

# UPDATE OF STUDENT ACADEMIC RECORD

1. Student's name \_\_\_\_\_ Doc ID \_\_\_\_\_  
last first middle (Registrar's Office Use Only)

2. UT EID \_\_\_\_\_ 3. Student's college/school \_\_\_\_\_  
(at the time that the symbol/grade was initially reported, ex: Liberal Arts, Education)

4. \_\_\_\_\_  

<small>Department Abbreviation</small>	<small>Course Number</small>	<small>Unique Number</small>	<small>Course Title</small>	<small>Original Symbol/Grade</small>	<small>Semester/Session &amp; Year the original symbol/grade was assigned</small>	<small>New Symbol/Grade</small>
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5. Check only one of the following items, as appropriate:

- Conversion of X to final grade. (See rules governing symbol X on reverse side.)
- Correction due to grading or recording error. Explain below.
- Extension of time to resolve X. Symbol X is extended until \_\_\_\_\_ . Explain below.  
(month-day-year)
- Other. Explain special circumstances below.

6. Explanation of error, delay or special circumstances (attach letter, if necessary): \_\_\_\_\_  
 \_\_\_\_\_

7. Print/type instructor's name \_\_\_\_\_ Campus address/mail code \_\_\_\_\_ Campus phone \_\_\_\_\_

8. Instructor's signature (see #10 below) \_\_\_\_\_ Date \_\_\_\_\_

**Please note:** All requests require approval of the instructor assigning the original symbol/grade and of the dean of the college/school in which the student was registered at that time.

9. For dean's action: \_\_\_\_\_ Approve \_\_\_\_\_

\_\_\_\_\_ Disapprove \_\_\_\_\_

\_\_\_\_\_ Signature of academic dean (or designated representative) authorizing this update \_\_\_\_\_ Date \_\_\_\_\_

10. In the absence of the instructor who assigned the initial symbol/grade, the chairman should sign line #8. After the dean's approval, this form should be forwarded to the registrar, who will then request approval of the vice president.

\_\_\_\_\_ Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

**FOR REGISTRAR'S OFFICE USE ONLY**

Total hours	For Sco/Pro GPA less than	For Sco/Dis GPA less than
0-15	2.00	1.50
15-44	2.00	1.70
45-59	2.00	1.85
60+	2.00	2.00

Scholastic status update

None required \_\_\_\_\_

From D \_\_\_\_\_ V \_\_\_\_\_ to D \_\_\_\_\_ V \_\_\_\_\_  
 H \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_ W \_\_\_\_\_  
 O \_\_\_\_\_ X \_\_\_\_\_ O \_\_\_\_\_ X \_\_\_\_\_  
 P \_\_\_\_\_ Y \_\_\_\_\_ P \_\_\_\_\_ Y \_\_\_\_\_  
 R \_\_\_\_\_ Z \_\_\_\_\_ R \_\_\_\_\_ Z \_\_\_\_\_  
 No notation \_\_\_\_\_ No notation \_\_\_\_\_

Update of \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_  
 Grade sheet \_\_\_\_\_  
 Mainframe \_\_\_\_\_  
 512 to T&FB \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_



## Symbol X: Temporary Delay in Reporting the Final Course Grade

A student is expected to complete a course, including a self-paced course, in a single semester, summer term, or summer session. If the course is not completed as expected, the student normally will not be given additional time to complete it, or to do additional work to achieve a better grade. In rare instances, for nonacademic reasons and at the discretion of the instructor, a temporary delay of the final course grade, symbol X, may be recorded.

**Improper uses of the symbol X.** A student must not be assigned the symbol X to provide (1) the opportunity to raise a grade for any reason other than the approved reasons cited below; (2) time to prepare coursework in addition to that assigned the entire class; or (3) time to repeat the entire course.

**Approved uses of the symbol X.** The symbol X is not issued for student or faculty convenience; it may be issued for one of the following reasons only in the case of compelling, nonacademic circumstances beyond the student's control.

1. Missing the final examination. The student is unable to take a final examination because of illness or for another nonacademic reason. A physician's statement or other satisfactory verification is required.
2. Incomplete classroom assignment. The student has not been able to complete the required class or laboratory assignments for a reason other than lack of adequate effort. A request for temporary delay of the final course grade because of incomplete class or laboratory work can be made only if the student has a passing average on the classwork or laboratory work already completed and has taken and passed the final examination (unless a final examination is not given in the course or the student is unable to take the examination for reasons indicated in the previous paragraph).
3. Reexamination petition. Only a student who has a grade average of at least C on all classwork and laboratory work submitted before the final examination may request a temporary delay of the final course grade because he or she failed the final examination, which is the examination given during the final examination period as defined in the official examination schedule. If the instructor denies the student's reexamination petition, the student's final course grade remains as originally determined. If the instructor grants the petition, and the student earns a grade of at least C on the reexamination, then the instructor substitutes the reexamination grade for the original examination grade in determining the student's final course grade. If the instructor grants the petition, and the student earns a grade on the reexamination of less than C, then a final course grade of F must be recorded.

### Replacement of the Symbol X with a Grade or the Symbol

**Undergraduates.** If an undergraduate student receives the symbol X in a course, the student must complete the requirements for the course and the instructor must report a final course grade by the last date for grade reporting in the next long-session semester, or an F will be recorded as the final grade in the course. The symbol X will also remain on the record. The period for completion of the coursework may be extended only for unusual circumstances beyond the student's control, as recommended by the instructor and approved by the student's academic dean. A student who has received an X in a course may not register for that course again until a final grade has been recorded, unless the course is one that may be repeated for credit.

**Graduate students.** If a graduate student receives the symbol X in a course, the student must complete the course requirements by the last class day in his or her next long-session semester of enrollment; the instructor must report a final grade by the end of the grade reporting period in that semester. If these deadlines are not met, the symbol X is converted to the symbol I (permanent incomplete). If the student is not enrolled during a long-session semester for twenty-four months following the end of the semester in which the X is reported, and the instructor does not report a final grade, then the symbol X is converted to the symbol I. The symbol I cannot be converted to a grade. When the symbol I is recorded, the symbol X also remains on the student's record.

The period for completion of course requirements may be extended only under unusual circumstances beyond the student's control and only upon the recommendation of the instructor and the approval of the graduate dean.