Key tips for navigating the graduate school bureaucracy

How to reach us:

**Program and administrative issues:**

*Chair, Ph.D. Programs in Social Policy*

**Bruce Western**
Harvard Kennedy School, Taubman 466
OR Sociology Dept, WJH 430.
E-mail: western@wjh.harvard.edu

Faculty assistant: Hunter Taylor, WJH 514
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**For administrative matters:**

**Pam Metz**
Harvard Kennedy School
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Which paperwork goes where? Who is responsible for what?

- **Study cards ➔ Official signer OR Chair in Social Policy.** You have a designated study card signer listed on your study card, which will typically be your adviser or a DGS. Social Policy also has a signature stamp for the Chair, who is also an authorized signer. (See Pam Metz if you need a stamp).

- **Fulfillment of degree requirements leading up to the A.M. degree ➔ Government or Sociology. BUT you must file a duplicate copy of all paperwork with Pam Metz in Social Policy.** Students in the joint Social Policy Ph.D. programs fulfill all the standard requirements of the Government or Sociology Ph.D. Programs, and therefore should comply with all procedures and requests from these departments to document progress. This would include periodic progress reports, forms to document completion of the departmental research paper requirements, qualifying paper requirement, generals, etc. At the same time, duplicate copies of all such paperwork should be filed with Pam Metz in Social Policy so that fulfilled requirements can be recorded in your GSAS record.
• **Application for the A.M. degree** → **Government or Sociology.** Applications for the A.M. degree should be signed by the Chair of the Government or Sociology department, as the Master’s degree is awarded in the traditional disciplinary department. Again, provide a duplicate copy of the degree application form to Pam Metz in Social Policy so that we will know when you have received the A.M. degree.

• **Post-A.M. stage: Dissertation prospectus and Dissertation** → **Social Policy.** The Committee on Higher Degrees in Social Policy has ultimate oversight and administrative responsibility for your overall progress through the doctoral program, particularly once students have advanced to candidacy. Periodic progress reports and paperwork connected with the oral exams (in Sociology) and dissertation should be directed to the Social Policy administrator, Pam Metz, at this stage.

• **Questions or problems with fellowship disbursement and financial aid** → **Social Policy.** Financial aid is administered through Social Policy. Questions or concerns may be directed to Pam Metz or your financial aid officer at GSAS, Emily Burns (495-5396).

• **Harvard fellowships and prizes awarded on a departmental basis** → **Social Policy.** Harvard grants a number of dissertation fellowships and prizes that require a departmental nomination. Again, because GSAS administratively defines your "department" as Social Policy, you must seek nomination from Social Policy in these types of awards.

• **Registrar and other GSAS offices** → **Social Policy.** For administrative purposes, GSAS classifies students in the joint programs as belonging to the "department" of Social Policy. Hence, if you need assistance navigating the GSAS bureaucracy or resolving a GSAS-level problem, you should contact Pam Metz.

• **Any and all other questions:** Still not sure? Please feel free to ask Pam Metz.

• **Most forms and fellowship listings are available on our website:** Go to the “Resources” tab of [http://www.hks.harvard.edu/socialpol](http://www.hks.harvard.edu/socialpol)

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**Fellowships and professional development:**

• **Watch for email announcements and take advantage of opportunities:** We regularly send announcements of fellowships and other opportunities relevant to Social Policy students. In addition, we maintain a comprehensive fellowships listing on the Social Policy website.

• **DO apply for the big early-stage fellowships:** National Science Foundation, Ford Foundation, Soros. One of these awards will be invaluable for later-stage dissertation work.

• **Apply for formal Doctoral Fellow status in the Multidisciplinary Program in Inequality & Social Policy** in the spring of your G-1 year. (Application generally has April deadline). As a student in the Social Policy Ph.D. program, you already receive many of the program’s benefits automatically. Those formally selected as Doctoral Fellows, however, gain additional financial resources, including a dissertation-stage stipend and/or individual research funds.