



**Alcorn**  
State University

DA: September 28, 2017

TO: Unit Deans

FR: John G. Igwebuike

Vice Provost for Academic Affairs & Student Records

RE: **MID-SEMESTER REMINDERS**

As we approach mid-semester, please take careful note of the following:

### **FALL 2017 GRADUATION ACTION ITEMS**

- Conduct degree audits (deadline: October 20, 2017): The Office of Student Records has placed Fall 2017 degree applicants into the go.alcorn degree audit queue. Please initiate the degree audit procedures (i.e. submit substitutions, etc.).
- No *ex parte* communications: To minimize potential miscommunications between students and departments (advisors, chairs, deans) *vis-a-vis* degree audits, the Office of the Student Records staff will not hold one-on-one meetings with degree applicants. Our staff will “flag”, “comment” and note issues in the common advising platform: go.alcorn. Please do not send inquiring students to our office. We will communicate only with advisors, chairs, deans, **and** the provost office through go.alcorn channels to ensure transparent audit-related communications.
- No retroactive degree audits: The Office of Student Records will not conduct degree audits for students whose departments failed to complete degree audits in a timely manner. Last minute audits create IHL reporting, NCAA data review, transaction costs, and student-parent grievance issues. Deans, please avoid the associated problems and ensure candidates are audited. We have invested significant resources to build a robust, time-saving platform for our great university.
- Notify of graduation list removals: Chairs, deans, and advisors--do you have students who applied for graduation but definitely will **not** participate (i.e. lack course requirements)? [See Commencement list → [here](#)]. Please complete the Registrar Request Form, select “other”, and note the removal. Be sure to (i) inform the student; (ii) have student apply for next scheduled degree-application cycle; (iii) remove the student from

the go.alcorn degree audit queue; and, (iv) note student's removal in the go.alcorn "flag/notes" section. The Records Office will notate likewise in the approved candidates list.

- **PROACTIVE NOTE:** Please share with advisees that the undergraduate Spring 2018 Application for Graduation is available. Click → [here](#).

### **MIDTERM GRADE SUBMISSION**

Final grades are due [Monday, October 9, 2017 @ 12 Noon](#). (See University Calendar). Instructors are to submit all grades electronically through BANNER. It is imperative that all grades be logged into BANNER--without blanks--by/before the deadline. Academic deans are accountable for ensuring submission of all grades in respective units by the deadline. Your usual cooperation and support in meeting this fundamental employment requirement is indispensable and appreciated.

### **GRADE I → F CONVERSION** (date: October 2, 2017)

The Fall 2017 incomplete (I) conversion process occurs October 2, 2017. If an instructor submitted an "I" during Spring 2017--and a letter grade has not been submitted--the instructor will have two options: (1) submit a letter grade by October 2, 2017 using the digital grade Change of Grade form; or, (2) allow the "I" to convert to grade "F" automatically. *\*Note: After the "I" converts to "F", a Change of Grade form will **not** be accepted. The F will stand as the final grade per the Final Grade Policy. The student will have to retake the course.*

### **PROMOTION**

Mrs. Kisha Bond has been promoted to Assistant Registrar in the Office of Student Records. Kisha is a tremendous asset to the office. She has been instrumental in the transformation of the office into a high-tech, hyper-robust information systems hub. Customers rave about her customer service delivery as well as her ability to resolve problems with dispatch and speed. We are proud of Kisha. Congratulations, Mrs. Bond!

### **SPRING /SUMMER 2018 COURSE TEMPLATES AVAILABLE** (See memo below)

Spring 2018 schedule templates are due Tuesday, October 10, 2017. As mentioned in previous deans meetings, the templates have been available for your update since [April 2017](#). Please, update, modify, and furnish finalized Spring 2018 courses by October 10, 2017. **Make changes in RED TEXT only and directly on the Google spreadsheet! Please do not highlight.**

Summer 2018 templates are available in the same link portal under the "summer" tab.



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TO: Unit Deans

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A handwritten signature in cursive script, appearing to read 'John G. Igwebuike'.

Vice Provost for Academic Affairs & Student Records

**RE: REMINDER | SPRING 2018 COURSE SCHEDULES (due: 10/10/17)**

Please be reminded: Spring 2018 schedule templates are due Tuesday, October 10, 2017. As mentioned in previous deans meetings, the templates have been available for your update since April 2017. Please, update, modify, and furnish finalized Spring 2018 courses by October 10, 2017. **Make changes in R E D TEXT only and directly on the Google spreadsheet! Please do not highlight.**

#### **Scheduling Policies and Practices:**

- **International Student Distance/Online Policy** - Departments should ensure in advance that scheduled courses meet Homeland Security online restriction guidelines for international students. Click → [here](#).
- **Class Conflict Scheduling Policy** - Records Office staff will not schedule classes that clash in time. This would be a major SACS violation!
- **Mode-of-Delivery Policy** - After the schedule is posted, the course modality may not be changed (i.e., face-to-face class changed to online; Blackboard to e-mail, etc.) without Academic Affairs permission.
- **Enrolled Student in Course Policy** - Once registration commences, the Registrar will not modify classes in which students are enrolled.
- **Activity Period Policy** - Departments may not submit schedules that conflict with the *Alcorn Activity Period (M-W-F: 12N-12:50 p.m. or T & R: 12:30 p.m.-1:45 p.m.)*.  
\*Note: Records Office Staff must enter thousands of data in preparation of the semester schedule. Please ensure no classes are scheduled during the activity period.

**PROACTIVE NOTE:** Summer 2018 schedule templates are now in the “Summer 2018” tab.

The output of your unit’s completed schedule is a time sensitive input affecting many university operations (e.g., Financial Aid, Bursar, Athletics Compliance, Residence Life, University College, Student Records, Accounting, Payroll, Graduate Studies, etc.). Help us help you. Please furnish your 2018 course schedule by the deadline. Thank you in advance for your cooperation.