No Grade Option

Student completes the regular registration process

Student makes request for “No Grade” option to instructor

Student is referred to Registrar Office or Web Site for “Request for NG Grade Option”

Student completes card and submits to Registrar for approval

Registrar

Student must accept grade for course or drop

Registrar staff accesses SIS to make appropriate grade change on students record

SIS automatically removes course from grade calculations

NG grade appears on Grade Report

NG Course is not reflected on transcript

Card sent to Imaging Center for final processing