



### Incomplete Grade Report

Student Rule 10.6: <http://student-rules.tamu.edu/rule10>

10.6 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.

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 di-rected to the instructor; questions about Title IX should be directed to the Title IX Coordinator.

<b>Student's Name:</b>		<b>UIN:</b>	
<b>Department:</b>			
<b>Course Title:</b>			
<b>Prefix &amp; Number:</b>		<b>Section:</b>	
<b>Semester:</b>		<b>Year:</b>	
<b>Instructor:</b>			

Instructor's reason for awarding the "I" grade: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Student's Signature (if available) \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
*The instructor's signature certifies that the student has completed the coursework with the exception of a major quiz, final examination, or other work.*

Department Head or Designee Approval \_\_\_\_\_ Date \_\_\_\_\_

**Instructions: After form is signed, a copy should be placed in the student's academic file and copies sent to the student and either the AOC Dean or GIC Dean**