

is based on financial need as determined by federal and/or institutional guidelines. Institutional support is very limited. Therefore, students are encouraged to make a conscientious effort to obtain financial support from outside fellowships, private sources, or from their employing agencies before seeking funds from the school because of limited institutional aid resources. (see Financial Matters, page 53)

Weather

In the event of a snow storm or other serious weather advisory, the Executive Dean of the Kennedy School will determine whether or not classes will be cancelled at approximately 6:00 a.m. (If you are concerned about your own personal safety due to bad weather, please do not travel to school even if classes are not cancelled.)

You may access this information in the following ways.

1. 617-495-1033
2. On the KSG home page under KSG Info
3. Radio station closing announcements

Student records

Who maintains official student records and what do they include?

Official records of current students are maintained in the Registrar's Office. This includes the admissions file as well as information accumulated during the student's enrollment in the school. Generally the student files contain: the admissions application (essays, previous transcripts, letters of recommendation, and general correspondence); correspondence with the student; and information related to disciplinary matters for those students who have had matters before the Administrative Board or Committee on Rights and Responsibilities which become part of the record.

Financial aid records are maintained in the Student Financial Services Office. Student transcripts are maintained for all past and present students in the Registrar's Office. All other alumni records are stored in university archives.

How do I access my student records?

Students can view their file by filling out a request form in the Registrar's Office. The file will normally be available in 24 hours. The Registrar's Office does not copy transcripts or diplomas from other colleges or recommendations for student use.

Upon reviewing records, a student may seek an amendment to their file if they believe it to be inaccurate, misleading, or otherwise in violation of their privacy rights. Requests for amendments must be in writing detailing the information in question and submitted to the Registrar for review.

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

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) dictates what student information is, and is not, considered private. The purpose is to protect access to student records and restrict the conditions under which information may be released. The information given below is consistent with the terms of FERPA. To ensure your information is not published in the Harvard University Directory, you must submit a request for a FERPA block by September 30.

What is considered "public information"?

The following information is treated as public information and will be given to anyone on request unless a student stipulates otherwise:

- name
- program
- degree received or date anticipated
- reported date of birth (only for students living in Harvard housing)
- e-mail address
- date of attendance at KSG

Any student may request that this information be treated confidentially. Ordinarily, it would still be made available to a faculty member or officer of the school on request.

Are my student records open to the public?

No. In appropriate cases, educational records are disclosed without a student's knowledge or consent to Harvard officials with legitimate educational interest in the records. "School officials" include faculty, administrators, clerical, professional employees, and agents of the University such as independent contractors performing functions on behalf of the University. Examples of "legitimate educational interest" include situations where an employee or agent of the University has a need to provide advice to or about the student or former student, or to evaluate or assist with the student's or former student's standing with the University.

Other examples of "legitimate educational interest" include situations where disclosure is required to operate or manage a University-sponsored academic or administrative program, or to perform student-related administrative, security, disciplinary, or other service. In such cases, the academic or administrative program must be prepared to provide written documentation that the information sought is, in fact, required to permit its effective management or operation.

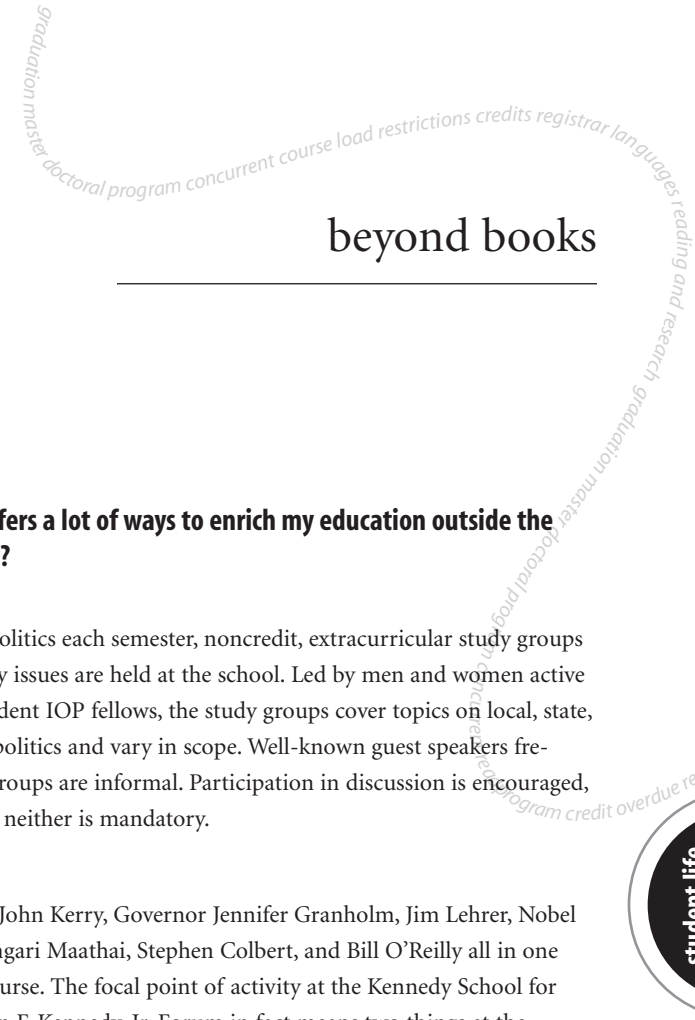
All material included as part of your application, including GRE or GMAT scores, is kept in strictest confidence and, under no circumstances, is it released to any individuals outside the school without your permission. These materials are only shared with faculty and staff directly involved in the admissions and advising process, and for purposes of course sectioning.

Transcripts

How do I get a copy of my transcript?

You will receive, free of charge, one official transcript, mailed upon completion of your degree. Each additional transcript requested as a current student or graduate will cost \$2. No additional transcripts will be released to you or a third party if you have a student bill balance.

Transcripts issued directly to you will be stamped “Issued to Student.” Transcripts will not be released either to you or to third parties without your written authorization. Neither faxed nor telephone requests will be honored. The purpose of this rule is to protect you from any unauthorized use of your student record.



I know that the school offers a lot of ways to enrich my education outside the classroom. What are they?

IOP Study groups

Hosted by the Institute of Politics each semester, noncredit, extracurricular study groups on politics and public policy issues are held at the school. Led by men and women active in public life, including resident IOP fellows, the study groups cover topics on local, state, national and international politics and vary in scope. Well-known guest speakers frequently participate. Study groups are informal. Participation in discussion is encouraged, as is weekly attendance, but neither is mandatory.

Forum events

Where can you see Senator John Kerry, Governor Jennifer Granholm, Jim Lehrer, Nobel Peace Prize winner, Dr. Wangari Maathai, Stephen Colbert, and Bill O'Reilly all in one semester? The Forum, of course. The focal point of activity at the Kennedy School for more than 20 years, the John F. Kennedy, Jr. Forum in fact means two things at the school: the physical space that serves as cafeteria and meeting place by day and the location for often-heated speeches by night; and, the actual events that take place, including discussions by heads of state, political leaders, labor organizers, academics and community activists.

Brown Bags

More intimate than Forums, Brown Bag discussions take place as often as every day at the school. Hosted by experts in various fields, Brown Bags are often sponsored by the KSG