

## Email Number 1: Grade Rosters and Course Evaluations

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Dear Members of the HGSE Faculty,

Fall full-term and Fall 2 modules grading opened for HGSE courses, today, Tuesday, December 5<sup>th</sup>. **We ask that you take some time to review the information below prior to submitting your Fall full-term and Fall 2 modules grades.**

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

- **Important Dates**
- **Entering Grades in My.Harvard**
- **Entering Incomplete Grades**
- **Course Evaluations**

If you need help entering grades or submitting INC contracts, please contact us at [registrar@gse.harvard.edu](mailto:registrar@gse.harvard.edu).

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

Sincerely,

Miguel Sahagún  
Assistant Dean of Enrollment Services and Registrar of the Harvard Graduate School of Education

### **Important Dates**

- **Tuesday, December 5<sup>th</sup>:** Fall full-term and Fall 2 modules grade rosters open
- **Tuesday, December 5<sup>th</sup>:** Fall full-term and Fall 2 modules course evaluations open to students
- **Tuesday, December 5<sup>th</sup>:** Early grading release – Students who have completed course evaluations will receive grades as submitted by faculty members
- **Tuesday, January 2<sup>nd</sup>:** Fall full-term and Fall 2 Modules Grades Due
- **Wednesday, January 3<sup>rd</sup>:** Fully graded date, students can see grade(s) regardless of course evaluation submission

### **Entering Grades in My.Harvard**

- We recommend reviewing all grading topics and instructions in the HGSE [grading site](#).

- 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](mailto:abbie_bloom@gse.harvard.edu))
  - OEL Students - Nicole Barone ([nicole\\_barone@gse.harvard.edu](mailto:nicole_barone@gse.harvard.edu))
  - TTL Students - Emily Hess ([emily\\_hess@gse.harvard.edu](mailto:emily_hess@gse.harvard.edu))
  - Ed.LD. Students - Clara Lau ([clara\\_lau@gse.harvard.edu](mailto: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.

### Entering 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 and policies of the [Incomplete Grade Contract](#). Please [click here](#) to view the “How to” guideline and instructions for submitting Incomplete 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 in My.Harvard only if their evaluation for that course has been submitted.