Admissions and Academic Policies Committee
Approval Documentation

Policy (Attached): I to F Grade

See attached policy.

Date of Committee Approval: February 23, 2015

Approvals:

Committee Chair
[Signature]

Date: 2/23/15

Provost
[Signature]

Date: 6/5/15

Implementation Responsibility: Registrar

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original
Hand-delivered

to Provost
AGAIN 6-19-15
Title: I to F Grade

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<tr>
<td>Responsible Official:</td>
<td>Kim Scranage</td>
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<td>Effective date:</td>
<td>Fall 2015</td>
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<td>Next review date:</td>
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I. Policy Statement

Current Policy
I+ grades should not be automatically converted to F; however, the policy on extending grades of I states the following:

In unusual circumstances, the appropriate dean may grant an extension of time, to a specified date, for removal of an I and will notify the registrar of such action.

_In no case, however, will more than two extensions be granted for an I._

A copy of this policy can be found on page 41 of the 2014-2015 University Catalog or via the following link: [http://nkuonline.nku.edu/smartcatalog/grading-scale.htm](http://nkuonline.nku.edu/smartcatalog/grading-scale.htm).

Proposed Policy

An I grade may be assigned when part of the work in a course remains incomplete. It is given only at the student’s request and where there is a reasonable possibility that a passing grade will result from completion of the work. _The student and faculty member will mutually set a deadline for completion of the work. The faculty member will file a grade change when the work is completed. However, if the coursework is not completed by the last day of the subsequent spring or fall semester, the grade will revert to an F. The appropriate dean may grant a semester extension of an I grade due to unforeseen family or medical circumstances and will notify the university registrar of such action. Under no circumstances will more than one extension be granted for an I grade._

II. Entities Affected

Students, Academic Units, Office of the University Registrar

III. Authority

Northern Kentucky University Catalog

NKU Policy Number:
IV. Definitions

N/A

V. Responsibilities

Office of the University Registrar would have to update the university catalog, help communicate new policy to students and academic units, and collaborate with IT to manage grade change in SAP.

VI. Committee

N/A

VII. Procedures

Office of the University Registrar would have to update the university catalog, help communicate new policy to students and academic units, and collaborate with IT to manage grade change in SAP.

VIII. Reporting Requirements

An SAP Business Warehouse report exists today that allows the Registrar staff to correctly identify those students who still possess an I grade. The report is used to communicate to the IT Operations staff those grades that need to be converted to an F grade.

IX. Exceptions

Students can submit documentation related to medical or family emergencies to their Dean's office.

X. Training

Internal communication for the Office of the University Registrar

XI. Communications

Awareness communications sent to students and academic units upon approval of policy.
References and Related Materials

References:
Related Policies:
Related Forms:
Revision History: