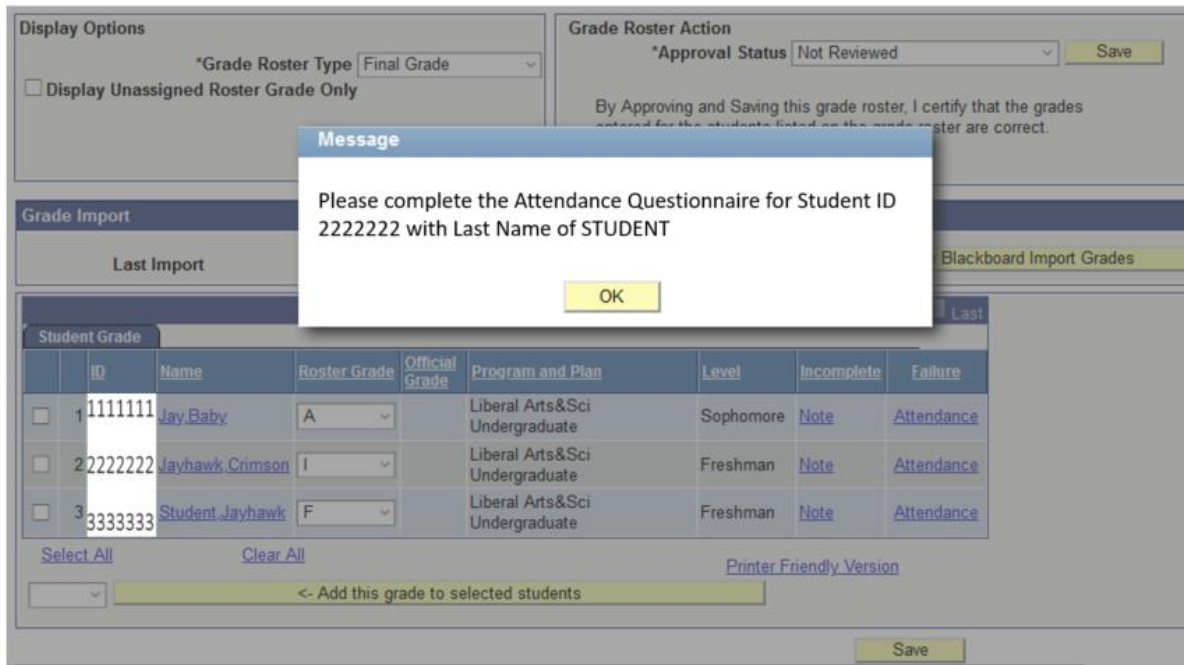


Incomplete Grades

You may encounter an error like this when completing your grade roster:



When an Incomplete (I) grade is entered for a student, additional information must also be entered. To begin, click on the **Incomplete Note** to the right of that student's incomplete grade.

ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Incomplete	Failure
1	Jay Baby	A		Liberal Arts&Sci Undergraduate	Sophomore	Note	Attendance
2	Jayhawk_Crimson	I		Liberal Arts&Sci Undergraduate	Freshman	Note	Attendance
3	Student_Jayhawk	F		Liberal Arts&Sci Undergraduate	Freshman	Note	Attendance

Once on the Transcript Note page, click on the **INCOMPLETE DETAIL** button.

My Grade Rosters

Transcript Note

ID 2222222

Name Jayhawk,Crimson

Class Section Information

Term	2021 Spring		
Subject	MATH	Catalog Nbr	101
Class Nbr	45199	Section	1400
Description	College Algebra:		

Incomplete Detail

OK Cancel

Enroll & Pay will automatically insert a Lapse Deadline and a Lapse To Grade for the student but adjustments can be made by the instructor. The information in the **Comments for Student** text box will be shared with the student. When finished, click on the OK button on the Student Incomplete page and OK once again on the Transcript Note page to return to the Grade Roster. This must be completed for each student that earns an Incomplete before an instructor can approve and post grades for their class.

Student Incomplete Details

Name Jayhawk,Crimson

Class Section Information

Term	2021 Spring		
Subject	MATH	Catalog Nbr	101
Class Nbr	45199	Section	1400
Description	College Algebra:		

Grade In/Official

Grade In/Official | / |

Lapse Status

Incomplete

Lapse Deadline Lapse To Grade

Comments For Student

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

OK Cancel

My Grade Rosters

Transcript Note

Name Jayhawk,Crimson **ID** 2222222

▼ **Class Section Information**

Term	2021 Spring		
Subject	MATH	Catalog Nbr	101
Class Nbr	45199	Section	1400
Description	College Algebra:		