

**From:** Sahagun, Miguel A <miguel\_sahagun@gse.harvard.edu>  
**Sent:** Friday, September 15, 2023 2:38 PM  
**Subject:** Fall Course Enrollment Deadlines & Reminders



Dear HGSE Student,

I hope your semester has started well! As a reminder, **Monday, September 18<sup>th</sup> at 11:59pm ET** is the HGSE add/drop deadline for Fall Full-term and Fall 1 modules courses. A copy of this communication will be uploaded to our "[Communications to HGSE Students](#)" page. The Registrar team is available to assist you if you encounter any roadblocks or have any questions; please visit our website for in-person and virtual hours or email us at [registrar@gse.harvard.edu](mailto:registrar@gse.harvard.edu).

**The topics covered in this email include:**

- **Course Enrollment deadlines**
- **Grade Options and Letter Grade Policy**
- **Registration and Course Credit Policies**
- **Credit limit**
- **Approved Class Permissions**
- **Program and Concentration Requirements**

**Course Enrollment Deadlines**

Students may add/drop courses and select course grading basis through the HGSE add/drop deadline dates.

HGSE Add/Drop/Grade Option Deadlines:

- Fall Full-Term and Fall 1 Modules Courses: **Monday, September 18<sup>th</sup>.**
- Fall 2 Modules Courses: **Wednesday, October 25<sup>th</sup>.**

Please note that courses taken at other schools through cross-registration may be added or dropped only until the HGSE add/drop deadline, unless the host school's deadline is earlier, in which case the other school's deadline supersedes that of HGSE.

**\*\*\*IMPORTANT\*\*\*** Students may still drop a Fall Full-term course after the add/drop deadline until **Monday, November 6<sup>th</sup>** (Fall 1 Modules until **Monday, October 2<sup>nd</sup>**) but the course will remain listed on the student's transcript with a "DRP" notation. A student may petition to withdraw from a full-term course until the last day of classes for the semester. If a petition to withdraw from a course is approved, the student's record will carry the notation "WD" for the course. **Dropping a course or a module is not permitted once the instructor has posted an official grade.**

## Grade Options & Letter Grade Policy

Students are expected to indicate their grade option (letter grade or satisfactory/no credit) for each course selected at course enrollment, when available. Please note that the deadline to select grade options for Fall Full-term and Fall 1 Modules Courses is **Monday, September 18<sup>th</sup>**. As you plan out your course of study for the year (or for two years if part-time), please keep in mind that, in general, Ed.M. students must take at least 16 credits for a letter grade.

Please note that cross-registered courses taken for letter grades (e.g., A, B, C, D, and E or F) count toward this minimum. Cross-registered courses taken satisfactory/no credit (or the equivalent option at the host School) do not. Grades issued through cross-registration are recorded as such and are not converted by HGSE. **These are the schools that offer Letter Grade courses: Divinity, FAS, Business School Doctorate, HKS, Public Health, and MIT.**

## Registration and Course Credit Policies

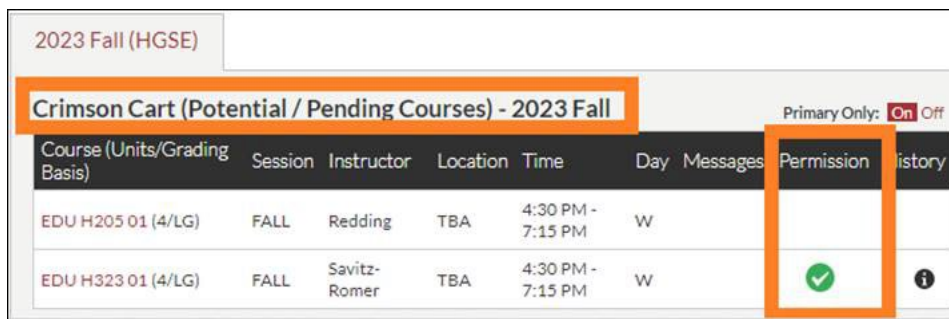
[Please visit our Registration and Course Credit Policies website.](#) We have created a document with important information and academic policies you need to know about when registering for courses.

## Credit Limit

Full-time students must register for a minimum of 12 credits and a maximum of 20 credits per semester (Fall full term, Fall 1 & Fall 2 modules). Part-time students must register for a minimum of 6 credits and a maximum of 10 credits per semester (Fall full term, Fall 1 & Fall 2 modules). **Please note that credits taken towards your Program Core Experience count toward the minimum and maximum credits per semester.**

## Approved Class Permission – Take Action!

When your petition is approved, do not forget to enroll in the course. Please note that this only applies to “Open Enrollment” and “Instructor Permission” courses. For Lottery-based enrollment courses, if a petition is approved, you will be added to the waitlist, if any. Make sure the course is listed under your enrolled courses in my.harvard.



2023 Fall (HGSE)						
Crimson Cart (Potential / Pending Courses) - 2023 Fall						
Course (Units/Grading Basis)	Session	Instructor	Location	Time	Day	Messages
EDU H205 01 (4/LG)	FALL	Redding	TBA	4:30 PM - 7:15 PM	W	
EDU H323 01 (4/LG)	FALL	Savitz-Romer	TBA	4:30 PM - 7:15 PM	W	<input checked="" type="checkbox"/>

## Program and Concentration Requirements

Please be sure you are registered for fall semester requirements for your program, and concentration, if applicable. If you have questions about these requirements, please reach out to your Program Assistant Director or Concentration Coordinator.

## **Contact Us**

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

Thank you,

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

Harvard University | Longfellow Hall | 13 Appian Way | Cambridge MA 02138 | [registrar@gse.harvard.edu](mailto:registrar@gse.harvard.edu) | he  
him his | Hablo español

This message is intended for the designated recipient(s). It may contain confidential or proprietary information and may be subject to confidentiality protections. If you are not a designated recipient, you may not review, copy, or distribute this message or any information it contains. If you received this in error, please notify the sender by replying to the email and deleting this message. Thank you.