

PROCEDURE 3.12.0: 'I' GRADES

1. Instructors will assign "I" grades on the final class lists in the same way other grades are assigned. No special forms will be required for "I" grades.
2. "I" grades: Two weeks before "I" grades are due (mid-term of the following academic term including the summer session), students and instructors connected with "I" grades receive a reminder that the course work must be completed and a grade of A, B, C, D or F must be assigned by the due date. If the due date passes and the instructor hasn't submitted a grade on a grade-change form (available in Admissions), the original "I" grade will be considered as outstanding. Admissions will then convert them to grades of F.

Original: 3/89

Reviewed: 3/18, 5/25

Revised: 3/18, 5/25