

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manuals

DATE: May 13, 1998

SUBJECT: AOP 12.12 - Credit and Grades

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to provide a further understanding of the policies and procedures dealing with credit and grades at Mississippi State University.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the University Registrar with recommendations for revision presented to the Provost and Executive Vice President.

POLICY/PROCEDURE

All credits earned at Mississippi State University are in semester hours. A semester hour is defined as requiring at least the number of contact minutes as shown:

1. Lecture – 750 contact minutes
2. Laboratory/Studio – 1500 contact minutes
3. Internship – 3000 minutes

Year or quarter hours transferred from another institution are converted into semester hours for purposes of uniformity in determining graduation requirements.

Transfer credits are accepted only from institutions accredited by or in candidate status with a regional accrediting body, such as the Southern Association of Colleges and Schools Commission on Colleges. It is the responsibility of colleges (and schools) to set the standards for transferring “D” grades.

Credit by examination, evaluated military service credit and credit based on correspondence courses are accepted for academic credit as defined in AOP 12.11.

The class work of the student will be evaluated according to the following pattern of values:

Grade		Quality Points Per Credit Hour
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Poor	1
F	Failure	0
XF	Failure – Honor Code	0
GDP	Grade Determination	0
	Pending	
I	Incomplete	0
S	Satisfactory	--
U	Unsatisfactory	--
W	Withdrawn Without	--
	Penalty	
WI	Permanent Incomplete	--

The quality-point average shall be determined on the basis of semester hours scheduled and rescheduled in which grades of “A,” “B,” “C,” “D,” and “F” or the “XF” disciplinary sanction are recorded. However, a student may not earn credits or quality points for a course or its equivalent in which he or she has already earned a grade of “A”.

AOP 13.14 Grade Appeals and Academic Review Board, contains the grade appeal procedure for students.

A grade of “I” (Incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in his or her immediate family, or similar circumstances beyond his or her control, is unable to complete the course requirements or to take final examinations. A grade of “I” will not be submitted for reasons other than previously described. Except for circumstances noted above, an “I” grade will not be given to extend the semester so that a student may complete a required assignment(s).

Undergraduate students who receive an “I” grade must complete all work within thirty (30) calendar days from the date of the student’s next enrollment. A student who receives an “I” grade may make up only that part of course work not completed because of the emergency. If a grade of “I” is not resolved into a passing grade within the allotted time, the grade becomes an “F.” Once a grade of “I” has been converted to an “F” because of the student’s failure to complete the necessary course work or a lapse of the allowable time, no additional grade change will be allowed except under extreme circumstance(s) as recommended by the deans and approved by the Provost and Executive Vice President.

If an undergraduate student has not enrolled in the university within a year of receiving a grade of “I,” the “I” will be converted to a permanent grade of “WI” and the student will not have the opportunity to change that grade.

Graduate students who receive a grade of “I” must complete all work no later than the last day of class of the next semester (excluding summer) whether the student is enrolled or not. Failure of graduate students to remove an “I” grade during the specified time will result in an automatic grade of "F". Once a grade of “I” has been converted to an “F” because of a student’s failure to complete the necessary course work or a lapse of the allowable time, no additional grade change will be allowed except under extreme circumstance(s) as recommended by the relevant deans and approved by the Provost and Executive Vice President. “I” grades are not permitted for thesis and dissertation research credits.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
<u>University Registrar</u>	Review	2017

APPROVED:

<u>/s/ Peter L. Ryan</u> Associate Provost for Academic Affairs	<u>07/09/2013</u> Date
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<u>/s/ Jerome A. Gilbert</u> Provost and Executive Vice President	<u>07/09/2013</u> Date
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<u>/s/ Gerald Emison</u> President, Robert Holland Faculty Senate	<u>07/09/2013</u> Date
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REVIEWED BY:

<u>/s/ Lesia Ervin</u> Director, Office of Internal Audit	<u>07/30/2013</u> Date
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<u>/s/ Joan Lucas</u> General Counsel	<u>08/07/2013</u> Date
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APPROVED:

<u>/s/ Mark Keenum</u> President	<u>08/12/2013</u> Date
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