



HARVARD Kenneth C. Griffin

GRADUATE SCHOOL OF ARTS AND SCIENCES

OFFICE OF ACADEMIC PROGRAMS

## PETITION FOR A GRADE CHANGE FROM A PERMANENT INCOMPLETE GRADE

Before completing this form, carefully review the Harvard Griffin GSAS policies on Grade and Examination Requirements. **Please ensure that your outstanding work is completed and ready to be graded before submitting this form.** Harvard Griffin GSAS students must register for a minimum of 4 courses or 16 credits.

Name (Last, First, Middle Initial): \_\_\_\_\_

HUID: \_\_\_\_\_ Email: \_\_\_\_\_

Academic Department/Program: \_\_\_\_\_

Course & Title Number: \_\_\_\_\_ Catalog No.: \_\_\_\_\_

What term and year is the course you received the permanent INC? (*e.g., fall 2024*):

\_\_\_\_\_

DGS Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Student Signature:

(Please sign here to attest that the outstanding work has been completed and submitted to the course instructor for grading.)

\_\_\_\_\_

### PLEASE RETURN ALL MATERIALS TO:

Office of Academic Programs by email [gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu).

If you have further questions about this form, please contact  
the Office of Academic Programs at 617-496-1965 or [gsasacademicprograms@fas.harvard.edu](mailto:gsasacademicprograms@fas.harvard.edu).