and approved by the Dean of the college of record. In rare circumstances, the approval of the Provost may be required. To be valid, a grade change must be submitted to the Director of Admissions and Records on or before the last day of the next regular semester following the term in which the grade was originally issued, and on the form provided for that purpose.

**Grade Appeal Process**

As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal.

A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. If the problem cannot be resolved at this level, the student may take the steps below.

1. Presentation of grievance to instructor. (This step must be taken within fourteen calendar days after the beginning of the next term.)
2. Appeal to department chair or area coordinator.
3. Written appeal to the University Academic Standards Grievance Committee.
4. Preliminary review and advising by an ombudsman appointed by the Provost.
5. Submission of file by department chair to the chair of the University Academic Standards Grievance Committee.
6. Review of file by committee chair and submission of case to committee.
7. Proceedings of the University Academic Standards Grievance Committee. (Committee holds hearing, reviews data, presents findings to all parties, and makes recommendation to Provost.)
8. Decision by Provost.
9. Final appeal in writing to the Provost if student or instructor thinks appropriate procedures have not been followed.

For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.htm. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

**REMOVING THE GRADE OF INCOMPLETE**

The notation of “I” indicates that work in a course is satisfactory but incomplete (certain work is postponed by the student for substantial reason with the prior consent of the instructor). This work must be completed by the last class day of the next regular (fall or spring) semester, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the qualitative grade provided by the instructor on the incomplete notation application will be submitted to the Office of Admissions and Records and will replace the “I.” An incomplete notation cannot remain on the student’s permanent record and must be replaced by a qualitative grade (A-F) at the conclusion of the next regular semester. If the grade of “I” has not been changed at the conclusion of the next regular semester, it will automatically be changed to a final grade of “F” by the Office of Admissions and Records.

**REMOVING GRADE OF INCOMPLETE-MILITARY (IM)**

The “IM” notation may be given to a student who is called to active military service and consequently can no longer attend class. Such a notation may be assigned if the student is passing a course, but will not be able to complete a term paper, examination, or other required work for the course before the end of the semester or session because of the required active military service. Assignment of the “IM” notation requires the approval of the instructor. Normally the “IM” grade is not assigned unless the student has completed a substantial amount of course work. The remaining course work must be completed by the