

**Northwest Nazarene University  
GRADUATE & PROFESSIONAL STUDIES (GPS) REQUEST FOR A GRADE OF L**

**POLICY - PLEASE READ:** A grade of L may be given only in courses that *by design* require more than one semester to complete. This would include field experiences, internships, practicums, research projects, and student teaching (practical experience). Upon completion of the course work, the instructor will submit a final grade appropriate to the grading type for the course (letter or pass/fail). Departments with classes which *by design* require more than one semester to complete, will determine the appropriate length of time necessary to complete the practical experience of the course work. When the L grade is entered in the NNU Portal, the instructor must complete this form. A grade of L may be requested by the student through the professor or the professor may initiate a request on a student's behalf.

While it is the prerogative of the department to determine the length of time a student may take to complete his/her practical experience, courses given an L grade are expected to be completed no later than one calendar year from the last day of the semester. Upon course work completion, the instructor will submit a final grade to the Office of the Registrar via email: registrar@nnu.edu. If the designated due date in the Office of the Registrar section of this form has elapsed, the L grade will be converted to an F grade.

**1. To be completed by the Instructor:**

Student Name: \_\_\_\_\_ ID \_\_\_\_\_ Date \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Classification \_\_\_\_\_ Major \_\_\_\_\_

Course Number and Title \_\_\_\_\_

Please explain the circumstances that have led to a grade of L:

**2. Instructor: Indicate Course Practical Experience Specifics (location, partnership, length, etc.)**

Instructor Approval: Approved Disapproved

Expected Date of Completion: \_\_\_\_\_

(Determined by Instructor, agreed upon by Student)

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

**3.Registrar**

Registrar Approval: Approved Disapproved

Final grade (to replace L) due in the Office of the Registrar by \_\_\_\_\_

University Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Heidi Zickefoose