X Symbol
form to be completed by Instructor

COURSE #_____________ UNIQUE#__________________

STUDENT'S NAME__________________ SSN______________

1. WHY IS X REQUIRED?

2. WHAT IS REQUIRED TO COMPLETE THE COURSE?

3. LIST OF ALL GRADES RECEIVED THUS FAR:

4. METHOD OF COMPUTING FINAL GRADE:

INSTRUCTOR'S SIGNATURE_____________________________ DATE:____________

Note: Approved uses of X symbol are listed on the back.
Return Completed form to front desk in WCH 4.132, when you submit your grades.
Approved uses of the symbol X. An undergraduate student may, with the approval of the instructor, be assigned the symbol X in a course for one of the following reasons:

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 printed in the official examination schedule. If the instructor denies the petition, the student's final course grade remains as originally determined. If the instructor grants the petition, the grade on the reexamination is substituted for the grade on the original examination in determining the student's final course grade, provided the student earns at least a C on the reexamination. If the student earns a grade on the reexamination of less than C, a final course grade of F must be recorded.

Improper uses of the symbol X. A student must not be assigned the symbol X to permit (1) time to prepare coursework in addition to that assigned the entire class, (2) time to repeat the entire course, or (3) opportunity to raise a grade for any reason other than the approved reasons cited above. The symbol X is not issued for student or faculty convenience; it may be issued for the reasons cited above only in the case of compelling, nonacademic circumstances beyond the student's control.