

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), a computer-generated letter will be sent to both students and instructors connected with "I" grades reminding them 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 has not submitted a grade on a "Grade Change Form" (available in the Admissions and Records Office), the original "I" grade will be considered as outstanding. The Admissions and Records Office will then convert them to grades of "F".