Student Discipline

Student Conduct
Student Responsibilities - Addressing Behavioral and Academic Problems

This section clarifies procedures arising from participants not meeting Summer School expectations and policies set out in the Handbook for Student and in the Conditions of Participation and Assumption of Risk and General Release Form, which each student is required to sign and submit prior to departure.

Since every situation that arises is different, it is always wise to consult with the Summer School as soon as problems arise. If there are any issues of student academic, behavioral, or health that give you concern, contact Robert Neugeboren, Dean of Students at the Summer School, at the earliest indication such an issue.

The Summer School Administrative Board reviews cases of students who are alleged to have violated Summer School policies, including those regarding course attendance and participation, academic integrity, and conduct. The Administrative Board, in accordance with Summer School policy, may impose disciplinary sanctions that include required withdrawal from a program.

In cases where a student’s behavior or academic performance is becoming a problem, the program director should address the matter quickly and in writing. A written warning serves two purposes: it ensures the student understands the nature of your concern and what needs to be done to rectify the situation; and it provides a record should the student not improve and more formal action be required. (A sample warning letter is included at the end of this section.)

If the situation is more serious, or the student’s behavior does not improve, you should consult immediately (via telephone or email) with the Dean of Students Office at the Summer School, which can initiate a disciplinary process via the Administrative Board. The Ad Board can take any of a range of disciplinary actions in response to student misconduct, which then becomes part of the student’s academic record, and in the case of Harvard College students is reported to the College Ad Board which may take similar action.

Academic Problems
Attendance and Exclusion from a Course

Students are expected to attend all classes and complete all required coursework during the dates of the program. Most students who choose to study abroad are well motivated and will respond when informed, through a low grade on an early assignment or otherwise, that their performance is lacking. When the problem persists, and especially if it is a distraction or disruption to you and the rest of the class, there is another option: the student should be warned in writing that such behavior may lead to exclusion from the course and that exclusion is the equivalent of a failing grade. A copy of the warning should be filed with the Dean of Students office. If the student continues to neglect coursework after receiving this warning, the instructor may then send a second letter requesting exclusion to the Dean of Students. Once the instructor’s exclusion petition is approved, the student is denied the right to any further course evaluation, including final and makeup examinations.

Sample Warning Letter

Dear (name),

Your (academic performance)/(behavior) in the Harvard Summer School Study Abroad Program in (country) has not been in keeping with the Standards of Conduct by which you have agreed to abide. (Detail the misconduct in a few sentences here.) I am therefore issuing you this formal warning and admonishment. In the absence of significant improvement, the Administrative Board of the Harvard Summer School may take more serious action, including requiring you to withdraw from the program.

Signed:
Program Director

I have read and understood the contents of this letter.

Student signature, date

Academic Integrity

Summer School policies regarding academic conduct appear on the Summer School website, and are explained in greater detail in the Handbook for Students. Instructors should discuss these policies with their students at appropriate times during the course. Attention should be called to the rules concerning plagiarism, the use of online sources, and the submission of the same paper for credit in more than one course without the written permission of all the instructors involved.

The Summer School provides several resources to support academic integrity, including The Harvard Guide to Using Sources developed by the Harvard College Writing Program, a pair of online tutorials, and some tips for avoiding plagiarism. These resources are designed to help students learn how to properly use sources, so that they can write better papers as well as avoid common misunderstandings about the rules of proper citation. You should encourage your students to take the tutorials and to consult these resources throughout the summer.

The extent, if any, of permissible student collaboration in the preparation of papers, programs, or examinations must be carefully stated in writing by instructors at the outset of a course or course assignment. Students must assume that collaboration in the completion of assignments is prohibited unless explicitly permitted by the instructor. (Please note: This is a difference from the College’s collaboration policy.) When it is permitted, students must acknowledge any collaboration and its extent in all submitted work.
Report suspected plagiarism, cheating, or other forms of academic dishonesty to the Associate Dean of Students, Shirley Greene, greene@dcemail.harvard.edu, (617) 998-8557. A detailed statement of the suspected dishonesty along with copies of the examinations, papers, or assignments should be submitted in support of any charge. The student will be given the opportunity to review these materials and provide a written response. When submitting final grades, instructors must record an asterisk (*) in the grade column for the student, pending review of the case by the Administrative Board.

Consequences

In addition to warnings and exclusion from a course for academic neglect, students may face any of the following consequences for academic or behavioral violations:

1) **Probation**: A student may be placed on probation for violating any of the Standards of Conduct found in the Conditions of Participation Form they signed or in the Summer School’s *Handbook for Students*. Probation is a formal action of the Administrative Board as well a serious warning to a student that any further misconduct may result in further disciplinary action, including a requirement to withdraw from the program.

2) **Requirement to Withdraw**: If necessary, you can recommend to the Administrative Board of the Summer School that a student be required to withdraw from the program. Such a student would receive a grade of RQ (Required to Withdraw), which is a failing grade, and be sent home. Before making such a recommendation, make sure that you have collected all the facts of the case, have discussed them with the student, and, if appropriate, have issued a prior written warning. A requirement to withdraw is appropriate when a student’s behavior is unacceptable in the community, because of a serious violation of Standards of Conduct, cheating, plagiarism, or other serious violations of academic integrity.

3) **Administrative Withdrawal**: A student may be administratively withdrawn without an Administrative Board process, if his or her behavior poses a significant risk to the student or others or a serious disruption to the educational environment of the program. This measure would only be taken in consultation with the Dean of Students and the Dean of the Summer School. Administrative withdrawal is not a disciplinary action and may be accompanied by (partial) tuition refund; however, an incident that gives rise to an administrative withdrawal may subsequently result in disciplinary action.

4) **Voluntary Decision to Withdraw**: If a student decides to leave the program for non-disciplinary reasons, discuss the reasons with him or her, and ensure that s/he is aware of the consequences. The student must officially withdraw from the Summer School and should do so as soon as possible once the decision has been made. S/he may do that by completing a withdrawal form posted on the Admitted Students page of the study abroad website. There are very limited options for refunds once the program has begun; generally, a student should not expect to receive a refund at all if they are withdrawing after the first or second week of the programs. However, students have the right to appeal for exceptions to that policy. (See the Summer School’s *Handbook for Students.*) The last day a student may withdraw is three days prior to the official program end date. A student who officially withdraws after the official program start date will receive a non-completion grade of WD (Withdrawal) for the two courses in which s/he has enrolled. Students facing serious disciplinary charges may not withdraw voluntarily, but are subject to review by the Administrative Board (as above).