If the student completes the work necessary to avoid the lapse grade, the instructor must submit the final grade before the grade lapse deadline. Detailed instructions for online grade submission are available at [http://www2.ku.edu/~sakut/manuals/Online_Change_of_Grade_for_Faculty.pdf](http://www2.ku.edu/~sakut/manuals/Online_Change_of_Grade_for_Faculty.pdf).

To learn more about time limit extensions please refer to U.S.R.R. 2.2.3.3 available at [https://documents.ku.edu/policies/governance/USRR.htm#art2sect2](https://documents.ku.edu/policies/governance/USRR.htm#art2sect2).

For any questions, please contact the Office of the University Registrar, 785-864-4423 or email studentrecords@ku.edu.

To view the incomplete grade details for a student in a posted grade roster, go to Enroll & Pay ->Faculty Center page. Select a term, click on the grade roster and identify the student.
Click on the Incomplete Comments Tab – Then click on the Note to the right of the Incomplete Grade.

Next Click Incomplete Detail
The Lapse Deadline date and the lapsed grade the student will receive once the deadline date is passed are shown under Lapse Status section. The ‘Comments For Student’ field reflects comments made by the instructor at the time the Incomplete was assigned noting the work that needs to be completed by the student. This information is shared with the student when notifications are posted in the Advising Tool through the KYOU portal.

When finished reviewing the Incomplete Detail, click CANCEL. Then click CANCEL again.

Please note that this grade roster is already posted. The Student Incomplete page is a read only page; therefore, changes cannot be made directly on this page.
If you wish to change the Incomplete grade to a final grade anytime before the Lapse Deadline date. Return to the grade roster and click on the ‘Request Grade Change’ link in the Grade Roster Action box located on the right hand side.

When the Incomplete grade for a student is changed to a final grade before the lapsed deadline date, the lapse process will not change the grade. The Comments for Student information will still be available to view.