

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

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

DATE: November 17, 1997

SUBJECT: AOP 12.25 - Pass-Fail Option

PURPOSE:

The purpose of this Academic Operating Policy and Procedure (AOP) is to ensure an understanding and to standardize procedures for the handling of pass-fail option at Mississippi State University.

REVIEW:

This Academic Operating Policy and Procedure (AOP) will be reviewed every four years or whenever circumstances require an earlier review by the [Associate Provost for Academic Affairs](#) with recommendations for revision presented to the [Provost and Executive Vice President](#).

POLICY/PROCEDURE:

An undergraduate student who has successfully passed fifteen (15) semester hours may elect, with the approval of his or her academic dean, to schedule courses under the pass-fail option. This program is open to undergraduate students only and is limited to a maximum of four (4) courses, no more than two (2) of which may have the same course symbol.

A student may register under the pass-fail option for only one course per semester and must meet the prerequisites for the course or have permission of the instructor teaching it. A change from pass-fail enrollment to enrollment for a regular grade, or vice-versa, must be made by the deadline date for adding courses published in the University calendar.

Not all courses may be taken on a pass-fail basis. Courses taken to satisfy University core requirements may not be scheduled under the pass-fail option; nor may courses that are specified by course title in the curriculum in which a student is currently enrolled. In the event that a student changes majors, credit for any course passed and required in the new major may be allowed with the approval of the student's dean.

The instructor shall be informed which students are enrolled in his or her course under the pass-fail option, and he or she shall report a regular grade at the time progress grades are submitted and either S for satisfactory or U for unsatisfactory at the end of a term or semester. A grade of A, B, or C will be considered as satisfactory, and a grade of I (Incomplete) will be allowed. Other than a grade of I, only a grade of S or U will be recorded on a student's permanent record.

The number of hours passed will be applied toward the hours required for graduation; however, neither a passing nor a failing grade will be considered in the computation of the grade point average.

RESPONSIBILITIES:

<u>Position</u>	<u>Section</u>	<u>Month</u>	<u>Day</u>	<u>Year</u>
<u>Associate Provost for Academic Affairs</u>	Review	September (ONY)	1	2016

APPROVED: November, 1989
Reviewed: January, 1990
Reviewed: January, 1992
Reviewed: November, 1997

APPROVED BY:

<u>/s/ Peter L. Ryan</u> Associate Provost for Academic Affairs	<u>11/06/12</u> Date
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<u>/s/ Jerome A. Gilbert</u> Provost and Executive Vice President	<u>11/06/12</u> Date
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<u>/s/ Meghan Millea</u> Chair, Robert Holland Faculty Senate	<u>11/19/12</u> Date
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REVIEWED BY:

<u>/s/ Lesia Ervin</u> Director, Office of Internal Audit	<u>12/04/12</u> Date
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<u>/s/ Joan L. Lucas</u> General Counsel	<u>12/03/12</u> Date
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APPROVED:

<u>/s/ Mark Keenum</u> President	<u>02/05/13</u> Date
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