

ATTN: ALL GRADUATE STUDENTS!



Help Us Make the Graduate Academic Services (GAS) Website Better. MHS Students: A brief survey is now available in the GAS course on WebCT. We would be very grateful if you would use just a minute to take this short survey the next time you log onto WebCT, if you have not done so already.

Just go to the GAS.01 course and click on **SURVEY** on the homepage. All responses are anonymous. Your participation an honest feedback will help us improve this academic service for next semester. Thanks for your help!

IMPORTANT NOTICE TO ALL GRADUATE STUDENTS



POLICY ON INCOMPLETE GRADES

Students may request an Incomplete (I) grade ONLY if there is verification of illness (personal and/or family), death in the family, or some other extenuating circumstance that has prohibited the student from completing the course work and/or taking the final exam. These extenuating circumstances (emergencies) can occur towards the end of the semester when the W (Withdraw) grade is no longer an option. To address the extenuating situation, the Incomplete Policy serves to remedy the matter.

The following requirements must be satisfied in order to be eligible for the Incomplete grade(s):

- ✓ student has attended at least 80% of the classes for the semester in question;
- ✓ student has completed at least 50% of the assignments and quizzes for the semester; and
- ✓ student has a passing grade for the 50% of work and quizzes that have been completed.

The important thing to remember is: a student is not eligible for the incomplete grade unless he/she has attended 12 of the 15 classes by the end of the semester; the student has submitted/earned passing grades for 50% of the required assignments for the semester; the student has completed/passed 50% of the quizzes for the semester; **and the student MUST SUBMIT documentation to warrant the request for the Incomplete grade(s)!**

NO DOCUMENTATION – NO INCOMPLETE! NO EXCEPTIONS!!!!!!

ATTN: MHS STUDENTS!

Dr. Vivian Price has established office hours on Saturday, December 6th (ONLY) between the hours of 11:30 a.m. and 12:30 p.m. to meet with students (Comp I) who are eligible for incomplete grades and Dr. Virginia Smith has established office hours on Saturday, December 6th (ONLY) between the hours of 12:30 p.m. and 1:30 p.m. to meet with students (Comp IV) who are eligible for incomplete grades. Students who are requesting incomplete grades must provide documentation before a meeting will be scheduled. To meet with Dr. Price or Dr. Smith, please schedule your meeting by registering for an available time posted on Dr. Price’s office door (room 460) or Dr. Smith’s office door (room 458) in the MHS Office Suite.

NO DOCUMENTATION-NO INCOMPLETES!

ATTN: GRADUATE FAMILY! COMMUNITY SERVICE PROJECT



The Lincoln University Graduate Chapter of KAPPA DELTA PI (KDP) International Honor Society in Education is in need of books, new or gently loved, for the Covenant House Families (children ages toddler thru middle school). “Breakfast and Books” will begin on Sunday, December 7, 2008 when KDP members will read (one-on-one) to children and give the book as a gift to each child. Books are needed no later than Saturday, December 6, 2008. Please place books in the designated bin located in the fourth-floor elevator lobby. **Thank you for your participation and generosity for this much needed cause!**

AT LAST! Wireless Connectivity at the Graduate Center!!

ATT: GRADUATE CENTER FAMILY

Students, faculty and staff who would like to utilize the wireless connectivity at the Graduate Center should bring their personal lap tops for programming on:	Saturday, December 6, 2008	9:00 AM to 5:00 PM
	Saturday, December 13, 2008	9:00 AM to 5:00 PM

For additional information and assistance, please see the IT staff in room 443. Literature is also available with staff in room 415.

LINCOLN UNIVERSITY BOOKSTORE BUY-BACK!

Main Campus – Student Union Building

Tuesday, December 2, 2008 thru Saturday, December 6, 2008

Tuesday thru Friday (December 2 nd thru 5 th)	9:00 AM to 6:00 PM
Saturday (December 6 th)	10:00 AM to 3:00 PM