



## **ACADEMIC ALERT #2007-18**

**DATE:** June, 2007

**DECISION:** Amendment of Revised In-Progress “I” Grade Policy  
Supersedes AA#2006-18 (August, 2006)

### **Rationale**

The request for amending the revised In-Progress “I” Grade Policy came from faculty and Faculty Senate. Essentially the 180-day time limit was changed to a 365-day time limit to complete requirements of an In-Progress grade with a one time extension of 365 days (instead of 180). The 75% completion of coursework remains, and the final decision about what constitutes 75% rests with the instructor.

**Student Academic Standards Committee Approval: May 8, 2007**

**Faculty Senate Approval: June 20, 2007**

**IMPLEMENTATION DATE: Any In-Progress Grade Submitted On or After September 1, 2007**

**CONTACTS:** Rob Morrison Chair of Student Academic Standards Committee (SASC);  
[rob.morrison@nl.edu](mailto:rob.morrison@nl.edu); 312-261-3372  
Howard Zacks, Chair of Faculty Senate; [hzacks@nl.edu](mailto:hzacks@nl.edu); 312-261-3880

### **SIGNATURE**

**Carol R. Melnick, Ph.D.**  
**Vice Provost**

**Amendment of Revised In-Progress (“I”) Grade Policy; Changes to AA#2006-18 (August 2006) are in bold print.**

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 final decision about what constitutes 75% rests with the instructor.** 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 **365** 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 **365 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 **365-day** extension from the appropriate college academic appeal committee.<sup>1</sup> 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 **365-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 **365-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 **365-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.

## **IMPLEMENTATION**

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

---

<sup>1</sup> **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**