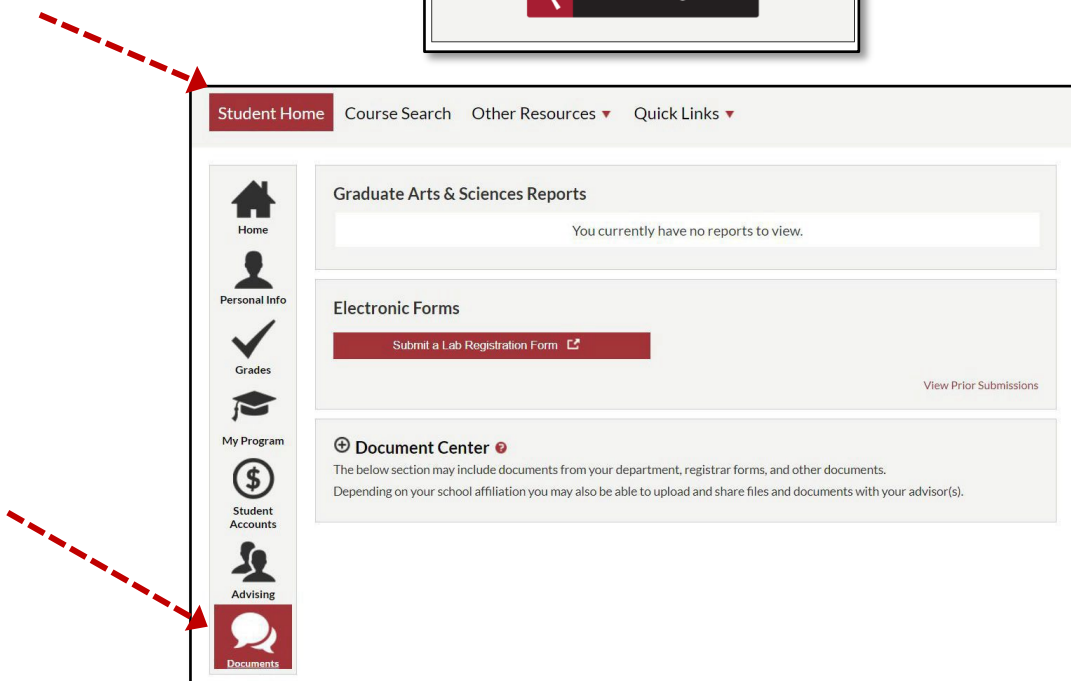
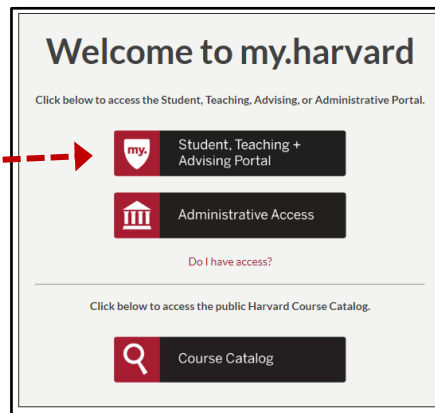




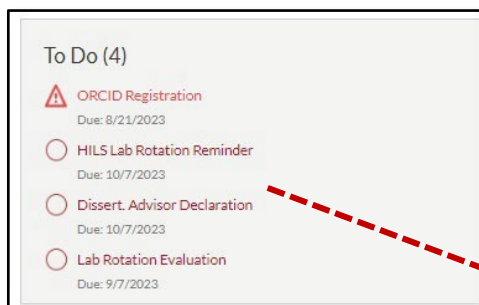
HARVARD ACADEMIC FORM GUIDE

Accessing an Academic Form

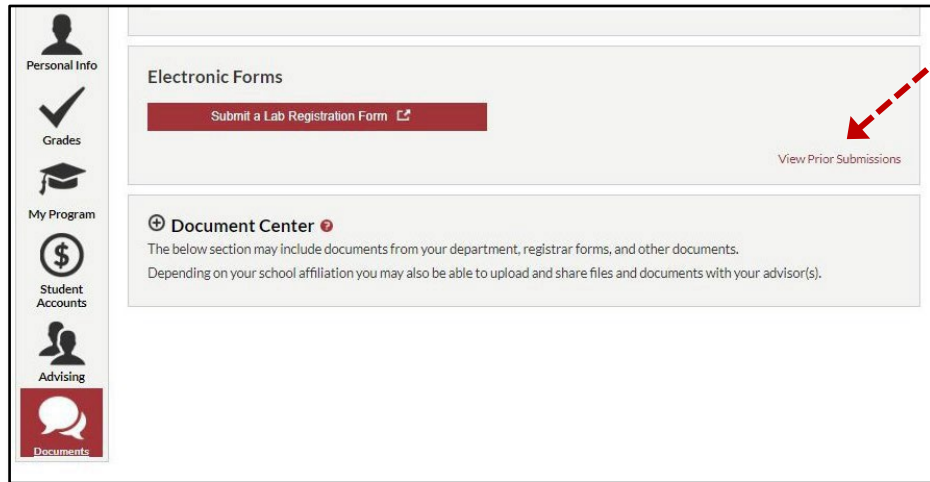
Academic forms are available in the [My.Harvard Student Portal](#), in the **Documents** section of the **Student Home** page.



- If a form has been assigned to you, you will see the reminder in your **To Do list** at the bottom of the **Student Home** Tab. Open the To Do item and there will be a direct link in the description



- Forms you have previously submitted can be access via the **View Prior Submissions** link found on the **Documents** page. This list includes the statuses of forms in the approval process.



Dissertation Advisor Declaration (or Lab Joining) Form

Required Workflow

On your form, you will see a list of labs in which you have rotated.

Student Lab Rotations

	Faculty Lab ▾	Start Date ▾	End Date ▾
1	Paola Ariotta	11/01/2023	11/21/2023
2	Emily Balskus	11/24/2023	12/22/2023
3	Nicholas Bellono	10/02/2023	10/30/2023

3 rows

Lab Selection

*Proposed Dissertation Advisor

Are you joining more than one lab? (Optional) No

Planned Start Date

*Please briefly describe your proposed lab/dissertation topic:

3. Type a brief description of your lab/dissertation topic in the tee text field

4. Submit your form

Submit

1. Choose which lab you would like to join from the Proposed Dissertation Advisor dropdown

2. Enter the proposed start date of joining the lab

Optional Workflow –Joining multiple labs

Lab Selection

*Proposed Dissertation Advisor

Are you joining more than one lab? (Optional) Yes

*Co-Advisor

I did not rotate in my Co-Advisor's lab No

1. If you are opting to join multiple labs, change this question to Yes

2. Using the Co-Advisor dropdown, you can select an additional faculty member from the list of lab rotations, then continue with step #2 in the Required Workflow.
3. (screenshot below) If you did not rotate in your co-advisor's lab, leave the Co-advisor dropdown blank and indicate **Yes** in the question below.
4. In this scenario, you will have to first select the faculty member's program affiliation, then the faculty list from the program will populate. There, you can select the faculty member and continue on the step #2 in the Required Workflow.

Lab Selection

*Proposed Dissertation Advisor

Are you joining more than one lab? (Optional) Yes

I did not rotate in my Co-Advisor's lab Yes

*Co-Advisor Program Affiliation

*Co-Advisor

Planned Start Date

Abigail Devlin
Adam Cohen