Process Name: No Grade Option
Date: October 27, 2005
Time: 1:35 p.m.
Location: BAB 202
Participants:
Session Lead:

Narrative/Description: Students who do not desire college credit for a course may elect to take the course under the designation “NG” (no grade). To take a course under the “NG” designation, a student must notify the Office of the Registrar during registration or prior to the 12th class day. The student talks with the instructor about doing work for no grade. They then go to the Registrar’s Office (or the Registrar’s web site) to complete the “Request for NG Grade Option.” If approved by the Registrar, a course grade is entered for the specific course in SIS. The course is removed from grade point calculations based on the grade table in SIS. The course will not appear on a transcript, but will appear on the grade report. The form is imaged and shredded.

The determination to take a NG grade must be made before the official reporting date of each term and cannot be changed after processing.

Electronic Inputs: None
Manual/Paper Inputs: Form must be completed by student.
Key Decision Points (list all): Student must make decision before official reporting date of term. Decision is not reversible once final grades are entered.

Related Policy(s): Students who do not desire college credit for a course may elect to take the course under the designation “NG” (no grade). To take a course under the “NG” designation, a student must notify the Office of the Registrar during registration or prior to the 12th class day. The no grade option is intended primarily for non degree students who wish to improve their personal knowledge of a subject without receiving college credit. Students choosing the “NG” designation pay the same tuition and fees as students taking the course for credit and consequently are entitled to participate in all class activities and to receive the same student services available to other students.

Interface to Other Systems: None
Web Features: Form may be downloaded from web site.
Electronic Outputs: Transcript, grade report
Manual/Paper Outputs: None
Customer(s): Students
<table>
<thead>
<tr>
<th>Regulatory Items:</th>
<th>SRSU policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency/Volume:</td>
<td>5-6 requests per term.</td>
</tr>
<tr>
<td>Potential Break Points:</td>
<td>Student not understanding consequences of “no grade”</td>
</tr>
<tr>
<td>Automation:</td>
<td>Half/half</td>
</tr>
<tr>
<td>Issues:</td>
<td>Students all too often do not understand that course will not appear on their academic record.</td>
</tr>
</tbody>
</table>

NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.