

INCOMPLETE GRADE: FINAL GRADE SUBMISSION FORM

Last Name: _____

First Name: _____

Harvard ID: _____

Department/Program: _____

Semester: Fall Spring Summer Year: _____

Course Information

Course Number: _____

Title: _____

Instructor Name (print): _____

Instructions: The course instructor should complete this form and submit to the Registrar's Office after the student's final work has been evaluated. This form must be received by the Registrar's Office at least 2 days prior to the "Grade Due Date" entered in the my.harvard along with the INC grade.

Please note that after the "Grade Due Date" the INC grade will automatically convert to either the INP ("Permanent Incomplete") grade, or the "Lapse-To Grade" entered along with the INC grade. At that point the Incomplete process is complete, and any grade changes must go through the "Change of Grade" process.

Deadline for Submission: At least 2 days before "Grade Due Date" entered with the INC grade in my.harvard. Electronic submission via email to registrar@hsph.harvard.edu preferred.

The Registrar's Office will confirm via email to the instructor and student when the final grade has been assigned.

Instructor's Evaluation

Final Grade Earned by the Student: _____

Instructor Signature: _____

Date: ____/____/____