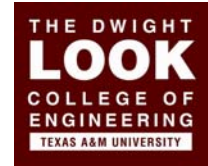


# Dwight Look College of Engineering 'No Grade' Request Form



No Grade (NG) is assigned only with approval of the Senior Associate Dean when extraordinary circumstances exist. According to Student Rules (Section 10.3) this request "requires *extensive documentation* of the extraordinary circumstances justifying the No Grade". Before this request will be considered, both the student's academic advisor and department head must sign and indicate their recommendation by checking one of the 2 boxes below their signature line. They may also attach comments. Please note that it can take up to a full semester to completely process a NG request.

Full Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Current Major: \_\_\_\_\_ Major in Semester of Request: \_\_\_\_\_  
Semester requesting NG: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

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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 circumstance meriting this request (provide supporting documentation).
4. Explain specifically how the circumstance affected your coursework.
5. Explain the reason for the request in these course(s) and not others (if other courses were completed in the same semester).

\_\_\_\_\_  
Academic Advisor Signature & Recommendation  
(Attach comments if desired)  
Recommendation:  Approve  Deny

\_\_\_\_\_  
Department Head Signature & Recommendation  
(Attach comments if desired)  
Recommendation:  Approve  Deny