



ACADEMIC ALERT #2006-18

DATE: August, 2006

DECISION: Revised In-Progress "I" Grade Policy

Rationale

The request for revising the "I" Grade Policy came from faculty. A major difficulty with the In-Progress/I Grade Policy, is that there were many confusing and inconsistent policies in the catalog. The revised "I" Grade Policy is intended to:

1. Clarify and standardize the "I" Grade Policy across colleges, programs, undergraduate and graduate levels, as well as for 10-11 week on-campus programs, and field-based programs.
2. Enable the Office of the Registrar to automatically lapse a grade of "I" to a grade of "F" for undergraduate students, and a grade of "N" (no credit) for graduate students, when the time period for fulfilling the requirements of the In-Progress has not been met. Many faculty have requested that "I" grades be lapsed as soon as the allotted time for fulfilling requirements has expired.

Student Academic Standards Committee Approval: May 25, 2006

Faculty Senate Approval: June 21, 2006

Ad Hoc Faculty Senate Committee Approval: June 26, 2006

IMPLEMENTATION DATE: Any In-Progress Grade Submitted On or After September 1, 2006

CONTACTS: Regarding the I-Grade Policy Revision: Chair of SASC; College Representatives on SASC; Adjunct Faculty Representative on SASC; Chair of Faculty Senate Tom Heaney 312-261-3274; theaney@nl.edu
Regarding Implementation of the I-Grade Policy Revision: Carol R. Melnick, Vice Provost, 312-261-3683; cmelnick@nl.edu; Ken Gilson, University Registrar, 847-947-5890; kgilson@nl.edu

SIGNATURE

Carol R. Melnick, Ph.D.
Vice Provost

Revised In-Progress (“I”) Grade Policy

In-Progress “I” may be assigned at the discretion of the instructor if the student has successfully completed seventy-five percent (75%) or more of the course requirements at a satisfactory level or better. The In-Progress course is completed by the fulfillment of specific written arrangements between the student and the instructor. No student automatically qualifies for an “I” grade; the decision is made by the instructor on an individual basis.

Unless otherwise specified, the student is expected to complete the work for the In-Progress no later than 180 days following the last day of the In-Progress course.

All “I” grades will be lapsed to a grade of “F” for undergraduate students and a grade of “N” (no credit) for graduate students if the course work is not completed within the specified 180 days.

Before an “I” grade can be issued, an In-Progress contract must be completed by the instructor to document the details for completion of the course requirements and sent, by the registrar, to the student’s NLU email account.

In the case of exceptional circumstances, a student may request a one-time only 180-day extension from the appropriate college academic appeal committee.¹ The formal request must include a written letter and documentation of the exceptional circumstances, as well as the support and signature of the Instructor of record or the Associate Dean (if the Instructor is not available). If the student wishes to request an In-Progress Extension, it is the student’s responsibility to contact the Instructor who granted the I-grade or the Associate Dean (if the Instructor is not available) at least 60 days prior to the end of the 180-day time limit. The student then works with the Instructor or the appropriate college Associate Dean to submit the request for an extension. The college academic appeal committee decides whether to grant the extension based on the letter and documentation. The chair of the appropriate college academic appeal committee informs the registrar in writing of the decision. The request for the extension and decision must be made prior to the end of the 180-day time limit. Otherwise, the In-Progress grade will lapse to a grade of “F” for undergraduate students and a grade of “N” (no credit) for graduate students.

In the case of exceptional circumstances, the student may petition for withdrawal from the course without academic penalty.

If an "I" is assigned as a grade, the academic record will reflect "I". When the course is completed, the instructor must submit a change of grade form to the Office of the Registrar, and the transcript will reflect a grade. Grades of "I" which are not removed within the 180 day period will automatically be lapsed to “F” (a failing grade) for undergraduate students and "N" (no credit) for graduate students.

Some programs prohibit the use of “I” grades in Term I and for students on “high potential”, “three term review” and “four term review” admission statuses.

¹ **College of Arts and Sciences: The Council on Academic Standards**
College of Management and Business: The Academic Issues Unit
National College of Education: Graduate or Undergraduate Admission and Retention Council

IMPLEMENTATION

Submission of “I” Grades by Faculty and Adjunct Faculty

Faculty and Adjunct Faculty submit an “I” Grade and “I” Grade contract online using electronic I-Grade workflow.

Instructors will no longer be able to enter an “I” grade on the electronic grade sheet when submitting course grades. This ensures that an “I” grade will be entered by the Office of the Registrar into a student’s record only if the electronic I-grade contract has been completed.

An electronic copy of the “I” Grade contract is sent to the student’s NLU email account. It is the student’s responsibility to check her/his NLU email. It is imperative that faculty and adjunct faculty work with each student given an “I” grade to ensure that the student understands the requirements and time frame for completing the course.

The instructor must submit a change of grade form, once the student has completed requirements for the In-Progress. Otherwise, all “I” grades will automatically lapse to a grade of “F” for undergraduates and a grade of “N” for graduates 180 days after the last scheduled class meeting as recorded in Banner.

Tutorials and Help for Submission of “I” Grades

A step-by step tutorial on how to use the electronic I-Grade workflow is found in the faculty services section of our NLU portal (my.nl.edu).

Colette Currie, faculty in the College of Arts and Sciences and Alice Toy, Associate Director of Student Information Systems, Office of the Registrar will assist faculty with questions on using electronic I-Grade workflow. Contact Colette Currie at ccurrie@nl.edu; 847-947-5223 and Alice Toy at atoy@nl.edu 847-947-5317.

The faculty and adjunct faculty representatives on Student Academic Standards Committee will answer questions about the revised policy for their respective faculty and adjunct faculty constituents.

Catalog

The revised “I” Grade Policy will be added to the 2007-2008 catalog.