

OFFICE OF RECORDS

'No Grade' Request Form

This form must be filled out with Adobe Acrobat and then printed for signatures. Any questions may be directed to the Office of Records or records@qatar.tamu.edu

No Grade (NG) is assigned only with approval of the Dean and COO when extraordinary circumstances exist. According to Student Rules (Section 10.3) this request requires extensive documentation of the extraordinary circumstances justifying No Grade. Before this request will be considered, the student's academic advisor, program coordinator, and dean must sign and indicate their recommendation by checking one of the recommendation boxes below the signature line.

Full Name: _____ Student ID: _____
 Current Major: _____ Major in Semester of Request: _____
 Semester Requesting NG: _____ Date: _____
 Phone Number: _____ Email address: _____

1. Course(s) requesting a NG and grade(s) made in the course(s):

2. Other course(s) taken in the same semester and grade(s) made in them:

3. Explain the extraordinary circumstances meriting this request (provide supporting documentation).

4. Explain specifically how the circumstance affected your coursework.

5. Explain the reason for the request in these course(s) and not others (if other courses were completed in the same semester).

Academic Advisor Signature

(attach comments if desired)

Recommendation: Approve Deny

Program Chair Signature

(attach comments if desired)

Recommendation: Approve Deny

Dean Signature

(attach comments if desired)

Recommendation: Approve Deny