## **Incomplete Grades**

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

Meeting In	formation									
1 MW 1 12:-	Times R Please Enter	Lapse Grade Co	omments	for Stude	eeting Dates	with La	ast Name	Topic e of	: (2100	0,4)
Fina					ОК					ıly
ID	<u>Name</u>	Roster <u>Grade</u>	<u>Official</u> <u>Grade</u>	<u>Units</u> <u>Taken</u>	<u>Career</u>	<u>Grading</u> <u>Basis</u>	<u>Final</u> Roster <u>Status</u>	<u>Detail</u>	Incomplete	<u>Failure</u>
1	Student,Jayha	awk I	Q	3.00	Graduate	G11 A-D(+/-)FI	Pending	<u>Detail</u>	Note	Attendance

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	<u>Name</u>	<u>Roster</u> <u>Grade</u>	<u>Official</u> <u>Grade</u>	<u>Units</u> <u>Taken</u>	<u>Career</u>	<u>Grading</u> <u>Basis</u>	<u>Final</u> <u>Roster</u> <u>Status</u>	<u>Detail</u>	Incomplete	F <u>ailure</u>
	~	Obudant last and				<u> </u>	G11			Number	
1	31	Student,Jaynawk			3.00	Graduate	A-D(+/-)FI	Pending	Detan	Note	ttendance

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

My Grade Rosters				
Transcript Note				
Name Jayhav	wk,Crimson			ID 2222222
Class Section Information	on			
Term	2021 Spring	9		
Subject	MATH	Catalog Nbr	101	
Class Nbr	45199	Section	1400	
Description	College Algebra:			
			C	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 Jayl	nawk,Crimson
<ul> <li>Class Section Inform</li> </ul>	ation
Term	2021 Spring
Subject	MATH Catalog Nbr 101
Class Nbr	45199 Section 1400
Description	College Algebra:
Grade In/Official	
Grav Lapse Status	de In/Official   /
Incomplete Lapse Dead	dline 07/01/2021 🛐 Lapse To Grade F
Comments For Student	plete the midterm by the deadline listed.
If Lapse Deadline is le	ss than 8 weeks from entry, no reminder notification will be sent.
OK Cancel	

nscript Note			
Name Jayhawk,	Crimson		ID 2222222
lass Section Information			
Term	2021 Spring		
Subject M	ATH	Catalog Nbr 101	
Class Nbr 45	199	Section 1400	
Description Co	llege Algebra:		
			Incomplete Detail
OK Cancel		-	

Click OK to return to Grade Roster.