



Texas A&M University-Texarkana INCOMPLETE GRADE FORM

Student's Name: _____

Campus Wide ID (without dashes): _____

Course Prefix: _____ Course Number/Section/CRN: _____

Semester (Select One): _____ Year: _____

The grade of incomplete ("X") may be given when a student's work is satisfactory in quality but, due to circumstances beyond his or her control, the student has not completed the work by the end of the semester. An incomplete is given to allow an extension of time beyond the end of the semester to complete coursework. The granting and duration of the extension shall be at the discretion of the instructor with a maximum time allowance of one long term from the end of the semester the student was enrolled in the course.

It is the responsibility of the student to initiate discussion with the instructor concerning fulfillment of remaining course requirements in a timely manner.

A student may not drop or withdraw from a course in which an "X" was received. If the instructor does not submit a final grade for the course within the specified time, the grade of "X" will automatically become an "F".

Circumstances preventing completing the course within the semester:

Remaining course requirements to be completed:

The student must recognize that the work completing the requirements listed above is to be submitted to the instructor by: _____ in order for the work to be assessed and a grade submitted to the Registrar's Office. ***(The date entered, should be no later than the last class day of the next long term. Fall incompletes expire the following Spring semester; Spring and Summer incompletes expire the following Fall).***

If a grade change form is not submitted to the Registrar's Office by the last class day of that terms expiration deadline, the course grade will automatically become an "F" and the student must re-enroll in order to complete the course.

Student Signature: _____

Date: _____

Instructor of the Course: _____

Date: _____

College Dean: _____

Date: _____

Copies to: Student, Instructor, Registrar, Dean