

NO GRADE POLICY AND REQUEST FORM

Instructions: Your request must include the following and be emailed to artsci-advising@tamu.edu:

1. This completed, signed, and dated request form.
2. Valid documentation with specific dates of extraordinary circumstances from a neutral third party (physician, counselor, lawyer, etc.). Screen shots from mobile phones will not be accepted as proper documentation. No Grade Requests without proper, valid documentation **will not** be considered and will be automatically denied. Please do not send detailed medical records or records you are not authorized to share.

Completion of all fields and questions below is required.

Name:	UIN:
Cell Phone Number:	Semester Requesting NGs:
List the course(s) (i.e. ACCT 209) for which you are requesting No grade(s) during the semester indicated:	

Please thoroughly answer the following:

1. Provide the reason for your request. What problems did you encounter? *Provide a dated chronology of the events.*

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2. Describe extenuating circumstances. Why was the situation beyond your control?

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3. How did the circumstances specifically affect your coursework in that semester?

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4. An explanation of why you did not Q-drop or Withdraw during that semester.

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5. If you are not requesting NG(s) for all courses during the affected semester, what are the reasons that lead to success in some courses, but not all?

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6. How have the circumstances been resolved? What are your plans to be successful and how have you demonstrated them in the semesters since?

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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
A Dean's Review Board will review your request in approximately three weeks from when your request packet is completed. Notification will be sent to your official TAMU email address. Decisions of the Review Board are final.	
If your request is approved, No Grades will be assigned for all courses taken during the semester reviewed, unless a special circumstance dictates that the Review Board decide otherwise.	
The neutral third party documenting your extenuating circumstances may be contacted to validate the authenticity of your documentation. You will not share records I am not authorized to share.	
The instructor of each course and/or your advisor may be contacted regarding this request. No information regarding the circumstances will be provided beyond the fact that the request has been made.	
All TAMU employees who become aware of discrimination, harassment (including sexual violence) and/or retaliation must report to the incident to the university's Title IX officer, regardless of how they become aware of the information. 08.01.01 Civil Rights Compliance/08.01.01.M1 Civil Rights Compliance http://policies.tamus.edu/08-01-01.pdf	
Any false information provided may result in an Aggie Honor code action.	

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

Student Signature

Date

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Policy:

According to the **Grading** section (Revised: 2021) of the **Texas A&M University Student Rules** (<http://student-rules.tamu.edu/>), please note the following: Student Rule 10.3: 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, valid documentation of the extraordinary circumstances justifying the No Grade. 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 No Grade (NG), you must:

1. Identify and document a reason/set of extenuating circumstances that were beyond your control and negatively impacted your grades in a specific time period (e.g. fall 2016);
2. Demonstrate that the extenuating circumstances that contributed to your poor academic performance have been resolved via valid, third-party documentation (e.g. counseling, medical treatment, etc.);
3. Have successfully completed (with grades posted) one full semester after the semester for which you are making this request. A student must be able to demonstrate that the extenuating circumstances have been resolved through subsequent semester(s) of good academic performance; and
4. No Grades are typically only awarded for failing grades of U and F, except in extraordinary circumstances.