

Student Rules and Regulations Committee

Approved by President

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(Additions to rules are bolded and underlined, deletions to rules are indicated by strikethrough)

PROPOSAL 1

Rule 10.5 A temporary grade of I (incomplete) at the end of a semester or summer term indicates that the student has completed the course with the exception of a major quiz, final examination, or single major assignment. The instructor shall give this grade only when the deficiency is due to an approved university excused absence (see Rule 7 of TAMU Student Rules). Each instructor awarding an incomplete grade must complete an "Incomplete Grade Report," which will be filed with the department head or designee of the department offering the course. Copies will also be sent to the student and to the student's academic dean or designee. An incomplete must be completed before the last day of scheduled classes of the next long semester in which the student enrolls in the university unless the student's academic dean or designee, with the consent of the instructor, grants a time extension. In the absence of the instructor, the department head may grant a time extension. Failure to complete the required work in the appropriate period of time, or registering for the course again, will result in the I being changed to an F by the registrar. Grades of I assigned to 684 (Professional Internships), 691 (Research), 692 (Professional Study), or 693 (Professional Study) are excluded from this rule.

JUSTIFICATION 1

Subcommittee of AOC deans recommends this change to align with current practices

RULE 10.5 PROPOSAL 1 CHANGES BY:

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PROPOSAL 2

Students in law (JD), medicine (MD), dentistry (DDS), pharmacy (PharmD), nursing (RN), dental hygiene (BS) and veterinary medicine (DVM) may have a different deadline for completion of incompletes as published in student handbooks.

JUSTIFICATION 2

To make the rule inclusive of the Health Science Center and the Law School students.

RULE 10.5 PROPOSAL 2 CHANGES BY:

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EXISTING RULE WITH CHANGES IN BOLD AND UNDERLINED, DELETIONS ARE STRUCK..

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EXISTING RULE WITH CHANGES IN BOLD AND UNDERLINED, DELETIONS ARE STRUCK.

10. Grading

(Revised: ~~2013~~ **2014**)

10.1 The course instructor must make available the following information to the class by the first class period:

- A statement of the nature, scope and content of the subject matter to be covered in the course.
- All course prerequisites as listed in the catalog.
- All required course text(s) and material.
- The grading rule, including weights as applicable for exams, laboratory assignments, field student work, projects, papers, homework, class attendance and participation and other graded activities in the calculation of the course grade. If more than 10% of any grading scheme is based on participation, the course instructor should explicitly define and outline how this grade is determined. No such rule should be in contradiction to other provisions of the University Student Rules.

This requirement can be met by posting on the Howdy Portal.

10.2 The student's semester grade shall be based upon the grading rule statement in 10.1 (above). No such rule should be in contradiction to other provisions of the University Student Rules.

For information on contesting an assigned grade, see [Part III, Student Grievance Procedures, 48. Grade Disputes](#).

10.3 There are twelve grades. The five passing grades at the undergraduate level are, A, B, C, D and S, representing varying degrees of achievement; these letters carry grade points and significance as follows:

Assigned by the instructor:

- A: Excellent, 4 grade points per semester hour
- B: Good, 3 grade points per semester hour
- C: Satisfactory, 2 grade points per semester hour
- D: Passing, 1 grade point per semester hour
- F: Failing, no grade points, hours included in GPA
- I: Incomplete, no grade points (hours not included in GPA)

Grades assigned if student is taking an undergraduate course S/U:

- S: Satisfactory (C or above), hours not included in GPA
- U: Unsatisfactory (D or F), no grade points, hours included in GPA)

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Other:

- X: No grade submitted, see 10.6
- Q: Dropped course with no penalty, requires Dean or designee's permission, see [1.16](#)
- W: Dropped course(s) with no penalty during the semester enrolled, hours not included in GPA, requires Dean or designee's permission, see (1.7, 1.18, 7.8, and 17)
- NG: No Grade. Administrative removal of posted grades requires approval by the Dean or designee of the college in which the student was enrolled during the semester in which the courses were taken. A NG requires extensive documentation of the extraordinary circumstances justifying the No Grade. The instructor of record, or the instructor's department head if the instructor is unavailable, will be consulted during the process. The registrar will, if possible, notify the instructor of record, and in any event will notify the instructor's department head, whenever a NG is issued.

10.4 Passing grades for graduate students are A, B, C and S.

10.4.1 Grades of S or U may be assigned in certain officially designated courses. Graduate courses on the degree plan may not be taken on an S/U basis, except for courses bearing the numbers 681, 684, 690, 691, 692, 693 695 and 697. Graduate courses not on the degree plan may be taken on an S/U basis.

10.4.2 Only grades of A, B, C and S are acceptable for graduate credit. Grades of D, F or Unsatisfactory (U) for courses on the degree plan must be absolved by repeating the courses and achieving grades of C or above or Satisfactory (S). A course in which the final grade is C may be repeated for a higher grade.

10.4.3 Graduate students must maintain a grade point (GPA) of 3.00 (B average based on a 4.00 scale) for all courses which are listed on the degree plan and for all graded graduate and advanced undergraduate coursework (300- and 400-level) completed at Texas A&M and eligible to be applied toward a graduate degree. Those involving grades of W-drop (W), Satisfactory (S), Unsatisfactory (U) and Q-drop (Q) shall be excluded.

If either of a student's cumulative GPA or the GPA for courses listed on the degree plan falls below the minimum of 3.00, he or she will be considered to be scholastically deficient. If the minimum GPA is not attained in a reasonable length of time, the student may be dropped from graduate studies. The procedures for dismissal are explained in the Texas A&M University Student Rules, Scholastic Deficiency/Probation, rule 12. Departments or colleges may adopt specific guidelines pertaining to scholastic deficiency or dismissal.

~~10.5 A temporary grade of I (Incomplete) at the end of a semester or summer term indicates that the student (graduate or undergraduate) has completed the course with the exception of a major quiz, final examination or other work. The instructor shall give this grade only when the deficiency is due to an authorized absence or other cause beyond the control of the student. When an instructor reports an incomplete grade to the registrar, he or she will fill out an "Incomplete Grade Report," which is filed with the department head. Copies are sent to the student and to the student's academic Dean or designee. This report includes (1) a statement of the~~

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~~instructor's reason for awarding the incomplete grade and (2) a statement concerning the remaining work to be completed before the last day of scheduled classes of the next fall or spring semester in which the student enrolls in the university unless the student's academic Dean or designee, with the consent of the instructor (in the absence of the instructor, the department head), grants an extension of time for good reason. If the incomplete work is not completed within this time or if the student registers for the same course again, the I will be changed to an F by the registrar. Grades of I assigned to 684 (Professional Internship), 691 (Research), 692 (Professional Study) or 693 (Professional Study) are excluded from this rule.~~

10.5 A temporary grade of I (incomplete) at the end of a semester or summer term indicates that the student has completed the course with the exception of a major quiz, final examination, or single major assignment. The instructor shall give this grade only when the deficiency is due to an approved university excused absence (see Rule 7 of TAMU Student Rules) or based on criteria published in the Law School Handbook.. Each instructor awarding an incomplete grade must complete an "Incomplete Grade Report," which will be filed with the department head or designee of the department offering the course. Copies will also be sent to the student and to the student's academic dean or designee. An incomplete must be removed before the last day of scheduled classes of the next long semester in which the student enrolls in the university unless the student's academic dean or designee, with the consent of the instructor, grants a time extension. Students in law (JD), medicine (MD), dentistry (DDS), pharmacy (PharmD), nursing (RN), dental hygiene (BS) and veterinary medicine (DVM) may have a different deadline for completion of incompletes as published in student handbooks. In the absence of the instructor, the department head may grant a time extension. Failure to complete the required work in the appropriate period of time, or registering for the course again, will result in the I being changed to an F by the registrar. Grades of I assigned to 684 (Professional Internships), 691 (Research), 692 (Professional Study), or 693 (Professional Study) are excluded from this rule.

10.6 The X notation is assigned to a course by the registrar at the end of a semester or summer term only when a grade is not submitted by the instructor. The registrar will notify the Dean or designee of the college in which the course is taught that an X notation has been made. The Dean or designee of the college offering the course will request, through the department head, that the instructor, at the beginning of the succeeding semester or summer term, remove the X notation and assign a letter grade with a Grade Change Report. The instructor will have 30 days from the beginning of the succeeding semester or summer term to report a change of grade to the registrar. If a Change of Grade Report is not received during this time period, the registrar will automatically remove the X notation and assign a grade of F. Grades of X assigned to 684 (Professional Internship), 691 (Research), or 692 (Professional Study) are excluded from this rule.

10.7 An instructor may change a student's grade by submitting a Grade Change Report to the registrar.

10.7.1 A grade may be changed up to one year after the submission of the final grades for a given semester. This change requires the approval and signature of the department head as well as the instructor.

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10.7.2 After one year, a grade change must have the approval and signature of the student's Dean or designee in addition to the signatures of the instructor and department head.

10.7.3 Anytime a grade is lowered, the Grade Change Report must have the approval and signature of the student's Dean or designee in addition to the instructor and department head.

10.7.4 Grade changes for faculty members who are unavailable, or are no longer employed at Texas A&M University, require the approval of the department head and the Dean or designee of the college.

10.8 All grades shall be reported to the registrar promptly on the date specified in the call for grades. Except for grades for graduating students, all other final grades shall be due not less than 72 hours after the end of the examination period.

10.9 Only the grade made in course work for which the student was registered in this institution shall be used in determining his or her grade point ratio.

10.10 An undergraduate student's cumulative grade point ratio for any period shall be computed by dividing the total number of semester hours for which he or she received grades into the total number of grade points earned in that period. Semester credit hours to which grades of F or U are assigned shall be included; those involving grades of W, Q, S, X, I and NG are excluded.

10.10.1 (Removed May 2013)

10.11 Students registered for KINE 198 and KINE 199, wishing to change the grade type from a graded course to S/U or from S/U to a graded course may do so by selecting the "My Record" tab on the Howdy website at <http://howdy.tamu.edu>, then by selecting "Change Kine 198/199 Grade Type" in the "Registration" box. All requests for KINE 198 and KINE 199 changes must be accomplished on or before the Q-drop deadline for the fall, spring or summer semester.

10.12 Undergraduate students:

10.12.1 Undergraduate students may be permitted to take courses in their degree programs at Texas A&M University on a satisfactory/unsatisfactory (S/U) basis consistent with the requirements of the student's college.

10.12.2 The hours for which a student receives a grade of "satisfactory" shall not be included in the computation of the student's semester or cumulative grade point ratio; a grade of "unsatisfactory" shall be included in the computation of the student's grade points per credit hour as an F. A grade of "satisfactory" will be given only for grades of C and above; a grade of "unsatisfactory" will be given for grades D and F.

10.12.3 Students on probationary standing may be required to take KINE 199 or electives on an S/U basis as determined by published college rules.

10.13 Graduate students:

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10.13.1 Graduate students will not receive graduate degree credit for undergraduate degree courses taken on a satisfactory/unsatisfactory basis. Graduate students may take any graduate courses that are not used on their degree plans on an S/U basis.

0.13.2 A grade of “satisfactory” (S) will be given only for grades of A and B in graduate courses and for grades of C and above in undergraduate and professional courses; a grade of “unsatisfactory” (U) will be given for grades of C and below in graduate courses and or D and F grades in undergraduate and professional courses.

10.13.3 S/U grades are not included in the grade point ratio calculation for graduate students.

10.13.4 Courses numbered 681, 684, 690, 691, 692, 693, 695 and 697 are graded on an S/U basis only.

10.14 Near the middle of the fall and spring semesters, a preliminary report, showing the current progress of all undergraduate students who have completed less than 30 semester credit hours of course work at Texas A&M University, will be made available. Preliminary grades are not recorded on the student’s permanent record.

10.15 At the close of each semester, a final report of the student’s semester grades will be made available to the student at <http://howdy.tamu.edu>. Students may create a parent password which enables parents or guardians to access grade information.

10.16 No student grade that is personally identifiable may be posted unless the student has given written consent in advance.

10.17 An undergraduate student is making satisfactory academic progress when he or she is meeting university, college and major field of study grade point requirements.

10.18 Unless otherwise stated, students in graduate degree programs and post-baccalaureate non-degree students (G6 classification) must maintain a 3.00 cumulative GPR (computed as specified in section 10.4.3). Degree-seeking students also must maintain a GPR of at least 3.00 on all courses listed on the degree plan. Departments and colleges may establish higher GPR requirements for their students in graduate degree programs and for post-baccalaureate non-degree students (G6 classification).

10.19 Any undergraduate student who wishes to repeat a course must do so before he or she completes a more advanced course in the same subject. What constitutes a more advanced course will be determined by the head of the department offering the course.

10.20 When a course is repeated by an undergraduate student in an attempt to earn a grade higher than C, D, F, or U, only the highest grade will be used for the degree audit. However, the grades for all courses taken in residence at Texas A&M University will remain on the student's permanent record. A student’s cumulative GPR will include all graded courses except courses excluded under the First Year Grade Exclusion Policy. An undergraduate student may attempt a course no more than three times, including courses graded Q or W but excluding these graded NG, unless approval has been received from both the student's Dean or designee and the department offering the course.

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10.21 A student repeating a course completed at Texas A&M University in which a grade of B or better has been earned will not receive grade points for the repeated course, unless the catalog states the course may be repeated for credit.

10.22 For graduate students, grades of D, F or Unsatisfactory (U) for courses on the degree plan must be absolved by repeating the course(s) and achieving grades of C or above or Satisfactory (S). A course in which the final grade is a C may be repeated for a higher grade. Those involving grades of W, Q, S, U, X, I or NG are excluded.

Approved by the Student Rules and Regulations Committee on 6/20/2014.

Approved by Faculty Senate on 7/14/2014.

Approved by the President on 8/6/2014.