

# HARVARD COLLEGE



Office of Academic Integrity and Student Conduct  
ADMINISTRATIVE BOARD

Smith Campus Center, 4<sup>th</sup> Floor  
Cambridge, Massachusetts 02138

May 21, 2024

Redacted - PII

Sent electronically to

Redacted - PII

## PERSONAL AND CONFIDENTIAL

Redacted - PII

Harvard ID#

Redacted - PII

Dear

Redacted - PII

I write to inform you that on May 17, 2024, the Administrative Board of Harvard College voted to place you on disciplinary probation, until May 20, 2024, due to inappropriate social behavior involving a violation of the [University-wide Statement on Rights and Responsibilities](#). The Board felt this incident warranted a formal disciplinary response. The Board appreciated your engagement with the process and your willingness to reflect upon the matter in question.

**Purposes of disciplinary probation.** This vote of probation serves as a strong warning that your conduct violated the rules for student conduct laid out in the [Harvard College Student Handbook](#). As such, it gives the College serious cause for concern. For the duration of your probation, you should be especially conscientious about your behavior and responsibilities. According to the rules of the College, any further instance of misconduct while you are on probation will cause the Administrative Board to seriously consider requiring you to withdraw from the College.

**Duration and terms of disciplinary probation.** The length of time for disciplinary probation reflects the Board's understanding of the severity of the violation. A student is relieved of probation at the end of the time period specified by the Board provided there has been no further misconduct. At the end of the term of probation, you will automatically be restored to "good standing." Our hope and expectation is that your behavior in the future will not jeopardize this standing for the remainder of your time at the College.

Disciplinary probation does not appear permanently on your transcript; it is only noted for the duration of the term in which you are on probation. However, it is considered a formal change of status, and thus is disclosed to parents or guardians, as well as to graduate or professional schools under certain circumstances. If you have questions about this, please contact your Resident Dean, or the Office of Academic Integrity and Student Conduct (OAISC).

The [Harvard College Student Handbook](#) reviews the rules and provisions of disciplinary probation. During your period of probation, you may be ineligible for certain fellowship opportunities or programs offered at the College, including study abroad, cross-registration, or independent study, until your status of "in good standing" is restored. If you are considering one of these opportunities, you may check with your Resident Dean or the program to find out if your probationary status affects your

eligibility.

**Parents' or Guardians' concerns.** Parents or guardians sometimes have concerns and questions about what disciplinary probation means for a student's standing with Harvard, how the response will affect a student's future, and other related matters. If you or your parents or guardians have any questions, they may connect with your Resident Dean.

As with any decision by the Administrative Board, all students have the right to ask the Board to reconsider its decision. Because your case resulted in a responsible finding that includes disciplinary probation, you are also eligible to appeal the decision to the Faculty. Information about the reconsideration and appeal process is included with this letter.

If you have any questions about the information in the [Harvard College Student Handbook](#) or this letter, please do not hesitate to contact your Board Representative, [Redacted - PII] (copied to this letter), at [Redacted - PII]@fas.harvard.edu, or the Administrative Board in the OAISC at adboard@fas.harvard.edu.

Sincerely,

[Redacted - PII]

[Redacted - PII]  
Assistant Dean and Secretary of the Administrative Board

CC: Administrative Board

[Redacted - PII] [Redacted - PII] Resident Dean of [Redacted - PII]  
[Redacted - PII] Academic Coordinator of [Redacted - PII]





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ADMINISTRATIVE BOARD

## Reconsiderations

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Students have the option to request that the Administrative Board reconsider any of its decisions, disciplinary or otherwise, based on the following grounds:

1. New materially relevant information becomes available that was not available to the student through the exercise of reasonable diligence at the time of the review; or
2. There is reasonable evidence of a procedural error.

Students who believe they have sufficient grounds for reconsideration should consult with their Resident Dean/Board Representative, the Secretary of the Administrative Board, or their Personal Advisor (a faculty member or officer of the University affiliated with the Faculty of Arts and Sciences).

All reconsiderations of any decision (petitions or disciplinary) must be filed with the Secretary of the Administrative Board within one week of the decision, unless, within that week, the Secretary grants an extension of time. Ordinarily, students will have only one opportunity to request a reconsideration of a decision.

If the outcome of a decision is a requirement to withdraw, a student must move out of their on-campus residence within five business days. *This timeline and action are independent of the reconsideration process.* If a student needs additional time, please contact the Dean of Students Office in the College.

Once a student is awarded a degree from Harvard College, the option to have the Administrative Board or Honor Council reconsider a decision is closed.

## Appeals (Disciplinary Only)

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Students required to withdraw or placed on probation for more than one term by the Administrative Board or Honor Council, have two options to contest the decision:

1. They may ask the Administrative Board or Honor Council, as appropriate, to reconsider its decision (via the process and deadlines described above in the "Reconsiderations" section); and/or
2. They may appeal to the Faculty Council.

These students may still ask the Administrative Board or the Honor Council, as appropriate, to reconsider a decision and, if unsatisfied with the response to the reconsideration request, may afterwards appeal to the Faculty Council. Alternatively, they may skip the reconsideration option altogether and choose to appeal directly to the Faculty Council. However, once a student appeals to the Faculty Council, they forgo their reconsideration option, and a student may not seek a reconsideration. *As with reconsiderations, the appeal timeline and outcome from the Administrative Board or Honor Council are independent of the appeal process.*



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A student may appeal to the Faculty Council if:

1. The Administrative Board or Honor Council, as appropriate, made a procedural error that may change the outcome of the decision; or
2. Based upon a review of the Administrative Board's annual disciplinary statistics, the sanction imposed was inconsistent with the Board's usual practices and is inappropriate.

For disciplinary cases in which a student requests reconsideration but also wishes to appeal, appeals must be filed with the Secretary of the Faculty within one week of the decision regarding reconsideration. In cases in which a student does not request a reconsideration but wishes to appeal, appeals must be filed with the Secretary of the Faculty within one week of the disciplinary decision of the Administrative Board.

Appeals to the Faculty Council are first screened by the Docket Committee, a group of three elected representatives of the Faculty Council. Further information about the appeals process can be obtained from the Secretary of the Faculty at [secfas@fas.harvard.edu](mailto:secfas@fas.harvard.edu).

Once a student is awarded a degree from Harvard College, the option to appeal to the Faculty Council is closed.

In keeping with Section 504 of the Rehabilitation Act of 1973, a student with a disability who believes that the Administrative Board or Honor Council did not properly consider any claims pertaining to their disability may seek further review from the Director of University Disability Services, including in disciplinary case decisions. For information on grievance procedures, visit the University Disability Services website: <https://accessibility.harvard.edu/filing-a-complaint>.