April 28, 2020

Good Morning HLS Students,

As this challenging semester comes to a close and we enter exam period, we write to remind you of the support that is available, as you complete your exams and papers. We also want to remind you of standing rules and policies applicable to the completion of coursework. Please read this email carefully before you take your exams and complete your academic work for the semester, and of course feel free to contact either of us with any questions.

We wish you the very best of luck,

Lisa Burns, Assistant Dean and Registrar & Marcia Sells, Associate Dean and Dean of Students

Steps to Take During an Exam in the Event of a Problem or Illness

If a problem arises during the administration of an exam, such as the sudden onset of an illness or a computer malfunction, between 6:30 am and 8:30 pm EDT, you may reach immediate exam help by calling 617-495-0722 and pressing “1” for EXAM SUPPORT. This will connect you to the Registrar’s office or the Dean of Student’s office immediately.

If the problem arises after 8:30 pm and before 6:30 am EDT, leave a message at 617-495-0722, pressing “1” for EXAM SUPPORT, and also send an email either to the Registrar’s office or the Dean of Student’s office. Someone will contact you once the office reopens.

If the problem involves an illness, you should also contact University Health Services, which will have Urgent Care responding at 617-495-5711.

Applicable Rules and Policies

Even though coursework is being completed remotely, ordinary HLS rules and policies governing exam-taking and paper-writing are still in effect. These include rules requiring timely submission of exams, rules prohibiting student contact with instructors about exam scheduling and administration, and rules against academic dishonesty. The relevant rules and policies can be found at the links below. Also in keeping with ordinary practice, violations of these rules can, in appropriate circumstances, lead to Administrative Board proceedings and discipline. Given the exceptional circumstances of this semester, we again encourage you to reach out to the Registrar or the Dean of Students with any questions or concerns you might have, so that we can assist you in solving any exam- or paper-related problems that you might be facing.

http://hls.harvard.edu/dept/registrar/standing-policies-of-the-administrative-board-concerning-exam-administration/

http://hls.harvard.edu/dept/registrar/statement-of-the-administrative-board-concerning-sanctions-for-academic-dishonesty/