

## View a Student's Incompletes

Staff in Academic Deans' Offices have access to details about their students' incompletes. At UMass Amherst, students can request a grade of Incomplete (INC) when severe medical or personal problems prevent them from completing the requirements for a course.

### About Incomplete Grades for Undergraduate Students

- A. Instructors can consider an incomplete if the student is passing the course at the time of the request and if the course requirements can be completed by the end of the following semester.
- B. Instructors who turn in a grade of INC need to provide the following information to the academic department offering the course and the student:
  - The percentage of work the student has completed
  - The grade the student is currently earning for the completed work
  - A description of the work that the student needs to complete
  - How the student will complete the unfinished work
  - A date by which the student is expected to complete the work for the course
- C. **INC grades equal an F until resolved.** If not resolved by the end of the following semester, incompletes are automatically converted to an IF (if taken after Fall 2004) or to an F (if taken before Fall 2004).
- D. **Instructors need to fill out a grade change form** (hard copy) to change an incomplete to a grade. If the instructor is no longer available, the chair of the department that offered the course will submit a grade change form. In these cases, the signature of the Undergraduate Dean of the school or college where the course was offered is required. To learn more about grade changes, see our **Audit Grade Changes** handout.
- E. **Students cannot re-register for a course in order to clear an incomplete.**

### Check a Student's Incompletes

1. In the left *Menu*, go to **Student Grades > Incompletes by Term**. The *Student Incomplete* search page will open.
2. On the *Student Incomplete* search page:
  - In the *EmpIID* field, enter the **8-digit ID** of the student whose incompletes you wish to review. If you do not know this ID, enter the student's name in the *First Name* and *Last Name* fields.
  - Click . If the student has any current or past incompletes on record, the *Student Incomplete* page will open. If the student has never had an incomplete, a *No matching values were found* message will appear below the search fields.
3. On the *Student Incomplete* page, in the blue navigation bar, click **View All** to see all the incompletes the student may have. For each 'index card' corresponding to an incomplete, review the following fields:
  - **Grade In/Official**: the student's current grade for the course. If the student completed the course, and a grade change form has been submitted, the official grade will appear in this field. Other possible values include *INC*, *IF*, or *F*.

- **Lapse Status:** the status of the incomplete.
  - i. *Incomplete:* the INC is still the current grade for the course and has not been lapsed.
  - ii. *Lapsed:* the INC was not completed by the end of the following semester and has been lapsed into an F/IF.
  - iii. *Removed:* the student completed the work for the course before the end of the following semester, and a grade replaced the original INC.

<b>Term:</b>	Fall 2003	<b>Career:</b>	Undergrad	<b>Institution:</b>	U. of Massachusetts Amherst
Find   <a href="#">View All</a>   First 1 of 2 Last					
<b>Class Nbr:</b>	34422 Intro Linear Algebra			<b>Class Section:</b>	7 Lecture
<b>Catalog Nbr:</b>	Mathematic	235	<b>Session:</b>	University	
<b>Academic Group:</b>	College of Natural Sci. & Math			<b>Career:</b>	Undergrad
<b>Status / Reason:</b>	Enrolled	/	Enrolled	<b>Status Date:</b>	29.08.2003
<b>Grade In/Official:</b>	F	/	F	<b>Grading Basis:</b>	Undergraduate Letter Grading
<b>Lapse Status</b>					
<b>Lapse Status:</b>	Lapsed				
<b>Lapse Deadline:</b>	09.01.2004	<b>Lapse To Grade:</b>	F		
<b>Comment:</b>	<input type="text"/>				

The student has not completed the work for this course.

This student has 2 incompletes. Click *View All* to see both 'index cards'.

**Notes:**

- A. SPIRE will only display incompletes earned after Spring 2002.
- B. The *Lapse Deadline* and *Lapse To Grade* fields are not in use; disregard the information that appears in these fields.