

# GRADES AND QUALITY POINTS

Grade point averages are determined on a 4.00 scale. Students with cumulative grade point averages of 2.00 or better are in good academic standing. Those falling below the 2.00 average are placed on academic probation. Transfer grades are not counted in computing the Jackson State University grade point average.

Grade	Quality Points Per Credit
A-Excellent	4 quality points per credit
B-Good	3 quality points per credit
C-Fair	2 quality points per credit
D-Poor	1 quality point per credit
F-Failure	0 quality points per credit
S-Satisfactory progress	4 quality points per credit
U-Unsatisfactory progress	0 quality points per credit
P-Passed	0 quality points
NP-Failure	0 quality points
IP-In Progress (Graduates only)	0 quality points
R-Repeated Course	0 quality points
I-Incomplete	0 quality points
W-Withdraw	0 quality points
AU-Audit, No Credit	0 quality points
NC-Non-punitive failing grade	0 quality points
PX-Pass equivalent of B, C, or D	0 quality points
Z-Grade Unknown	0 quality points

**W** Authorized Withdrawal—indicates that a student has withdrawn from class during the first 25 days of classes where no basis for evaluation has been established.

**WP** Authorized Withdrawal, Passing—indicates that a student has withdrawn from the University after the first 25 days of classes, but before the last 10 days of classes during a semester or summer session. The student was making satisfactory progress at the time of withdrawal as recorded by the instructor of record.

**WF** Authorized Withdrawal, Failing—indicates that a student has withdrawn from the University after the first 25 days of classes, but before the last 10 days of classes during a semester or summer session. The student was making unsatisfactory progress at the time of withdrawal as recorded by the instructor of record.

**AU** Audit—indicates that a student registered on an audit basis for which no letter grade or credit hours are given. The course will be recorded on the transcript with the notation of "AU."

- Students are permitted to audit courses provided they have approval from their college dean and have been processed properly through the Office of the Registrar and Records.
- Auditors do not receive grades and are not required to participate in course examinations. Otherwise, conformity to regular classroom decorum is the same as that required for all students. Students choosing to audit courses must be admitted to the University, enroll in the courses using current registration procedures and pay the same tuition fee as regular enrollees. The course will appear on the student's transcript with the notation of "AU." Students may adjust

audit status only during the scheduled dates for registration. The deadline for withdrawing from an audit course is the same as the withdrawal for other courses.

It is the responsibility of the student to initiate the request for an I-Incomplete grade. Exceptions to this general student responsibility will only be considered in extenuating, documented circumstances, or for university sanctioned and administrative purposes. To initiate the request for an I-Incomplete grade, the student shall complete a Request for Incomplete Grade Form, available on the registrar's office website, and attach the appropriate documentation. The form is submitted to the course instructor who will review the request and supporting documentation for a determination. If the decision is to assign an I-Incomplete grade, the instructor is responsible for completing a Contract for Incomplete Grade Form. The form must indicate the assignments/assessments to be completed by a due date and shall be signed by the instructor, student, department chairperson, and academic college dean. The original Request for Incomplete Grade Form and the Contract for Incomplete Grade Form shall be filed and maintained in the student's academic department and copies shall be submitted to the academic college and to the Division of Graduate Studies (for graduate students).

To assign an I-Incomplete grade, the course instructor submits an I-Incomplete grade for a given student during final grade submission and indicates the alternative grade (i.e., the grade that will be assigned should the course not be completed). If an I-Incomplete grade has not been changed by the last day of classes of the next semester (excluding summer term), it automatically defaults to the alternative grade (or an F, if no alternative grade is indicated).

1. I-Incomplete grades assigned in a Fall semester or Fall Intersession must be resolved by the last day of classes of the next Spring semester.
2. I-Incomplete grades assigned in a Spring semester, Spring intersession, or Summer semester must be resolved by the last day of the next Fall semester. Upon completion of the work, a final grade for the student will be submitted by the instructor using the online grade change process.

In order for the I-Incomplete grade to be approved by Academic Affairs and processed by the Office of the Registrar and Records, the Incomplete Grade Contract, which details the work to be completed and the deadline for completion must be emailed to [academics@jsums.edu](mailto:academics@jsums.edu) and [registrarsoffice@jsums.edu](mailto:registrarsoffice@jsums.edu) when the online grade change is completed by the instructor.

Grades submitted to the Office of the Registrar and Records by the University instructor of record are final and official. A final grade is based on the instructor's evaluation of course work completed as of the official end of the course. Final grades should not be changed as the result of the submission of additional work or the repeating of examinations after the official conclusion of the course for the purpose of improving the final grade. However, a course instructor may change a reported grade if the original was incorrectly assigned due to clerical or computational error, if the student has been successful in a grade appeal, or if a student meets the requirements for the removal of an incomplete grade (I-Incomplete grade). Grade corrections due to clerical or computational errors must be changed within 30 calendar days of its issuance. Grade changes resulting from a grade appeal must be changed within 30 calendar days of the conclusion of the appeal. Any grade changes made after the 30 calendar day period related to clerical or computational errors or a grade appeal must have the written approval of the Provost of Academic Affairs. Incomplete grades assigned in a Fall semester or Fall Intersession must be resolved and

the final grade must be entered by the last day of classes of the next Spring semester. Incomplete grades assigned in a Spring semester, Spring intersession, or Summer semester must be resolved and the final grade must be entered by the last day of the next Fall semester.

All University faculty, staff, students, student organizations, and volunteers are expected to comply with all federal and state laws, the Mississippi Institutions of Higher Learning policy and bylaws, and University policies, including but not limited to this stated policy to help ensure that the University maintains the integrity of grades and academic records, as expected by the Southern Association of Colleges and Schools Commission on Colleges.