

**Registration and Course Credit Policies
Certificate of Advanced Study**

FALL (Includes Fall 1 and Fall 2 Modules)

Months	Number of credits
Full Term: Sept 5 – Dec 16	12 credits minimum
F1: 9/5-10/17; F2: 10/18-12/16	20 credits maximum

J-TERM (optional) *

Months	Number of credits
January 2 - 12	0-4 credits

SPRING

Months	Number of credits
Full Term: Jan 22 – May 10	12 credits minimum
S1: 1/22-03/8; S2: 03/18-5/10	20 credits maximum

MAY TERM (optional) **

Months	Number of classes
May 13-17	1 class

32 minimum of credits required for graduation

56 maximum of credits allowed



* J-Term courses count towards minimum spring credits (12), and overall maximum credits (56), but not towards maximum spring credits (20).

** May Term courses do not count towards the spring semester minimum (12) nor maximum (20); nor the overall degree program minimums (32) but do count towards the max overall program credits (56).

*** Cross-registered courses taken for letter grades (A, B, C, D, and E or F) at another Harvard schools/MIT count toward the 16 credits of Letter Grade policy; pass/fail (satisfactory/no credit) **do not**. These are the schools that offer Letter Grade courses: Divinity School, FAS, Business School Doctorate, HKS, Public Health, and MIT. **It's highly recommended to Cross-register at MIT during the Fall.**

If you have any questions about registration policies, please email us at registrar@gse.harvard.edu and/or visit the HGSE Student Handbook www.gse.harvard.edu/community/students/handbook.

IMPORTANT 

Grades used at HGSE: Letter Grade and SAT/No Credit (NCR). 16 minimum credits must be taken for Letter Grade. ***

At least 50% of the earned credits toward the degree must be taken at HGSE. (Students must complete all certificate-specific requirements.)

Overall average is equal to or better than B- in order to graduate.

Students cannot register for courses until they complete the My.Harvard Check-in process. Students **MUST** check-in 3 times a year: Summer, Fall, & Spring.

Registration is not complete until students have enrolled in the minimum required course load. Full-time students are expected to meet all academic and financial degree requirements within one academic year.

Credits for courses with transcript grades of NCR, WD, or DRP count against the 56-credit overall enrollment limit.

Credits for courses taken during May Term cannot be applied to a graduation in the same month.

Students are limited to a maximum of four credits of independent study or field experience per semester. No more than eight credits of independent study, field experience, or combination thereof may count towards each degree.

Students may still drop a full-term course after the deadline until the 9th Monday of the semester, 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. the student's record will carry the notation "WD" for the course. See our Academic Calendar for Modules deadlines.

It is an institutional requirement that students complete course evaluations for each class in which they are enrolled. Continuing students who do not complete all their course evaluations by the published deadline will be prevented from registering for further courses.