



# MEMORANDUM

Date: May 29, 2019

To: Deans

From: Tracee T. Smith   
Registrar & Director of Student Records

Sub: Final Grade Submissions\_Maymester

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## Maymester Final Grades

The last day of our Maymester term will be Friday, May 31, 2019. Final grade submissions for all Maymester registered students are due Monday, June 3, 2019 by noon. Instructors should submit grades A, B, C, D or F for normal grade modes. If a grade mode is P, then grades of Pass or Fail (P and F, respectively) are acceptable. Grades of P or F should not be entered for normal letter grades of A, B, C, D or F. Your usual cooperation and support in assuring grades are submitted by the deadline is a fundamental employment requirement and is considered indispensable.

## Incompletes

Incomplete grades are requested by student who have well-documented emergencies or extenuating circumstances. Incompletes should be rare and, to prevent instructor errors where an I is submitted inadvertently, the I-feature is disabled in BANNER for Intersession final grade submissions. Chairs and deans ultimately verify and sign incompletes. Thus, they should be apprised when a student requests an incomplete grade as well as have supporting evidence for the I-request before final grades are submitted. Please see the Final Grade policy and pay particular attention to the section dealing with incompletes → [here](#). Although I grades should be rare, follow the steps for issuance upon:

**Step #1:** Instructors should furnish chairs → deans supporting documentation. Such evidence should include (a) the grade the student has earned to date based on the syllabus section; (b) a clear explanation of the student's emergency or compelling issue with official proof e.g. court, hospital, government office; and, (c) proof of the extenuating circumstance. The dean forwards the information to [records@alcorn.edu](mailto:records@alcorn.edu) for recording in the missing grade slot.

Note: Fines, violations, court appearances, university/judicial sanctions, etc. for failure to abide by public/IHL/Alcorn policy or local/state/federal law are not extenuating and "beyond one's control."

**Step #2:** The Office of Student Records will input the grade of "I" in the missing grade slot during the final grade reporting period. The Office of Student Records confirms with deans that they have no missing grades in the unit.

**Step #3:** Before the I → F conversion period, the instructor submits the final grade per the Grade Change Form → [here](#). Your cooperation is appreciated. It ensures that critical and sensitive parties (instructors → chairs → deans → Office of Student Records → Academic Affairs) and looped in have the important information and documentation up front to document final grades with accuracy and support, especially if the instructor separates from the university or the student is unable to complete remaining work.