

BAGLEY COLLEGE OF ENGINEERING OPERATING POLICY AND PROCEDURE
EOP 35
Incomplete (I) Grade(s) for Graduate Students

PURPOSE

The purpose of this Engineering Operating Policy and Procedure (EOP) is to establish a College procedure for submission and removal of Incomplete (I) grades for a graduate student.

REVIEW

This EOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Bagley College of Engineering Administrative Council with recommendations for revision presented to the Dean.

POLICY/PROCEDURE

A change-of-grade not submitted by established deadlines will result in conversion of **I** to **F** and can result in academic dismissal of a student. Inappropriate granting of an **I** grade may result in denial of an approval for a requested change-of-grade. Faculty are responsible for documentation of justification for submission of **I** grades. A request for change-of-grade that exceeds the deadline established by policy requires written justification from the student and faculty member and must be approved by the Dean and the Provost.

Currently, there is no mechanism for faculty to track **I** grades in Banner. In order to assist faculty in monitoring **I** grades and submitting timely changes-of-grade and avoid conversion to **F** grades, the Office of Engineering Academic Affairs will request, on a semester basis, a list of students from ITS who receive **I** grades. Students who received grades of **I** and the respective faculty who assigned them will be notified, with copy to respective department head, at the beginning of each semester via email of the policy and procedures to which they must adhere to convert **I** grades to letter grades with cc to department heads and graduate coordinators.

University Policy – Assignment of grade of “I” (Incomplete)

Policy AOP 12.12 – Credit and Grades (<http://www.policies.msstate.edu/policypdfs/1212.pdf>) allows faculty to submit a grade of “I” (Incomplete) 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).”

A graduate student who receives “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 a graduate student 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 dean and approved by the Provost and Executive Vice President. 'I' grades are not permitted for thesis or dissertation research credits."

NOTE: Although not specified in policy, coursework must be completed, graded, change-of-grade submitted and approved, and grade change processed by the Office of the Registrar by due dates for grades. Therefore, it is recommended faculty begin the e-forms process prior to the deadline as shown below.

NOTE: Faculty who teach online courses may, at their discretion, submit **I** grades for online students who have experienced extenuating workplace conditions beyond their control.

Timeline for Grade Change for Grade of **I** (Incomplete)

In order to ensure that a student who receives a grade of **I** adheres to established policy in a timely manner, the student shall complete and submit course work to the respective faculty member(s) by the following deadlines:

Spring Semester	Subsequent November 15 Required Submission
Summer Semester	Subsequent November 15 Required Submission
Fall Semester	Subsequent April 15 Required Submission

Timeline for Faculty to Grade and Ensure Change-of-Grade is Active in Banner

In order to ensure that there is sufficient time for the change of grade to be routed through the system, the faculty shall submit the change of grade, with justification, via e-forms by the following deadlines:

Spring Semester	Subsequent November 30 Required Submission
Summer Semester	Subsequent November 30 Required Submission
Fall Semester	Subsequent April 30 Required Submission

Procedure for Submission of Grade Change for Grade of **I** (Incomplete)

All changes-of-grade are initiated by the faculty member via e-forms. In the Notes and Attachment section, the faculty member must provide justification for initial submission of the **I** grade.

Change-of-Grade Workflow

Faculty → Registrar's Office → Manager, Graduate and Distance Education → Registrar's Office → Office of Provost → Registrar's Office

Note: If the faculty member who submitted the **I** grade is no longer a Mississippi State University employee, the respective department head is responsible for submitting a paper change-of-grade with appropriate written justification.

APPROVED:

Jason M. Keith
Dean of Engineering

April 12, 2016
Date

REVISED:

Jason M. Keith
Dean of Engineering

June 13, 2017
Date