

For MIT student who are cross-registered at Harvard during the Spring Term 2008 and who plan to graduate in June 2008

The spring term at Harvard ends later than MIT's spring term. In the normal sequence of events, grades for MIT students taking subjects at Harvard often do not arrive at MIT until after degree decisions are made at MIT.

If you are taking a subject at Harvard in the spring that is needed for your MIT degree in June (either for a requirement or for units), it is your responsibility to make sure your grade will arrive at MIT before departments and Faculty make degree decisions.

If the instructor cannot agree at the beginning of the term to provide the final grade by the deadline below, then you should seriously consider not taking the subject at Harvard.

The deadline for grades is Wednesday, May 28, 2008.

- You must return the grade report form to the MIT Registrar's Office, 5-119, in a sealed envelope signed by the Harvard instructor.
- We strongly urge you to make arrangements to pick up the envelope from the Harvard instructor and hand carry it to the MIT Registrar's Office by the deadline.

If the grade is not returned by the deadline to the MIT Registrar's Office on the grade report form, you seriously jeopardize the awarding of your degree in June.

If the Harvard instructor returns a grade on this form which is not later officially confirmed by the Harvard Registrar and you do not receive credit for a subject needed for your degree - - a situation that occurred recently when a student did not complete the work in a subject after a passing grade had been turned in - - your degree would be revoked.

This letter is intended for your own protection so that you are aware of your responsibilities if you take a subject at Harvard during your term of graduation at MIT.

If you have any questions contact the MIT Registrar's Office, records@mit.edu.

GRADE REPORT

(for MIT students taking a subject at Harvard University needed for degree requirements)

MIT STUDENT: Please complete the following and give this form to the Harvard instructor just before the end of classes in this subject: make arrangements to pick up a sealed envelope from the instructor with grade enclosed, and deliver to the MIT Registrar's Office, 5-119, no later than 4 pm, Wednesday, May 28, 2008.

(Student's Name -- Last, First, Middle Initial)

(MIT ID #)

MIT Course (Dept.) in which subject is needed for graduation: _____

Harvard Subject Name: _____

Subj. No. used by Harvard: _____ Subj. No. used by MIT: HA _____

(on your Status of Registration on WebSIS)

HARVARD INSTRUCTOR:

Please provide the final grade for the above named MIT student in your subject.
(You must enter the student's grade on the regular Harvard grade sheet as well.)

Final Grade: _____

If it is impossible to provide the final grade at this time, please evaluate the student's work and comment on whether it is absolutely certain that the student will pass the subject and the lowest grade the student will receive:

(Instructor's Printed Name)

(Signature)

(Phone and/or e-mail where you can be reached May 29 – June 2)

(Date form completed)

Please put this form in an envelope addressed to "MIT Registrar's Office, Attn. Shirley Thompson," seal, and sign your name over the envelope seal.

It is important that the student hand carry this grade report/evaluation in a sealed envelope to the MIT Registrar's Office no later than 4 pm Wednesday, May 28. Since the student needs this subject for meeting degree requirements in order to graduate at the end of this term, it is essential that the Registrar's Office have this form by this date. Thank you for your help and cooperation with this request. If you have any questions, please contact Ms. Thompson (617-258-6402, shirlt@mit.edu).