

Texas A&M University - Texarkana  
INCOMPLETE GRADE FORM

Student's Name: \_\_\_\_\_

Campus Wide ID: (without dashes) \_\_\_\_\_

Course Prefix: \_\_\_\_\_ Course Number a Section: \_\_\_\_\_

Semester (Select one): \_\_\_\_\_ Year: \_\_\_\_\_

(See General Catalog for complete description.)

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, is not completed 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 (1) year 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:

[enter date, not later than the last class date of the next long term. Fall incompletes expire the following Spring semester, Spring and Summer incompletes expire the following Fall.]

in order for the work to be assessed and a grade submitted to the Registrar's Office. If the work is not submitted by this date, the course grade will automatically become an "F" and the student must re-enroll in order to complete the course.

Instructor of Course: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Copies to : Student, Instructor, Registrar, Dean