

Texas A&M University - Texarkana
NO GRADE - "NG" - FORM

Student's Name: _____

Campus Wide ID: (without dashes) _____

Course Prefix: _____

Course Number a Section: _____

Semester (Select one):

Year: _____

The grade of no grade ("NG") may be given when a student has very extenuating circumstances that prevented the completion of the above course. The instructor may recommend the "NG" upon receiving appropriate documentation of the extenuating circumstance. Approval by the Dean of the College that offered the course, and the Vice President for Academic Affairs, is required before the NG can be recorded on the student's record.

It is the responsibility of the student to initiate discussion with the instructor concerning the no grade.

What was the student's last day of attendance in this course:

Please detail the extenuating circumstances that prevented the completion of the course this semester or prevented the student from dropping the course. (Please attach required documentation.)

The student recognizes that a "NG" will be recorded as a final grade. The "NG" is not calculated in the grade point average and cannot be changed to another grade. The student must re-enroll and complete the course to obtain a final grade.

The completed No Grade form must be received in the Registrar's office by the close of business on the date final grades are due. After the deadline, a grade of "F" will be recorded.

If the student received financial aid or veteran's benefits for this course, it is his or her responsibility to contact the Financial Aid/ Veteran's Office regarding any adverse affects this may have on the student's aid/benefits.

Instructor of Course:

Date:

Student:

Date:

Dean:

Date:

Provost and Vice President for Academic Affairs:

Date:

Copies to: Student, Instructor, Registrar, Dean, Fin Aid/Veteran's Office