

Incomplete Grades and Coursework Extensions

Incomplete (“INC”) grades are granted to students only at the discretion of the instructor. Students should not expect to receive an INC automatically if coursework is not completed on time. In cases where students have failed to submit all course assignments by the end of the semester, 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, the instructor will assign a grade of INC and list all the requirements to complete the course, as well as a specific due date, in my.harvard. The student will be notified once the grade of INC is assigned, and that action is needed. The student must then acknowledge the terms of the contract by going to the To-Do section of my.harvard and following the steps. In order to enroll in future courses, the contract must be acknowledged. Exception: if the coursework is to be completed before grades are due, no contract is needed. Note: May graduates are expected to finish all coursework on or before the end of the spring exam period.

If a student and instructor submit an Incomplete Grade Contract, then the maximum amount of time a student may be given to complete coursework is one term. For example, if a student receives an INC in a fall course (excludes August Term), then work for that course must be completed during the spring term and graded no later than the spring grades are due. Likewise, if a student receives an INC in a spring course, then work for that course must be completed during the summer term and graded no later than July 31st. As a reminder, May graduates are expected to finish all coursework on or before the end of the spring exam period.; therefore, May degree candidates are not eligible for an INC grade.

The incomplete contract is a prior commitment, and a leave of absence is granted conditional on that contract remaining in place. Even if the student’s registration status during the term is leave of absence, the student must complete outstanding assignments during this time frame. To ensure access to the libraries and electronic, university-based resources, it is advisable that students elect to pay the facilities fee while they are on a leave of absence. Note: although a student may be given a maximum of one semester to complete coursework, the student may be given an earlier deadline by the instructor. In all cases, the deadline on the contract is the official deadline by which the student must complete work and a grade must be assigned for that course.

If the student does not complete coursework and obtains a final grade by the deadline designated in the Incomplete Grade Contract, the INC becomes a permanent grade (“INP,” or permanent incomplete), NCR (no credit), or letter grade, unless the student has petitioned successfully for an extension. In this instance, the student's original choice of grade option (letter grade or SAT/NCR) may be overridden by the instructor. Extensions to the incomplete contract are rarely granted and, if so, only with the agreement of the course instructor (who must be a current member of the HGSE faculty). Appeals for extensions must be submitted in writing to the Office of the Registrar prior to the deadline for completion of work with the course instructor's signature and the date by which the student will be submitting the remaining coursework.

If Ed.M. or C.A.S. students receive an INP in a course that is needed to fulfill academic requirements, they must petition the Associate Director of their program to be allowed to take a substitute course. Ordinarily, such permission is granted for one course only. Upon graduation or termination of degree candidacy, any outstanding

INC grades will be converted to INP grades. See below section on Master's of Education (Ed.M.) Program Policies for more on Foundations requirements.

Grades of Incomplete (INC) will be replaced with final grades as soon as grades are submitted by the faculty member in my.harvard. Please note that a permanent incomplete grade (INP) is a final grade and cannot be replaced for another grade. It is important for students to verify their grade appears in my.harvard if they wish to graduate in the semester in which the coursework is completed. Students may not register for a new semester with more than one Incomplete.

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