



**TEXAS A&M UNIVERSITY–COMMERCE
PLAN FOR COMPLETING THE GRADE OF X**

Pursuant to University Procedure *13.99.99.R0.06 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 respective dean's office.

Name of Student _____ Campus Wide ID _____

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 year from the close of semester/term in which the graded was originally recorded). _____

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. If the work is completed after a grade of F has been assigned, the instructor will need to initiate a change of grade. See University Procedure [*13.99.99.R0.07 Grade Changes*](#) and the form linked to that procedure.

Once an incomplete has been assigned, the course cannot be dropped; a grade must be assigned.