Incomplete Grade: Final Grade Submission Form
Harvard T.H. Chan School of Public Health

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.

Student Name: ____________________________________ HUID: ________________________________

Course Code (eg ABC 300): ________________ Term: □ Fall □ Spring □ Summer Year: ___________

Course Instructor: __________________________________

Instructor’s Evaluation

Final Grade Earned by the Student: ________________

Instructor’s Signature: ___________________________ Date: ________________

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