

Selected Dates, Deadlines, and Policies from the *Student Handbook*

Refer to handbook.college.harvard.edu for a complete description of policies governing student academic progress and behavior. The Allston Burr Resident Dean (ABRD) is your primary resource for understanding these policies.

Selected dates and deadlines, 2024-25

Fall semester

- Sept 3: Check-in deadline on my.harvard
- Sept 3: First day of classes
- Sept 10: Open add/drop deadline
- Sept 23: Last day to add/drop without a fee
- Oct 7: Last day to add or drop a course
- Oct 11: Last day for sophomores to declare concentration
- Nov 6-20: Spring term course registration
- Nov 18: Last day to withdraw from a course or change grading status
- Dec 5: First day of reading period; the last day that a student can take a leave of absence for fall semester
- Dec 11-20: Final exam period

Requirements for the degree

See advising.college.harvard.edu for a list of degree requirements and opportunities available to students. Your academic advising report within my.harvard helps track your progress in meeting the following requirements:

- Eight semesters and 128 credits
- Expos 20, taken during the first year
- Language requirement
- Quantitative Reasoning with Data (QRD) requirement
- Gen Ed and divisional distribution requirements
- Concentration requirements

Other academic opportunities include joint or double concentrations, language citations, secondary fields, Harvard Summer School, research, study abroad during the semester or a summer, teaching programs, and fellowships.

Final exam period

Instructors cannot grant extensions or receive written work beyond the end of the final exam period without permission from the Ad Board, nor can they change the date of a final exam administered by the Registrar. Missing a final exam is equivalent to failing the course.

Spring semester

- Jan 17-26: Wintersession
- Jan 27: Check-in deadline on my.harvard
- Jan 27: First day of classes
- Feb 3: Open add/drop deadline
- Feb 10: Last day to add/drop without a fee
- Feb 24: Last day to add or drop a course
- April 1: Last day for May 2025 graduates to apply for their degree, change concentration, and submit request for a secondary field or a language citation
- April 2-16: Fall term course registration
- April 7: Last day to withdraw from a course or change grading status
- May 1: First day of reading period; the last day that a student can take a leave of absence for spring semester
- May 8-17: Final exam period

If an exam conflicts with a religious obligation, contact the Registrar's office at least thirty days before the final exam period to make alternate arrangements.

Academic integrity

As indicated in the Honor Code, students are expected to complete their work with integrity, which includes, among other requirements: submitting their own work, properly citing sources, not submitting the same work for more than one course, and abiding by the collaboration policies set by each course. What is appropriate in one course may not be appropriate in another, so it is important to clarify exactly what is allowed in each course. When in doubt, contact the instructor or your ABRD.

Instructors concerned about a potential breach of academic integrity are required to contact the Honor Council, which asks the student to explain the matter and may impose disciplinary sanctions, up to a requirement to withdraw. Your ABRD is available to provide advice and support if you are asked to meet with the Honor Council.

Academic performance

Engaging with your instructors and seeking out mentors is important so that you can make the most of your time here. Harvard wants every student to thrive academically and also has minimum academic requirements.

- A course grade below C- is considered unsatisfactory and ordinarily leads to academic probation. Two semesters in a row with an unsatisfactory grade ordinarily results in a requirement to withdraw for two semesters.
- A student with a failing course grade and any additional unsatisfactory grade in the same semester has failed to meet minimum requirements and is ordinarily required to withdraw for two semesters.

After being required to withdraw, students can petition the Ad Board to be readmitted if they have spent the necessary time away and have worked full-time for six months in the same paid position. A second requirement to withdraw is ordinarily considered final.

Instructors may notify an ABRD if a student is on track for an unsatisfactory grade. Ultimately, however, students are responsible for monitoring their progress. If you have concerns about your performance, contact your instructors, ABRD, and the Academic Resource Center.

Leaves of absence

Students are allowed to complete only eight semesters at Harvard, and those semesters do not need to be consecutive. (Students who don't finish their requirements in eight semesters may do so in Harvard Summer School.) Students have the option to take a leave of absence to pursue outside opportunities (such as travel or internships) or to address any challenges preventing them from making the most of their time as a student. Contact your ABRD to discuss and learn about the easy steps you need to take.

For leaves taken during the semester, room and board charges are pro-rated; tuition is charged incrementally:

- 1/4 if taken after Sept 10 (fall) or Jan 31 (spring)
- 1/2 if taken after Oct 8 (fall) or March 4 (spring)
- 3/4 if taken after Nov 5 (fall) or April 1 (spring)

The Administrative Board

The Administrative Board of Harvard College enforces the policies that are established by the Faculty and found in the *Student Handbook*, which lays out our academic policies as well as the conduct appropriate within this community. Beyond investigating allegations of social misconduct, the Ad Board's work includes:

- Considering requests related to course enrollment, including exceptions to deadlines for add/drop and withdrawal.
- Considering requests for extensions of time for written work beyond the end of the semester, for a make-up exam, or for an exam *in absentia* or on a different day;
- Reviewing unsatisfactory records to place students on

probation or require them to withdraw; and

- Approving leaves of absence and requests to return from a requirement to withdraw or a leave of absence.

When considering a request, the Ad Board considers the circumstances presented in the student's written statement and any supporting documentation. Contact your ABRD for more information or to make a petition.

Resources and support

ABRD: Your Allston Burr Resident Dean is available to

- provide academic advice;
- to offer support and guidance during times of difficulty or uncertainty, whether those be academic, personal, or health-related; and
- to serve as a bridge between you and resources throughout the College and University.
- Charles (Chip) Lockwood, ABRD of Adams, can be reached at adamshousedean@fas.harvard.edu. You can also reach out to Amber Kuzmick, our Adams Academic Coordinator, at adams_coordinator@fas.harvard.edu for questions about routine academic matters.

DAO: The Disability Access Office seeks to ensure inclusion and access by providing support and accommodations to students dealing with a short- or long-term disability that interferes with life as a student.

ARC: The Academic Resource Center provides academic coaching, workshops, accountability hours, and peer tutoring to help students learn and grow at Harvard.

Peer Counselors: Contact, ECHO, Indigo, RESPONSE, and Room 13 can help identify and address challenges.

HUHS and CAMHS: Harvard University Health Services and Counseling and Mental Health Services help students treat and manage a wide range of health concerns.

OGE: The Office of Gender Equity (SHARE 24/7 hotline: 617-495-9100) supports students who have experienced sexual violence or gender-based harassment by connecting you with medical resources or support throughout the complaint process if you wish to file a complaint.

Chaplains: Individuals from a diverse array of faith traditions who are available to consult on matters affecting the spiritual, ethical, or religious lives of students.

HUPD: The Harvard University Police Department uses community-based policing to keep the campus safe.

Additional resources include your instructors, concentration advisors, your sophomore mentor, resident and non-resident tutors, our Faculty Deans, and Matt Burke, our House Administrator. We are all here to help you achieve the academic, social, and personal transformation that Harvard College offers.