

13.99.99.R0.06 Computation of Grade Point Averages

Approved September 1, 1996

Revised September 1, 1997

Revised March 21, 2011

Next Scheduled Review March 21, 2016



Procedure Statement

Texas A&M University-Commerce has established basic standards for assigning grades and computing a student's grade point average.

Reason for Procedure

This procedure documents the computation of grades at A&M-Commerce.

Procedures and Responsibilities

STANDARDS TO BE OBSERVED IN COMPUTING GRADE POINT AVERAGES

1. Grade point averages shall be calculated by dividing the grade points accumulated by the number of hours attempted excepting courses repeated as outlined in paragraphs 2, 3, and 4.
2. When a course is repeated, only the last course will be used in computing the grade point average.
3. Students who because of circumstances beyond their control are unable to attend classes during Finals Week or the preceding three weeks will, upon approval of their instructor, receive a mark of X (incomplete) in all courses in which they were maintaining passing grades.
 - 3.1 When an X is given for a grade in a course, the credit hours are not included for one semester (exclusive of summer) in calculating the grade point averages. Grades of X earned during the spring or summer are to be completed by the end of the following fall semester. If the X is not removed by that time, the grade becomes an F, and the hours are included in the number of hours attempted.

- 3.2 Recording a grade of X requires the filing of a [Plan for Completion](#). The plan will be submitted with the official grade record sent to the department head who will forward it to the dean's office. The plan will include: (1) why the grade was given and (2) steps necessary for the student to receive the final grade.
- 3.3 Once an incomplete has been assigned, the course cannot be dropped; a grade must be assigned.
4. Hours earned in S-U graded courses and in earned credit courses, i.e. credit earned by CLEP tests, SAT scores, transfer credit, etc., are not included in calculating grade point averages.
 5. A grade of IP (In Progress) will be used for courses that are scheduled over more than one semester. The grade of IP will not be computed in the GPA and will be removed when the final grade is filed by instructor.
 6. A grade of I will be given for courses in undergraduate honors thesis, master's thesis, or doctoral dissertation for all registrations prior to the semester in which the final document is completed. The time limit imposed on the grade of X does not apply for these courses.
 7. All Texas A&M University-Commerce credit courses, including developmental courses, will compute in a GPA (except as noted above) for advising purposes. However, developmental courses will not count in the GPA required for graduation nor toward fulfilling degree requirements.

Related Statutes, Policies, or Requirements

System Policy/Regulation: Section [13. Students](#)

Contact Office

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