



## Office of the Registrar

**Sent:** Wednesday, February 1, 2023 3:57 PM

**To:** students@list.gse.harvard.edu <students@list.gse.harvard.edu>

**Subject:** Reminder about Spring Add/Drop Deadline

Dear HGSE Students,

I hope your semester is off to a great start! I just wanted to send you a quick email with important reminders and deadlines.

### The topics covered in this email include:

- Credit Limit
- Add/drop/change of grade options
- Cross-Registration
- May Term courses

#### Credit Limit

Full-time students may take **no more than 20 credits per semester** (Spring full-term, spring 1, and spring 2). Part-time students may take **no more than 10 credits per semester** (Spring full-term, spring 1, and spring 2). Please note that during the spring semester you also need to keep track of your overall 50 max credit count. The total credits taken/enrolled in summer, fall, and spring (including January and May Terms) cannot exceed the overall 50 max credit count.

#### Add/Drop/Change of Grade Options

- The **deadline** to add, drop, and change grade preferences for **HGSE full semester courses and spring 1 modules** is Monday, **February 6 at 11:59pm ET**.
- The **deadline** to add, drop, and change grade preferences for **spring 2 modules** is **Monday, April 3, at 11:59pm ET**.

#### Adding Courses

Students may add courses through the deadline dates. After those dates, courses may no longer be added.

#### Dropping Courses

Through the deadline dates, courses dropped will be expunged from students' academic transcripts. **After the deadlines, courses may still be dropped, but will carry a permanent "DRP" notation on the transcript.**

### **Cross-Registration**

Each school has separate dates and deadlines. Please be sure to review the process for cross-registering at the host school's website. **The add/drop deadline is the earliest of either school.** For example, HGSE add/drop deadline is February 6 and MIT deadline is February 10; you need to follow the earliest of either school, which in this case is HGSE deadline on February 6.

As a reminder, MIT begins and ends their academic term later than Harvard. This has an impact on students graduating in May as the Registrar's Office receives MIT cross-registration grades later. If you have cross-registered into a Spring term MIT course and are graduating, please pay close attention to the HGSE deadline to receive grades (May 15). We are aware that MIT opens grading on May 19. When you enroll in the course, please ask the instructor to prioritize your grade and submit it by May 19.

**Grades must be posted no later than Wednesday, May 24 by noon. This applies to all grades for courses taken at MIT or other schools.**

Please note that if you are missing any grade(s) for any spring course – regardless of origin/school - may put you at risk of not receiving your diploma on time. **Please, especially note courses that meet minimum requirements and plan accordingly when cross-registering.**

### **May Term Courses**

Credits for courses taken during May Term do not count towards the spring semester minimum nor the overall degree program minimums, though they do count toward the max overall program credits. **Credits for courses taken during May Term cannot be applied to satisfy minimum graduation requirements in the same graduating month.**

### **Help Center**

**Did you finish enrolling in courses with instructor permission?**

Getting permission to take a course from an instructor is not the final step to register for their course. You'll need to formally enroll once you receive permission. Make sure the course is listed under your enrolled courses in my.harvard.

**Using my.harvard**

- [Edit, drop, and swap enrolled courses](#)
- [Validate your Crimson Cart](#)
- [How to cross register](#)

**Contact Us**

If you have any questions, please contact us at [registrar@gse.harvard.edu](mailto:registrar@gse.harvard.edu).

Have a great semester!

**Miguel Sahagún, Ph.D. | Registrar of the Harvard Graduate School of Education**

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