Student Records
Incomplete Grade Lapse Process

Overview

- Grades of Incomplete are used to indicate that the necessary course work has not been completed during the semester of enrollment in a given course and that an extension has been granted by the instructor allowing extra time for the student to finish the requirements of the course.

- When a student is given a grade of Incomplete, a time limit is given for completion of outstanding class work. At IU, the maximum allowable time limit is one year. If the student completes the class within the time limit, the instructor submits a form to the Office of the Registrar to update the record to the earned grade. If not, Indiana University policy is for the grade to be administratively changed to an F.

- The two main groups of students to whom the grade change does not apply are students who have graduated since receiving the I grade and students who have died since receiving the I grade. Students who have graduated are exempted in order to keep their record as it was at the time of graduation. Since they did not need the credit from the class in order to graduate, it is felt inappropriate to change their grade in the class after they have graduated. When a student dies, it is also considered to lapse their grades from I to F, as they are unable to complete the class. In extreme cases, other students are granted an exemption from this grade change as well – an example might be that of a student who is called to active combat duty in the military and is not available to complete the outstanding class work within one year.

- Grades of Incomplete posted through the Grade Rosters populate the Student Incompletes. Grades of Incomplete entered via Enrollment Request or quick Enroll also will populate the Student Incomplete table. However, grades of Incomplete entered on the Student Enrollment tab of Enrollment will not populate the Student Incomplete table.

Student and Instructor Notifications

- The IU Notifications system is used to send two notifications to students who have received an incomplete and to the instructors who assigned the incomplete. The first notification is sent 35 days after the fully graded date of the institution, career, and term when the incomplete was assigned. The second notification is sent 350 days after the fully graded date of the institution, career, and term when the incomplete was assigned.

- The notification type is I2FN. These notifications can be viewed in SIS on the IU 3C Notes Preview page (accessible via SIS > Campus Community > Comments > Comments – Person > IU 3C Notes Preview).

- There is an IUIE datagroup containing the details of the sent notifications: SR_GRD_LPSE_NTFY_GT. The data group contains all emails, both student and instructor. The text of the message distinguishes if it was sent to the instructor or the student.

- After the second notification, the batch grade lapse process is run by USSS to change all remaining incompletes to Fs.

Steps

Removing a grade of I

If an incomplete grade is changed to a final grade, the entry in the Student Incompletes table is changed to reflect the grade change. The Grade Lapse process uses the Student Incompletes table
to determine what grades should be lapsed. Specifically, the Grade Lapse process looks at the Term in which the incomplete grade was given, the incomplete grade's Lapse Deadline, and the incomplete grade's status. Grades with a status other than “Incomplete” are ignored.

1. Navigate to: Home > Records and Enrollment > Enroll Students > Enrollment Request.
2. Enter the student ID number.
3. Enter the Academic Career.
4. Enter the Academic Institution.
5. Enter the Term.
6. Click Add.

7. In the *Action field, select Change Grade from the drop-down menu.
8. Enter the class number in the Class Nbr field or click to select the class with the grade of "I".
9. The grade of "I" is displayed in the Grade Input field and to the right of this field.
10. Enter the new grade in the Grade Input field or click to select from the list.
11. Click Submit at the top of the screen.
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Viewing a removed grade of I

Removals of Incomplete grades are stored in the Student Incompletes table.

1. Navigate to: Home > Records and Enrollment > Student Term Information > Student Incomplete.
2. Enter the student ID number.
3. Click Search.
   - If only one grade of "Incomplete" has been entered, the Student Incomplete page is displayed showing the only row in the table for the student.
   - If the "I" grade was changed to a letter grade, the Lapse Status should be: "Removed".
   - The new grade is displayed in the Grade In/Official field.

Processing an Exemption for a Grade of Incomplete

1. Navigate to: Home > Records and Enrollment > Student Term Information > Student Incomplete.
2. Enter the student ID number.
3. Click Search.
4. This will return rows for any and all terms in which the student has had incomplete grades, including any that have already lapsed.
5. If the student has only had incomplete grades in one term, the user will be brought immediately into the Student Incomplete page and the data for that term will be displayed.

![Student Incomplete Page]

6. Using the arrows in the blue divider, move to the appropriate class number to process the exemption. Change the date in the Lapse Deadline field using the date corresponding to the type of exemption:
   - 1/1/7777 (if the reason is death)
   - 1/1/8888 (if the exemption is granted because the student graduated)
   - 12/31/9999 (To retain the grade of Incomplete without changing it to an F)

7. Click ![Save button].

To discern why a grade lapse has been given, specific dates have been defined:
   - **Death:** When staff members flag students as deceased, change the Lapse Deadline to 1/1/7777.
   - **Graduation:** When staff members graduate students, change the Lapse Deadline to 1/1/8888.
   - **Other circumstances:** When instructors/departments send in forms requesting that an I grade be changed to IX, staff members will go to the Student Incomplete page and change the Lapse Deadline to 12/31/9999 instead of changing the grade.

**NOTE:** The only difference in the three processes are the dates used and the fact that the user will change the Lapse Deadline for any Incomplete grades that have not lapsed for students who die or graduate, but they will only change the deadline on the specific class for which the exception was requested in the case of all other circumstances.
Running the Grade Lapse Process

1. Navigate to: Home > Curriculum Management > Grading > Grade Lapse.
2. Click the Add a New Value link.
3. Enter a Run Control ID.
4. Click Add.
5. Enter Institution.
6. Enter Career.
7. Enter Term.
8. Click Run.
9. Select the Grade Lapse Process checkbox.
10. Select the Process Type (for example, WEB) and Format (for example, PDF.)
11. Click OK. The Process Instance number is generated and the Grade Lapse page is returned.
12. Use the Process Monitor link to view the status of the process.

13. Click Refresh to monitor the Run Status. Continue clicking Refresh until the Run Status changes to “Success”.
14. Click the Go back to Grade Lapse link at the bottom of the page.
15. Select the Report Manager link to view the PDF file report.
16. Click the Administration tab.
17. Change TYPE from Application engine to blank and click Refresh.
18. On the Report List page, click the Grade Lapse Generation hyperlink for the appropriate run of the process to open the report.
Viewing the Notification via the IU 3C Notes Preview page

The IU Notifications system is used to send two notifications to students who have received an Incomplete and to the instructors who assigned the Incomplete. The first notification is sent 35 days after the fully graded date of the institution, career, and term when the Incomplete was assigned. The second notification is sent 350 days after the fully graded date of the institution, career, and term when the Incomplete was assigned.

The notification type is I2FN. These notifications can be viewed in SIS on the IU 3C Notes Preview page (accessible via SIS > Campus Community > Comments > Comments – Person > IU 3C Notes Preview).

1. Navigate to: Campus Community > Comments - Person > IU 3C Notes Preview. You can also use Communications or Checklists in place of Comments in this path. The information is linked through all three.

2. Enter the student’s or instructor’s ID and click Search.

3. Click the IU CC Notify Preview link

4. The checkbox for “Do NOT Use Additional Conditions for Search” defaults as checked. Click Search to return all search results.
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You can also search by Date or by Notify Type (I2FN for grade lapse).

5. Click the “Use Additional Conditions for Search” checkbox.
6. Enter Date From and Date To or enter a Notify Type (I2FN for grade lapse).
7. Click Search. The search results will display.

This is a sample instructor email:

10/30/2015
Ima Faculty,
A grade of Incomplete was assigned to one or more students in HIST-E 332, class number: 9999 for Spring 2015 at Indiana University Bloomington. Incomplete grades for the Spring 2015 term will change to 'F' grades within 30 days of the date of this email, except when an adjustment of the period has been authorized, the student has submitted the missing work to you, the instructor, to complete the course or the student has received a degree since that date. Visit this page for more information:
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This is a sample student email:

Note: All primary instructors for the class for which the incomplete was received will be listed in student emails, separated by slashes.

8. Click Return to Search to complete another search.

Note: Security to view the waitlist notifications will be through the permission list of AACOMM2 which is in the following SIS roles: AA 3C 1, AA 3C 2, AA Communications 1, AA Communications 2 - NEW.
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Viewing the Lapsed Grades

When the Grade Lapse process is run, the Student Incompletes table is updated. Any grades with an Incomplete status for the specified term with a Lapse Deadline earlier than the date specified in the Grade Lapse page is changed to an F.

1. Navigate to: Home > Records and Enrollment > Student Term Information > Student Incomplete.
2. Enter the student ID number.
3. Click Search.

4. The Grade In/Official fields should display a grade of "F".
5. The Lapse Status should be "Lapsed".

- The Grade Lapse process does not convert Incomplete grades that you have entered on the Student Enrollment 1 page. Incomplete grades that you enter on this page do not have a corresponding row in the incomplete table. Grades of Incomplete awarded via Enrollment Request or Quick Enroll will be lapsed via this process.
- The Grade Lapse process is run on the same day for all careers, all campuses and is scheduled at least 366 days after the latest fully graded date for any campus for that term.