

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.

Faculty Center **Grade Roster**

Jayhawk Instructor

Faculty Center Search

My Schedule | Class Roster | Grade Roster

Grade Roster

View FERPA Statement

2022 Spring | Regular Academic Session | University of Kansas | Undergraduate

ARCH 508 - 1550 (51123) Change Class

Material and Tectonics (Lab Main)

Days and Times	Room	Instructor	Dates
MWF 8:30AM-12:20PM	Marvin 300A	Jayhawk Instructor	01/18/2022 - 05/13/2022

Display Options

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Approved Posted

By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

[Request Grade Change](#)

ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Incomplete	Failure
1234567	Student Crimson	B-	B-	Architecture&Design Undergrad	Senior	Posted	Note Attendance
2345678	Student Blue	I	I	Architecture&Design Undergrad	Senior	Posted	Note Attendance
3456789	Hawk Jay	I	I	Architecture&Design Undergrad	Senior	Posted	Note Attendance

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

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 | / |

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.

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.

< Grade Roster
Grade Roster

Jayhawk Instructor

Faculty Center
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[Grade Options](#)

[View FERPA Statement](#)

2022 Spring | Regular Academic Session | University of Kansas | Undergraduate

ARCH 508 - 1550 (51123)
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[Request Grade Change](#)

Student Grade									
	ID	Name	Roster Grade	Official Grade	Program and Plan	Level		Incomplete	Failure
<input type="checkbox"/>	1 3034669	Student Crimson	B-	B-	Architecture&Design Undergrad	Senior	Posted	Note	Attendance
<input type="checkbox"/>	2 3006245	Student Blue	I	I	Architecture&Design Undergrad	Senior	Posted	Note	Attendance
<input type="checkbox"/>	3 3004406	Hawk Jay	I	I	Architecture&Design Undergrad	Senior	Posted	Note	Attendance

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.