

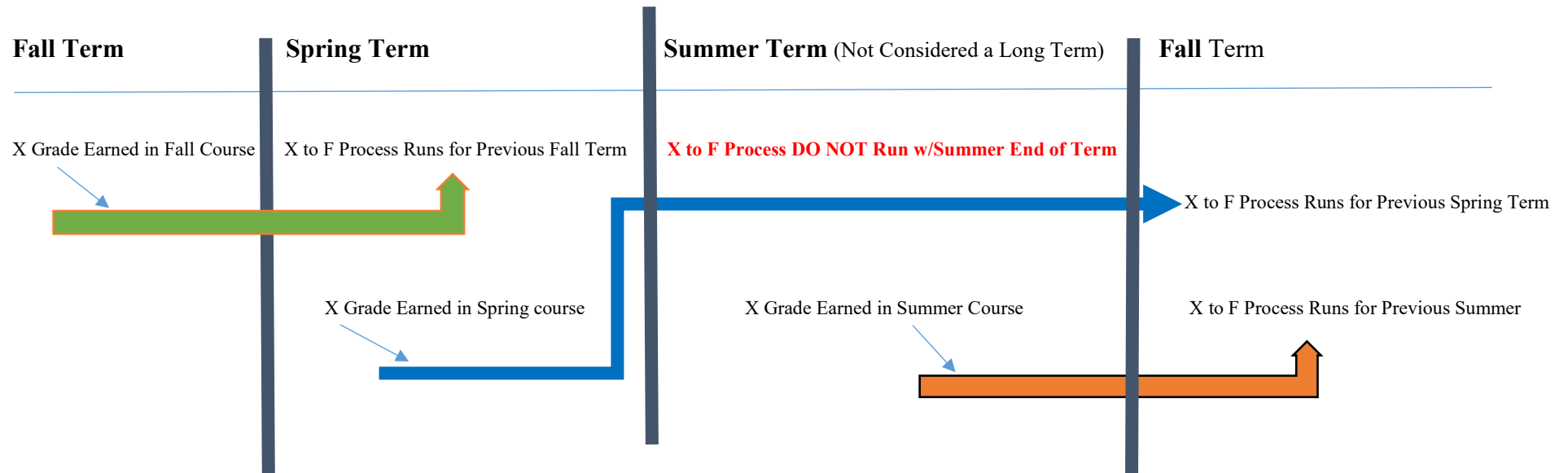
**X (Incomplete)** - The mark X indicates that the student has not been able to complete the course because of emergency circumstances beyond the student's control. These circumstances usually prevail over other drop dates and opportunities to withdraw from the course. When the student is given the X mark, it is assumed that the student will be able to finish the course without further instruction or tutoring from the faculty member in charge of the course. Permission to award the mark of X is granted only by the chair of the academic department involved with the recommendation of the instructor. If the student meets the prescribed requirements of the course before the end of the next long semester (fall or spring; the summer term is not considered a long semester for X grade submissions) after the X is given, the student will receive the grade earned; otherwise, **the mark X will be automatically changed to the grade of F.**

**IP (In Progress)** - Assigned to thesis and other selected courses designed to require additional time to complete course requirements. IP grades are assigned to courses for which the course content expands beyond one full term.

<http://catalog.shsu.edu/undergraduate/academic-policies-procedures/degree-requirements-academic-guidelines/scholastic-requirements/#grades-grade-points>

## X to F Timeline

The X to F Grade Process in our system controlled through SOATERM where only one date can be entered. The process is only ever run for the immediate past term, never runs for previous terms beyond the immediate past term\* as the system rules are not set up in that manner and the X grade policy according to the catalog is intended to only allow one long term for the completion of the work.



## Commonly Asked Questions Regarding X Grades

**Question:** When does an X grade change to an F grade?

**Registrar Response:** At the end of term for the next long term (fall or spring) immediately following the posting of the X grade, the Registrar's Office will run a systematic process to change the grades from X to F. The date of this process is typically the grade deadline date for that term. A grade change must be submitted prior to the grade deadline date of the next long term in order to avoid receiving a grade of F on their academic record. Summer is not considered a long term, so an X grade granted in a Spring term will change to F at the end of the next Fall term unless a grade change is submitted otherwise.

**Question:** Can we change a grade (often referring to grades of F) back to X grade after the one long term of the course registration? Example: Grade of X earned in Fall 2018, changed to F grade at end of term Spring 2019. In summer 2019, can the grade now be changed to X again to allow more time to complete the course assignments?

**Registrar Response:** No. Since the X grade process within our system runs based on specific date rules which may not be modified for individual student scenarios, we cannot change a grade after one long term to an X grade. Unfortunately, the student academic record will reflect the grade of F. However, if the academic department chooses to allow more time for the completion of the work, the grade of F may be changed at the point of completion to reflect the earned grade. In the case of a Graduate Level Course: When an X grade changes to F, the graduate level student's academic standing should also be updated to reflect "Termination."

**Question:** Can a grade be changed (often referring to grades of F) to X grade for the term which has just been completed? Example: Grade of F noted on record for Spring 2019, and this is June 1, 2019 ... can the grade of F be changed to a grade of X.

**Registrar Response:** Yes. Because system X grade process for Spring 2019 X grades will run at the end of term Fall 2019, it would note the grade to be changed with the process. Adherence to the policy for academic standing based on SH overall GPA to determine any changes to the student record with all grade changes is mandatory.

Example: A graduate level student with a grade of F on record has a grade changed to X. If the student has not earned more than two grades of C in all grad level courses (repeats not counting) nor an additional F in that same term, and meets the 3.0 GPA overall, the student's **termination** standing should be changed. Pay close attention to the Academic Standing policy and the student academic record for the determination of any standing changes.

**Question:** What is the difference between an X grade and Incomplete (IP) grade?

**Registrar Response:** As noted in the catalog, an X grade is reserved for cases in which "emergency situations beyond the student's control" apply to the student. The chair and dean must both approve an X grade noted. This is different from an IP grade in which the content of the course by nature may extend beyond one term such as internships, thesis, dissertation, practicum courses. The course description should note this specification.

An IP grade for a course requires approval through the University Curriculum Committee for courses. A student may graduate with an IP grade on the transcript record as long as all other degree requirements are met, but a student may never graduate with an X grade noted on the transcript as this indicates the course was never successfully completed and a change of grade to F could negatively affect the student's grade point average requirements.

**Question:** Can a grade which went from X to F be changed to reflect an IP grade instead of an F if the X is no longer an option?

**Registrar Response:** Only when the course is previously approved by University Curriculum Committee with the option of IP grade due to the content of the course extending beyond one long term as noted in the prior response regarding the difference between the X and IP grades. The approval for the IP option to the course must go through the university curriculum committee prior to the building of the course section.