



*Athletics*

*Women's Initiatives*

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*Religious groups*

*Cultural & Racial Initiatives*

**Student Organizations  
Handbook Addendum**

Student Activities Office, Office of the Dean

2005 - 2006



HARVARD COLLEGE

## **Student Organizations Handbook**

A publication of The Student Activities Office,  
Office of the Dean  
Harvard College

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### Campus Life Fellow Position

The Office of Student Activities has recently hired Justin Haan '05 as the Campus Life Fellow for the 2005-2006 academic year. The Campus Life Fellow is a resource to student organizations and house committees. Justin is willing and eager to assist student organizations in the development of social programming. To pitch an event or to brainstorm ideas, to ask questions about planning or get clarification with logistics, contact Justin at [haan@fas.harvard.edu](mailto:haan@fas.harvard.edu); phone 6-FELO (496-3356); or stop by his office in University Hall, 403.

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### Student Organization On-Line Registration

In addition to the information found on page 4 of the *Student Organizations Handbook*, here is some additional information about annual registration requirements of student organizations.

Student organizations are required to register with the Office of Student Activities each fall semester (for 2005-2006 the deadline is October 31, 2005). Registration must include all components outlined in the *Student Organizations Handbook*.

To register, go to <http://www.fas.harvard.edu/~usodb/>. Throughout the year, student organizations can update their information at the same URL. Any officer listed on the organization's registration is permitted to make updates. The Office of Student Activities encourages organizations to update the information whenever there are changes, to ensure that your organization receives information from the Office of Student Activities.

Also, with the 2005-2006 registration, student groups will no longer be required to submit signed hazing agreements in paper form. Hazing agreements will be incorporated into the on-line registration. **(However, faculty advisor forms are still required to be submitted on paper.)**

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### On-Line Student Organization Directory

A new searchable on-line student organization database was recently completed and posted at <http://www.college.harvard.edu/student/organizations/list.html>. This database is the "public face" for all organizations. That is, interested students, businesses, and other individuals may search this database to learn about your organization. Student organization officers are not listed in order to protect your privacy; however, your organization's email and web address are listed. If you would like to make your officer's contact information known, please post this information on your own web site or have the generic group email forwarded to your officers' personal email addresses.

We hope you will use this database to connect with other student organizations and to collaborate on projects. It can also be used for you to explore your own interests and to learn about what other student organizations may have to offer you. You will find groups' mission statements; information on size and composition; faculty advisors; and copies of their constitutions.

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### Student Organization Business Cards

Student organizations are permitted to have business cards printed for officers and other principals of the group (chairperson, director, president, etc.). The business cards must clearly identify the group's affiliation with Harvard (a student-run organization at Harvard College) and may not use the Harvard logo or shield in any way.

For instance, in the case of the Harvard College Student Entrepreneurship Council, the business card may be printed without using the Harvard "H", Harvard shield, Veritas logo, etc. and must use the phrase, "A Harvard College student organization" somewhere on the face of the card.

## Trademark Program 617-495-9513

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Print vendors will require written permission to print the word “Harvard” on any business card or stationery. Student organizations may receive this written permission by sending a request to the Harvard Trademark Program at [trademark\\_program@harvard.edu](mailto:trademark_program@harvard.edu) or calling the Trademark Program 617-495-9513, making certain to follow the guidelines outlined above.

Student organizations that wish to print cards on their own computer equipment must follow the guidelines above as well. **Use of the Harvard trademark without permission is a violation of University policy.**

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### Use of Student Organization Name and Other Harvard Trademarks on Harvard Insignia Items

Student organizations wishing to sell any items (t-shirts, mugs, water bottles, etc.) bearing their student group name or any other Harvard name or logo must contact the Harvard Trademark Program at 617-495-9513 or [trademark\\_program@harvard.edu](mailto:trademark_program@harvard.edu) before proceeding. The following guidelines apply to officially recognized student groups when wanting to give away or sell items bearing their student group name or (if granted permission to do so) other Harvard trademarks.

Student groups may create approved products on a royalty-free basis bearing their student group name (and possibly another Harvard trademark):

1. for their own internal use;
2. to be given away to the members of that student group;
3. to be sold on a limited and one-time-only basis to the members of the student group and non-members as a fund-raiser to benefit the student group.

Student groups may not sell products bearing any Harvard trademarks, including their student group name, directly to the public or to retailers for re-sale to the public.

All products and artwork (including the student group name or any other Harvard trademark) must receive approval from the Trademark Program prior to production.

Student groups may be granted permission to sell Harvard items not containing their student group name to the general public as long as they agree to take a license from the Trademark Program and pay royalties. Please contact the Trademark Program directly for permission and instructions.

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### Web Pages, URLs and Other Electronic Uses

In addition to the information found on page 30 of the *Student Organizations Handbook*, here is some additional information about policies related to domain names and URL's.

The rules around appropriate usage of the Harvard name apply in the electronic context as well. The internet address for an officially recognized student organization should mirror the approved group name in its entirety and be attached to the appropriate University domain (i.e. [fas.harvard.edu](http://fas.harvard.edu), [law.harvard.edu](http://law.harvard.edu)). Similarly, in cases where student organizations choose to register a domain name outside of [harvard.edu](http://harvard.edu), the University requires that the domain name accurately reflect the officially recognized name of the student organization. Any significant departure from the approved student organization name, including omissions or abbreviations, needs approval from the Office of Student Activities in the Office of the Dean of Harvard College and in some cases the Provost. Acronyms are acceptable in both internal and external situations. External domain names should be within the .net or .org domains.

Ownership of external domain names should reside with the student organization and not with an individual. The University reserves the right to require that any domain name with the word Harvard in it and which causes confusion with other university activities, or is otherwise inappropriate, be assigned back to the University.

All student organization websites must visibly articulate their organizational affiliation in a prominent location (For example: “Harvard College Typists Group, a student organization of Harvard College.”)

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### University Gift Accounts

In addition to the information found on page 34 of the *Student Organizations Handbook*, here is some additional information about University gift accounts.

Opening a gift account requires student organizations to have a check available and ready to deposit into the gift account. Once a check is available to deposit, made out to Harvard University with the student organization in the memo line of the check, the Treasurer or President of the organization should schedule a meeting with Dean Paul McLoughlin to discuss the group’s needs for a gift account. Upon determination that a gift account is appropriate, paperwork will be completed by the Office of Student Activities to initiate a gift account.

Student organizations that wish to set up a gift account should understand that working with gift accounts takes advance planning. Depositing gifts into a gift account can take up to three weeks before the money is available for use. Similarly, withdrawing money may take up to three weeks before a check is available in the Dean’s office.

When student groups would like to withdraw money from their gift account, a request should be sent by the President or Treasurer of the organization detailing the amount requested and detailed descriptions of how the money will be used. Receipts may be required depending on the purchase. Once this request has been received and processed, checks will be ready for pick-up in the Office of Student Activities. Once again, please allow up to three weeks for processing. **There is no expedited process for requesting money from gift accounts.**

Additional notes about gift accounts:

- cash gifts and wire transfers cannot be accepted;
- in-kind gifts cannot be acknowledged;
- a completed matching gift form must accompany the donor’s check in order to receive a matching gift from a donor’s company.

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### Harvard University Credit Union Accounts (HUECU)

In addition to the information found on page 35 of the *Student Organizations Handbook*, here is some additional information about Credit Union accounts.

Student organizations are now permitted to use ATM/debit cards. Student organizations must request a debit card from HUECU and the card must be in the name of the President, thus allowing sufficient accountability of the expenditure of those funds. (The President should make all purchases and all purchases should be verified by the Treasurer during monthly account reconciliation. Organizations should not allow purchases to be made by the same person who reconciles the account.)

Student organizations should limit the use of ATM and debit cards since they rarely provide the paper trail that is helpful in accounting. The use of an ATM to withdraw cash to purchase supplies should also be discouraged. Subsequent officers may also find it difficult to understand organization expenses without paid invoices and appropriate paperwork. ATM and debit cards should be limited to purchasing on-line merchandise or to provide a deposit for a service.

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### Potential Sources of Funding

In addition to the information found on pages 46-48 of the *Student Organizations Handbook*, here is an additional funding resource for student organizations.

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### The International Relations Council (IRC)

The IRC is a Harvard College student organization with purposes to provide information regarding international affairs, to promote a greater understanding of the United States' role in world affairs, to promote, improve, and develop education of all individuals, especially Harvard College students.

For more information on IRC grants to student organizations, contact the IRC directly at: [hirc@hcs.harvard.edu](mailto:hirc@hcs.harvard.edu) or visit [www.harvardirc.org](http://www.harvardirc.org)

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### Student Activities Fund – SAF

Guidelines for SAF for 2005-06 academic year

The \$25,000 Student Activities Fund wishes to stimulate the creation of new activities and events, rather than support on-going, regular operating expenses of student organizations. Particular attention is paid to events where two or more student organizations collaborate on a project and/or proposals for social programming. Social events that are group-specific will be reviewed; however, events that are open to the entire campus community are given preference. Recognized student organizations will also be given preference in the grant award process. For more information, contact Dean Judith H. Kidd or Dean Paul J. McLoughlin II at 495-1558; stop by the Office of the Dean in University Hall, or online at <http://www.college.harvard.edu/student/grants/index>

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### Deadlines for SAF grants

#### Grant Proposal due by on or before:

October 7  
November 11  
December 16  
January 27  
February 24  
March 24  
April 28  
May 19

#### Notification of award by email midnight on:

October 25  
November 29  
January 10  
February 7  
March 7  
April 11  
May 9  
May 29

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### Alumni Records

In addition to the information found on pages 50-51 of the *Student Organizations Handbook*, here is some additional information about obtaining alumni mailing labels.

In some cases, the Office of Student Activities, with the help of the Harvard Development Office, can provide you access to postal address information for alumni of your organization. If your organization does not currently have a mailing list database set up with the Harvard Alumni and Donor Information Service, you should consider establishing such a list. In addition to maintaining address changes, and alumni deaths, the alumni office can generate labels for mailings that your organization conducts.

In order to obtain labels for your organizations' alumni, you must first have a draft of any correspondence you wish to send to them. Then, make an appointment with Dean Judith Kidd or Dean Paul McLoughlin to review the content of the letter, the purpose for mailing it, and your proposed timeline. You should allow at least a month between this meeting and when you anticipate sending the correspondence to alumni.

After approving of the content of the letter as is or asking for edits to be made, Deans Kidd or McLoughlin will complete the necessary paperwork and ask that you meet with someone in the Harvard Development Office to gain approval and retrieve your labels. Groups with established databases can expect labels in two weeks. For those groups who must first establish a database, your organization should have a list of past members (first and last name) and the class years for these alumni. Once the database is set up, you can expect labels in three weeks. Fees for mailing labels range from approximately \$50 to \$100, depending on the number of labels needed. Fees for entry of new names are \$0.26 per name. At the time of this Addendum printing, all fees are waived; however, these fees may be imposed at any time in the future.

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### Harvard Box Office – changes for 2005-2006 academic year

In addition to the information found on page 22 of the *Student Organizations Handbook*, here is some additional information about the services offered by the Box Office.

The Harvard Box Office is dedicated to serving the ticketing needs of presenters and patrons for events produced in Harvard venues and, in some instances, events presented by Harvard organizations off campus. It remains committed to providing these high quality services, including advance ticket sales, education and orientation for ticket managers, as well as promotion and publicity for your events.

However, the number of events produced by Harvard student groups and ticketed by The Harvard Box Office has steadily increased over the past eight years. After discussions between the Office for the Arts and the Office of the Dean, the College has concluded that the Box Office should implement minimum fees for events produced by undergraduate groups.

The Harvard Box Office will charge an administration fee of 50 cents per ticket sold via The Harvard Box Office for all student-produced events (excluding events at Sanders Theatre where a facility charge is currently applicable). There will also be a 10 cent fee per ticket pulled (this includes all consignment and complimentary tickets).

These fees will be in effect for the 2005-06 academic year. Student organizations will need to consider the financial impact of these changes and consider whether or not to generate increased ticket income to offset these charges. For more information on the Box Office or services that they provide, please contact 496-2222.

Cambridge Licensing Commission  
831 Massachusetts Avenue  
617-349-6140

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### Poker

Per City of Cambridge ordinance prohibiting “games of chance,” poker is not permitted. Because of this city law, the Office of Student Activities will not permit any poker tournaments, charity benefits, or campus-wide social event with poker games present. Similarly, House Committees may not hold house poker tournaments or other games where gambling is present.

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### Raffles

In addition to the information found on pg.45 of the *Student Organizations Handbook*, here is some additional information on raffles. The City of Cambridge requires a one-day raffle license for raffles or other events where tickets are sold for a chance to win a prize (Massachusetts General Law (MGL) ch. 810 Special Acts of 1969). To complete the appropriate paperwork for a one day raffle license, you should visit the Cambridge Licensing Commission at 831 Massachusetts Avenue (adjacent to Cambridge City Hall in Central Square). Please plan ahead because the process takes up to one month to complete. The application must be filed by a Cambridge based non-profit organization the applicant must provide the names of three Cambridge residents on the application who can vouch for the organization.

The steps are:

**Step One:** The applicant must obtain and complete the Raffle and Bazaar License application at least one month before the raffle, sign a form stating that funds won't be misused, and fill out state lottery papers.

**Step two:** The License Commission will forward the application to the Police Department for their approval. The applicant can choose to go to the Police Department him/herself and seek the approval directly.

**Step three:** Upon approval by the Police Department and payment of the license fee of \$10 for one day license, the License Commission will issue the license. The license can be picked up by the applicant in person or sent by mail.

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### Restricted Periods for holding events

As a reminder of the policy outlined in the *Handbook for Students*, student organizations are not permitted to hold events in the Yard or in the Houses during the Head of the Charles Weekend (October 21 - 23, 2005). During Examination Periods (January 13-23, 2006, and May 17-25, 2006), student organizations are not permitted to hold events anywhere on campus.

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### Posting/Tabling in front of Science Center

As a reminder, student groups are required to register in advance for any tabling, flyer, or poster that occurs outside of the Science Center. For safe egress and noise control, the Office of Student Activities allows five groups to flyer outside of the Science Center at any given time. Only groups with a printed copy of their event registration approval may be allowed to flyer in this area, or anywhere on Harvard's campus. Also, only registered student organizations may solicit in this space. **Please be sure to have your printed event registration approval with you at the time of your activity.**

Additionally student organizations are not permitted to block the entry and exit into the Science Center. Tables should be set-up away from revolving doors. Due to noise issues in offices above the entrance to the Science Center, music is not permitted any closer than the cement benches on the Science Center overpass. Extension cords should not be in the egress path of the Science Center entrance. Voice amplification systems should only be used with advance permission from the Office of Student Activities.

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### Marquees Available for Publicity

In addition to the suggestions on pages 19-21 of the *Student Organizations Handbook* for publicizing events around campus, groups should consider some additional options.

Two underutilized and available publicity spaces for student groups are the large projection marquees located in the Science Center arcade and the one located at the rear of Loker Commons. Student organizations are encouraged to advertise their events on these screens.

To have your group's event advertised on the Science Center flat screen marquee, send your request, with all relevant information, to Jessica Tibbits, Administrative Coordinator for the Office of Student Activities at [tibbits@fas.harvard.edu](mailto:tibbits@fas.harvard.edu). Requests should be sent at least one week in advance of your first scheduled event.

To utilize the marquee in the rear of Loker Commons, you should send all requests to [memhall@fas.harvard.edu](mailto:memhall@fas.harvard.edu). Requests should be sent one week in advance of your first scheduled event.

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### Use of Loker Commons and/or High Definition Projection Screen

Recognized student organizations may reserve Loker Commons, the Coffeehouse, or the use of the high definition projection screen by calling the Memorial Hall/Lowell Hall Complex at 617.496.4595, stopping by the offices in Memorial Hall Room 027 Monday through Friday 10am to 6pm, or by emailing requests to [memhall@fas.harvard.edu](mailto:memhall@fas.harvard.edu).

The Memorial Hall/Lowell Hall Complex staff also encourages *ad hoc* use of the high definition projection screen when it is available and unscheduled. Reservations are encouraged, but *ad hoc* use is permitted. Instructions of use are posted near the projection screen control box.

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### New Student Group Proposals

For the 2005-06 academic year new student group proposals will be reviewed three times during the year. The Committee on College Life (CCL) will review new group proposals at their monthly meetings held in November, March, and May.

Students wishing to have a new student organization considered for recognition by the College should follow the guidelines outlined on pages 2-9 of the *Student Organizations Handbook* and have all forms completed adhering to the following schedule:

*To have your new group proposal considered at the November CCL Meeting – all forms must be completed and turned into the Office of Student Activities by October 31.*

*To have your new group proposal considered at the March CCL Meeting – all forms must be completed and turned into the Office of Student Activities by February 15.*

*To have your new group proposal considered at the May CCL Meeting – all forms must be completed and turned into the Office of Student Activities by April 15.*

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### Room Reservations On-Line Form

Student groups may now use an on-line form to request room reservations. To access this form, visit <http://www.college.harvard.edu/student/forms/index.html>

Accessible Education Office  
617-495-8707

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### Residential Relocation Policy and Making Events Accessible

(The full text is available at: [www.aeo.fas.harvard.edu](http://www.aeo.fas.harvard.edu))

Harvard college seeks to ensure that students with disabilities have appropriate access to House-based events, regardless of sponsor, as reflected in its Residential Relocation Policy.

**The Office of the Dean is committed to this goal and is available to work with any student organization concerned with making appropriate accommodations for persons with disabilities.**

There are many ways to ensure accessibility of a House event, including by such means as auxiliary aids and services, technology, equipment, personal assistance, or, where programs or activities initially are scheduled in inaccessible locations, by relocation upon request to an accessible location where other methods of providing access are not feasible or practical.

Whenever feasible, events should be scheduled in accessible locations in the first instance (except in the case of events that are open only to House residents, where there are no House residents with disabilities). In the case of events that are open to the Harvard community or the general public (including but not limited to high profile and widely publicized events), it is important that the sponsors of events plan ahead and make every reasonable effort to schedule events in accessible venues, given the challenges posed by a need to relocate large events. *In advance of selecting a particular venue*, event sponsors should contact either the University Disability Coordinator or the Director of the Accessible Education Office (AEO) for information concerning the accessibility of the proposed venue.

Harvard has resources that can provide guidance as to how to plan events to maximize the opportunities for participation by persons with disabilities, including how to respond to requests for accommodations, such as requests for relocation, for interpreters, or for other forms of accommodation. Within the Faculty of Arts and Sciences (FAS), the following office provides this expertise in support of students with disabilities:

#### Director of Accessible Education Office

Telephone 617-496-8707  
TDD 617-496-3720  
Fax 617-495-0815  
E-mail [aeo@fas.harvard.edu](mailto:aeo@fas.harvard.edu)

In addition, the Office of the University Disability Coordinator is a resource available both to FAS and to the broader Harvard community:

#### University Disability Coordinator

Telephone 617-495-1859  
TDD 617-495-4801  
Fax 617-495-8520  
E-mail [marie\\_trottier@harvard.edu](mailto:marie_trottier@harvard.edu)

We recommend that groups include the following statement on all posters for events open to the Harvard Community or General Public.

*Individuals with disabilities requiring accommodations or information on accessibility should contact the University Disability Coordinator 617-495-1859; [marie\\_trottier@harvard.edu](mailto:marie_trottier@harvard.edu) or the Accessible Education Office 617-496-8707; [aeo@fas.harvard.edu](mailto:aeo@fas.harvard.edu) at least two weeks in advance.*

Massachusetts Telephone Relay Service  
1-800-439-2370

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Groups may also consider using the following Access Symbols

### International Access Symbol



The International Access Symbol may be used for two purposes. In pre-event publicity, this symbol should be used to indicate that an event is being held in a wheelchair accessible location. At appropriate event locations, this symbol should direct people to accessible features of a facility or to access information. A photocopy of the symbol enlarged for 8" x 11" paper, mounted on cardboard, is an acceptable means of reproducing the symbol for use at events.

### Teletypewriter Device for the Deaf and Hard of Hearing (TTY)



A TTY is a keyboard device that transmits typed messages over phone lines. The TTY symbol may be appropriately used in pre-event publicity to indicate a TTY phone number that can be called for information or accommodation requests, if such a device is available. If a facility is not equipped with a TTY, the TTY symbol may appear with the phone number of the Massachusetts Telephone Relay Service (1-800-439-2370).

### Assistive Listening Devices



Assistive Listening Devices are headsets that amplify or filter sound. The symbol for Assistive Listening Devices should be used in pre-event publicity to indicate that an event will be held in one of the Harvard auditoriums equipped for assistive listening devices, and to indicate how people may reserve/request them.

### Sign Language Interpreters



Pre-event publicity should invite participants to request sign language interpreters in advance of an event. However, if it is known that sign language interpreters will be available at an event, then the symbol should be used in event publicity.

**NOTE:** These and other access symbols may be downloaded from the following site: <http://www.gag.org/resources/das.php>

### Free Speech Guidelines

**If your student organization is hosting an event where principles of free speech may be compromised, the Office of Student Activities can serve as a moderator to ensure that this Harvard value is upheld. Please contact the Office of Student Activities with any concerns and/or to seek assistance with controversial speakers or programs.**

*As adopted by the Faculty of Arts and Sciences on February 13 and May 15, 1990*

Free speech is uniquely important to the University because we are a community committed to reason and rational discourse. Free interchange of ideas is vital for our primary function of discovering and disseminating ideas through research, teaching, and learning. Curtailment of free speech undercuts the intellectual freedom that defines our purpose. It also deprives some individuals of the right to express unpopular views and others of the right to listen to unpopular views.

Because no other community defines itself so much in terms of knowledge, few others place such a high priority on freedom of speech. As a community, we take certain risks by assigning such a high priority to free speech. We assume that the long-term benefits to our community will outweigh the short-term unpleasant effects of sometimes-noxious views. Because we are a community united by a commitment to rational processes, we do not permit censorship of noxious ideas. We are committed to maintaining a climate in which reason and speech provide the correct response to a disagreeable idea.

Members of the University do not share similar political or philosophical views, nor would such agreement be desirable. They do share, however, a concern for the community defined in terms of free inquiry and dissemination of ideas. Thus, they share a commitment to policies that allow diverse opinions to flourish and to be heard. In the words of the Resolution on Rights and Responsibilities, the University must protect “the rights of its members to organize and join political associations, convene and conduct public meetings, publicly demonstrate and picket in orderly fashion, advocate and publicize opinion by print, sign, and voice”.

There is a broad consensus about the central principles of free speech in this community. However, there is often ambiguity about where the line should be drawn in terms of the rights of speakers, protestors, and audience. These guidelines are intended to supplement and clarify the administration of the Faculty of Arts and Sciences’ *Resolution on Rights and Responsibilities*. Clearer procedures are needed to assist student organizations wishing to sponsor speakers as well as to inform students of the acceptable limits of protest. In addition, this Faculty must be prepared to pay extra security to protect controversial speakers, to make provisions for reconvening disrupted speech, and to ensure that new members of the community are aware of and have an opportunity to discuss their obligations.

Speech is privileged in the University community. We are equally committed to the individual’s pursuit of inquiry and education. There are obligations of civility and respect for others that underlie rational discourse. Racial, sexual, and intense personal harassment not only show grave disrespect for the dignity of others, but also prevent rational discourse. Behavior evidently intended to dishonor such characteristics as race, gender, ethnic group, religious belief, or sexual orientation is contrary to the pursuit of inquiry and education. Such grave disrespect for the dignity of others can be punished under existing procedures because it violates a balance of rights on which the University is based. It is expected that when there is a need to weigh the right of freedom of expression against other rights, the balance will be struck after careful review of all relevant facts and will be consistent with established First Amendment standards.

Hard choices regarding appropriate time, place, and manner should have a presumption favoring free speech. For example, concerns about time, place, and manner should ordinarily not be interpreted to prevent signs or expressions of political views that are not disruptive or pose no threat to maintaining public order at athletic events. While the following guidelines deal primarily with the problems of disruption of speech, it is important to note that there are other policies (for example, those relating to racial and sexual harassment) relevant to the administration of the *Resolution on Rights and Responsibilities*.

The guidelines (listed at [www.fas.harvard.edu/~secfas/freespeech.html](http://www.fas.harvard.edu/~secfas/freespeech.html)) are intended to apply to all gatherings under the auspices of the Faculty of Arts and Sciences, but they are not intended to govern classroom procedures. The classroom is a special forum, and the teacher should be the one who determines the agenda of discourse in the classroom.





Student Activities Office Office of the Dean

Harvard College  
University Hall, First Floor  
Cambridge, MA 02138  
(617) 495-1558

*Media and Publications*

*Recreation*

