

Dear Members of the HGSE Faculty,

Spring and Spring 2 grading will open for HGSE courses on Friday, April 28<sup>th</sup> at noon. As we approach the end of the Spring term and Spring 2 modules, we ask that you review the information below before submitting your grades.

Finally, we are excited to announce the launch of Blue, our new course evaluation software! Students will be using our new software to submit Spring and Spring 2 course evaluations. More information is coming soon about reports. Special recognition and thanks to Greg Fuccillo, Becca Miller, and Andy Hall for all their hard work in launching this initiative!

Thank you for your work finalizing students' grades and for your attention to deadlines.



Sincerely,

Miguel Sahagun, Ph.D.  
Registrar

### Important Dates

- **Friday April 28, 12:00pm ET:** Spring and Spring 2 module course evaluations open to students
- **Friday April 28, 12:00pm ET:** Spring and Spring 2 module grade rosters open
- **Friday April 28, 12:00pm ET:** Early grading release – Students who have completed course evaluations will receive grades as submitted by faculty members
- **Monday May 15, 11:59pm ET:** Spring and Spring 2 grades due
- 

### Entering Grades in my.harvard

- We recommend reviewing all grading topics in the [IT Help Center](#)
- If you have a question or concern about a specific student who may be in danger of failing your course, please contact [Tycie Coppett](#) (EdM students), and [Clara Lau](#) (EdLD and PhD students), who can advise you about next steps
- **Note:** Be sure to incrementally save your work. The system will not save automatically
- **HGSE Grading System:** [Click here](#) to view the **grade definitions**

- **Proxy Graders:** Faculty assistants have been assigned as proxy graders and can enter and **approve** grades only. Instructors must **post** the grades after the faculty assistant has approved them

## **Incomplete Grades**

### ***May Degree Candidates***

May graduates are expected to finish all coursework on or before the end of the spring exam period.; therefore, May degree candidates are not eligible for an INC grade.

### ***Continuing Students***

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 due date, 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 agree to the terms of the [Incomplete Grade Contract](#). Please see [our "How to" guideline](#) for submitting Incomplete (INC) grades and Contracts.

**Exception:** if the course work is to be completed within ten days after the deadline for exams or final papers, no contract is needed. The student will be given a ten-day "extension" to finish coursework.

## **Course Evaluations**

It is an institutional requirement that students complete online course evaluations for each class in which they are enrolled. Students may view their final grade in a course online only if their evaluation for that course has been submitted.