



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.

POLICY/PROCEDURE

Section A Credits and Grades

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. Nursing Clinical – 2250 contact minutes
4. 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 readily accepted from institutions accredited by or in candidate status with a U.S. Department of Education recognized agency, 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 from non-U.S. institutions may be accepted once reviewed by the appropriate academic department, but is not articulated directly to MSU courses. The non-U.S. institution courses may be approved to substitute for degree requirements.

Credit by examination and evaluated military service credit are accepted for academic credit as defined in *AOP 12.11 Degree Requirements - Undergraduate*.

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

| 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 Pending | 0 |
| 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| W | Withdrawn without Penalty | -- |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 academic 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 or not the student is enrolled. 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 academic deans and approved by the Provost and Executive Vice President. “I” grades are not permitted for thesis and dissertation research credits.

Section B Minimum Course Competencies

A student may be required to master certain minimum competencies, referred to in some programs such as the Doctor of Veterinary Medicine as “threshold events.” to allow a student to meet and pass course requirements. For a course that requires minimum competencies the following must be clearly articulated:

- i) The syllabus must clearly document the conditions for minimum competencies,
- ii) The instructor must explain the minimum competency requirements to the students on the first day the class meets,
- iii) Offer a second chance at any attempted failed competencies during the course. In the event that there is only a one-time assessment of a competency given at the end of a course, laboratory exercise or clinical rotation, the final grade may be withheld where the Registrar will assign a no grade (NG) until the next available opportunity to offer a repeat of the failed competency. The repeat opportunity must be provided, and a final grade entered prior to the next semester in which the student enrolls.
- iv) Provide catalog description to include appropriate language that minimum competencies must be met,
- v) Whenever possible, it is recommended to split apart the competency component into a standalone course,
- vi) Courses requiring a minimum competency to pass will be reviewed by the respective College Dean.

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.

REVIEWED:

/s/ Peter Ryan 04/22/2024
Executive Vice Provost for Academic Affairs and Date
Dean of the Graduate School

/s/ David R. Shaw 04/22/2024
Provost and Executive Vice President Date

/s/ Robert Banik 04/22/2024
President, Robert Holland Faculty Senate Date

/s/ Tracey N. Baham 04/22/2024
Associate Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 04/22/2024
General Counsel Date

APPROVED:

/s/ Mark E. Keenum 04/22/2024
President Date