



Instructor's Incomplete Grade Report
Student Rule 10 (<https://student-rules.tamu.edu/rule10/>)

Student's Name _____

UIN _____ Major _____

Email address _____

Permanent address _____

City _____ State and ZIP _____

Course _____ Section _____ Semester _____ Year _____

Based on student rule 10.6, the student named above completed the course with the exception of a major quiz, final examination, or single major assignment due to a university excused absence or potential academic misconduct pending with the Aggie Honor System. I have submitted an "incomplete" for the semester final grade. Upon completion of the work listed below a grade change will be submitted. If no grade is submitted before the last day of scheduled classes of the next long semester or the student repeats the course, the Registrar will change the I to an F.

Instructor's reasons for awarding incomplete "I" grade

What percent of course work has been completed? _____

What grade does the student currently have based on work completed? _____

Specific work remaining that must be completed for student to receive grade: _____

Missing work is due to the instructor by _____

Student signature

Instructor signature

Date

Department Head approval

Date

Instructions for use: Please read the information on the back of this form before awarding an I.
Copies of this form will be distributed to (1) the head of the department in which the course was taught, (2) copy to the student, (3) copy to student's dean.



Notice to instructors and students

Awarding of Incomplete Grades (Student Rule 10.6)

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 when a case of potential academic misconduct involving the student is pending with the Aggie Honor System Office. 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. 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.

This form is used by the department head and college dean for three main purposes: (1) to aid in determining a grade when the instructor is not on campus during the semester in which the “I” must be completed, (2) to aid in making a fair judgment of probation students at the end of the semester in which the “I” is awarded, and (3) for auditing purposes. The form must be submitted, as specified in University Regulations, at the time the “I” is awarded.