

UND's use of Lapse Grading (I to F process)

Report on set-up and initial implementation

How it works

- When an I grade is posted:

System accesses the academic program table to get lapse days and “lapse to grade,” and fully graded date from student Term Control Dates, adds lapse days to student fully graded date to get a lapse deadline. Results are stored on the STDNT_INCOMPLTE record.

- Lapse grade process:

Run by Institution, Career, Term, Lapse Deadline, Academic Program. Data from STDNT_INCOMPLTE record will be picked up and will generate CRSE_GRADE_INPUT transactions using “lapse to grade.”

Set-up

- The creation of a STDNT_INCOMPLTE record is enabled by having a grade in your grade table set up with the In Progress Grade checkbox turned ON.

Grade Input [Find](#) | [View All](#) [First](#) 11 of 12 [Last](#)

Grade Input: | Convert To Grade:

Description: Incomplete

Short Desc: Incomplete Exclude Progress Units

Grade Points: 0.000 Grade Category: NONE

Complete:

In Progress Grade Include in GPA Earn Credit Valid Attempt Include in Self Service

Drop/Withdraw Penalty Grades

UND Incomplete Grade Policy (excerpts)

Incompletes are entered on the final grade roster, and instructors must submit by email a “Report of Incomplete Grade” form to the Office of the Registrar. The instructor may choose any one of the following options for the deadline to complete the course:

- 1. The default date as stated in the “UND Schedule of Courses.”***
- 2. Extend to 12 calendar months after the end of the course.***
- 3. A date of the instructor’s choosing no later than 12 months after the end of the course.***

Incomplete grades will convert to a grade of “F” if a grade or incomplete extension is not submitted by the instructor to the Office of the Registrar on or before the deadline written on the “Report of Incomplete Grade” form.

An “I” may be converted as indicated above but cannot be expunged from the record. Students may not register in courses in which they currently hold grades of incomplete, except for courses that allow repeated enrollment. A student will not be allowed to graduate with an unconverted incomplete grade on the academic record.

- The lapse deadline (date after which the I-grade would turn to F if a batch process is run), and the “lapse to grade” (the grade that the I will turn into) are controlled in the academic program table.

Academic Program | Standing/Honors | Taxonomy/Campus | Repeat/Incomplete | Enrollment

Academic Institution: UND01 University of North Dakota
Academic Program: UGACC Accountancy

Find | View All First 1 of 1 Last

Effective Date: 08/21/2008 Status: Active

Incomplete Grade

Incomplete Grade:	I	Incomplete
	<input checked="" type="checkbox"/> Lapse Grade	
Lapse To Grade:	FI	Unsatisfactory
Lapse Days:	187	
Lapse Transcript Note ID:		
	<input type="checkbox"/> Print Lapse Date	
Completed Transcript Note ID:		
	<input type="checkbox"/> Print Completed Date	

Save | Return to Search | Add | Update/Display | Include History

[Academic Program](#) | [Standing/Honors](#) | [Taxonomy/Campus](#) | [Repeat/Incomplete](#) | [Enrollment](#) | [Course](#) | [Dynamic Date](#)

Definitions

- **Incomplete Grade:** the grade that will turn into the “lapse to grade”, regardless of grading basis
- **Lapse Grade (checkbox):** enables you to lapse the incomplete grade to the “lapse to grade”
- **Lapse To Grade:** the grade that the incomplete grade will turn into, regardless of grading basis
- **Lapse Days:** number of calendar days added to the student fully graded date to obtain a lapse deadline

Incomplete Grade

Incomplete Grade:	I	Incomplete
	<input checked="" type="checkbox"/> Lapse Grade	
Lapse To Grade:	FI	Unsatisfactory
Lapse Days:	187	
Lapse Transcript Note ID:	<input type="checkbox"/> Print Lapse Date	
Completed Transcript Note ID:	<input type="checkbox"/> Print Completed Date	

[Academic Program](#) | [Standing/Honors](#) | [Taxonomy/Campus](#) | [Repeat/Incomplete](#) | [Enrollment](#) | [Course](#) | [Dynamic Date](#)

Incomplete Grade

- Since you can only enter 1 Incomplete Grade on a program, you cannot lapse different grades. In your grade schemes and grade bases, any incomplete must be recorded with the same code (e.g., they all must be I, or INC, or whatever you use for an incomplete that will later turn into another grade if the work is not completed).

Lapse To Grade

- You can only enter 1 “lapse to grade” on an academic program. We have chosen FI, which is the grade that UND records for an incomplete that was not completed, per UND’s Incomplete Policy.
- However, if a course is graded Satisfactory/Unsatisfactory, the grade we record is UI.
- But the batch grade lapse process will generate a CRSE_GRADE_INPUT transaction with an FI grade – not a CRSE_GRADE_OFF transaction. So you can get things to work properly by arranging your grade scheme table to turn an input FI grade to a UI official grade for those grade bases that call for a lapse to a U grade rather than an F grade.

Lapse Days

- Lapse days is number of calendar days after the student's fully graded date that the incomplete deadline will be set to.
- UND's normal default deadline for Fall semester incompletes is the end of the following February.
- Our fully graded date for Fall is now set to the first day of the Fall semester.
- We arrived at 187 lapse days by using the basic Fall set-up. This gave us a February 28, 2009 deadline for 0910.
- We decided to use the lapse process for 0910 grades, but we decided well after most students had registered for Fall. Fully graded date had already been copied from the academic calendar to STDNT_CAR_TERM file for most students.

However...

- UND's normal default deadline for Spring and Summer incompletes is near the beginning of October.
- But we are stuck with 187 lapse days in the academic program set-up.
- To temporarily solve this, we modified our default fully graded dates for 0930 and 0940, before any registration happened for 0930. April 2, 2009 plus 187 days = October 6, 2009.
- The problem is now that the Spring Fully graded date is well into the Spring semester instead of at the beginning.

To resolve this for the long term, we will:

- We will base the lapse days on the Spring and Summer lapse deadline of early October. That adds up to 263 days. That way, our Fully Graded Date will always be at the start of the semester or earlier.
- Using 263, we will set our Fall 2009 Fully Graded date to June 8, 2009, before any students register for fall. June 8, 2009 plus 263 calendar days will give us the desired lapse deadline of the end of February 2010.
- We will not request a change to the lapse days on our academic programs until after Summer 2009 is over, some time early next fall.



The old process:

- Receive and scan “Report of Incomplete Grade” forms
- Manually record on Excel spreadsheet
- Copy “Report of Incomplete Grade” forms to file folders
- SAS program to compare actual incomplete grades in Enrollment file with spreadsheet
- Look up instructor emails and send reminder about missing form(s)
- Receive “Removal of Incomplete Grade” form
- Change “I” grade via Enrollment Request, record on Excel spreadsheet and remove report from file
- Check Excel file for incompletes not completed by deadline, send individual emails to instructors to warn them that grades will be converted to F
- Convert “I” to “FI” grades via Enrollment Request.



New Process:

- Receive and scan “Report of Incomplete Grade” forms
- Enter “R” or “*” in comment section on Student Incomplete screen
 - “R” Lapse Deadline = term default date
 - “*” Lapse Deadline = any date other than term default date
- Run “Missing INC forms” query
- Run “I Grades about to lapse” query
- Run Grade Lapse process

Student Incomplete

(Created when grade is posted)

The screenshot displays a web application interface for managing student records. On the left is a navigation menu, and the main area shows the details for a student with an 'Incomplete' status.

Menu

- Information
- ▷ Campus Community
- ▷ Student Recruiting
- ▷ Student Admissions
- ▽ Records and Enrollment
 - ▷ Enroll Students
 - ▽ Student Term Information
 - [Term Activate a Student](#)
 - [Student Grades](#)
 - [Term History](#)
 - **Student Incomplete**
 - ▷ Career and Program Information
 - ▷ Enrollment Summaries
 - ▷ Term Processing
 - ▷ Enrollment Reporting
 - ▷ Enrollment Verifications
 - ▷ Transcripts
 - ▷ Graduation
 - ▷ Transfer Credit Evaluation
 - ▷ Transfer Credit Rules
 - ▷ Student Background Information
- ▷ Curriculum Management
- ▷ Student Financials
- ▷ Academic Advisement
- ▷ Contributor Relations
- ▷ Set Up SACR
- ▷ Reporting Tools
- ▷ PeopleTools
- [Ad Astra Room Scheduler](#)
- [Online Admissions](#)
- [Application](#)

Student Incomplete

Star, Reggie E 0398180

Term: 2008 Fall **Career:** Undergrad **Institution:** University of North Dakota

[Find](#) | [View All](#) [First](#)

Class Nbr:	37298 Intermediate Algebra	Class Section:	03 Lecture
Catalog Nbr:	Math 102	Session:	Regular
Academic Group:	College of Arts & Sciences	Career:	Undergrad
Status / Reason:	Dropped / Dropped (was enrolled)	Status Date:	11/13/2008
Grade In/Official:	/	Grading Basis:	Pre-College

Lapse Status

Lapse Status:	Incomplete		
Lapse Deadline:	<input type="text" value="02/28/2009"/>	Lapse To Grade:	<input type="text" value="FI"/>
Comment:	<input type="text"/>		

Received "Report of Incomplete Grade" form. Enter "R" or "*"

Student Incomplete

Star, Reggie E

0398180



Term: 2008 Fall

Career: Undergrad

Institution:

University of North Dakota

Find | View All First 1 of 1 Last

Class Nbr:	37298 Intermediate Algebra	Class Section:	03 Lecture
Catalog Nbr:	Math 102	Session:	Regular
Academic Group:	College of Arts & Sciences	Career:	Undergrad
Status / Reason:	Dropped / Dropped (was enrolled)	Status Date:	11/13/2008
Grade In/Official:	/	Grading Basis:	Pre-College

Lapse Status

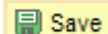
Lapse Status: Incomplete

Lapse Deadline: 03/06/2009

Lapse To Grade: FI

Comment:

*




Save



Return to Search

Missing "Report of Incomplete Grade" Form

Term: 

No AVIT?

AVIT only?

[View Results](#)

STRM	Term	Instructor	Subject	Catalog	Title	Class Nbr	Lapse Stat	Deadline	Grade	Grade Dt	Student	Student ID	Email	Email sort
------	------	------------	---------	---------	-------	-----------	------------	----------	-------	----------	---------	------------	-------	------------

- Query reads Student Incomplete file and selects all cases where the status is Incomplete and the comment does not begin with "R" or an *. Provides instructor email, lapse deadline, student and class information needed to generate email merge to instructor. One email per incomplete grade.

“Report of Incomplete Grade” Form Instructor Email Reminder

To: Faculty/Staff

Reminder: “Report of Incomplete Grade” form

As of Friday, January 30, 2009 we have not received a “Report of Incomplete Grade” form for the following student who received a grade of “I” during the fall term (091).

Strar, Reggie E 0398180 Math 102 37298

The “Report of Incomplete Grade” form can be found at:

<http://www.und.nodak.edu/dept/registrar/FacultyStaff/FacultyStaffForms.htm#Email>

Please call if you have further questions.

Thank you!

Sharon Bruggeman

Records Associate

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"I" Grades about to lapse

No AVIT?

AVIT only?

From Lapse Deadline: 31

Through Lapse Deadline: 31

[View Results](#)

STRM	Term	Instructor	Subject	Catalog	Title	Class Nbr	Lapse Stat	Deadline	Grade	Student	Student ID	Email	Email sort
------	------	------------	---------	---------	-------	-----------	------------	----------	-------	---------	------------	-------	------------

- Query reads Student Incomplete file and selects all cases where the status is Incomplete and the lapse deadline falls between the parameter dates. Provides instructor email, lapse deadline, student and class information needed to generate email merge to instructor. One email per incomplete grade.

Removal of Incomplete Deadline Instructor Email Reminder

Faculty/Staff

Reminder: **Removal of Incomplete Grade**

The deadline to submit the "Removal of Incomplete Grade" form is 2/28/2009 for the following student:

Strar, Reggie E 0398180 Math 102 37298

- You can obtain a "Removal of Incomplete Grade" form from your department secretary or the Office of the Registrar. This form is not on-line.
- The incomplete grade will convert to a grade of "F" if a grade ("Removal of Incomplete Grade" form) or extension ("Report of Incomplete Grade" form) has not been submitted by the instructor on or before the deadline chosen on the "Report of Incomplete Grade" form.

Please call if you have further questions.

Thank you!

Sharon Bruggeman

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Running the grade lapse process

Grade Lapse

Run Control ID: SHARON

[Report Manager](#) [Process Monitor](#)

*Institution	*Career	*Term	*Lapse Deadline	*Academic Program
UND01	UGRD	0910	02/28/2009	UGACC
UND01	UGRD	0910	02/28/2009	UGANT
UND01	UGRD	0910	02/28/2009	UGAPM
UND01	UGRD	0910	02/28/2009	UGASM
UND01	UGRD	0910	02/28/2009	UGATC
UND01	UGRD	0910	02/28/2009	UGATS
UND01	UGRD	0910	02/28/2009	UGATT
UND01	UGRD	0910	02/28/2009	UGAVM
UND01	UGRD	0910	02/28/2009	UGBED
UND01	UGRD	0910	02/28/2009	UGBFE
UND01	UGRD	0910	02/28/2009	UGBIO
UND01	UGRD	0910	02/28/2009	UGBSE
UND01	UGRD	0910	02/28/2009	UGCCT
UND01	UGRD	0910	02/28/2009	UGCHE
UND01	UGRD	0910	02/28/2009	UGCHM

- Program will generate grade input transactions for any grades in Incomplete status with a lapse date on or before the Lapse Deadline in this run control, for the Institution, Career(s), Term(s), and Academic Program(s) selected.

Grade Lapse Report

- The lapse process run control screen edits require Academic Program, but documentation says it is optional, and in 8.0 it was optional. Has been submitted as an Oracle case.
- The output from the lapse process only provides number of records updated, plus an enrollment request ID, but no meaningful list. You need to search enrollment requests by either enrollment request ID or by term and Enrollment Request Source (or run a query the next day).

```
Report ID: SEGEDLPS                                     PeopleSoft
                                                         GRADE LAPSE REPORT

Institution: UN001
Career: GRAD
Term: 0910
Academic Program: GRAAO
Number of detail rows inserted: 0
Enrollment Request ID used: 0002212615

Institution: UN001
Career: GRAD
Term: 0910
Academic Program: GRACC
Number of detail rows inserted: 0
Enrollment Request ID used: 0002212615

Institution: UN001
Career: GRAD
Term: 0910
Academic Program: GRAEC
Number of detail rows inserted: 0
Enrollment Request ID used: 0002212615
```

Enrollment Request Source

Enrollment Request Search

Academic Institution: University of North Dakota

Academic Career:

Term:

Enrollment Request ID:

Enrollment Request Source:

Enrollment Request Action:

Enrollment Action Reason:

User ID:

EmplID:

Class Nbr:

Refresh Previous Search Result:

Enrollment Action Range

From Date:

End Date:

Last Update Range

From DateTime:

Thru DateTime:

▼ Enrollment List Customize | Find | 1-86 of 86

	Enrollment Request ID	Last Update DateTime	Enrollment Request Source	Enrollment Req Detail Sequence
1	0002212615	03/06/2009 3:18:40PM	Grade Lapse	1
2	0002212615	03/06/2009 3:18:42PM	Grade Lapse	2
3	0002212615	03/06/2009 3:18:43PM	Grade Lapse	3
4	0002212615	03/06/2009 3:18:42PM	Grade Lapse	4

Lapse Status:

Grade Incomplete. 7 Grading Basis. Pre-College

Lapse Status

Lapse Status: Incomplete

Lapse Deadline: 02/28/2009 Lapse To Grade: FI

Comment:

Save Return to Search

- Incomplete: Grade is still incomplete and subject to the lapse process
- Removed: Grade change has been made via enrollment request, and is no longer incomplete
- Lapsed: Grade was changed via the Grade Lapse process

The status is important because it controls the batch lapse process, and because it can be used as a query criterion to get only those records that are still “outstanding incompletes.”

Supporting Queries

Search Results

*Folder View:

-- All Folders --




Query								Customize	Find	View All	First	1-9 of 9	Last
<u>Query Name</u>	<u>Description</u>	<u>Owner</u>	<u>Folder</u>	<u>Run to HTML</u>	<u>Run to Excel</u>	<u>Schedule</u>	<u>Add to Favorites</u>						
UND_SR_DYN_1YR_DATES	1YR dates DYN sections	Public	UND-INCOMPLETES	HTML	Excel	Schedule	Favorite						
UND_SR_HIST_INCOMPLETES	Historical I grades	Public	UND-INCOMPLETES	HTML	Excel	Schedule	Favorite						
UND_SR_INC_DATE_GRD_EDIT	Unapproved grades/dates	Public	UND-INCOMPLETES	HTML	Excel	Schedule	Favorite						
UND_SR_INC_GRADES_INST_TERM	Instructors w Inc Grades	Public	UND-INCOMPLETES	HTML	Excel	Schedule	Favorite						
UND_SR_LAPSING_GRADES_DETAIL	Lapse grades by term/date	Public	UND-INCOMPLETES	HTML	Excel	Schedule	Favorite						
UND_SR_LAPSING_GRADES_TABLE	Lapse grades by term/date	Public	UND-INCOMPLETES	HTML	Excel	Schedule	Favorite						
UND_SR_LAPSING_INC_GRADES	I Grades about to lapse	Public	UND-INCOMPLETES	HTML	Excel	Schedule	Favorite						
UND_SR_MISSING_INC_FORM	Missing INC forms - all	Public	UND-INCOMPLETES	HTML	Excel	Schedule	Favorite						
UND_SR_MISSING_INC_FORMS	Missing INC forms - I only	Public	UND-INCOMPLETES	HTML	Excel	Schedule	Favorite						


Lapse Grades by Term/Date (Table)

No AVIT?


AVIT only?

Term: 


Ignore Term?

From Lapse Deadline: 



Ignore From Deadline?

Through Lapse Deadline: 

Ignore Through Deadline?

Lapse Stat: 

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) (1 kb)

View All First  1-4 of 4  Last


	Lapse Stat	Deadline	STRM	Term	Count
1	I	02/19/2009	0910	2008 Fall	1
2	I	02/28/2009	0910	2008 Fall	189
3	I	03/15/2009	0910	2008 Fall	1
4	I	04/15/2009	0910	2008 Fall	1


- Various uses to help manage when to run grade lapse process and for what terms. Second query has same parameters but lists details instead of just the numbers. Both queries use the Student Incomplete file.

Incomplete date and grade edit (Unapproved grades/dates)

No AVIT?

AVIT only?


Term: 

Default Deadline: 

STRM	Term	Instructor	Subject	Catalog	Title	Class Nbr	Student ID	Student	Grade	Lapse Stat	Deadline	Lapse Grd	Comment
------	------	------------	---------	---------	-------	-----------	------------	---------	-------	------------	----------	-----------	---------

- On the Student incomplete file, this query finds any dates that are different from the default lapse date that are not marked with an * as having been updated officially, and any lapse grades that are not equal to FI.
- This is not only to find date typos, but also a protection against any updating in faculty self-service before grade posting (more about this later in the presentation).

Incomplete grades by instructor

Term: 

Exclude AVIT?


AVIT only?

[View Results](#)

Term	Instructor	email sort	Email	Class Nbr
------	------------	------------	-------	-----------

- List of I grades on the Enrollment file for any term, with instructor email. For use in managing incompletes prior to 0910 lapse process implementation term. Also can be compared for consistency with other queries that use the Student incomplete file.

Historical Incompletes on Enrollment file

Term: 

No AVIT?

AVIT only?

Term & all terms prior?

[View Results](#)

Term	Term	ID	Instructor	Class Nbr	Subject	Catalog	Title	Grade	Student	Email	Email sort
------	------	----	------------	-----------	---------	---------	-------	-------	---------	-------	------------

- List data for I grades remaining on the enrollment file. Used for periodic cleanup and auditing.

Current Flaws

- Lapse process run control
- System does not default in the right dates and grades when Student Incomplete screen is initially available, although it does do the right thing if nothing is entered and the I grade is posted. Therefore, no practical entry before grade post.
- The above is particularly a problem if you wanted to use faculty self-service, so we are not using it.
- The system does not make use of the lapse deadline in Dynamic Dating.
- All of these things have been reported to Oracle, and, so far, all but the first one have been acknowledged as system problems.

Questions?????

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