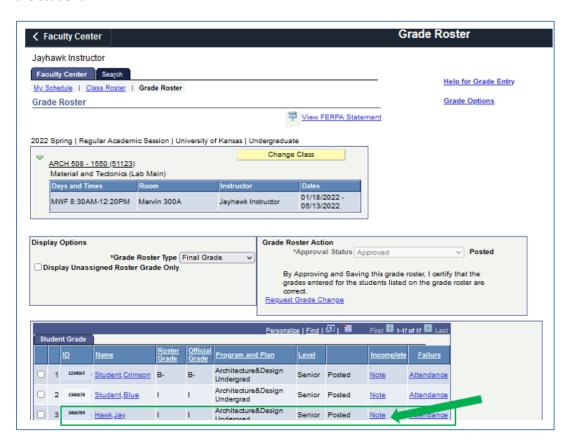# Review Grade Roster Incompletes

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 Online Change of Grade.

To learn more about time limit extensions please refer to U.S.R.R. 2.2.3.3 available at University Senate Rules and Regulations (USRR) | Policy Library.

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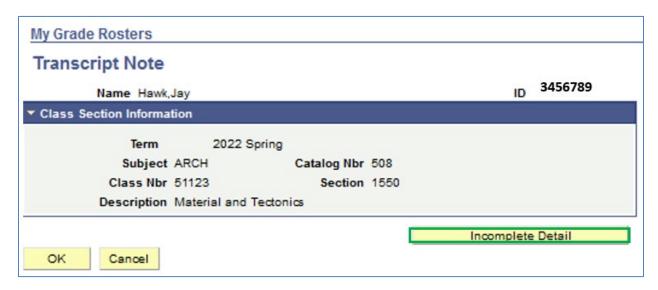
Viewing Incomplete Grade Details

To view the incomplete grade details for a student in a posted grade roster, click on the KU Faculty tile. Select a term, click on the grade roster and identify the student. Click on the Incomplete **Note** link for the student.

Next, click on the **Incomplete Detail** link.

My Grade Rosters

Transcript Note

Name Hawk,Jay   ID 3456789

▼ Class Section Information

Term 2022 Spring
Subject ARCH   Catalog Nbr 508
Class Nbr 51123   Section 1550
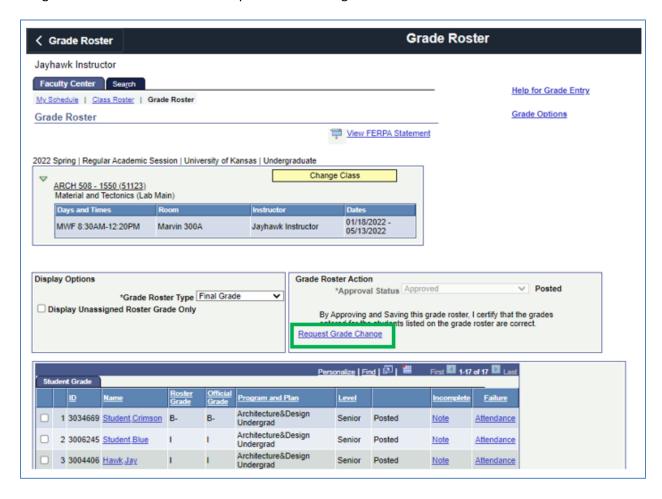Description Material and Tectonics

Incomplete Detail

OK   Cancel

The lapse deadline and the lapsed to 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. When finished reviewing the Incomplete Detail, click CANCEL. Then click CANCEL again.

Student Incomplete Details

Name   Hawk,Jay
▼ Class Section Information

Term 2022 Spring
Subject ARCH   Catalog Nbr 508
Class Nbr 51123   Section 1550
Description Material and Tectonics

Grade In/Official

Grade In/Official I   /   I

Lapse Status

Incomplete

Lapse Deadline 08/12/2022   Lapse To Grade F

Comments For Student Work needs to be turned in by August 1st to participate in review.

If Lapse Deadline is less than 8 weeks from entry, no reminder notification will be sent.

OK   Cancel

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.

Changing Incomplete Grade

If you wish to change the Incomplete grade to a final grade before the Lapse Deadline date, return to the grade roster and click on the 'Request Grade Change' link in the Grade Roster Action box.

The process to lapse Incomplete grades will not run if that Incomplete grade has been changed before the deadline. The comments on the Incomplete Detail will remain available to view.