

3. During a five week summer session, a graduate student may not enroll in more than six semester hours. The total credit hours earned for the two summer sessions may not exceed twelve.
4. A graduate student may not enroll in more than three semester credit hours during a three-week summer session.
5. A graduate student enrolled in a three-week session may not enroll in more than one three-hour course in the five-week session being conducted concurrently.

### **Grade Point Average**

The grade point average (GPA) is determined by adding all grade points earned during a grading period and dividing that total by the total quality hours earned during the period. Withdrawal without record (W), incomplete (I), and incomplete passing (IP) will not be included among grades used to compute grade point averages. If a course is repeated, the official grade is the last grade earned at Prairie View A&M University. Transfer courses are not used in GPA calculations at Prairie View A&M University.

### **Grade Reports**

Students may acquire their mid-term and final grades via the WEB through <http://panthertracks.pvamu.edu>. Midterm grades are progress reports and are not recorded on the student's permanent record. Final grades are recorded on the student's permanent record at the close of each semester and summer term. If an error in the recording of grades is suspected, the student should report this immediately to the instructor, department head, or college dean for verification or correction.

### **Grading System**

Course work for graduate students is reported as: "A" (95-100); "B" (85-94); "C" (75-84); "D" (65-74); "P" (Passing); "I" (Incomplete); "IP" (Incomplete Passing); "W" (Withdrew from a class); "WV" (Withdrew from the University Voluntarily).

A grade of "S" may be given during the doctoral dissertation process; however, prior to submission of the final dissertation document the conventional grading system must be used. A grade of "S" may not be given as a final grade for doctoral candidates.

### **Incomplete "I" Grade**

The grade of "I", incomplete, is assigned to students who are unable to complete a course due to circumstances beyond their control. For lecture, seminar, independent study, and similar organized instruction courses, the student must complete the work necessary to remove the grade of "I" in one calendar year from the semester in which the "I" was awarded. All grades of "I" in courses that are included in the requirements for a degree must be replaced with a grade acceptable in the program. Students are not to re-enroll in a course for which a grade of "I" has been recorded.

*In Progress “IP” Grade:* An “IP”, in progress, is assigned to thesis, dissertation, internship, project, and practicum provided the student remains enrolled and makes satisfactory progress as certified by the committee chair, dean and director/coordinator of graduate program. The time allocated for removal of the “IP” shall be the same as the maximum time for completion of a degree or certificate.

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### Procedure for Requesting “I” or “IP” as a Final Grade

1. Instructor determines if the student meets the criteria for an “I” Incomplete or “IP” In Progress final grade [refer to current university catalog].
2. Instructor prepares the Request for “I” or “IP” as a Final Grade (RIFG) form, signs it and submits it to the Department Head.
3. Department Head reviews the RIFG and either approves by signing and forwarding to the Dean or disapproves by returning it to the instructor. If disapproved, an official grade must be submitted to the Registrar on the “Submission of Missing Grade” form.
4. Dean reviews the RIFG and either approves by signing and forwarding, via Administrative Assistant/Secretary, to the Office of the Registrar for recording or disapproves by returning it to the Department Head. If disapproved, an official grade must be submitted to the Registrar on the “Submission of Missing Grade” form.

**Note:** All Dean approved Requests for “I” or “IP” as a Final Grade forms and Submission of Missing Grade forms must be in the Office of the Registrar by COB on the last day to post final grades. Only original forms submitted by the Dean, Dean’s Administrative Assistant/Secretary are accepted. Copies, faxes, student submitted forms, **WILL NOT BE ACCEPTED.**

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### Independent Study Courses

Independent study courses are permitted on a highly selective need basis. Any student enrolling in an independent study course must have the prior approval of the supervising faculty member, the Head of the Department in which the course is to be taken, Dean of the College and the Provost and Senior Vice President for Academic Affairs. No more than 6 such credit hours may be counted toward a degree.

### Scheduling of Courses

In case a section is dropped because of insufficient enrollment, a student may add other courses approved by his/her advisor by the published deadline, as noted in the academic calendar.