

From: HGSE Office of the Registrar
Sent: Tuesday, May 9, 2023
To: GSE-Courses <Courses@gse.harvard.edu>
Subject: Reminder: Spring & Spring 2 Grades and End of Term



Dear Members of the HGSE Faculty,

Spring grading is now open for HGSE courses! Please review the information below while submitting your grades.

We realize this is a busy and challenging time. Please know that we are here to assist you in any way we can. For general questions during this time period, please contact courses@gse.harvard.edu. If your question is urgent and cannot wait, please contact me directly.

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

Important Dates

Monday, May 15, 11:59pm ET: Spring Full Term and Spring 2 modules grades due

Tuesday, May 23, 12:00pm ET: May Term module 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 about the 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

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.

Note: Students graduating in May cannot be granted INC grades for any courses.

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.

Cordially,
Milton

Milton Pesantez | Assistant Registrar | Harvard Graduate School of Education
Mon/Thu (remote), Tue/Wed/Fri (in office)
registrar.gse.harvard.edu
He/Him

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