OFFICE OF RECORDS

'No Grade' Request Form

This Form can 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 Associate Dean for Academic Affairs 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 associate dean must sign and indicate their recommendation by checking one of the recommendation boxes below the signature line.

Full Name:_____ Student ID:_____

Current Major: PETE Major in Semester of Request: PETE

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 theses 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**

_____

Associate Dean Signature

(attach comments if desired)

Recommendation: ☐ **Approve** ☐ **Deny**