

**TEXAS A&M UNIVERSITY–COMMERCE
PLAN FOR COMPLETING THE GRADE OF X**

Student _____ Campus Wide ID _____

Date of this Request _____ Semester and Year _____

Course Prefix _____ Number _____ Section _____ Credit Hours _____

Course Title _____

Instructor _____

Reason for Request (circumstances beyond student's control which prevented student from attending classes during Finals Week or the preceding three weeks)

Deadline date for plan (not to exceed one semester exclusive of summer) _____

Specific steps necessary for the student to complete the X

Contract requested by: _____
(Student's Signature) (Date)

Contract agreed to by: _____
(Instructor's Signature) (Date)

Contract approved by: _____
(Department Head's Signature) (Date)

If the specific steps for completing the X are not successfully met by the deadline, the course grade will be changed to an F at the end of the term of the date specified and the hours will be included in the number of hours attempted. If the work is completed, the instructor will initiate the change of grade at the Office of Records and Reports. The student may not drop the course; a grade must be assigned.

Pursuant to Procedure A13.07 Computation of Grade Point Averages, recording a grade of X requires the filing of this plan for completion which will be submitted with the official grade record sent to the department head who will forward it to the Dean's office.

Filed in Dean's Office: _____
(Dean's Signature) (Date)

TEXAS A&M UNIVERSITY-COMMERCE PROCEDURES

A13.07 Computation of Grade Point Averages

Effective September 1, 1996

Revised September 1, 1997

Supplements System Policy 13.02

The following standards shall be observed in computing grade point averages:

1. Grade point averages shall be calculated by dividing the grade points accumulated by the number of hours attempted excepting courses repeated as outlined in paragraph 2, 3, and 4.
2. When a course is repeated, only the last course will be used in computing the grade point averages.
3. Students who because of circumstances beyond their control are unable to attend classes during Finals Week or the preceding three weeks will, upon approval of their instructor, receive a mark of X (incomplete) in all courses in which they were maintaining passing grades.

When an X is given for a grade in a course, the credit hours are not included for one semester (exclusive of summer) in calculating the grade point averages. Grades of X earned during the spring or summer are to be completed by the end of the following fall semester. If the X is not removed by that time, the grade becomes an F and the hours are included in the number of hours attempted.

Recording a grade of X requires the filing of a plan for completion. The plan will be submitted with the official grade record sent to the department head who will forward it to the Dean's office. The plan will include:

- why the grade was given and
- steps necessary for the student to receive the final grade.

4. Hours earned in S-U graded courses and in earned credit courses, i.e. credit earned by CLEP tests, SAT scores, transfer credit, etc., are not included in calculating grade point averages.

5. A grade of IP (In Progress) will be used for courses that are scheduled over more than one semester. The grade of IP will not be computed in the GPA and will be removed when the final grade is filed by instructor.

6. A grade of I will be given for courses in dissertation and thesis (including undergraduate honors thesis) for all registrations prior to the semester in which the final document is completed. The time limit imposed on the grade of X does not apply for these courses.

7. All Texas A&M University-Commerce credit courses including developmental will compute in a GPA (except as noted above) for advising purposes. However, developmental courses will not count in the GPA required for graduation nor toward fulfilling degree requirements.

References: Prior ETSU Policies V E 9 and B-22 approved January 15, 1980; revised April 24, 1985; January 19, 1990 and December 9, 1997.