



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

Gayle Greve Hunt School of Nursing

SON OP 30.111 - Incomplete Grade (I)

PURPOSE Students need to be cognizant of the period of time in which they have the opportunity to convert the Incomplete grade to a letter grade.

REVIEW This handbook shall be reviewed by the Associate Dean by September 1st of even numbered years in collaboration with the Curriculum Committee. Final approval of the GGHSON Undergraduate Program Handbook is granted by the Dean.

POLICY/PROCEDURE

The grade of I (Incomplete) is given only when a student's work is satisfactory in quality but, due to reasons beyond his/her control, has not been completed. It is not given in lieu of an F. The faculty person assigning the grade stipulates, in writing, at the time the grade is given the conditions under which the I may be removed. The I is replaced with an F after it has remained on the record for a year without completion. The I may be replaced by an R if the course is repeated. The appropriate grade is given for the second registration.

The Texas Tech University Health Sciences Center Registrar sends a list of incomplete grades recorded for the previous semester to the appropriate programmatic office.