

Office of the Registrar

Dear Colleagues,

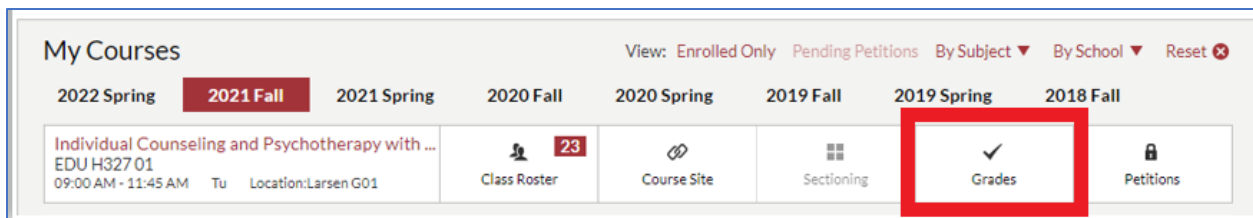
As we approach the end the term, we ask that you take some time to review the information below prior to submitting an INC grade and contract.

If an instructor is willing to grant a student an INC grade, then both parties are expected to agree to the terms of the [Incomplete Grade Contract](#).

Entering an INC grade

When the instructor enters an INC grade in my.Harvard, doing so **will now trigger a display of the contract**, which the instructor is expected to complete and then submit within my.harvard. Please note that this is the only way to submit and create an INC contract and it is only when grade rosters open.

1. Go to “My Courses” in your my.harvard portal and select the course you will be entering grades.



My Courses View: Enrolled Only Pending Petitions By Subject ▾ By School ▾ Reset ⓧ

2022 Spring **2021 Fall** 2021 Spring 2020 Fall 2020 Spring 2019 Fall 2019 Spring 2018 Fall

Individual Counseling and Psychotherapy with ...
EDU H327 01
09:00 AM - 11:45 AM Tu Location:Larsen G01

Class Roster **23** Course Site Sectioning **Grades** Petitions

2. Enter the INC grade and a “pencil symbol” will appear. Click on the “pencil symbol” and the INC Contract will open.








Personalize | Find | View All | 1-20 of 23 | First | Last

Student Grade	Blind ID	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Graduation Status
<input type="checkbox"/>	11403	INC 		LG	Master of Education - Human Development and Educatio	Year 1, Semester 1	

3. Follow the instructions and make sure you have entered the Grade Due Date, the Lapse-To Grade, and the Grade Roster Note. All these data fields are really important in order to run our processes and communication outreach to you and the student.
 - a. **Grade Due Deadline:** The maximum amount of time a student has to complete course work is one semester. The grade due deadline is the latest date by which the student must complete coursework and be graded. However, as the instructor, you may set an earlier date, which is referred to as the Grade Due Date (see below). **Use this deadline as "Grade Due Date" if you want to give the student until the maximum amount of time.**
 - b. **Grade Due Date:** This date is to be determined by the instructor. It is the date by which you expect the student to have submitted course work AND by which you have posted a final grade. Final work should be submitted by the student to you prior to this date so that the final grade can be submitted by the grade due date.

- c. **Lapse-To Grade:** This is the grade that you want to be assigned to the student should the student fail to complete coursework (INP [Permanent Incomplete], NCR [no credit], or F, unless the student has petitioned successfully for an extension). **Note that, in this case, the student’s original choice of grade option may be overridden by the instructor.**
- d. **Grade Roster Note:** This is a description of the work that must be completed by the student as part of the contract (i.e., examination, paper, project, etc.).

Grade Note Configuration Data	
Grade Due Deadline	05/14/2022
Grade Due Date	05/14/2022 
Lapse-To Grade	INP 
Note Available to Student	YES

Create/View Grade Roster Note...	
Find View All	First  1 of 1  Last
<div style="border: 1px solid black; padding: 5px;"> Test  </div>	

- 4. Click “OK”. Once you “Post” your grade roster, the contract will be routed to the student in my.Harvard, where the student is expected to acknowledge the contract.

How does the INC Contract workflow work?

- When the instructor enters an INC grade in my.Harvard, doing so will now trigger a display of the contract, which the instructor is expected to complete and then submit
- Contracts are only available when “Grade Rosters” open
- The contract will be routed to the student in my.Harvard, where the student is expected to acknowledge the contract
- Faculty will receive an email once the contract has been acknowledged by the student
- If the student does not complete coursework by the deadline designated in the Incomplete Grade Contract, the INC becomes a permanent grade (“INP,” or permanent incomplete), NCR (no credit), or letter grade, unless the student has petitioned successfully for an extension. The RO will run reports based in “grade due date” and “Lapse-to grade” and process the Lapse Grade accordingly
- Note: this is a new process formerly handled via email or paper submission to the Office of the Registrar

Appeals for Extensions

- Appeals for extensions must be submitted in writing to the Director for Master's Studies or the Director for Doctoral Programs prior to the deadline for completion of work with the course instructor's signature and the date by which the student will be submitting the remaining coursework.

If you have any questions, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Miguel A. Sahagun", with a stylized flourish extending to the right.

Miguel Sahagun, Ph.D.
Registrar