Dear HGSE Students,

I hope this message finds you well! I just wanted to send you a quick email with important reminders and deadlines. **Please note that today, Monday, February 5, is the spring full term and spring 1 modules add/drop deadline.**

The topics covered in this email include:

- Add/drop/change of grading basis options
- Credit Limit
- Grade Options & Letter Grade Policy
- Cross-Registration (Residential Students)
- May Term Courses (Residential Students)

Add/Drop/Change of Grade Options

- The **deadline** to add, drop, and change grading basis preferences for **full semester courses and spring 1 modules** is today Monday, **February 5 at 11:59pm ET. After the deadline, courses may still be dropped, but will carry a permanent "DRP" notation on the transcript.** Please check our Academic Calendar for the DRP deadline for each session/modules.

- The **deadline** to add, drop, and change grade preferences for **spring 2 modules** is **Monday, March 25, at 11:59pm ET.**

Credit Limit

As you finalize your enrollment, please note that:

- **Full-time students** may take **no more than 20 credits per semester** (Spring full-term, spring 1, and spring 2).
- **Part-time students** may take **no more than 10 credits per semester** (Spring full-term, spring 1, and spring 2).
- Please note that during the spring semester you also need to keep track of your overall **56 max credit** count. The credits count taken/enrolled in summer, fall, and spring (including August, January, and May Terms) cannot exceed the **overall 56 max credit count.**

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. **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.**

Cross-registration (RESIDENTIAL STUDENTS): 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.**

Cross-Registration Courses (Residential Students)

Each school has separate dates and deadlines. Please be sure to review the process for cross-registering at the host school's website. For more information about cross-registration, please visit our website. As a reminder, you need to follow the earliest deadline of both schools/institutions.

May Term Courses (Residential Students)

Credits for courses taken during May Term do **NOT** count towards the spring semester minimum nor the overall degree program minimums (42 credits for EdM students and 32 credits for C.A.S. students), though they do count toward the max overall program credits (56). **Credits for courses taken during May Term cannot be applied to satisfy minimum graduation requirements in the same graduating month.**

Contact Us

If you have any questions, please contact us at registrar@gse.harvard.edu.

Best wishes,

Miguel Sahagún, Ph.D. | **Assistant Dean of Enrollment Services and Registrar of the Harvard Graduate School of Education**
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