



# MISSISSIPPI STATE UNIVERSITY™

## Mississippi State University

### ACADEMIC OPERATING POLICY AND PROCEDURE

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

DATE: May 13, 1998  
Revised: November 25, 2005  
Revised: March 22, 2010

SUBJECT: AOP 12.12-Credit, Grades, and Academic Standing

#### 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, grades and academic standing 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.

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 Commission on Colleges of the Southern Association of Colleges and Schools. It is the responsibility of colleges (and schools) to set the standards for transferring "D" grades.

Not more than 25 percent of any curriculum may be earned by advanced standing examinations, College-Level Examination Program (CLEP) credits, evaluated military service credits, tutorial, and extension courses. Evaluated military service credits are classified as extension work.

Not more than 20 percent of any curriculum may be earned through correspondence courses. Correspondence courses must be approved by the dean before being taken by students in residence. United States Air Force Instruction (USAFI) credits are classified as correspondence work.

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

<b>Grade</b>		<b>Quality Points Per Credit Hour</b>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Poor	1
F	Failure	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W	Withdrawn Without Penalty	--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” 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” or “B.”

[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>
University Registrar	Review	2014

<u>/s/ Peter L. Ryan</u>	<u>05-10-10</u>
Interim Associate Provost for Academic Affairs	Date

<u>/s/ Jerome A. Gilbert</u>	<u>05-11-10</u>
Provost and Executive Vice President	Date

<u>/s/ R. Hart Bailey</u>	<u>05-17-10</u>
President, Robert Holland Faculty Senate	Date

REVIEWED BY:

<u>/s/ Don Zant</u>	<u>05-21-10</u>
Office of Internal Audit	Date

<u>/s/ Charles L. Guest</u>	<u>05-26-10</u>
General Counsel	Date

APPROVED:

<u>/s/ Mark E. Keenum</u>	<u>06-01-10</u>
President	Date