

**TEXAS A&M UNIVERSITY-COMMERCE
COLLEGE OF BUSINESS & TECHNOLOGY**

PLAN FOR COMPLETING THE GRADE OF X

Student _____ CWID _____

Date of this Request _____ Semester and Year _____

Course Prefix _____ Number _____ Section _____ Credit Hours _____

Course Title _____

Instructor _____

Reason for Request (circumstances beyond student's control which prevented student from attending classes during Finals Week or the preceding three weeks)

Deadline date for plan (not to exceed one semester exclusive of summer) _____

Specific steps necessary for the student to complete the X

Contract requested by: _____
(Student's Signature) (Date)

Contract agreed to by: _____
(Instructor's Signature) (Date)

Contract approved by: _____
(Department Head's Signature) (Date)

If the specific steps for completing the X are not successfully met by the deadline, the course grade will be changed to an F at the end of the term of the date specified and the hours will be included in the number of hours attempted. If the work is completed, the instructor will initiate the change of grade at the Office of Records and Reports. The student may not drop the course; a grade must be assigned.

Pursuant to Procedure A13.07 Computation of Grade Point Averages, recording a grade of X requires the filing of this plan for completion which will be submitted with the official grade record sent to the department head who will forward it to the Dean's office.

Filed in Dean's Office: _____
Dean's Signature Date