When you submit the grades and you have issued “I” grades the following screen will appear. This screen will give you the date which the “I” grade will be converted to an “F” if not completed. You must click “submit” and for your “I” grades to be processed. The date provided is for undergraduate level courses. (The date automatically defaults to undergraduate date.) Graduate level classes have a year to complete.

You will then get the following message that tells you your grades have been completed successfully.