

# College of Agriculture and Life Sciences

## "No Grade" Request

### Purpose

Texas A&M University Student Rule 10.3 states: "Administrative removal of posted grades requires approval by the dean of the college in which the student was enrolled during the semester in which the courses were taken. A NG requires extensive documentation of the extraordinary circumstances justifying the No Grade."

### Instructions

Requests to the Dean of the College of Agriculture and Life Sciences must be submitted in writing and include the following:

- A completed, signed, and dated request form.
- A justification statement that **must include the below information as section headers**:
  - The reason for your request. What problems did you encounter?
  - Describe the extraordinary circumstances that were beyond your control. Why was the situation beyond your control, giving you no choice about being involved in the problem?
  - How did these circumstances specifically affect your coursework in that semester?
  - How have the circumstances been resolved? What are your plans to be successful?
  - If you are in good academic standing, please address how you feel a No Grade assigned to your requested semester will benefit you academically.
- Written documentation, with specific dates, of extenuating circumstances from a neutral third party (physician, lawyer, counselor, etc.). Please do not include documentation that contains sensitive information such as lab results, full medical files, social security numbers, etc.
- Proof of academic and/or professional success. This documentation may include unofficial transcripts, letters of recommendation, etc.

To submit your request, send this form and written documentation in a confidential envelope to Dr. David Reed, Associate Dean, 600 John Kimbrough Blvd., Suite 515, Agriculture and Life Sciences Headquarters Bldg., 2402 TAMU, College Station, TX 77843-2402 or in person to suite 515 of the AGLS building. **Please note that No Grade requests are reviewed by a committee of various representatives from the College of Agriculture and Life Sciences and it may take up to 30 days to complete. The ad-hoc committee meets on a needs basis and does not have set meeting dates.**

### Summary Information

|                                     |                      |
|-------------------------------------|----------------------|
| Name: _____                         | UIN: _____           |
| Major: _____                        | Advisor: _____       |
| Semester Requesting No Grade: _____ | Today's Date: _____  |
| Phone Number: _____                 | Email Address: _____ |

### Terms of Review

Indicate your acceptance of the terms of this No Grade review by placing your initials in the spaces provided below.

| I understand that:   | Initials |
|--|----------|
| If request is approved, No Grades will be assigned for <b>ALL</b> courses taken during the semester reviewed.  |          |
| The neutral third party documenting your extenuating circumstances may be contacted to validate the authenticity of that documentation.  |          |
| The instructor of each course (or department head if the instructor is not available) 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. |          |
| The panel of representatives from the college will be able to view confidential materials included with the request  |          |
| That only <b>one</b> semester can be requested   |          |

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date