

College of Engineering No Grade (NG) Request Form



ENGINEERING
TEXAS A & M UNIVERSITY

Policy

Texas A&M University Student Rule 10.3 defines No Grade (NG) as follows "Administrative removal of posted grades requires approval by the Dean or designee of the college in which the student was enrolled during the semester in which the courses were taken. A NG requires extensive documentation of the extraordinary circumstances justifying the NG. The instructor of record, or the instructor's department head if the instructor is unavailable, will be consulted during the process. The registrar will, if possible, notify the instructor of record, and in any event, will notify the instructor's department head, whenever a NG is issued."

In order to be awarded a NG you must:

1. Identify the extraordinary circumstances, beyond your control, that negatively impacted your grades in a specific time period (e.g. Fall 2011);
2. Resolve the extraordinary circumstances identified above (e.g. counseling, medical treatment, etc.);
3. Demonstrate that the extraordinary circumstances have been resolved through subsequent semesters of good academic performance.

Note: College of Engineering policy is as follows: If request is approved, NG will be assigned for **ALL** courses taken during the semester reviewed.

Instructions

Requests to the Dean of the College of Engineering must be submitted in writing and include the following:

- o A completed, signed, and dated request form.
- o A justification statement for the one semester you are requesting. Your statement must include the following information:
 - o The reason for your request. What problems did you encounter?
 - o Describe the extraordinary circumstances beyond your control. Why was the situation beyond your control, giving you no choice about being involved in the problem?
 - o How did these circumstances specifically affect your coursework in that semester?
 - o How have the circumstances been resolved? What are you plans to be successful?
- o Written documentation, with specific dates, of extraordinary circumstances from a neutral third party (physician, counselor, lawyer, etc.).
- o Required departmental signatures and recommendations below.

To submit your request, send this form and written documentation in a confidential envelope to: No Grade Review Committee, Engineering Academic and Student Affairs Office, College Station, TX 77843v 3123 or hand deliver to Engineering Activities Building B.

Name:	UIN:
Semester Requesting NG:	Major in Semester of Request:
Phone Number:	Neo Email Address:

Terms of Review

Indicate your acceptance of the terms of this NG review by placing your initials in the spaces provided below:

I understand that:	Initials
If request is approved, NG will be assigned for ALL courses taken during the semester reviewed.	
The neutral third party documenting your extraordinary circumstances may be contacted to validate authenticity of that documentation.	
The instructor of each course (or department head if the instructor is not available) may be contacted regarding this request. No information regarding the circumstances will be provided beyond the fact that the request has been made.	
The panel of representatives from the college will be able to view confidential materials included with the request.	
The college will not NG multiple semesters	

I have read and understand the terms of this No Grade Request. The information I have provided for this request is complete and correct.

Student Signature

Date

Academic Advisor Signature
& Recommendation: Approve Deny
(Attach comments if desired)

Department Head or Designee Head Signature
& Recommendation: Approve Deny
(Attach comments if desired)