Assigning Incomplete Grade Extension Date

This job aid assists you in assigning an extension date for an incomplete grade.

1   Navigate to **Records and Enrollment > Student Term Information > Student Incomplete**

2   Enter the Student's ID, Academic Career and Term, then click [Search].

Student Incomplete
Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value

ID:	begins with ⌄	900071035
Academic Career:	= ⌄	Undergraduate ⌄
Academic Institution:	begins with ⌄	BKCMP 🔍
Term:	= ⌄	2085 🔍
Campus ID:	begins with ⌄	
National ID:	begins with ⌄	
Last Name:	begins with ⌄	
First Name:	begins with ⌄	
Term Alternate Key:	= ⌄	🔍

☐ Case Sensitive

[Search]   [Clear]   Basic Search   💾 Save Search Criteria

3   If appropriate, select the appropriate class from the search results.

4   On the Student Incomplete page, enter the following information:

    a.   In the **Lapse Deadline** box, enter the extension date for the incomplete grade
    b.   In the **Lapse To Grade** box, enter the grade, such as IC for Incomplete Not Completed or NC for a credit/no credit course.

Student Incomplete

Tim Test   900071035

Term:	SUM 08	Career:	Undergrad	Institution:	Cal State Univ., Bakersfield

Find | View All   First ◀ 1 of 1 ▶ Last

Class Nbr:	50056 Legal Environ Dom/Int'l Bus		Class Section:	060 Lecture
Catalog Nbr:	BA 370		Session:	Regular
Academic Group:	Business and Public Admin		Career:	Undergrad
Status / Reason:	Enrolled / Enrolled		Status Date:	10/12/2008
Grade In/Official:	I / I		Grading Basis:	Administrative Grade

Lapse Status
Lapse Status: Incomplete
Lapse Deadline: 12/04/2008 📅   Lapse To Grade: IC 🔍
Comment:

💾 Save   🔍 Return to Search   ✉ Notify

5   When you are satisfied with your entries, click the [💾 Save] button.