

From: GSE-Courses <Courses@gse.harvard.edu>

Sent: Friday, January 12, 2024 4:02 PM

Cc: Bloom, Abbie <abbie_bloom@gse.harvard.edu>; Barone, Nicole I <nicole_barone@gse.harvard.edu>; Lau, Clara <clara_lau@gse.harvard.edu>; Hess, Emily <emily_hess@gse.harvard.edu>

Subject: J-Term Grade Rosters and Course Evaluations



Dear Members of the HGSE Faculty,

I hope this email finds you well. Please note that January Term modules grading opened for HGSE courses, today, Friday, January 12, 2024. **We ask that you take some time to review the information below prior to submitting your J-Term modules grades.**

If you need help entering grades or submitting INC contracts, please contact us at registrar@gse.harvard.edu.

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

Sincerely,

Miguel Sahagun, Ph.D.
Registrar

Important Dates

- **Friday, January 12:** J-Term modules grade rosters open
- **Friday, January 12:** J-Term modules course evaluations open to students
- **Friday, February 2:** J-Term Modules Grades Due
- **Saturday, February 3:** Early grading release – Students who have completed course evaluations will receive grades as submitted by faculty members

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 the Associate Director or Director of their corresponding program.
 - Ed.M. Residential Students (ELOE, EPA, HDE, LDIT)- Abbie Bloom (abbie_bloom@gse.harvard.edu)
 - OEL Students- Nicole Barone (nicole_barone@gse.harvard.edu)
 - TTL Students- Emily Hess (emily_hess@gse.harvard.edu)
 - Ed.LD. Students- Clara Lau (clara_lau@gse.harvard.edu)

- **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 [click here](#) to view the “How to” guideline for submitting Incompletes and Contracts. **As a reminder, 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.**

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.

All the Best,

Jill Hennessey

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