

## Incomplete Grade Contract Policies

Incomplete Grades, Incomplete Grade Contract, and Course Work Extensions Incomplete (INC) grades are granted to students only at the discretion of the instructor. Students should not expect to receive an INC automatically if course work is not completed on time. In cases where students have failed to submit all course assignments by the end of the semester, the instructor will determine whether the grade will be INC, NCR (No Credit), or an appropriate letter grade.

If an instructor is willing to grant a student an INC grade, then both parties are expected to sign and submit an INC Grade Contract. Exception: if the course work is to be completed within ten days of the end of the examination period, no contract is needed. The student will be given a ten-day “extension” to finish coursework. Note: May graduates are expected to finish all course work on or before the end of the spring exam period.

If a student and instructor file an INC Grade Contract, then the maximum amount of time a student may be given to complete coursework is one term. For example, if a student receives an INC in a fall course, then work for that course must be completed during the spring term and submitted by the first day of the summer term. Likewise, if a student receives an INC in a spring course, then work for that course must be completed during the summer term and submitted by the first day of the fall term. Even if the student’s registration status during the term is leave of absence, the student must complete coursework during this time frame. Note: although a student may be given a maximum of one semester to complete course work, the student may be given an earlier deadline by the instructor. In all cases, the deadline on the contract is considered to be the official deadline by which the student must complete work for that particular course.

If the work is not submitted within the required time frame, the INC becomes a permanent grade (INP (permanent incomplete), NCR (no credit), letter grade, unless the student has petitioned successfully for an extension. Extensions to the incomplete contract are rarely granted and, if so, only with the agreement of the course instructor (who must be a current member of the HGSE faculty). Appeals for extensions must be submitted in writing to the Associate Dean for Degree 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 course work.

If the student does not complete coursework by the deadline designated in the Incomplete Grade Contract, the original grade of INC (which is a temporary grade), will be converted to whatever permanent grade the instructor considers appropriate - INP (permanent Incomplete), F, or No Credit. Note that, in this case, the student's original choice of grade option (letter grade or SAT/NCR) may be overridden by the instructor.

If Ed.M. and C.A.S. students receive an INP in a course that is needed to fulfill academic requirements, they must petition the Associate Dean for Degree Programs to be allowed to take a substitute course. Ordinarily, such permission is granted for one course only. Upon graduation or termination of degree candidacy, any outstanding INC grades will be converted to INP grades.

Grades of Incomplete will be replaced with final grades once the instructor has submitted the grade via my.Harvard and the change has been approved by the Office of the Registrar. It is important for students to verify that a grade has been received in the Office of the Registrar if they wish to graduate in the semester in which the coursework is completed.