

13.99.99. R0.06 Computation of Grade Point Averages

Revised February 7, 2020

Next Scheduled Review: February 7, 2025



Procedure Summary

East Texas A&M University (University) has established basic standards for assigning grades and computing a student's grade point average.

This procedure documents the computation of grades at the University.

Procedures and Responsibilities

- 1 Grade point averages shall be calculated by dividing the grade points accumulated by the number of hours attempted excepting courses repeated as outlined in paragraphs 2, 3, and 4.
- 2 When a course is repeated, only the last course will be used in computing the grade point average.
- 3 Students who because of circumstances beyond their control are unable to attend classes will, upon approval of their instructor, receive a mark of X (incomplete) in all courses in which they were maintaining passing grades.
 - 3.1 When an X is given for a grade in a course, the credit hours are not included for calculating the grade point averages. A grade of X reverts to a grade of F one year from the close of semester/term in which the grade was originally recorded if the course requirements have not been satisfied and the hours are included in the number of hours attempted.
 - 3.2 Students may apply for an exception that requires (department, college, and Title IX Coordinator/Student Disabilities Services approval) to exceed the one year timeline.

- 3.3 Recording a grade of X requires the filing of a [Plan for Completion](#). The plan will be submitted with the official grade record sent to the department head. The plan will include: (1) why the grade was given and (2) steps necessary for the student to receive the final grade.
- 3.4 Once an incomplete has been assigned, the course cannot be dropped; a grade must be assigned.
- 4 Hours earned in S-U graded courses and in earned credit courses, i.e. credit earned by CLEP tests, SAT scores, transfer credit, etc., are not included in calculating grade point averages.
- 5 A grade of IP (In Progress) will be used for courses that are scheduled over more than one semester. The grade of IP will not be computed in the GPA and will be removed when the final grade is filed by instructor.
- 6 A grade of I will be given for courses in undergraduate honors thesis, master's thesis, or doctoral dissertation for all registrations prior to the semester in which the final document is completed.
- 7 All university credit courses, including developmental courses, will compute in a GPA (except as noted above) for advising purposes. However, developmental courses will not count in the GPA required for graduation nor toward fulfilling degree requirements.
-

Related Statutes, Policies, or Requirements

None

Appendix

[Removal of Incomplete Grade Form](#) (For Instructor Use Only)

Approved September 1, 1996

Revised September 1, 1997

Revised March 21, 2011

Revised June 23, 2014

Revised November 7, 2024 (University Name Change)

Contact Office

University Registrar
903-886-5068