



HARVARD
UNIVERSITY

GRADUATE
SCHOOL

OF
DESIGN

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2023-2024 Student Handbook

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1. Student Affairs Canvas Site

This Handbook contains policies and procedures of the Harvard Graduate School of Design (GSD). Although we have attempted to include most of the regulations governing graduate academic programs, some programs have additional requirements and regulations of their own. Students also should become familiar with the academic policies relevant to their individual program.

The Graduate School of Design reserves the right to make changes to the Student Handbook at any time without advance notice. These changes may affect such matters as tuition and 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.

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

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

Welcome to the GSD from Student Affairs! We are delighted that you have chosen to be a part of our community.

Student Affairs includes the areas of: Admissions, Career Services, Financial Aid, the Registrar, and Student Life at the GSD. Student Affairs is responsible for all aspects of administration pertaining to supporting students’ admission, registration, academic records, degree progress, social and academic well-being, and financial support.

In Student Affairs our offices are united by a common purpose: to prioritize the welfare and success of our students. Whether you are an enthusiastic prospective student exploring programs, a participant in orientation, a student registering for courses, applying for financial aid, seeking academic and personal support, or preparing for commencement, Student Affairs stands ever ready to provide unwavering support throughout your journey.

This Student Handbook is designed to provide you with information about the GSD and the University, including the policies and procedures that govern academic and student life, as well as the many resources and support available to you.

We urge you to familiarize yourself with this Handbook, as it will be a helpful resource to you during your graduate studies. Below, please find the Student Affairs directory and contacts for your reference.

Directory

Area	Location	Email
Student Life (Student Activities, Student Support)	Gund Hall, Room 420	studentlife@gsd.harvard.edu accessibility@gsd.harvard.edu studentorgs@gsd.harvard.edu deanofstudents@gsd.harvard.edu
Enrollment Services (Admissions, Financial Aid, Registrar)	7 Sumner Road, Room 102	admissions@gsd.harvard.edu financial_aid@gsd.harvard.edu registrar@gsd.harvard.edu
Career Services	7 Sumner Road, Room 103	career@gsd.harvard.edu

Please refer to the [Student Support and Resources Canvas site](#) for a comprehensive directory of all Harvard Resources.

Academics

Academic Calendar

Please consult the [Academic Calendars & Schedules site](#) for information regarding important dates for the current academic year.

Degree Requirements Policies

Overview

Students should refer to the program description, available online, in effect at the date of matriculation to determine the requirements for completion of a particular program of study. When changes in degree requirements occur, students may elect to complete their programs of study under the newer degree requirements, assuming it will not extend the length of their studies. Students must inform their program administrator if they choose to follow the new requirements. Although staff members in the Office of Student Affairs and degree program offices will assist students in completing degree checks, it is each student's responsibility to determine that all degree requirements have been met.

The GSD does not accept transfer credits toward degree program requirements.

Concurrent and Joint Degrees

Concurrent Degrees

Students may pursue concurrently two degrees offered by the Graduate School of Design, thereby reducing the total amount of time necessary to obtain both degrees if they were pursued separately. The following procedures apply whether the student is seeking admission to the GSD for the first time or is currently enrolled in a degree program. To pursue concurrent degrees, a student must be admitted into each degree program independently.

Admission to or enrollment in one program does not guarantee acceptance by another.

Applying after Enrollment

Currently enrolled students seeking admission to a second-degree program must follow the same procedures and apply by the same deadline as new applicants. Current students admitted to a second program must, upon admission to the second program, contact the relevant program coordinators to work out an approved plan of study. The number of additional semesters beyond the other degree required for concurrent degrees with the MDes program is dependent upon

assessment of related coursework. Please contact the UPD Department for specific information regarding a concurrent MUP degree.

Residency and Requirements

The minimum full-time residency for obtaining concurrent degrees is two academic terms more than the residency requirement of the longer of the two programs. Students seeking concurrent degrees must complete the requirements of both programs before either degree is conferred. Degrees are not conferred separately, nor will students participate in Commencement activities until the requirements of both degree programs have been met. There are no MDE, MRE, or DDes concurrent degrees. Persons interested in concurrent degrees should contact the Office of Admissions.

Joint Degrees with Other Harvard Graduate Schools

Students may be able to simultaneously pursue degrees offered by the Graduate School of Design and another Harvard University graduate school, thereby reducing the total amount of time necessary to obtain both degrees if they were pursued separately. To pursue two degrees simultaneously, students must be admitted into each school independently pursuant to that school's own admissions criteria. The minimum full-time residency and curricular requirements at the GSD for students seeking joint degree status depend upon the degree program to which the student seeks admission at the Graduate School of Design.

The MUP degree program is the only program at the GSD that offers joint degrees. For information about these programs, please consult the MUP's [Concurrent and Joint Degrees site](#).

Students may not obtain joint degree status at the GSD by seeking degrees at graduate schools other than those at Harvard University, and only in those that have been approved.

Changing Degree Programs

Admission into one degree program at the GSD does not guarantee the ability to be admitted into another GSD degree program. Currently enrolled students seeking admission to a second-degree program must follow the same procedures and apply by the same deadline as new applicants. The application will be considered with the review of other candidates for the following academic year. Units for work completed in previous GSD degree programs will not be accepted toward the new program.

In addition, students cannot switch MDES Domains. They must apply for the new Domain according to the normal admissions procedures and deadlines.

Exchange Programs

The spring semester exchange program at ETH (Swiss Federal Institute of Technology) in Zürich is available for a limited number of students enrolled in the professional Master of Architecture degree program. Each year a small number of second- or third-year students are selected to participate by a faculty committee in the Department of Architecture.

Registration and Enrollment Policies

Overview

Students are required to be enrolled on a full-time basis during the number of terms of residence required by their respective degree programs, unless they are a splitting Master in Architecture I or Master in Design Engineering student. A student must be enrolled and in good standing to be eligible to submit a thesis.

Students in all degree programs must take 20 units/semester, with the exception of MDes (16) and MDE (18) students. Certain limits apply for students in the MArch I program during the semester when they “split”. To exceed these limits, a student must receive approval from their Program Director, via the petition available on the Documents tab in my.Harvard. Students are charged additional tuition on a per-unit basis when they exceed the following limits in a semester:

MDes – 20 units

MDE – 22 units

All other programs – 24 units

Units not taken in a prior semester do not carry over to a succeeding one.

Part-time Enrollment

Permission for part-time enrollment will be granted only as a special exception, and usually only for medical reasons. When approved for part-time enrollment by the Director of Student Affairs, a written, detailed plan for completing remaining degree requirements must be approved by the Program Director and filed with the Director of Student Affairs and the Registrar. MArch I students who choose the split-semester option, which extends their final term to the full academic year for part-time study, are not required to submit a plan of study. When part-time, students must take a minimum of eight units to remain eligible for financial aid. International students must speak with the Registrar if they are considering part-time enrollment for medical reasons, as the Harvard International Office has separate requirements that must be met for this approval.

Extending Degree Program

Students cannot choose to extend their degree programs, with the exception of MArch I students who choose to split their final semester. In cases when a student is unable to meet their degree requirements by the prescribed number of semesters for their degree program, whether for failing or incomplete grades, the student must consult with their Program Director and the Director of Student Affairs to determine a plan for completion. Students cannot withdraw from courses in their final semester if those courses are required to meet their graduation requirements.

Splitting Policies

Overview

MArch I and MArch I AP students may choose to split their final, fall semester into two semesters. A Facilities Split Fee (\$1,000) is applied to the spring semester bill. Students who choose this option will formally enroll in thesis during the fall or spring semester and take only lecture and seminar courses in the other semester. Students who split will be charged half tuition for both semesters, with the understanding that they will enroll in no more than 28 units for both semesters combined. Taking more than 28 units will result in additional tuition charges. Students who split do not have the use of a desk during the semester in which they do not enroll in thesis. In the spring semester prior to their final year at the GSD, the Architecture Department will email the necessary form to eligible students.

Splitting for International Students

International students who split must take no less than 16 units during their penultimate semester to maintain their F-1 visas.

Grading

A single grading system is used in all courses at the GSD.

Distinction (DIS)	Work of clearly exceptional or exemplary merit
High Pass (HP)	The highest standard grade given for excellent work
Pass (P)	Satisfactory work of consistent quality

Low Pass (LP)	Work that shows deficiencies but meets minimal course standards
Fail (F)	Work that does not meet minimal course standards; students receive no credit for failed courses
Satisfactory (SAT)	Used to indicate that the doctoral thesis is in progress or that course standards were met
Unsatisfactory (UNS)	Indicates unsatisfactory doctoral thesis progress or that course standards were not met
Incomplete (INC)	Indicates incomplete coursework and is only granted for medical reasons
Permanent Incomplete (INP)	Indicates incomplete work not submitted by the deadline; students receive no credit for permanently incomplete courses
Withdrawal (WD)	Assigned automatically for courses dropped after the add/drop deadline

The GSD utilizes a system of deficiency units based on a student's grades and the number of semesters completed to determine satisfactory progress and whether the termination process is initiated. Receipt of an excessive number of permanent incompletes, low passes, or failures (or their equivalents at other schools) may result in action under the policy on Satisfactory Progress and Termination (see below). The GSD does not use a grade-point average or rank-in-class system. Non-GSD students who cross register into a GSD course are evaluated on the same grading system as are GSD students, except for Harvard College students who may submit an ordinal grade request to the FAS Registrar's Office via my.Harvard.

Grade Changes

Evaluation of a student's performance and assignment of grades in each course is the responsibility of the instructor of record for that course, and final authority rests with the instructor. After grades have been submitted to the Registrar's Office, except for the grade of "Incomplete (INC)," grade changes can be made by the instructor of record and with the approval of the department chair only for the purpose of correcting an error made in calculating the grade (mathematical, administrative, or other clerical error). A grade may not be changed because of a

reevaluation of a student's work. Students can always ask an instructor for an explanation of their grade.

Grade changes may be made by the School's administration in response to a disciplinary proceeding, including those proceedings that may take place after a student has graduated. After degrees are voted on and approved by the GSD faculty, grades for a graduating student cannot be changed by an individual faculty member for any reason.

Petition for Incomplete

The option of receiving an incomplete grade (INC) is not automatic. A grade of INC cannot be issued until a Petition for an Incomplete has been signed and filed with the Office of the Registrar. Petitions for INCs in studios/thesis or Open Project must be approved by a student's Program Director or Domain Head, respectively, as well as the course instructor and will be granted only for medical reasons as verified by the Director of Student Affairs. Petitions in non-studio courses only need to be approved by course instructors at their own discretion. Petitions must be submitted prior to the last class meeting of the course.

The recommended completion date for INC grades is two to four weeks from the final meeting date of the class. The actual date will be set between the course director and the student. The maximum amount of time a student may be given to complete coursework is one term. For example, if a student receives an INC in a fall course, then work for that course must be completed during the spring term and submitted by the last day that classes meet that semester, which is considered the end of the spring term. Likewise, if a student receives an INC in a spring course, then work for that course must be completed and submitted by the last day that classes meet the following fall semester. Incompletes received at other schools are beholden to those schools' completion policies, although students should note the second bullet point below.

If a student takes a leave of absence and has one or more INCs, those courses must be graded prior to the student's return to their studies. Otherwise, the incompletes will lapse to failing grades (see below).

Please make note of the following exceptions:

- An incomplete in a studio or core course must be successfully completed prior to the first day of the next term of enrollment. Failure to complete the work for the studio or core course prior to the first day of the new term will result in an administrative leave of absence, or withdrawal if the student has already accrued two semesters of leave previously.
- If a student has two or more incomplete grades, including those at other schools, the degree program may limit the number of courses in which a student can register in a

future semester, until the incomplete courses are graded or only one INC remains. Any reduced load will be conveyed to the Associate Dean for Student Affairs and the Registrar.

- If a student has two incomplete grades that lapse to permanent incompletes, they must meet with their Program Director to devise a plan for addressing the resulting lack of credits in order to meet their degree requirements. Accrual of any additional permanent incompletes will require this same action. The plan will be shared with the Associate Dean for Student Affairs and the Registrar.

Students in their final semester of study are only granted incompletes for documented medical reasons. This documentation and the petition must be provided to and approved by the GSD Accessibility Office. These must be completed prior to the next immediate departmental degree vote date. An Incomplete that has not been completed by the deadline will lapse and become a permanent incomplete grade and will count as a failing one toward deficiency units (see Satisfactory Progress below). An INC on a student's record at the time of graduation or withdrawal will be updated to a permanent incomplete and becomes a part of the student's permanent record.

Extensions for resolving incompletes beyond the deadline are only granted for documented medical reasons, with a new due date determined in consultation between the Associate Dean for Student Affairs and the course instructor. Students seeking an extension need to provide the Associate Dean for Student Affairs with medical documentation to begin the extension process.

Incomplete or Unsatisfactory Thesis

A student whose thesis or Open Project are not accepted must extend work by registering for additional terms. A maximum of one additional term will be granted for completion of a master's thesis or Open Project, and only when it is determined by the degree program that a full semester is required. A student who must repeat the thesis because of failure may also be required to repeat the thesis preparation period, in which case it would be necessary to register for two additional terms. Tuition will be charged on a per-unit basis for the course(s) that must be enrolled in to meet degree requirements. Students cannot enroll in courses beyond those required.

Doctor of Design students can register for additional terms for thesis completion only with advisor approval.

Warning Letters

Instructors send midterm warning letters about eight weeks into the term to students experiencing academic difficulty. Due to the short duration of module courses, faculty are not

expected to send warning letters midway through the module. These letters inform students that if their academic performance does not improve, they may receive a low pass or fail. Students experiencing academic difficulty after the middle of the term may also receive a written warning. Failure on the part of the instructor to submit a warning letter to the student does not preclude the instructor from assigning a low pass or fail. A copy of the letter is forwarded to the student’s academic advisor and to the Registrar for permanent inclusion in the student’s file, regardless of the student’s final grade.

Satisfactory Progress

1. The following conditions must be met for students to be considered as making satisfactory progress:
2. Continuous full-time enrollment (except for approved part-time status and leaves of absence)
3. Completion of the degree requirements of their program within two terms beyond the prescribed number of terms for that program (plus extensions due to approved part-time status and leaves of absence)
4. Achievement of a satisfactory grade record. A grade record is satisfactory until deficiency units are accumulated to the extent that the student has reached the dismissal threshold.
5. Deficiency units are calculated as follows:
 - o Fail = one deficiency unit per unit of course (for example, a Fail in a 4-unit course is the equivalent of 4 deficiency units)
 - o Permanent Incomplete (*past deadline*) = like Fail, one deficiency unit per unit of course
 - o Low Pass = one half deficiency unit per unit of course (for example, a low pass in an 8-unit course is calculated as follows: 8 units x 0.5 = 4 deficiency units). For courses taken outside the GSD, passing grades below “B-” or “satisfactory” will be considered equivalent to a low pass.

The following are numbers of deficiency units in each degree program that, upon accumulation, will put a student at the warning or dismissal threshold:

Semester Completed	Warning Threshold (Deficiency Units)	Dismissal Threshold (Deficiency Units)
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1, 2	4	8
3, 4	6	12
5 or more	8	16

*Semesters are counted as completed in accordance with the specific requirements for award of degree for each program.

Warning and Dismissal Thresholds

At the completion of each semester once all grades have been submitted, the Registrar calculates students who have reached or exceeded the “warning” or “dismissal” threshold due to deficiency units accrued that semester. Those on or over the “warning threshold” receive a letter which is also sent to the academic advisor, Program Director, Director of Student Affairs, and Registrar. It is an opportunity for the student to meet with his/her academic advisor and anyone else who might provide academic support.

In the case of a student who has not maintained satisfactory progress and is at the dismissal level, the department or Advanced Studies Program (MDes and DDes) faculty will review the situation. For students who reach the dismissal level at the end of the fall semester, that review and vote will occur at the start of the following spring semester. For the spring semester, this will take place in the summer, as soon as is administratively possible. Prior to this meeting, a letter will be sent to the student explaining the process.

The student at the dismissal level should meet with the Program Director, academic advisor, and Director of Student Affairs. The student is given an opportunity to provide any pertinent information to be presented at the departmental or ASP meeting. Unless the department or ASP faculty votes by a majority to halt the dismissal process, the case will automatically be referred to the full Faculty of Design. The possession of deficiency units at the dismissal threshold will normally result in a departmental faculty action to dismiss the student. No student shall be dismissed except by a vote of at least two-thirds of the voting members of the faculty present and voting thereon. If the departmental faculty do not vote to stop the dismissal proceedings, the vote will move forward to the next full faculty meeting. A student may withdraw voluntarily any time before the full faculty vote. The decision of the full faculty will be final. The transcript will note the dismissal or withdrawal. While a student dismissed for academic reasons is eligible to reapply for admission to the GSD later, the application is unlikely to be approved.

Doctor of Design students must satisfactorily complete 32 units of course work, pass a general examination and defend an approved thesis prospectus according to the [curriculum timeline](#). Failure to do so will initiate termination procedures.

Financial Aid recipients should also review [the policy as it related to financial aid eligibility](#).

Cross-Registration Policies and Procedures

Total Term Load

Cross-Registration units may not represent more than one half of the student’s total program in any one term. MDes students may exceed this limit with the permission of their domain head.

Availability of Subject

They should normally be subjects not available at the GSD. If there is apparent duplication of the subject in the two schools, there must be a valid reason for enrolling outside the GSD. If a course is jointly offered at another school, i.e., it has both a GSD course number and course number at another school, students must enroll in the GSD iteration.

Relevance to GSD Degree Program

They must not constitute, in their ensemble, a program that is separate from, or in addition to, the program for which the student is formally registered in the GSD.

Harvard College and Harvard Summer School Courses

Students may take a maximum of two undergraduate level courses, at either Harvard College or Harvard Summer School (or a combination of the two), to be applied toward their GSD degree. The one exception is MDes students who may take a maximum of three undergraduate-level courses, or their equivalent, that does not exceed twelve GSD units at the College, keeping in mind the total maximum of non-GSD courses noted for MDES students above. Students will not receive credit toward the fulfillment of degree requirements for more than two courses (three for MDes) taken at the undergraduate level (however, no more than two courses taken at the Summer School, at any level, can be applied toward their degree). Each student interested in taking cross-registered courses must contact their degree program to learn about specific cross-registration restrictions.

Cross-Registration Process

A student wishing to cross-register for any Harvard or MIT course should add the course to their Crimson Cart and after any required approvals are granted, enroll in it. Step-by-step instructions for this process are found [here](#). Students failing to complete their non-GSD enrollments will not be considered enrolled elsewhere and will not receive credit in the GSD. Students must abide by the regulations of the school into which they are cross-registered and will be assigned grades under the system of that school; however, **the GSD will not accept cross-registered courses taken pass/fail or SAT/UNSAT**. The only exception to this policy is if the course is ONLY graded in one of those manners. In addition, any course taken at MIT for the equivalent of their credits between 1 – 5 will not count towards your academic progress at the GSD. The threshold at which they begin to count is 6 or higher. **FOR INFORMATION REGARDING THE MIT COURSE MEETING TIMES AND LOCATIONS, YOU WILL NEED TO REFER TO THE [MIT COURSE CATALOG](#).**

Deadlines

When cross-registering, students must abide by the dates and policies of the school in which the

course is offered, unless the GSD deadlines are earlier (petitions are always due by the earlier deadline). Information on individual school cross-registration dates and policies can be found on the splash page of the my.Harvard Course Search, or on the individual school websites listed below.

The cross-registration deadlines for **non-GSD students** cross-registering into GSD courses are September 18 (fall) and February 2 (spring). MIT and Fletcher students who wish to cross-register into GSD courses must consult with their home school registrar’s office for instructions regarding the enrollment procedures.

Grades

If a GSD student receives a grade considered passing at the school at which the course is listed, they may receive credit for cross-registered courses offered by Harvard College; Harvard’s Graduate School of Arts and Sciences, Business School, Kennedy School of Government, Graduate School of Education, Chan School of Public Health, Law School, or Divinity School; the Fletcher School of Law and Diplomacy at Tufts University; and MIT.

GSD students cannot cross-register into another course on a pass/fail or satisfactory/unsatisfactory basis, even if the host school allows it. As noted above, the only exception to this policy is when the course is ONLY offered on a pass/fail or satisfactory/unsatisfactory basis. Otherwise, cross-registered courses must be graded according to the host school’s standard, ordinal system. GSD students wishing to audit a course should arrange directly with the registrar and instructor. Audited courses are not recorded on transcripts. Students from outside the GSD who wish to audit a GSD course should contact the GSD’s Office of the Registrar to acquire a petition to audit.

GSD students must consult and abide by the GSD’s policies regarding receipt of Incomplete grades in non-GSD courses (see Petition for Incomplete above).

Grading Systems

School	Satisfactory	Low Satisfactory	Fail
Graduate School of Design	DIS, HP, P	LP	F
Business School	E, SA -I, II	LP/ -III	UNS – IV
Divinity School	A, A-, B+, B, B-	C+, C, C-, D+, D, D-	E

Faculty of Arts & Sciences	A, A-, B+, B, B-/SAT	C+, C, C-, D+, D, D-	E/UNS
Kennedy School	A, A-, B+, B, B-/SAT	C+, C, C-, D+, D, D-	E/UNS
Law School	H, P	LP	F
Medical School	EXL, SAT, P		U
School of Education	A, B	C, D	E
School of Public Health	A, A-, B+, B, B-, /P	C+, C, C-	F
MIT	A, B	C, D	F
Fletcher (Tufts)	A, A-, B+, B, B-, SAT		C and below

Note that although MIT utilizes “+” and “-” grade modifiers internally, they are not reported to other offices, and thus only whole, ordinal MIT grades will appear on a student’s GSD record.

Cross-Registration Credit Chart

Credit/unit conversions can be found in the my.harvard Course Search, by clicking on the Credit Conversion tab. Choose Harvard Graduate School of Design as your Home School. Those schools that are not listed have a 1:1 conversion with GSD units.

Cross-Registration Policies at Other Schools

Students should familiarize themselves with the policies and procedures outlined by the school into which they will be cross-registering.

Cross-Registration Policies Within Harvard

- [Faculty of Arts and Sciences](#)
- [Business School](#)
- [Divinity School](#)
- [Kennedy School](#)
- [Law School](#)
- [Medical School](#)
- [School of Education](#)
- [School of Public Health](#)

Cross-Registration Policies Outside Harvard

- [Massachusetts Institute of Technology \(MIT\)](#)
- [Fletcher School of Law and Diplomacy at Tufts](#)

Helpful Information

- You may add multiple courses to your Crimson Cart before submitting the actual enrollments.
- It can be helpful to email or speak to the instructor about your interest in cross registering when petitioning to add a course.
- Instructors will receive an email alert if students have submitted a petition for their course.

Instructors approve or deny student requests via my.Harvard.

- GSD students are not enrolled in a course until they receive email notification from the Host School registrar, **except for MIT which enrolls you as soon as their instructor approves you, even if you did not take the last step of moving the course from your Crimson Cart to your Enrolled Courses. Students should make note of this oddity, as it could result in one or more phantom enrollments at MIT. Students should reach out to the GSD's Office of the Registrar with any questions about this.**

Note for Graduating Students

Please note that if you are a May graduate and cross-register into MIT courses during your final semester, there is a chance that we will not receive those MIT grades in time for them to be considered by your department when they are considering Commencement-related academic awards. Because MIT's spring semester generally starts a week after the GSD and Harvard, we find that students are often still taking their MIT final exams while GSD degrees are being voted on. Missing MIT grades at the time of the degree vote will not prevent you from graduating; a failing or incomplete grade would.

Course Waivers and Substitutions

Waiving Required Courses

Students who have satisfactorily completed courses that are equivalent to, or more advanced than, those required for completion of the degree program may request a waiver of such course(s) via the Course Waive/Substitution Form available on the Documents page in [my.Harvard](#). The petition must be approved by the faculty member assigned by the department to review equivalency for the course in question. Each course must be approved separately. A course taken previously may be used to waive only one course at the GSD. The minimum grade received must be a C or its equivalent. Students must be prepared to present evidence of course work taken previously, such as catalogue descriptions, course syllabi, transcripts, assignments, papers, and exams. The completed petition must be filed with the Office of the Registrar by the course enrollment deadline, one week after classes have started during the term in which that course is normally required, unless the degree program has noted an earlier deadline.

Waiving a course absolves a student of that course enrollment requirement, but not the overall number of units required for the degree. The waived units must be replaced by either another required course, a distributional elective, or a pure elective course.

AP Waiver Process

MArch I students who enter with advanced standing are not normally required to take any of the

required courses from the first two terms of the program. Students will be informed by their Program Administrator of first-year courses they are still required to take.

However, if there are any courses in which you were waived but you feel your background is not sufficient or that you think would be useful to you during your studies, you may enroll in that course(s) in the fall or spring (except for first-year core studios). If you elect to take a first-year course (regardless of when you take it), you will need to inform the Registrar and the Architecture Department for it to count toward your degree, but no other approval process would be needed. Taking a course from the first-year curriculum would not extend your degree program, though it would take the place of an elective. MLA students with advanced standing should refer to the course of study outlined on the Degree Requirements section of the MLA degree page on the GSD web site. A faculty review upon admission determines the requirements for each student. Students may apply for a waiver of a required course after registration. Students who file approved waive petitions must enroll in other required or elective courses of equivalent unit value to replace each course waived. Student transcripts will indicate that a required course has been waived, with no grade assigned.

Substitution for Required Courses

Students may petition to take another course instead of a required course when they can demonstrate that the timing of the required course is detrimental to their program of study or when they are capable of taking more advanced work than the required course. The Course Waive/Substitution Form is available on the Documents page in [my.Harvard](#). It must be approved by the instructors normally offering the required course. The completed course substitution form must be filed with the Registrar's Office during the term in which that course is normally required. The deadline is the same as that for the course enrollment period, one week after classes have started. Course descriptions are available in the GSD [Course Directory](#). Please also consult with your degree program regarding any specific policies they have concerning this process.

Attendance

Overview

All students are expected to attend classes regularly. Absence for whatever reason, including participation in a site visit or other school related activity, does not relieve a student from responsibility for any part of the work covered in the class during the period of absence. If a student will be absent for more than a few days due to medical reasons, they must inform their Program Director and the Director of Student Affairs, who will notify the appropriate faculty members. Extended absences may preclude receiving course credit at the discretion of the faculty member or Program Director. Normally, any students absent from class for over two weeks without approval from their Program Director and the Director of Student Affairs will not receive

credit for that course(s). Under these circumstances a grade of WD (Withdraw) will be given for each class in which the student has been absent.

New and returning students must be present in Cambridge no later than the start of their academic programming. For new students: those required to attend a pre-semester workshop must be present on the first day of the workshop and must stay to attend orientation. New students who are not required to attend a pre-semester workshop are required to be present no later than the first day of orientation. All students must be present by the first day of classes and/or studio options. Additionally, students who successfully lottery into limited-enrollment courses must be present for at least the first class meeting (or more as noted by the instructor), or they will be dropped from the course(s).

Storm and Emergency Conditions

In the event of inclement weather conditions or other types of emergencies, students and faculty should check these resources for information regarding the status of class meetings.

[Harvard's homepage](#)

[GSD's homepage](#)

The GSD Hotline: 617-495-1039

Harvard's 'special conditions' line: 617-496-NEWS

Unless there is an emergency posting on one of those sites, or you have received an email stating an emergency, students should assume that classes will be held. If instructors are not able to travel to Gund Hall, they will try to email their students and/or contact program offices or TAs, with class likely taking place via Zoom. Every effort is made to keep Gund Hall open. The library, computer resources, wood shop and staff offices may be closed, while the studio trays remain open. On rare occasions, such as a state of emergency declared by the governor, or a university-wide emergency declared by the president or provost, it is likely that university buildings would be closed, including Gund Hall.

Exam Schedules

Students are required to take examinations as scheduled. Absence from examinations is permissible only in extraordinary circumstances, and the reason must be verified. If authorized by the instructor, the instructor's department administrator will arrange the makeup. At the outset, students are expected to be present for the entirety of the fall and spring exam periods as noted on the academic calendar. The course specific schedule is not set until the middle of each semester and is subject to change.

Absences Due to Religious Holidays

A student who is absent from a review or examination because of their religious belief 'shall be provided with an opportunity to make up such examination...' (Massachusetts General Laws, Chapter 151C, Sec. 2B). The student is responsible for informing instructors of conflicts caused by religious holidays. If conflicts are unavoidable, students who will miss a review or examination for religious reasons shall be offered an opportunity to make up the work, without penalty, unless it can be demonstrated that such a makeup opportunity would constitute an 'unreasonable burden' on the faculty. Students must request this accommodation during the first week a class meets, or whenever the dates of exams or reviews are announced.

Absences Due to Hospitalization or Emergency Room Visits

If a student will be absent for more than a few days due to hospitalization or emergency room visits, they must inform their Program Director and the Director of Student Affairs, who will notify the appropriate faculty members.

Clearance for Return from Hospitalization

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

Reason for Policy

An important consideration in the GSD's decision as to whether a student may continue in or return to residence and enrollment is the impact of the student's presence on the community. A student who is injured, ill, or exhibiting disturbing or disruptive behavior may require ongoing care. Serious alcohol- or drug-related problems, in particular, have the potential to disrupt residential life and/or life in the academic community significantly and impair a student's ability to function academically and socially. GSD considers unreasonable the expectation that roommates, suitemates, friends, or GSD staff will take on health care responsibilities for other students.

Any student may refuse to allow consultation between the student's clinician(s) and GSD, but such refusal will not prevent GSD from deciding on a student's return to residence or continued

enrollment.

Procedure for Notice and Consultation

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

GSD also may independently decide that, based on its observations or other information it has about a student, it should initiate the process of consultation with HUHS clinicians, which may include ascertaining whether that student has been hospitalized or treated by an emergency department. Consultation will be focused on the concerns raised by the student's condition or behavior and requirements for continued care, to facilitate GSD's decision about the student's capacity to continue in or return to residence and enrollment.

Voting in Governmental Elections

Voting is not an excused absence. The polls open early and close late, therefore voting can be scheduled around classes. See the City of Cambridge's [Election Commission site](#) for details regarding upcoming elections, and the opportunity to register to vote online.

Jury Duty

Jury duty or a court summons that cannot be postponed is an excused absence.

Readmission of Active Military Students

In compliance with federal regulation, the Graduate School of Design (GSD) will promptly readmit service members with the same academic status as they had when they last attended or were accepted for admission. This requirement applies to any student who cannot attend school due to military service.

Eligible students must notify the GSD of their military service and intention to return to school as follows:

- Notification of military service. The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to school and may not be subject to any rule of

timeliness. (Timeliness must be determined by the facts in each case.) Alternatively, at the time of readmission, the student may submit an attestation of military service that necessitated the absence from school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.

- Notification of intent to return to school. The student must also give oral or written notice of the intent to return to the school within three years after the completion of the period of service. A student hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must provide notification within two years after the period's end needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to established leave of absence policy and general practices.

The GSD will promptly readmit the student into the next class or classes in the program beginning after notice of intent to reenroll is provided unless a later date is requested or unusual circumstances require the GSD to admit the student later. This requirement supersedes state law—for example, a qualifying service member will be admitted to the next class even if that class is at the maximum enrollment level set by the state.

The GSD will admit the student with the same academic status, which means:

- to the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar to that program;
- at the same enrollment status, unless the student wants to enroll at a different enrollment status;
- with the same number of credit hours previously completed, unless the student is readmitted to a different program to which the completed credit hours are not transferable, and
- with the same academic standing (e.g., with the same satisfactory academic progress status) the student previously had.

If the student is readmitted to the same program, the GSD will assess the tuition and fee charges that would have been assessed for the academic year during which the student left (first academic year only). However, if veteran's education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, the GSD will assess those charges to the student.

If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, the GSD will assess no more than the tuition and fee charges that other students in the program are assessed for that academic year.

The cumulative length of the absence and of all previous absences from the school for military service may not exceed five years. Only the time the student spends performing service is counted.

If the GSD determines that the student is not prepared to resume the program with the same academic status at the point where they left off or will not be able to complete the program, the GSD will make reasonable efforts at no extra cost to help the student become prepared or to enable the student to complete the program.

Finally, a student's readmission rights terminate in the case of a dishonorable or bad conduct discharge, general court-martial, federal or state prison sentence, or other reasons as described in 34 CFR 668.18(h).

Voluntary Leave of Absence

GSD students may need to request a leave of absence (LOA) to attend to pressing matters outside of school. For example, students may need to take a LOA for medical, mental health, personal, family-related, or professional reasons. Students seeking any one of these types of leaves noted below should [contact the Registrar](#) requesting a leave petition. An approval signature will be required from the Program Director and the Financial Aid Office. International students are also required to complete an HIO-specific form.

In general, a student can only take a leave beyond two semesters for documented medical reasons, even if their first semester of leave may have been medically-related.

Personal Leave of Absence

A student may submit a personal leave of absence request for a maximum of one academic year (two academic terms) for personal reasons. A student must have been enrolled and completed one semester prior to taking personal leave. Occasionally, a Program Director might approve the extension of a personal leave of absence beyond one academic year, in consultation with the Director of Student Affairs. Absences beyond four consecutive semesters for any reason are not allowed. The deadline for application for a leave of absence is May 1st for fall semester or full year leaves, and November 1st for spring semester leaves. Students facing a family emergency may apply at any time.

Medical Leave of Absence

A student may apply for a medical leave of absence at any time. The medical leave of absence enables students to seek treatment for a health-related condition that interferes with their access to their program. Medical leaves are approved for a maximum of one academic year (two academic terms). Occasionally, a Program Director might approve the extension for up to a second and final year, based upon the recommendation of the student's treating physician, in

consultation with the Director of Student Affairs. Absences beyond four consecutive semesters for any reason are not allowed.

Students must meet with the Director of Student Affairs and obtain approval as part of the medical leave request process by providing them with a letter from their primary care physician noting their inability to continue their studies.

Leave of Absence for Employment

A student who receives an offer to undertake employment related to their degree program can be considered for a leave of absence after the May 1st and November 1st deadline dates.

The student must provide the Registrar with a copy of the employment offer letter, and the name and contact information of the potential employer. The Registrar will confer with the student's Program Director as to the relevance of the proposed work and the student's degree program. Students previously approved for two semesters of personal leave are not eligible to apply for this leave.

Process

Students seeking any one of these types of leave should [contact the Registrar](#) requesting a leave petition. An approval signature will be required from the Program Director and the Financial Aid Office. International students are also required to complete an HIO-specific form.

Being able to rescind an approved leave of absence is not guaranteed; all requests to rescind will be considered in light of the number of students requesting to do so and the potential impact on the programs(s).

A student who fails to register for the next regular academic term following the completion of a leave of absence will be withdrawn automatically, retroactively effective as of the end of the term in which the Leave of Absence expired. A student who is withdrawn must reapply for admission.

Due to the sequential nature of the MDE program, MDE students may only petition to take a full-year leave of absence (LOA); they may not petition to take a single-semester LOA.

MArch I students who would like to take a leave of absence for any length of time **must** [contact the Registrar](#) about the ramifications this will have on their ability to "split" during their last semester at the GSD.

Personal Leave of Absence for Doctoral Students

A Doctor of Design student may apply to the Advanced Studies Programs (ASP) committee for a leave of absence of up to two semesters after the first year of study, provided the general

examination has been passed. Such a leave of absence may be used for collection of data, related field research, or for personal reasons. Doctoral students who wish to take a leave of absence for medical reasons should meet with the Director of Student Affairs, who will help the student make appropriate arrangements for the duration of the leave as well as plans to return and will ensure compliance with all academic rules. All doctoral students must be in residence for four academic semesters and must complete their degree within eight academic years from the date of matriculation. A student must be registered for the semester in which the thesis is submitted for approval. They cannot take a leave in the spring and then graduate in November of that same year.

Involuntary Leaves of Absence

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

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

1) Medical circumstances:

- a) (i) The student's behavior poses a direct threat to the health or safety of any person or has seriously disrupted others in the student's residential community or academic environment; and (ii) either the student's threatening, self-destructive, or disruptive behavior is determined to be the result of a medical condition, or the student has refused to cooperate with efforts by Harvard University Health Services or other clinicians to determine the cause of the behavior.
- b) The student is not cleared to return to enrollment and/or residence at the GSD following either: (i) a hospitalization or emergency room visit that raises serious concerns about the student's health or well-being; or (ii) other circumstances that raise serious concerns about the student's health or well-being and reasonably call into question their ability to function as a student in the GSD environment. (For more about the process of clearance to return to enrollment and/or residence after a hospitalization or emergency room visit, see ["Procedure for Notice and Consultation"](#).)

The decision to place a student on an involuntary leave of absence for health related reasons is made in consultation with Harvard University Health Services (which may consider information from the student's current and/or former health care providers, if made available by the student), after an individualized assessment of all of the pertinent factors, such as: the nature of the

student's conduct; the nature, duration and severity of the risk; the likelihood of potential injury; and whether reasonable modifications of policies, practices or procedures will mitigate the risk, such as a reduced course load or course modifications. However, reasonable modifications do not include changes that would fundamentally alter the academic program or unduly burden the GSD's resources or staffing capabilities or, with respect to the required level of care or monitoring, that would exceed the standard of care that a university health service can be expected to provide.

- 2) Failure to adhere to the terms of an agreement to engage in treatment. The student's continued enrollment and/or residence is conditioned on the student's agreement to meet the expectations set forth in an agreement to engage in treatment, such as following the recommendations of the student's treatment team, and the student has failed to adhere to the terms of that agreement.
- 3) Alleged criminal behavior. The student has been arrested on allegations of serious criminal behavior or has been charged with such behavior by law enforcement authorities.
- 4) Risk to the community. The student has allegedly violated a disciplinary rule of the GSD, and his or her presence on campus poses a significant risk to the safety of others or to the educational environment of the community.
- 5) Indebtedness. The student's term bill is unpaid, and the student has not made arrangements acceptable to the GSD to address the issue.
- 6) Failure to provide medical documentation of required immunizations.
- 7) Unfulfilled admissions or academic requirements. The student has not met an admissions or academic or other GSD requirement, including without limitation, attending class or participating in required activities, and has not taken steps acceptable to the GSD to meet the requirement.
- 8) Failure to register. The student has not registered as required at the beginning of each term.

The decision to place a student on involuntary leave is made by the Associate Dean of Student Affairs in consultation with the student's Program Director. As noted above, in the case of an involuntary leave of absence for medical reasons, the Associate Dean of Student Affairs will consult with an appropriate person at Harvard University Health Services.

Students are notified in writing that they have been placed on involuntary leave. A student may petition the Associate Dean of Student Affairs for reconsideration and may appeal a final decision to the Dean of the School.

While on Leave of Absence

Tuition and Fees; Financial Aid

The deadlines for taking a LOA without becoming liable for tuition are listed under [leave of absence/withdrawals tuition charges](#). After the dates noted, any student who goes on leave of absence during the academic year is charged tuition and any applicable fees, including rent, to the end of the period in which they leave.

Students receiving scholarships or other financial aid should consult the Financial Aid Office concerning the financial implications of going on leave.

International Students

International students should consult the Harvard International Office's leave form, available from the Registrar's Office, concerning their status and the immigration-related ramifications of taking a leave, particularly potential ramifications on optional practical training (OPT) and curricular practical training (CPT) eligibility.

Access to Benefits and Resources

Students on a leave of absence do not have access to certain benefits available to enrolled students, such as eligibility to fulfill student jobs at the GSD and elsewhere at Harvard.

Libraries and other facilities normally may be used only by students who are currently registered. Students need to reach out to the Registrar's Office if they want to maintain their access to the library's eResources for a fee while on leave. Information regarding access to Career Services while on a leave of absence may be found [here](#).

Extracurriculars and Access to Campus

Students on leave may not participate in Harvard extracurricular activities. Exceptions to this rule must be specifically approved in advance by the School. If so, instructed by the Associate Dean for Student Affairs, a student on leave must remain away from the University campus.

Expectations for Conduct

Students going on leave are reminded that all degree candidates, whether currently registered or not, are expected to maintain a satisfactory standard of conduct. Following an individualized assessment, the School may require students who are on leave for medical reasons to comply with a treatment plan during their time away. ID Cards Students do not have active ID cards while they are on a leave of absence.

ID Cards

Students do not have active ID cards while they are on a leave of absence.

Access to GSD Computing Resources

Students' GSD email accounts remain active during their leave of absence. Students on leave do not have any access to GSD computing facilities or technical support, and their access to certain computing resources varies, as set forth below:

- **my.harvard:** continued access
- **VPN:** continued access
- **Canvas:** continued access to all past materials
- **Hollis eResources:** can maintain access, but students must arrange for this with the Registrar
- Harvard Zoom: no access
- Adobe Creative Cloud: no access
- **Qualtrics:** no access while on leave, but account and data are preserved, and access will be reinstated on return.

Health Insurance

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

Harvard Housing

While on leave, students cannot reside in Harvard dormitories or in any other form of Harvard housing.

Enrollment Certification

Students on a leave of absence may download an Enrollment Certification form via the Documents tab in my.Harvard. The form will state the date that the student began a course of study at the GSD, the fact that the student is on a leave of absence (no units) and will also include the date on which the student is expected to receive their degree.

Returning from leave

A student in good standing on a voluntary leave of absence is expected to return to the GSD as noted on the student's leave petition. It remains the student's responsibility to ensure that they

have adequate time to complete the degree within the time limits established by the GSD.

Students who were not in good standing at the time a voluntary leave of absence was granted, and students who were placed on an involuntary leave of absence for non-medical reasons, must petition the Associate Dean for Student Affairs for permission to return to the GSD and must demonstrate that the circumstances that led to their leave have been satisfactorily addressed and that they are ready to resume their studies. The decision whether to allow a student to return is made by the Associate Dean of Student Affairs, in consultation with the Program Director or such other person as the Dean designates.

If the leave, whether voluntary or involuntary, was for medical reasons, then the student must petition the Associate Dean for Student Affairs for permission to return to the GSD and must demonstrate that the circumstances that led to their leave have been satisfactorily addressed and that they are ready to resume their studies. In addition, so that the GSD may conduct an individualized assessment of their circumstances, students on a medical leave ordinarily will be required to consult with Harvard University Health Services (and to grant permission to Harvard University Health Services to obtain their relevant treatment records and communicate with their treatment providers) so that a professional assessment about the student's productivity during their time away and readiness to return can be shared with the GSD. In addition, if the GSD learns of serious concerns about the health or well-being of a student who either has been hospitalized or visited the emergency room or whose behavior reasonably calls into question their ability to function as a student in the GSD environment, then the GSD similarly may require the student to consult with Harvard University Health Services (and to grant permission to Harvard University Health Services to obtain their relevant treatment records and communicate with their treatment providers). (For more about the process of clearance to return to enrollment and/or residence after a hospitalization or emergency room visit, see "[Procedure for Notice and Consultation](#)".) The purpose of such consultation is so that a professional assessment can be shared with the GSD about the student's readiness to return and function in the student environment, with or without reasonable accommodation. Note that while the input of a student's treatment provider is an important consideration in the petition process, Harvard University Health Services clinicians may have special knowledge of the University context to which students will be returning. In all such cases, the decision whether to allow a student to return is made by the Associate Dean for Student Affairs in consultation with the student's Program Director or such other person as the Dean designates. Any student whose petition to return from a medical leave of absence is denied will receive a written explanation of the decision and may submit a written appeal of the decision to Senior Associate Dean of Academic Affairs or their designee within five (5) calendar days, based on the following grounds: (a) new materially relevant information has become available; and/or (b) there is reasonable evidence of a procedural error in the decision-making process.

Any disciplinary matter must be resolved before a student on leave of absence will be allowed to return and, if the student has been required to withdraw while on leave of absence, then any

conditions for return after a required withdrawal and readmittance must also be satisfied.

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

Student loan borrowers who take a leave of absence from the GSD will be contacted by the Financial Aid Office regarding ramifications of their leave and their loan status.

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

Agreements to Engage in Treatment

The GSD may condition a student's enrollment and/or residence on certain terms or conditions, as set forth in a written contract between the School and the student, when the student's conduct or circumstances have caused heightened concerns about the student's safety and/or well-being and: (a) the appropriateness of the student's continued enrollment and/or residence; or (b) the student's readiness to return to the Harvard community. The agreement to engage in treatment may include, among other things, compliance with a medical treatment plan, regular consultations with health care professionals, communication with administrators, and limited disclosure of relevant medical information, on a need-to-know basis, such as compliance with treatment and restrictions on certain activities. The decision to require such an agreement is arrived at in consultation with Harvard University Health Services after an individualized assessment of the nature of the student's conduct and circumstances and any other pertinent factors.

Withdrawals

A student who wishes to withdraw from the GSD should discuss the matter with their assigned faculty advisor or Program Director, as well as the Registrar and the Director of Student Affairs. A letter indicating reasons for withdrawal should then be filed with the Registrar. The deadline for withdrawing without becoming liable for payment of tuition is listed below. After that date, tuition is charged to the end of the tuition period in which a student withdraws. A student who fails to register by the deadline for late registration in a given term will be withdrawn automatically as of that date, unless a leave of absence has been approved. Students who withdraw must reapply for admission, regardless of the withdrawal reason. Assuming they apply to the same program they withdrew from, the Program Director will reevaluate the student's record to determine what requirements must still be met.

Leave of Absence/Withdrawals Tuition Charges

Go [here](#) for general information regarding your student account.

Any student who goes on a leave of absence or withdraws or is withdrawn from the University after the semester begins will be held responsible for tuition charges according to the following schedule:

Fall 2023 Semester

- Leaves/withdrawals on or before September 19: no tuition charge
- Leaves/withdrawals on or before October 11: one-fourth tuition charge
- Leaves/withdrawals on or before November 9: one-half tuition charge
- Leaves/withdrawals on or before December 6: three-fourths tuition charge
- After December 6: full tuition charge

Spring 2024 Semester

- Leaves/withdrawals on or before February 5: no tuition charge
- Leaves/withdrawals on or before February 23: one-fourth tuition charge
- Leaves/withdrawals on or before March 15: one-half tuition charge
- Leaves/withdrawals on or before April 22: three-fourths tuition charge
- After April 22: full tuition charge

Students eligible for a tuition refund should email financial_aid@gsd.harvard.edu. The refund will be provided within 5-7 business days from the date the request is made, assuming the student has set up direct deposit. If direct deposit is not set up, the refund ordinarily will be mailed within 7-10 business days.

Leave of Absence (LOA) FAQs:

Why is there a May 1/November 1 deadline for LOA applications?

The GSD needs to know enrollment numbers to plan for the number of studios, courses and visiting faculty and to provide the resources needed for students who will be enrolled each semester.

If my situation changes over the summer, can I apply to take a LOA after the deadline?

Late petitions will be considered, but only for medical reasons, employment or significant personal emergencies.

If I take a LOA for the fall semester, can I extend it?

A student can petition for one semester or a full year by May 1st, and if the original petition is for the fall only, a student can petition to extend to the spring by the spring petition deadline of November 1st.

Due to the sequential nature of the MDE and MRE programs, those students may only petition to take a full-year leave of absence (LOA); they may not petition to take a single-semester LOA.

Can I audit classes while on LOA?

No.

Are there specific program restrictions if I take a LOA?

Please speak with your Program Director if you are considering taking a LOA to get the relevant information about your specific program requirements and the impact of a LOA on your progress toward degree completion.

Graduation and Commencement Participation Policies

The Office of Student Affairs maintains the following policies regarding granting of degrees and participation in commencement ceremonies. Students are expected to comply with all disciplinary rules from matriculation until the conferring of the degree. A degree will not be granted to a student who is not in good standing or against whom a disciplinary charge is pending. Students who have not fulfilled their degree requirements or have an outstanding financial obligation to the

University above a certain amount, will not be allowed to walk in commencement exercises. For students who have fulfilled their degree requirements but have outstanding obligations to the University, the following policies apply. Students whose outstanding bills are less than \$1000, or who have outstanding library books or fines, will have their diplomas withheld by the GSD. Their names will be listed in the Harvard commencement program, and they will be eligible to participate in commencement ceremonies, but they will not receive their diploma during the pick-up period immediately after the GSD's Commencement ceremony. The GSD will release diplomas to these students upon notification from the Student Billing Office that their bills are cleared, or upon notification from other offices. Students with outstanding bills greater than or equal to \$1000 will have their degrees withheld by the University, and they will not be eligible to participate in commencement ceremonies. The Harvard Corporation will vote to grant the degree retroactively upon notification from the Student Billing Office that the student's bill is cleared. The GSD will release the student's diploma after the degree has been voted. Student transcripts will not be sent to a third party. A student can request a transcript for themselves which will indicate that the 'degree is withheld due to financial obligation.'

In addition, any student who still has a missing grade from MIT at the time of Commencement will have their diploma withheld until the grade has been submitted.

Degree Completion

It is the student's responsibility to determine that all of their degree requirements have been met. Each program office will assist students in completing degree checks.

Students should refer to the program requirements in effect at the date of matriculation to determine the standards for completion of a particular program of study. When changes in degree requirements occur, students may elect to complete their programs of study under the newer degree requirements, but only if it would not extend the length of their degree program.

Tuition and Fees

Tuition is listed below as part of the academic-year budget.

A note regarding COVID-19

In recent years, the GSD has had to act quickly to implement contingency scenarios to protect the health and safety of our community, while ensuring the continuity of our teaching and research mission. The GSD continues to retain the discretion to adjust its mode of teaching as it deems necessary in extraordinary circumstances, including by making recourse to online instruction and implementing compulsory testing and tracing programs as required conditions for accessing the Harvard campus or Harvard facilities.

Student Activity Fee

The student activity fee supports the GSD Student Forum and student organization activities.

Health Fees

The health services and health insurance fees are charged to all enrolled students. See Harvard University Health Services for more information about the health fees, and for the option to [waive health insurance](#) if you have your own coverage.

	2023-2024
Tuition	\$57,200
Student Activity Fee	\$170
Health Services	\$1,408
Health Insurance	\$4,120

Financial Aid

The Harvard University Graduate School of Design offers financial assistance in grants, loans and employment awards. The types of assistance a student is eligible for can vary according to citizenship and academic program. The Financial Aid Office helps with financial aid applications, loan adjustments, and questions about your term bill.

Please consult the [Financial Aid Handbook](#), financial aid [FAQ](#), and reach out to the [Financial Aid Office](#) with any questions.

Consumer Information

In addition to the information contained in Student Policies, additional consumer information can be found on the [Financial Aid Consumer Information](#) page.

Privacy Statements

Family Educational Rights and Privacy Act of 1974 (FERPA)

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

Education Records

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

Access

To be useful, students’ records must be accurate and complete. The officials who maintain them are those in charge of the functions reflected in the records and the offices where the records are kept. These ordinarily include the GSD Registrar and academic program offices. All students have access to their own education records and may contribute to them if they feel there is need for clarification. Students wishing access to their education records should contact the GSD Registrar. Ordinarily, students are asked to submit a written request that identifies the specific record or records they wish to inspect. Access will be given within 45 days from the receipt of the request. When a record contains information about more than one student, the student requesting access

may inspect and review only the portion of the record relating to him or her. Students are also not allowed to view letters and statements of recommendation to which they waived their right of access or were placed in their file before January 1, 1975.

Students should direct any questions they have about the accuracy of records to the person in charge of the office where the records are kept. If questions remain, the matter may be referred to the Associate Dean for Student Affairs. Should it be necessary, a hearing may be held to resolve challenges concerning the accuracy of records in those cases where informal discussions have not satisfactorily settled the questions raised.

Directory Information

The GSD regards the following information as “directory information,” that is, information that, under FERPA, can be made available to the general public: name (including recorded name), local address, local phone, degree program, date of graduation, email address, previous degree(s) and institution(s), and enrollment status. Please note that Harvard University’s definition of “directory information,” found [here](#) under FERPA Overview, which may include elements in addition to those used by the GSD, and that requests for directory information received at the University level thus may result in disclosure of such additional elements.

Students may direct the GSD not to disclose their directory information, usually known as putting in place a “FERPA Block.” To do so, a student must inform the GSD Registrar in writing of that decision. Students should be aware of the possible consequences of putting in place a FERPA Block, such as missed mailings, messages, and announcements, non-verification of enrollment or degree status, and non-inclusion in the Harvard Commencement booklet.

Students who have previously chosen to put in place a FERPA Block may decide to reverse this decision, also by informing the GSD Registrar in writing, prior to graduation.

Other Disclosures permitted under FERPA

In addition to permitting the disclosure of directory information, as set forth above, FERPA permits disclosure of educational records without a student’s knowledge or consent under certain circumstances. For example, disclosure is permitted to Harvard officials with a legitimate educational interest in the records, meaning that the person needs the information to fulfill their professional responsibilities, including instructional, supervisory, advisory, administrative, academic or research, staff support or other duties. “Harvard officials” include: faculty; administrators; clerical employees; professional employees; Harvard University Health Services staff members; Harvard University Police Department officers; agents of the University, such as independent contractors performing functions on behalf of the GSD or the University; members of Harvard’s governing boards; and students serving on an official GSD or University committee, or assisting another Harvard official in performing their tasks. A student’s education record also may

be shared with parties outside the University under certain conditions, including, for example, in situations involving a health and safety emergency. In addition, the GSD will forward a student's education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

If the GSD finds that a student has committed a disciplinary violation involving a crime of violence or a non-forcible sex offense, then it also may, if legally permitted and in the GSD's judgment appropriate, disclose certain information about the disciplinary case. The disclosure may include the student's name, the violation committed, and the sanction imposed.

Student Rights under FERPA

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

General Data Protection Regulation (GDPR) Policy

Visit the [Additional EEA Privacy Disclosures](#) page to read the University's European Economic Area (EEA) privacy disclosures and the European Union's General Data Protection Regulation (GDPR) disclosures.

Gramm-Leach Bliley Act

All information submitted for financial aid is protected under Harvard's Enterprise Security Policy, FERPA, and the Gramm-Leach Bliley Act of 1999. Under these provisions, Harvard ensures the privacy and safeguarding of all financial aid information.

Academic Integrity and Standards of Conduct

Academic Conduct Policy

Policy on the General Academic Environment

The general mission of the GSD is to promote the development of design excellence through teaching, learning, and research. Successful pursuit of this mission is predicated on the considerate behavior and integrity of all members in the academic community. Student membership in the GSD community is a privilege conditional upon ethical conduct in academic matters. In addition, all students share in the GSD's responsibility to maintain an environment conducive to intellectual freedom and the pursuit of knowledge.

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

Academic Integrity

The GSD seeks to maintain a learning and working environment characterized by academic integrity and fair access to educational resources. The GSD expects all students to honor these principles. Actions that violate these principles include, but are not limited to, the following, and may be the basis for disciplinary action:

- Cheating on examinations, either by copying other students' work or through unauthorized aids.
- Fraudulent presentation of the work of others (either written or visual) as one's own work (plagiarism), notwithstanding the academically acceptable tradition of incorporating assistance, which is freely offered by GSD classmates, in the final thesis presentation (although the assistance must be acknowledged).
- Simultaneous or repeated submission without permission of substantially the same work (either written or visual) to more than one course.
- Alteration or misrepresentation of academic records;
- Unauthorized collaboration or utilizing paid assistance or providing paid support.
- Deliberate interference with the integrity of the work of others.
- Fabrication or falsification of data.

Cases of academic misconduct adhere to the Guidelines described below.

Guidelines for Communicating Expectations

Students are expected to be familiar with and abide by the school's standards for academic integrity and conduct. It also is suggested that instructors communicate expectations for academic conduct, and, if relevant, the following should be discussed:

- Basic expectations for papers and exams. Specify what resources are permitted (including internet and AI resources).
- If students are collaborating on projects, some general assumptions about group work.
- Submission of coursework for one or more courses simultaneously.
- Use of outside copy editing services (as opposed to content editing).
- There are helpful resources available to students at the GSD. The library's [Write and Cite website](#) is excellent. This guide offers information on writing resources, citation style guides, and academic writing expectations and best practices. Students who need additional information about these issues may also meet with writing tutors through [Writing Services](#), a free service through Frances Loeb Library.

Dealing with Violations

Course and studio instructors must report all suspected cases of plagiarism, cheating, or other sorts of academic dishonesty to the Associate Dean for Student Affairs. This notification should include a written statement explaining the basis of suspicion. If plagiarism is suspected, the statement should include a copy of the source of the plagiarism and the plagiarized material. The contents of the statement will remain confidential to protect the student's privacy since the facts will not yet have been determined. The instructor may wish to meet with the student to informally discuss the concerns. The Associate Dean for Student Affairs will meet with the instructor to discuss the statement, and then the Associate Dean for Student Affairs and the instructor will meet with the student to present the statement and to seek the student's account of the events. If it is determined that the student has plagiarized or cheated, one of the following may be imposed:

1. Having to redo the assignment
2. Failing the assignment
3. Failing the course

4. Referral to Academic Misconduct Panel

Additional and/or alternative remedial steps may be taken.

Often the first three measures are made in cases where it is apparent that the student did not fully understand his or her obligations or if the offense is considered not severe enough to warrant a hearing with the Academic Misconduct Panel. If any of steps one through three are decided upon, a written record describing the offense and subsequent course of action is retained by the Associate Dean for Student Affairs and recorded by the Registrar's Office. This record is maintained internally and does not appear on the student's transcript. As a follow up to the decision, the student will meet with the Associate Dean for Student Affairs to review the GSD's policies and will be required to successfully complete the Academic Integrity Tutorial.

If another case of misconduct occurs, the subsequent case will move directly to the Academic Misconduct Panel. At any point in pursuing the foregoing steps, the Associate Dean for Student Affairs may consult with the Chair of the Academic Misconduct Panel.

Academic Misconduct Panel

A case will go to the Academic Misconduct Panel if:

1. The finding of academic misconduct is not the first offense.
2. The severity of the misconduct warrants direct review by the Academic Misconduct Panel.
3. The student wishes to appeal the initial decision for a first offense.

If it is determined that the case will go to the GSD Academic Misconduct Panel, a letter will be sent to the student from the Associate Dean for Student Affairs notifying them of this. If the case is brought to the Academic Misconduct Panel as a result of a student appeal of the initial decision, the student must submit a written appeal to the Registrar within seven days of having been notified of the decision. The Registrar will then forward the appeal to the Academic Misconduct Panel who will consider it. The decision of the Academic Misconduct Panel is final and cannot be further appealed.

GSD Academic Misconduct Panel

The Academic Misconduct Panel will be convened only in cases of academic misconduct. Once a case comes forward three members will be selected from the faculty appointees to the Review Board. These faculty and the Chair of the Review Board comprise the Academic Misconduct Panel. An alternate will be picked from the Review Board when a member of the Academic Misconduct Panel is a complainant in the case. The responsibility of the Panel is to investigate claims of academic misconduct in accordance with the policies and procedures outlined below.

Academic Misconduct Panel Review

The Registrar or other designated official of the University will staff the Panel and will initiate disciplinary proceedings by sending a letter to the student, with relevant materials, including:

1. A copy of the instructor's written statement of alleged misconduct.
2. The composition of the Academic Misconduct Panel, with notification that within three days of being notified of the composition of the Panel, the student may challenge participation by any member of the Panel reviewing the case in question by written petition to the registrar or other official staffing the panel. For good cause, as determined by the Dean of the Faculty of Design, the challenged Panel member shall be replaced by an alternate member.
3. Notification of the student's right to request a hearing with the Panel. This request must be sent to the Registrar or other official staffing the panel within three days of being notified of the alleged misconduct.
4. A copy of the School's Policy on Academic Conduct and Dealing with Violations.
5. A copy of documents related to the student's prior cases of academic misconduct, if applicable, with the statement, 'The review will take into account prior instances of academic misconduct.
6. Notification of the student's right to respond within seven days from receipt of the charge by submitting a response to the registrar or other designated official who is staffing the Panel.
7. Notification that the Registrar or other designated official is available to discuss the process with the student with the caveat that the registrar or other official will be providing staff support to the Panel but is not a voting member.

The Registrar or other designated official of the University will also notify the instructor of the composition of the Academic Misconduct Panel. Within three days of notification of the composition of the Panel, the instructor may also challenge participation by any member of the

Panel reviewing the case in question, by written petition to the Registrar. For good cause, as determined by the Dean of the Faculty of Design, the challenged Panel member shall be replaced by an alternate member.

Copies of all the materials above (including the letter to the student) will be sent to the members of the Academic Misconduct Panel. As noted in #6 above, the student has the right to submit a written statement to the Panel and to offer any evidence bearing on the matter. The student is encouraged to meet with their academic advisor, another faculty member, or administrator to review this statement or to discuss the situation.

Hearing

During the academic year the Panel will meet as quickly as is reasonably possible, given the Panel's schedule and the need to investigate matters carefully. Outside the academic year, an extension of time for the meeting may be necessary. Normally the student has a right to meet with the Academic Misconduct Panel as part of the hearing process. The student may be accompanied by a designated advisor of their choice from within the GSD community. Since the hearing process is not a legal proceeding, legal counsel may not be present. The respondent must notify the Registrar or other designated official of the name of the designated advisor at least 24 hours prior to the meeting with the Panel. The hearing will not be open to the public, and participation will be determined by the Panel.

The Panel will make a finding as to whether academic misconduct has occurred and, if it has, determine which sanctions if any are appropriate. Sanctions that may be imposed in cases of misconduct are described below.

Panel Decisions and Sanctions

The Academic Misconduct Panel will consider the imposition of appropriate sanctions noted below.

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

Involuntary Leave of Absence: Temporary separation from the GSD for a specified period, after which the student is ordinarily reinstated, or may be required to request permission from the Academic Misconduct Panel to be reinstated, sometimes under probation. Involuntary leave of absence is part of the student's official record and Leave of Absence is noted on the student's transcript (minor sanction).

Requirement to Withdraw: The requirement to withdraw normally is effective immediately upon the decision of the Academic Misconduct Panel. A student required to withdraw, for whatever reason, is not in good standing until readmitted. The student must request permission to reapply from the Academic Misconduct Panel, and if approved, apply through the regular admissions process. The reason for withdrawal is part of the student's official record but is not specified on the student's transcript, although withdrawal is noted on the transcript (minor sanction).

Dismissal: The action taken by the Panel is a recommendation to the Student Sanctions Committee that the student be dismissed. Dismissal ends a student's connection with the University and requires a two-thirds vote by the Student Sanctions Committee. The sanction of dismissal does not necessarily preclude a student's return to the GSD. A dismissed student may petition to apply for readmission and be approved to do so only upon a two-thirds vote in favor by members of the Student Sanctions Committee of which 7 of the 9 committee members must be present. If approved, the student could apply for admission through the regular admissions process. A dismissed student is not in good standing until readmitted. Dismissal becomes part of a student's official record and will appear on the student's official transcript (major sanction).

Expulsion: The action taken by the Panel is a recommendation to the Student Sanctions Committee that the student be expelled. Requires a two-thirds vote by the Student Sanctions Committee of which 7 of the 9 committee members must be present. The student may not reapply and expulsion is part of the student's official record and is noted on the student's transcript, though the reason for expulsion is not specified on the transcript (major sanction).

When a violation of the GSD policy is found to have occurred by the Academic Misconduct Panel, students will be placed on probation for a period of one-year. Probation becomes part of the student's official record but does not appear on the transcript. During the period of probation, students may not be eligible to serve in leadership positions in particular student organizations or be eligible for certain awards, prizes or fellowship opportunities offered at the GSD.

Student Sanctions Committee

Decisions of the Panel that recommend dismissal or expulsion require a two-thirds vote by the Student Sanctions Committee (of which 7 of the 9 Committee members must be present). When a disciplinary case is referred to the Student Sanctions Committee for a vote of dismissal or expulsion, the Chair of the Panel will present the facts of the case in a written report to the Committee. If the Committee fails to accept by two-thirds vote a recommendation by the Academic Misconduct Panel for dismissal or expulsion, the case shall be returned to the Panel for reconsideration of an alternate sanction.

Notification

The Registrar or other designated official will notify the student of the decision of the Academic Misconduct Panel or the final action of the Student Sanctions Committee. In certain circumstances, the result of the disciplinary proceeding may also be disclosed to others.

Appeals

All sanctions or other decisions made by the Academic Misconduct Panel or Student Sanctions Committee are subject to appeal. An appeal may be directed to the Dean within one week of being notified of the decision in question. Appeals will generally be granted only on the basis of new evidence or significant procedural error.

The Dean's ruling on the appeal will be made as quickly as is reasonably possible and is final. In cases where the appeal pertains to dismissal or expulsion, and the result of the appeal is a

recommendation by the Dean for a change in sanction, the case shall be returned to the Panel for reconsideration of an alternate sanction.
The student will be notified of the final decision.

Falsification of Admission Application

Occasionally, candidates for admission will make inaccurate or incomplete statements or submit false material in connection with their application. In most cases, these misrepresentations or omissions are discovered during the admission process and the application is rejected. If a misrepresentation or omission is discovered after a student is admitted, the offer of admission ordinarily will be withdrawn. If a misrepresentation or omission is discovered after a student has registered, or registered and completed courses, the offer of admission ordinarily will be rescinded, the course credit and grades will be revoked, and the student will be required to leave the Graduate School of Design. If the discovery occurs after a degree has been awarded, the offer of admission ordinarily will be rescinded, and the course credit, grades, and degree will be revoked. The determination that an application is inaccurate, incomplete, or contains misrepresentations or omissions rests with the Office of Admissions, which has the authority to resolve the matter outside the student disciplinary process. The Office of Admissions also may rescind an offer of admission in other circumstances, including without limitation if: there is a discrepancy between the transcripts originally provided as part of the application and the official versions (or translations) submitted after acceptance; the admitted candidate did not satisfactorily complete any courses and degree programs in progress at the time of application; or the admitted candidate has engaged in academic or personal conduct that calls into question their honesty, maturity or moral character or is otherwise inconsistent with the School's expectations for conduct.

Standards of Conduct in the Harvard Community

A free environment for academic pursuits requires reasonable conduct in academic and non-academic affairs by all school members. The faculty may impose discipline or penalties on individuals for acts that disrupt or endanger the university community's pursuit of teaching, learning, and research in an atmosphere of free inquiry and personal and psychological security. The faculty may consider sanctions whether civil or criminal penalties are imposed. Violation of specific domains considered here includes, but is not limited to, plagiarism, sexual and racial harassment, physical violence, and lying to an officer. Procedures for disciplinary hearings and sanctions are described in the section below titled Review Process.

The Student's Responsibility

Students are bound by those policies of Harvard University and the Graduate School of Design that govern student conduct. Access to and familiarity with the policies that govern student conduct

are a right and responsibility of every student and students are expected to be familiar with those policies. Such a learning environment depends upon considerate behavior toward all members, respect for one another's privacy, and accurate representation of one's own work. Students, faculty, and staff are subject to the policies of Harvard University that govern the conduct of members of the School as articulated in the University-wide Statement of Rights and Responsibilities.

View here: provost.harvard.edu/university-wide-statement-rights-and-responsibilities

Respect for Others and Their Property

Behavior should be respectful of the rights, privileges, and sensibilities of other people, whether or not they are members of the academic community, and their property, whether or not it is university property. Intimidating, threatening, or hostile behavior toward others is a violation of this policy and may subject the offender to school and university sanctions. Likewise, willful destruction, theft and vandalism of the work or possessions of another student or group of students or of any educational resource (including computers and library materials) and unauthorized use of property are unacceptable and may also subject the offender to sanctions.

Personal Safety

Willful behavior that endangers the personal safety of others, whether they are members of the GSD, violates school policies and may subject the offender to sanctions. Riots, violent intimidation or threats, use of weapons, physical assault, and any other acts that endanger the physical well-being of individuals are violations of this policy.

As discussed below, the GSD has adopted the University-wide Sexual and Gender-Based Harassment Policy.

Protests and Demonstrations

Freedom of speech and assembly, including spontaneous and organized protests and demonstrations, is an essential part of both academic life and the culture of the United States. However, protesters and demonstrators are obliged to respect the rights of other individuals and especially to ensure personal safety for all participants. Although peaceful demonstrations are a matter of civil rights, it is a violation of this policy for any member of the GSD community to prevent or disrupt university functions, such as lectures, seminars, reviews, meetings, and other public events; and administrative, study, design, research, interview, and other nonpublic activities.

Contact Persons

Anyone who has reason to believe that a student has engaged in conduct that violated the

school's policies on academic integrity, respect for others and their property, personal safety, or protests and demonstrations should report the matter to the Associate Dean for Student Affairs or other member of the administration.

Review Process for Violations of the Policy on Student Conduct

Informal Complaint Process

A student considering lodging a formal grievance against another student or other individual who is not a member of the University administration or faculty, and which does not involve behavior covered under the School's disciplinary procedures, should discuss the matter with the Associate Dean for Student Affairs. If the grievance cannot be resolved informally, the student may ask the Associate Dean to arrange for mediation of the dispute or to conduct some other process appropriate to the circumstance; the process may or may not include elements of the formal grievance procedure described below.

Formal Complaint Process

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

To initiate this process, the student must file a written complaint to the Associate Dean for Student Affairs. (In the event that the complaint is against the Associate Dean for Student Affairs, the written complaint should go directly to the Dean of the Faculty of Design.) The complaint should include the following, as appropriate:

- Statement of the alleged violation involving the policies on personal conduct and non-discrimination
 - Description of the alleged facts that support the alleged policy violation
 - Summary of steps the student already has taken in attempting to resolve the issue
- Name/s of the person/s thought to be responsible for the alleged violation
- Other facts the complainant considers to be pertinent to the case
- Signature of the complainant

Attached to the complaint should be a list of any sources of information (for example, witnesses, correspondence, and the like) that the complainant believes might be relevant to the investigation, but a complaint should not be delayed if such sources of information are unknown or unavailable.

A formal complaint normally should be filed within 60 days of the alleged incident(s) or within 30 days of the conclusion of the informal complaint process. A formal complaint filed after these periods may still be considered by the Review Board Panel at its discretion. A complaint filed after these periods should include an explanation for the delay in filing.

Although the initiation of a complaint in cases involving student conduct will be addressed by the Review Board Panel, it may also be suggested or required, depending on the circumstances, that the Harvard University Police Department be notified. In cases that involve a civil suit, the Associate Dean for Student Affairs may decide to proceed with a review independently of the suit or may decline to review a case that is considered to be in the purview of the civil courts only.

Review Board Procedures

The Review Board

The Review Board will comprise six voting members of the Faculty of Design serving staggered three-year terms, of whom one will be designated chair by the dean. Three members of the Review Board will be elected, one from each academic department. The dean will appoint three at-large members and will also appoint an officer of the administration to serve as an ex-officio (nonvoting) member of the Panel. All formal complaints and charges will be reviewed by the Panel consisting of at least three faculty members normally selected from among the members of the Review Board in advance plus the nonvoting member of the board.

Review of Facts

On occasion, the Panel appointed by the Review Board may investigate the facts or may request that an appropriate member of the University community investigate and report in writing.

The Review Board Panel

The Associate Dean for Student Affairs or other designated official of the University will staff the Panel and will initiate disciplinary proceedings by sending a letter to the student, the 'respondent,' with relevant materials, including:

1. A copy of the complainant's written statement of alleged misconduct.
2. The composition of the Review Board Panel, with notification that within three days of being notified of the composition of the Panel, the respondent may challenge participation by any member of the Panel reviewing the case in question by written petition to the Associate Dean for Student Affairs or other official staffing the panel. For good cause, as determined by the Dean of the Faculty of Design, the challenged Panel member shall be replaced by an alternate member.

3. Notification of the respondent's right to request a hearing with the Panel. This request must be sent to the Associate Dean or other official staffing the panel within three days of being notified of the alleged misconduct.
4. A copy of the School's Policy on Personal Conduct and Dealing with Violations.
5. A copy of documents related to student's prior cases of personal misconduct, if applicable, with the statement, 'The review will take into account prior instances of personal misconduct.'
6. Notification of the respondent's right to respond within seven days from receipt of the charge by submitting a response to the Associate Dean for Student Affairs or another designated official who is staffing the Panel.
7. Notification that the Associate Dean for Student Affairs or other designated official is available to discuss the process with the respondent with the caveat that the Associate Dean for Student Affairs or other official will be providing staff support to the Panel but is not a voting member.

Copies of all the materials above (including the letter to the student) will be sent to the members of the Review Board Panel. As noted in #6 above, the respondent has the right to submit a written statement to the Panel and to offer any evidence bearing on the matter. The respondent is encouraged to meet with their academic advisor, another faculty member, or administrator to review this statement or to discuss the situation.

Hearing

During the academic year, the Panel will meet as quickly as is reasonably possible, given the Panel's schedule and the need to investigate matters carefully. Outside the academic year, an extension of time for the meeting may be necessary. Normally, the complainant and the respondent have a right to meet with the Review Board Panel as part of the hearing process. Each may be accompanied by a designated advisor of their choice from within the GSD community. Since the hearing process is not a legal proceeding, legal counsel may not be present. The respondent must notify the registrar or other designated official of the designated advisor's name at least 24 hours before the meeting with the Panel. The hearing will not be open to the public. Participation will be determined by the Panel.

The Panel will find whether a violation of the personal conduct policy has occurred and determine which sanctions, if any, are appropriate. Sanctions that may be imposed in cases of misconduct are described below.

Panel Decisions

Upon agreement of the complainant and respondent, the Panel may waive any step(s) in these procedures.

The Panel may determine at any point in these procedures that, based on the information available, insufficient evidence exists to warrant further review or possible sanctions. The panel will notify all concerned parties of this finding and consider the matter closed, except as provided in the Appeal section below.

Sanctions

When a violation of the GSD Policy is found to have occurred, the Review Board Panel will consider the imposition of appropriate sanctions.

Sanctions for a student-respondent may include, but are not limited to, the following:

Admonition:

A formal reprimand that becomes part of the student's official record but does not appear on the transcript (minor sanction).

Probation:

Conditional permission to remain at the GSD. Probation becomes part of the student's official record but does not appear on the transcript (minor sanction). During the period of probation, students may not be eligible to serve in leadership positions in particular student organizations or be eligible for certain awards, prizes or fellowship opportunities offered at the GSD.

Involuntary Leave of Absence:

Temporary separation from the GSD for a specified period, after which the student is ordinarily reinstated, or may be required to request permission from the panel to be reinstated, sometimes under probation. Involuntary leave of absence is part of the student's official record and 'Leave of Absence' is noted on the student's transcript (minor sanction).

Requirement to Withdraw:

The requirement to withdraw normally is effective immediately upon the decision of the Review Board Panel. A student required to withdraw, for whatever reason, is not in good standing until readmitted. The student must request permission to reapply from the Review Board Panel, and if approved, apply through the regular admissions process. The reason for withdrawal is part of the student's official record but is not specified on the student's transcript, although withdrawal is noted on the transcript (minor sanction).

Dismissal:

The action taken by the Review Board Panel recommends the Student Sanctions Committee dismiss the student. Dismissal ends a student's connection with the University and requires a two-thirds vote by the Student Sanctions Committee.

The sanction of dismissal does not necessarily preclude a student's return to the GSD. A dismissed student may petition to apply for readmission and be approved to do so only upon at least a two-thirds vote in favor by the Student Sanctions Committee of which 7 of the 9 committee members must be present. If approved, the student could apply for admission through the regular admissions process. A dismissed student is not in good standing until readmitted. Dismissal becomes part of a student's official record and will appear on the student's official transcript (major sanction).

Expulsion:

The action taken by the Review Board Panel is a recommendation to the Student Sanctions Committee that the student be expelled. Approval of the recommendation requires at least a two-thirds vote in favor by the Student Sanctions Committee, of which 7 of the 9 committee members must be present. The student may not reapply and expulsion is part of the student's official record and is noted on the student's transcript, though the reason for expulsion is not specified on the transcript (major sanction).

Student Sanctions Committee

As stated above, approval of dismissal and expulsion recommendations of the Review Board Panel require at least a two-thirds vote in favor by the Student Sanctions Committee, of which 7 of the 9 Committee members must be present. When a disciplinary case is referred to the Student Sanctions Committee for a vote of dismissal or expulsion, the Chair of the Review Board Panel will present the facts of the case in a written report to the Committee. If the Committee fails to accept by two-thirds vote a recommendation by the Review Board Panel for dismissal or expulsion, the case shall be returned to the Panel for reconsideration of an alternate sanction.

Notification

The Associate Dean for Student Affairs or other designated official will notify the respondent of the decision of the Review Board Panel or the final action of the Student Sanctions Committee. In certain circumstances, the result of the disciplinary proceeding may also be disclosed to others.

Appeals

All sanctions or other decisions made by the Review Board Panel or Student Sanctions Committee are subject to appeal. An appeal may be directed to the Dean of the Faculty of Design within 7 days of being notified of the decision in question. Appeals will generally be granted only based on new evidence or significant procedural error.

The Dean's ruling on the appeal will be made as quickly as is reasonably possible and is final. In cases where the appeal pertains to dismissal or expulsion, and the result of the appeal is a recommendation by the Dean for a change in sanction, the case shall be returned to the Panel for reconsideration of an alternate sanction. At that time, the Panel's decision is final. The respondent will be notified of the final decision. In certain circumstances, the result of the disciplinary proceeding may also be disclosed to others.

Panel Discretion

The Review Board Panel may, in its discretion and for good cause, alter any deadlines in these procedures.

Sexual Harassment, Other Sexual Misconduct, and Gender Based Harassment

GSD Policies on Sexual Harassment and Other Sexual Misconduct

The GSD has adopted the University-wide Interim Title IX Sexual Harassment Policy and Interim Other Sexual Misconduct Policy. In addition, the University's Sexual and Gender-Based Harassment policy addresses sexual harassment and other sexual misconduct alleged to have occurred between September 1, 2014 and August 14, 2020. Collectively, these policies are referred to as the "University's Policies on Sexual and Gender-Based Harassment and Other Sexual Misconduct." Copies of all policies and their associated grievance procedures can be found on the [OGE webpage for policies and procedures](#). In all such cases, the Harvard University Office for Dispute Resolution ("ODR") and the Harvard University Office for Gender Equity (OGE) are responsible for implementing the University's grievance procedures, which will determine whether a student committed a policy violation. Whenever a formal complaint of sexual harassment or other sexual misconduct is investigated and the University's grievance procedures result in a finding that a policy violation has occurred, the GSD Review Board must accept that finding as final and non-reviewable. The only opportunity to appeal the determination of a policy violation is provided within the grievance procedures implemented by OGE. Appeals within GSD pertain only to the decision of the GSD Review Board in determining discipline.

Resources

- SHARE Counselors (confidential and privileged) | 617-496-5636; CONFIDENTIAL Hotline (24 hours) | 617-495-9100

From 6/1/23 to 8/15/23, all calls to the SHARE Confidential Hotline will be forwarded to the Boston Area Rape Crisis Center (BARCC). SHARE counselors can be reached at 617-496-5636 or oge_share@harvard.edu Monday - Friday 9:00 a.m. - 5:00 p.m. for non-urgent matters.

- Harvard University Police Department (Urgent) | 617-495-1212 (Provides transportation to a local medical facility.)
- Harvard University Health Services | 617-495-5711; CAMHS Cares Line (24 hours) | 617-495-2042
- HUHS Behavioral Health Services | 617-495-2323
- Harvard Chaplains | 617-879-8365
- Beth Israel Deaconess Medical Center for Violence Prevention and Recovery 617-667- 8141

- Boston Area Rape Crisis Center (BARCC) | 617-492-8306 or BARRC Hotline (24 hours) | 1-800-841-8371
- Cambridge Police Department | 617-349-3300
- Employee Assistance Program | 877-327-4278

Local Title IX Resource Coordinators

Title IX Resource Coordinators for Students:

Laura DaRos ldaros@gsd.harvard.edu

Associate Dean for Student Affairs

48 Quincy St, Gund Hall Room 420, 617-496-1236

Kelly Wisnaskas ktwisnaskas@gsd.harvard.edu

Assistant Director of Student Affairs

48 Quincy Street, Gund Hall 420 617-496-8306

Title IX Resource Coordinator for Faculty:

Pamela Baldwin pamela_baldwin@harvard.edu

Asst. Dean for Faculty Affairs

48 Quincy Street, Gund Hall 409c 617-495-5409

Title IX Resource Coordinators for Staff:

Sara Wilkinson swilkinson@gsd.harvard.edu

Assistant Dean of Human Resources

7 Sumner Road, Suite 203 617-495-4322

Lauren Baccus lbaccus@gsd.harvard.edu

Directors of Human Resources

7 Sumner Road, suite 203 617-495-4322

University Title IX Coordinator:

Nicole Merhill nicole_merhill@harvard.edu

Office for Gender Equity

Smith Campus Center, Suite 901 1350 Massachusetts Avenue

Cambridge, MA 02138

617-496-2470; <http://titleix.harvard.edu/>

Office for Dispute Resolution

odr@harvard.edu

Smith Campus Center, Suite 901 1350 Massachusetts Avenue

Cambridge, MA 02138

617-495-3786; <http://odr.harvard.edu/>

Review Process

Review Process for Sexual and Gender-Based Harassment and Other Sexual Misconduct Cases

The GSD has incorporated the University's procedures for handling complaints involving students pursuant to the [University's] Interim Title IX Sexual Harassment Policy, Interim Other Sexual Misconduct Policy, and Sexual and Gender-Based Harassment Policy, including for purposes of student discipline. The procedures with respect to alleged harassment by a Harvard student are contained in the [University Procedures available here](#).

None of the provisions outlined here contradict or replace any provisions of the University Procedures. These provisions are intended to supplement the University Procedures and detail the GSD role at moments when the University Procedures refer to actions taken, or decisions made by the "School or unit." To the extent any existing GSD policies and procedures interfere with compliance with the University's Policies and Procedures, application of such GSD policies and procedures should be suspended. The provisions in the University Procedures are not reproduced below. For a complete understanding of the procedures concerning alleged sexual or gender-based harassment or other sexual misconduct by GSD students, students should review the University Procedures in conjunction with these supplemental provisions.

Harvard students, faculty, staff, other Harvard appointees, or third parties who believe they are directly affected by the conduct of a Harvard student (collectively, "initiating parties") may: request information or advice, including whether certain conduct may violate the University's Policies; seek informal resolution; and/or file a formal complaint. Initiating parties are encouraged to bring their concerns to the relevant School or unit Title IX Resource Coordinator, the University Title IX Coordinator, or staff in OGE or ODR, but may, if they choose, contact another School or University officer, who will refer the matter as appropriate.

As set forth below, supportive measures are individualized supports to help those who may be impacted by incidents of sexual harassment, including sexual assault or other sexual misconduct, participate in campus life at Harvard and continue with their work or studies. Supportive measures may be considered or implemented at any time, including during a request for information or advice, informal resolution, or a formal complaint proceeding. Consistent with GSD policy, supportive measures might include, among others: restrictions on contact; course-schedule or work-schedule alteration; changes in housing; leaves of absence; or increased monitoring of certain areas of the campus. Supportive measures are subject to review and revision throughout the processes described below and may be discussed with the GSD's Title IX Resource Coordinator or the OGE at any time.

When the allegations, if true, might constitute criminal conduct, the party against whom they are brought is hereby advised to seek legal counsel before making any written or oral statements. Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

Review Board Panel Procedures in Sexual/Gender-Based Harassment and Other Sexual Misconduct Cases Sanctions

When a violation of the University Policies addressing sexual or gender-based harassment or other sexual misconduct is found to have occurred, the GSD's Review Board Panel will consider the

imposition of appropriate sanctions. The complainant and the respondent will be notified. Within three days of notification, the complainant and respondent may each submit a written statement to the Review Board Panel. The statements will be provided to the other party as well as other officers of Harvard as the Review Board Panel deems appropriate. The statements may not challenge the validity of the findings and conclusions contained in the final report and/or written determination, and also may not introduce facts that could have been presented to the Investigative team, Hearing Panel, or that conflict with any of the findings in the final report and/or written determination.

The Panel will accept as final and non-reviewable the report's/determinations findings of fact and its conclusions as to whether a violation of the University Policies has occurred. The Review Board Panel's disciplinary proceedings against the respondent based on conduct addressed by the report/determination will proceed with the understanding that the final report/determination carries the same validity as a determination reached by the Review Board itself.

The Review Board Panel will determine any recommendations of sanctions and will forward any such recommendations to the Dean of the GSD and, as applicable to the Hearing Panel for matters that fall under the Interim Title IX Sexual Harassment Policy. The Panel's report will be supported, where appropriate, by a statement of the reasons for the specific sanction and the principles or policies on which the Panel relied in recommending the sanction. The Panel will provide both parties or their designees with an opportunity to view its written report in the Office of Student Affairs. Either party may submit a response to the dean within three days of the Panel's report becoming available. However, the only opportunity to appeal the findings related to the University Policy is provided by the OGE. Appeals within the GSD, including appeals to the Dean, pertain only to the decision of the Review Board Panel in determining discipline.

A degree will not be granted to a student who is not in good standing or against whom a disciplinary charge is pending.

Sanctions for a student may include, but are not limited to, admonition, probation, separation, requirements to withdraw, dismissal, or expulsion. If minor sanctions (e.g., admonition, probation, or separation) or withdrawal are recommended by the panel, the Dean will review the panel's recommendations, with supporting materials, and take appropriate action. If major sanctions (dismissal, or expulsion) are recommended by the panel, the Student Sanctions Committee will meet to review the recommendation and take final action. At least seven (7) of the nine (9) Committee members must be present. In accordance with the Eleventh Statute of the University, no student shall be dismissed or expelled except by a two thirds (2/3) vote in favor by members of the Committee present and voting thereon. The final action of the Committee shall be communicated to the parties in writing within 15 days. A summary of the case and the final action taken by the Committee will be reported to the full voting faculty at its next meeting.

The sanction of dismissal does not necessarily preclude a student's return to the GSD. A dismissed student may petition to apply for readmission and be approved to do so only upon at least a two-thirds vote in favor by the Student Sanctions Committee of which 7 of the 9 committee members must be present. If approved, the student could apply for admission through the regular admissions process. A dismissed student is not in good standing until readmitted. Dismissal becomes part of a student's official record and will appear on the student's official transcript (major sanction).

Appeals

Either party may appeal the Panel or Committee's decision in writing within three days after the decision is communicated. Again, however, the appeal may pertain only to the disciplinary recommendation.

The Dean's ruling on the appeal will be made as quickly as is reasonably possible and is final. In cases where the appeal pertains to dismissal or expulsion, and the result of the appeal is a recommendation by the Dean for a change in sanction, the case shall be returned to the Panel for reconsideration of an alternate sanction. At that time, the Panel's decision is final. The respondent will be notified of the final decision. In certain circumstances, the result of the disciplinary proceeding may also be disclosed to others.

Disclosure

Disclosure of the final sanctions decision shall be made as appropriate to the respondent and the complainant.

Panel Discretion

The Panel may, in its discretion and for good cause, alter any deadlines in these procedures.

GSD Non-Discrimination and Anti-Bullying Policies

The University has adopted new policies and procedures to address discrimination and bullying. These policies apply to all students, faculty, staff, researchers and other members of the Harvard community across all Schools and units, including Harvard Graduate School of Design. The University's non-discrimination and anti-bullying policies can be found here:

https://provost.harvard.edu/files/provost/files/non-discrimination_and_anti-bullying_policies.pdf.

Whenever a formal complaint of discrimination or bullying is investigated in accordance with the University's non-discrimination and anti-bullying policies and procedures, and those procedures result in a finding that a policy violation has occurred, then sanctions or remedial measures will be determined by the GSD's Appropriate Official or designee(s), as set forth in those procedures. The GSD Appropriate Official or designee(s) must accept the finding of a policy violation as final and non-reviewable. The only opportunity to appeal the determination of a policy violation is provided within the University's non-discrimination and anti-bullying policies and procedures. Decisions about sanctions and remedial measures are final and cannot be appealed.

The following Local Designated Resources at Harvard Graduate School of Design serve as a resource for receiving reports and complaints, directing community members to resources, and providing information on supportive measures:

If you need guidance about a situation involving a student, contact Kelly Wisnaskas

(kwisnaskas@gsd.harvard.edu)

If you need guidance about a situation involving a faculty member, contact Caroline Newton (cnewton@gsd.harvard.edu) or Pamela Baldwin (pbaldwin@gsd.harvard.edu)

If you need guidance about a situation involving a staff member, contact Sara Wilkinson (swilkinson@gsd.harvard.edu) or Lauren Baccus (lbaccus@gsd.harvard.edu)

At Harvard GSD, the following individuals have been designated as Appropriate Officials, who serve as the final authority to issue any sanctions under the University's non-discrimination and anti-bullying policies:

For situations involving faculty the Appropriate Official is Sarah Whiting, Dean and Josep Lluís Sert Professor of Architecture or their designee.

For situations involving students and staff, the Appropriate Official is Janice Gilkes, Senior Associate Dean for Academic Affairs, or their designee.

Other Forms of Harassment

Physical Harassment

Certain physical acts may constitute harassment. These include, but are not limited to, assault, unwelcome touching, physical intimidation, defacing or damaging property, interference with freedom of movement, and other forms of behavior that violate federal or state civil rights law. Such acts are impermissible whether or not they are based on characteristics such as race, ethnic group, religious belief, disability status, or age. The fact that physical harassment may be accompanied by verbal or symbolic expression does not make the physical harassment less punishable.

Harassment That is Purely Verbal or Symbolic

Certain purely verbal or symbolic expression also may constitute harassment and may violate federal or state civil rights laws. Depending on the circumstances, verbal expressions may be subject to discipline where, from the standpoint of a reasonable person, they: (1) are addressed directly to one or more persons; (2) insult, stigmatize, or intimidate those persons; and (3) indicate grave disrespect and intent to demean those persons.

Such harassment, even though purely verbal or symbolic, is contrary to the pursuit of inquiry and

education and may be punished under existing procedures because it violates the balance of rights on which the University is based.

Consensual Romantic Relationships

Unprofessional Conduct in Relationships between Individuals of Different University Status
Amorous relationships that might be appropriate in other circumstances always have inherent dangers when they occur between any teacher or officer of the university and any person for whom they have a professional responsibility (i.e., as teacher, advisor, evaluator, supervisor). Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or staff there is always an element of power. It is incumbent upon those with authority not to abuse, nor seem to abuse, the power with which they are entrusted.

GSD officers and other members of the teaching staff should be aware that any romantic involvement with their students may make them liable for formal action against them. Even when both parties have consented at the outset to the development of such a relationship, it is the officer or instructor who, by virtue of his or her special responsibility and educational mission, will be held accountable for unprofessional behavior. Teaching fellows, or teaching assistants may be less accustomed than faculty members to thinking of themselves as holding professional responsibilities, but they, too, are subject to this policy. They may need to exercise special care in their relationships with students whom they instruct, evaluate, or otherwise supervise, recognizing that their students might view them as more powerful than they may perceive themselves to be.

Amorous relationships between members of the faculty and/or with students that occur outside of any direct or formal relationship can also lead to difficulties. In personal relationships between individuals with whom there is no current, direct line of professional responsibility and authority, the senior person should be sensitive to the constant possibility that they may unexpectedly be placed in a position of responsibility for a student's instruction or a faculty member's evaluation. This could involve being called upon to write a letter of recommendation or to serve on an admissions or selection committee involving the other individual. In addition, one should be aware that others may speculate that a specific power relationship exists even when there is none, giving rise to assumptions of inequitable academic or professional advantage for the student or faculty member involved. Relationships between officers and students or senior and junior faculty are categorically discouraged by the GSD, and may fall under the purview of this policy.

Other Standards of Conduct

Dangerous Weapons and Threats

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

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

Whoever willfully communicates or causes to be communicated, either directly or indirectly, orally, in writing, by mail, by use of a telephone or telecommunication device including, but not limited to, electronic mail, Internet communications and facsimile communications, through an electronic communication device or by any other means, a threat: (1) that a firearm, rifle, shotgun, machine gun or assault weapon, as defined in section 121 of chapter 140, an explosive or incendiary device, a dangerous chemical or biological agent, a poison, a harmful radioactive substance or any other device, substance or item capable of causing death, serious bodily injury or substantial property damage, will be used at a place or location, or is present or will be present at a place or location, whether or not the same is in fact used or present; or (2) to hijack an aircraft, ship, or common carrier thereby causing anxiety, unrest, fear, or personal discomfort to any person or group of persons shall be punished by imprisonment in the state prison for not more than 20 years or imprisonment in the house of correction for not more than 2 1/2 years, or by fine of not more than \$10,000, or by both such fine and imprisonment.

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

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

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

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

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by the

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

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

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

. . . any stiletto, dagger or a device or case which enables a knife with a locking blade to be drawn at a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double-edged blade, or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade of over one and one-half inches, or a slung shot, blowgun, blackjack, metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a Manriki-Gusari or similar length of chain having weighted ends

Massachusetts General Laws, c. 269 § 10(b).

In addition, students should recognize that even when they are away from the University, Massachusetts law requires a permit or firearms identification card or compliance with other specialized rules (depending upon the type of weapon) for possession of any firearms. Carrying any firearm (even if unloaded) in violation of the law is punishable by imprisonment with a mandatory minimum sentence of eighteen months, which cannot be suspended or reduced.

Massachusetts General Laws, c. 269 § 10(a).

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

the applicable statutes.

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 activities is a violation of university rules as well as of the law. Possession, use, or distribution of certain non-prescription drugs, including marijuana, amphetamines, heroin, cocaine, and nonprescription synthetics; procurement or distribution of alcohol if one is under 21 years of age; and provision of alcohol to anyone under 21 years of age are violations of law and of Harvard policy. Although Massachusetts law now permits adults aged 21 or older to possess and consume marijuana under certain circumstances, federal law prohibits the possession, use, or distribution of marijuana, including for medical purposes, on Harvard property or as part of a Harvard activity. Thus, even if possession or use of marijuana would be permitted under Massachusetts law, it remains prohibited on campus.

The 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 that encourages responsible conduct. The use of illicit drugs and the misuse of alcohol are potentially harmful to health 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 use, administrative, medical, and psychiatric help for students having drug problems or difficulties controlling their use of alcohol are available on a confidential basis at the Harvard University Health Services. Any member of the University may use these in an emergency, day or night. Attention is directed to the fact that the University is not, and cannot be considered as, a protector or sanctuary from the existing laws of the city, state, or federal government. 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 the age of 21. Additionally, the misuse of prescription drugs (sharing, buying, or using in a manner different than that prescribed) is a violation of University policy.

There are also serious penalties for anyone under the age of 21 who purchases, attempts to purchase, arranges to procure alcoholic beverages, misrepresents his or her age, or falsifies 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 ID's; 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. All students should become familiar with the publication. [‘Playing it Safe’](#) prepared by the Harvard Police.

Electronic Media Policy

Electronic media, such as social networking sites, blogs, and virtual worlds, have become increasingly prominent in daily life. Used effectively, they can be powerful communication tools, enabling individuals to share and exchange views on topics of mutual interest. To ensure that all students are comfortable engaging fully in the learning experience while at the GSD, we ask all members of the GSD community to be respectful, honest, have integrity and personal accountability when using these forms of communications.

Hazing

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

Using the definition of hazing set forth in the Massachusetts hazing statute, the Associate Dean for Student Affairs will consider all reports of hazing in the normal course of its oversight, taking disciplinary action in appropriate cases, and will report confirmed incidents to appropriate law enforcement officials.

Massachusetts General Laws Chapter 269

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

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to affect adversely the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

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

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

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

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

Smoke-Free Campus

The no-smoking ordinance of Cambridge, Massachusetts, defines smoking as a hazard to public health and a public nuisance. It prohibits smoking in any public spaces in Cambridge, including classrooms, lecture halls, libraries, auditoriums, restrooms, work areas, lounges, and hallways. These regulations are in effect throughout the city, Harvard University and the GSD. All faculty, students and staff members are expected to comply fully with this no-smoking ordinance. All forms of tobacco use including cigarettes, cigars, e-cigarettes or vaping, and smokeless tobacco are not permitted anywhere at the GSD. Under terms of the Cambridge ordinance, the GSD is responsible for policing all no-smoking areas within its buildings. Persons who smoke in no-smoking areas are in violation of this ordinance, which provides substantial individual and institutional penalties. Please advise all persons who are smoking inside GSD buildings of the regulations and request that they comply. If the smoker does not comply with the request, the affected person should give the smoker's name to the Associate Dean for Student Affairs.

Studio Culture Policy

Overview

Harvard University and the Graduate School of Design aspire to provide education and scholarship of the highest quality—to advance the frontiers of knowledge and to prepare individuals for life, work, and leadership. Achieving these aims depends on the efforts of thousands of faculty, students, and staff across the University. Some of us make our contribution by engaging directly in teaching, learning, and research, others of us, by supporting and enabling those core activities in essential ways. Whatever our individual roles, and wherever we work within Harvard, we owe it to one another to uphold certain basic values of the community:

- Conscientious pursuit of excellence in one's work
- Respect for the rights, differences, and dignity of others
- Honesty and integrity in dealing with all members of the community
- Accountability for personal behavior

Achieving the mission of the GSD requires an environment of trust and mutual respect, free expression and inquiry, and a commitment to truth, excellence, and lifelong learning. Students program participants, faculty, staff, and alumni accept these principles when joining the Harvard Graduate School of Design community.

Community members have a personal responsibility to integrate these values into every aspect of their experience at the GSD. Through our personal commitment to these values, we can create an environment in which we all can achieve our full potential.

The goal of the GSD studio teaching method is to achieve a free exchange of ideas in an atmosphere of mutual respect.

At the core of all our activities at the GSD are our collective values of excellence, respect, honesty, integrity, and accountability. The GSD has adopted a Community Values Statement which is regularly communicated to all members of the GSD community.

Studio Culture Policy Document

The Dean, Chairs and administration have developed written procedures and policies for core and option studios sent to all instructors before the semester begins. The intent of the procedures and policies is to provide clear guidelines and instruction to faculty and also to convey our philosophy about studio instruction; the goal of the studio teaching method is to achieve a free exchange of ideas in an atmosphere of mutual respect. Information is collected and posted to provide critical information to aid students in their understanding of the practical and pedagogical considerations that go into the studio system at the GSD. The studio culture policy, along with all related information and guidelines, is a product of collaboration and time between faculty, staff, and the Student Forum and is meant to assist and provide support for students during the studio sequence.

Use of University Libraries

The University's libraries are for the use of the students, faculty, staff, and other authorized members of the University and scholarly community. Except when specifically authorized for use to a designated commercial user, the systematic exploitation of library resources, including its databases, for profit is prohibited. It is inappropriate for students and others to sell data, to act as agents for those who do so, or otherwise to use their library privileges other than for personal academic use. Students who fail to comply with library rules will be subject to revocation of library privileges, disciplinary action, and legal prosecution. Unauthorized removal from the library of any book or other library material or property, or 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 Graduate School of Design and the University and the laws of the Commonwealth of Massachusetts governing crimes against property.

Campus Safety and Security

Evening Shuttle Van/Escort Service 617-495-0400

The Evening Shuttle Van Service is designed to provide transportation throughout the Cambridge and Allston campuses as a supplement to the shuttle bus. Rides are free and available on request between 7 p.m. and 3 a.m. Calls are taken until 2:40 a.m. Please call ahead as the wait may be as long as a half-hour.

Harvard University Campus Escort Program (HUCEP)

617-384-8237

HUCEP teams who are trained and supervised by the HUPD provide walking escorts to students, faculty, and staff seven nights a week during the academic year and cover the Yard, River, and Quad areas. Teams are identified by their brightly colored vests labeled HUCEP. Escorts respond to calls for service through the HUCEP hotline 617-384-8237 or 617- 38HUCEP, and can be flagged down by students, faculty, and staff in need of an escort. Escort teams also are encouraged to ask solo walkers if they would like an escort to their destination.

Missing Persons Policy

As required under federal law, the Harvard Graduate School of Design immediately will refer to the Harvard University Police Department (HUPD) any missing persons report involving a student who lives in on-campus housing. If any Harvard community member believes a student who resides in on-campus housing is missing, they should immediately notify HUPD at 617-495-1212. If HUPD determines that the student has been missing for more than 24 hours, then, within the 24 hours following this determination, the school or HUPD will:

1. Notify an appropriate external law enforcement agency, unless the local law enforcement agency was the entity that made the determination that the student is missing
2. Contact anyone the student has identified as a missing person contact under the procedures described below
3. Notify others at the university, as appropriate, about the student's disappearance

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

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

Students are reminded that they must provide the Registrar with emergency contact information

and/or confidential missing persons contact information if they have not already done so.

Police Escort

617-495-1213

The Harvard University Police Department provides rides within the campus environs when the escort service is not operating, and a student feels at risk or unsafe.

Playing It Safe

Annually, the Harvard University Police Department produces a report that outlines the university's campus safety and security policies, procedures, and practices. This publication, "Playing It Safe," describes programs and services designed to promote safety and security and to help members of the Harvard community prevent and report crime. It also includes crime statistics for the campus area, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"). A copy of "Playing it Safe" can be found [online](#). In addition, the HUPD disseminates community advisories and crime alerts after a serious or violent crime that may pose a continuing public safety threat is reported to the HUPD or local police departments.

Harvard University Police Department (HUPD)

1033 Massachusetts Avenue, 6th Floor | <http://www.hupd.harvard.edu> Urgent: 617-495-1212

Business: 617-495-1215

TDD: 617-495-1211

Blue-light emergency phones on the Harvard campus connect directly to the Harvard Police. These phones should be used to report suspicious activity, crimes in progress or any emergency situation. In addition, University Centrex phones (gray) placed at Harvard locations can be used to contact the HUPD at 617-495- 1212. Visit the HUPD website for important safety tips.

HUPD Crime Prevention Unit

617-495-1795

Personal protection and Rape Aggression Defense (RAD) workshops are offered. Students should contact the Office of Student Affairs to arrange or schedule a workshop mentioned above or any other safety/crime issues they would like to be addressed.

HUPD Laptop Registration

Harvard University Police Department 1033 Massachusetts Avenue, 6th Floor 617-495-1795 | <http://www.hupd.harvard.edu/laptop.php>

Through the HUPD website, a free service provided by the HUPD where HUPD maintains a database that stores the make, model, and serial number of your laptop. In the event of loss or theft, HUPD can identify the owner if it is recovered. This is a free registration through Absolute Software's LoJack for Laptops. In the event of the loss or theft of the laptop, the company will work with HUPD and local police to try to recover your laptop if it is stolen. The technology they use is embedded in most PCs, making it very difficult to detect and remove. It allows you to remotely display a message and lock your device so that no one else can log on and search your files, photos or passwords. You can also remotely delete files, photos, passwords, emails, financial data and records, and can use GPS, Wi-Fi or IP to display your device's general location on a map. A four year (4) subscription costs \$30.

To register your laptop online please visit <https://www.hupd.harvard.edu/laptop-theft-prevention>

City of Cambridge Municipal Parking & Non-Resident Student Driver Statements and Decals

Nonresident Student Driver Statements and Decals

The Massachusetts Motor Vehicle Law requires out-of-state students bringing vehicles into the Commonwealth of Massachusetts to file a nonresident driver statement with the local police department in the city in which their university is located: "IT IS UNLAWFUL FOR A NONRESIDENT STUDENT TO FAIL TO FILE A NONRESIDENT DRIVER STATEMENT WITH THE POLICE DEPARTMENT LOCATED IN THE SAME CITY OR TOWN AS THE SCHOOL OF COLLEGE ATTENDED, IN ACCORDANCE WITH SECTION 3 OF CHAPTER 90 OF THE MASSACHUSETTS GENERAL LAWS. FAILURE TO FILE SUCH STATEMENT IS PUNISHABLE BY A FINE NOT TO EXCEED \$200."Instructions:

1. Complete the Nonresident Driver Statement: <https://www.mass.gov/doc/nonresident-student-vehicle-information-form/download>
2. Mail completed Nonresident Driver Statement to: The Parking Office, Campus Service Center, 8th Floor 1350 Massachusetts Avenue, Cambridge, MA 02138
3. Upon receipt and processing, student will receive a nonresident student driver decal from the University Parking Office.
4. Display decal prominently in the uppermost center portion of the vehicle's windshield.

If students bring a vehicle registered in a state other than Massachusetts, they will be required to obtain Massachusetts registration within 90 days. If students live in Cambridge, they will need a resident parking permit to park on the street. To obtain a permit, students must show proof that

their car is registered and insured in Massachusetts and that they are a Cambridge resident. Parking permits are available at the Department of Traffic, Parking, and Transportation, 238 Broadway or call 617-349-4700.

Note: Most metered parking spaces in Cambridge restrict the user to one-time use and do not allow parking past the initial time limit. If a meter is marked “one hour,” the car in that space must be moved after one hour or be subject to be ticketing, even if more money is put into the meter for a second hour.

HUPD Bicycle Registration

Students are strongly encouraged to register their bicycles with HUPD. Registration is free for all students. Registration serves as a deterrent to theft and can help in the recovery of stolen bicycles. The serial number is recorded and an identifying sticker is placed on 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 90 Smith Street (Longwood Campus), or to other office spaces, or by watching for notices of periodic bike registrations conducted at various locations throughout the University. To learn more about bicycle registration or to register your bicycle online, please visit this [HUPD bicycle registration webpage](#).

Copyright and Publishing Policies

Copyrighted Materials on the Internet

All GSD 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 exists. In appropriate circumstances, the GSD will terminate the network access of users who are found to have repeatedly infringed the copyrights of others. Information about the application of copyright law to peer-to-peer file sharing of music, movies and other copyrighted works is available at www.dmca.harvard.edu. Students with questions about copyright law or this policy should contact the Chief Information Officer, Richard Bakken,. The full policy can be found at [Copyright Policy | Digital Millennium Copyright Act \(harvard.edu\)](#)

Ownership of Student Work, Intellectual Property Rights and Copyright

Except as provided below, students retain the copyright and other intellectual property rights in work they create in their capacity as students at the GSD. If the work is created as part of the student's duties as a paid employee (whether by stipend or by salary) it will be considered a 'work made for hire' for the University and the University will own the copyright.

A work is understood as the original expression of an author; a copy of the work is a physical manifestation of the expression. Copies of work submitted by a student in satisfaction of admission, course, or degree requirements, such as papers, drawings, models, digital images and other materials, become the school's property. The GSD may use such copies for GSD non-commercial, academic or research purposes such as in exhibitions of GSD student work, GSD publications, reports to sponsors of studios and other forms of GSD outreach, provided that each student must be appropriately credited as the creator of the student's work. Any other use of student work, for example, by faculty in their own publications, requires the written consent of each student contributor, in addition to appropriate credit. The school, faculty, and staff assume no responsibility for the physical safeguarding of such copies of student work and may, at their discretion, retain such copies, return them to their creators, or discard them. Ordinarily, material of a current student will not be discarded without giving the student a chance to reclaim it.

Due to the nature of design instruction, faculty will often be in the position of sharing their creative work with students and involving students in the work. Additionally, students working in groups may create work collaboratively. In such cases, joint ownership of works may result by agreement or as a matter of law.

If the GSD has provided more than incidental support for the creation and development of a work,

individual students who contributed to the work will retain the rights to their ideas, but the University will own the copyright and other rights in the work itself. GSD support may include use of GSD resources such as funds, facilities and equipment beyond the resources typically provided for student use in connection with studios and other courses.

If the work is created as part of an activity subject to an agreement between the University/GSD and a third party that contains provisions on copyright and its use, rights will be allocated according to the agreement. With respect to studios, it is general GSD policy not to enter into or approve agreements with sponsors of studios that directly or indirectly provide for the transfer of rights in student work to a sponsor, beyond allowing use of the work as is customary in reports to the sponsor and displays relating to the project. In no circumstances will a transfer of rights, other than in connection with such customary uses, be approved without the written consent of each student contributor.

The University's 'Intellectual Property Policy' can be found at:
<https://vpr.harvard.edu/pages/intellectual-property-policy>

Student Inventions and Software Creations

The University Statement of Policy regarding Inventions, Patents and Copyrights specifies that it applies to 'all members of the university including students in connection with their university work.' This will be interpreted to mean the following: In regard to inventions, ownership of inventions made by a student shall remain with the student unless:

1. The invention results from a student's employment by Harvard (either by stipend or salary).
2. The invention is made in work which is subjected to a sponsored research agreement.
3. The invention is made using significant university resources or facilities (the use of resource or facilities generally available to students as part of their educational activities would not be considered 'significant' in this context). In regard to software, ownership of software created by a student shall remain with the student unless:
 1. The software is created as part of the student's duties as a paid employee (whether paid by stipend or by salary).
 2. The software is created in work which is subject to a sponsored research agreement.
 3. The software is created as part of work within a program, laboratory, or department with a specified policy (which has been communicated to the student) that the university will own it.

4. The software is created with the use of significant university resources or facilities (the use of resources or facilities generally available to students as part of their educational activities would not be considered 'significant' in this context).

Right of the University to Capture and use Digital Images

The use of digitized images for ID cards for academic and security purposes at the university is a condition of employment for all employees, and a condition of enrollment for all students. The university has its rights to require images for security and academic integrity. Specifically, Harvard University may use digitally recorded images of its populations for identification purposes, including identification cards, security systems, and classroom and exam proctor lists. Requests for exemptions from having a photo ID will be reviewed by the Office of the General Counsel and will be granted only in extreme circumstances. If you do not wish to have your picture in Facebook or internal directories, contact ID Card Services at 617 495 3322.

Should no previous objection be recorded, the University may print images of students, staff, faculty, or administration in its many traditional house/dorm books, class books, or organizational charts for purposes within the University. Should no previous objection be recorded, the university may print images in internal publications of students or faculty who are receiving degrees or awards. Should permission be given, the university may distribute prints of all students and faculty receiving degrees or awards outside of the university. Images will not be distributed from this database for negative publicity purposes that could endanger our community.

Trademarks and "Use-of-Name" Policies

Harvard University's Trademark Program is responsible for protecting and licensing Harvard's various trademarks (e.g., "Harvard," "Harvard College," "Harvard Law School," "the VERITAS shield," etc.) worldwide. After covering operational expenses, revenue from the Trademark Program's licensing activities is provided to the Faculty of Arts and Sciences in support of that faculty's undergraduate financial aid initiatives. Any student group wishing to reproduce any University trademark on products (e.g., t-shirts, mugs, etc.) should contact the Trademark Program in advance: 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, 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 members of 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 (<http://trademark.harvard.edu/policy-on-use-of-harvard-names-andinsignias>). 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 and, in certain instances, the Provost.

Video and Audio Recording of Classroom Activities by Students

GSD students are not permitted to make audio or video recordings of classroom sessions or activities in any form without the express approval of the faculty member(s) conducting the session, the student participants, and the Registrar’s Office. The use of the term ‘recording’ in this policy refers to any images or audio captured by digital or film-based cameras, cellular telephones, hand-held devices, PDAs, pagers, audio tape recorders, or other digital or film based device.

Additional Policies

Computer Accounts

All registered GSD students and affiliates, and external cross-enrolled students, may receive an account on the GSD’s computer local area network, with a unique identifier (username) and password. The account is normally valid until approximately one month following graduation or withdrawal, or the end of semester enrolled for cross-registered students. Use of the GSD’s computer resources—including hardware, software, data, email, and internet access, and other resources—is intended for support of personal GSD-related academic studies. Commercial, for profit, or other non-academic use is inappropriate. Use of the account username and password constitutes implicit acceptance of, and is contingent upon, the rules and regulations of the Computer Resources Group as outlined on the web pages at gsd.harvard.edu/resources/itpolicies/. Any use or activity which threatens the security or performance of the GSD computer network, invades the privacy of or harasses any other community member, or violates any rules of the GSD Computer Resources Group, may be grounds for termination of account privileges or other disciplinary action. Account usernames and passwords are assigned to individual students and are not transferable. A student may not allow any other person to use his or her computer account or password for any purpose, nor may any

student use or attempt to use any other student's account or password; doing so may be grounds for termination of account privileges or other disciplinary action. Every student is responsible for his or her computer account and the circumstances of its use or misuse, including monetary charges for services or supplies consumed. Any student who believes his or her computer account or password has been compromised or misused should immediately contact the Director of Computer Resources.

International Travel

All students traveling abroad are required to register with the Harvard Travel Registry for trips funded or arranged by Harvard or for which they will receive Harvard credit. It has been created so the University can locate you quickly and aid in the unlikely event of an emergency. This procedure is also strongly recommended for all faculty and staff. Be sure to update your itinerary and contact information if they change during your trip.

Before traveling abroad, you need to complete the following steps at <https://www.globalsupport.harvard.edu/>:

- Register your itinerary in the Harvard Travel Registry. Registering is required for students traveling with any type of Harvard sponsorship and is strongly recommended for all other travelers.
- Learn about Harvard Travel Assist and keep a copy of the phone number with you: +1 617-998-0000.
- Review country-specific emergency and safety information.
- Review visa requirements and get application assistance.

Harvard Travel Assist services are offered to eligible Harvard travelers and include medical referrals, emergency evacuations and repatriation, as well as access to country-specific safety and medical information. They are available 24/7 for emergencies and general medical and security advice. Read the full [Travel Safety and Guidelines – Harvard Graduate School of Design](#).

GSD Mail Policy

The Mail Center only processes faculty and staff mail related to university business. Anything coming in that is not addressed to faculty or staff will be refused upon receipt and sent back.

Internal GSD "Post" is done via email.

National Post

United States Postal Service (USPS) is the national mail system. If you miss a package at home, double check your package slips: your package may not be at the geographically closest post office. Get Forever stamps, which are good regardless of frequent stamp price increases. And do not forget to forward your mail before you move.

Harvard Sq: 125 Mt Auburn St

(800) ASK-USPS usps.com

To update your address in the Harvard System

Go to your [my.Harvard](#) account and update your Personal Info. Be sure to update your address if you move during the academic year or over the summer.

International Courier & Package Delivery Services

FedEx Office offers overnight delivery service that is especially useful for those last-minute fellowship application deadlines. Each store has different “latest drop-off” times. There is a drop box outside of Gund on Cambridge Street (the latest drop-off is about 7:15pm).

Harvard Sq: 1 Mifflin Pl **Porter Sq:** 1770 Mass Ave (617) 497-0125

fedexkinkos.com M–Su:

24 hours

United Postal Service (UPS) is sometimes better for ground-delivery services. Most of the stuff you order online is probably sent this way. You might want to sign up for UPS My Choice, which gives you the option to reschedule delivery or authorize it to be left at your door (you’ll need to be on record as living at your address).

Harvard Sq: 955 Mass Ave (617) 868-5055

Porter Sq: 1770 Mass Ave

(617) 661-7171 theupsstore.com

Supports and Resources:

The academic load at the GSD is intense, but language barriers, stress, and other academic concerns can be reduced with the appropriate support. For a comprehensive catalog on student support and resources, please refer to the [Student Support and Resources Canvas site](#).