


MEMORANDUM

DATE: February 8, 2024

TO: Tracy Hammond, PhD
Speaker, Faculty Senate

FROM: Kristen Harrell, PhD 
Chair, Rules and Regulations Committee

SUBJECT: Proposed Revisions to the Texas A&M Student Rules

Attached please find proposed revisions to the Texas A&M University Student Rules as approved by the Rules and Regulations Committee on Friday, February 2, 2024.

PROPOSAL

Rule 10.6 – Grading

Approved by Faculty Senate on Monday, March 18, 2024

Approved by President on Friday, April 12, 2024

JUSTIFICATION

Student Rule 10.6 limits the ability of faculty to give an incomplete grade when a student has a crisis at the end of the semester. For example, I have seen instances where a student has had the death of a child or been the victim of a sexual assault near the end of the semester. If more than one event is affected (e.g., the last homework and the final exam), the student receives a F until the work is completed and a grade change request processed, rather than giving an incomplete grade. This adds unneeded additional stress to an already high emotionally charged situation.

PROPOSED BY:

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10. Grading

(Revised: 2023)

10.5.5.7 If a student fails a lockstep or an advanced required course, the course must be repeated. A student may repeat an elective course in which an F is recorded. The grade for a repeat of a failed course is Por. F. The original grade remains on the transcript and is calculated in the cumulative grade point average.

10.5.5.8 After grades have been posted to a student's record, grades are final and may not be changed except with permission of the Academic Standards Committee. A request for a grade change must be made within 90 days after the official posting of the grade.

10.5.5.9 Grading processes specific to the law school are further explained in the School of Law student handbook.

10.6 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 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), when a case of potential academic misconduct involving the student is pending with the Aggie Honor System Office, or based on criteria published in the Law School Student Handbook. **The student's academic dean or designee may authorize the use of an I grade when more than one assignment is missing due to an emergency.** 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.

In accordance with Title IX of the Educational Amendments of 1972, Texas A&M University shall treat pregnancy (childbirth, false pregnancy, termination of pregnancy and recovery therefrom) and related conditions as a justification for an excused absence for so long a period of time as is deemed medically necessary by the student's physician. Requests for leave of absence related to pregnancy should be directed to the instructor; questions about Title IX should be directed to the Title IX Coordinator.

10.7 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.

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

10.8.1 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 or the dean of academic affairs for first professional programs as well as the instructor.

10.8.2 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 or the dean of academic affairs for first professional programs.

10.8.3 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 or the dean of academic affairs for first professional programs.

10.8.4 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 or the dean of academic affairs for first professional programs and the [Dean or designee](#) of the college.