



HARVARD Kennedy School
JOHN F. KENNEDY SCHOOL OF GOVERNMENT

2023–2024

STUDENT HANDBOOK

HKS

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NOTICE : Except where explicitly noted (e.g., grading systems), all expectations related to classroom and community behavior and to academic integrity that apply when students are on the HKS campus also apply when students are not on the HKS campus, including without limitation when they are engaged in remote, on-line HKS activities.

Harvard Kennedy School 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, 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, HKS 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 community health and safety or significantly disrupting campus life or learning.

Discretionary measures available to HKS 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.

Please note: non-HKS students who are enrolled in HKS courses are expected to uphold the policies set forth in the HKS Student Handbook, including without limitation those related to academic integrity and the Code of Conduct. Non-HKS students include, for example, Tuition Assistance Program (TAP) students and cross-registrants. HKS may take any and all actions it deems necessary upon the discovery of a policy violation, including without limitation immediately requiring the non-HKS student to withdraw from the course and notifying the non-HKS student's home institution, if applicable. Additionally, HKS may preclude a non-HKS student who has previously violated HKS policy from registering in any future HKS course.

While every effort has been made to ensure that these pages are accurate and up to date, they may include typographical or other errors. Changes will be made periodically. Do not assume that if something is not specifically prohibited in the student handbook it may be done.

Academics

Academics form the foundation of the Harvard Kennedy School experience. To help you make the most of your academic experience, this section provides important information about degree requirements for each program, how to decide upon and register for courses, the School's policies for grading, crediting and maintaining academic standards, and what you can expect exams to be like.

In addition, you'll find information about the Family Educational Rights and Privacy Act (FERPA), which outlines how to access your educational records at Harvard Kennedy School.

Degree Requirements

Students are responsible for meeting all academic requirements of their degree program as described below. Additionally, they must:

- > Be in residence for the required number of semesters for their program. Being “in residence” is defined as attending classes in the School’s designated learning modality and successfully completing at least 12 credits toward the degree each semester.
- > Achieve a minimum grade point average of B
- > Complete a degree application
- > Have a zero-term bill balance. A student with an outstanding balance at the time of graduation may not be permitted to participate in the Commencement ceremonies or receive a diploma. If students leave the University with an amount due on their student bill, which remains unpaid, they may be subject to collection activities. The costs associated with collecting an unpaid account may be added to their outstanding debt. The balance must be paid in full before a diploma will be granted.

What are the specific requirements for each degree program?

A complete course listing for each degree program’s requirements is available in the program’s KNet section.

MASTER IN PUBLIC POLICY (MPP)

MPP candidates must successfully complete the core curriculum, the [Policy Analysis Exercise \(PAE\)](#), all requirements for their selected [Policy Area of Concentration \(PAC\) or concentration](#), and other electives for a total of 72 credits. Students must take no fewer than 12 credits and no more than 24 credits each semester. Students are to complete the required 72 credits within four semesters of residency. Students must be approved to extend their time to degree completion beyond the allotted number of semesters.

- > Concurrent degree candidates must complete a minimum of 48 credits, including the MPP core and PAE, and must be in residence at HKS for three semesters.
- > Concurrent degree candidates with Harvard Medical School must complete a minimum of 48 credits, including the MPP core and PAE, and must be in residence at HKS for two semesters.
- > Joint degree candidates with Harvard Business School must complete at least 52 HKS credits, including the MPP core and PAE, in addition to the Joint Degree Seminar in Years 1 and 2, and the Business-Government Integrative Course in Year 3.
- > Joint degree candidates with Harvard Law School must complete at least 48 credits, including the MPP core during their first year at HKS and 12 additional credits after the first year. They must also complete a third-year seminar and, in the fourth year, an intensive writing module and an integrated writing project.
- > If students are exempted from one or more MPP core courses, they do not earn course credit toward graduation for those exemptions; they are still required to earn the minimum number of credits needed to obtain the degree by enrolling in the appropriate number of elective courses.

MASTER IN PUBLIC ADMINISTRATION (MPA)

All MPA candidates must complete a minimum of 4 credit units from each of the following areas:

1. Economics and Quantitative Analysis
2. Management, Leadership, and Decision Sciences
3. Public Ethics and Political Institutions

Courses to fulfill these distribution requirements may not be taken pass/fail and must be counted as part of the credits required for graduation. A Reading and Research (RAR) course may not fulfill a distribution requirement.

Two-year MPA candidates must successfully complete at least 64 credits; earn a cumulative GPA of B or better; fulfill the [Policy Area of Concentration \(PAC\) requirement](#); and satisfy the distribution requirements (with a B- or better in each). Two-year MPA students must take no fewer than 12 credits and no more than 24 each semester. Students are to complete the required 64 credits within four semesters of residency. Students must be approved to extend their time to degree completion beyond the allotted number of semesters.

Two-year MPA students must also successfully complete at least 8 credits from one of the Policy Areas of Concentration (PAC). Their PAC and distribution courses may not overlap. A Reading and Research (RAR) course may not be used to fulfill a PAC requirement.

Concurrent MPA candidates must successfully complete at least 48 credits; earn a cumulative GPA of B or better; satisfy the distribution requirements (with a B- or better in each); and be in residence at HKS for three semesters. Concurrent MPA students must take no fewer than 12 credits and no more than 24 credits each semester. Students are to complete the required 48 credits within three semesters of residency. Students must be approved to extend their time to degree completion beyond the allotted number of semesters.

Mid-Career MPA (MC/MPA) candidates must successfully complete at least 32 degree credits; earn a cumulative GPA of B or better; and satisfy the distribution requirements (with a B- or better in each). MC/MPA students must take no fewer than 12 degree credits and no more than 24 each semester. Full-time MC/MPA students are to complete the required 32 credits within two semesters of residency. Students must be approved to extend their time to degree completion beyond the allotted number of semesters. In addition, MC/MPA students must successfully complete the Mid-Career Summer Program (and for MC/MPA Mason Fellows, the Mason Fall Launch) to continue into the academic year. MC/MPA Mason Fellows must also participate in the Mason Seminars during the academic year.

Satisfactory completion of the MC/MPA Summer Program is a required component of the degree because it provides foundational preparatory experience for incoming MC/MPA students. Full attendance and participation is required and expected, and students are allowed to miss up to two days without an impact to their final evaluation. Full participation in the Summer Program is required and expected in order to satisfactorily complete this requirement. At its conclusion, students will receive an assessment of either SAT or UNSAT on their transcript. If a student does not achieve satisfactory completion of the Summer Program, they will receive an "UNSAT" on their enrollment record and will be withdrawn from the MC/MPA Program before the start of the fall semester. Students who

are withdrawn from the MC/MPA Program for failure to receive a SAT grade for successful completion of the Summer Program will be required to reapply for admission to the MC/MPA Program if they wish to participate in the program during a future year.

MASTER IN PUBLIC ADMINISTRATION IN INTERNATIONAL DEVELOPMENT (MPA/ID)

MPA/ID candidates must successfully complete the core curriculum, the [Second Year Policy Analysis \(SYPA\)](#), and six electives for a total of 76 credits. Students must take no fewer than 12 credits and no more than 24 credits each semester.

- › Concurrent degree candidates must complete 52 credits, including the MPA/ID core and SYPA, and must be in residence at HKS for three semesters.
- › Joint degree candidates with Harvard Business School must complete at least 60 HKS credits, including the MPA/ID core and SYPA, in addition to the Joint Degree Seminar in Years 1 and 2 and the Business-Government Integrative Course in Year 3.
- › Joint degree candidates with Harvard Law School must complete at least 54 credits, including the MPA/ID core at HKS and 8 additional HKS elective credits after the first year. They must also complete a third-year seminar and, in the fourth year, an intensive writing module and an integrated writing project.
- › If students are exempted from one or more MPA/ID core courses, they do not earn course credit toward graduation for those exemptions; they are still required to earn the minimum number of credits needed to obtain the degree by enrolling in the appropriate number of elective courses.

DOCTORAL DEGREE PROGRAMS

Read about the [PhD in Public Policy \(PPOL\)](#) and [PhD in Political Economy and Government \(PEG\)](#) programs and their degree requirements. PPOL and PEG candidates officially register with and use the services of the [Harvard's Graduate School of Arts and Sciences \(GSAS\)](#) registrar after enrolling in the program. General information and guidelines are available from the director of the Doctoral Programs.

JOINT AND CONCURRENT STUDENTS

Requirements for joint and concurrent students vary by school and program. Students may pursue a [joint or concurrent degree](#) with HKS and only one other approved graduate program. They may not receive credit for a cross-registered course at a professional school in the same field as their concurrent degree. Refer to the [Combined Degree Guide](#) for more information.

How many courses should students take each term?

The normal course load is 16 credits per semester or 32 credits per year, except for first-year MPP or MPA/ID students. To enroll in fewer than 12 credits or more than 20 credits, students must get permission from their program director before the add/drop deadline; additional tuition usually will be charged for more than 24 credits. All January courses count as spring credits only, and students are limited to enrolling in a maximum of 4 credits within the January session, including cross-registered courses.

Can courses be repeated?

Failed required courses must be retaken or replaced with an equivalent course to fulfill the requirement. Failed elective courses may be retaken. Courses passed successfully may not be retaken.

Are there courses that will not allow students to earn credit?

Yes, there are limitations to courses that can be taken for credit. No credit is granted for:

- › Any undergraduate course other than languages.
- › Any course taken prior to registration in an HKS degree program unless special permission is given at the time of admission. In cases where special permission is granted, courses may be used as a substitute for or exemption from a requirement; however, they will not reduce the total number of credits needed to earn a degree.
- › Transfer credits

Check the [HKS Registrar's Office on KNet](#) for additional information regarding cross-registration and related restrictions.

Can students earn HKS credit by taking a language course?

Language courses may fulfill credits for graduation, depending on the degree program.

Program	Maximum number of credits toward graduation
MPP (IGA concentration)	12
MPP (non-IGA concentration)	8
MPA	4
Mid-Career MPA	4
MPA/ID	0

All language courses for credit toward HKS graduation must be taken at the Faculty of Arts and Sciences (Harvard College) and approved by the appropriate program director at HKS. Language courses cannot be taken pass/fail unless the instructor indicates that all grades awarded in the class will be either pass or fail. Language petitions are due on or before the last ADD day of the semester.

Students also may take language courses for zero credit; however, grades for these courses will be recorded on academic transcripts regardless of whether credit will be awarded toward graduation. Regular add/drop deadlines apply.

Joint degree candidates with Harvard Business School or Harvard Law School cannot earn language credits toward their degree.

Are there opportunities to complete reading and research (RAR) courses (i.e., independent study)?

RAR courses are opportunities for students to work independently on a topic of interest. Independent research courses are offered at the discretion of faculty members who may accept or decline students' requests to have them supervise an RAR. Students may not be compensated for RAR research. The usual outcome of an RAR is a major research paper that is 25-35 pages in length or an equally substantial alternative product that represents a full semester's learning and work effort. Faculty members are expected to meet regularly with students to discuss the work in progress and are responsible for overseeing the completion of the RAR contract.

RARs may only be supervised by HKS faculty members who are either at the assistant or associate level, or are full professors or lecturers. If students wish to work with Harvard faculty members outside of HKS and earn credit for the course, they must cross-register for the independent study offering at the other school as well as submit a petition for HKS degree credit to the HKS Registrar's Office. Students are not permitted to complete HKS RARs with non-HKS or non-Harvard faculty.

RAR courses are graded SAT/UNSAT (satisfactory/unsatisfactory) only, and are taken for a full term for four credits. If a student earns an incomplete for an RAR, a faculty member must oversee its completion. Students may enroll in only one RAR course per term and must complete an RAR contract, which is a formal agreement between the student and the faculty member that outlines the work that must be accomplished to receive credit. All RAR contracts must be submitted to the HKS Registrar's Office by the ADD deadline.

Grades and Credits

HKS courses are graded A, A-, B+, B, B-, C+, C, C-, D, and E; a B average is required for graduation. Courses with grades of E, UNS, INC, PI, ABS, AWD, WD, or DRP will not count toward graduation. A D is the lowest elective course grade for which students may receive credit toward graduation. Instructors teaching reading and research courses will award either SAT (satisfactory) or UNSAT (unsatisfactory) grades; letter grades will not be awarded for these courses and a SAT grade will not be included in GPA calculation. MPP Spring Exercise and PAE grades of D (Distinction), HP (High Pass), P (Pass), and LP (Low Pass) count toward graduation and will be recorded on academic transcripts; however, the grade will not be included in GPA calculation. [The Dean's recommended grading distribution may be found on KNet.](#)

An HKS grade below B- is a failing grade for any required course or distribution requirement. Individual grades will not be released by the HKS Registrar's Office to students. Unofficial transcripts may be viewed and printed through my.harvard.edu.

INCOMPLETES

If students do not complete the required written assignments for a course and have instructor approval in writing by the end of the semester's reading period, they will be awarded an incomplete (INC) in lieu of a letter grade. Normally, an INC is regarded as a temporary grade with a deadline to complete the coursework no later than the last day of the reading period of the next semester. Students may petition one time to extend beyond the normal date. Students must file a Petition to Extend an Incomplete with the HKS Registrar's Office; the petition must be approved and signed by the instructor. The instructor is under no obligation to grant either an INC or any further extension. Once the work is complete and a letter grade assigned, the instructor will submit a Grade Change Report form to the HKS Registrar's Office; the grade will be changed on the student's transcript. Grades or grade changes that are submitted after established deadlines are subject to approval by the Registrar. If the work has not been completed by the deadline or an extension has not been granted, the INC becomes a Permanent Incomplete (PI) and the course may not be counted toward graduation. Students who receive an INC for a cross-registered course should check with the host school's Office of the Registrar for its policy on INC grades.

ABSENT/FAILURE TO DROP (ABS)

Absence from a final exam

To receive credit for an HKS course with a final examination, students must attend the exam unless they are excused prior to the time of the exam by the HKS Registrar's Office for serious illness or family emergency; in this case, they also must inform their program director or the assistant dean for student services and programs of their expected absence. If students are not excused and fail to sit for the exam, they will receive an ABS (Absent) grade. This may be converted to a letter grade only if they provide medical documentation that they were suddenly seriously ill at the time of the exam.

In that circumstance, or in the case of an excused absence, they will be required to take a make-up exam scheduled by the instructor.

Failure to drop a course

Students who fail to submit a drop petition when dropping a course will receive an ABS grade. Students who receive an ABS or an E grade in two classes ordinarily will be required to withdraw without the possibility of readmission to the School.

Drop or Withdrawal Drop (DRP): Indicates a withdrawal from the course during the drop period. Withdrawal (WD): Indicates withdrawal from course after drop deadline. Students also receive a WD grade if they withdraw (e.g., take a leave of absence) from the School after the add deadline.

PASS/FAIL

Students may not take courses on a pass/fail basis unless the instructor indicates that all grades in the course will be awarded as either pass or fail. Students who cross-register with other schools and are given the option of being graded on a pass/fail or letter grade system must select the letter grade option.

AUDITING

Audits for HKS courses do not appear on student records and are at the discretion of faculty members. Audits at other schools will not appear on students' academic records.

CROSS-REGISTERED COURSES

Students must meet the grade requirements of the school in which the course is offered. [See the HKS Registrar's Office KNet page for details on cross-registration.](#)

GRADE CHANGES

Students may not ask faculty members to review a final grade once it has been submitted to the HKS Registrar's Office unless there has been a mathematical miscalculation of the grade.

In addition to a grade, how are credits awarded?

Courses are awarded four credits for a term-length course and two credits for a module. There are also several courses labeled "Y;" typically, these courses are equivalent to four credits. They normally span the full academic year; meeting times vary. Students must complete both terms of the course to earn course credit.

Other schools at Harvard use different systems to award credit. Students must understand how many HKS credits they will earn in a cross-registered course. Refer to [HKS Registrar's Office KNet page](#) for the table of credit equivalencies.

[Read more about grading and credits.](#)

Satisfactory Academic Progress Policy

For the purpose of general academic progress, HKS evaluates students at the conclusion of each semester to determine whether satisfactory academic progress (SAP) is being maintained. Satisfactory maintenance of grades and pace is required to be considered making satisfactory academic progress.

GPA GUIDELINES

Cumulative grade point averages will be calculated each semester. Refer to [Grades and Credits](#) for additional information regarding grades.

Failed required course grades, a C+ or below, will be included as part of the assessment of overall grades and grade point average for SAP until the course is repeated or replaced with an equivalent course, and successfully completed.

An incomplete grade does not factor into GPA.

Master in Public Policy (MPP) students must:

- › Earn a B- or better in all required core courses, including [Policy Area of Concentration \(PAC\)/Concentration](#) requirements. Any grade below a B- in these courses is a failing grade.
- › Earn a passing grade for the Policy Analysis Exercise (PAE) and seminar
- › Maintain a cumulative B average

Students who fail two full-semester core courses (or the equivalent in modules) or who fail the same course (or module) a second time will be withdrawn from the School without the possibility of readmission. Students can petition for a different outcome.

Master in Public Administration in International Development (MPA/ID) students must:

- › Earn a B- or better in all required courses, including the [Second Year Policy Analysis \(SYPA\)](#). Any grade below a B- in a required course is a failing grade.
- › Maintain a cumulative B average

Students who fail two different core courses or who fail the same core course a second time will be withdrawn from the School without the possibility of readmission. Students can petition for a different outcome.

One- or two-year Master in Public Administration (MPA) students must:

- › Earn a B- or better in distribution requirements; those courses must be included in the 32 or 64 credits required for the degree. Any grade below a B- in a required course is a failing grade.
- › Maintain a cumulative B average.

Students who fail to successfully complete the [Mid-Career MPA Summer Program](#) and/or Mason Fall Launch, who fail two different distribution requirement courses, or who fail the same distribution requirement course a second time will be withdrawn from the School without the possibility of readmission. Students can petition for a different outcome.

PACE GUIDELINES

In order to achieve the minimum satisfactory academic progress standards regarding pace, students must:

- › Successfully complete at least 65 percent of attempted credits. For example, an MPP student who completes 28 credits within 40 credits attempted at the end of the first year is considered to have maintained a successful pace of completion. Courses are not considered to have been completed satisfactorily if students: withdraw after the add deadline; receive an incomplete grade; earn a C+ or below in the case of a required course; or receive a failing grade (i.e., C+ or below in a required course; E for an elective course).
- › Complete all degree requirements within a maximum of 200 percent of the required credits for the program of study. For example, the MPP Program requires 72 credits. Students must complete those 72 credits satisfactorily by the time they have taken a maximum of 144 credits (72 x 200% = 144).

NOT MEETING SATISFACTORY ACADEMIC PROGRESS STANDARDS

Students who fail to maintain satisfactory academic progress will be placed on academic probation at the end of any semester during which they receive:

- › Less than a B average cumulative in the requisite number of courses for their degree program.
- › C+ or below in any core course or distribution requirement course.
- › Incomplete course grades with granted extensions of time past the normal due date in two or more courses.

Students typically will have until the end of the next semester exam period to remedy this situation. Failure to remedy will result in required withdrawal from the program. Students can petition for a different outcome.

SATISFACTORY ACADEMIC PROGRESS (SAP) AND FINANCIAL ASSISTANCE

Federal regulations require that all courses taken—including courses that are taken more than once—be considered when evaluating a student's pace of completion and GPA when determining whether a student is maintaining satisfactory academic progress for financial aid purposes. Therefore, it is possible that a student may be considered to be maintaining SAP by the Registrar for general academic purposes but not for the purpose of determining continued eligibility for financial assistance (including loans).

SAP is evaluated at the end of each enrollment period. If students are receiving financial assistance and are determined to have failed to maintain SAP, they will receive a financial assistance warning letter to formally notify them of their status. In order to remain eligible for financial assistance beyond the next enrollment period, they must make the necessary academic improvements to regain satisfactory progress status.

If students fail to regain SAP, they will become ineligible to receive assistance; they have the right to appeal. An appeal must detail the extenuating circumstances that resulted in the failure to maintain SAP and explain, in concrete terms, why those circumstances will not prevent them from maintaining satisfactory progress going forward. Appeals will be evaluated by a committee comprised of faculty members and Degree Programs and Student Affairs administrators.

If an appeal is granted, a student is placed on financial assistance probation and is eligible to receive financial assistance for one additional semester. Students will be removed from probation if they have made SAP at the end of that additional semester. As a condition of the appeal, the SAP Committee may create an academic progress plan, which students must agree to and follow in order to continue to receive assistance.

If an appeal is not granted, a student will not be eligible to receive financial assistance. To regain eligibility, the student must regain SAP. If a student is required to withdraw, dismissed, or expelled from the School for either academic or disciplinary misconduct, all assistance is forfeited immediately and financial assistance will not be renewed or provided for subsequent periods of enrollment even if the student is permitted to re-enroll.

DEGREE AWARDING

Students must complete all of the requirements for their degree program in order to have their degree awarded and receive the diploma.

Students are expected to apply to graduate with the corresponding degree date of the term in which they complete their degree requirements (i.e. Spring term for the May degree date, Fall term for the March degree date). Students who do not qualify for the May degree date may be eligible to graduate at the November degree date. HKS, however, reserves the right to confer a degree on a student who has completed all of the requirements for a degree even though the student has not applied to graduate. A student would then be subject to the School's usual rules and restrictions regarding future enrollment or registration.

Federal student loan borrowers are required to complete mandatory student loan exit counseling. HKS expects all charges noted on a student's account, including future summer rent, to be paid in full in order to complete your financial requirements for graduation. For students with outstanding term student bill balances at the time of graduation, the following rules will apply:

- › For students who owe \$1,000 or more, the University will withhold the diploma until the balance is paid in full. Upon clearance of the balance, the University will confirm reinstatement and release the diploma.
- › Students who owe more than \$100 but less than \$1,000 will not receive a diploma until the balance is paid in full.
- › Students who owe \$100 or less will be awarded a diploma.

HKS will act in accordance with the University policy on the awarding of posthumous degrees.

Registration Policies

How do new students decide what to study?

Note: These guidelines do not apply to first-year MPP or MPA/ID students except for those exempted from one or more core curriculum courses.

During orientation week, students should take advantage of the many online resources for course information. Courses for all Harvard schools are listed in my.harvard.edu. In addition, descriptions of all HKS courses and requirements are available online. [Course evaluations are available on KNet](#).

ADVISORS

During the first week of classes, students meet with their assigned advisor. Some advisors meet their students as a group; some meet individually. The counsel provided by their advisor will be one resource among many that students should consider in selecting courses.

WHAT ABOUT INTERNATIONAL STUDENTS?

International students must be in compliance with visa requirements and registered with the Harvard International Office (HIO) prior to registering for classes. Failure to observe these regulations may result in withdrawal from the School. Check with the HIO periodically as immigration regulations and requirements may change.

Once students pick a course, how do they officially sign up?

Students officially register for courses at my.harvard.edu. Online registration allows up to 20 credits, including cross-registered classes, and is available only during a designated time each enrollment period. Students should review their course schedule online periodically to ensure that their registration is accurate.

At what time do classes begin?

Class start and end times are printed in the schedule produced by the [Academic Dean's Office](#). Fifteen minutes are provided for students to move between classes. The times listed are the exact times classes are to begin and end. Students are expected to be seated in their classroom at the start time. Faculty members are expected to begin teaching at the start time; they are expected to cease teaching, and students are expected to vacate the virtual or physical classroom, precisely at the end time.

How do students add or drop a course?

Visit my.harvard.edu for instructions. Registration and add/drop deadlines are listed on the [academic calendar](#).

Are there registration restrictions?

Students may not register for more than 20 credits of classes in any one semester without the approval of their program director. Students may not register for two or more courses that meet at the same time, overlap in time, or have conflicting exam schedules.

It is the student's responsibility not to register for courses with conflicting exam times. Although few HKS courses will have a specific final exam time scheduled, it is important to check exam schedules for cross-registered courses as well in case other schools are planning for specific exam times.

Enrollment restrictions are noted in the course descriptions in the course catalog. It is always advisable for students to have a back-up class choice. For details on the registration process, including bidding for over-subscribed courses, visit the [HKS Registrar's Office KNet page](#).

HUMAN SUBJECTS RESEARCH REQUIREMENTS

Students who are involved in a research project that involves human participants at any time during their degree program, including PAEs and SYPAs, are required to obtain approval from the Committee on the Use of Human Subjects in Research (CUHS), which serves as the Institutional Review Board (IRB) for Harvard Kennedy School. This includes at least two requirements: completion of a training course; and submission of an application and any necessary accompanying documents. No research involving human subjects may proceed without prior approval from CUHS.

Is there a possibility that students will be refused admission to a course?

Yes, if:

- › They fail to meet prerequisite requirements
- › They have prior preparation in the same area
- › The course is oversubscribed or there are limitations on class size

What is a “module,” and when do students register for one?

Modules are two-credit courses that are six to seven weeks in length and may be taken at any approved Harvard school. HKS modules are offered during four periods in the academic calendar (Fall 1, Fall 2, Spring 1, and Spring 2); dates at other schools will vary. Students should consult other schools' websites for information about their module periods.

When they register online, students should register for all modules they plan to take during the term. After online registration, if seats remain open in the second module period of each semester, students may submit an ADD petition prior to the module period ADD deadline. Modules normally are not added after the second class meeting.

Module add/drop dates differ from full semester courses, so [students should pay attention to deadlines](#).

CROSS-REGISTRATION POLICIES AND PROCEDURES

What are the general rules about cross-registering?

HKS students may cross-register up to a set limit of credits without specific approval for any Harvard graduate level course that earns at least two HKS credits. Enrollment in Harvard courses beyond the allotted limits will require approval from the program's faculty chair. Students also may enroll in courses at the Massachusetts Institute of Technology and Tufts University's Fletcher School of Law and Diplomacy, but must obtain approval if the course is not already pre-approved to count toward the degree. [See KNet for complete information on cross-registration policies and processes.](#)

Is there an overall limit to how many cross-registered classes students can take?

All students—except for joint HKS/HBS and HKS/HLS degree candidates—may cross-register for the equivalent of four credits per semester in residence for credit toward graduation, although cross-registered courses may be taken any semester. In other words, more than one cross-registered course can be taken at a time, but the total number cannot exceed the equivalent of one per semester of residency. Students may cross-register for additional courses, but they will not count for credit toward graduation.

When courses are listed jointly with other Harvard schools, they count as Harvard Kennedy School courses for all purposes as long as the HKS course number is used when registering.

If students are taking a class at another school, whose rules do they follow?

Students are bound by the rules of that school, including registration; the only exception is that you must abide by the HKS drop deadline, unless the other school's deadline is earlier. Cross-registration deadlines are listed on Harvard's course catalog.

Students are responsible for knowing each school's guidelines. Different schools—even within Harvard—may have different calendars, different grading procedures and different credit systems. While the credit will appear on their transcript reflecting the HKS equivalency (i.e., four- or two-credit course), grades will appear exactly as reported by each school's Office of the Registrar.

[More about cross-registration policies and procedures](#) (must have Harvard Key to view).

Attendance, Leave of Absence, and Degree Completion

Attendance

All students must be available throughout the final assessment period.

Massachusetts law states:

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study or work requirement which he may have missed because of such absence on any particular day, provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

—*Mass. General Laws Chapter 151C, Section 2B.*

Consistent with the law, if conflicts are unavoidable and students must miss an hourly or mid-term examination for religious reasons, they will be offered an opportunity to make up the work. It is their responsibility, however, to inform instructors in ample time to make other arrangements. It is their responsibility, however, to inform instructors in ample time to make other arrangements.

Absence from Classes and Exams

Students who must be absent for more than a few days or for an exam should inform their program director or the assistant dean for student services and programs who will notify the appropriate faculty members. Absences are excused in the event of personal illness or family emergency. In those instances, absences from class will not count against a course's participation policy and students will be given an opportunity to make up any missed work. Travel for recruiting, interviews or research trips will not be excused and students may be penalized in accordance with class rules as articulated in the course syllabus.

Extended absences may preclude receiving course credit at the discretion of the faculty member or program director. Students should refer to [Grades and Credits](#) for details on being absent from a final exam.

Normally, any students absent from class for more than two weeks without approval from their program director will not receive credit for that course(s). Under these circumstances a grade of withdrawn (WD) will be given for each class from which the student has been absent.

Leave of Absence and Residency Requirements

After admission to Harvard Kennedy School and until receipt of the degree, all master's degree candidates must be enrolled continuously in one of the enrollment categories described below. Students who do not enroll in one of the categories by the ADD deadline in either semester will be withdrawn for the semester.

Enrollment categories include:

1. Student in residence: All master's degree candidates are expected to be in residence for the duration of their programs (i.e., two-year students must be enrolled, registered in courses, and paying tuition for four semesters; one-year students for two semesters). All non-degree students are expected to be in residence for one full year and must pay full tuition. Full-time residency requires attending classes in the school's designated learning modality and successfully completing at least 12 credits toward the degree each semester. Students may not be matriculated in another school or institution while enrolled in HKS unless engaged in an approved combined degree. Exceptions to this policy must be approved by both their program director and the HKS Registrar's Office. In rare cases when students receive permission to attend HKS part time, residency requires registration in, and successful completion of, eight credits per semester. Normally part-time students may not register in more than 10 credits per semester.

2. Voluntary leaves of absence: Students who wish to interrupt their studies at any time before graduation may request a leave of absence for either one semester or an entire academic year. Requests for a leave of absence may be granted by their program director in consultation with other officers of the university, as appropriate. With respect to a voluntary leave of absence for medical reasons, the assistant dean for student services and programs or the senior associate director of student support services ordinarily will consult with Harvard University Health Services (which may consider information from students' current and/or former health care providers, if made available by the student). Extensions of leaves for up to one year at a time must be requested in writing to the HKS Registrar's Office. Failure to request an extension of leave time or to obtain approval for an extension of leave time will result in a withdrawal, and it will be necessary for the student to request readmission in writing from the HKS Registrar's Office, providing the student's reasons for wishing to return and plans for completing the degree. Readmission is not guaranteed. Students on leave are not considered to be working toward their degree. Students receiving financial assistance must contact their financial aid counselor to discuss the impact of a leave of absence on their financial aid.

3. Involuntary leave of absence: Under certain circumstances, students 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:

- › **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 their 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 Harvard Kennedy School following either: (i) a hospitalization or emergency room visit; or (ii) other circumstances that reasonably call into question their ability to function as a student in the Harvard Kennedy School environment.

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 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 School'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.
- › **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.
- › **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.
- › **Risk to the community:** The student allegedly violated a disciplinary rule of the School, and their presence on campus poses a significant risk to the safety of others or to the educational environment of the community.
- › **Indebtedness:** The student's term bill is unpaid and the student has not made arrangements acceptable to the School to address the issue.
- › **Failure to provide medical documentation of required immunization**
- › **Unfulfilled School requirements:** The student has not met an academic or other School requirement including without limitation, attending class or participating in required activities and has not taken steps acceptable to the School to meet the requirement.
- › **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 either the senior associate dean for Degree Programs and Student Affairs, the assistant dean for student services and programs, or the senior associate director of student support services in consultation with other officers of the university, as appropriate. As noted above, in the case of an involuntary leave of absence for medical reasons, the School 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 senior associate dean for Degree Programs and Student Affairs for reconsideration, generally within five calendar days and may appeal a final decision to the Dean of the School.

Clearance for Return

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 HKS environment, HKS 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 HKS 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 HKS' 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. HKS regards as unreasonable the expectation that roommates, suitemates, friends, or HKS staff will take on health care responsibilities for other students.

Any student may, of course, refuse to allow consultation between the student's clinician(s) and HKS but such a refusal will not prevent HKS from making a decision regarding a student's return to residence or continued enrollment.

PROCEDURE FOR NOTICE AND CONSULTATION

HKS 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 of the relevant circumstances, such consultation may be initiated either by HKS or by clinicians at HUHS. Notice that a student has been hospitalized or treated in an emergency department of an area hospital may prompt HKS 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.

HKS 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, in order to facilitate HKS' decision about the student's capacity to continue in or return to residence and enrollment.

While on Leave of Absence

Students who go on a leave of absence during the academic year are charged tuition and any applicable fees, including rent, to the end of the period in which they leave. Students who receive scholarship or other financial aid should consult the HKS Admissions and Financial Aid office concerning the financial implications of going on leave. Foreign students should consult the Harvard International Office about their status.

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 Harvard University Student Health Program website, or contact the Student Health Insurance Office, Member Services at 617-495-2008 or mservices@huhs.harvard.edu.

Libraries and other facilities normally may be used only by students who are currently registered. Students on leave may not participate in extracurricular activities. Exceptions to this rule must be specifically approved in advance by the School. If so instructed by the senior associate dean for Degree Programs and Student Affairs, the assistant dean for student services and programs, or the senior associate director of student support services, a student on leave must remain away from the University campus.

Students going on leave must remember 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.

Returning to School

Students in good standing who are on a voluntary leave of absence ordinarily may return by notifying the HKS Registrar's Office 12 weeks in advance of the start of any term, although it remains the student's responsibility to ensure that they have adequate time to complete the degree within the time limits established by the School. Students must confirm that they intend to return to the Kennedy School no later than June 15 for the fall term and October 1 for the spring term.

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 must petition either the senior associate dean for Degree Programs and Student Affairs, the assistant dean for student services and programs, or the senior associate director for student services and programs for permission to return to the School 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 senior associate dean for Degree Programs and Student Affairs or such other person as the Dean designates in consultation with others at the University as appropriate.

If the leave, voluntary or involuntary, was for medical reasons, then the student must petition either the senior associate dean for Degree Programs and Student Affairs, the assistant dean for student services and programs, or the senior associate director for student services and programs for permission to return to the School and must demonstrate that the circumstances that led to their leave have been satisfactorily addressed and they are ready to resume their studies.

In addition, so that the school may conduct an individualized assessment of their circumstances, students on 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 School.

Please also note that if the School learns of serious concerns about the health or well-being of a student who is away from School but not on a medical leave of absence, then the School similarly may require the student to consult with Harvard University Health Services (and to grant permission to Harvard University Health Services to obtain their treatment records and communicate with their treatment providers) so that a professional assessment about the student's stability and readiness to return can be shared with the School. In addition, if the School 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 HKS environment, then HKS 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 "Clearance for Return." The purpose of such consultation is so that a professional assessment can be shared with the School 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 senior associate dean for Degree Programs and Student Affairs 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 the Registrar 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 a leave of absence will be allowed to return and, if the student has been required to withdraw while on a leave of absence, then any conditions for return after a required withdrawal also must be satisfied.

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

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

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

Agreements to Engage in Treatment

The School 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:

- › the appropriateness of the student's continued enrollment and/or residence; or
- › 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.

Degree Completion

Students must apply for readmission if they do not complete their degree within the designated time after matriculation (five years for two-year students, four years for mid-career students). Readmission is not guaranteed.

Readmission

Former HKS students who withdrew, were withdrawn, or exceeded the time for degree completion may apply for readmission. Students who were required to withdraw may petition for readmission under terms stipulated by the HKS Administrative Board. Readmission cannot be completed until all fees, overdue loan payments, and other indebtedness to the University has been paid. Former students may submit up to two applications for readmission during the course of their academic career.

Readmission is not automatic and requires approval. Readmission may be conditional, requiring that the student meets specific outlined requirements. Consideration is given to the record of each applicant, which may include the length of absence and the activities undertaken during the absence.

Applicants must submit a statement noting the reason(s) they did not complete the degree originally and activities done since that time and how conditions have changed to support academic success, and a proposal including timeline for successful completion of the degree. The statement and any supporting materials should be submitted to the Office of the Registrar by email or mail no later than March 15 of any given year to be considered for readmission for the following fall term, and by September 15 for the spring term.

Readmission Policy for Military Students

In compliance with federal regulation, 34 C.F.R. § 668.18 and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), Harvard Kennedy School 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 their HKS program director or Registrar's Office 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. 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 who is 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 end of the period 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.

HKS 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 HKS to admit the student at a later date. 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. HKS 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 unless the student requests or agrees to admission to a different 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, HKS 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, HKS 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, HKS 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 actually performing service is counted.

If HKS 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, HKS 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 under this policy 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). However, service members whose rights under this policy terminate may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

Exams and Final Assessments

Exams are a means to assess students' knowledge and understanding.

Except as set forth below, students taking exams must rely on their own knowledge and must not consult any other person or resource. Questions of clarification must be addressed only to the professor or teaching assistants. All students must be available throughout the final assessment period.

For jointly offered courses hosted by another Harvard school, students must adhere to the academic and attendance policies of that school.

Unless an instructor provides alternative rules for a particular exam in writing, students must adhere to the following Harvard Kennedy School rules.

Please refer to the absence from a final exam policy outline under [Grades and Credits](#).

- › **Closed-book exams:** Students may not use any materials during their exam other than the exam itself, exam booklets and scratch paper, unless given explicit permission by the instructor that other resources, for example calculators, may be used.
- › **Open-book exams:** Students may use any approved materials for their exams including textbooks, notes and other printed material. Professors may limit the materials acceptable for an open-book exam.

Take-Home Exams

Students may consult approved written or electronic resources for reference, but may not consult with any other person except the instructors and teaching assistants for that course.

Exam Time Limits

Students are expected to respect exam time limits. If an exam is scheduled for three hours, they must spend only three hours on the test. When the allotted time has expired, students must stop working on the exam immediately or risk being penalized for working on the exam beyond the allotted amount of time. Students seeking additional time for taking exams due to a documented disability must follow the process outlined on the [disability resources webpage](#).

Family Educational Rights and Privacy Act of 1974

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

Harvard Kennedy School 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, a student’s records must be accurate and complete. The officials who maintain them are those in charge of the functions reflected in the records and offices where the records are kept. These ordinarily include the HKS Registrar’s Office and may include other institutional officials.

Students have access to their education records and may contribute to them if they feel there is need for clarification. Students wishing to access their education records should contact the HKS Registrar’s Office and submit a written request that identifies the specific record or records they wish to inspect. Access will be given within 45 days from 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 also are not permitted to view letters and statements of recommendation to which they waived their right of access or that 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 still remain, the matter may be referred to the HKS Registrar’s Office. 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

Ordinarily, students must consent to the disclosure of information from their educational records, though FERPA includes a number of exceptions. One exception relates to “directory information,” a set of elements from a student’s record that, under FERPA, may be made available to the general public. HKS regards the following information as “directory information:” name, program, date degree received or date anticipated, and date of attendance at HKS.

Harvard University’s definition of “directory information” may include elements in addition to those used by HKS, thus, requests for directory information received at the University level rather than at individual Harvard school level may result in disclosure of additional elements.

Students may direct HKS not to disclose their directory information, usually known as putting a “FERPA Block” in place. To do so, they must inform the HKS Registrar’s Office, 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 a “FERPA Block” in place and decide to reverse this decision must inform the HKS Registrar’s Office in writing.

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 in order to fulfill his or her 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 or vendors performing functions on behalf of a Harvard school or the University; members of Harvard’s governing boards; and students serving on an official HKS or University committee, or assisting another Harvard official in performing his or her tasks.

A student’s education records 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, HKS 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 HKS 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 HKS’s judgment appropriate, disclose certain information about the disciplinary case. The disclosure may include the student’s name, the violation committed, and sanction imposed.

STUDENT RIGHTS UNDER FERPA

As set forth above, under both Harvard policy and FERPA, students and former students may inspect and review certain of their education records that are maintained by Harvard. They also have the right to: exercise limited control over other people’s access to their education records; 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 U.S. 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, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5920.

[Read about the FERPA directory and block information.](#)

General Regulations and Standards

As a student at Harvard Kennedy School, you are an integral part of the vibrant Harvard community. In order to foster a welcoming, respectful, and rewarding environment for all, the School has outlined your rights and responsibilities as well as important codes of conduct to which we expect all community citizens to adhere.

Achieving the full potential of Harvard Kennedy School requires everyone in the HKS community to help build an environment of integrity, professional behavior, learning, and respect. In pursuit of those goals, HKS students are committed to the following:

Exhibiting Honesty and Integrity

- › Abiding by HKS's Academic Code
- › Representing oneself honestly and accurately, both inside and outside HKS

Acting Professionally

- › Taking responsibility for one's behavior and for one's physical and mental wellbeing
- › Interacting in a mature and responsible manner within HKS and as a representative of HKS in external contexts such as professional interviews and field experiences

Building a Positive Learning Environment

- › Participating constructively and collegially in class and in activities outside of class, so that everyone can do their best work
- › Fostering open and civil discussion by listening to and being open to learning from others
- › Communicating over social media with the same respect as in person

Fostering Mutual Respect

- › Treating all members of the HKS community with civility and respect
- › Appreciating diversity and helping to create an inclusive environment where everyone belongs

NOTE: Specific policies and guidelines for behavioral and academic expectations, violations of some of which could result in discipline, are included in the rest of the student handbook.

Code of Conduct

Achieving Harvard Kennedy School's mission requires an environment of trust, mutual respect, professionalism, and a commitment to truth, learning, and freedom of expression.

The Harvard Kennedy School community has agreed upon the following principles to accomplish this mission:

1. Respect for all members of our community and for the space we share.
2. Professional excellence and intellectual and academic rigor and integrity.
3. A disciplined learning environment, respecting different opinions and cultures and contributing to the understanding of all.
4. Accountability for actions inconsistent with this Code of Conduct.

It is the expectation of the School that all students, whether or not they are on campus or are currently enrolled as a degree candidate, will behave in a mature and responsible manner. This includes taking accountability for one's own well-being, including responsible decision-making regarding physical and mental health. Further, the School expects every student to be familiar with the regulations governing membership in the Harvard and HKS community as set forth in the student handbook. Because students are expected to show good judgment and use common sense at all times, not all kinds of misconduct or behavioral standards are codified here; other behaviors that violate the social norms of Harvard Kennedy School or Harvard University also may be subject to disciplinary sanctions. Students are expected to comply with all disciplinary rules from matriculation until the conferring of their degree. A degree will not be granted to students who are not in good standing or have a disciplinary charge pending against them.

In addition to the behaviors described elsewhere in this Handbook, the following behaviors are examples of conduct that may be subject to disciplinary sanctions: cheating, plagiarism, forgery or other forms of academic dishonesty; furnishing false information to University officials; and disruption or obstruction of teaching, research or other University activities, including occupation of a University building. Any of the following behaviors are also grounds for disciplinary sanctions: physical violence or abuse (including without limitation sexual assault); verbal abuse, harassment, coercion or other conduct that threatens the health or safety of any person or persons; theft of or damage to property; violation of published University rules or federal, state, or local law on University premises or at University sponsored activities; and misuse or abuse of library or computer facilities (Note that allegations of sexual and gender-based harassment, including sexual assault, initially are subject to specific procedures under Harvard's University-wide policy, as adopted by HKS; likewise, allegations of discrimination and bullying also are subject to specific procedures under Harvard's University-wide policy, as adopted by HKS).

EXPECTATIONS DURING VIRTUAL OPERATIONS

During any times in which HKS conducts its operations virtually, including hosting courses, events, meetings and activities online, all of the policies, regulations and rules articulated in this Handbook apply. When students are communicating, collaborating, and connecting with one another—and with faculty, staff, alumni, and affiliates—virtually, they must do so in a manner that is consistent with the School’s values. Maintaining professional and respectful behavior in any HKS online environment is critical to ensuring that all students are able to fully participate in the learning experience and opportunities, and to achieve their educational goals. Whether participating in courses, community events, or other online forums (including but not limited to platforms like KNet and Canvas), all students are expected to adhere to the Code of Conduct outlined herein. Any violations of the Code of Conduct may result in disciplinary action by HKS.

Academic Code

Harvard Kennedy School has a commitment and obligation to produce graduates who are ethical professionals. Integral to this training is the value of academic honesty. High standards reflect the School's academic integrity, foster a respectful environment for work and study, and provide an example of academic excellence for others. The Harvard Kennedy School Academic Code is an integral part of the HKS Code of Conduct.

PRINCIPLES OF THE HKS ACADEMIC CODE

All students must be committed to:

1. Doing their own work.
2. Citing ideas and words that are not their own in all assignments, e.g., any fact, phrase, or sentence from any source, including, for example, the Internet.
3. Strictly following collaboration guidelines as set forth by instructors for each assignment.
4. Not doing another student's work or providing answers to another student.

All faculty members are committed to clarity for all work products with regard to:

1. Collaboration guidelines.
2. Requirements for citation in all written work.
3. Not changing assignments (numbers or due dates) previously stated in the course syllabus.

ACADEMIC DISHONESTY AND PLAGIARISM

Members of the HKS community commit themselves to producing work that adheres to the scholarly and intellectual standards of accurate attribution of sources, appropriate collection and use of data, and transparent acknowledgement of the contribution of others to our ideas, discoveries, interpretations, and conclusions. Cheating on assignments or exams, plagiarizing or misrepresenting the ideas or language of someone else as one's own, falsifying data, or any other instance of academic dishonesty violates the standards of our community, as well as the standards of the wider world of learning and affairs. Using someone else's words or concepts without attribution is a serious violation of the Academic Code. It is the student's responsibility to learn and use the proper forms of citation. If students submit work either not their own or without clear attribution to the original source, including but not limited to the Internet, they will be subject to discipline by the HKS Administrative Board, ranging from a warning to required withdrawal or expulsion from Harvard Kennedy School.

It is expected that all work product submitted at HKS, including drafts of papers, presentations and memos, must be researched and written by the student whose name appears on the document. Students may obtain feedback from faculty members, course assistant/teaching fellows (CA/TFs), and/or preceptors, who may give students direction for improving their writing and, using examples from the work itself, specifics for revisions, but students should not expect instructors to provide extensive editing or to correct errors.

Students may solicit feedback from classmates only in the form of asking for general responses to the ideas expressed and/or the clarity of presentation. Classmates may make general suggestions about how to improve the assignment, but must not make specific revisions or corrections.

It is not acceptable for students to ask someone, either paid or unpaid, to:

1. Rewrite an assignment.
2. Extensively edit or correct a written assignment to improve either the contents or the presentation.
3. Translate any part of a written assignment.

It is the expectation of every course that all work submitted will have been done solely for that course. If the same or similar work is submitted to any other course, the prior written permission of all instructors involved must be obtained. Submitting work used professionally or for another school also requires prior written permission from the HKS instructor. Failure to adhere to these rules is a violation of the Academic Code.

COLLABORATIVE WORK

Harvard Kennedy School students must also recognize the ethical obligations that arise out of collaborative work assignments in some HKS courses. Work of this sort is frequently an integral part of the teaching process; the School expects students to further the learning and competence of their colleagues. Students should be careful to meet the conditions specified in a collaborative assignment.

Permission to collaborate on one assignment does not mean collaboration is permitted on any other assignment. If students are uncertain about those conditions, they should obtain clarification from the instructor. When collaboration is permitted within a course students must acknowledge any collaboration and its extent in all submitted work. Failure to comply carries an academic penalty and may result in disciplinary action against the students involved. If at any time students have a question about these procedures, they should consult their instructor or program director.

HKS POLICY ON STUDENT USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI) FOR COURSEWORK

Generative AI will likely influence the way you work in your future careers. We encourage you to spend some of your time at HKS learning to use this powerful new tool to work more productively and learn more effectively.

For your academic work at HKS, generative AI can help you learn but it can also hinder your development. You could use this technology to complete class assignments while doing little work yourself, but doing so would rob you of the learning experiences you came to HKS for. Working through the course assignments will help you develop your thinking and skills, a key goal of an HKS education. At its best, generative AI can be like an instructor with unlimited time to work with you one-on-one. This virtual instructor should be used to help you learn but not to do the work for you. The three guidelines below are designed to help you use generative AI to get the most out of your HKS experience.

1. It is generally acceptable to use generative AI for finding information and for solidifying your knowledge of the course content. For instance, it is fine to use AI-powered web search and to have “conversations” with tools like ChatGPT to help you explore ideas, refine your thinking, identify examples, and better understand the course material. However, unless otherwise specified, it is a violation of the HKS Academic Code to incorporate into your coursework text produced predominantly by generative AI—similar to copying from a book or article. For example, it would be inappropriate to simply rewrite a draft generated by AI.
2. Generative AI can produce false or misleading information. You are ultimately responsible for the accuracy of any work you submit.
3. Given the range of learning goals at HKS, individual instructors may create course-specific policies that differ from these general guidelines. If you have any doubt about whether a specific use of generative AI is permitted for an assignment or course, you should discuss it with your instructor prior to using it.

It's hard to codify how best to use generative AI to help you learn. These tools are changing rapidly, and we anticipate this policy will evolve alongside advancements in AI, with feedback from students and instructors.

TIMING OF ACADEMIC MISCONDUCT

If an allegation of academic dishonesty arises after a student has received a degree, the case will be referred to the HKS Administrative Board. A finding of academic dishonesty in such a case may result in rescission of the degree.

HKS Diversity Statement

Harvard Kennedy School is committed to advancing the public interest by training enlightened leaders and solving public problems through world-class scholarship and active engagement with practitioners and decision makers. This commitment, we believe, includes teaching our students to lead effectively across lines of difference.

Our faculty, students, and staff are exposed to and learn to understand a broad array of ideas, insights, and cultures. Gaining this exposure involves attracting outstanding people from diverse backgrounds and traditions. The Kennedy School does not discriminate against any person on the basis of race, color, creed, national or ethnic origin, age, sex, gender identity, sexual orientation, marital or parental status, disability, source of income, or status as a veteran in admission to, access to, treatment in, or employment in its programs and activities.

The Kennedy School actively pursues the expansion and maintenance of an atmosphere that welcomes new ideas—even unpopular and controversial ones—and encourages an effective and active exchange of views in an environment of mutual respect.

Harvard Kennedy School is committed to recruiting a highly diverse group of faculty, students, and staff. We work to ensure that our appointments and selection procedures consciously identify and evaluate people from underrepresented groups. We also actively strive to remove sources of unconscious bias.

The Kennedy School's curriculum deals with issues of diversity and encourages students and faculty to talk openly and effectively about difficult and highly charged issues. The School provides professional support to faculty as to how to teach these issues effectively. We emphasize the powerful benefit of the exchange of ideas. The School enlists students in efforts to make classrooms and classmates more welcoming of the ideas and insights that students from different backgrounds and perspectives offer. And we seek to correct situations where full and open exchange of ideas has been limited.

One of Harvard Kennedy School's greatest assets is its breadth of talent in the community. The School is consistently working toward increasing that diversity further and taking full advantage of the opportunities for training enlightened leaders and solving critical public problems.

University-Wide Statement of Rights and Responsibilities

The central functions of an academic community are learning, teaching, research, and scholarship. By accepting membership in the University, an individual joins a community ideally characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others, and openness to constructive change. The rights and responsibilities exercised within the community must be compatible with these qualities.

See [University-Wide Statement on Rights and Responsibilities](#) for more details.

Other Standards of Conduct in the HKS and Harvard Community

You are expected to uphold additional standards of conduct as a member of the Harvard Kennedy School and Harvard University community. These standards are in place to help ensure your safety during your time at HKS, protect data and resources, and enforce laws and policies. By adhering to these important standards, you play a crucial role in creating a community where all can flourish.

Open Debate, Protest, and Dissent at HKS

Harvard Kennedy School is committed to open and civil discussion. Listening to and learning from others is fundamental to the educational process and essential to our mission of improving public policy and leadership. To foster an environment of open and civil discussion, the following guidelines frame the expectations for members of the HKS community during events, meetings, and other occasions apart from class sessions when speakers present their views—on the HKS campus or elsewhere at Harvard University (In class sessions, HKS's student [Code of Conduct](#) regarding respect for all members of the community applies. The guidelines here for occasions apart from class sessions draw heavily on similar guidelines that have been used by Harvard Law School and the Harvard Faculty of Arts and Sciences).

The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. A speaker is entitled to communicate her or his message to an audience during the allotted time, and all members of the audience are entitled to hear the message and see the speaker during that time; therefore, dissenters must not substantially interfere with a speaker's ability to communicate or an audience's ability to see and hear the speaker. Dissenters are entitled to express their objections in other ways: When an event is closed, dissent by non-attendees is limited to activity outside the event that does not impede access to the event or substantially interfere with communication inside; when an event is open, the acceptable form of dissent depends on whether a dissenter is inside or outside the event and on whether the dissenter is acting

before, after, or during the event. Moreover, all speakers at HKS must take open questions from the audience at some point during the allotted time.

PICKETING AND DISTRIBUTING LITERATURE

Picketing and protesting in an orderly way or distributing literature outside an event are acceptable unless they impede access to the event or substantially interfere with communication inside the event. In order to facilitate both dissent and access to the event, HKS may designate certain areas in close proximity to an event in which picketing or protest can occur. Distributing literature inside an open event is acceptable before the event is called to order and after the event is adjourned, but not during the speaking portion of the event.

SILENT OR SYMBOLIC PROTEST

Displaying a sign, wearing symbolic clothing, gesturing, standing, or otherwise protesting noiselessly inside an event is acceptable unless that protest interferes with an audience's view or prevents a speaker from effectively conveying their message. Therefore, signs, prolonged standing, and other activity likely to block the view of a speaker should be confined to the back of a room.

NOISE

Responding vocally to a speaker, spontaneously and temporarily, is generally acceptable. However, chanting or making other sustained or repeated noise in a manner that substantially interferes with the speaker's communication is not permitted, whether inside or outside an event.

FORCE OR VIOLENCE

Using or threatening force or violence—such as assaulting a speaker or a member of an audience, or interfering with the freedom of movement of a speaker or a member of an audience—is never permitted.

RESPONSIBILITY OF AN AUDIENCE AND HOST

An audience and a host (including a host organization) must respect the right to dissent. For example, audience members should not attempt to remove signs that are not blocking the view of a speaker or shout down a questioner before a question has reasonably been finished. Anyone who substantially interferes with acceptable dissent is violating these guidelines as much as a dissenter who violates the rights of a speaker or audience.

QUESTIONS FROM AUDIENCE

All speakers invited to HKS must agree to take questions from the audience at some point during an event. An event's host can determine the best format for an event as long as there is a meaningful opportunity for audience questions.

MODERATOR ROLE

HKS may determine that open and civil discussion at an event requires the use of a moderator and may designate a moderator in consultation with the host. A moderator

will generally be a member of the faculty or administration of HKS or Harvard University. Decisions at the event about how to balance the rights of a speaker with the rights of dissenters will be made by the moderator or other officials designated by HKS or Harvard University. Failure to comply with requests by these moderators or other officials would be a violation of these guidelines.

CONSEQUENCES

Any violations of these guidelines by HKS students would represent violations of the student Code of Conduct and Harvard's [University-Wide Statement on Rights and Responsibilities](#), and the violators would be subject to appropriate disciplinary action. Any violations of the guidelines by staff members, faculty members, speakers, or other audience members would also be grounds for appropriate disciplinary action.

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

Possession and/or use on University property of firearms or other dangerous weapons (as defined below) or ammunition, explosives, combustible fuels, firecrackers, and potential ingredients thereof are 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 five hundred dollars.

—*Massachusetts General Laws, c. 269 § 10(j)*.

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

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

material weighted with metal or other substance and worn on the hand, or a Manriki-Gusari or similar length of chain having weighted ends ...

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

Students should recognize that even when they are away from the University, Massachusetts law requires a permit or firearms identification card or compliance with other specialized rules (depending upon the type of weapon) for possession of any firearms.

The definition of firearms is broad, and includes pistols or guns operated by air, carbon dioxide, or other gases. Carrying any firearm (even if unloaded) in violation of the law is punishable by imprisonment with a mandatory minimum sentence of 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.

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 HKS 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 ½ 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 ½ 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)*.

Drugs and Alcohol

The unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on Harvard property or as part of any Harvard activities are violations of University rules as well as the law. Possession, use or distribution of certain nonprescription drugs, including marijuana, amphetamines, heroin, cocaine, and nonprescription synthetics; procurement or distribution of alcohol if anyone is under 21 years of age; and provision of alcohol to anyone under 21 years of age are violations of the law and 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. Additionally, the misuse of prescription drugs (sharing, buying or using in a manner different than that prescribed) is a violation of University policy.

The University holds its students and employees responsible for the consequences of their decisions to use or distribute illicit drugs, or to serve or consume alcohol. Further, it expects students and employees to create and maintain an environment for learning and working that is safe and healthy and encourages responsible conduct. Refer to the Office of Campus Planning and Operations for information on HKS' smoke-free and tobacco-free campus policy. The use of illicit drugs and the misuse of alcohol are potentially harmful to health. Because of the considerable health hazards involved in drug and alcohol use, administrative, medical and psychiatric services for students having drug problems or difficulty controlling their use of alcohol are available on a confidential basis from the Harvard University Health Services (HUHS). Any member of the University may make use of HUHS on an emergency basis, day or night.

Harvard University is not, and cannot be considered a 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 21. There are also serious penalties for anyone caught falsifying a driver's license, selling or distributing false IDs; and anyone, regardless of age, who operates a motor vehicle under the influence of alcohol or drugs or with an open container of alcohol. There may be additional rules and guidelines concerning alcohol at HKS student events. Refer to the [Student Life KNet site](#) for information on alcohol policy for events supported by HKS.

State and local laws and regulations prohibit consumption of alcohol on public property or on property open to the public. The School may take disciplinary action when cases of this type come to its attention. While the School initially may respond to the use of illicit drugs, serving of alcohol to underage individuals, and over-consumption of alcohol with a warning and/or referral to health or counseling services, students should understand that violations of the School's policies set forth above, including without limitation a pattern of behavior in violation of these rules may lead to disciplinary action by the Administrative Board ranging from admonition up to and including expulsion. The Administrative Board will take serious disciplinary actions in any case involving the possession in quantity or the sale or distribution of drugs, or when cases of drug and alcohol use involve danger to individuals or to the community at large.

Additional information about alcohol and other drug policies can be found in [Harvard's Annual Security Report](#) issued by the Harvard University Police Department, and incorporated here by reference.

Hazing and Harassment

HKS POLICY ON 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 Administrative Board 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. If students are found responsible for hazing, they will be subject to disciplinary action by the Administrative Board ranging from admonition up to and including expulsion.

The Massachusetts hazing statute (M.G.L. Chapter 269) states the following:

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 adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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 acknowledgement 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 provisions 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.

HARVARD UNIVERSITY 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 Kennedy School. [The University's non-discrimination and anti-bullying policies can be found here.](#)

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 Harvard Kennedy School's Appropriate Official or designee(s), as set forth in those procedures. The HKS 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 in HKS serve as a resource for receiving reports and complaints, directing community members to resources, and providing information on supportive measures:

- › [Amy Davies](#) is the Interim Lead Local Designated Coordinator

There are other "Affiliate LDR's" who can also discuss concerns with you and share resources. They are:

- › [Jimmy Kane](#) (students)
- › [Suzanne Cooper](#) (faculty)
- › [Jen Goodman](#) (staff)
- › [Tim Burke](#) (fellows)
- › [Pam Cozza](#) (anyone)
- › [Robbin Chapman](#) (anyone)

At HKS, 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 the Academic Dean
- › For situations involving students, the Appropriate Official is the Administrative Board
- › For situations involving staff members, the Appropriate Official is the Chief Human Resources Officer

Dean Douglas Elmendorf also has authority to issue final sanctions, except for any decided by the Administrative Board.

HKS POLICIES ADDRESSING TITLE IX SEXUAL HARASSMENT AND OTHER SEXUAL MISCONDUCT

Harvard Kennedy School 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. [Copies of all policies and their associated grievance procedures can be found here.](#)

In all such cases, the [Harvard University Office for Dispute Resolution \(ODR\)](#) and Harvard University's [Office for Gender Equity](#) 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 HKS Administrative Board (Ad 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 the ODR and the Office for Gender Equity. Appeals within HKS pertain only to the decision of the HKS Administrative Board (Ad Board) in determining discipline.

RESOURCES

University Resources

- › [Office for Gender Equity](#)
- › [HUHS Behavioral Health Services](#)
- › [Harvard University Health Services](#)
- › [Harvard Chaplains](#)
- › [Harvard University Police Department](#)
- › [Employee Assistance Program](#)

Local Title IX Resource Coordinators

- › [Jimmy Kane](#) (students)
- › [Suzanne Cooper](#) (faculty)
- › [Jen Goodman](#) (staff)
- › [Pam Cozza](#) (at large)
- › [Tim Burke](#) (at large)
- › [Sarah Wald](#) (at large)

University Sexual Harassment Policies & Procedures

- › University Title IX Coordinator: [Nicole Merhill](#)

Outside Agencies

- › [U.S. Department of Education, Office for Civil Rights](#)
- › [U.S. Equal Employment Opportunity Commission](#)
- › [Massachusetts Commission Against Discrimination](#)

Admission Materials

Harvard Kennedy School does not knowingly provide false information or “cover” for any member of our community who is from an intelligence agency. It is against Kennedy School policies for members of our community to carry out intelligence operations at Harvard Kennedy School. To do so would be contrary to our mission and values.

Occasionally, candidates for admission will make inaccurate or incomplete statements or submit false material in connection with their applications to HKS. 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 School. 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.

Use of Harvard Data

As members of the HKS and Harvard communities, students may be asked to assist with faculty research, to serve on committees, or to be involved with other School and University groups who use Harvard data to inform their work. Students are required to respect the private nature of any such data and must abide by all [Harvard use of data policies](#). Students may access and use of Harvard data only for the sole purpose intended. Misappropriation, misuse, or unauthorized use ordinarily will result in disciplinary action.

Copyright Laws

Federal law prohibits the reproduction, distribution, public display, or public performance of copyrighted materials, or the preparation of derivative works based on such copyrighted materials, without permission of the copyright holder, except in accordance with fair use or other specifically applicable statutory exceptions.

[Read about the Digital Millennium Copyright Act.](#)

Use of Harvard Resources

Membership in the University affords students access to a wide array of resources, including, for example, one of the world's greatest libraries, extensive computing and network facilities, laboratories, and works of art and architecture of immeasurable value. Access to these resources makes time at Harvard a special privilege; students have rights and responsibilities regarding their use.

To safeguard the integrity of such resources, the University relies on its students to use them with care, appropriately, and as authorized; to respect the rights of others who also have access; and to observe the rules granting access to, and use of, those resources. Harvard and its resources are not to be used by individuals for personal financial gain. Students may not use University or School resources (facilities, personnel, or equipment) to support individual businesses or other outside activities or third-party organizations without authorization, or for any other purposes that are unrelated to the education, research, scholarship, and public service missions of the University. Students may not sell lecture or reading notes, papers, or translations from HKS classes. Failure to abide by the rules governing the use of Harvard resources ordinarily will result in disciplinary action.

Use of Harvard Name

The University's Policy on the Use of the Harvard Name and Insignias provides that students may use the Harvard name (alone or in conjunction with the name of a specific school or unit) or any Harvard or School logo or insignia (including shields and other official graphics) only with the approval of their Dean or the Provost, except as follows: students are generally permitted to identify themselves in publications or other public activities with an accurate, specific affiliation (e.g. "John Doe MPP candidate, Harvard Kennedy School") so long as this is done in a manner that makes clear they are students and does not imply University endorsement or responsibility for any particular activity, product or publication involved.

Students may not permit any third party to use the Harvard names or trademarks without authorization from the [Harvard Trademark Program](#). Students also need permission to use the Harvard or HKS logo or insignia in any manner.

Any student group that uses the Harvard Kennedy School name must identify itself in all publications and materials as a student organization. For example, on letterhead, posters, other written materials, websites, online notices, etc., the name or web banner, etc. should say "HKS Water Caucus, a student organization at Harvard Kennedy School." All Harvard student group names incorporating any of the University's trademarks are owned by President and Fellows of Harvard College (Harvard University) and are used by permission of the University. In addition, the use of any of Harvard's shields/logos by student groups is

by permission of the University. Any use of Harvard's names/logos by student groups or students must comply with all relevant University policies, including the policy on the [Use of Harvard Names and Insignias](#).

The School expects that if students use social media platforms in their individual capacity (for example, blogs, Twitter, Facebook, LinkedIn, YouTube, and Storify, among many others) with an individual account that reflects their affiliation as Harvard or Harvard Kennedy School students, they will accurately identify their status as a student and make clear that their opinions are their own and do not represent an institutional view. For instance, a blog's "about the author" page or a Twitter account's description may contain language like "Student at Harvard Kennedy School."

Before posting students should think carefully about the impact their public posts could have on fellow members of the Harvard and/or Harvard Kennedy School community.

Disciplinary Actions and Sanctions

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 has a disciplinary charge pending. After a case is brought to the attention of the designated HKS disciplinary officer, they will consult with the faculty member(s) or other person(s) presenting the case and with the student(s) involved and will collect written statements and supporting documentation from all parties. Disciplinary cases ordinarily are considered by the Administrative Board (Ad Board)—a body appointed by the Dean and composed of HKS faculty members and administrators—as quickly as is reasonably possible, given the Board’s schedule and the need to investigate matters carefully. Note that the Ad Board does not meet during the summer months.

PROCEDURES FOR CASES NOT INVOLVING ALLEGATIONS OF SEXUAL AND GENDER-BASED HARASSMENT

If, upon review by the disciplinary officer and the chair of the Ad Board (or their designee), there is inadequate evidence to suggest an infraction of the HKS rules to justify review by the Ad Board, then the case will not advance.

If, upon review by the disciplinary officer and the Ad Board chair (or their designee), there is adequate evidence to suggest an infraction, they will schedule a meeting of the Ad Board.

When it convenes, the Board will review all relevant materials and arrive at a conclusion as to whether there has been an infraction of the HKS rules and, if so, taking into account Board precedent and any mitigating circumstances, what disciplinary action is warranted. The range of actions the Ad Board may take is outlined in the section labelled “sanctions” in this handbook. All decisions require a vote of at least $\frac{2}{3}$ of the Ad Board members present at the meeting (provided there is a quorum).

PROCEDURES FOR CASES INVOLVING ALLEGATIONS OF SEXUAL AND GENDER-BASED HARASSMENT

Harvard Kennedy School 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. [Copies of all policies and their associated grievance procedures can be found here.](#) In all such cases, the [Harvard University Office for Dispute Resolution \(ODR\)](#) and the [Office for Gender Equity](#) are responsible for implementing the University’s grievance procedures, which will determine whether a student committed a policy violation.

When the School receives an allegation of sexual or gender-based harassment against a student, either directly or upon notification from ODR, the senior associate dean for Degree Programs and Student Affairs or the assistant dean for student services and programs will meet with the student respondent to explain, among other things, the disciplinary process that may take place following the issuance of ODR’s final report, and the range of disciplinary sanctions.

When the alleged conduct is found to violate the University Policy, the School's Ad Board will consider the imposition of appropriate sanctions, as described below.

Regardless of whether the alleged conduct has been found to violate the University Policy, the Ad Board also will consider whether it violates other HKS rules and expectations for behavior. If so, the Ad Board will handle the case in accordance with its ordinary policies and procedures, as set forth above.

All members of the Ad Board will receive appropriate training in the handling and resolution of allegations of sexual and gender-based harassment. The respondent and complainant will be notified when a violation of the University Policy is referred to the Ad Board for consideration of discipline. Within three days of this notification, the respondent and complainant may each submit a written statement to the Ad Board solely for the purpose of addressing what, if any, sanctions each feels is appropriate. Neither is required to do so. The statements may not challenge the validity of the findings of fact and conclusions contained in the final report, and also may not introduce facts that could have been presented to the investigator or that conflict with any of the findings in the final report. 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 HKS Administrative Board (Ad 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 the ODR and the Office for Gender Equity. Appeals within HKS pertain only to the decision of the HKS Administrative Board (Ad Board) in determining discipline.

SANCTIONS

After review of the facts and circumstances in any case of misconduct, the Ad Board may take the following actions:

- › **Charge dismissed**
- › **Admonition:** a formal rebuke to a student whose behavior violates the rules or standards of conduct of the community. An admonition does not become part of the student's official record.
- › **Reprimand:** a formal rebuke to a student whose behavior violates the rules or standards of conduct of the community. A reprimand becomes a permanent part of the student's official record.
- › **Probation:** a strong warning to a student whose conduct gives serious cause for concern. Probation is a formal disciplinary action and becomes part of the student's official record. No student on probation may be recommended for a degree. Further, during the probation period, any further instance of misconduct will cause the Ad Board to seriously consider requiring the student to withdraw except in very unusual cases. The duration and terms of probation are set by the Ad Board.
- › **Requirement to withdraw:** action taken in serious disciplinary cases indicating that a student's behavior is unacceptable in the community. Requirement to withdraw is a formal disciplinary action and becomes part of the student's official record. Requirement to withdraw is ordinarily effective immediately upon vote of the Ad Board. The student's transcript will show a permanent notation that the student was required to withdraw. Students who have been required to withdraw may petition for readmission under terms stipulated by the Ad Board. If a student is required to

withdraw for academic or disciplinary misconduct, all scholarship and grant assistance is forfeited, and assistance will not be renewed for subsequent periods of enrollment even if a student is allowed to re-enroll.

- › **Dismissal:** action taken in serious disciplinary cases whereby a student's connection with the University is ended by vote of the HKS faculty (the action taken by the Ad Board is a vote of requirement to withdraw with a recommendation to the faculty that the student be dismissed). Dismissal is effective upon a $\frac{2}{3}$ vote of the faculty; a second $\frac{2}{3}$ vote of both the Ad Board and the faculty is required in order for the student to return. If a student is dismissed for academic or disciplinary misconduct, all scholarship and grant assistance is forfeited, and assistance will not be renewed for subsequent periods of enrollment even if the student is allowed to re-enroll.
- › **Expulsion:** the most extreme disciplinary action possible. It signifies the student is no longer welcome in the community. Expulsion must be voted by the HKS faculty (the action taken by the Ad Board is a vote of requirement to withdraw with a recommendation to the faculty that the student be expelled). Expulsion is effective upon a $\frac{2}{3}$ vote of the faculty. A student who has been expelled may not be readmitted. If a student is expelled for academic or disciplinary misconduct, all scholarship and grant assistance is forfeited.

Additional Policies

From political activism to the proper use of technology and more, there are a number of policies that govern activity at HKS and the University.

This section will empower you with information about what services are available to you if you have a physical or learning disability or a service animal, as well as how you are permitted to present your affiliation with Harvard as you engage in political activity as a private citizen. You'll also learn the rules around exchanging gifts with faculty and selling items on the HKS campus.

Students are expected to know and abide by all policies described in the student handbook.

Exceptional Circumstances

Harvard Kennedy School 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 community health and safety or significantly disrupting campus life or learning. Discretionary measures available to HKS 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 mask and physical distancing mandates, and implementing compulsory testing and tracing programs as required conditions for accessing the Harvard campus or Harvard facilities.

University Access to Electronic Information

Harvard has established a policy that sets out guidelines and processes for University access to user electronic information stored in or transmitted through any University system. This policy is available on the [Office of the Provost Web site](#). It applies to all schools and units of the University, including Harvard Kennedy School students.

Political Activism

Harvard Kennedy School understands students’ desire to make the world a better place through many avenues, including political action. There are some activities that are not permitted due to the nature or extent of their use of University resources or because they suggest that HKS itself has taken a political position. For example, it is not permissible to use the Harvard name or logos, or to use Harvard electronic platforms like listservs or Web sites, to campaign or fundraise for a political candidate. Putting up a candidate’s campaign poster on campus, or otherwise using Harvard property to promote a candidate’s political campaign, is also not allowed.

GDPR—European Union’s General Data Protection Regulation

If you are located in the European Union, Iceland, Liechtenstein, or Norway (the “European Economic Area”), please see our [Privacy Statement](#) about ways that certain Harvard University schools, centers, units, and controlled entities—including HKS—may collect, use, and share information about you.

Pets

No pets are allowed on School grounds; however, service dogs—dogs that have been individually trained to do work or perform tasks for an individual with a disability, where those tasks are directly related to the person’s disability—are permitted on campus.

Emotional support, therapy, comfort or companion animals are not considered to be service dogs.

Service dog handlers are responsible for their care and supervision, including without limitation toileting, feeding, grooming, and veterinary care. If a particular service dog behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or is not under the control of the handler, then that animal may be excluded from campus. Service animals also may be excluded from campus if they are not housebroken.

Missing Persons Policy

As required under federal law, Harvard Kennedy School immediately will refer to the Harvard University Police Department (HUPD) any report of missing persons involving a student who lives in on-campus housing.

If any member of the Harvard community has reason to believe a student who resides in on-campus housing is missing, he/she/they should notify HUPD immediately at 617-495-1212. If HUPD determines 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 have the option to identify confidentially a separate person to be contacted by Harvard in the event that the student is determined to be missing for more than 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 contact should notify the HKS Registrar's Office. A student's confidential missing person contact information will be accessible only by authorized campus officials and by law enforcement in the course of an 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, HKS 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 HKS Registrar's Office with emergency contact information and/or confidential missing person contact information if they have not already done so.

Student Gifts

Because of possible perceptions of undue influence, it is not permitted for a student to give a gift to a faculty member while the student is in the faculty member's class or otherwise involved in an advising or evaluating relationship. In general, the School discourages the giving of gifts between students and faculty. Even if gifts are simply intended as a show of gratitude, students should be mindful of the potential for misunderstandings or appearance of impropriety, particularly between people when there is an asymmetry of power.

No gift presented by a student to a faculty or staff member may exceed USD \$50.

Safe Travel

Students traveling to another country with financial support from Harvard Kennedy School and/or to engage in activities for which they expect to receive academic credit from Harvard Kennedy School must sign an Assumption of Risk and General Release form prior to their travel.

The School reserves the right to withhold funding for travel to countries where a student might be placed in serious danger. All students traveling for any reason and regardless of financial support should consider their travel plans carefully and assess risks, including by consulting the U.S. Department of State and Centers for Disease Control and Prevention advisories.

Students also should refer to [Harvard's Global Support Services \(GSS\)](#) for risk ratings and other information and consult with GSS about their specific travel plans. All students traveling internationally can obtain a Harvard Travel Assist membership card for medical emergencies and emergency evacuations, which can be used by individuals conducting Harvard business overseas (i.e., PAE research, student internship work). Note that this is not travel or medical insurance. Students must register their travel with GSS before traveling. Additional requirements about travel are available on the [Student Life KNet site](#).

Selling Items at HKS

There are several rules associated with selling items on the Harvard Kennedy School campus.

- › Anything sold on the School premises must benefit the School or an organization recognized and/or supported by the School, and not the individual. Solicitations and subsequent donations for charitable organizations or relief drives will be considered on a case-by-case basis, provided they are sponsored by a recognized HKS organization or member of the HKS community.
- › Clearance must be obtained through the Office of Student Services before organizing a sale.
- › Graduation tickets may not be sold.

Disability Services

Students with questions or requests should contact the School's disability coordinator to schedule an appointment. Students with disabilities—such as physical, cognitive, sensory, psychological, or chronic medical conditions—must meet with the School's disability coordinator to initiate the interactive process to explore possible individualized accommodations. All incoming students requesting accommodation must submit a Disability Notification form and medical documentation from a health care provider that specifies the student's functional limitations and the requested accommodations. Students experience a disability during the school year should follow this same process.

[Read more about disability services.](#)

Bulletin Boards and Posting

The many bulletin boards located throughout the HKS campus are used by community members for a variety of important purposes. Research Centers use them to share their work, promote their research and publicize events; departments use them to post important information about resources, events and opportunities; and student groups use them to broadcast events. Our collective goal in filling these spaces is to convey information in an accessible manner and, in so doing, generate a stronger sense of community. In order to best support that end, the following rules govern the use of school bulletin boards:

- › Bulletin boards labeled with HKS Research Center or Department names are for the exclusive use of that center or department.
- › Bulletin boards not branded by a center or department are maintained by the HKS Office of Campus Planning and Operations and can be used for general event information in accordance with the following guidelines:
 - + Fliers and posters must be for HKS or Harvard affiliated events only.
 - + Postings should be affixed with push pins (not staples or tape) and cannot exceed 11x17" in size.
 - + Postings should include the event or poster removal date.
 - + Only one poster per event per board is permitted.

If you would like to post something using a metal sign holder rather than a bulletin board, requests can be made as follows:

- › If you have booked a space, please add one or more sign holders to your existing [SpaceBook Reservation](#).
- › Faculty and staff members who do not have space booked can request a sign holder by submitting a [Facilities Help Desk Work Order Request Form](#). Students should work with a member of the Degree Programs and Student Affairs team to request easels for their postings.

The HKS Office of Campus Planning and Operations also maintains a "Community Forum" bulletin board, located on the ground floor of the Wexner Building in the dining area for postings that are not event-related. This board is intended for expressions of opinion, advocacy, celebration and more, and is available for use by all members of the HKS community. All postings are expected to comply with the [Code of Conduct](#) and the [University's Statement of Rights and Responsibilities](#) as outlined in the Student Handbook. Hate speech will not be tolerated. In order to ensure sufficient space for all forms of expression, the Community Forum board will be generally cleared on the second and fourth Friday of each month.

Note: HKS Facilities does not allow postings/event signage on any public doors, walls, columns, event spaces, etc. Any postings/signage left in one of these areas will be removed promptly and sent for recycling.

For questions, faculty and staff members are encouraged to call the Facilities Help Desk at 617-495-1306, and students should contact [Melissa Wojciechowski St. John](#), Senior Director of Student Services, at 617-495-0860.

Scooter and Motorized Riding Devices Use and Storage

Community members who use scooters (or any other riding devices MOTORIZED OR NON-MOTORIZED other than any used to accommodate a disability) must ensure that they are secured outside of HKS buildings. These riding devices may NOT be walked, ridden, or stored inside HKS buildings including meeting spaces, classrooms, or hallways.

There are many bike storage options located around the exterior of HKS buildings, which can also be used to secure them.

Financial Information

The Office of Admissions and Financial Aid serves as a resource for exploring ways to finance one's education. Student eligibility for federal and institutional aid is determined by federal and/or institutional guidelines.

Institutional support and aid resources are very limited. 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.

The Office of Admissions and Financial Aid is located at 124 Mt. Auburn Street, Suite 165, Cambridge, Massachusetts.

Financial Matters

Students can find more information on financial assistance and financial assistance policies on [MYFAID](#), [KNet](#), and [my.harvard](#).

STUDENT BILLING

Harvard University's [Student Accounts Office \(SAO\)](#) sends bills to students each semester.

The first notification of students' account charges is emailed in July. Students will not be permitted to register for fall classes if they do not pay all charges from the previous year as well as their fall charges by September registration. Similarly, students may not register for the spring semester if they have a prior balance on their student account.

Students receive notification of their account status—including new charges—each month by email; they are routed to a secure site where they can view their account using their HarvardKey and password. Payments may be made electronically or by check. Credit cards are not accepted.

Charges for tuition and fees must be paid in full by the due dates indicated on the student account. Any student whose indebtedness to the University remains unpaid after the designated payment due dates may be charged a \$250 late payment fee. Students should be in contact with the Office of Admissions and Financial Aid as soon as any extenuating circumstances arise that prevent them from resolving their outstanding balance. Students may petition via the Registrar for an exception to the late payment fee if there are unusual and compelling circumstances such as a serious medical or personal emergency.

Harvard University has instructed banks to redeposit any returned checks submitted as payment for students' bills; there is a charge assessed for dishonored checks. If a student's account indicates a history of dishonored checks, the University may also require that future payments be made in cash or by certified bank check.

If students' scholarships/fellowships and loans are greater than the amount due on the bill (including any rent due for the rest of the semester), they will receive a refund for the credit amount after the beginning of the semester.

Commencement note: Graduating students must pay all billed charges prior to Commencement. This includes rent charges from HRES for June and July if the lease extends beyond May of the graduating year.

Are there fees students should know about?

See our [current tuition and fees](#).

Course materials fee

The course materials fee supports the cost of rights and permissions clearance for those readings that are not otherwise freely available. Most course materials are made available through Canvas, our learning management software at Harvard.

Student activity fee

The student activity fees support student-run events for HKS students throughout the year, including formals and other student government-run events, student organization events, and student conferences.

If students take a leave of absence or withdraw from HKS, they will not have their fees refunded. The [Harvard University Health Services](#) site includes details about the student health insurance fee if they take a leave of absence or withdraw..

LEAVE OF ABSENCE OR WITHDRAWAL (REQUIRED OR VOLUNTARY)

If a student is placed on a leave of absence or must withdraw, how much tuition will he/she/they owe for that semester?*

If You Leave:	% of Tuition Owed
Fall Term	
After the first day of class up to and including ADD deadline of September 8	0%
After the ADD deadline but before October 15	25%
On or after October 15 but before November 5	50%
On or after November 5 but before the final DROP deadline	75%
On or after the final DROP deadline	100%
Spring Term	
After the first day of class up to and including ADD deadline of February 2	0%
After the ADD deadline but before March 15	25%
On or after March 15 but before April 5	50%
On or after April 5 but before the final DROP deadline	75%
On or after the final drop deadline	100%

* Students receiving financial assistance will typically have their assistance adjusted consistent with the changes in charges. Students borrowing federal loans will have federal loans adjusted consistent with [Federal Return of Title IV aid regulations](#).

Is there a monthly payment plan?

Yes, a monthly payment plan is available for a fee. If students receive financial assistance and choose the monthly payment plan, they can deduct the amount of their anticipated loans and scholarships/fellowships for the term and pay one-quarter of the balance plus the payment plan fee.

Prior year charges as well as charges for the MC/MPA Program and the MC/MPA Mason Program fee cannot be included in the monthly payment plan and must be paid in full in addition to the first quarterly monthly payment of academic year charges.

Once enrolled, payment plan installments must be paid by the due date each month. Students who do not pay their installments on time or fail to meet their terms will be ineligible to participate in the payment plan in the future.

What about third-party billing?

As a courtesy, the [Student Accounts Office \(SAO\)](#) will send an invoice (tuition and mandatory fees only) to a third party only if students have arranged a personal agreement for payment with a sponsoring agency. Students are required to provide documentation of the agreement and complete the external resource verification process outlined on the [Office of Admissions and Financial Aid KNet page](#).

- › Students will continue to receive monthly billing announcements regardless of payment arrangements; they are ultimately responsible for managing their student account to ensure that all charges are paid. As a result, students should remain in close contact with their sponsoring agency regarding the sponsorship.
- › Sponsored students must pay those charges that their sponsor is not covering. Sponsors will be billed in August for the fall term and December for the spring term; students' accounts are credited as soon as payment is received. If their sponsor fails to pay the agreed upon amounts, students will be responsible for paying these charges.
- › Harvard housing will be charged to students' accounts. Even if sponsoring organizations are covering their housing charges, Harvard cannot bill sponsors directly for housing. It is students' responsibility to arrange housing payments directly with their sponsors.

VA Educational Benefits

Harvard University adheres to the requirements of and complies with S2248 PL 1150497 Section 103.

Harvard University will not impose a late fee on students utilizing Chapter 33 and Chapter 31 benefits due to disbursement delays on the part of the VA. Additionally, Harvard University will not prevent a student from attending classes or demand payment in advance for funds expected to be paid by the VA until at least 90 days post certification. Under this policy, Harvard University defines a covered individual as any student that has notified the University that they are eligible to receive Chapter 33 or Chapter 31 benefits in writing prior to the start of the academic term in which they plan to use those benefits. Covered individuals will see the amount anticipated from the VA on their student account in the form of Anticipated Aid for Chapter 33 or a third-party deferment for Chapter 31. If the VA fails to pay 90 days post certification, Harvard reserves the right to require payment from the student directly.

Contact the [Office of Admissions and Financial Aid](#) for more information about GI Bill® benefits. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available on the [official U.S. government website](#).

Does the student budget take into account more than tuition?

Yes, the [student budget](#) is calculated based upon projected educational expenses during a 9- or 10-month academic program. Estimated annually, budgets include tuition, fees, health insurance, books, transportation and personal and living expenses. Budgets may be adjusted for other education expenses (e.g., computers and daycare expenses).

How is financial aid disbursed?

Financial aid will be credited to students' accounts each semester as stated on MYFAID. Funds are available on or after registration day of each term. Federal funds will be distributed evenly between semesters of enrollment.

HKS funds will also typically be distributed evenly over the two semesters but may vary depending on the degree program. Before any funds can be disbursed, students must accept their offer of financial assistance on MYFAID and submit all requested documentation.

Friends of the School—donors, alumni, Visiting Committee members, Dean's Council and various advisory boards—are sources of financial support for HKS students. The HKS Office of Admissions and Financial Aid distributes financial support in keeping with the School's objectives. Students are prohibited from soliciting the School's supporters directly.

LOANS

Students borrowing federal loans are required to complete promissory notes and student loan entrance counseling. If the proceeds of their loan exceed the balance due on their student bill, a refund will be prepared by the first week of classes for each semester. Federal loan borrowers will also be required to complete student loan exit counseling before graduating, taking a leave of absence, withdrawing, or otherwise dropping below half-time enrollment.

See the [Office of Admissions and Financial Aid KNet page](#) for more information.

CONSUMER INFORMATION

[Consumer information](#) is available to current students as well as prospective students, in accordance with federal consumer information regulations. They may contact the Office of Admissions and Financial Aid to request a hard copy of this information.

Important Phone Numbers

All phone number prefixes are 617-49x-xxxx

5-1122	Dean
5-5605	Academic Dean
5-0390	Academic Dean for Teaching and Curriculum
5-1155	Admissions and Financial Aid
5-1394	Alumni Programs
5-1430	Associate Dean for Diversity, Inclusion, and Belonging
6-8382	Senior Associate Dean for Degree Programs and Student Affairs
5-1306	Campus Planning and Operations
5-1161	Career Advancement
6-2328	Course Assistants
5-1372	Course Materials Distribution Office
5-1155	Financial Aid
5-1380	Forum Office
5-0860	Disability Coordinator
5-2789	Harvard International Office
5-2008	Health Services Member Information
5-1100	Information (HKS)
5-1344	Information Technology
5-1300	Library and Knowledge Services
5-0493	Media Services
6-4312	MPA Programs (MPA, MC/MPA, and MC/MPA Mason) Director
6-1100	MPP Program Director
5-7799	MPA/ID Program Director
5-1190	Doctoral Programs Director
5-1155	Registrar
5-1366	Room Reservations
5-2739	Student Accounts
6-0905	Student Services
5-8935	Student Support Services

EMERGENCY PROCEDURES AND ASSISTANCE

When an alarm sounds in the School, exit the building immediately through the nearest exit. Move a safe distance from the building and avoid standing near building entrances to allow access for emergency personnel and vehicles.

All phone number prefixes are 617-49x-xxxx

5-1330	Harvard Kennedy School Security
5-1033	Urgent Information telephone line
5-1212	University Police Emergency
5-1215	Non-emergency
5-5711	University Health Services for medical or mental health emergencies



HARVARD Kennedy School

JOHN F. KENNEDY SCHOOL OF GOVERNMENT

HKS

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