

Guidelines for Assigning a No Grade (NG)

1. Under very unusual circumstances, and with appropriate documentation, an instructor may recommend to the Dean of the College that a student be given a No Grade “NG” as a final grade in a course. The grade of NG is not calculated in the grade point average and cannot be changed to any other grade. The student must re-enroll and complete the course to obtain any other grade. The No Grade will remain on the student’s transcript.
2. It is the responsibility of the student to contact the instructor to initiate the request for a No Grade and provide the required documentation. If the instructor believes that extenuating circumstances warrant a grade of NG, the instructor and student must sign the No Grade form. The form may be accessed on the university web site located in the Faculty Forms section. In cases where the student is unavailable, written agreement by the student may be given by fax, email, or letter. A representative of an incapacitated student must contact the university Registrar.
3. The No Grade form must state the student’s last day of attendance in the course, a detailed explanation of the extenuating circumstance that prevented the student from completing the course and be accompanied by documentation of the student’s extenuating circumstance.
4. The original copy of the No Grade form is to be submitted to the Office of the Registrar. A copy is to be maintained by the faculty member, a copy given or mailed to the student, a copy sent to the Financial Aid/Veteran’s office, and a copy filed in the Dean’s office.
5. The No Grade will be recorded on the student’s record by the Registrar’s Office once the completed No Grade form has been submitted to that office. A No Grade may not be submitted electronically. Faculty should leave the grade cell blank for the student in Web for Faculty.
6. The grade of NG is not intended as a replacement for a grade of incomplete nor any other letter grade.
7. The student’s failure to attend class does not warrant a grade of NG.
8. If the student received financial aid or veteran’s benefits for the course, he or she is responsible for contacting the Financial Aid/Veteran’s Office regarding any adverse effects the grade of NG may have on the student’s aid/benefits.
9. A completed No Grade form must be received in the Office of the Registrar by the close of business on the date final grades are due. After the deadline, any remaining blank grades without a completed form will be recorded as “F”.