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.
Once on the Transcript Note page, click on the **Incomplete Detail** button.

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.
Click OK to return to Grade Roster.