different faculty members, one of whom is ordinarily the primary advisor.

### **Examiners**

- Candidates may select a faculty member at the assistant professor level or above and must consult the Graduate Coordinator if proposing to select a faculty member outside the University.

### **Extensions**

- The examination is taken late in the fourth term. Candidates may petition the Director of Graduate Studies for extension to the fifth term. The last possible extension, to the sixth term, requires a petition to the Director, subject to the approval of the Department. Candidates make examination arrangements with the Graduate Coordinator.

### **Evaluation**

- A candidate's advisor ordinarily chairs the examination committee. The candidate determines the order of fields to be examined. At the conclusion of the examination, the chair will ask the candidate to wait outside the room while the committee deliberates. The candidate will be informed directly after the examination whether he or she has passed, and the Department will follow up with official notification. The grade is final. The overall grade may be requested from the Graduate Coordinator one month after the examination date.

### **Interpretation of the Final Grade**

- The passing final grades are Excellent, Good, or Fair, and a plus or minus can be attached to each grade. A candidate can be failed with no bar to reexamination, or failed without the possibility of reexamination. If one fails the General Examination with no bar to reexamination, he or she will be allowed to take the examination a second time in the fifth or sixth term. The mark of Excellent is rare and represents an exceptional performance. A mark of Good shows a solid grasp of the historiography and problems of each field, with no significant weaknesses, although varying (Good Plus to Good Minus) in articulateness. A mark of Fair indicates significant

weaknesses in at least some fields, and some difficulty in articulating historiography and problems.

- The grade does not become public record; it is held internally by the Department, not by the Registrar. It is used when assessing departmental nominations for Harvard fellowships, but will not be a part of the candidate's dossier for applying for academic positions.

### **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 December 1 for the degree in March, April 1 for the degree in May, or September 1 for the degree in November. The final dissertation manuscript should conform to the requirements described in *The Form of the PhD Dissertation* ([www.gsas.harvard.edu/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)). Beginning in academic year 2009–2010, incoming students will be required to defend their dissertations. The defense committee will consist of the student's dissertation committee plus one additional member drawn from the History Department, another Harvard department, or outside the University. Prior to the oral defense, each member of the defense committee will write a detailed report on the dissertation. The defense itself should last approximately two hours. It will be open to the intellectual community of faculty and graduate students as well as the friends and family of the student. Once the dissertation has been successfully defended, members of the committee will sign the dissertation acceptance certificate. The committee's written reports will be appended to the certificate. The oral defense is optional for students who enter the program before the 2009–2010 academic year.

## **HISTORY AND EAST ASIAN LANGUAGES**

As of 2006, the Standing Committee on the PhD in History and East Asian Languages is no longer accepting applications to the HEAL program. Interested students should please consult the entry for the PhD in History and East Asian Languages under the listing for the Department of East Asian Languages and Civilizations.

## **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, 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. However, students are encouraged to form relationships with faculty members, who may eventually serve as an advisor.
- Students ordinarily choose their own advisors after generals.
- For some students the members of the examination committee also become dissertation advisors. Others choose their dissertation advisors between the general examinations and acceptance of the dissertation prospectus.
- During the dissertation stage, each graduate student forms a Dissertation Advisory Committee:
  - 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.
- A faculty member not on the American Civilization committee may serve as a member of a dissertation committee or as a third reader.
- 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**

- Students must pass a two-hour oral examination conducted by four members of the faculty no later than the end of September in their third year.
- 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 must be submitted to the committee for approval. Students must also submit a draft of the dissertation prospectus to their primary advisor no later than April 1 in their third year. The dissertation should be characterized by a familiarity with the historical treatment of two or more fields in the program. Before the end of May of their third year the student will present at a conference at which a discussion of the prospectus will take place before faculty and students 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 May, 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).

### **Dissertation Review**

- Students entering the program will be required to have a formal dissertation review. The review committee will consist of the student's dissertation committee plus one additional member drawn from the American Civilization program, a Harvard department, or from outside the university.
- Before setting up the dissertation review, the student should have completed the final draft of the dissertation. With the approval of the dissertation director, the student will ask the chair or administrator of American Civilization to schedule the dissertation review, which will normally occur not later than March 15 for a May degree, not later than September 1 for a November degree, and not later than December 15 for a March degree. The review itself will last 90 minutes. It will be open to faculty in the program, in other departments, and outside the university.
- Once the dissertation has been successfully defended, members of the dissertation committee will sign the dissertation acceptance certificate. The dissertation director will then write a report, ranging from a paragraph to a few pages, which summarizes the strengths of the dissertation and suggests revisions for publishing it as a book (or series of essays).
- Upon successful defense of the dissertation, the student must submit one bound and one unbound copy of the dissertation to the FAS Registrar, plus one bound copy to the American Civilization Program office.
- This requirement is for all students in the program filing for the PhD degree after June 2009. A student may petition to have the dissertation review waived for reasons of hardship.

## **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.
- Students must take one course in at least three fields of art/architectural history other than their own. For students in Western art, one of those courses must be in Asian, African, Native American, or Islamic art. For students in Asian, African, or Islamic art, one of the required courses must be in Western art. Non field-specific courses may be taken in place of one of the three field requirements. In non field-specific courses, a topic should be studied which promotes extra diversification methodologically and geographically.
- Students may wish to develop a minor field in which a cluster of three courses must be taken. In that case, the regular field distribution requirement is waived, but one course outside the double fields is required to ensure breadth. A non-Western course must be taken if a Western field is both the primary and minor field and a Western course must be taken if a non-Western field is both the primary and minor field. As above, in non field-specific courses, a topic should be studied which promotes extra diversification methodologically and geographically.
- If a course falls between two fields, it is important to specify the field, and to clarify the arrangement with the director of graduate studies (DGS) during the term the course is taken.
- Field distribution and 200-level course requirements may be fulfilled by the same course, but may not be counted twice towards the 16.
- Five half-courses, in addition to HAA310, must be primarily for graduates at the 200-level or the equivalent (e.g. 100 level seminars); partial credit may be given for graduate-level courses from other institutions, in which the student participated while enrolled in HAA.
- HAA does not give credit for courses taken elsewhere, before coming to Harvard. Only in exceptional cases can the department depart from the rule. This requires: first, the consent of the intended dissertation supervisor; second, the approval of the DGS to submit the request to the Faculty; third, the approval of the Faculty.
- Two half-courses may be in any language(s) appropriate for the student's field of research.
- Graduates enrolled in undergraduate lecture courses will not be required to fulfill additional requirements.
- The examination of graduates enrolled in undergraduate lecture courses will be of the same format as those for the undergraduates, but it may be tailored to graduate level, as long as this does not lead to a quantitative increase. For example: when the examination consists of a written exam, a separate set of questions might be designed for the graduate students; or the questions might be the same, but the results judged by higher standards.
- Graduate students can request a course upgrade. For this, they will need the consent of the teaching faculty member and the approval of the DGS.

### **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.
- 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 languages should be met by the end of the fourth term.
- The completed and approved qualifying paper (with signed QP cover form) should be filed in the department office not later than June 1 of the 4<sup>th</sup> term in residence.
- 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 all fields, the department's minimum language requirement is a reading knowledge of two languages that are relevant to the student's field of study and research interest (excluding his/her native language). The languages will have to be deemed necessary, and approved of, by a faculty member in the field and the DGS. The student will be required to provide proof of proficiency in the languages.
- The requirements for languages should be met by the end of the fourth term.

### **Qualifying Paper (QP)**

- The QP will be written in the fourth term of residence: students entering the program in the fall will write their QP in the spring term, G2; those entering in spring term in the fall, G3.
- The QP will be a revised and in-depth version of a paper written for a HAA graduate seminar or any other course at Harvard in one of the preceding three terms. Papers written for courses at other institutions, before or during enrollment in the HAA program, are not admissible.
- The QP will be no longer than about 10,000 words; double spaced; separate bibliography; standardized references and citations; illustrations with captions.
- The QP will be credited as a course on 300 level, fail or pass; typically, a student will take three regular courses while working on the QP, making a total of four courses. The QP proposal form should be submitted at the beginning of the term for approval by the DGS.
- The QP will be supervised by a first and a second reader. Although the first reader will be the primary responsible faculty member, the second reader will be involved at an early stage.
- A third reader will be consulted when the first two readers cannot agree upon the evaluation of the QP.
- All three readers will be informed about, and agree to, their roles in the first week of the term. Students have a responsibility to make sure their advisors know they are readers and ensure a smooth process.

- The QP supervisors (readers 1 and 2) meet regularly with the student, read drafts in a timely manner, and make comments and suggestions. Expectations or the involvement of QP supervisors who are on sabbatical should be made clear before the term.
- The first meeting should be scheduled in week 1 or 2 of the term. Meetings should take place at least once every four weeks.
- The final version of the QP will be submitted to the QP supervisor on the first day of the first week of the exam period. After the paper is vetted by the QP supervisor, it will be passed on to the second reader in the second week of the exam period. The QP cover form is submitted with the final version to the readers.
- The final decision of the readers will be made before the end of term.
- In case of a fail the student must re-enter the whole procedure, with a different topic, at the beginning of the next term. This option is only granted in exceptional cases, however, and after consultation with the advisors and entire faculty. If this permission is not granted, the student will be withdrawn from the program. If it is granted, the first fail will put the student into unsatisfactory progress status in the graduate school. In unsatisfactory status the student is not eligible for financial aid or teaching. Two fails will mean that the student has not fulfilled the departmental requirements and that he or she will be withdrawn from the program.
- A copy of the QP with the signed cover form should be submitted to the department by June 1.

### **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**

- The general exam (GE) will be taken no later than the sixth term in residence, typically spring term G3. The exams should take place during reading period of the spring term. Exceptions can only be proposed by the DGS, in close consultation with the dissertation supervisor, and must be approved by the faculty during a departmental meeting.
- The petition to take general exams must be filed in the department by March 1 of the spring term of the 6th term of residence.
- One term of intensive study should suffice to prepare for the GE.
- The proposed dissertation supervisor in consultation with the committee will make sure that the bibliography is appropriate, but not over-burdened.
- The final bibliography will be submitted to the DGS, for the record.

- The general examination is given only during the academic year and not during holidays or summer.
- 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.
  - 3) One or two questions designed to bring out the student's knowledge of sources, both primary and secondary, and of methodological issues.
  - 4) 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. 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.

### **Dissertation**

#### **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.

## **HISTORY OF SCIENCE**

### **The First Two Years**

#### **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 201), 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.
- In the first term of study, in consultation with the advisor, the student must establish a plan of study for fulfilling the degree requirements.



- Sixteen half-courses or equivalent, of which ordinarily a maximum of four may be graduate level reading courses in the history of science or in other divisions, departments or committees. A candidate, who maintains a record of high distinction in the first term in the Graduate School of Arts and Sciences, 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.
- Eight of the sixteen half-courses required for the degree must fulfill the following requirements: the half-course methods seminar (History of Science 201); six additional half-courses in the history of science, of which at least two must be seminars at the 200-level; one half-course seminar (at the 200/2000 level) outside the department. The professionalization seminar (described below) do not fulfill these requirements. 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 201) may not be waived.
- During the first year, four full courses must be passed at a grade level of B or above.
- Students writing dissertations on a post-1800 topic are required to take two history of science courses (200 or 100-level) on pre-1800 topics, and *vice versa* for students writing dissertations on pre-1800 topics.
- Studies for the PhD degree are thought of in terms of fields rather than merely in terms of courses. While each candidate is expected to become generally familiar with the whole subject of the history of science, more specifically, each candidate is expected to attain a demonstrable mastery of
  - 1) 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
  - 2) the history of the science of a particular epoch or the relations of science with, for example, society, technology, philosophy, or religion.

At least one additional field must be defined by the student in consultation with her or his advisor. Consistent with these aims, students are free to pursue graduate study of a scientific or other disciplinary field (for residence credit).

- Students must plan both their course distribution requirements and the three or four “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.

## 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.

## LANGUAGES

- A good reading knowledge of two foreign languages is required. Ordinarily these languages are French and German. Students may fulfill these language requirements by passing, with a grade of B or higher, **French Ax. Reading French and German S. German for Reading Knowledge**. Otherwise students will be expected to take their first language examination in October of the year of their admission and their second language examination in October of their second year of residency.
- By petition, one alternate language may be substituted for French or German, when required for the student's research. The Administrative Coordinator for Graduate Studies maintains a list of courses that may be taken to fulfill the language requirement. The Department reserves the right to make other accommodations for students to fulfill the foreign language requirement.
- 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 second year: the language requirement must be fulfilled by the time the student sits for the General Examination.

### 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 at least one course 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 prospectus has been approved by the full faculty (following a vetting by the dissertation prospectus 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. Two members of the dissertation committee must be members of the department. 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 dissertation advising committee, as convenient, each term and that the committee as a whole will meet with the student twice each year to review progress until the student submits the dissertation. The semi-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 Examination**

- 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 three or four fields. The number and definition of the fields is determined by the student in consultation with her or his advisor. At last two (2) fields should be in history of science and directed by faculty in the department. The remaining field or fields should be outside the history of science. All general examinations must include at least one outside field. For a general examination comprising four fields, possible combinations include (but are not limited to):
  - Two fields in history of science and two fields in history
  - Two fields in history of science and two fields in literature
  - Two fields in history of science and two fields in sociology
  - Two fields in history of science, one in history, and one in science
  - Two fields in history of science, one in history and one in anthropology
  - Two fields in history of science, one in government, and one in sociology
  - Two fields in history of science, one in Art History and one in VES
  - Three fields in history of science, and one in history
- Fields for the general examination are submitted for approval in the third term of residence. The fields of the general examination must be approved by the director of graduate studies and the Faculty of the Department.

### **Professionalization**

- The department offers a professionalization seminar, which a student may take in the third or fourth year and which must be accomplished before the fifth year. The course is graded SAT/UNS.

### **Dissertation**

#### **Dissertation Prospectus**

- The student discusses a draft of the prospectus with the dissertation prospectus committee, which gives its recommendation for the approval of the dissertation. Within six months after passing the general examination, the student must submit the prospectus that has been recommended by the committee to the administrative coordinator for graduate studies. The coordinator of graduate studies will arrange for the whole faculty to review the prospectus at a faculty meeting no earlier than one month after the prospectus has been submitted to the director.
- A prospective fourth-year student must have obtained approval of a prospectus.

#### **Dissertation Committee**

- When the whole faculty approves the prospectus, at that time, ordinarily, the selection of the dissertation director and other members of the committee is also approved. The names of faculty members available for the direction of the PhD dissertation are listed in the course catalogue under History of Science 300. The director of the dissertation must be an eligible member of the department. Dissertation committees comprise at least three members. The department requires that two members of the committee be members of the department. Students in the History of Science are encouraged to include junior faculty on their dissertation committees.

After the prospectus is approved, the student is required to meet with the whole committee at least twice a year. The department leaves Tuesday afternoons between noon and 2:00 free for committee meetings, on Tuesdays when no Faculty meeting is scheduled. The administrative coordinator for graduate studies assists in the scheduling of these meetings.

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 departmental deadline for submission of the final unbound copy, so that the student is able to meet the registrar's deadlines for submission of the dissertation.

#### **Dissertation Submission**

- A final unbound copy of the dissertation is submitted by the first Monday in April for a May degree, the first Monday in August for a November degree, and the first Monday in December for a March degree to the dissertation director and each of the 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).

### **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.

## **HUMAN EVOLUTIONARY BIOLOGY**

### **Course Requirements**

- Normally, Human Evolutionary Biology PhD students will take at least eight half-courses in human evolutionary biology and related areas during their first two years in residence. These will include one proseminar in evolutionary theory and a minimum of three courses out of five identified primary areas: human paleontology, genetics, human anatomy and physiology, human behavioral ecology, and primate behavioral ecology. Each student's program of study must receive the approval of his or her advisors.
- 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.
- 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 as many as eight graduate-level courses from another university accepted toward fulfillment of their PhD coursework requirements.

### **Language Requirement**

- There is no general language requirement. Language training is required when appropriate to a student's research.

### **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., an Incomplete must be completed during the term following that in which it was taken); otherwise students must petition the GSAS 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 proseminar or any other course taken in the first year 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)**

- Normally, Human Evolutionary Biology PhD students may take the non-terminal AM degree in their second year after they have passed eight half-courses including the proseminar, the three area courses, and have satisfactorily completed their mock-NSF.
- 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+.
- 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 as part of their professional training.
- Normally, graduate students do not teach until the third year.
- First-time teaching fellows must participate in the Bok Center teaching orientations.
- Students in their third and fourth years have priority for teaching fellowship awards.

### **Advising**

- Upon admission, students are assigned two faculty advisors based upon compatibility of research interests.
- The faculty will annually assess the progress of each student 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.
- In the week before fall term begins, first-year students will meet with their assigned faculty advisors in Human Evolutionary Biology to plan a program of study that takes into account their previous training and current academic interests.

### **Qualifying Examination**

- Successful completion of the proseminar and the three area courses constitutes the major portion of the qualifying examination process.
- In addition, students must submit a draft of a research proposal ("mock-NSF") and be examined orally by the faculty. The oral examination is based on the research proposal, which students develop in consultation with their advisors, as well as their command of relevant areas of human evolutionary biology. The proposal should be written in the form of a Doctoral Dissertation Improvement Award proposal to the National

Science Foundation (NSF). It should be circulated to the 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.

- If the examinations are passed conditionally, or if despite failure, the student is encouraged to continue in the PhD program, the Human Evolutionary Biology 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.

### **The Dissertation**

#### **The Dissertation Prospectus**

- 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 Human Evolutionary Biology.
- 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 Doctoral Dissertation Improvement Award application. Ideally, the prospectus will also be a grant application. 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.
- 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.

#### **The Dissertation and Defense**

- An approved dissertation is normally expected by the end of the twelfth term after entry into the graduate program. The dissertation committee will be composed of at least three readers, at least two of whom will be members of FAS. At least one reader will be a member of the Human Evolutionary Biology faculty, and at least one reader will normally be outside that faculty. A *complete* dissertation must be received by all members of the dissertation committee at least three months before the approved dissertation is due at the Registrar's office; the candidate may well have to advance this due date for readers outside the Boston area. The text of the dissertation, exclusive of charts, figures, and appendices, may not exceed 250 typewritten pages.
- The form of the dissertation may vary depending on the student's research but the content should ordinarily be substantive enough to represent or to produce at least three published articles.
- 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.
- Failure to meet the deadline for completion may constitute grounds for dismissal from the program. Students may apply for readmission to the graduate program through the Graduate School.
- PhD dissertation manuscripts must conform to the requirements outlined in *The Form of the PhD Dissertation* ([www.gsas.harvard.edu/publications/form\\_of\\_the\\_phd\\_dissertation\\_2.php](http://www.gsas.harvard.edu/publications/form_of_the_phd_dissertation_2.php)).

[The Ph.D. program in Biological Anthropology will be administered by the Department of Human Evolutionary Biology and will be closed to students entering the Graduate School in September 2010 or later and dissolved after all students currently enrolled in the program have graduated.]

### 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).

## **LINGUISTICS**

### **Requirements**

#### **The Structure of the Program**

- Coursework—To acquire a basic grounding in the core areas of the field, students must complete the following courses, normally in their first two years of residence:

Linguistics 112a (Introduction to Syntactic Theory) and 112 b (Intermediate Syntax)

Linguistics 115a (Introduction to Phonetics and Phonology) and 115b (Intermediate Phonology)

Linguistics 116a (Introduction to Semantics)

Linguistics 117r (Linguistic Field Methods)

Linguistics 224 (Historical and Comparative Linguistics)

In addition, second- and third-year students are required to enroll in Linguistics 241r (Practicum in Linguistics).

- There is also a language requirement, which is described separately below. Course requirements are flexibly enforced. Students with a substantial background in one or more areas of linguistics may substitute more advanced courses for those listed above, with the approval of the director of graduate studies (DGS). Only rarely are course requirements waived completely.

#### **Language Requirement**

- The department's language requirement has two components:
  - 1) Reading knowledge of two languages of scholarship other than English. Native speakers of qualifying languages may count their native language for this purpose. Non-native speakers may satisfy the requirement by completing a second-year language course at the university level, or by passing a one-hour departmental reading exam (dictionary permitted).
  - 2) Knowledge of the structure of a non-Indo-European language. This requirement may be met by taking a "structure" course (e.g., Linguistics 171 (Structure of Chinese)), a course in linguistic typology, or a second term of Linguistics 117r (Linguistic Field Methods). Practical reading and/or speaking knowledge cannot be used to satisfy this requirement.

#### **Grades and Incompletes**

- A B+ average must be maintained in each year of graduate study. Grades below B- cannot be counted toward departmental requirements: two grades below B- in required courses may result in termination of candidacy. 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. No grade of Incomplete can be used to satisfy a departmental requirement.
- All requirements, including the research papers, should ideally be completed by the end of the third year, but in no case later than the end of the fourth year. The dissertation prospect (see below) is also due by the end of the fourth year. Failure to meet program requirements in a timely fashion may result in termination of candidacy.

### **Major and Minor Field Requirements**

- Students choose a major and a minor field during their first year. The major field is typically a large sub-area of linguistics, such as phonology, syntax, semantics, or historical linguistics. The minor field may either be another major subarea or a more specific one (e.g., Germanic syntax, psycholinguistics, Greek historical grammar). Competence in the major field is demonstrated by a) advanced coursework, as determined in consultation with the major advisor; b) submission of an original research paper of publishable quality (see below); and c), optionally, in certain fields, a special written examination. Competence in the minor field is demonstrated by satisfactory performance in three courses above the introductory level, or in two courses with the submission of a research paper.

### **Research Paper Requirement**

- In lieu of a formal admission to candidacy examination (“general exam”), students are required to submit and orally defend two publishable research papers, preferably by the end of the third year. One of the two papers should be in the area of the declared major field, and the other should be in a different area of linguistics, which may but need not be, the same as the minor field. If the second paper is in the area of the minor field, it may count in place of a third course in the minor field (see above).

### **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.

### **Advising**

- First-year students are advised by the DGS until they choose a major field (see above), 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 DGS, but the primary responsibility for overseeing study in the major field shifts to the major advisor. Students may change their major advisor at any time. By the end of the second year they should also select a co-advisor, who serves as a second advisor and faculty mentor.

### **The Dissertation**

#### **Dissertation Prospectus**

- A dissertation prospectus must be submitted to the department by the end of the fourth year. The prospectus should contain a summary (in approximately ten pages) of the goals and methodology of the dissertation research, a bibliography of relevant literature, and a schedule for progress toward completion.

#### **Dissertation Committee**

- As part of the prospectus submission procedure, students nominate a three-person committee to serve as readers of the completed dissertation. Final membership of the

dissertation committee is subject to departmental approval. The head of the committee, if not already the major advisor, assumes this role as soon as the prospectus is approved. Students are urged to maintain regular communication with all three members of the dissertation committee during the dissertation-writing process.

### **Dissertation Defense**

- Acceptance of a PhD dissertation requires a successful public defense, which should take place one to three months before the Registrar's due date for final submission of the dissertation. Sufficient time must be allowed to permit any required corrections or revisions, as well as to have the dissertation bound.

Please see the description of secondary fields in Historical Linguistics and Linguistic Theory at the end of Chapter VI.

## **MATHEMATICS**

### **The First Two Years**

### **The Qualifying Examination**

- The examination is given twice a year, usually in early September and late January. It consists of three, three-hour papers held on consecutive afternoons. Each paper has six questions, one each on the subjects: Algebra, Algebraic Geometry, Algebraic Topology, Differential Geometry, Real Analysis and Complex Analysis. Each question carries 10 points. In order to pass the examination in one of the six subjects, a student must obtain at least 20 of the available 30 points in that subject. A student is considered to have passed the qualifying exam as a whole when either they have passed in all six subjects, or they have passed in five subjects and obtained an A or A- grade in the basic graduate course corresponding to the sixth subject. Once the qualifying exam has been passed, students no longer need to take courses for a grade and receive the grade "excused."
- A student may take the qualifying examination, in whole or in part, any number of times, beginning in the first term. A student does not need to pass in all subjects at the same sitting of the qualifying exam. Once one subject has been passed, the student need no longer answer questions on that area in subsequent sittings of the qualifying exam. 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 (real analysis)

Math 231a (algebraic topology)

Math 213a (complex analysis)

Math 232a (algebraic geometry)

Math 230a (differential geometry)

- There is no graduate course covering the qualifying exam syllabus in algebra. A student who wishes to replace the algebra section of the qualifying exam with a basic graduate course should take 221 (commutative algebra).
- 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 website.
- 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 March

and April for a May 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-term course in each of years two through four, and to teach two, one-term 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.
- 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 program coordinator, or online ([www.gsas.harvard.edu/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).

## 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 take on an advising role for the AM thesis.

### 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**

- Students in their third and fourth years have priority for teaching fellowship awards.
- Normally, graduate students find teaching fellowships in their joint department. Students are usually not permitted to teach until after they have passed general examinations.
- Students who are fluent in speaking, reading, and writing one of the modern Middle Eastern languages may be eligible to teach introductory and intermediate courses in that language.
- First-time teaching fellows must participate in the Bok Center teaching orientations.

### **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.

## **ANTHROPOLOGY AND MIDDLE EASTERN STUDIES**

The student will fulfill all the requirements for the PhD in social anthropology. In addition, the student will also fulfill the following language and area requirements of the Committee on Middle Eastern Studies:

### **Language Requirements**

- Each student 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 additional 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 student 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 student's ability to use source material in one or more relevant Middle Eastern languages.

### **HISTORY OF ART AND ARCHITECTURE AND MIDDLE EASTERN STUDIES**

The student will fulfill the requirements for the PhD in history of art and architecture, in consultation with his or her advisor. In addition, the student will also fulfill the following language and area requirements of the Committee on Middle Eastern Studies.

### **Language Requirements**

- Each student must demonstrate a reading knowledge of English and a European language: usually French and/or German. This requirement must be fulfilled by a departmental examination.
- The student must also demonstrate a thorough knowledge of a Middle Eastern language: Arabic, Persian, Ottoman Turkish, or another appropriate ancient Near Eastern language. "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. This mastery is confirmed in the language part of the General Examination. Students are strongly encouraged to master at least one additional 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**

- In addition to the work in Near Eastern art and architecture, the student must take at least one half-course and one seminar in some other period of art history, and at least one-half course and one seminar in some other aspect of Middle Eastern studies. Classes should be chosen in consultation with the student's advisor.

### **General Examinations**

- The student will be expected to take a general examination of four parts: 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 student'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**

- Before taking the General Examinations, students must pass the history department's language exam in one of the following: French, German, Russian or Italian.
- Students are expected to develop Middle Eastern language skills (in Arabic, Hebrew, Persian or Turkish) that will enable them to work at the highest levels of scholarship and teaching in their chosen field. Depending upon the student's specialization, another Middle Eastern-related language may be substituted with the approval of the Committee on Joint PhD Programs. Native speakers of these languages will be required to master a second Middle Eastern language.
- Proficiency in the Middle Eastern language is tested by a language professor in the fourth field of the General Examination, a single written examination of two parts. The minimum level of mastery expected can usually be achieved with four full years of language study.

### **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.
- Examination is in four fields. One must be in Western history, two in Middle Eastern history, and one in a Middle Eastern language. 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 examined separately from the three historical fields. The examination consists of a two-hour translation into English of two passages. One of these passages is drawn from a fifty-page selection of a representative source in the student's field, chosen by the student; the second is an unseen passage from an academic text. One dictionary is allowed. The exam is supervised by the student's advisor and administered by a professor who teaches the student's primary Middle Eastern language of study. Native speakers of these languages will be examined in a second Middle Eastern language. The fourth field examination must be taken no later than a year after the examination in the first three fields, that is, by the end of the fourth year at the latest. The examination is offered twice annually, in May and December, or by agreement with the language professor.
- 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 student 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.
- 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).

## 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; no more than one analysis course (157X, 157Y, 158) can be counted towards the theory requirement. Ethnomusicology students are required to take at least two half-courses each in historical musicology and in offerings outside the department. Ethnomusicology students must also take at least two half-courses in music theory or composition. It is recommended that at least one theory seminar be in cross-cultural music theory. 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 the evaluation by the department and acceptance by the Graduate School. Petitions may be submitted after the completion of one full year of graduate work in the department.
- 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, 167. In order to receive graduate credit, permission to take any additional half-courses at the 100 level must be granted by the graduate advisor before taking the course.
- For theory students, the following courses will count "in their secondary area"; in composition, 166r, 167r, up to a total of two terms in all, 261r, 262r, 264, 265, 270, 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, Italian or French 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.

- Requirements for languages not tested regularly within the department may be satisfied through special examination, or through presentation of other documentation at the discretion of the graduate advisor.

### **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 after passing the written portions. The exam dates differ by program but are usually between May and September of the student's second year of study. Both the written and the oral parts can be repeated, but no more than once. The format, which is significantly different for each program, is as follows:

### **Historical Musicology**

- For historical musicologists, the general test will have three main parts—written, analysis and oral. The written exam consists of essays and short answer questions related to six of eight topics chosen by the student. The two prepared topics not selected for the written exam will be presented in the oral exam. The open-book analysis exam will be given in the summer, at a mutually agreeable time around mid-July. This will be a take-home exam, distributed on a Friday, and returned on Monday, mid-afternoon. It consists of two pieces of music chosen from (1) before 1700, (2) 18th or 19th century, or (3) 20th century. Students will choose one topic on which they will make a ten-minute presentation in the oral examination. Students will choose a second topic on which they will prepare a syllabus for a 13-week graduate seminar on the subject. This syllabus will be presented in written form, and may be the subject of discussion in the oral examination.

### **Ethnomusicology**

- The written test for ethnomusicologists is divided into three sections: one on ethnomusicology theory and method, a second from two areas of world music, a third on

interdisciplinary problems. 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 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 four different parts: 1. A preliminary oral examination on repertoire and analysis ("single sheets"), lasting 30 minutes, with one hour preparation time, usually taken at the beginning of the summer. 2. Four written exams of 3 hours each: (a) systematic theories, (b) history of music theory, (c + d) two examinations in special fields relevant to dissertation research. 3. Analytical essays on two musical works from different periods (take-home paper over 4 days). 4. A two-hour oral examination will allow discussion on the written work and may broaden to engage a variety of related issues in music theory.

### **Composition**

- For composers, a written analysis is to be completed in three days at the end of the spring term of the second year of graduate study. It consists of a piece or set of pieces that should be analyzed by the student in the allotted time period. Students are also required to write an original composition of 7–10 minutes length with an imposed instrumentation, to be submitted by August 15. The oral examination is based on an in-depth discussion of three major works that are assigned in the late spring of the second year of graduate study, plus an analytical presentation of the student's original composition.

### **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).

### **Dissertation**

- Within the academic year in which the General Examination is passed, the PhD candidate is expected to develop a proposal for a dissertation, which should be a major original contribution to the field. The proposal must be submitted for approval to the program, 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 remains in good standing. If the dissertation is submitted thereafter the department is not obligated to accept it. The formal requirements for the dissertation are set forth in *The Form of the PhD Dissertation*, provided by the Graduate School of Arts and Sciences. The department requires one bound copy for the Music Library, in addition to the two copies required for the Registrar.

### **Colloquium**

- Musicology and theory students, after the approval of their dissertation proposal, will participate in the doctoral colloquium until the dissertation is accepted. Exceptions are made for Traveling Scholars researching outside of Harvard.

### **AM Program and Degree Requirements**

- The AM in Performance Practice is a two-year program in which students take departmental courses focused on this specialty and write an AM thesis. Students wishing to continue at Harvard for the PhD will apply in the normal manner, and their applications will be considered in the customary way. Students admitted to the PhD program will be granted credit for work done at Harvard or elsewhere according to departmental guidelines, which normally grant credit for two graduate courses taken before entering the PhD program.

### **Courses**

- The student's program must be approved by the department at the time of registration. The AM degree will be awarded on completion with passing grad (B- or above) of at least eight and no more than twelve half-courses. Courses, selected with approval of the department, typically include Music 201, Music 182, Music 183, three graduate seminars, Music 300, and Music 299.

### **Languages**

- Students will be expected to demonstrate a reading knowledge of French, German, or Italian by the beginning of the third term.

### **Residence**

- There is a minimum residence requirement of three terms. Two years will ordinarily be required to complete the degree.

### **Thesis**

- Students will submit an AM thesis, the subject and scope of which will be determined in consultation with the advisor.

### **Secondary Field in Musicology**

- Please see the description of a secondary field in Musicology at the end of Chapter VI.



## **NEAR EASTERN LANGUAGES AND CIVILIZATIONS**

- The Department of Near Eastern Languages and Civilizations (NELC) offers PhD and AM degrees in four distinct fields:
  1. Ancient Near Eastern Studies, whose sub-fields include:
    - a. Akkadian and Sumerian Studies;
    - b. Archaeology of the Levant;
    - c. Armenian Studies;
    - d. Hebrew Bible/Old Testament;
    - e. Iranian Studies;
    - f. Semitic Philology.
  2. Jewish History and Culture, whose sub-fields include:
    - a. the Hebrew Bible in Its Jewish Interpretive Context;
    - b. Jewish History and Culture of Antiquity;
    - c. Medieval Jewish History and Culture;
    - d. Modern Jewish History and Culture;
    - e. Modern Jewish Literatures.
  3. The History and Culture of the Islamic World, whose sub-fields include:
    - a. Arabic language and literature;
    - b. Islamic religion and culture;
    - c. Islamic intellectual history (especially philosophy and theology);
    - d. Islamic institutional history;
    - e. Islamic law;
    - f. Modern Arabic literature and culture;
    - g. Indo-Muslim Culture: The Study of Muslim Societies in South Asia.

In addition, students may apply for a fourth comparative or diachronic field that will draw on the strengths of the faculty across the boundaries presupposed by the fields outlined above. Examples might include comparative Semitic linguistics; Jewish and Islamic law or scriptural interpretation; the intersection of Jewish and/or Arabic cultures with the Iranian/Zoroastrian world.

The NELC department reserves the right to alter all guidelines and information listed below.

### **Advising**

- All incoming NELC graduate students are assigned a primary advisor and an advising committee, consisting of three faculty members, who will help orient them to the department and to Harvard. Students will meet with their primary advisor during their orientation to NELC, and will meet with their advising committee 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 allowing the advisors to monitor the students' 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 an advisory committee (usually three persons, but sometimes more) to aid the student in generating a Prospectus. While sometimes changes will be necessary or desirable, in general this same committee will serve as the student's Dissertation Committee. In accordance with GSAS requirements, the Dissertation 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 *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.
- Information about the requirements of the four fields and subfields may be obtained from the NELC department or online at [www.fas.harvard.edu/nelc](http://www.fas.harvard.edu/nelc). The *NELC Graduate Student Handbook* is available in the department office and online at [www.fas.harvard.edu/nelc](http://www.fas.harvard.edu/nelc).

### **Doctor of Philosophy (PhD)**

#### **Residence**

- There is a minimum residence requirement of two years.

### **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 III.
- The following schedule for satisfactory progress is based on a timeline that leads up to dissertation completion no later than G-7, which will enable students who entered in 2005 or later to qualify for the Dissertation Completion Grant described below.

### **General Field Requirements**

- The departmental fields, and often their sub-fields, each have 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**

- Each student must demonstrate reading proficiency in two modern languages of secondary scholarship (other than English) of direct relevance to their proposed subject of study. One of these languages must be either French or German. The second of these languages will be determined by the student's advisor in view of the student's proposed subject of study and the guidelines set out by the NELC sub-field. The student must demonstrate reading proficiency in one modern language by the beginning of the Fall **term** of the second year of study. Students who have failed to do so will be placed into unsatisfactory status.
- The student must demonstrate reading proficiency in the second modern language by the beginning of the Fall **term** of the third year of study. Students who have failed to do so will be placed into unsatisfactory status.
- Students will not be permitted to take General Examinations until six months after fulfilling the modern language requirements, so that they may credibly include articles and books in the research languages on their bibliographies. Applications to the PhD will be reviewed with this requirement in mind.
- Advisors must assist their advisees in acquiring the needed proficiency, which, among other things, will mean building language training into the planning of student programs in the first two years.
- Where necessary (as determined by the advisor) students will be advised to take three graduate level courses in one or both **terms** of the first year, freeing up space to take a course or two in the required modern language. In addition, it will be the responsibility of advisors to work with their advisees to identify the best summer language program in the required language. Students will be expected to make use of the summer grants they receive as part of their funding package to attend such

programs. Advisors will be expected to strongly encourage their (prospective) advisees to begin their language work before they arrive, either in the summer after they are admitted, or even earlier, where practicable.

### **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 the beginning of Chapter VI for definitions).

### **Year Three**

#### **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.
- As noted in the acceptance letters NELC students receive, students are expected to earn their stipends in the form of teaching fellowships in their third and fourth years. These 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, but students are required to make every effort to find suitable teaching arrangements, whether in NELC or in other departments or programs. Priority for teaching fellow positions in NELC is given to students in their third and fourth years of graduate study.
- Additional resources for teaching fellows may be found at the Derek Bok Center for Teaching and Learning ([bokcenter.harvard.edu/TFs.html](http://bokcenter.harvard.edu/TFs.html)).

#### **General and Special Examinations**

- By the end of the third year a student must have passed the general examinations and by the end of the fall term of the fourth year, a student must have passed the special examinations. Special exams relate to the student’s particular area of study, and may involve work leading to the generation of a dissertation prospectus. The General Examinations are written and will consist of two areas: (a) one broad exam, the first part of which will be common to all enrolled in that field, with a second part whose focus will be determined by the student and his/her advisors (b) that field’s major language(s); the Special Examinations will also be written and will also consist of two areas related to the student’s field of expertise, although the exact configuration of these exams should be determined by the student’s advisory committee in consultation with the student. One of the Special Exams may involve a related field or discipline outside of NELC; Linguistics, Anthropology, History, among others, are all common areas of study for students in NELC.
- The student’s advisors are expected to assist the student in preparing for the General and Special 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 two written General Examinations may be followed by an optional oral review covering the same material as the written examinations. The two Special Examinations will be followed by a mandatory oral review of the same material covered in the examinations. Each set of exams (the generals and the specials) will be administered over a two-week period.
- If requested by a student, take-home examinations may be substituted at the discretion of the student's advising committee.
- If a student fails any part of the General or Special Examinations, permission to repeat all or parts of them is not automatically granted, but is considered in each individual case by the examining committee.
- If permission to repeat the examinations is not granted, the student will be offered the possibility of taking an A.M., if the appropriate conditions are met.
- Each field in the department determines its own timing of general and special examinations, in consultation with the department's administration. Specifically, each field chooses between a *floating* General and Special Examination schedule (individual students will be examined when they are deemed prepared for the examinations) and a *fixed* schedule (students will be examined during one of two set times during the academic year—November or May). Students whose field uses the fixed schedule may take their examinations only on the two assigned dates.

#### **Year Four**

- Within one year after the successful completion of the general examinations—normally by the end of the fourth year—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, and usually during preparation for the Special Examinations, students will consult with their advisors to choose a topic for their dissertation and a prospectus committee of at least three faculty members, two of whom must be from Harvard.
- During the writing of the prospectus, students and advisors are expected to interact closely; the advisors are expected to guide 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 ancient 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)?
- 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.
- Tablet samples should be included with prospectus submissions where applicable.

**The length of the prospectus should not exceed approximately 3,000 words (for text, footnotes, and schedule inclusive; brief bibliography not inclusive).**

### **Year Five and Beyond**

#### **Dissertation Progress**

- After the Acceptance of the Prospectus, if so desired and accepted by the department, non-Harvard members (usually not more than one) may be included on the Dissertation Committee as secondary advisors.
- While the Graduate School of Arts and Sciences requires a student to complete the PhD program within ten years of entering the program, the target for all students is completion within seven years, and under current rules Harvard funding will not be guaranteed to students beyond the seventh year. Beyond these requirements, the faculty is the final arbiter of what constitutes satisfactory progress.
- In order to make satisfactory progress on the dissertation, the student must submit and have approved at least one chapter of the dissertation by the end of the first year after the approval of the prospectus (ordinarily by the end of the 5<sup>th</sup> year).

### **Dissertation Completion Grant**

- Beginning with the cohort entering in 2005–06, students are guaranteed five years of funding: the first four years plus a Dissertation Completion Grant awarded to qualified PhD candidates. This grant will be available as early as G-4 and as late as G-7. After G-7, the grant is no longer guaranteed. The deadline for applying for this grant will be early in the spring term. In order to be eligible, the student must have two advanced draft chapters of the dissertation approved by the time of application.

### **G-10 Enrollment Cap**

- Students still in the program in the tenth year should plan to finish that year or else withdraw from the program. They may reapply for admission when they have completed their dissertations.
- Only in extraordinary extenuating circumstances, and only if there is demonstrable evidence that the dissertation will be completed, will the department support an application through the Dean's office for a one-year grace period. Students who fail to complete the dissertation will be required to withdraw from the Graduate Program. They may then also reapply for admission when they have completed their dissertations.

### **Dissertation Defense**

- Following are the rules for completing the PhD program:
- When the dissertation is complete, it is to be read by a jury of at least three readers, 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.
- 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 solely 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 III.

#### **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.

#### **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.

#### **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 at the beginning in Chapter VI.

### **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.

- 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

##### **SOCIOLOGY 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 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.

### **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 the two required terms of Philosophy 300, the First Year Colloquium, may be counted as three of the twelve. If a letter-graded 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 Philosophy 300a plus two letter-graded half-courses or seminars during their first term and Philosophy 300b plus three letter-graded half-courses or seminars more in their second term, thus completing five letter-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 preliminary 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 core areas of 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, the second-year paper, 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. Students should find an advisor to supervise the second year paper by the end of their first year.
- **Language or Research Tool Requirement** Students must demonstrate a reading knowledge of French, German, Greek, or Latin. The language requirement may be fulfilled by (i) passing an examination set by the Department, or (ii) passing with a grade of B or better, two years of college-level coursework in the language, or (iii) placing, on the competency exam given by the relevant language department at Harvard, at a third-year level, or (iv) participating in a reading course within the Philosophy Department devoted to the study of one or more philosophical texts, in the original language.

Students may petition to pursue a “Research Tools” option, by taking four approved half-courses, or the equivalent, on topics directly relevant to their dissertation research, with the joint permission of their faculty advisors and the Director of Graduate Studies (DGS). One of these courses may be taken pass/fail; two of them may be counted towards the preliminary requirement. Graduate courses or degrees outside of Philosophy completed before entering the program may be counted towards the research tools option at the discretion of the DGS; students taking more than one graduate or professional degree at Harvard may count the second degree as fulfilling the research tools option if it is relevant to their philosophical research, and with the consent of their faculty advisors and the DGS. Students who wish to take the research tools option should submit their petition to their committee and the DGS when they are beginning work on their dissertation; the petition should demonstrate that the research tools option will serve their research goals better than the study of a language.

- **Dissertation Workshops** Students who have completed their second year paper are required to enroll each term in one of the two dissertation workshops, Philosophy 311, Workshop in Moral and Political Philosophy or Philosophy 312, Workshop in Metaphysics and Epistemology. Permission not to enroll in a Workshop must be granted by the director of graduate studies.

### **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.

#### **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. Students in the third and fourth years will ordinarily teach as part of their graduate school funding. 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 five letter-graded half-courses or seminars and Philosophy 300. Second year: satisfying the preliminary requirement, the logic requirement, the second-year paper requirement. Third year: satisfying the distribution requirement and formulating a dissertation topic. Fourth year: passing the topical examination. Students in their first year of teaching must, and in their second year may, take Philosophy 315hf, Instructional Styles in Philosophy.

### **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.

- 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**

- After completing the second year paper, 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 dissertation prospectus to the director of graduate studies and members of the student's prospective committee. The prospectus should be 25–30 pages long, and should explain the problem the student proposes to address and the methods by which he or she proposes to address it. It should include a tentative chapter breakdown and a bibliography of sources the student expects to use. The examination is conducted by the dissertation committee (see number four under advising).

## **Dissertation**

### **Dissertation**

- When the topical examination is passed, the examining committee normally becomes the dissertation advisory committee. One member of this committee is designated the candidate's advisor. 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 requirements, 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 is public and 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 course-work. 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.

### **Law and Philosophy**

- A coordinated JD/PhD in Philosophy and Law is available. Students wishing to obtain the coordinated degrees must be admitted separately to both programs. Students admitted for the coordinated degrees must begin either with the first full year of law school or the first two years of philosophy; after that they may alternate terms as they choose. The program in Law may be completed in five terms. The requirements for philosophy are the same as for regular philosophy graduate students. For more information please see the JD/PhD Coordinated Program section in Chapter V.

## **PHYSICS**

### **The First Two Years**

#### **Master of Arts (AM)**

- The Department of Physics does not admit students whose sole purpose is to study for the master of arts degree. However, the AM degree is frequently taken by students who continue on for the PhD degree. For those who do not attain the doctorate, the AM degree attests to the completion of a full year's study beyond the AB degree.
- 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, 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, and Physics 251b, and 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 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, 287a, 287br, 289r.

**Condensed Matter Physics:** Physics 266, 268r, 270, 298r, Applied Physics 225, 282, 292, 293, 295a, 295b, 296r, 298r, Engineering Sciences 247.

**Optics, Atomic, and Molecular Physics:** Physics 265, 265r, 271, 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.

**Mechanics, Electromagnetism, and Applied Mathematics:** Physics 218, 232, Applied Mathematics 201, 202, 203, 205, 210, 212, Engineering Sciences 220, 225, 240, 241, 246.

**Biological and Medical Physics:** Engineering Sciences 218, and physics-related courses at the 200 level from Biophysics and Biology offerings.

**Earth and Planetary Physics:** Physics-related courses at the 200 level in Earth and Planetary Sciences.

**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 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. 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**

- The laboratory course, Physics 247r, or 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**

Prior to graduate students' arrival 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 the examination, required of all PhD candidates, 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 topic in physics, and to answer questions about that topic and closely related problems.
- 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 the candidates, the examining committee may take into account other information about their performance as graduate students. Students will pass the examination if the examining committee believes that 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 doctoral 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.
- The procedures for the qualifying oral examination are as follows: the student selects a faculty member to serve as chair of his or her examining committee. The committee chair is normally one of the department members and, when feasible, a prospective dissertation advisor.
- The student then selects a topic, preferably but not necessarily related to the proposed field of dissertation research, prepares an abstract and submits it, with a program of study (described below), and a decision as to whether the prospective doctoral research will be experimental or theoretical.
- The student then confers in detail with the examining committee chair about the topic to be discussed, the nature of the examination, and the other faculty members who will serve on the committee.
- The examining committee must have at least three members, two of whom must be from the Department of Physics.
- The committee chair will provide written approval of the topic, and the overall composition of the examination committee must be approved by the chair of the Department. 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.
- 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 Director of Graduate Studies.
- 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 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/publications/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/publications/form_of_the_phd_dissertation.php)).

### **Length of Time to Degree**

- Ideally, the PhD is completed within five years. 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 PEG program. Once a student matriculates, the track may not be changed. All students must successfully complete 16 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 Harvard Kennedy School (HKS) 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
- Doctoral Research Seminar

### **Requirements for Political Science Track**

Sixteen half-courses, including:

- Microeconomic theory (Economics 2020a, 2020b)
- Macroeconomic theory (Economics 2010c)
- Econometrics (Government 2001 or a more advanced course)
- Two half-courses in Formal Political Theory, or two approved courses in Political Economy
- 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
- Doctoral Research Seminar

### **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 11 half-courses, including the courses outlined above in the appropriate track. 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 90-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 90-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 HKS faculty member) is necessary and will designate that person.

### **Research Seminar**

- In the third year of study, all students must take a full-year seminar in research methodology. This can be the API 901, 902 seminar offered at the HKS, or two approved seminars taught in the government or economics department. By the end of these courses, 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 HKS 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 no later than the end of the summer.

#### **Fourth Year**

- By the beginning of the fourth year, all students must have completed the dissertation prospectus and scheduled a presentation date with two dissertation committee advisors. A prospectus is not "approved" until the two advisors have agreed that the chapter (or paper) presented orally, are satisfactory. A student who is writing a three-paper dissertation must also present an executive summary linking all three proposed papers. 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 HKS-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 HKS; 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).

### **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 advisors 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 or PSY 1950, Intermediate Statistical Analysis in Psychology. B+ or better. Fall term of first year.

- PSY 1952, Multivariate Analysis. B+ or better. Spring 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.

### **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. A period of at least nine months must pass between prospectus approval and scheduling of the oral dissertation defense.

#### **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.gsas.harvard.edu/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)), 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 or PSY 1950, Intermediate Statistical Analysis in Psychology. 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. A period of at least nine months must pass between prospectus approval and scheduling of the oral dissertation defense.

### **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.gsas.harvard.edu/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)), 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 or PSY 1950, Intermediate Statistical Analysis in Psychology. 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 clinical scientist model of training. 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 or PSY 1950, Intermediate Statistical Analysis in Psychology. 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.)
- 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 or PSY 1950, Intermediate Statistical Analysis in Psychology. B+ or better. Fall term of first year.
- PSY 1952, Multivariate Analysis. B+ or better. Spring 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.

- 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. Students who do not have an approved prospectus will be withdrawn.
- Prospectus meetings and oral defenses may not be held during the summer months.
- A period of at least nine months must pass between prospectus approval and scheduling of the oral dissertation defense.
- 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 Harvard Kennedy School (HKS) 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 the oral general examination. Approval to take the oral 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 HKS 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 written and oral examinations, but this will not affect advising in any way.

### **Third Year**

- The primary hurdle of the third year is completion of the dissertation prospectus, and an oral presentation of either one chapter, (or one paper and an executive summary of the second and third papers, in the case of a three-paper dissertation), to two members of the dissertation committee. A copy of the prospectus, with written approval from both advisors, is then submitted to the program office by the end of the third year. In addition, students must complete the PhD Research Seminar (API 902) in the spring, where work in progress on the dissertation is presented.



#### **Fourth Year**

- By the beginning of the fourth year, all students must have chosen the third member of the dissertation committee. Affiliations of these faculty members will include one member of the PhD Standing Committee, one HKS-appointed faculty member, and one GSAS-appointed faculty member. No readers are assigned by the chair of 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 six areas: analytic methods; economics; public management or politics or political philosophy; quantitative empirical methods; qualitative empirical methods; and a special field of the student's election. Students must complete at least two PhD-level courses in the special field and API 111, 112 for economics. In Public Management 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 and qualitative methods, successful completion of one course in each field 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 HKS 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 HKS. 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.

#### **General Oral Examination**

- The general oral examination determines whether the student has sufficient grounding in the literatures that are likely to be most pertinent for the dissertation. More broadly, the exam provides an assessment of the student's academic preparation and aptitude, as well as the student's interest in and prospects for a successful career after completion of the PhD.
- In the middle of the second year the student identifies a primary and secondary field critical to the dissertation research, and works with two faculty examiners whom the director of graduate study confirms. The student meets with the examiners to agree on the nature and scope of the fields and develops a reading list that provides adequate coverage of the fields. The exam is scheduled before June 15 of the second year.

### **Other Requirements**

- 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 HKS. 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 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 committee.
- Details on the form of the PhD dissertation are published in *The Form of the PhD Dissertation*, available online ([www.gsas.harvard.edu/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)), 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.

## **REGIONAL STUDIES—EAST ASIA**

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 fifty to sixty 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.

- Due dates for submission of the AM thesis, for the May, November, and March degrees, will be determined by the RSEA Committee; please check with the RSEA program office for specific dates.

**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 104, 105, 111, 112, 113, 114, 118, 119, 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 299 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.

#### **General 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, 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 (upon application) 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 general course requirements (as above) fulfilled, and a satisfactory second-year review completed.

### **Teaching**

- In addition to its financial benefits, teaching is considered integral to the program of the PhD studies in religion at Harvard. There are many opportunities for teaching in the Faculty of Arts and Sciences, in the religion undergraduate concentration, and at the Harvard Divinity School. PhD students are guaranteed teaching in their third and fourth years, and in some cases may teach beyond that. Normally students may not teach before the third year.



### **Advising**

- Upon entry into the program, each student may choose 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 general coursework outside the specialization, and the second-year review, a student prepares for the general examinations. PhD students must take their generals no later than the sixth term of study. 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 12 (preferably 6) months of passing the general examinations, all candidates must submit a written prospectus of not more than 3,000 words (plus bibliography), formulating a dissertation project. Upon formal approval of the prospectus, the student commences the writing of the dissertation. Post-prospectus, students are required to submit one completed chapter per year to their advisors. 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.

## **ROMANCE LANGUAGES AND LITERATURES**

### **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 16 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 must obtain the formal approval of their advisors before registering for 320-level (Supervised Reading and Research) courses. No more than one 320-level course will count toward the 16 half-courses required for the PhD.
- 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.
- Students specializing in Medieval or Renaissance studies are required to take a half-course in Latin beyond the beginning level. This requirement can be met with Latin 3, 3m, 4, 4m or higher. Students in Spanish specializing in a subfield other than Medieval or Renaissance studies must take one half-course in the literature of a third language (exclusive of Spanish and Portuguese), related to the student's specialization (e.g., French, Italian, Catalan, Quechua, Nahuatl, Latin, etc.).
- Graduate students who do not pursue a secondary PhD field will be allowed to take a maximum of four courses outside the department over the first two years in the program; that is, an average of one course per term. Those students who choose to complete a secondary PhD field during the first two years in the program will not be allowed to take courses outside the department other than those taken for the secondary field. In keeping with this policy, they may not enroll for credit in courses cross listed with Romance Languages and Literatures. Students pursuing secondary fields must take a minimum of 12 courses in Romance Languages and Literatures.

### **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 grade of "Satisfactory") 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 sole 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.

- Linguistics 200, to be taken at the beginning of the first year of teaching, will continue to be a requirement for all graduate students but will not count as one of the 16 courses required during the first two years in the program. 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 Linguistics 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 Linguistics 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 (DGS) 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**

Students must complete the general exam by the end of the third year of graduate studies. Without exception, general exams are given twice during the academic year: during the week before classes begin in September, and during the May exam period. The PhD general examination consists of both written and oral parts. A substantial part of the general exam is to be administered in the target language. 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 six months 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 18th to 20th centuries) and three in Latin American literature (Colonial, 18th to 19th centuries, and twentieth century).
- Each student is examined in all six fields, choosing one field as the major field. The two parts of the examination (minor and major fields) are usually taken at different times.
- For each of the five non-specialist areas, the student is responsible for a Core reading list of fifteen 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.
- 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 18 half-courses (instead of the standard 16). These are to be distributed as follows: 14 courses in Spanish, including the required course of history of the language; 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 24 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 century to the present; 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.

### **Dual Track in Romance Languages and Literatures**

The Dual Track in Romance Languages, established in fall 2008, permits students to obtain a PhD in two Romance languages and literatures, through exploring different fields more in depth than a major/minor track allows them to do. Students pursuing the Dual Track should have equal command of the two languages and literatures.

The Dual Track allows incoming students with a clear idea of their fields of interest to design an appropriate, consistent, and feasible individualized course of study. It also helps students to explore various intellectual paths and establish links across languages.

Criteria for admission include language proficiency and strong cultural and literary foundations in each of the languages and literatures chosen. Candidates must explain their intellectual reasons for combining two languages and define the areas of interests they wish to explore in their course of study.

Current single-track students may switch to the Dual Track upon approval of the DGS of the two languages they wish to combine. The same criteria used for external candidates applies to current students (proficiency, foundation, and an intellectual project). Conversely, a student admitted in the Dual Track may switch to a single track if it appears that this is not the best plan of graduate study for him or her.

#### **Required courses:**

- A. Eighteen courses (that is, two more than in the single track), to be completed in two years. The course distribution between the two languages should be fairly balanced, e.g.: 9:9 or 8:10, and may include Romance Studies courses. Students may take a maximum of two courses outside of the Department.
- B. Students specializing in the period preceding 1700 must take one course in the history of the language for each language studied, but they may replace one of these courses by Latin. Students specializing in the period after 1700 must take one course in the history of one of their languages. Pre-1700 students must take at least one post-1700 course in each language; post-1700 students must take at least one pre-1700 course in each language.

#### **Romance Studies Courses**

- The program encourages professors to offer individually or team-taught Romance Studies courses specially designed for graduate students. Course offerings vary from year to year, but encourage graduates to cross linguistic lines and provide dual-tracks graduates with models for their own intellectual undertakings.

#### **Advising**

- Each dual-track student has one faculty advisor in each language. Advisors are designated prior to enrollment, according to the student's chosen field and stated interests. Students may change advisors later on after discussion with their respective DGS. advisors are in charge of supervising the plan of studies and of organizing the General Examinations.

#### **First Year Examinations**

- At the end of their first year, dual-track students take the usual first-year examination in each of their languages.

### **General Examinations**

- The general examinations are organized by the student's advisors, who work with the student in preparing the reading list in each field, and defining topics and angles of approach. The examinations consist of a written portion in each language (between 3 and 5 hours per language) based on the lists and topics.
- The oral portion of the examination is common to the two languages and administered by an examination committee made up of faculty members from the two sections concerned. The examination is multilingual. It provides the opportunity to revisit the written examination, test the aptitude of the student to move within his/her fields, and possibly discuss his/her thesis topic.

### **Double Doctorate in Italian Studies and Renaissance Culture**

This program, introduced in 2009, allows students to complete both a doctorate in Italian Studies at Harvard University and a doctorate in Renaissance Culture at the Istituto Nazionale di Studi sul Rinascimento (INSR) in Florence, Italy, within a period of 5 to 6 years. After successful dissertation defense, Harvard awards students a PhD in Romance Languages and Literatures, while the INSR grants a “Diploma di perfezionamento in civiltà dell’Umanesimo e del Rinascimento.” The INSR Diploma is legally equivalent to a doctorate awarded by an Italian university.

### **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 seventh 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 Form of the PhD Dissertation* ([www.gsas.harvard.edu/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)). PhD candidates are required to make a public oral presentation of the dissertation, followed by a question-and-answer period, before filing it with the registrar.

Dual Track dissertation should be deeply informed by issues pertinent to both literatures.

Please see the description of a secondary field in Romance Languages and Literatures at the end of Chapter VI.

## SANSKRIT AND INDIAN STUDIES

Students are normally admitted only to the PhD program. In exceptional cases, students may be admitted to the AM program, in order to concentrate on acquiring language skills necessary for proceeding on to a PhD program. PhD students who have completed, with honors grades (B+ and above), two years of full-time course work (sixteen approved half-courses) will qualify for the AM degree, upon the recommendation of the department.

### Coursework

- **General requirements:** For the PhD: Sixteen half-courses and a minimum of two years in residence. Students are expected to continue with advanced language coursework in each term of residence. For the AM: Eight half-courses and at least one year in residence, although two years are usually needed to complete the necessary requirements.
- **Core requirements/AM:** Two half-courses of seminars, two half-courses in classical Sanskrit or Tibetan literature at the advanced level, and four half-courses in the student's special field, including related courses in other departments. An AM dissertation is also required.
- **Core requirements/PhD:** Two half-courses of seminars, a minimum of four half-courses in Classical Sanskrit or Tibetan at the advanced level, two half-courses in a second South Asian language, and eight other half-courses in the student's special fields, including related courses in other departments.
- **Language requirements: AM:** Reading knowledge of either French or German must be documented before the student is admitted to the AM examination, and no later than the end of the first year of study. **PhD:** Written examinations in two modern research languages, generally French and German, must be passed with an honors grade by the end of the second year of residence. Another modern language relevant to the student's special field, but not the student's native language, may be substituted for one, but not both of the required languages.



### **Advising**

- Upon entering the program, a student may choose, or else be assigned an advisor, based on the area of interest. Students may change their advisor at any time, should there be a need to do so. The advisor must be a member of the department. The advisor will take part in the student's second year review and chair the examining committee for the general examinations. The advisor will supervise the student in writing a prospectus and chair the prospectus committee. The advisor will then direct the writing of the dissertation and chair the dissertation examining committee. The Director of Graduate Studies will serve as an informal advisor to all graduate students.

### **General Examinations**

- **AM Examinations.** Two written translations (not to exceed three hours) of texts chosen from a specified reading list and an oral exam in the student's special field. A dictionary is not permitted for the translation exams.
- **PhD Examinations.** Students are expected to take their general examinations no later than the end of their third year in the program. 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, with dictionary, of texts in the student's special field, with a discussion of textual problems, thematic issues, etc. 3) A general exam in South Asian studies based on reading lists put together by the student in consultation with the director of graduate studies. 4) An examination in the student's special field, in which students must show familiarity with both primary texts and secondary scholarship. 5) An optional fifth exam in a secondary field or discipline, often involving a faculty member from another department. Upon passing the qualifying exams students will be expected to complete a dissertation prospectus no later than the fall term of their fourth year, and will be expected to complete two chapters of their dissertation no later than the fall term of their sixth year. Many students apply for travel fellowships in their fourth year and spend a part of their fifth year in the field.

### **Prospectus**

- After passing general exams, and no later than the end of the fall term of the fourth year, doctoral students must submit a prospectus of their dissertation. Once the prospectus has been approved, a public defense of the prospectus will take place with the prospectus committee, other interested faculty, students, etc. 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 the field. The prospectus should also include a chapter outline and extensive bibliography.

### **Thesis**

- **AM Thesis:** The AM thesis will be a substantial paper demonstrating the student's knowledge of primary texts, and the scholarly literature and methodologies appropriate to the topic of the student's choice. The topic will be determined by the student in consultation with his or her advisor. A typical AM thesis is expected to be approximately 75 pages in length.

- **PhD Dissertation:** The dissertation should not exceed 75,000 words or 300 pages in length. It must be a substantial and original piece of work that demonstrates mastery of the field and the student's chosen topic. The dissertation committee normally consists of 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. By the beginning of the fall term of their sixth year, students are expected to have completed two chapters of their dissertation. After this they are expected produce at least one acceptable chapter of the dissertation each term. 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)), and to any further requirements of style and form specified by the department. After it is completed, the dissertation must be submitted to the dissertation committee (at least two months before the official deadline) and be publicly defended in a round-table discussion that includes members of the dissertation committee and other interested parties.

### SCIENCE, TECHNOLOGY AND MANAGEMENT

- Advances in engineering, science, and technology are having profound impact on business. Conversely, business-related issues and economic factors are critical forces that are shaping the development of new technologies. Throughout the intersecting territories of business and technology lie tremendous opportunities for valuable academic studies. A new generation of scholars educated in both business management and technology is needed to investigate and create new knowledge at the interface of these two disciplines.
- The Science, Technology and Management (STM) program will be aimed at carrying out systematic, searching and innovative studies of the impact of science and technology on business, and business aspects of technology development. The goal of the program is to develop new methodologies and generate research that explores the interaction between technology and management.

### Admissions

- The program will accept students with two types of backgrounds: students who already have a strong background in engineering or science but no formal business training, and students who already have a strong background in engineering or science and MBA degrees.

### Course Requirements

- HBS Courses
  - (1) Two terms of Management and Markets
  - (2) Two elective Harvard Business School (HBS) graduate business courses

(3) Students without MBA must take five MBA elective courses or the first term of the HBS MBA program. Students with non-HBS MBA must take one HBS MBA general management elective.

- Harvard School of Engineering and Applied Sciences (HSEAS) Courses  
Four advanced technical courses which define a technical area of expertise as selected in consultation with HSEAS advisor and approved by the STM Program and Admissions Committee (PAC). The advanced technical courses should consist of at least three graduate level (200 level) courses and at most one upper division (100 level) course.

### **Year 1**

- Take courses in HSEAS and HBS.
- Actively participate in weekly HSEAS and HBS seminar series.
- Consult with HSEAS and HBS advisors as assigned by the PAC and select an appropriate technical area as defined by 4 advanced level technical courses from HSEAS.
- Pass the general exam in Management based on material in Management and Markets courses.

### **Year 2**

- Take courses in HSEAS and HBS.
- Actively participate in weekly HSEAS and HBS seminar series.
- Take Field Examination consisting of a written and oral examination.
- Secure two dissertation advisors, one from HBS and one from HSEAS.
- Students without MBA should take five MBA elective curriculum courses.
- Students with non-HBS MBA should take one MBA general management elective.

### **Year 3**

- Complete course requirements.
- Submit a Dissertation Prospectus before end of first term.
- Conduct research.

### **Year 4 and beyond**

- Conduct research, write a PhD dissertation, and pass a final dissertation defense.
- Students are normally expected to complete the program in five or six years.

#### **Field Examination and Thesis Prospectus**

- The Field Exam will consist of a written exam based on an assigned reading list and subsequent oral examination administered by a Field Exam Committee appointed by the PAC and consisting of HBS and HSEAS faculty members. Students are normally expected to take the Field Exam before the end of their second year in the program.

- STM students will be required to submit a Dissertation Prospectus before the end of the first term of their third year. The Dissertation Prospectus examination committee will normally consist of HBS and HSEAS faculty. The Dissertation Prospectus should define a research topic that (a) shows non-cursory understanding of a technical area and is sufficiently engaging to the HSEAS thesis advisor, (b) is judged by the HSEAS and HBS faculty to form a research question that is appropriate for a PhD related to interactions between science, technology, and management, and (c) shows sufficient technical depth beyond the DBA to HBS faculty. The PAC will make a final decision of pass or fail based the required course work, Field Exam, and Dissertation Prospectus.

### **Dissertation Defense**

- Students will defend their dissertations orally. The defense will be public and all members of the PAC and others interested in the program will be invited with reasonable advance notice.

## **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).

#### **Plan B**

- Slavic languages and literatures with concentration on the study of Slavic linguistics. The candidate will choose one Slavic language as the major, a second one as one minor, and two courses in a related elective field as the second minor (four courses in the major field and four in the minor fields). Additionally, Introduction to Comparative Slavic Linguistics and Introduction to Linguistics 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/](http://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 director of graduate studies' 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 recommend the 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 beginning of the fourth year.

#### **Plan A: Literature**

Part 1. A minor field portfolio and collective presentation.

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.
- 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).
- The PhD candidate is then invited to give an informal presentation to the members of the Department.

## **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 Harvard Kennedy School (HKS).
- 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.
- Competency in one language other than English. Must be demonstrated via language examination.
- Completion of one half-course in quantitative methods, Gov 2000: Quantitative Methods for Political Science (with a grade of B or better), or with the approval of the DGS, an equivalent course.

#### **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.

Five of these courses must be required theory and methods courses. The first four of these courses are normally taken in the first year of residency:

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

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 HKS.
- 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 HKS 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 HKS. The departmental advisor will be assigned according to the prevailing practices of the relevant department. The social policy advisor will generally be the Director of Graduate Study 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 sixth 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 HKS 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 fifth 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), passing the written general examination at the AM level or higher, and completing the research paper acceptable 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 term following the completion of the research paper. 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 fall term of the student's fifth year in residence.

### **Dissertation Completion/Oral Defense**

- Ordinarily, the dissertation should be completed by the end of the seventh year in residence. The style should follow *The Form of the PhD Dissertation*, available from the registrar or online ([www.gsas.harvard.edu/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)). 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.
- Before registering for their fall term classes, all entering PhD students will be required to take a diagnostic test in mathematics. Performance on this test will assist the department in determining whether students need additional mathematics preparation.

#### **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 six letter-graded half-courses at the level of Statistics 110 and above taken within the Department of Statistics. 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.
- The six statistics courses must also include two courses that are at the interface of theory and application. Examples of such courses are Statistics 139/239, 140, 149/249, and 160 Survey Methods. The Department will maintain an up-to-date list of courses that meet these criteria.
- AM students must earn a B average in Statistics courses and no more than one C.
- Terminal AM students can use at most one 300-level course towards the eight half-course requirement. This 300-level course ordinarily cannot be used to meet the minimum requirement for six letter-graded statistics courses.
- The remaining two 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.

- 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.

- By the beginning of the fourth year of residence, all students must submit to the faculty a preliminary title, one-page abstract, and names and signatures of at least two dissertation advisors. Students who encounter difficulty in identifying appropriate advisor/s should consult with their primary advisor, the director of graduate studies or the department chair. Students who wish to use as an advisor someone who is not a member of the department can and should request the approval of the department faculty.

### **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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)). 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**

- Students are required to take SB300 *Introduction to Systems Biology*, MedSci300 *Conduct of Science*, and four additional courses chosen in consultation with their faculty advisors. These courses must be passed with a B- or better.

#### **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 in two phases. The first phase must be completed by June 1 of the student's first year, and is intended to evaluate the student's progress in acquiring competence in mathematical and/or computational approaches. Students will formulate a question related to any problem in biology and devise a mathematical or computational approach to addressing it. Results of the project will be presented in a short written summary and orally. Phase two must be completed by the end of December of the student's second year. Students will prepare and defend an original research proposal related to the student's proposed dissertation research.
- As a rule, students who have not completed and passed the qualifying exam by the end of December of their second year of graduate study are put in unsatisfactory status and may be asked to withdraw from the program.

### **Advising**

#### **Academic Advisors**

- On arrival, each student is assigned two academic advisors to guide the student in their choice of courses and rotations.

#### **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. The first meeting must occur within six months of the student's qualifying exam.

### **Dissertation**

#### **Independent Research**

- Acceptable modes of dissertation research include experiment-based research, 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/current\\_students/form\\_of\\_the\\_phd\\_dissertation.php](http://www.gsas.harvard.edu/current_students/form_of_the_phd_dissertation.php)).

### **Graduation Requirements**

- A student who expects to complete a dissertation in time to receive a degree the following May, 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 System 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.

## **SECONDARY FIELDS**

### **AFRICAN AND AFRICAN AMERICAN STUDIES**

Students enrolled in a PhD program in the Graduate School of Arts and Sciences at Harvard University may achieve formal recognition for completing a secondary field in African and African American Studies. Graduate students who choose African and African American Studies as a secondary field will benefit from learning how to do interdisciplinary work on the basis of the substantial body of scholarly writing on African and African American social, cultural, economic and political life and history. The Department also encourages comparative work on African, African American, and diasporic topics.

Graduate students must meet the following requirements in order to have the secondary field officially recorded on their transcript.

#### **Coursework**

- Completion of four graduate-level courses in African and African American Studies with honors grades of B+ or above.

#### **Demonstrating Mastery in the Secondary Field**

- Successful completion of a research paper demonstrating mastery in the field of African and African American Studies is also required. Ordinarily this is the most successful graduate term paper written for one of the four African and African American Studies courses.

#### **Record-keeping**

- Students interested in declaring a secondary field in African and African American Studies should submit to the Director of Graduate Studies evidence of their successful participation in four appropriate graduate courses in the Department of African and African American Studies as well as the research paper. Once they obtain the approval of the DGS they and the registrar will receive certification of successful completion of secondary field requirements.

### **CELTIC MEDIEVAL LANGUAGES AND LITERATURES**

The Department of Celtic Languages and Literatures offers a secondary field in Celtic Medieval Languages and Literatures for PhD students enrolled in other departments at Harvard. The Celtic languages, once spoken over much of Europe and Asia Minor, are of great linguistic interest, and the splendid medieval literatures of Ireland and Wales constitute a hugely rewarding field of study. Students of comparative literature, of other medieval languages and literatures, of history, of historical linguistics, and of religion may wish to consider this secondary field. Students, for example of medieval epic and romance, and of genres such as prophecy and vision poetry may wish for comparative purposes to read texts in the Celtic languages. The Celtic material offers invaluable sources for medieval historians of the Western Church, and of secular

institutions and customs as well. Students of historical linguistics will know that a thorough knowledge of Old Irish is important for the investigation of Indo-European. The Secondary Field affords an opportunity to achieve professional competence in one of the Celtic languages, the range of its literature, and the scholarship in the field.

### **Requirements**

The secondary field is organized in two separate tracks, Early and Medieval Irish, and Medieval Welsh. Each of them requires the student to take four half-courses in the department, the distribution of which is as follows:

#### **Early and Medieval Irish:**

- Celtic 200: Introduction to Old Irish and Celtic 201: Continuing Old Irish
- either Celtic 204r: Readings in Early Irish Poetry or Celtic 205r: Readings in Early Irish Prose
- Celtic course with a medieval focus, to be chosen in consultation with the director of graduate studies. Celtic 204r or Celtic 205r, whichever has not been chosen under b), is among the courses from which a choice will be made.

#### **Medieval Welsh:**

- Celtic 225a: Introduction to Middle Welsh and Celtic 225b: Continuing Middle Welsh
- Either Celtic 226r: Readings in Middle Welsh or Celtic 227: Seminar on Welsh Bardic Poetry
- a Celtic course with a medieval focus, to be chosen in consultation with the director of graduate studies. Celtic 226f or Celtic 227, whichever has not been chosen under b), is among the courses from which a choice will be made.
- Courses in the department are given in alternate years. Celtic 200, Celtic 201, Celtic 226r and Celtic 227 will be given in 2009-10. Celtic 204r, Celtic 205r, Celtic 225a and Celtic 225b will be given in 2010-11.

For details contact the Department Administrator, Margo Granfors ([granfors@fas.harvard.edu](mailto:granfors@fas.harvard.edu)) or the Director of Graduate Studies, Tomás Ó Cathasaigh ([cathas@fas.harvard.edu](mailto:cathas@fas.harvard.edu)).

## **THE CLASSICS**

A student enrolled in a PhD program in the Graduate School of Arts and Sciences at Harvard University, other than the programs offered in the Department of the Classics, may achieve formal recognition for completing a secondary field in one of the following programs offered in the Department: Classical Archaeology; Classical Philology; Greek and Roman History.

#### **Classical Archaeology**

The following requirements must be met to complete a secondary field in Classical Archaeology.

**Coursework**

- Completion of four half-courses. Qualifying courses include those taught within the Departments of the Classics and History of Art and Architecture and accepted by the Department of the Classics towards the requirements of Classical Archaeology.
- Two half-courses must be entitled, or officially cross-listed as, Classical Archaeology (prefixed ClArch).
- Two of the four half-courses shall be graduate seminars.
- At least one of the four half-courses shall be on a Greek topic and another on a Roman topic.
- Students are encouraged to take Classical Archaeology 351: Classical Archaeology Proseminar, or Classics 350: Classical Philology Proseminar.
- Students may petition the Director of Graduate Studies to be permitted to apply one course in Anthropology, Near Eastern Languages and Civilizations, or the Divinity School towards the requirements of the secondary field.
- The archaeological summer programs offered by the American School of Classical Studies at Athens and the American Academy in Rome, and the Graduate Summer Seminar of the American Numismatic Society will normally be accepted in lieu of one half-course.
- Students pursuing a secondary field in Classical Archaeology are also strongly encouraged to participate in an archaeological field school or to serve as a curatorial intern in a museum of art or archaeology.

**Advising**

For further information contact Professor Richard Thomas, Director of Graduate Studies, Department of the Classics, Harvard University, 204 Boylston Hall, Cambridge, MA 02138.

**Classical Philology**

The following requirements must be met to complete a secondary field in Classical Philology.

**Coursework**

- Completion of four half-courses from among the following categories:
  - all graduate seminars taught within Classics
  - other courses that are required for the PhD in Classical Philology, i.e.:
    - Classics 350: Classical Philology Proseminar
    - Greek K: Advanced Greek Prose Composition
    - Latin K: Advanced Latin Prose Composition
    - Greek 134: The Language of Homer
    - Latin 134: Archaic Latin
  - all other 100-level courses with the prefix “Greek” or “Latin”
- Two of the half-courses shall be graduate seminars.
- Courses taught primarily in translation are ineligible.

### **Advising**

For further information contact Professor Richard Thomas, Director of Graduate Studies, Department of the Classics, Harvard University, 204 Boylston Hall, Cambridge, MA 02138.

### **Greek and Roman History**

The following requirements must be met to complete a secondary field in Greek and Roman History.

#### **Coursework**

- Completion of four half-courses from the following categories:
  - all graduate seminars taught within Classics
  - other courses that are certified by Classics as counting towards the requirement in Ancient History in the several PhD programs offered by the Department
- Two of the four half-courses shall be graduate seminars.
- At least one of the four half-courses shall be on a Greek topic and another on a Roman topic.
- Normally at least one course will involve close reading of historical texts in the original language, but this requirement may be waived at the discretion of the Director of Graduate Studies.

### **Advising**

For further information contact Professor Richard Thomas, Director of Graduate Studies, Department of the Classics, Harvard University, 204 Boylston Hall, Cambridge, MA 02138.

## **COMPARATIVE LITERATURE**

The Department of Comparative Literature offers “Comparative Literature” as a secondary field in GSAS to enrich the background of PhD students who seek to do research and teach across the institutional boundaries of national languages and literatures. Students in the various departments of literary studies may eventually be called upon to teach comparative courses or courses in general or world literature. The secondary field in comparative literature introduces students to basic issues in the field as well as providing a graduate literary theory course for students who have not already taken such a course in their primary department.

While we recognize the degree to which literatures in a single language constitute a coherent tradition, the Department of Comparative Literature seeks to develop an awareness of how literary works move across language borders, both in the original language and in translation. We seek to call attention to theoretical issues shared across not only the boundaries of languages but across very different traditions.

### **Prerequisites**

- An ability to work in literatures in at least three languages. Normally this will be demonstrated by coursework in which at least some of the primary readings are in the language. In certain circumstances (for example, if one of the languages is the student's native language) the DGS may waive the requirement that competence in a language be demonstrated by coursework. If English is used as one of the languages, the other two languages should show some breadth; that is, they may not be closely allied, either linguistically or by academic convention (e.g., Spanish and Portuguese, Urdu and Hindi, classical and modern Chinese, or Greek and Latin). The judgment regarding what can legitimately count for the set of three languages will be at the discretion of the DGS.

### **Requirements**

- Four courses, one of which may be the Comparative Literature proseminar and two of which must be Comparative Literature seminars at the 200 level. The remaining course requirements will be met by either seminars in Comparative Literature or 100-level Literature courses (which normally count for graduate credit in Comparative Literature).
- Successful completion of the common essay exam for students in Comparative Literature at the end of the second year.
- A seminar paper on a comparative or theoretical topic, to be read by the examination committee of the Department of Literature and Comparative Literature.

Contact the DGS (Professor Susan Suleiman—[Suleiman@fas.harvard.edu](mailto:Suleiman@fas.harvard.edu) or 495-2543) for any further questions.

## **FILM AND VISUAL STUDIES**

A student enrolled in a PhD program in the Graduate School of Arts and Sciences at Harvard University may achieve formal recognition for completing a secondary field in Film and Visual Studies. The following requirements must be met to complete this secondary field.

### **Coursework**

- Completion of four graduate-level courses in Film and Visual Studies with honors grades of B+ or above.
- Two of these courses are required and should be taken in the first year of study:
  - Ves 270. Proseminar in Film and Visual Studies: History
  - Ves 271. Proseminar in Film and Visual Studies: Theory
- Two other courses must be selected from among graduate courses taught by faculty of the Committee on Film and Visual Studies. The Director of Graduate Studies will make a list of approved graduate seminars available at the beginning of each academic year.

### **Examinations**

- Successful completion of an examination or alternative means of demonstrating mastery in the field of Film and Visual Studies is also required. The particular form of examination or alternative means of demonstrating mastery will be agreed upon by the Director of Graduate Studies in Film and Visual Studies and the Director of Graduate Studies in the student's home PhD department. This demonstration of mastery might be part of a departmental general or field examination, or it might be combined with departmental requirements in some other way. One or more members of the Committee on Film and Visual Studies will conduct and adjudicate the portion of the preliminary examination devoted to Film and Visual Studies, and the results will be reported to both directors of graduate studies.

### **Advising**

Students interested in declaring a secondary field in Film and Visual Studies should consult with the Director of Graduate Studies as early as possible in their studies, and ordinarily no later than the end of the first term of graduate coursework. At this time, a plan of study should be prepared and submitted to the Director of Graduate Studies, to be approved by the Committee on Film and Visual Studies as well as the student's home department.

For further information contact Tom Conley, Director of Graduate Studies, Department of Visual and Environmental Studies, Harvard University, 24 Quincy Street, Cambridge, MA 02138.

## **HISTORICAL LINGUISTICS**

The Department of Linguistics offers a secondary field in Historical Linguistics for PhD students enrolled in other departments at Harvard. Historical linguistics, the study of how languages change over time, subsumes both the general study of language change and the history of specific languages and language families. The intellectual spectrum thus defined bridges part of the gap between linguistic theory and the areas traditionally known as "philology." At Harvard, the more theoretical aspects of historical linguistics are covered in courses offered by the Department of Linguistics, while courses dealing with the historical linguistics of specific languages are offered both by the Department of Linguistics and the relevant language departments. In practice, many graduate students in the Classics, Germanic Languages and Literatures, Slavic Languages and Literatures, Near Eastern Languages and Civilizations, and other language-centered departments take courses in historical linguistics as part of their ordinary preparation for the PhD. The availability of a secondary field in Historical Linguistics allows such students to have their work in linguistics officially recognized.

### **Coursework**

Requirement: four half-courses, to be distributed as follows:

- a) one of Linguistics 120 (Introduction to Historical Linguistics) or Linguistics 224 (Historical and Comparative Linguistics)



- b) three other courses in Linguistics or cross-listed with Linguistics, two of which must be chosen from the following:

Linguistics 122 (Introduction to Indo-European)  
Linguistics 123 (Indo-European Phonology and Morphology)  
Linguistics 158r (From Indo-European to Old Irish)  
Linguistics 168 (Introduction to Germanic Linguistics)  
Linguistics 176 (History and Prehistory of the Japanese Language)  
Linguistics 220ar (Advanced Indo-European)  
Linguistics 221r (Indo-European Workshop)  
Linguistics 247 (Topics in Germanic Linguistics)  
Linguistics 225a (Introduction to Hittite)  
Linguistics 250 (Old Church Slavonic)  
Linguistics 252 (Comparative Slavic Linguistics)  
Greek 134 (The Language of Homer)  
Latin 134 (Archaic Latin)  
Semitic Philology 140 (Introduction to the Comparative Study of Semitic Languages)  
Semitic Philology 200r (Comparative Semitic Grammar: Seminar)  
Slavic 125 (Modern Russian in Historical Perspective)

Other courses with a historical linguistic focus may be added to this list at the discretion of the Director of Graduate Studies in Linguistics.

Historical linguistics is one of the department's traditional areas of strength. For courses offered in the 2009-2010 academic year, contact the department.

### **Advising**

The contact person is the Director of Graduate Studies in Linguistics.

## **LINGUISTIC THEORY**

The Department of Linguistics offers a secondary field in Linguistic Theory for PhD students enrolled in other departments at Harvard. Linguistic theory, the core of the modern field of linguistics, seeks to characterize the linguistic knowledge that normal human beings acquire in the course of mastering their native language between the ages of one and five. Studied as an internalized formal system, language is a source of insight into a wide range of human pursuits and abilities, some of them traditionally approached through the humanities, others through the social sciences, and others through the behavioral and natural sciences. The major divisions of linguistic theory are syntax, the study of sentence structure; phonology, the study of sounds and sound systems; morphology, the study of word structure; and semantics; the study of meaning. Courses in these areas regularly draw students from other Harvard departments, especially Psychology, Philosophy, and other departments associated with the Mind, Brain, Behavior Initiative. The secondary field in Linguistic Theory allows such students to receive official recognition for their linguistics coursework.

### **Coursework**

Requirement: four half-courses, to be distributed as follows:

a) at least one of the following:

- Linguistics 112a (Introduction to Syntactic Theory)
- Linguistics 114 (Introduction to Morphology)
- Linguistics 115a (Introduction to Phonetics and Phonology)
- Linguistics 116a (Introduction to Semantics)

b) three other courses in Linguistics, two of which must be chosen from the following:

- Linguistics 112b (Intermediate Syntax)
- Linguistics 115b (Intermediate Phonology)
- Linguistics 116b (Intermediate Semantics)
- Linguistics 117r (Linguistic Field Methods)
- Linguistics 132 (Psychosemantics)
- Linguistics 145 (Logical Form)
- Linguistics 146 (Syntax and Processing)
- Linguistics 148 (Language Universals)
- Linguistics 152 (Prosody and Intonation)
- Linguistics 171 (Structure of Chinese)
- Linguistics 174 (Tense and Aspect in Japanese)
- Linguistics 175 (Structure of Japanese)
- Linguistics 188r (Biolinguistics)
- Linguistics 202r (Advanced Syntax)
- Linguistics 204r (Topics in Syntax)
- Linguistics 205r (The Syntax–Semantics Interface)
- Linguistics 206r (Syntactic Structure and Argument Structure)
- Linguistics 207r (Topics in Semantics)
- Linguistics 219r (Advanced Phonology)

Other courses with a theoretical focus, including courses in other departments cross-listed with Linguistics, may be added to this list at the discretion of the Director of Graduate Studies in Linguistics.

Although Linguistics has no official “tracks” toward the PhD, linguistic theory is the department’s main intellectual focus. For courses offered in the 2009–2010 academic year, contact the department.

### **Advising**

The contact person is the Director of Graduate Studies in Linguistics.

## MEDIEVAL STUDIES

A student enrolled in a PhD program in the Graduate School of Arts and Sciences at Harvard University may achieve formal recognition for completing a secondary field in Medieval Studies. The following requirements must be met to complete this secondary field.

### Coursework and Examinations

- Completion of four graduate-level courses in a medieval subject with grades of B+ or above.
- One of these courses must be in paleography and selected from the following courses:

Medieval Studies 101/201

Medieval Studies 102/202

Classics 202

Any other paleography course approved by the Medieval Studies Committee

- Each of the three further courses must be in a different department, one of which may be the student's home department, and chosen from among the 200-level courses listed each year on the Medieval Studies page of the Registrar's course website.
- Fulfillment of one language requirement in Medieval Latin, Greek, Hebrew, or Arabic.
- The language requirement must be fulfilled by passing an examination, administered by the Medieval Studies Committee.

### Advising

Entering students interested in declaring a secondary field in Medieval Studies are encouraged to consult with the Chair of the Medieval Studies Committee as early as possible in their studies. Students already in the program who are well on their way to completing requirements for the field or who wish to arrange a language examination are also encouraged to consult with the Chair of the Medieval Studies Committee. Write to the Chair by emailing [medieval@fas.harvard.edu](mailto:medieval@fas.harvard.edu).

## MUSIC

A student enrolled in a PhD program in the Graduate School of Arts and Sciences at Harvard University may achieve formal recognition for completing a secondary field in Music. The following requirements must be met to complete this secondary field.

### Coursework

- Completion of a minimum of four half-course courses.
- One of these courses must be an introductory course: Music 201a: *Introduction to Historical Musicology*, Music 201b: *Introduction to Ethnomusicology*, or Music 221: *Current Issues in Theory*.

- The remaining three courses may be chosen from other graduate courses (200 level: “Primarily for Graduates”) or intermediate courses (100 level: “For Undergraduates and Graduates”). (No more than two courses may be chosen from the 100 level.)
- Neither Pass/Fail nor audited courses will count towards a secondary Ph.D. field in this department.

### **Record-keeping**

Students interested in declaring a secondary field in music should submit to the Director of Graduate Studies evidence of their successful participation in four appropriate courses in the Music Department. Once they obtain the approval of the DGS they and the registrar will receive certification of successful completion of secondary field requirements.

### **Advising**

For further information contact the Director of Graduate Studies, Harvard University Department of Music, Music Building, Harvard University, Cambridge, MA 02138, 617-495-2791, musicdpt@fas.harvard.edu.

## **ROMANCE LANGUAGES AND LITERATURES (French, Italian, Portuguese, or Spanish)**

In order to complete a secondary PhD field in Romance Languages and Literatures, a graduate student will take a minimum of FIVE courses, at least THREE of which will be graduate courses (200 level: “Primarily for Graduates”) and no more than TWO of which can be intermediate courses (100 level: “For Undergraduates and Graduates”). Neither P/F nor audited courses will count towards a secondary PhD field in this department. All courses expected to count towards the secondary PhD field will be taken in the department, in the section of the student’s choice; in compelling cases, ONE “related course” may be counted towards the secondary field, with permission of the DGS. On average, our larger sections (French and Spanish) offer every academic year about nine 100-level courses and five 200-level courses each. Of the smaller sections, Italian offers up to six 100-level courses and two 200-level courses; Portuguese, two 100-level courses and two 200-level courses. Any and all of the courses offered by a given section at the 100 and 200 levels are open to secondary PhD field students in that section.

Graduate students interested in a Romance Languages and Literatures secondary PhD field should address their questions and requests to the director of graduate studies of the pertinent section.

## **PROGRAM IN STUDIES OF WOMEN, GENDER, AND SEXUALITY**

The Program in Studies of Women, Gender, and Sexuality (WGS) is pleased to announce its new graduate secondary field starting in spring 2009. The Secondary Field is open to all students, at any stage of graduate work, enrolled in doctoral programs at Harvard.

### **Coursework**

The secondary field requires completion of four graduate-level courses in the Studies of WGS. One of these must be the Graduate Proseminar (offered in the fall), and one must be the graduate section of a WGS theory (WGS 1210) course. Two others must be selected from among graduate courses (or upper-level seminars with a graduate section) taught by members of the Committee on Degrees in the Studies of WGS, or other graduate courses in the field, as deemed appropriate by the WGS Director of Graduate Studies in consultation with the student. These courses may be used to satisfy departmental requirements. Please consult our website for a list of faculty who teach WGS courses and a list of pre-approved courses (which will be updated each term). WGS also strongly encourages graduate students to enroll in courses offered by the interdisciplinary and inter-institutional Graduate Consortium in Women's Studies (GCWS) courses are listed at <http://web.mit.edu/gcws/>.

### **Demonstrating Mastery in the Secondary Field**

The secondary field also requires students to compose an article-length paper suitable for publication, to complete an oral examination indicating the mastery of the field, and to serve one term as a salaried Teaching Fellow in a course offered by WGS faculty.

Students with specific questions about the secondary field should contact the Director of Graduate Studies, Alice Jardine at [jardine@fas.harvard.edu](mailto:jardine@fas.harvard.edu).

# **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 dean for student affairs before it is prepared or submitted. A booklet entitled "Writing with Internet Sources" is available online ([http://sites.harvard.edu/fs/docs/icb.topic229960.files/Writing\\_with\\_Internet\\_Sources.pdf](http://sites.harvard.edu/fs/docs/icb.topic229960.files/Writing_with_Internet_Sources.pdf)).

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, Holyoke Center 350, 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.

If a student is planning on submitting work completed for a previous non-Harvard course, the student should consult with the instructor of the current course.

## **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 employee of the University. Lost cards should be reported immediately to the ID Card office, Holyoke Center 953. There is a replacement fee of \$20 for the first and second losses; a fee of \$40 is charged for the third and subsequent losses.

## **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 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, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity 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 Holyoke Center.

## **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 GSAS 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 Information Technology at <https://www.fas-it.fas.harvard.edu/services/student/policies>. Students are expected to abide by these rules and policies and to consult an official of FAS Information Technology prior to any activity that would appear to threaten the security or performance of University computers and networks. Failure to do so may result in disciplinary action.

## **USE OF FACILITIES**

Computer and network facilities are provided to students primarily for their educational use. These facilities have tangible value. Consequently, attempts to circumvent accounting systems or to use the computer accounts of others will be treated as forms of attempted theft.

Students may not attempt to damage or to degrade the performance of Harvard's computers and networks and should not disrupt the work of other users. Students may not attempt to circumvent security systems or to exploit or probe for security holes in any Harvard network or system, nor may students attempt any such activity against other systems accessed through Harvard's facilities. Execution or compilation of programs designed to breach system security is prohibited unless authorized in advance. Students assume personal responsibility for the use of their accounts. Consequently, students may not disclose their passwords or otherwise make Harvard's facilities available to unauthorized individuals (including family or friends). Moreover, the possession or collection of 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](http://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.
- 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 secondary school, college, or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.

[Massachusetts General Laws, c.269 §10(j)]

In addition, Massachusetts law requires a permit or firearms identification card or compliance with other specialized rules (depending upon the type of weapon) for possession of any firearms. The definition of firearms is 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 minimum 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, punishable 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 dean for student affairs for anyone receiving such a call.

## **PATENTS, TRADEMARKS AND "USE-OF-NAME" REGULATIONS**

### **PATENTS**

**Office of Technology Development  
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 of Technology Development 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](http://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.

## **TRADEMARKS AND USE OF HARVARD'S NAME**

**Harvard Trademark Program  
124 Mt. Auburn Street, Suite 570-N  
Cambridge, MA 02138  
Phone: 617-495-9513**

**Email: [trademark\\_program@harvard.edu](mailto:trademark_program@harvard.edu)  
[www.trademark.harvard.edu](http://www.trademark.harvard.edu)**

Harvard University's Trademark Program is responsible for licensing the use of Harvard's various trademarks (e.g., "Harvard," "Harvard College," "Harvard Law School," "the VERITAS shield," etc.) worldwide. 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. All student group names, logos, or names of student group publications incorporating "Harvard" or any other University trademark are owned by the President and Fellows of Harvard College and are used by permission of the University. The Trademark Program is also responsible for dealing with the unauthorized use of Harvard's trademarks worldwide, provides advice on trademark related issues and assists schools, departments, and units in obtaining trademark protection for any trademarks they are using, whether or not they include the word "Harvard." In addition to licensing and trademark protection, the Trademark Program administers Harvard's "Use-of-Name" policies, which ensure that the University's various trademarks (names and insignias) are used appropriately and accurately by the Harvard community and in accordance with the principles embodied in the policies. Students or student groups are permitted to use the names and insignias of the University or any of its schools or units only as authorized in the policy on *The Use of Harvard Names and Insignias* (see [www.trademark.harvard.edu/policy/index.php](http://www.trademark.harvard.edu/policy/index.php)). In particular, references 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 only allowable with advance permission of the Dean or Provost.

## **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 on the following pages.

### 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 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 dean for student affairs in Holyoke Center and online at [www.fas.harvard.edu/home/administration/sexual\\_harass\\_officers.html](http://www.fas.harvard.edu/home/administration/sexual_harass_officers.html).

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.

To make a formal complaint of sexual harassment by an officer of the faculty, a graduate student should consult the dean for student affairs in Holyoke Center. 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 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 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 dean for student affairs or other appropriate office.

## **COMMISSION OF INQUIRY**

Any student, faculty member, or administrative officer who has an inquiry, suggestion, or complaint may address it to the Commission of Inquiry, c/o Office of the Secretary of the Faculty, University Hall, Ground Floor (617-495-4426). The commission will redirect the inquiry, suggestion, or complaint 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.

“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 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 Holyoke Center. 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 maintained 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 requirement to withdraw.
- 3) **Requirement to Withdraw:** action that may be taken in the following circumstances: (a) a student who has failed to achieve a satisfactory record; (b) any student, 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 decision will depend upon the University's judgment. In disciplinary cases, the Administrative 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 connection 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 student'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 permanently 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 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 2009–10

## TUITION AND FEES

|  | Academic Year | Per Term |
|--|---------------|----------|
| Full tuition   | \$33,696      | \$16,848 |
| Reduced tuition  | 8,760         | 4,380    |
| Facilities fee   | 2,230         | 1,115    |
| Active file fee  | 300           | 150      |
| One-course rate  | 8,420         | 4,210    |
| Two-course rate  | 16,840        | 8,420    |
| Three-course rate  | 25,260        | 12,630   |
| Harvard University Student Health Plan<br>(HUSHP) Basic: Harvard University<br>Health Services Fee                                 | 1,126         | 563      |
| Harvard University Student Health Plan<br>(HUSHP) Supplemental: BCBS<br>Hospital/Specialty and Medco<br>Prescription Drug Coverage | 1,714         | 857      |
| Graduate Student Council fee   | 20*           |          |

\*This fee helps support graduate student clubs and organizations, pays for graduate students to attend conferences and conduct 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) by September 15. Fee waiver requests are valid only for the academic year in which they are requested. Students on leave of absence and traveling scholars will not be assessed the fee. Students returning mid-year from leave or traveling scholar status will be assessed a fee of \$10 for the spring term. These students may request a waiver by writing to the Graduate Student Council (address above) by February 12.

## 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. All PhD candidates must be in an active status to receive the degree. 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 Student Health Plan cost added (and given credit for the active file fee already charged). A \$115 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 **Student Health Insurance**).

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 registered student formally withdraws **by 9/30 fall term and 2/28 spring term**, HUSHP Basic and HUSHP Supplemental charges are removed from the student's term bill. HUHS reserves the right to bill for any services used. The student will not be eligible to purchase the Harvard University Student Health Plan (HUSHP).

If a registered student formally withdraws **on or after 10/1 fall term and 3/1 spring term**, charges for **HUSHP Basic** will be prorated to the last day of the month the student withdrew. The student is no longer eligible to be seen at HUHS after this date. Charges for **HUSHP Supplemental** coverage will remain on the term bill and coverage will remain in effect for the remainder of that term. The student is NOT eligible to renew coverage after this date.

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.)

|                     |   |
|---------------------|---|
| Fall—on or before   | October 2: one-fourth tuition for the term<br>November 9: one-half<br>December 17: three-fourths<br>after December 17: full tuition |
| Spring—on or before | February 23: one-fourth tuition for the term<br>March 25: one-half<br>April 25: three-fourths<br>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.

When a student's connection with the University is severed, all outstanding charges must be paid at once.

## **HARVARD UNIVERSITY STUDENT HEALTH PLAN (HUSHP)**

### **Member Services**

[www.huhs.harvard.edu/Insurance/Students.aspx](http://www.huhs.harvard.edu/Insurance/Students.aspx)

75 Mt. Auburn St., 617-495-2008

Hours: Monday–Friday, 9:00 a.m.–5:00 p.m.

[msservices@huhs.harvard.edu](mailto:msservices@huhs.harvard.edu)

### **Mandatory Health Insurance Coverage**

Every full-time and part-time student enrolled in a certificate, diploma, or degree-granting program of higher education must participate in his or her school's Student Health Program or in a health benefit plan with comparable coverage as defined in Mass. Law 114.CMR 3.05(2).

### **Harvard University Student Health Plan (HUSHP) consists of two parts**

#### **HUSHP Basic:** Harvard University Health Services Fee

Covers most services provided at HUHS. Services include: Primary care, medical and surgical specialties, radiology, physical therapy, and mental health counseling. Urgent care is available 24 hours a day, 365 days a year at HUHS in the Holyoke Center.

**Note:** Some services that are provided at HUHS (such as diagnostic labs) will be billed to the Harvard University Supplemental portion of this plan or to the plan used to waive HUSHP Supplemental.

#### **HUSHP Supplemental:** Blue Cross Blue Shield (BCBS) Hospital/Specialty/and Medco Prescription Drug Coverage

This plan covers medically necessary hospitalization, emergency care and specialty care.

**Note:** To learn more about the Plan benefits and limitations, visit the website.

### **HUSHP Student Dependent Coverage**

Dependent coverage is available for an additional fee. Refer to the HUHS website for details.

### **Waiving the Harvard University Student Health Plan (HUSHP)**

Students who meet certain requirements may be eligible to waive the HUSHP Supplemental coverage. All waivers must be completed online prior to the waiver deadlines (fall deadline 9/30/09; spring deadline 2/28/10). Late waiver requests will not be granted. There are no exceptions to this policy.

Waiving the HUSHP Supplemental coverage needs to be seriously considered. Graduate students should make sure their insurance plan will allow them access to care in the Boston area. They will be financially responsible for all bills not covered by their insurance.

### **Dental Care**

Dental coverage is not included in the Harvard University Student Health Plan.

Options for dental care are available; please see the HUHS website for details and deadlines.

### **HUSHP Student Dependent Coverage**

Dependent coverage is available for an additional fee. Refer to the HUHS website for details.

### **November Degree Students**

Students receiving PhD or terminal master's degrees in November who have registered either in residence or for non-residence for the fall term will have the option to retain the Harvard University Student Health Plan (HUSHP) coverage through January 21. (The Registrar's Office will contact registered November degree candidates regarding this issue.) For those November degree candidates who do not register for the fall term, their health coverage will have ended July 31.

HUSHP reserves the right to bill for any services used or to put the plan charges back on the student's term bill.

### **March Degree Students**

For students receiving terminal degrees in March the Harvard University Student Health Plan (HUSHP) will be canceled for the spring term and their coverage will end at the end of the fall term (January 21).

### **Health Insurance Options for Graduating Students**

Student health insurance benefits expire on the last day of coverage for the term in which the student graduates (fall term: 1/21, spring term: 7/31). For more information on options that are available to you visit [www.huhs.harvard.edu/Students/Insurance.aspx](http://www.huhs.harvard.edu/Students/Insurance.aspx).

International 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 international students with other visas do so.

## **PAYMENT OF UNIVERSITY OBLIGATIONS**

GSAS students are expected to review the billing statement each month and make any payment due by the date indicated. Students with an outstanding amount due on the student bill will not be permitted to register until payment has been received, or in exceptional cases, until an arrangement for payment has been approved by GSAS Financial Aid office. For degree candidates, diplomas may be withheld and degrees may not be conferred until all indebtedness to the University is paid in full.

Billing statements detailing the charges and credits posted to the student billing account can be found at the Student Receivables office website ([www.termbill.harvard.edu](http://www.termbill.harvard.edu)). Each month a notification with a link to the current billing statement is sent out. The fall term bill is available online in mid-July and the spring term bill in mid-December. Please see the billing schedule at [www.termbill.harvard.edu](http://www.termbill.harvard.edu) for exact billing and payment due dates.

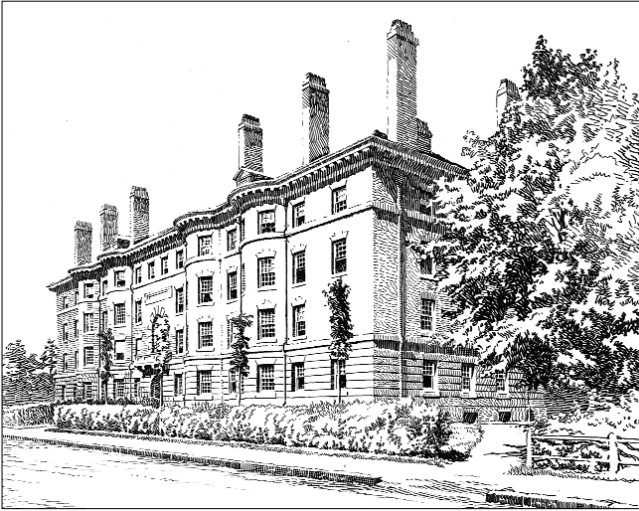
The University requires that the student bill be paid in full prior to registering each term unless the student enrolls in the monthly payment plan. The monthly payment plan costs \$35.00 per term and allows the student to register by paying the current tuition and required fees in four monthly installments. Students who are negligent in making the monthly payments may not be permitted to use the plan in subsequent terms. To get more information or to enroll in the monthly payment plan, students can contact the Student Receivables office at 617-495-2739.

Candidates for degrees are required to pay any outstanding amount due to the University in full. Payments are due by noon on October 23, 2009, for November degree candidates; by noon on March 1, 2010, for March degree candidates; and by noon on May 14, 2010, for Commencement. The degrees of candidates who have an outstanding financial obligation to the University may not be awarded and will not appear on transcripts until payment has been received in full. Students who pay after the deadline for the degree period may also be subject to a reinstatement process. Candidates who need to have degrees voted on by the Governing Board should contact the Student Receivables office at 617-495-2739 regarding the reinstatement process and schedule.

## **DISHONORED CHECKS AND E-PAYMENTS**

There is a \$50 charge assessed for the first dishonored check or e-payment and a \$75 charge for the second and subsequent dishonored check or e-payment. After the initial dishonored check or e-payment, the University may also, at its discretion, require that all payments be made in cash or by certified check or money order. A check or e-payment 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



*Conant Hall. Print by D.A. Gregg. (Harvard University Archives)*

### 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 4, 2010.

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.

### DIRECTOR OF FELLOWSHIPS

See Chapter XI, Director of Fellowships.

## **TEACHING FELLOWSHIPS**

Teaching fellows (TFs) 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, and is a requirement of many GSAS departments. Such requirements are stated clearly in each department's description in GSAS Programs of Study and in chapter VI of the GSAS Handbook. Graduate student 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 16 "term fifths" during their degree programs. (A "fifth" is a fraction of time that represents 20 percent of a full-time workload.) As a general rule, TFs should expect to spend roughly ten hours per week teaching, preparing, and correcting class work and providing counseling for every "fifth" assigned.

PhD candidates in the Humanities and Social Sciences receive stipend support in the first two years of study to facilitate the successful completion of course requirements for the degree, and ordinarily do not teach in their second (G2) year. A second year student may request permission to teach by sending a request to the Dean for Admissions and Financial Aid that describes the academic basis for an exception and is accompanied by the endorsement of his or her advisor. Second year students in the Humanities and Social Sciences should not commit to a teaching appointment without prior approval. Ordinarily, a second year student will be limited to 1/5 teaching per term or 2/5 in one term with no teaching in the other term of the academic year.

Second year students in the natural sciences should refer to their program's teaching policy and consult the primary advisor to confirm their eligibility to accept a teaching position.

After the completion of the department PhD qualifying examinations, students may teach an average of 3/5 per year. No student may hold more than a 4/5 appointment in any one term. Students teaching more than 6/5 during the academic year must be a teaching assistant instead of a teaching fellow, and must register on Leave of Absence rather than In Residence.

GSAS also requires that, prior to serving as teaching fellows, all incoming PhD students who are nonnative speakers of English and who have received their undergraduate degrees from non English speaking institutions must either (1) demonstrate oral English language proficiency based on the Test of English as a Foreign Language (TOEFL) internet-based test (iBT) speaking score, or (2) take approved English coursework at the Harvard Institute for English Language Programs (IEL). For more information on this requirement, please contact the GSAS Student Affairs Office ([studaff@fas.harvard.edu](mailto:studaff@fas.harvard.edu), 617-495-1816).

Graduate students who receive a PhD Dissertation Completion Fellowship are prohibited from teaching and other forms of concurrent employment. For details on completion fellowship awards, see [http://www.gsas.harvard.edu/current\\_students/dissertation\\_completion\\_standard\\_application\\_2.php](http://www.gsas.harvard.edu/current_students/dissertation_completion_standard_application_2.php).

The 2009–2010 teaching fellow salaries are prorated based on an annual full-time senior rate of \$47,400 base (2/5 for the year, \$18,960) for those who have completed their academic residence requirements, and an annual full-time junior rate of \$41,600 base (2/5 for the year, \$16,640) for those in the first two years of graduate study.

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.

International students should be aware that immigration regulations limit their employment, including Teaching Fellowships and Research Assistantships, to 20 hours per week while school is in session. Therefore, international students' employment cannot exceed .57 time during each term. International students in departments that require teaching for the degree should consult with their financial aid officers for further information.

For more information students should refer to the online Teaching Fellows Handbook (<http://www.gsas.harvard.edu/images/stories/pdfs/teachfell.pdf>).

## **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 years, employment is limited to twenty hours per week. If a student is considering more than twenty hours per week, the student should consult with his/her financial aid officer.

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 Harvard International Office, 864 Holyoke Center, on eligibility for such employment. Visit [www.hio.harvard.edu](http://www.hio.harvard.edu).

## **PRIZES**

### **Prize Office**

**University Hall, Ground Floor, 617-495-4780**

**[fas-prizes@harvard.edu](mailto: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 at [www.fas.harvard.edu/~secfas](http://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](mailto:fas-prizes@harvard.edu)). Information on all athletic prizes may be obtained from the Department of Athletics.

## X. HOUSING AND MEALS



*Perkins Hall. Print by D.A. Gregg. (Harvard University Archives)*

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, toaster oven and tea kettle. 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. Bike rooms are located in the basement of Perkins and Conant halls. Each residence hall houses a laundry room at the basement level. The GSAS Residence Halls are smoke-free environments with smoking strictly 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 website ([www.uis.harvard.edu/student\\_telecom](http://www.uis.harvard.edu/student_telecom)).

The residence hall contract extends from Friday, August 21, 2009, to Thursday, May 20, 2010. Residents who will be receiving a degree on Thursday, May 27, 2010, may remain in occupancy until noon on the day after Commencement, Friday, May 28, 2010, subject to the right of GSAS Housing Services to move the occupant to a different room for the period from May 20, 2010, to May 28, 2010. 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 term for a total of 164 meals each academic year. Room fees for the academic year range from \$5,482 to \$8,608. The price of the meal plan for the 2009–10 academic year is \$2,108. Room assignments for summer housing require a separate application available in the early spring.

Room assignments are determined by lotteries held in late 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 mid-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](mailto: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 website in early 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](mailto: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 [gsasconf@fas.harvard.edu](mailto:gsasconf@fas.harvard.edu). Rooms fill up quickly, so interested groups should contact GSAS Housing Services as early as possible.

## **UNIVERSITY-OWNED HOUSING**

[www.radcliffe.edu/about/housing.aspx](http://www.radcliffe.edu/about/housing.aspx)

**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 \$1,450 to \$2,500 per month, including heat and hot water. Electricity is metered separately for each unit. A one-year lease is required. All apartments have 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](mailto:housing@radcliffe.edu).

**CRONKHITE CENTER**  
**[www.radcliffe.edu/about/housing.aspx](http://www.radcliffe.edu/about/housing.aspx)**  
**84 Brattle Street**  
**617-495-8781**

Graduate students who are registered as full-time degree candidates in the School(s) of Design, Arts and Sciences, Government, Education, and Divinity are eligible for dormitory housing at the Cronkhite Center. The majority of rooms are small singles and the 2009–2010 room rate is \$7,838. A ten-meal-plan contract of \$4,530 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](mailto: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 resident dean of freshmen to create a comfortable academic and social community for twenty to twenty-five first-year students. They also serve as academic advisor to a group of about five to eight of their students. Applications and further information are available on the Freshman Dean's Office website at [fdo.fas.harvard.edu](http://fdo.fas.harvard.edu) beginning in early December. The deadline for applications is ordinarily in early January, but late submissions may also be considered.

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 on the Office of Residential Life website at [www.orl.fas.harvard.edu](http://www.orl.fas.harvard.edu).

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 UNIVERSITY HOUSING**  
**[www.hres.harvard.edu/rre.htm](http://www.hres.harvard.edu/rre.htm)**

Harvard Real Estate Services (HRES) manages several apartment complexes that are open to full-time Harvard students, faculty, and employees. Harvard University Housing's portfolio offers approximately 3,000 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 University Housing. The University Housing brochure and application can be found online ([www.hres.harvard.edu/rre.htm](http://www.hres.harvard.edu/rre.htm)) 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  
hhousing@harvard.edu  
7 Holyoke Street  
800-252-5020 or 617-495-3377**

The Harvard Real Estate Services (HRES) Housing Office assists the Harvard community with non-dormitory housing needs. The office is open year-round Monday through Friday, 10:00 a.m. to 5:00 p.m. The Housing office offers the following services: (1) Harvard University Housing (see HARVARD UNIVERSITY HOUSING section for more information); (2) Harvard University Apartment Source Listings: 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.

**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](http://www.hms.harvard.edu/operations/vh)). Students may contact the Vanderbilt Hall Business office at [vanderbilt\\_hall@hms.harvard.edu](mailto: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.

**INTERNET RESOURCES**

The following websites may be helpful:

- Apartments.com ([www.apartments.com](http://www.apartments.com))
- Boston Globe* ([www.boston.com/realestate](http://www.boston.com/realestate))
- Boston Phoenix* (<http://classifieds.bostonphoenix.com>)
- Boston Apartments ([www.bostonapartments.com](http://www.bostonapartments.com))
- Craig's List ([www.boston.craigslist.org](http://www.boston.craigslist.org))
- Harvard Real Estate Roommate Center ([www.hres.roommateclick.com](http://www.hres.roommateclick.com))
- Just Rentals ([www.justrentals.com](http://www.justrentals.com))
- Move ([www.move.com](http://www.move.com))
- Yahoo! Classifieds (<http://classifieds.yahoo.com>)

### 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. GSAS students should contact the Harvard Real Estate Services Housing Office for a list of local real estate agents.

### 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.

### OTHER USEFUL INFORMATION

Average rent prices as of Spring 2009:

|                  | <b>Harvard<br/>Housing</b> | <b>Cambridge</b> | <b>Outside Cambridge<br/>(Somerville,<br/>Belmont, etc.)</b> |
|------------------|----------------------------|------------------|--|
| <b>Studio</b>    | \$ 1,383                   | \$ 1,250         | \$ 1,050   |
| <b>1 Bedroom</b> | \$ 1,644                   | \$ 1,529         | \$ 1,215   |
| <b>2 Bedroom</b> | \$ 2,199                   | \$ 2,009         | \$ 1,597   |
| <b>3 Bedroom</b> | \$ 2,814                   | \$ 2,719         | \$ 2,076   |
| <b>4 Bedroom</b> | \$ 3,276                   | \$ 3,200         | \$ 2,206   |

## **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 notify the Accessible Education Office (AEO) immediately following admission, or as soon as the need is clinically documented, so that proper campus area housing arrangements (if available) can be facilitated. 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.

Clinical documentation provided directly to AEO is always necessary to request housing assignments and is kept confidential. Specific guidelines for such documentation may be obtained from the AEO website ([www.fas.harvard.edu/~aao](http://www.fas.harvard.edu/~aao)). The University reserves the right to change a pre-existing housing assignment, even temporarily, if a disability-related life-safety concern exists.

## **HOUSING FOR MARRIED STUDENTS OR STUDENTS WITH CHILDREN**

University-owned housing for married students and students with children is limited largely to Harvard Residential 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 students 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 \$2,108 per year, billed as \$1,054 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 by using Crimson Cash.



**MEAL PLANS FOR GRADUATE STUDENTS AT  
CRONKHITE CENTER**

**84 Brattle Street, 617-495-8781**

**[www.radcliffe.edu/about/housing.aspx](http://www.radcliffe.edu/about/housing.aspx)**

The Cronkhite Center at the Radcliffe Institute for Advanced Study operates a dining room for students and members of the Harvard community. Residents of Cronkhite are required to purchase a board contract for ten meals per week. Full-time, non-resident graduate students are also eligible to select a board contract. The fee for the academic year is \$4,317 and is billed through the Student Termbill office. The Dining Room opens in mid-September and closes in late May. Students interested in selecting the plan should contact the Radcliffe Housing office at [housing@radcliffe.edu](mailto:housing@radcliffe.edu). The Dining Hall is open Monday through Friday (excluding holidays and break periods) from 7:30 a.m. to 10:00 a.m. for breakfast, 12:00 p.m. to 2:15 p.m. for lunch and 5:00 p.m. to 7:30 p.m. for dinner.

**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), Northwest Lab, 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 website ([www.cash.harvard.edu](http://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 sixteen-million volumes housed in over seventy 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 ([hcl.harvard.edu](http://hcl.harvard.edu)) comprises the largest group of FAS libraries. In addition to Widener Library and Houghton Library (described below), the College Library includes Cabot Science, Lamont, Fine Arts, Loeb Music, Harvard-Yenching, Tozzer, Quad and Fung. 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 Lamont, Harvard-Yenching Library, Harvard-MIT Data Center, Henry A. Murray Research Archive, Center for European Studies Library, Center for International Affairs Library, Center for Middle Eastern Studies Library, H. C. Fung 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 Harvard Kennedy School, 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 website ([www.lib.harvard.edu](http://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 websites 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 staff of the HCL libraries offers in-depth assistance including course-related instruction sessions and individual research consultation. Go to <http://hcl.harvard.edu/research/contacts>.

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 ([hcl.harvard.edu/info/borrowing/extended\\_loan\\_prgm.html](http://hcl.harvard.edu/info/borrowing/extended_loan_prgm.html)).

Graduate students should consult individual libraries and the Harvard Libraries website ([lib.harvard.edu](http://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 ([hcl.harvard.edu/libraries/widener/carrel\\_request.html](http://hcl.harvard.edu/libraries/widener/carrel_request.html)). A limited number of carrels are available to graduate students in Tozzer (anthropology), Loeb Music (music), and Harvard-Yenching (East Asian studies) libraries. Inquire at each for details.

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.

**WIDENER LIBRARY**  
**[www.hcl.harvard.edu/widener](http://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., Noon–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 every Thursday at 3:30 during the term. Individual consultations are available year-round by appointment.

♿ Parts of the building are wheelchair accessible from the Massachusetts Ave. entrance.

**HOUGHTON LIBRARY**  
**[www.hcl.harvard.edu/houghton](http://www.hcl.harvard.edu/houghton)**  
**Mon., Fri., Sat., 9:00 a.m.–5:00 p.m.**  
**Tues., Wed., Thurs., 9:00 a.m.–7:00 p.m.**  
**Sun., closed**

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 Early Books and Manuscripts, Modern Books and Manuscripts, Early Modern Books and Manuscripts, and the Hyde Collection of Samuel Johnson and his Circle, 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](http://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**

The Radcliffe Institute for Advanced Study at Harvard University is a scholarly community where individuals pursue advanced work across a wide range of academic disciplines, professions and creative arts. Within this broad purpose, the Institute sustains a continuing commitment to the study of women, gender and society.

### **RADCLIFFE INSTITUTE FELLOWSHIP PROGRAM**

**[www.radcliffe.edu/fellowships](http://www.radcliffe.edu/fellowships)  
Judith Vichniac, director  
8 Garden Street, 617-495-8212**

The Radcliffe Institute Fellowship Program offers outstanding creative artists, humanists, scientists, and social scientists a yearlong residency to focus on individual projects and research while benefiting from an interdisciplinary community of fellows. 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 3:30 and are open to the public.

### **RADCLIFFE DISSERTATION COMPLETION FELLOWSHIPS**

**[www.gsas.harvard.edu](http://www.gsas.harvard.edu)  
Cynthia Verba, director  
Holyoke Center 350, 1350 Massachusetts Avenue, 617-495-1814**

The Radcliffe Institute has established three new Radcliffe Dissertation Completion Fellowships for graduate students, which are available to GSAS students in the humanities and social sciences. These fellowships are different from other GSAS completion fellowships in that each recipient of the Radcliffe award will be affiliated with the Radcliffe Institute Fellowship Program and will interact with the community of approximately fifty fellows in residence. The fellowships offer the same benefits as the Graduate Society Dissertation Completion Fellowships: a stipend of \$22,330, plus tuition and health fees for the year. GSAS runs the fellowship selection process for all awards. Recipients are announced in April prior to the fellowship year.

### **THE SCHLESINGER LIBRARY**

[www.radcliffe.edu/schles](http://www.radcliffe.edu/schles)

**Monday, Tuesday, Friday: 9:30 a.m. to 5 p.m.**

**Wednesday, Thursday: 9:30 a.m. to 10 p.m.**

**Saturday: 10 a.m. to 4 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 The Radcliffe Institute for Advanced Study and is the largest and best-known research library in its field. The library contains more than 89,000 volumes, 3,000 collections of personal, professional, and organizational papers, 90,000 photographs, and provides access to numerous 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 website providing extensive background about the collections and exhibitions. A *Guide to Harvard Museums* is available at the Holyoke Information Center.

### **HARVARD ART MUSEUM**

[www.harvardartmuseum.org](http://www.harvardartmuseum.org)

**Fogg Museum: 32 Quincy Street (closed for renovation)**

**Busch-Reisinger Museum: 32 Quincy Street (closed for renovation)**

**Arthur M. Sackler Museum: 485 Broadway**

**617-495-9400**

**Mon.–Sat., 10:00 a.m.–5:00 p.m. and Sun., 1:00–5:00 p.m.**

**National Holidays–closed**

The Harvard Art Museum is one of the world's leading arts institutions, comprising three museums (Fogg Museum, Busch-Reisinger Museum, Arthur M. Sackler Museum) and four research centers (Straus Center for Conservation and Technical Studies, Center for the Technical Study of Modern Art, Harvard Art Museum Archives,

Archaeological Exploration of Sardis, Turkey). The Harvard Art Museum is distinguished by the range and depth of its collection, its groundbreaking exhibitions, and the original research of its staff. The collection consists of more than 260,000 objects in all media, ranges in date from antiquity to the present, and comes from Europe, North American, North Africa, the Middle East, South Asia, East Asia, and Southeast Asia. As an integral part of Harvard and the community, the three art museums and four research centers serve as resources for students, scholars, and visitors. For more than a century, the Harvard Art Museum has been the nation's premier training ground for museum professionals and scholars and is renowned for its seminal role in the development of the discipline of art history in this country.

Students are invited to join as Student Members of the Harvard Art Museum. Student Members receive invitations to members-only events, the calendar of exhibitions and programs, and monthly e-mail newsletters, discounted tickets to lectures, seminars, and concerts, as well as a discount in the Art Museum's shop and on Art Museum publications. Student Members also enjoy special tours, an annual black-tie gala with the director, and other programs and special offers specifically for Members. Annual membership is \$45.

The Harvard Art Museum Undergraduate Connection runs social events open to tall undergraduates that feature free food and entertainment, as well as tours led by members of the Student Guide Program. All events and projects associated with the Undergraduate Connection are free, educational, and student organized and run. New members are always welcomed for a fun experience based around art. For more information about joining, as well as details about upcoming events: [www.hamuc.org](http://www.hamuc.org); or email the organization's president, Kaley Blackstock, at [klblacks@gmail.com](mailto:klblacks@gmail.com).

Students are invited to apply to become volunteer members of the Harvard Art Museum Student Guide Program. The Student Guide Program is a select group of students who work closely with the Education Department at the Art Museum. Guides are trained for several months and give tours and informal gallery talks for their peers, as well as for alumni and other members of the Harvard community. The Student Guide program is not limited to art history concentrators; in fact, student guides are encouraged to share the unique perspectives that their different concentrations bring to looking at art. For more information, please contact the Art Museum's Education Department at 617-495-0765.

### **FOGG MUSEUM (closed for renovation)**

The Fogg Museum, which opened to the public in 1895, is Harvard's oldest art museum. Its collection consists of Western art from the Middle Ages to the present, with particular strengths in Italian early Renaissance, British Pre-Raphaelite, and 19th-century French art, as well as 19th- and 20th-century American paintings. The Fogg's Maurice Wertheim Collection is an important collection of impressionist and post-impressionist works and contains many famous modern masterworks, including paintings and sculpture by Cézanne, Degas, Manet, Matisse, Picasso, and van Gogh. Central to the Fogg Museum's holdings is the Grenville L. Winthrop Collection, a collection of more than 4,000 works of art. Bequeathed to Harvard in 1943, the collection continues to play a pivotal role in shaping the collections and legacy of the Harvard Art Museum, serving as a foundation for teaching, research, and professional training programs. The Winthrop Collection includes 19th-century masterpieces by



Blake, Burne-Jones, David, Daumier, van Gogh, Homer, Ingres, Renoir, Rodin, Toulouse-Lautrec, Sargent, and Whistler, as well as early Chinese art, from archaic jades to bronze ritual vessels, weapons, mirrors, bells, ornamental fittings, and Buddhist sculptures in stone and gilt bronze.

### **BUSCH-REISINGER MUSEUM (closed for renovation)**

The Busch-Reisinger Museum is the only museum in America devoted to promoting the arts of Central and Northern Europe, with a special emphasis on the German-speaking countries. Founded in 1901 as the Germanic Museum, the museum relocated to Adolphus Busch Hall in 1921 and then to Werner Otto Hall at 32 Quincy Street in 1991. The Busch-Reisinger Museum has particularly important holdings of Austrian Secession art, German expressionism, 1920s abstraction, and material related to the Bauhaus. In addition, the Busch-Reisinger Museum has significant holdings of post-war and contemporary art from German-speaking Europe. The collection of unique and editioned artworks by artist Joseph Beuys is among the world's most comprehensive.

Adolphus Busch Hall at 29 Kirkland Street, the former home of the Busch-Reisinger Museum, presently houses plaster casts of medieval art, an exhibition on the history of the Busch-Reisinger Museum, and a famous Flentrop organ pipe, used regularly for Harvard's organ concert series. It is open to the public on the second Sunday of each month, from 1pm to 5pm.

### **ARTHUR M. SACKLER MUSEUM**

Designed by the Pritzker Prize-winning British architect James Stirling and opened in 1985, the Arthur M. Sackler Museum has holdings of ancient, Asian, Islamic, and later Indian art. Among its treasures are the world's finest collections of archaic Chinese jades and Japanese *surimono*, as well as outstanding Chinese bronzes, ceremonial ancient weapons, and Buddhist cave-temple sculpture; Chinese and Korean ceramics; and Japanese woodblock prints, calligraphy, narrative paintings, and lacquer boxes. The Sackler Museum's collection also contains exceptional holdings of works on paper from Mongol, Timurid, and Safavid Iran (14th–17th centuries), Ottoman Turkey (15th–19th centuries), and Rajput and Mughal India. The ancient art department has one of America's most important teaching collections of Greek, Roman, Egyptian, and Near Eastern art, with significant holdings of Greek and Roman sculpture, Greek vases, and ancient coins.

In 2008, the Arthur M. Sackler Museum was reinstalled with works from Harvard Art Museum's three museums—Fogg, Busch-Reisinger, and Sackler—for a unique exhibition entitled *Re-View*. The survey of approximately 600 objects includes major and familiar works and features Western art from antiquity to the turn of the 20th century, Islamic and Asian art, and European and American art from 1900 to the present. *Re-View* is on long-term view at the Sackler Museum and provides a selected, ongoing display of the Harvard Art Museum's collection while its building at 32 Quincy Street is closed for renovation.

♿ Wheelchair accessible.

**HARVARD MUSEUM OF NATURAL HISTORY**

**26 Oxford Street**

**Cambridge, MA 02138, 617-495-3045**

**www.hmnh.harvard.edu**

**Daily, 9:00 a.m.–5:00 p.m.**

**Closed New Year's Day, Thanksgiving Day, Christmas Eve, and Christmas Day**

The Harvard Museum of Natural History (HMNH) presents to the public the collections and research of Harvard University's three natural history institutions—the Museum of Comparative Zoology, Harvard University Herbaria, and the Mineralogical and Geological Museum—and research from across the University. Its temporary and permanent exhibits, lectures and special events, and weekend programming attract more than 170,000 visitors annually from Harvard and around the world.

More than 12,000 specimens are on display. Highlights include the world famous Ware Collection of Glass Models of Plants (the “Glass Flowers”), a unique collection of over 4,000 glass models by Leopold and Rudolph Blaschka, father and son; the world's only mounted skeleton of the 42-foot long *Kronosaurus*, a 135-million-year-old marine reptile; one of the first *Triceratops* ever described; and a 1,642 lb amethyst geode. New exhibitions include *Climate Change: Our Global Experiment* and *Language of Color*, an exploration of how different species perceive and display color.

Current University ID holders are admitted *free* with one guest. The museum is just a short walk down Oxford Street from Memorial Hall and the Science Center.

Wheelchair access to the Harvard Museum of Natural History is through basement entrance to the far left of the of the museum complex building on Oxford Street or through the adjacent Peabody Museum through Tozzer Library on Divinity Ave.

The **Harvard University Herbaria** (HUH) is not open to the public. The HUH collections include the internationally acclaimed Ware Collection of Glass Models of Plants on display at the Harvard Museum of Natural History described above. An extensive research collection of Precambrian fossils, dating back 3.5 billion years, and an historically important collection of economic botany materials are also housed in the Museum building on Oxford Street. For information about botanical collections, research, and archives, visit the Harvard University Herbaria's website at [www.huh.harvard.edu](http://www.huh.harvard.edu) or call 617-495-2365.

The **Museum of Comparative Zoology** (MCZ) was founded in 1859 by Louis Agassiz. 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 world's most extensive holdings for scientifically described materials (type specimens), geographical range, and historical significance. These collections have gained new relevance as human activity increasingly places species and ecosystems at risk. 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 website at [www.mcz.harvard.edu](http://www.mcz.harvard.edu) or call 617-495-2460.

The **Mineralogical and Geological Museum** maintains internationally important collections of rocks, minerals, ores, and meteorites that support teaching and research, primarily in the Department of Earth and Planetary Sciences. The Museum's extraordinarily comprehensive mineral collections are featured in both systematic and topical displays of some 5,000 specimens in the mineral gallery of the Harvard Museum of Natural History. For more information about mineralogical and geological collections and archives, visit <http://www.fas.harvard.edu/~geomus/> or call 617-495-4758.

♿ The Harvard Museum of Natural History is wheelchair accessible.

**PEABODY MUSEUM OF ARCHAEOLOGY AND ETHNOLOGY**

**[www.peabody.harvard.edu](http://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 photographs. 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 website or write to [pmrsearch@fas.harvard.edu](mailto: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**  
**[www.fas.harvard.edu/~semitic](http://www.fas.harvard.edu/~semitic)**  
**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 and Holiday Weekends**

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 and Center for Jewish Studies, 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 website.

**THE DEPARTMENT OF THE HISTORY OF SCIENCE**  
**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 department of the History of Science's Collection of Historical Scientific Instruments contains one of the finest university collections of its kind in the world. With close to 20,000 artifacts dating from the 15th century to the present, the collection covers a broad range of disciplines, including astronomy, navigation, horology, surveying, geology, meteorology, mathematics, physics, biology, medicine, chemistry, experimental psychology, and communications. Noteworthy among these are scientific instruments that Harvard purchased in London with the help of Benjamin Franklin in 1764 after a disastrous fire destroyed the College's philosophical apparatus in the old Harvard Hall.

The historical value of the instruments is greatly enhanced by original documents preserved in the Harvard University Archives and by over 6,500 books and pamphlets in the collection's research library that describe the purchase and use of many of the instruments.

Harvard University has been acquiring scientific instruments for teaching and research for over 300 years, but it was not until 1948 that a serious attempt was made to preserve its historical apparatus as a resource for students and faculty. Since the first exhibition of instruments was held in 1949, the collection has grown rapidly both from

within the University and from private donations. Like many other Harvard collections, the Collection's primary purpose is teaching and research, providing students and scholars with the opportunity to examine and work with artifacts that have made science possible.

The department has two museum galleries (located in Science Center 136 and 251), a research library and instrument study room (Science Center 250), a conservation laboratory, and classroom. Please call ahead for library and gallery hours, 617-495-2779.

♿ Wheelchair accessible.

## **THE ARNOLD ARBORETUM OF HARVARD UNIVERSITY**

**[www.arboretum.harvard.edu](http://www.arboretum.harvard.edu)**

**125 Arborway**

**Boston**

**617-524-1718**

The Arnold Arboretum of Harvard University is the oldest public arboretum in North America and one of the world's leading centers for the study of plants. A specialized form of public garden, the Arboretum is a collection of woody plants arranged for scientific and educational study, research, and recreation.

Founded in 1872 and designed by America's first landscape architect, Frederick Law Olmsted, and the Arboretum's first director, Charles Sprague Sargent, the 265-acre Arboretum is an historic landmark and one of the best preserved of Olmsted's landscapes. Through a collaborative agreement between Harvard University and the City of Boston, the Arboretum operates as a public park on city-owned land with a 1000-year lease. A unique blend of beloved public landscape and respected research institution, the Arboretum provides and supports world-class research, horticulture, and education programs that foster the understanding, appreciation, and preservation of woody plants. The Arboretum comprises one of the largest and best documented woody plant collections in the world, with over 15,000 living plants.

The herbaria, systematic collections of dried and mounted plants from all over the world, encompass some 4.8 million dried plant specimens. It is divided between two locations, the Hunnewell Building (125 Arborway) and the Harvard University Herbaria (22 Divinity Avenue, Cambridge). The libraries, also in the two locations, contain more than 250,000 items, including reference books, serials, pamphlets, catalogs, manuscripts, and photographs. The libraries are open to faculty and students; the Hunnewell Building library is also open to the general public.

The Arboretum is located next to the Jamaica Plain neighborhood in Boston and is accessible by public transportation. The landscape is open dawn until dusk every day of the year, and there is no admission charge. Free tours are available April–September. Adult education classes are offered year-round. The Hunnewell Building Visitor Center is open Monday-Friday 9:00 a.m. to 4:00 p.m.; Saturday 10:00 a.m. to 4:00 p.m.; Sunday 12:00 p.m. to 4:00 p.m.

**MUSEUM OF FINE ARTS**

**465 Huntington Avenue, Boston**

**Information: [mfa.org](http://mfa.org) or 617-267-9300**

**Saturday–Tuesday, 10 a.m.–4:45 p.m.; Wednesday–Friday, 10 a.m.–9:45 p.m.**

**Closed New Year's Day, Patriots' Day, Independence Day, Thanksgiving,  
and Christmas**

Founded in 1870, the Museum of Fine Arts, Boston (MFA), is open seven days a week and welcomes approximately one million visitors from around the globe each year. As one of the great art museums of the world, the MFA is recognized for the quality and scope of its encyclopedic collection, which includes an estimated 450,000 objects ranging from murals by John Singer Sargent, ancient Egyptian mummies, and Impressionist paintings by Renoir, Monet, and Degas, to African masks and sculpture, Japanese prints, and photography by Edward Weston. The Museum's collection is made up of eight departments: 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. The MFA offers exhibitions (listed on website), tours, educational programs, lectures, films, and concerts, and features an extensive online collections database at [mfa.org/collections](http://mfa.org/collections).

Students from area colleges participating in the University Members Program are admitted free with ID. General admission (which includes two visits in a 10-day period) is \$17 for adults and \$15 for seniors and students age 18 and older. Admission is free for children 17 years of age and younger during non-school hours. No general admission fee is required (after 4 p.m.) during Wednesday Nights at the MFA, underwritten by the Citizens Bank Foundation, although voluntary donations are welcome. Gund Gallery exhibitions are ticketed events that require an additional fee.

The Museum is currently involved in a transformational Building Project, designed by architects Foster + Partners, London, that will result in an American Wing to house the Museum's extensive Art of the Americas collection and the glass-enclosed Ruth and Carl J. Shapiro Family Courtyard to serve as a gathering place for visitors and special events. The project also features increased space for Contemporary and Modern art, a new gallery for special exhibitions, and enhanced conservation and education facilities, as well as renovated galleries in the Art of Europe and Art of the Ancient World. It is expected to be complete in late 2010.

♿ Wheelchair accessible.

## OFFICE OF THE REGISTRAR

[www.fas.harvard.edu/registrar](http://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

Center for Academic and Personal Development

[www.bsc.harvard.edu](http://www.bsc.harvard.edu)

5 Linden Street, 617-495-2581

Abigail Lipson, PhD, director

Hours: Mon.–Fri., 8:30 a.m.–5:30 p.m.

Summer Hours: Mon.–Fri., 9:00 a.m.–5:00 p.m.

The Bureau of Study Counsel offers academic, personal, and consultative services for graduate students to help them thrive in their work, education, and personal development at Harvard. Except where indicated below, there is no additional charge for services. Please visit our website or call the Bureau for additional information.

**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 noncredit course runs for fourteen hour-long classes over 3–5 weeks. The course focuses on the development of speed and comprehension helpful in managing extensive academic material. There is no homework other than to apply the strategies learned in the class to one's own work. The course is open to registered degree candidates in the Faculty of Arts and Sciences for a \$25 fee, and to others for \$150 (subject to change).

**Groups and Workshops:** The Bureau offers groups and workshops on issues such as procrastination, time management, speaking up in class, developing successful relationships, assertiveness, and creativity. Of particular interest to graduate students are support groups for dissertation writers, Getting Started in Graduate School, and What Are You Doing With Your Life?

**Academic Peer Tutoring and ESL Peer Consulting:** Student-to-student tutoring is available for assistance with any subject, particularly mathematics, natural sciences, and foreign languages. Student-to-student consultation is available for assistance with conversational and cultural skills related to English as a Second Language (ESL). Most of the academic peer tutors at the Bureau are undergraduates who have done honors work in the subjects they tutor, although there are a few tutors who are graduate

students. The ESL peer consultants are undergraduates with a strong interest in working with students from other cultures. Teaching fellows are encouraged to recommend students who they feel could benefit from academic peer tutoring or ESL peer consultation, or who they feel are qualified to serve as tutors/consultants. The fee for tutoring/consultation is \$14 per hour. GSAS will generally subsidize the cost of one non-intensive ESL course or its equivalent cost in individual ESL consulting. See the GSAS Student Affairs Office for a referral.

**Counseling:** The demanding academic and social environment of Harvard presents students with many challenges, including concerns about academic progress, life direction, maintaining healthy relationships, and managing both work and personal commitments. Counseling at the Bureau provides students with an opportunity to develop their academic skills and approaches and to address personal concerns that may be affecting their engagement in university life. Students who require psychotherapy or psychological assessment beyond the scope of the Bureau's services are provided with assistance in connecting to appropriate on- and off-campus resources. Counseling at the Bureau is confidential, in keeping with applicable legal and professional standards. Please visit our website for details.

**Consultation:** Consultation is available for faculty, teaching fellows, advisors, residence staff, and administrators with regard to their work with specific students and, more broadly, with regard to the intellectual, ethical, and emotional development of students. Consultations address such issues as: resolving situations of conflict or dispute; recognizing and responding to students in distress; understanding what students might be experiencing; guiding students to the Bureau or other resources; and addressing one's own concerns and limits in one's role of helper. Teaching fellows and faculty may consult with the Bureau as they consider their students' developmental pathways, cognitive styles, approaches to learning, or problems with academic motivation or performance. Consultation is confidential, in keeping with applicable legal and professional standards; similarly, students' contacts with the Bureau are confidential and will not generally be shared with concerned third parties without the student's permission. Please visit our website for details.

♿ The first floor of the Bureau is wheelchair-accessible.

## **DEREK BOK CENTER FOR TEACHING AND LEARNING**

**<http://bokcenter.harvard.edu>  
Science Center 318, 617-495-4869**

The Derek Bok Center for Teaching and Learning coordinates a variety of activities that help people who teach undergraduates at Harvard to improve their teaching skills. Consultations are available to individuals who wish to discuss teaching issues privately, with others in the same course, or in groups with specific concerns. The Center provides videotaping and consultants to those teachers who want to examine their classroom performance. The Center recommends that all new teachers arrange to have a class videotaped for subsequent viewing with a consultant. Most of the Center's tapings occur in two classrooms in the Science Center and are scheduled during normal class meeting times, yet some tapings can be arranged in other Harvard classrooms. All



videotapes of classes and practice sessions are strictly confidential, as are the 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 the Menschel Program for new faculty, 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 on issues such as grading and leading class discussions.

The Center also provides forums for exchanging ideas about teaching such as the fall and winter teaching conferences (just before the beginning of each term), a seminar on discussion-leading skills, a graduate writing fellows program, a Departmental Teaching Fellow program, and a seminar on Web pedagogies. The Center also presides over the distribution of Certificates of Distinction in Teaching.

The Center's library, open to all Harvard graduate students, includes books and journals on pedagogy, tip sheets and handouts (many of which are available online), 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*, *Teaching Fellows Handbook*, and *The Torch & The Firehose*.

## **OFFICE OF CAREER SERVICES**

**[www.ocs.fas.harvard.edu](http://www.ocs.fas.harvard.edu)**

**54 Dunster Street, 617-495-2595**

**Mon.–Fri., 9:00 a.m.–5:00 p.m.**

**Robin Mount, interim director of career services**

**and director for GSAS and PhD advising**

**Laura Malisheski, assistant director for GSAS and PhD advising**

**Amy Sanford, assistant director for GSAS and 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 some academic departments. 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 Day, Career Transition Work Group, and the Business Management Study Group. Students may also make use of extensive resources, job listings, and recruiting opportunities including Crimson Compass (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 website. 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 and GSAS web pages. 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**  
**Holyoke Center 350, 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 at the GSAS website ([www.gsas.harvard.edu/current\\_students/fellowships\\_office.php](http://www.gsas.harvard.edu/current_students/fellowships_office.php)).

- 1) *Scholarly Pursuits: A Practical Guide to Academe*, with samples of winning applications; it is also available in paper version free of charge to GSAS students at Holyoke Center 350.
- 2) *The Graduate Guide to Grants*
- 3) *The Harvard Guide to Postdoctoral Fellowships*

Detailed information on Fulbrights and major Harvard fellowships is also available on the GSAS fellowships website.

## **THE GSAS WRITING TUTOR**

**[www.fas.harvard.edu/~wricntr/gsas.html](http://www.fas.harvard.edu/~wricntr/gsas.html)**

The GSAS Writing Tutor offers free individual consultations to graduate students working on their own writing, including dissertations. Students may come at any stage of their writing for one-hour conferences with a specially trained tutor. Contact Dr. Suzanne Smith at [gwriting@fas.harvard.edu](mailto:gwriting@fas.harvard.edu).

## **COMPUTING FACILITIES**

**Faculty of Arts and Sciences Information Technology**

**Science Center, 1 Oxford Street**

**[www.fas-it.fas.harvard.edu](http://www.fas-it.fas.harvard.edu)**

Faculty of Arts and Sciences (FAS) Information Technology 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 Information Technology has specialists dedicated to providing for the needs of instruction, student communication, faculty interaction, and research.

FAS Information Technology offers laboratory facilities and computing support to undergraduate and graduate students within FAS and to students enrolled in computer-based courses in the Extension and Summer Schools. Student services include Internet access, UNIX accounts, e-mail, and a computer support model based on “students helping students.” 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 Service Desk in Science Center B-13 in person, via phone (617-495-9000), or via e-mail ([help@fas.harvard.edu](mailto:help@fas.harvard.edu)). Walk-in assistance with personal computer problems with viruses, networking, software, and operating system issues is provided through the 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 Service Desk.

The Multimedia Showcase (Science Center 209) is an advanced multimedia facility offering state-of-the-art audio and video computing tools. The Showcase is available to FAS students and faculty wishing to incorporate multimedia and advanced technologies in their academic endeavors. The showcase features equipment for scanning, video capture and editing, DVD writing, and digital photography.

For additional information about FAS Information Technology, please visit [www.fas-it.fas.harvard.edu](http://www.fas-it.fas.harvard.edu).

## **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, Lenovo, GovConnection, Microsoft and Adobe, 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](http://www.computers.harvard.edu)**

**617-495-5450**

**[technologyservices@harvard.edu](mailto:technologyservices@harvard.edu)**

Technology Services sells Apple computers and related peripherals, accessories, and Apple software and Microsoft and Adobe software which can be purchased at the online store ([www.computers.harvard.edu](http://www.computers.harvard.edu)), through telephone sales (617-495-5450) and over-the-counter at the Computer Product & Repair Center (located at the Science Center, One Oxford St.). Technology Services is an authorized Apple reseller at Harvard and maintains a large inventory of Apple products. Lenovo personal computers are available direct through Lenovo at aggressive price discounts exclusive to the Harvard community. Lenovo products are shipped direct from Lenovo to you; an inventory of product is not maintained at Harvard. To access the Lenovo website for Harvard, visit [www.computers.harvard.edu](http://www.computers.harvard.edu). Additional peripherals, accessories, and other technology products are available through GovConnection, a subsidiary of PC Connection. GovConnection offers educational pricing, free ground shipping to personal purchasers and a flexible return policy. To access the GovConnection website visit [www.computers.harvard.edu](http://www.computers.harvard.edu). Apple and Lenovo computers are available to view and demo at the Computer Product & Repair Center located in the Science Center, One Oxford St. Hours of operation are Monday, Tuesday, Thursday, Friday 9:00 am–5:00 pm and Wednesday 10:00 am–5:00 pm. Computers can also be dropped off at this location for repair. Technology Services telesales is open Monday through Friday, 9:00 am–5:00 pm and can be reached by calling 617-495-5450. Orders placed online or via telesales can be picked at 219 Western Avenue in 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 am–5:00 pm. Repairs are also taken at this location; free parking is available.

**Computer Repair**  
**www.computers.harvard.edu**  
**617-496-TECH (8324)**

The Repair Services group at Technology Services offers in-warranty and post-warranty hardware support on Apple and Lenovo computers and HP laser printers, whether they are purchased at Harvard or not. It is recommended that when purchasing a new computer that an extended warranty be purchased; Apple offers “AppleCare” and Lenovo offers “ThinkPad Protection,” both of which are a great value. Located at 219 Western Avenue in Allston and at the Computer Product & Repair Center in the Science Center, One Oxford St., hours are: 219 Western Ave. Monday-Friday, 8:30 am–5:00 pm and Computer Product & Repair Center, One Oxford St., Monday, Tuesday, Thursday, Friday 9:00 am–5:00 pm and Wednesday, 10:00 am–5:00 pm.

**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.

**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 Craft 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 consists of a network of desktop Macintosh computers located throughout the four floors of the Mathematics Department, with Sun, Linux, Apple Macintosh and Network Appliance servers for infrastructure support and computational research. 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](http://www.fas.harvard.edu/~ims)

**MTS Main Office, Science Center B-02, 617-495-9460**

**MTS CGIS Office, CGIS South Building S053, 617-495-9807**

**MTS Northwest Office, Northwest Building B-111, 617-495-5775**

**MTS Sever Office, Sever Hall Room 301, 617-495-9470**

**MPC, 59 Plympton Street, 617-495-9440, [ims\\_mpc@fas.harvard.edu](mailto:ims_mpc@fas.harvard.edu)**

**LRC, Lamont Library 4th Floor, 617-495-9448**

**Hours and service vary by site**

The Department of Instructional Media Services (IMS) 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 data, film, overhead, slide and video projection; classroom computers; audio recording; sound reinforcement systems; video recording/editing; video conferencing; film, DVD and videotape rentals for FAS courses, assistive listening systems; and a reservable screening room/video conference suite. Please call MTS a minimum of two weeks in advance to arrange for services. Some of our services include technician assistance, equipment rental, and testing specific non-standard software or non-commercially produced CDs or DVDs for compatibility with our computer equipment or players. Training or MTS technicians' assistance will be required for certain types of equipment. Instructors are also free to request MTS assistance with any equipment for one, several or all of a course's class meetings. Please note that fees will be charged for after-hours, weekend or holiday assistance and for non-course instruction requests. Classrooms must be reserved through the FAS Classrooms Office or the appropriate departments. MTS does not reserve or schedule classrooms. Information on permanently installed classroom equipment and photographs of classrooms can be found on the IMS website.

MTS supports FAS and the Extension and Summer Schools. The MTS Main Office supports classes and events that take place in FAS buildings except for the CGIS buildings, the Northwest building, the Science Center and Sever Hall. The Main Office is located in the Science Center Room B-02 (617-495-9460). The MTS CGIS Office supports classes and events that take place in the Center for Government and International Studies (CGIS) buildings. The CGIS Office is located in CGIS South Building Room S053 (617-495-9807). The MTS Northwest Building Office supports classes and events that take place in the Northwest Building. The Northwest Office is located in Northwest Building Room B-111 (617-495-5775). The MTS Sever Hall Office supports classes and events that take place in Sever Hall. The Sever Office 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](mailto:ims_mpc@fas.harvard.edu)). The MPC provides audio and video production and duplication services. Audio services include recording and preparation for CD, CD-ROM and web delivery of audio content. Recordings can be made in our MPC studio or on location. Video services include DVD authoring, international standards conversion, and basic editing. Videoconferencing facilities are also available. CD, DVD, cassette tape and VHS duplication is available with graphics and packaging. Please inquire about additional technical services available.

The Department of the Language Resource Center is located in Lamont Library on the fourth level (617-495-9448). The LRC offers multimedia resources to FAS foreign language courses and to other FAS courses using foreign language media. Our high-bandwidth media server provides full-screen materials in 43 languages. Our satellite feed provides international news and a variety of television programs. We also offer CD-quality digital audio of textbook practice materials, as well as providing for the use of VHS and cassette tapes. There are two screening rooms available for small-group foreign language 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. It 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 Studies Coordinator at 617-495-1510 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/hum\\_sub/index.html](http://www.fas.harvard.edu/~research/hum_sub/index.html)**

**1414 Massachusetts Avenue, Second Floor**

**Jane Calhoun, senior research officer, [jcalhoun@fas.harvard.edu](mailto:jcalhoun@fas.harvard.edu), 617-495-5459**

**Elizabeth Bowie, research officer, [ebowie@fas.harvard.edu](mailto:ebowie@fas.harvard.edu), 617-496-6087**

**Rachel Krebs, research officer, [rkrebs@fas.harvard.edu](mailto:rkrebs@fas.harvard.edu), 617-496-1185**

**Emiko Saito, research officer, [esaito@fas.harvard.edu](mailto:esaito@fas.harvard.edu), 617-496-2618**

**Betsy Draper, protocol coordinator, [bdraper@fas.harvard.edu](mailto:bdraper@fas.harvard.edu), 617-496-3137**

**Professor Alfonso Caramazza, committee chair**

**William James Hall 930**

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 (<http://cuhs.harvard.edu>).

## **VETERANS' BENEFITS**

Questions about eligibility for veterans' benefits should be directed to the Department of Veteran Affairs at 888-442-4551. Students eligible for veterans' benefits should apply online at the Department of Veterans Affairs website at [vabenefits.vba.va.gov/vonapp/main.asp](http://vabenefits.vba.va.gov/vonapp/main.asp). After having received a letter of eligibility, students should bring it to the Student Receivables office at 953 Holyoke Center, 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)**

**Allan M. Brandt**

dean of the Graduate School of Arts of Sciences

The dean has overall responsibility for the Graduate School, in particular for establishing policies guided by the Committee on Graduate Education and the Graduate Policy Committee. The dean is also chair of the Administrative Board of the Graduate School.

**Holyoke Center 350, 617-495-1814  
617-495-2928 (fax)**

**Margot Nelson Gill**

administrative dean of the Graduate School of Arts and Sciences  
mgill@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 Holyoke Center 350 staff.

**HARVARD INTEGRATED LIFE SCIENCES (HILS)**

**Holyoke Center 350, 617-495-0616**

**617-495-2928 (fax)**

**John McNally**

assistant dean

Harvard Integrated Life Sciences

[jmcnally@fas.harvard.edu](mailto: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 Coordinating Committee for HILS, working closely with the chair of the committee to foster 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**

**Holyoke Center 350**

**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](mailto: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-four 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.

**STUDENT AFFAIRS**

**Holyoke Center 350, 617-495-1814  
617-495-2928 (fax)**

**Garth McCavana**

dean for student affairs  
mccavana@fas.harvard.edu

**Rise Shepsle**

assistant dean of student affairs  
rshepsle@fas.harvard.edu

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.

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 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, helps to coordinate the summer English Language Program for new international graduate students, and administers the requirement of English Language Proficiency. 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**

**Holyoke Center 350, 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 at [www.gsas.harvard.edu/current\\_students/fellowships\\_office.php](http://www.gsas.harvard.edu/current_students/fellowships_office.php): *Graduate Guide to Grants*, *Harvard Guide to Postdoctoral Fellowships*, and *Scholarly Pursuits: A Practical Guide to Academe*, which includes samples of winning applications. It is also available in paper version free of charge to GSAS students at Holyoke Center 350. Detailed information on Fulbrights and major Harvard fellowships is also available on the GSAS fellowships website.

### **HOUSING SERVICES**

**Dudley House, Room B-2, 617-495-5060**

**617-496-5169 (fax)**

**[gsashous@fas.harvard.edu](mailto:gsashous@fas.harvard.edu)**

**Sheila Nazzaro**

housing coordinator

[nazzaro@fas.harvard.edu](mailto:nazzaro@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, including the assignment of rooms for the academic year and summer. Housing Services staff also are responsible for addressing any problems with facilities in the residence halls.

### **STUDENT SERVICES**

**Dudley House, Room B-2, 617-495-5005**

**617-496-5169 (fax)**

**Ellen Fox**

director of student services

[efox@fas.harvard.edu](mailto: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.

**OFFICE OF PUBLICATIONS  
AND ALUMNI RELATIONS**

**Holyoke Center 350**

**publications: 617-496-5280, [bulletin@fas.harvard.edu](mailto:bulletin@fas.harvard.edu)**

**alumni relations: 617-495-5591, [gsaa@fas.harvard.edu](mailto:gsaa@fas.harvard.edu)**

**617-495-2928 (fax)**

**Liz Nunez**

director

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

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 *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](mailto: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.

Gifts to the Graduate School Fund, made by alumni and friends of GSAS, allow the GSAA to provide financial assistance to students, departments, and special programs, like the Graduate Society Fellowship Program. These fellowships support students in the humanities and social sciences at key stages in their graduate study and enable them to complete their degrees in a more timely fashion.

Under the auspices of the GSAA, yearly events such as Alumni Weekend and Career Options Panels are organized in Cambridge. Chapters of the association sponsor local events during the academic year throughout the United States 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](mailto:gsaa@fas.harvard.edu).

**SPECIAL STUDENTS AND VISITING FELLOWS**

**Holyoke Center 350, 617-495-5392**

**617-496-5333 (fax)**

**Patrick O'Brien**

special students and visiting fellows officer  
special@fas.harvard.edu

The Special Students and Visiting Fellows Officer 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 see the GSAS website at [www.gsas.harvard.edu/programs\\_of\\_study/non-degree\\_programs.php](http://www.gsas.harvard.edu/programs_of_study/non-degree_programs.php).

**DUDLEY HOUSE**

**THE GRADUATE STUDENT CENTER**

**Lehman Hall, 617-495-2255**

**617-496-5459 (fax)**

**[www.fas.harvard.edu/~dudley](http://www.fas.harvard.edu/~dudley)**

**James M. Hogle**

master

[jhogle@hms.harvard.edu](mailto:jhogle@hms.harvard.edu)

**Doreen M. Hogle**

co-master

**Susan Zawalich**

administrator

[zawalich@fas.harvard.edu](mailto: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 world 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 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 2009–2010 as of May 2009.

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.

### **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.

### **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. Web: [www.hcs.harvard.edu/~gdc](http://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. Web: [www.hcs.harvard.edu/~gsc](http://www.hcs.harvard.edu/~gsc).

### **GSAS African Studies Graduate Student Association**

Promotes knowledge and understanding about Africa throughout the Harvard community through interdisciplinary communication and cooperation.

### **GSAS Alliance for Justice in the Middle East**

Provides a forum for critical, rigorous dialogue about issues affecting the contemporary Middle East for the Harvard community.

### **GSAS Anthropology Society**

Provides an environment for learning about the various aspects of the field of Anthropology through scholarly and informal exchange.

**GSAS Capoeira Angola**

The group gives people an opportunity to study together the Afro-Brazilian martial arts called Capoeira Angola.

**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 Dutch Cultural Society**

Promotes greater awareness and understanding of Dutch culture and society through many activities. Web: [www.hcs.harvard.edu/dcs](http://www.hcs.harvard.edu/dcs).

**GSAS Ethiopian Students at Harvard**

Provides a non-partisan forum for discussing issues pertaining to Ethiopia.

**GSAS Graduate Islamic Society**

Provides opportunities for exploring topics in Islamic studies, Islam, or Muslim life by offering workshops, social and religious events open to the larger Harvard community, interfaith discussions and panels, and community service.

**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. Web: [www.thebiotechclub.org](http://www.thebiotechclub.org).

**GSAS Harvard Ukrainian Student Society**

Provides the Harvard community with an awareness of Ukrainian culture and heritage through social events, talks, and lectures.

**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.

**GSAS Seeding Labs**

Promotes the causes of international scientific research and global health through various activities including collecting surplus and used laboratory equipments from research scientists at Harvard and redistributing it to colleagues in developing countries, working on improving communication and collaboration among scientists, and promoting recycling efforts.

**GSAS Soccer Club**

Organizes official graduate student teams to participate in tournaments inside and outside of Harvard, playing against other universities and in the Boston amateur league.

**GSAS Student-Parents Organization**

Aims to enrich the academic experience and provide visibility and support for graduate student and post-doctoral fellow parents at Harvard.

**GSAS Voicelab**

A graduate student *a cappella* vocal group, open as well to other members of the Harvard community. Contact [voicelab@hcs.harvard.edu](mailto:voicelab@hcs.harvard.edu).



### **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. Web: [www.fas.harvard.edu/~csrel/bsf](http://www.fas.harvard.edu/~csrel/bsf).

### **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. Web: [www.harvardchina.org](http://www.harvardchina.org).

### **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. Web: [www.hcssa.org](http://www.hcssa.org).

### **The Harvard Dudley Dragon Boat Club**

Promotes the sport of dragon boat racing and cross-cultural understanding at Harvard. Web: [www.hcs.harvard.edu/dboat](http://www.hcs.harvard.edu/dboat).

### **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. Web: [www.hcs.harvard.edu/~heas/](http://www.hcs.harvard.edu/~heas/).

### **The Harvard GSAS ALAAP: The South Asia Society**

Engages in the cultural, political, intellectual, and linguistic exploration of South Asia within the Harvard community.

### **Harvard GSAS Brazilian Organization**

Works to connect all Harvard graduate students from Brazil or those with an interest in the country as well as promoting interest in Brazil within the university and more generally throughout the Boston area.

### **The Harvard GSAS Asian Baptist Student Koinonia**

Concerned with the religious, social, and cultural issues regarding Christianity and Asians and Christianity.

### **Harvard GSAS Buddhist World Peace Society**

Helps students unlock their hidden potential and achieve creative harmony with their environment through the philosophy and practice of Nichiren Buddhism.

### **Harvard GSAS 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.

**The Harvard GSAS Chinese Christian Fellowship**

Provides an open environment to discuss the Christian faith, for Chinese and other students who are interested.

**Harvard GSAS Christian Community**

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. Web: [www.hcs.harvard.edu/~gsascf](http://www.hcs.harvard.edu/~gsascf).

**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.

**Harvard GSAS Democratic Caucus**

Aims to research, formulate, popularize, diffuse, and promote the progressive values of tolerance, compassion, and liberalism, through civic and political action.

**Harvard GSAS French Club**

Encourages students and other members of the Harvard community to learn about various aspects of French culture through activities including language tables, film showings, cooking classes, and talks by various speakers.

**Harvard GSAS Graduate Student Consulting Club**

Provides graduate students with a better understanding of the consulting field as a possible career choice. Web: [www.hcs.harvard.edu/~gsascons](http://www.hcs.harvard.edu/~gsascons).

**Harvard GSAS Intercultural Dialogue Forum**

Provides a platform where people from different cultures, religions, and traditions can come together and develop an understanding of each other by emphasizing similarities and common values.

**Harvard GSAS Iranian Student Association**

Increases awareness and understanding of Iran by promoting social, cultural, and intellectual activities for both Iranian and interested non-Iranian students and scholars at Harvard.

**Harvard GSAS Microbial Appreciation Club**

Advances appreciation for and knowledge of microbial life and its impacts.

**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.

**Harvard GSAS Near East Society**

Promotes study of the ancient and modern Near East in the Harvard community and especially among graduate students. Web: [www.hcs.harvard.edu/hnes](http://www.hcs.harvard.edu/hnes).

**Harvard GSAS Serbian Cultural Club**

Dedicated to preserving Serbian culture and related cultures while bringing examples of these cultures to the members of the Harvard community.

**Harvard GSAS Science Policy Group**

Engages scientists in the public policy issues that are a result of, and directly effect, scientific advancement.

**Harvard GSAS Singaporean and Malaysian Association**

Promotes social, intellectual, and cultural activities for Singaporean and Malaysian graduate students and scholars at Harvard and for other interested members of the Harvard community.

**Harvard GSAS Society of Entrepreneurs**

Increases the awareness of entrepreneurship and entrepreneurial opportunities among members of the Harvard community, specifically among Harvard graduate students.

**Harvard GSAS Tae Kwon Do Club**

Provides students with a group where they can practice Tae Kwon Do together.

**Harvard GSAS U.S.–China Economic Interaction Council**

Supports discussion and problem-solving about the economic interaction and integration between the United States and China, encouraging study and innovative ideas about current and future trade and general economic concerns between the two countries.

**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. Web: [www.hcs.harvard.edu/~hgsc](http://www.hcs.harvard.edu/~hgsc).

**Harvard Graduate Women in Science and Engineering (HGWISE)**

Supports the lives and career development of Harvard graduate women in science and engineering. Web: [www.hcs.harvard.edu/hgwise](http://www.hcs.harvard.edu/hgwise).

**Harvard Korea Society**

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. Web: [www.harvardkorea.org](http://www.harvardkorea.org).

**Harvard Satirical Press**

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. Web: [www.harvardsp.com](http://www.harvardsp.com).

**Harvard GSAS Taiwanese (ROC) Student Club**

Promotes culture, academic exchange, and mutual understanding between people from Taiwan (ROC) and others in the Harvard community through social, intellectual, and cultural activities.

### **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 384-TALK. Web: [www.digitas.harvard.edu/~incommon](http://www.digitas.harvard.edu/~incommon).

### **Jewish Graduate Students in Arts and Sciences**

Provides a community for Jewish students in the Graduate School of Arts and Sciences by a combination of weekly gatherings and special events. Web: [www.fas.harvard.edu/~jsas/](http://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. Web: [www.hcs.harvard.edu/~lbggs](http://www.hcs.harvard.edu/~lbggs).

### **Romanian Graduate Club at Harvard University**

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](mailto: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 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 on the Harvard News office website ([www.news.harvard.edu](http://www.news.harvard.edu)), or can be obtained by dropping by the Events and Information Center. A light-up locator map is always available outside the center when the arcade is open.

## ATHLETIC FACILITIES

Department of Athletics

[www.gocrimson.com](http://www.gocrimson.com)

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, Hemenway Gym, and the QRAC. 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 website. 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 website. 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:

- 1) *Harvard Stadium*: hosts intercollegiate football games. Seats nearly 31,000.
- 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 heavy-weight 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.

## **ACCESSIBLE EDUCATION OFFICE**

**[www.fas.harvard.edu/~aao](http://www.fas.harvard.edu/~aao)  
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)  
[aao@fas.harvard.edu](mailto:aao@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 a person 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, Graduate School of Arts and Sciences (GSAS), and the School of Engineering and Applied Sciences (SEAS) students with documented physical, mental health, 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 clinical documentation to AEO only, not to academic departments. Students assume 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 website and contacting AEO directly.

Documentation for medical leaves of absence should be submitted to the AEO in conjunction with documentation policies.

## **HARVARD UNIVERSITY HEALTH SERVICES (HUHS)**

[www.huhs.harvard.edu](http://www.huhs.harvard.edu)

David S. Rosenthal, MD, director

### **HARVARD SQUARE CAMPUS**

Main Health Clinic at Holyoke Center

75 Mt. Auburn St., Cambridge

617-495-5711 • TTY: 617-495-1211

**Scheduled Appointments and Walk-in Care: Monday-Friday 8:00 a.m.-5:00 p.m.**

**After-Hours Urgent Care: Monday-Friday 4:00 p.m.-8:00 a.m.;**

**Saturday, Sunday, and Holidays 24 hours**

### **Department of Behavioral Health and Academic Counseling**

5-7 Linden St., Cambridge

617-496-2053

Monday–Friday 9:00 a.m.–5:00 p.m

### **BUSINESS SCHOOL**

#### **CAMPUS**

Cumnock Hall

Soldiers Field, Boston

617-495-6455

### **LAW SCHOOL**

#### **CAMPUS**

Pound Hall

1563 Mass. Ave.,

Cambridge

617-495-4414

### **LONGWOOD**

#### **MEDICAL AREA**

Vanderbilt Hall

275 Longwood Ave, Boston

617-432-1370

\* please visit [www.huhs.harvard.edu](http://www.huhs.harvard.edu) for hours of operation at campus clinics

**The following is a summary of campus health services.** We encourage you to visit [www.huhs.harvard.edu](http://www.huhs.harvard.edu) for detailed, up-to-date information, including department locations, phone numbers, and hours of operation; how to make appointments; event listings and announcements; and additional health information and resources.

Harvard University Health Services (HUHS) provides high quality, comprehensive, confidential health care to students, staff, faculty, and their dependents 24 hours a day, 365 days a year. Primary care and mental health services are available at the main health service located at Holyoke Center in Harvard Square, as well as at satellite clinics on the Business, Law, and Medical Area campuses. Academic counseling and behavioral health (mental health and substance abuse) services are also provided at the Linden Street location in Harvard Square.

Services at the main health service in Holyoke Center include:

- Primary Care
- Mental Health Services
- Pediatrics
- Dental Service
- Pharmacy
- Wellness Center



- Health Promotion/Education
- HIV Testing
- Travel Health Clinic
- Vision Care Clinic
- Optical Shop
- Contact Lens Service

A range of other medical and surgical specialty services at the Holyoke Center location are available by referral from your HUHS primary care physician including allergy, dermatology, diabetology, gastroenterology, neurology, nutrition, obstetrics/gynecology, ophthalmology, orthopedics, otolaryngology, physical therapy, podiatry, rheumatology, general surgery, urology, laboratory, and radiology services. HUHS also provides an “Ask a Nurse” line (617-998-HUHS [4847]) during regular business hours for information, guidance, and advice.

### **EMERGENCY SERVICES**

Any student experiencing symptoms of a medical emergency (e.g., chest pain, severe shortness of breath) should **call 9-1-1 immediately**. After-hours and weekend care for non-routine, urgent medical concerns or symptoms is available through the After Hours Urgent Care Clinic (see below).

### **AFTER HOURS URGENT CARE CLINIC (AHUCC)**

**HUHS at Holyoke Center – 5<sup>th</sup> floor**

**617-495-5711; TTY: 617-495-1211**

**Weekdays: 4:00 p.m.–8:00 a.m.**

**Weekends and Holidays: 24 hours**

The After Hours Urgent Care Clinic (AHUCC) is open nights, weekends, and holidays for 24-hour urgent care throughout the year. Whenever possible, students are encouraged to call their primary care team or mental health provider for advice during regular office hours. Ideally, students should use the AHUCC for issues that cannot wait until regular clinic hours. *Students who feel that they need medical or mental health attention but are not sure as to the urgency of the situation are advised to call first to obtain advice from the nurse on duty.* The entrance to the AHUCC is midway down the parking ramp beneath Holyoke Center, accessible from both Dunster and Holyoke Streets; students who require transportation to the AHUCC are advised to call the Harvard University Police at 617- 495-1212.

### **PRIMARY CARE SERVICES**

HUHS is committed to providing each student with complete, coordinated health care through a working relationship with a particular primary care team, comprised of a primary care physician (PCP), nurse practitioner, registered nurses, and health assistants. Our teams work closely with students to provide high-quality outpatient healthcare services in a friendly, comfortable atmosphere. These include:

- Physical exams
- Office gynecology (tests, screenings, contraception)
- Evaluation of acute illness and injury
- Continued care of chronic medical conditions
- Immunizations and travel consultations
- Health promotion and disease prevention education
- Referrals to specialists

Physicians at HUHS are experienced board certified or board-eligible internists or family physicians who provide high-quality preventive and acute care. Nurse Practitioners (NPs) hold advanced degrees and are board certified in family or adult medicine, and are trained to evaluate and treat many acute and common conditions, write prescriptions, order diagnostic testing and provide preventive care in consultation with the PCP. Registered nurses (RNs) provide initial assessment for medical problems, help to facilitate appointments and navigate the health care system, provide routine immunizations and offer advice on common health concerns and questions. PCP team members also help to coordinate any necessary specialty services both at HUHS and in the Cambridge/Boston area.

Students are encouraged to choose a primary care physician (PCP) early in the first term if one has not already been assigned (as with new students). A complete listing of primary care clinicians is available at [www.huhs.harvard.edu](http://www.huhs.harvard.edu). Students may email Member Services ([mervices@huhs.harvard.edu](mailto:mervices@huhs.harvard.edu)) with their selection. Students may change their PCP at any time for any reason. Students with chronic medical conditions are advised to establish a relationship with the primary care team early in the academic year. It will be helpful to provide copies of medical records of health care received at other facilities.

### **Immunizations and Travel Health**

#### **Required Immunizations**

All students are required to comply with the Massachusetts Immunization law and submit a complete immunization history to Harvard University Health Services prior to registration. **NOTE: Incomplete or overdue forms may delay registration.** Registered nurses are available to administer routine immunizations. There is a fee for most immunizations; students may term bill or pay by cash or credit card. Complete information regarding required immunizations is available at [www.huhs.harvard.edu](http://www.huhs.harvard.edu) or by contacting the Medical Specialties Office at 617-495-5182.

#### **Travel Health Immunizations and Information**

Prior to international travel, HUHS provides immunizations and related services, including expert counseling and advice for individual travel health needs, on a fee-for-service basis. HUHS recommends scheduling travel health appointments six to eight weeks in advance of travel.

## **STILLMAN INFIRMARY**

### **24-hour care**

Stillman Infirmary provides short-stay care for uncomplicated medical and mental health problems, and certain post-operative cases. Admission to the Stillman Infirmary is based on clinical indications as determined by a student's primary care team and/or the After Hours Urgent Care Clinic staff.

## **BEHAVIORAL HEALTH AND ACADEMIC COUNSELING SERVICES**

The Department of Behavioral Health and Academic Counseling (BHAC) unites the Office of Alcohol and Other Drug Services, Bureau of Study Counsel, Center for Wellness and Health Communication, Mental Health Services, and Office of Sexual Assault Prevention and Response in one department to better coordinate student-focused services. Services provided by the Center for Wellness and Health Communication are shown below. Please also see Chapter XIII for academic counseling, alcohol and substance abuse, mental health, and sexual assault prevention and response services.

## **CENTER FOR WELLNESS**

The Center for Wellness (CFW) is a central resource focused on promoting the lifelong health and well-being of those in the Harvard community. The CFW provides health and wellness-related education, information, programs, and advice in a confidential setting, including:

- Health promotion activities and wellness programs
- One-on-one health and wellness education
- Complementary therapies such as acupuncture, massage therapy, and shiatsu
- Health education resource center and lending library
- Peer education and student health programs
- The Mind/Body Medical Institute

The CFW also provides an "Ask a Nurse" line (617-998-HUHS [4847]) during regular business hours for information, guidance, and advice. The Center is prepared to meet each individual wherever they are on their journey towards a balanced sense of health and well-being.

## **IN COMMON**

In Common is the peer counseling hotline for Harvard's graduate and professional schools. In Common 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.

In Common is staffed by current Harvard graduate and professional school students. The line is open throughout the academic year. Calls are anonymous and confidential; caller ID is not used. Student volunteers are trained and supervised by professionals from Harvard University Health Services (HUHS) and the Bureau of Study Counsel. Volunteers are recruited each fall; e-mail [incommonhelpline@gmail.com](mailto:incommonhelpline@gmail.com) or call 384-TALK for information.

## **PATIENT ADVOCATE**

The Patient Advocate is available to facilitate interactions with the Harvard University Health Services around healthcare-related concerns, including:

- Providing assistance navigating the healthcare system
- Interceding on behalf of patients who feel they have encountered a problem
- Providing information on available choices regarding medical care
- Assisting with special needs arrangements
- Answering questions and concerns

All requests are welcome, including positive comments and recommendations for improvement. All communications are kept in the strictest confidence. Patient Satisfaction feedback forms may be submitted to the Patient Advocate at any of the suggestion boxes located throughout HUHS or online at [www.huhs.harvard.edu](http://www.huhs.harvard.edu).

### **Special Needs**

HUHS is prepared to meet the general and special health care needs of students. Early contact with a primary care clinician is advised to establish a base for continuity of care during a student's active stay at Harvard. A variety of access services are available through the Accessible Education Office ([aeo.fas.harvard.edu](http://aeo.fas.harvard.edu)), including sign-language and oral interpreters. Wheelchair-accessible restrooms are located throughout HUHS at Holyoke Center, and Stillman Infirmary shower and bathroom facilities are fully equipped for patients with limited mobility. The Patient Advocate is also available to provide orientation to HUHS on an individual basis, assist individuals with arrangements for special needs, and answer healthcare-related questions or concerns.

## **HIV TESTING AND COUNSELING**

Confidential HIV testing is now considered the standard at most universities and health clinics across the country. Because of this, HUHS will no longer provide anonymous testing for HIV effective July 1, 2009.

Confidential testing involves making an appointment with your primary care clinician. Your clinician will provide you with counseling and have you sign a consent form to be tested. Your clinician will give you an order for a blood test at the HUHS Laboratory, which in turn, sends the results to your clinician. Your results are entered into your electronic medical record.

As with all of your personal health information, results and/or identifying information are private in accordance with the strictest confidentiality laws. Testing is generally covered by the HUSHP Supplemental Plan.

For those who would like to have anonymous testing, the following locations in the Boston area offer anonymous testing and counseling.

**Fenway Community Health Center**

7 Haviland Street, Boston

617-267-0159

Walk-in Hours: W, 4:30 to 6 p.m.

Fee: none

Return of test results: 10 to 12 days

**Beth Israel Deaconess Hospital**

110 Francis Street, Suite G, Boston

617-632-7706

Hours (appt. only): M–F, 8:30 a.m. to 4:30 p.m.

Fee: \$25 in cash

Return of test results: 2 weeks

**Massachusetts General Hospital**

100 Blossom Street – Fifth Floor, Room 515

617-726-2748

Walk in clinic—must be registered over the phone as a “general patient” by calling 866-211-6588

Tues–Thurs 8:30 a.m. to 11a.m.; Mon, Wed 1–3 p.m.

The AIDS Action Committee of Massachusetts has a toll free line and website providing information about where to find a convenient test site and more information about HIV testing in general. Call the **Massachusetts HIV & STD Hotline at 1-800-235-2331**.

Check out its website at [www.aac.org](http://www.aac.org).

**PHARMACY SERVICES**

The HUHS Pharmacy is located in the Holyoke Center Arcade, adjacent to the main HUHS entrance. The Pharmacy can fill prescriptions written by a HUHS clinician, and offers a wide selection of non-prescription items at competitive prices. The HUHS Pharmacy has a 24-hour refill line, easy payment options (including term-billing), and is the only pharmacy where you can fill up to a 3-month supply of your prescription. The HUSHP Supplemental Plan includes coverage of most prescription medications with various co-payments; coverage limits do apply. For additional information, including special offers for students, please visit [www.huhs.harvard.edu](http://www.huhs.harvard.edu).

**DENTAL SERVICES**

Good oral health care is essential to overall well-being. Harvard University Dental Services is conveniently located on the main campus and is open to all students on a fee-for-service basis. The Dental Service is a 12-chair practice staffed by general dentists, as well as specialty Board certified dentists and dental hygienists. It is a full-service practice offering:

- diagnostic and preventive care
- restorative care (including prosthetic, implant and cosmetic dentistry)
- endodontics (root canals)
- oral surgery

- pediatric dentistry
- periodontics

Emergency care is available every day of the year. Please visit [www.huhs.harvard.edu](http://www.huhs.harvard.edu) for additional information and special offers for students.

### **VISION CARE AND EYE SERVICES**

HUHS optometrists, opticians, and specially-trained contact lens dispensers provide vision care services on a fee-for-service basis to those presenting a valid HUID card. Routine eye care is not covered under the Harvard University Student Health Plan (HUSHP), however students receive a discount on eye examinations. Students with vision problems may see an HUHS ophthalmologist by referral from a primary care provider (PCP).

The Eye Services Clinic at HUHS offers a range of vision care services for children and adults, including:

- Eye examinations
- Contact lens examinations, fitting service and training classes
- Ophthalmology services (by referral)

### **OPTICAL SHOP**

The Optical Shop operates on a walk-in, fee-for-service basis, and is open to all those presenting a valid HUID card. The Optical Shop fills all valid eyeglass prescriptions less than one year old; an HUHS prescription is not required. Eyeglasses and contact lenses are not covered under the Harvard University Student Health Plan (HUSHP).

The HUHS Optical Shop offers a range of products and services including:

- Prescription eyeglasses and sunglasses
- Protective prescription eyewear for work, sports, and recreation (safety glasses, swim goggles)
- Computer glasses
- Adjustments and repairs

### **SPECIAL SUPPORT: LIFE RAFT**

Life Raft is a weekly bereavement support group for students, faculty, and staff facing life-threatening illness or death, or the death of a loved one; it is also available to their family members and friends. Life Raft offers free, confidential contact by phone or in drop-in meetings every Wednesday from noon to 2:00 p.m. in the ground-floor conference room of Memorial Church. The Life Raft group includes members of various ages from all areas of the community; discussions are ongoing and there is no obligation for continuous attendance. For more information please call the Life Raft Coordinator, Barbara Gilmore, APRN, Mental Health Services, 617-495-2042.

### **AIDS SUPPORT GROUP**

This discussion group is not currently meeting. Students who are interested should call Barbara Gilmore, MSN, RN, CS, 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 serves the international community at Harvard by providing services for international students and scholars. These services include advice on immigration and visa regulations, orientation meetings, the Host Program for new graduate students, a tax software program, and information to help newcomers settle into life in Cambridge and Boston.

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 various international clubs whose members include 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 to the HIO upon arrival at Harvard.

## **UNIVERSITY OMBUDSMAN OFFICE**

**Lydia Cummings, Ombudsman**  
**Mon.–Fri., 9:00 a.m.–5:00 p.m.**  
**Holyoke Center Suite 748, 617-495-7748**  
**www.universityombudsman.harvard.edu**

The University Ombudsman Office is an independent resource for problem resolution serving the academic community. The office is available to all Harvard faculty, students, post-docs, research personnel, and staff. The ombudsman is confidential, neutral and independent. A visitor can discuss issues and concerns with the ombudsman without committing to further disclosure or any formal resolution. The ombudsman may assist individuals in finding solutions for problems that they may have been unable to resolve using existing channels. The ombudsman can help analyze and assess avenues for conflict resolution, including assistance with both written and verbal communications. Next steps are always determined by the visitor, depending on the circumstances and comfort with possible options. Provided all parties agree, the ombudsman may facilitate conversations through shuttle diplomacy, informal mediation, or be present in a discussion as a neutral. Typical issues may include academic and research disputes, advisor-student relationships, harassment, inappropriate behavior, unprofessional conduct, disability or illness, problematic work climate, and resource referral.

The office supplements, but does not replace, any mechanisms for addressing grievances within GSAS and other parts of the University. The office has no power to adjudicate, arbitrate or to make formal investigations. The University Ombudsman Office officially reports to the Provost but is independent of any University administrative structure. Office operations are consistent with the code of ethics and the practices of The International Ombudsman Association.

## OFFICE OF WORK/LIFE RESOURCES

[www.childcare.harvard.edu](http://www.childcare.harvard.edu)  
[employment.harvard.edu/benefits/worklife/](http://employment.harvard.edu/benefits/worklife/)  
[Harvie.Harvard.edu](http://Harvie.Harvard.edu)  
Holyoke Center 635, 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.

### CHILD CARE

[www.childcare.harvard.edu](http://www.childcare.harvard.edu)

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 website, [www.gocrimson.com](http://www.gocrimson.com), 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 from the Library Privileges Office 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 and proof of marriage, to Room 130 in Widener Library. For more information on this process, please call 617-495-4166.

- \$5 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 Holyoke Center at 617-495-1814 or [studaff@fas.harvard.edu](mailto:studaff@fas.harvard.edu). For other resources related to family, see Family Resources, Chapter XIII.

## **STUDENT EMPLOYMENT**

**[www.seo.harvard.edu](http://www.seo.harvard.edu)**

**86 Brattle Street, 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. An online jobs database, JobX, provides 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. JobX also allows students to post their resumes as a way to register their qualifications and availability for casual work as computer specialists, baby-sitters, typists, translators, musicians, researchers, etc.

The website also contains information about several employment programs that expand student job opportunities including the Federal Work-Study Program. To access the JobX database, students must use their HUID and PIN.

## **CENTER FOR WORKPLACE DEVELOPMENT**

**[www.harvie.harvard.edu/learning/cwd](http://www.harvie.harvard.edu/learning/cwd)**

**124 Mt. Auburn Street, 3rd Floor**

**617-495-4895**

**[training@harvard.edu](mailto:training@harvard.edu)**

Harvard Center for Workplace Development (CWD) 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 and course descriptions are available online at [www.harvie.harvard.edu/learning/cwd](http://www.harvie.harvard.edu/learning/cwd).

## RELIGIOUS ACTIVITIES

### MEMORIAL CHURCH AND APPLETON CHAPEL

[www.memorialchurch.harvard.edu](http://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 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](http://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.

### HARVARD CHAPLAINS AND HARVARD UNIVERSITY BOARD OF MINISTRY

<http://chaplains.harvard.edu>

The Memorial Church, Ground Floor, Harvard Yard, 617-495-5529  
Mon.–Fri., 9:00 a.m.–5:00 p.m.

*Harvard Chaplains* is the umbrella organization of 38 chaplains representing 26 of the world's religious (and one non-religious) traditions, united in their commitment to serving Harvard's diverse student communities.

Members of the Harvard community are encouraged to contact the chaplains, who are available to meet and talk about spiritual concerns, and ethical and personal matters. Please visit our website for complete up-to-date information, news and events, and a full description of groups and worship services.

Staff Assistant, Board of Ministry and Harvard Chaplains: 617-495-5529

**CHAPLAINS:**

|  |  |  |
|--|--|--|
| Baha'i Association                               | Ms. Eleanor Mitten   | 617-492-4891   |
| Baptist (American)                               | Rev. Irving Cummings   | 617-864-8068   |
| Baptist (Southern)                               | Mr. Curtis Cook  | 617-965-3392   |
| Harvard Asian Baptist<br>Student Koinonia        | Mrs. Rebekah Kim   | 617-864-5948   |
| Boston-Cambridge Ministry<br>in Higher Education | Rev. Carolyn Dittes  | 617-495-5987   |
| Buddhist Community                               | Lama Migmar Tseten   | 617-492-2614   |
| Campus Crusade for Christ                        | Mr. Patrick (Pat) McLeod<br>Ms. Tammy McLeod   | 617-497-8521<br>617-497-8521                                 |
| Catholic Student Center                          | Fr. George Salzmann, OSFS<br>Fr. Bill Murphy<br>Ms. Faye Darnall<br>Fr. Robert Congdon | 617-868-6585<br>617-868-6585<br>617-868-6585<br>617-491-8400 |
| Chabad House (Jewish)                            | Rabbi Hirschy Zarchi   | 617-547-6124   |
| Christian Science Chaplaincy                     | Ms. Margit Hammerstrom   | 617-661-9136   |
| Church of Jesus Christ of<br>Latter-day Saints   | Dr. Thomas Chapman<br>Dr. David Bokovoy  | 617-547-6188<br>617-547-6188                                 |
| Episcopal Chaplaincy                             | Rev. Benjamin King   | 617-495-4340   |
| Harvard Hindu Fellowship<br>(Vedanta Society)    | Swami Tyagananda   | 617-536-5320   |
| Hillel Foundation (Jewish)                       | Dr. Bernard Steinberg<br>Rabbi Akiva Herzfeld<br>Rabbi Norman Janis                    | 617-495-4696<br>617-495-4696<br>617-738-9912                 |
| Humanist Chaplaincy (non-religious)              | Mr. Greg Epstein   | 617-495-5986   |
| InterVarsity Christian Fellowship                | Mr. Jeff Barneson<br>Mr. Adriane Tam<br>Ms. Rebecca Good<br>Ms. Marie Williams         | 617-496-2472<br>617-496-2472<br>617-496-2472<br>617-496-2472 |
| 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<br>Rev. Dr. Dorothy A. Austin<br>Rev. Robert Mark        | 617-495-5508<br>617-495-5508<br>617-680-7013                 |
| Orthodox Christian Fellowship                    | Fr. Peter Preble   | 508-864-8095   |
| Presbyterian Church in America                   | Rev. Bradley Barnes  | 617-233-1332   |
| Religious Society of Friends (Quakers)           | Mr. Thomas Patrick Ash   | 617-876-1868   |
| Swedenborgian Chaplaincy                         | Rev. Kevin Baxter  | 617-864-4552   |
| 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                | Rev. Meg Anzalone  | 617-876-7772   |
| Zoroastrian Association                          | Dr. Cyrus Mehta  | 617-661-2011   |

## **POLICE DEPARTMENT**

**www.hupd.harvard.edu**

**Chief/Director, Francis D. “Bud” Riley**

**1033 Massachusetts Avenue, Sixth Floor**

**Police Assistance: 617-495-1212; Administration: 617-495-1780**

**Sensitive Crime Unit: 617-495-1796 or 617-495-1212**

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, 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](http://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 website 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).

### **“Partnership for a Safe Community” Video**

The HUPD has produced a video entitled “Partnership for a Safe Community.” The video provides an overview of the HUPD, its community policing philosophy, and the services the HUPD provides. The video is one component of the HUPD’s plan to provide information on safety and security to the University community.

The video is often used in conjunction with a safety talk. If you would like to schedule a safety talk and a video showing please contact the Team Leader from your area. The video also can be viewed on the HUPD website by visiting [www.hupd.harvard.edu/safe\\_com\\_video.php](http://www.hupd.harvard.edu/safe_com_video.php).

## **Professional Conduct**

The HUPD's relationship with the community is vital to achieve our mission. All community members should expect to be treated in a courteous and professional manner by members of the department. Occasionally questions arise regarding professional conduct. 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 that 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, 617-495-1780

## **Citizen Stops**

As part of our efforts to facilitate safety on campus, it occasionally becomes necessary for HUPD officers to stop members of the University community and ask for information. If an officer stops someone, it does not necessarily indicate that the person is a suspect. Cooperation in these interviews, usually by simply providing your name and proof of Harvard affiliation, assists the HUPD in promoting a safe and secure environment. We make every effort to be as sensitive and courteous as possible.

If you are stopped, you can expect the following:

- That the interview be conducted courteously
- That the questioning be as brief as possible
- That an apology for the inconvenience be made if appropriate
- That the officer identify himself/herself by name and badge number when requested

Additionally, community members can commend or make a complaint against an officer at [www.hupd.harvard.edu/about\\_professional.php](http://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.

## **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](http://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 website ([www.hupd.harvard.edu/prevention\\_tips.php](http://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, evening van service, and walking escorts (the Harvard University Campus Escort Program/HUCEP) whenever possible. Information on shuttle buses, vans, and the overnight shuttle/van extended service can be found on the University’s Transportation Services website ([www.uos.harvard.edu/transportation/shu.shtml](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.

### **Your Emergency Contact Information**

The HUPD recommends that all students, faculty, and staff members take a moment and enter emergency contact information in their cell phone address book/contacts under the acronym ICE (In Case of Emergency). This would assist public safety officials in contacting the person to be called in the event of an emergency if you are ever discovered unconscious or incapacitated and unable to communicate. You should enter at least two ICE contacts with first name and relationship in your address book/contacts list. For example, your ICE entries could be: ICE – Sondra (mom) and ICE – Eileen (wife). These entries could also be used to assist in returning your cell phone in the event that it is lost or stolen.

Entering these contacts into your cell phone should not replace the carrying of other photo identification (HUID or license) at all times. You should also affix emergency contact information to these forms of identification.

### **Whistles and ShriLL Alarms**

Safety whistles are available for FREE at HUPD headquarters at 1033 Massachusetts Avenue, 6<sup>th</sup> 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), 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 dean for student affairs, or any other University counselor. Reporting the incident to local police is also an option, and assistance is available in notifying these authorities.

If you have been the victim of a rape or 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. OS-APR provides 24-hour-a-day, confidential support and information to student survivors of sexual violence over the phone or in person. The OSAPR staff is trained to provide options, listen supportively, and provide referrals to services on campus and off-campus.
- Seek medical assistance weekdays at HUHS, Holyoke Center, 617-495-2138, or evenings and weekends at HUHS/After Hours Urgent Care, Holyoke Center, 617-495-5711.
- Seek counseling assistance weekdays at HUHS Urgent Care, Holyoke Center, 617-495-5711, or evenings and weekends at HUHS/After Hours Urgent Care, Holyoke Center, 617-495-5711.

## **OPTIONS FOR FURTHER ACTION**

### **Prosecution**

As a victim of rape or indecent assault and battery you may want your assailant identified, apprehended, and prosecuted in court. If you choose to proceed in this manner, notify the HUPD immediately for assistance and guidance.

### **Non-Prosecution**

You may also choose not to prosecute your assailant. There is no law in Massachusetts requiring a rape victim to prosecute.

### **Disciplinary Procedures**

If the alleged offender is a Harvard affiliate, you may report the incident to a University officer to file a complaint against the perpetrator under the applicable Harvard disciplinary procedure. The Dean's office, office for student affairs, or human resources office in your school or department can provide advice. You may initiate a disciplinary process whether or not you seek to prosecute.

Reported rape and other sexual misconduct by students, faculty, or staff are grounds for initiating disciplinary procedures. Since these procedures vary among schools and administrative departments, you should consult the Dean's office in your school or the appropriate administrative office in your school or department for information on applicable processes.

The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding. University-imposed sanctions for rape or indecent assault and battery 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.

### **Resources for Advice and Counseling**

The University and various social service providers in Cambridge and Boston offer a range of counseling and support services for victims of rape and indecent assault and battery. If you choose not to take advantage of these resources immediately, at the very least you should find a friend, counselor, or other support person to comfort you and to help you deal with the experience. That person should be with you throughout the crisis situation and follow up, and should help you regain a sense of control over events.



### **Harvard Resources**

The staffs at the HUPD, OSAPR, and HUHS are well trained to aid students, faculty, and staff who are victims of rape or indecent assault and battery. 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.

Resources include:

Garth McCavana, Dean for GSAS Student Affairs: 617-495-1814

Ellen Fox, Director of GSAS Student Services: 617-495-5005

Office of Sexual Assault Prevention and Response: 617-495-9100

The Wellness Corporation (Harvard Employee Assistance Program):  
617-495-HELP (4357)

The Harvard Chaplains, The Memorial Church: 617-495-5529

### **External Resources:**

Beth Israel Deaconess Medical Center, Center for Violence Prevention  
and Recovery: (617) 667-8141

Boston Area Rape Crisis Center: (617) 492-RAPE (7273)

The Cambridge Hospital Victims of Violence Program: (617) 591-6360

Cambridge Police Department Sexual Assault Unit: (617) 349-3356

Cambridge Women's Center: (617) 354-8807

Middlesex County DA's Office, Adult Sexual Assault Division,  
Victim-Witness Advocate: (617) 679-6500

### **Domestic Violence**

Domestic violence is any of the following behaviors: physical, sexual, economic and emotional abuse, alone or in combination, by an intimate partner often for the purpose of establishing or maintaining power and control over the other partner. The HUPD takes reports of domestic violence very seriously and each report will be investigated fully. In any domestic violence situation, the safety of the victim and any involved children is paramount.

Domestic violence occurs in heterosexual relationships, as well as in lesbian, gay, bisexual, and transgender relationships. Whether the victim is male or female, violence of any kind in relationships is unacceptable. Domestic violence affects people from every age, racial or ethnic background, religious group, neighborhood, and income level.

If you are a victim of abuse and need treatment or referral, call SafeLink, a Massachusetts statewide multilingual, 24-hour service hotline, at (877)785-2020. For more resources on domestic violence, please visit the HUPD website at [www.hupd.harvard.edu/domestic\\_violence.php](http://www.hupd.harvard.edu/domestic_violence.php), the Massachusetts Office for Victim Assistance at [www.state.ma.us/mova](http://www.state.ma.us/mova), Jane Doe Inc. at [www.janedoe.org](http://www.janedoe.org), or the National Domestic Violence Hotline at [www.ndvh.org](http://www.ndvh.org).

If you are in immediate danger and need help, call the HUPD at 617-495-1212.

### **Hate Crimes**

The HUPD is committed to protecting the state and federal civil rights of all individuals. Any acts or threats of violence, property damage, harassment, intimidation, or other crimes designed to infringe upon a person's civil rights will be treated seriously and given high priority. The HUPD will use every necessary resource to identify the perpetrators rapidly and decisively, and to arrest and prosecute them while at all times taking into consideration the victim's desire on how to proceed.

Massachusetts General Laws defines a hate crime as a crime in which the perpetrator's conduct is motivated, in whole or in part, by hatred, bias, or prejudice, based on the actual or perceived race, color, religion, national origin, gender, disability, or sexual orientation of another group or individual.

If you feel that you have been the victim of a hate crime or bias-related incident, please contact the HUPD immediately at 617-495-1212 to report the incident.

For additional resources please visit [www.mass.gov/stophate/links.htm](http://www.mass.gov/stophate/links.htm).

### **Harassment**

The HUPD takes reports of harassment very seriously and each report will be investigated fully. There are three types of harassment under Massachusetts General Laws:

- Annoying telephone calls
- Criminal harassment
- Stalking

Harassment can take the form of personal contact, mail, telephone calls, e-mail, facsimiles and internet communication. The specific action taken in any particular case depends on the nature and gravity of the conduct reported, and may include intervention, mediation, and the initiation of disciplinary processes or criminal prosecution, when appropriate. Where harassment is found to have occurred, HUPD will act to stop the harassment, prevent its recurrence, and hold those responsible accountable for their actions.

At all times, the investigation will be conducted in a way that respects, to the extent possible, the privacy of all the persons involved.

If you feel that you are being harassed or threatened in any way, it is important that you call the HUPD immediately at 617-495-1212.

### **Rape Aggression Defense (RAD) Program**

The Rape Aggression Defense (RAD) Program taught by HUPD officers empowers female students, faculty, and staff to combat various types of assaults by providing them with realistic self-defense tactics and techniques. This empowerment is taught through four basic principles: education, dependency on self, making one's own decisions, and realization of one's own power. The objective of RAD is to develop and enhance self-defense options for women. The course begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. The classes provide women with the knowledge to make educated decisions about resistance.

For more information about RAD on campus or to determine when the next course will run, please contact the RAD Coordinator at [www.hupd.harvard.edu/contact\\_us](http://www.hupd.harvard.edu/contact_us).

### **Laptop Registration**

Students, faculty, and staff are strongly encouraged to register their laptops. The HUPD offers you two ways to register your laptop. You can register it online on the HUPD website 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 your 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 your laptop online, please visit [www.hupd.harvard.edu/laptop.php](http://www.hupd.harvard.edu/laptop.php).

In addition to the online registration, the second method to register your 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 your laptop will be registered in a database that is good for the life of the computer. Your laptop will be fitted with a unique, tamper-proof patented plate, with a barcode and indelible tattoo. You may register your laptop by bringing it 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 website at [www.stoptheft.com](http://www.stoptheft.com).

### **Bicycle Registration**

Students, faculty, and staff are strongly encouraged to register their bicycles. Registration is free for all students, faculty, and staff (faculty and staff may register their families' bicycles also). 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 your bicycle. You will need to provide the HUPD with the bicycle's serial number, manufacturer, model, and color.

The HUPD offers you two ways to register your bicycle. You may register it in-person by bringing it to HUPD headquarters at 1033 Massachusetts Avenue, to 180 Longwood Avenue, or to other substations, or by watching for notices of periodic bike registrations conducted at various locations throughout the University. You may also register your bicycle online at [www.hupd.harvard.edu/bike.php](http://www.hupd.harvard.edu/bike.php). Upon registering your bicycle, you will be mailed a registration sticker to be attached to your bicycle.

To reduce the chance that your bike will be stolen, use two locks, each with a different locking mechanism. For more information, visit [www.massbike.org/info/lockbike.pdf](http://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 bikes. If you have lost property, please contact the HUPD Property Custodian via the HUPD website at [www.hupd.harvard.edu/contact\\_us.php](http://www.hupd.harvard.edu/contact_us.php) or by calling 617-495-1783 to determine if your property has been recovered. In your message please describe your property, a time frame of when you lost it, and where you believe you lost it.

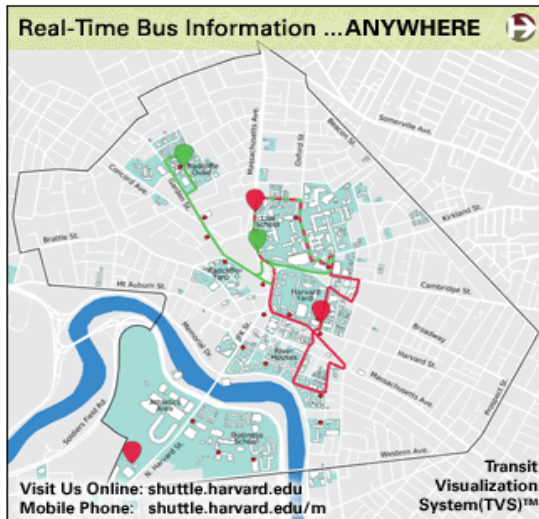
### **Medical Emergencies**

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.

## PASSENGER TRANSPORT SERVICES

Web: [shuttle.harvard.edu](http://shuttle.harvard.edu)

Mobile: [shuttle.harvard.edu/m](http://shuttle.harvard.edu/m)



The *Shuttle Tracker* is an online and mobile service that continuously displays the location of Harvard University shuttles and animates their motion against a detailed map of recognizable University buildings and landmarks.

The University Shuttle Service operates fixed route bus service during the academic year (except university recognized holidays and term breaks) providing safe, convenient, and reliable transportation throughout the Cambridge and Allston campuses. Major stops include: Memorial Hall, Pound Hall, Currier House, Mather House, Boylston Gate, Lamont Library, Harvard Kennedy School, and the Business School. Harvard Shuttles are open to all members of the Harvard Community, including faculty, staff, and students. From our low-floor and lift-equipped buses to our door-to-door van service, Harvard's entire system is accessible for riders of all abilities.

**The Daytime Van Service** is designed for persons who, because of mobility impairment or medical condition, find it extremely difficult or impossible to use the regular shuttle bus. This service operates year round throughout the Cambridge and Allston campuses and is available to all faculty, staff and students. Riders for the van service must be approved by local disability coordinators listed below. After approval, rides are by appointment only. The service normally operates from 7:45 a.m. until 7 p.m. seven days a week with reduced hours during the summer months and recess periods. Please call 617-495-0400 for more information or to schedule a ride.

For Customer Service, call 617-495-0400, (TTY#) 617-496-6642 or e-mail [shuttle@harvard.edu](mailto:shuttle@harvard.edu).

After 7 p.m., fully accessible shuttle vans are available through the Evening Van Service. (Reservations are not required for the Evening Van Service.)

**The Evening Van Service** is designed to transport faculty, staff and students safely about the campus area as a supplement to the shuttle bus system. The service operates between 7 p.m. and 3:00 a.m., seven days a week throughout the entire year, including summer and break periods. No advance arrangements are needed. However, the last call for a ride must be received by 2:30 a.m. For more information, or to request a ride, please call 495-0400.

### **MEDICAL SCHOOL SHUTTLE SERVICE**

The Medical School Shuttle (M2) is managed by the Medical Area Service Corporation (MASCO) year-round, Monday through Saturday, between the Lamont Library Gate on Quincy Street, Harvard Yard, and the Longwood Medical Area. For schedule information, call 617-632-2800. Check the current location of the M2 Cambridge anytime, anywhere with a mobile phone (web enabled) at <http://shuttlesmasco.org/m> or on the internet at <http://shuttles.masco.org>. Tickets and passes may be purchased in advance at 283 Longwood Avenue, Boston, or at the Events and Information center, Holyoke Center Lobby, Cambridge. GSAS students need only swipe their University ID card to ride the bus for free.

### **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](http://www.zipcar.com/crimson)**

**1-866-4 Zipcar**

Zipcar offers 24/7 self-service cars by the hour. Harvard has a special discounted membership rate for students, faculty, and staff. Zipcar has over 800 cars in the Boston area, including many on the Harvard campus. Reserve online, let yourself in with a Zipcard, and drive away. Dedicated parking spot, gas, and insurance are included in the usage fees. Cars include Toyota Prius hybrids, MINI Coopers, Toyota Tacoma pickups, BMWs, and more.

## PARKING

[www.uos.harvard.edu/transportation](http://www.uos.harvard.edu/transportation)  
Harvard University Parking Services  
46 Blackstone Street, Cambridge, MA 02139, 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 and commuters will be placed in the One Western Avenue 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 garage is valid 24 hours a day for students living within the campus area. Resident parking is for the academic year ending June 30, 2010.\* Parking for July and/or August is also available at an additional cost.

**Commuter Parking**—Non-assigned parking in the One Western Avenue garage between 7:00 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, 2010.\*

**Evening Commuter 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. Evening Commuter parking is available on the Allston side of the University to all students, and valid for the year ending June 30, 2010.\*

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.

\*Note: 2009–2010 rates have not been confirmed.

## **XIII. FAMILY SUPPORT AND BENEFITS**

There is a range of resources available to the families of GSAS graduate students.

### **ACCOMMODATION FOR CHILDBIRTH OR OTHER FAMILY NEEDS: ADJUSTING THE DEPARTMENT G-YEAR**

In connection with childbirth or other major, family related interruptions of timely progress in a graduate student's work, it is possible for students to seek a period of accommodation through an adjustment in the department G-year. A leave of absence is not necessary to receive this adjustment. Note that the Registrar's calculation of G-year begins at the time of a student's admission and continues until graduation. While the Registrar's G-clock does not stop, the departments have a separate calculation of G-year that may be adjusted by one year for any of the above reasons. Students who desire this adjustment in the department G-year based on a change in family circumstances should contact their department and request this change. The department will notify GSAS of this adjustment.

The adjustment of the department G-year gives flexibility in determining the completion of department requirements as well as the application of the Graduate School's G-10 policy (see Chapter VI). In the FAS humanities and social sciences departments this adjustment will be reflected in the years in which the guaranteed teaching fellowship will be available and will allow for an extension of eligibility to apply for dissertation completion fellowships.

### **HARVARD SPOUSAL BENEFITS**

#### **Athletics**

Recreation memberships are available to spouses, qualified domestic partners and dependent children (under the age of 25) of current GSAS students. Membership includes access to the Malkin Athletic Center, Blodgett Pool, QRAC, and Hemenway Gymnasium. These memberships may be purchased at the Murr Center Ticket Office. Ticket office phone number: 617-495-2211. Hours 9:00 a.m.–5:00 p.m., Monday–Friday.

Students should refer to the athletics department website, [www.athletics.harvard.edu](http://www.athletics.harvard.edu), for more information.

#### **Library**

Library privileges for spouses of students may be arranged at the Library Privileges Office at 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 and proof of marriage, to Room 130 in Widener Library. For more information on this process, please call 617-495-4166.

## **OFFICE OF WORK/LIFE RESOURCES**

**[www.childcare.harvard.edu](http://www.childcare.harvard.edu)**

**[employment.harvard.edu/benefits/worklife/](http://employment.harvard.edu/benefits/worklife/)**

**[Harvie.Harvard.edu](http://Harvie.Harvard.edu)**

**Holyoke Center 635, 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**

**[www.childcare.harvard.edu](http://www.childcare.harvard.edu)**

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.

## **DOCTORAL/PhD STUDENT CHILD CARE SCHOLARSHIP**

Harvard University is piloting a program to provide partial child-care scholarships to Harvard PhD/doctoral candidates with children enrolled/offered enrollment in one of the six Harvard-affiliated child care centers (Botanic Gardens Children's Center, Harvard Yard Child Care Center, Oxford Street Daycare Cooperative, Peabody Terrace Children's Center, Radcliffe Child Care Center, and Soldiers Field Park Children's Center).

To be eligible to apply for the pilot child-care scholarship, a student must:

- Be a currently enrolled full-time Harvard student in good standing;
- Be pursuing a doctorate (PhD, EdD, ThD, DrDes, SJD, DPH, etc.). Professional degree candidates (MD, JD, EdM, etc.) do not qualify;



- Have been offered a slot or have a child currently enrolled in a Harvard-affiliated child care center; and
- Meet income guidelines.

For more information, visit [www.childcare.harvard.edu/childcare/paying.shtml](http://www.childcare.harvard.edu/childcare/paying.shtml) or email [worklife@harvard.edu](mailto:worklife@harvard.edu).

## **HARVARD UNIVERSITY STUDENT HEALTH PLAN (HUSHP)**

### **Student Dependent Enrollment**

Dependents are eligible for enrollment in the Harvard Student Health Plan when the student is participating in the complete Harvard University Health Plan (HUSHP). Students will be required to supply appropriate documentation for each family member enrolled onto their plan. All enrollment applications must be submitted prior to the enrollment deadlines (fall deadline 9/30; spring deadline 2/28). For more information, please visit [www.huhs.harvard.edu/Insurance/Students.aspx](http://www.huhs.harvard.edu/Insurance/Students.aspx) or contact Member Services at 617-495-2008.

### **Dental Care**

Dental coverage is not included in HUSHP. For information on dental care options, including optional dental insurance enrollment deadlines and forms, visit the HUHS website.

## **HARVARD STUDENT SPOUSES AND PARTNERS ASSOCIATION (HSSPA)**

HSSPA is an organization open to spouses and partners of all Harvard students. Since 1896 it has provided a way for its members to make friends, find intellectual stimulation, and, most of all, feel a sense of belonging within the University. Its website is [www.hsspa.harvard.edu](http://www.hsspa.harvard.edu). Those interested may also contact HSSPA by e-mail at [hio\\_hsspa@harvard.edu](mailto:hio_hsspa@harvard.edu). HSSPA's Spouses Support Group is a volunteer based group to support spouses and partners of Harvard students and postdocs. It is a great opportunity to get together once a week to learn from others, exchange experiences at Harvard and make new friends. To receive a weekly announcement about meetings please send an email to [spousesupport@gmail.com](mailto:spousesupport@gmail.com).

## **GSAS STUDENT-PARENTS ORGANIZATION**

GSAS Student-Parents Organization aims to enrich the academic experience and provide visibility and support for graduate student and post-doctoral fellow parents at Harvard. This will result in the creation of a more collegial and happy environment for the entire Harvard community and attract a diverse, well-rounded, accomplished and mature pool of graduate student candidates. The group advocates for increased institutional and financial support, identifies and addresses problems that are unique to international graduate student parents, and increases awareness of issues regarding housing,

childcare, and community. The group also facilitates an email listserv, called the "Parentsgroup-list." If you are a graduate school student, a post-doctoral fellow, or a partner/spouse of a graduate student or fellow, and a parent, you may subscribe to this list (<http://lists.hcs.harvard.edu/mailman/listinfo/parentsgroup-list>). Contact the group chair, co-president Susannah Rose ([rose@fas.harvard.edu](mailto:rose@fas.harvard.edu)), for more information about this organization.

## **HARVARD INTERNATIONAL OFFICE RESOURCES**

### **Harvard Neighbors**

Harvard Neighbors is an organization open to Harvard faculty and staff and their spouses. Spouses of international students who would like to participate in the Community of International Women program are also welcome to join Harvard Neighbors. For more than 100 years, Harvard Neighbors has helped the Harvard community to promote friendly connections among its diverse parts. Members get to know each other through participation in interest groups and special activities. Membership and program information is available at [www.neighbors.harvard.edu/index.html](http://www.neighbors.harvard.edu/index.html).

### **Auditing or "Sitting In" on Courses**

Adult family members of international students and scholars may sit in on regular lecture courses in the Faculty of Arts and Sciences (FAS) and some of the other graduate schools, at the discretion of the faculty member. Arrangements for auditing are very informal. Those interested should choose the course by first consulting the FAS course catalog available online at [www.fas.harvard.edu/registrar](http://www.fas.harvard.edu/registrar). They should attend the first lecture. After it is over, introduce themselves to the professor, explain their status at Harvard and ask that they be allowed to audit the course. This privilege does not apply to small seminars or language courses.

### **English Classes**

The HIO can connect you to organizations that offer English classes in the Boston/Cambridge area. Please visit [www.hio.harvard.edu](http://www.hio.harvard.edu).

### **Information About Schooling for Children**

The HIO provides information about enrolling children in public or private schools on its website at [www.hio.harvard.edu](http://www.hio.harvard.edu).

### **Volunteer Opportunities**

Many institutions, especially those that operate on a non-profit basis, depend on the goodwill of people who contribute their skills and time without pay. Volunteering is an opportunity to become involved in the local community, to meet people from outside the University, and to learn something about American society. Volunteering may also provide a way to keep active in a professional area when paid employment is not a possibility. Consult the website [www.volunteersolutions.org/boston/volunteer](http://www.volunteersolutions.org/boston/volunteer) for some volunteer possibilities.

# **XIV. COUNSELING RESOURCES FOR STUDENTS IN THE GRADUATE SCHOOL OF ARTS AND SCIENCES**

## **RESOURCES AT GSAS**

**Dean for GSAS Student Affairs** Garth McCavana has general responsibility for the welfare of graduate students and monitors students' academic status, progress, and discipline. He 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: Holyoke Center 350, 617-495-1814; Dudley House, third floor, 617-496-3362; [mccavana@fas.harvard.edu](mailto:mccavana@fas.harvard.edu).

**Director of GSAS Student Services** Ellen Fox is 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](mailto:efox@fas.harvard.edu).

## **IN COMMON**

[www.digitas.harvard.edu/~incommon](http://www.digitas.harvard.edu/~incommon)  
**617-384-TALK (8255)**

**Sunday–Thursday, 8:00 p.m.–midnight, excluding Harvard holidays**

In Common is the peer counseling hotline for Harvard's graduate and professional schools. In Common 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.

In Common is staffed by current Harvard graduate and professional school students. The line is open throughout the academic year. Calls are anonymous and confidential; caller ID is not used. Student volunteers are trained and supervised by professionals from Harvard University Health Services (HUHS) and the Bureau of Study Counsel. Volunteers are recruited each fall; e-mail [incommonhelpline@gmail.com](mailto:incommonhelpline@gmail.com) or call 384-TALK for information.

**DEPARTMENT OF BEHAVIORAL HEALTH  
AND ACADEMIC COUNSELING**

**7 Linden Street, 2nd floor  
617-496-2053**

**Paul J. Barreira, MD, director**

**Hours: Monday–Friday, 9:00 a.m.–5:00 p.m.**

The Department of Behavioral Health and Academic Counseling (BHAC) at Harvard University Health Services unites the Office of Alcohol and Other Drug Services, Bureau of Study Counsel, Mental Health Service, and Office of Sexual Assault Prevention and Response, and the Center for Wellness in one department to better coordinate student-focused services. Below are descriptions of the services provided by each of these units.

**OFFICE OF ALCOHOL & OTHER DRUG SERVICES**

**7 Linden Street, 2nd Floor  
617-496-0133**

**Ryan Travia, MEd, director**

**Monday–Friday, 9:00 a.m.–5:00 p.m. and by appointment**

The Office of Alcohol & Other Drug Services (AODS) is a multidimensional resource for students, faculty, staff, and members of the larger Harvard University community, offering a wide range of programs and services aimed at reducing the negative consequences associated with heavy, episodic drinking and substance abuse. AODS collaborates with students and staff throughout the University to create a comprehensive program focused on the health and safety of Harvard students. For more information, please visit [huhs.harvard.edu](http://huhs.harvard.edu).

**BUREAU OF STUDY COUNSEL**

**Center for Academic and Personal Development**

**[www.bsc.harvard.edu](http://www.bsc.harvard.edu)**

**5 Linden Street, 617-495-2581**

**Abigail Lipson, PhD, director**

**Hours: Monday–Friday, 8:30 a.m.–5:30 p.m.**

**Summer Hours: Mon.–Fri., 9:00 a.m.–5:00 p.m.**

The Bureau of Study Counsel offers academic, personal, and consultative services for graduate students to help them thrive in their work, education, and personal development at Harvard. Services include: academic and personal counseling; dissertation support groups and other groups/workshops on issues related to student life and learning; academic peer tutoring in specific courses; peer consultation for conversational and cultural skills related to English as a Second Language (ESL); the Harvard Course in Reading and Study Strategies; and professional consultation for teaching fellows and residents tutors/proctors on issues related to their work with undergraduates. See Chapter XI, Bureau of Study Counsel and visit the Bureau's website for more information.

## MENTAL HEALTH SERVICES

### Main Clinic

HUHS at Holyoke Center, 75 Mt. Auburn St., 4th Floor  
617-495-2042

**Richard Kadison, MD, chief of Mental Health Services**  
**for hours of operation please visit [www.huhs.harvard.edu](http://www.huhs.harvard.edu)**

HUHS Mental Health Services provides 24/7/365 coverage to students, offering counseling for a wide variety of concerns, including:

- bereavement
- transitional issues and adjustment difficulties
- depression, anxiety, or stress
- concerns interfering with work or relationships
- sexual concerns
- high-risk behaviors around food, alcohol and/or other substances

Treatment options include individual psychotherapy, medication management, biofeedback, group and couples therapy. All visits are confidential and mental health records are held separately from the rest of the medical record, except for information on medications and hospitalizations. Appointments may be made weekdays during business hours by phone or in person, and are scheduled within 24 to 48 hours of initial contact. **Cancellations must be made at least 24 hours in advance of a scheduled appointment, or the student will incur a charge.** For more urgent concerns, same-day appointments are available during regular hours of operation, and mental health clinicians are on call evenings, weekends and holidays. Students needing to renew prescriptions are advised to call their provider at least 48 hours in advance to allow time to process the request. For further information, please contact HUHS Mental Health Services or visit [www.huhs.harvard.edu](http://www.huhs.harvard.edu).

### **Satellite Clinics**

Mental health services are also offered at satellite health clinics on the Harvard Law School, Business School, and Longwood Medical Area campuses. For locations and hours of operation please visit [www.huhs.harvard.edu](http://www.huhs.harvard.edu).

## OFFICE OF SEXUAL ASSAULT PREVENTION AND RESPONSE

[www.fas.harvard.edu/~osapr](http://www.fas.harvard.edu/~osapr)

731 Holyoke Center; 24-hour response line: 617-495-9100

OSAPR will be closed July 2009 and Dec. 24, 2009–Jan. 15, 2010

**Sarah Rankin, director**

The Office of Sexual Assault Prevention and Response (OSAPR) provides confidential, 24-hour information, assistance, and support for those who have experienced sexual assault and related forms of interpersonal violence, including sexual harassment and relationship abuse. Services provided by HUHS and OSAPR include:

- Transportation to Harvard-affiliated hospitals and coordination of follow-up care as appropriate
- Assistance with resource referrals
- Explanation of options for medical and mental health care, reporting, and adjudication
- Consultation and support for friends, partners, and other relations of sexual assault survivors
- Educating the Harvard community about sexual assault, its prevention, and its impact

Students may access these services by calling or visiting the Office. All communications and services are completely confidential and no information about the victim will be reported to the police unless the victim requests it.

## **AIDS SUPPORT GROUP**

This discussion group is not currently meeting. Students who are interested should call Barbara Gilmore, APRN, Mental Health Services, 617-495-2042.

## **SPECIAL SUPPORT: LIFE RAFT**

**[huhs.harvard.edu](http://huhs.harvard.edu)**

Life Raft is a weekly bereavement support group for students, faculty, and staff facing life-threatening illness or death, or the death of a loved one; it is also available to their family members and friends. Life Raft offers free, confidential contact by phone or in drop-in meetings every Wednesday from noon to 2:00 p.m. in the ground-floor conference room of Memorial Church. The Life Raft group includes members of various ages from all areas of the community; discussions are ongoing and there is no obligation for continuous attendance. For more information, please call the Life Raft Coordinator, Barbara Gilmore, APRN, Mental Health Services, 617-495-2042.

## **HARVARD CHAPLAINS**

**<http://chaplains.harvard.edu>**

**Ground floor, Memorial Church, 617-495-5529**

Harvard Chaplains is the umbrella organization of 38 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 are available to meet and talk about spiritual concerns, and ethical and personal matters. Visit the website for complete up-to-date information, news and events, and a full description of groups and worship services.

## **ACCESSIBLE EDUCATION OFFICE**

**[www.fas.harvard.edu/~aeo](http://www.fas.harvard.edu/~aeo)**

**Louise H. Russell, director**

**617-496-8707 (voice); 617-496-3720 (deaf/hard-of-hearing)**

Academic, residential and programmatic accommodations may be appropriate for qualified students with physical, mental health or learning disabilities or some health conditions. AEO is able to discuss the impact which long- or short-term health-related conditions may have on their University life. Accommodation requests are reviewed by AEO in conjunction with clinical documentation—see <http://www.fas.harvard.edu/~aeo/documentation.html>. Documentation should not be provided to academic personnel. Graduate students who require accessible housing should register and provide AEO with clinical documentation no later than May 1. Refer to GSAS Housing Services at 617-495-5060 or [gsasous@fas.harvard.edu](mailto:gsasous@fas.harvard.edu) for additional questions about housing.

## **DEREK BOK CENTER FOR TEACHING AND LEARNING**

**<http://bokcenter.harvard.edu>**

**Science Center 318, 617-495-4869**

The Derek Bok Center coordinates a variety of activities to help those who teach at Harvard improve teaching skills. Experienced staff members are available 9 a.m.–5 p.m. to discuss issues related to teaching. (See Chapter XI.)

## **OFFICE OF CAREER SERVICES (OCS)**

**[www.ocs.fas.harvard.edu](http://www.ocs.fas.harvard.edu)**

**54 Dunster Street, 617-495-2595**

**Robin Mount, interim director of career services**

**and director for GSAS and PhD advising**

**Laura Malisheski, assistant director for GSAS and PhD advising**

**Amy Sanford, assistant director for GSAS and PhD advising**

The Office of Career Services assists GSAS students and alumni in preparing for their professional future. Through individual counseling, workshops, guest speakers, work groups, and extensive library and alumni resources, OCS provides information about career opportunities and instruction in the process of self-assessment, career exploration, and the job search. Academic and nonacademic job search panels and workshops are held both at OCS and at Dudley House. Mock practice interviews are also available for students at the interview phase of the job search process. An online OCS Dossier Service, for keeping letters of recommendation from professors on file and sending them out on request, is available to all GSAS students and alumni applying for academic positions, postdoctoral positions or fellowships. To make an individual appointment with a counselor please call 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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