CLASS ATTENDANCE
Students are held responsible for class attendance and are advised that excessive absences may adversely affect their grades. Every instructor should make clear the policy on class attendance at the beginning of each course.

If students are absent from class on approved university business (e.g., intercollegiate athletics competition/travel, field trips, student research conferences, Board of Regents meetings), faculty members should count this as an excused absence and should not penalize the student for it. Students should be allowed to make up any required course work in advance or after their return to campus. Students are responsible for informing their instructors about the trip in advance so that the faculty members can make plans accordingly. If any doubt exists as to whether the activity in question is considered official university business, contact the Provost’s Office.

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS
In accordance with Texas Education Code 51.911, Texas A&M University-Corpus Christi will excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused for observance of a religious holy day may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

Texas Education Code, Section 51.911 defines a religious holy day as a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. If a student and an instructor disagree that the absence is for the observance of a religious holy day, or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Provost. The student and instructor shall abide by the decision of the Provost.

If a student’s academic course work includes patient care, the University may exclude from these policies and procedures any student absence for religious holy days that may interfere with patient care.

GRADES
The letter grades used for graduate work are the same as those used in undergraduate work (A, B, C, D, and F), but graduate credit is allowed only for courses completed with grades of A, B, and C, although grades of D and F are used in computing grade point averages. Limits are placed on the number of C’s that are allowed for graduate credit. Grade points per semester hour are noted below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points per Semester Hour*</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Other grades for courses are reported by the symbols below:

CR* Satisfactory, but without qualitative grading. See “Credit/No Credit Grading.”
NC* No credit
P* Pass. Satisfactory, but without qualitative grading of the credit hours earned. Applicable only to those undergraduate courses stipulated by the Pass/No Pass policy in the Undergraduate Catalog.
NP* No pass. No credit is generated and the mark is not punitive. Applicable only to those undergraduate courses stipulated by the Pass/No Pass policy in the Undergraduate Catalog.
S* Satisfactory. Applicable to specified graduate courses.
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U* Unsatisfactory. Applicable to specified graduate courses.
I* Incomplete. An incomplete notation may be given to a student who is passing but has not completed a term paper, examination, or other required work for reasons beyond the student’s control other than lack of time.
IM* Incomplete-Military. An “IM” notation may be given to a student who is called to active military service and who consequently cannot continue attending class. In order for this notation to be given, the student must be passing the course, must have completed a significant portion of the course work, and must have the approval of the instructor.
IP* Assigned to a remedial course or a thesis/dissertation course indicating that at the conclusion of the semester the course was still in progress. This is a permanent notation that does not affect grade point average. To receive a qualitative grade, the student must register for the same course in the subsequent semester, paying the appropriate tuition and fees.
W* Course dropped or withdrawal from the University. Automatically given, regardless of the student’s standing in class, when a student officially withdraws from the University or drops a course prior to the deadline as indicated in the class schedule. See “Adding or Dropping a Course” and “Withdrawal from the University.”
WP* Withdrawal pass. Before the fall semester of 1996, this grade was assigned to a student who dropped a course or withdrew between designated dates in the semester or summer term and was passing the course at the time of the withdrawal. Grades of WP assigned before fall 1996 will remain on the transcript.
WF* Withdrawal failure. Before fall 1996, this grade was assigned to a student who dropped a course or withdrew between designated dates in the semester or summer term and was failing the course at the time of withdrawal. Grades of WF assigned before fall 1996 will remain on the transcript.

*CR, NC, P, NP, S, U, I, IM, IP, W, WP grades are not counted in computing the GPA. A grade of WF assigned before the fall semester of 1996 is counted in computing the GPA.

For a grade of W to be assigned, a student must officially withdraw from the course or University through the Office of Admissions and Records. The receipt from the Office of Admissions and Records should be kept as proof of withdrawal. If a student discontinues attending a class and fails to officially withdraw, and does not qualify for an “I,” a qualitative grade (A-F) will be assigned.

If no grade is submitted by an instructor, a temporary notation (X) will be placed on the student’s records. In such cases, the course grade must be submitted within 30 days from the beginning of the next semester. If the instructor does not or is unable to submit the grade within 30 days, the Dean in consultation with faculty will submit the course grade.

CALCULATION OF GRADE POINT AVERAGE

Texas A&M University-Corpus Christi uses a 4.0 scale for calculation of Grade Point Average (GPA). GPA is determined by dividing the total number of grade points earned by the number of semester credit hours taken for a qualitative grade (A=4, B=3, C=2, D=1, F=0).

Only grades earned at this University will be used to calculate the Texas A&M University-Corpus Christi grade point average as used in determination of eligibility for graduation.

Grades are made available to students at the end of each grading period at http://sail.tamucc.edu or by calling 825-7245 or 1-877-825-7245.

CHANGE OF GRADE

A change of grade (among the values A,B,C,D,F) may occur only if there has been an error in computation or recording of the grade or if a change has been ordered as a result of the grade appeal process. A grade may not be changed because of consideration of work completed following the end of the grading period for which the grade was issued. If not associated with the grade appeal process, a grade change is initiated by the instructor of record
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 who 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
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last day of the next regular semester (fall or spring) following the student’s return from active military service. The “IM” designation will remain on the student’s permanent record if the work is not completed by the appropriate date. For more information on options available to students who are called to active military service, see “Students Called to Active Duty.”

CREDIT/NO CREDIT GRADING

Certain courses proposed by individual colleges and approved by the Graduate Council and Faculty Senate may use the alternate grading system CR/NC when the standard system authorized for the University (A, B, C, D, F, I, IP, W) is not considered appropriate. CR/NC is a designation of the University given to certain courses, all of whose students receive one of these grades. No more than 7 semester hours of CR/NC in a student’s major field of study may be applied toward a master’s degree. However, students in the College of Liberal Arts may take 3 semester hours graded CR/NC in addition to a maximum of 6 thesis credit hours of CR/NC. No more than 9 semester hours of CR/NC in a student’s major field of study may be applied toward a doctoral degree.

The hours graded CR (credit), given in those instances where standard letter grades are not used, will not be applied in computing grade point averages. Credit/no credit grading differs from pass/no pass, a grading option for undergraduates. Since fall 2002, pass/no pass grading has not been used in graduate courses. Consequently, courses graded as pass/no pass will not be allowed to transfer to a graduate program at this university.

FINAL EXAMINATIONS

Final examinations must be scheduled during the regularly scheduled examination time listed in the official class schedule. If papers or take-home examinations are assigned in lieu of a final examination, the due date must be at the regularly scheduled examination time listed in the official class schedule. If final presentations or final critiques assigned in lieu of final examinations require multiple days to complete, then the final day for the critiques/presentations must occur on the regularly scheduled exam day.

Students are not required to take more than two final examinations in any one day. Any student with three or more final examinations scheduled on the same day may request to take one of the examinations on another day during the final examination period. The process is described below.

1. The student should first try to resolve the matter with the appropriate instructor(s).

2. If the matter remains unresolved, the student should submit a request for an alternative final exam time in writing to the Office of Student Affairs. This request must be submitted by the drop date (the last day to drop a course for the semester with an automatic grade of W as stated in the semester class schedule).

3. The Office of Student Affairs will select which of the exams should be taken at an alternative time and formally contact the faculty member at least 15 working days before the final examination period. Preference for selection of which course would have an alternative final exam time must be based on the course with the smaller class size and, then, courses with final exam times in between other exams.

4. The faculty member will then arrange an alternative time for the student to take the final exam for that course that does not conflict with the student’s final exam schedule or require the student to take more than two final exams in one day. If students have difficulties in rescheduling the examination, they should consult with the Office of Student Affairs. Final exams given outside the regularly scheduled time may vary in content and format at the discretion of the faculty member.