

Instructions and Policies for Incompletes

TAMU Student Rule 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 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.

Instructions on keeping an I from turning into F:

Instructors must submit a memo indicating a request for an extension if the student will not complete the work by the end of the next full semester. This memo must include a reason why the extension should be granted as well as a date for the work to be completed. A template for the routing of this memo is attached below. You should send the memo first to the Department Head for a signature, after you yourself have signed it.

TO: Cathy Littleton, Office of the Registrar

THROUGH: Leroy Dorsey, Associate Dean for Academic Initiatives and Graduate Instruction, College of Liberal Arts

THROUGH: Ted George, Head, Department of Philosophy

FROM: Name and Signature

DATE:

RE: Incomplete for Student Name