



Converting Incompletes in Batch Business Process Guide

October 2003

Updates

Date	Action	Page(s)
10/21/03	Last Update	
3/20/07	Updated navigation for version 8.9.	
8/29/07	Updated screen shots for version 8.9.	1-3

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Converting Incompletes in Batch Overview

When a student is given an Incomplete "I" grade by using a Grade Roster, Enrollment Request or Quick Enroll, the system automatically populates the Student Incomplete page (Manage Academic Records > Use > Student Incomplete). On this page, a deadline is calculated for the "I" grade to lapse to an "F". The deadline that the system calculates is the Fully Graded Date for the Term, plus 365 calendar days. The deadline can also be manually changed. Also the grade to lapse to can also be changed on the Student Incomplete page. A report will be run just prior to conversion to change all SUS grading basis incompletes to "U".

When the deadline passes, a batch process needs to be run that will take all "I" grades that are past the deadline, and switch them to an "F" or "U" grade or whichever lapse grade is indicated on the Student Incomplete page. This guide discusses the batch process.

The process must be run for each term that may have an Incomplete with that lapse date. For example, in Fall 2004 you would run it for 1039, and then for any applicable prior terms.

Before You Begin

Prerequisites and Assumptions

Before you can successfully perform the Converting Incompletes in Batch process, it is assumed that each of the following conditions has been met:

- ❑ Incomplete grades have been assigned and the lapse deadline is correct as entered on the Student Incomplete page.

1.0 Converting Incompletes in Batch

Navigation: [Home](#) > [Curriculum Management](#) > [Grading](#) > Grade Lapse

Grade Lapse

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

Run Control ID:

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

1. Click Search or Add to create the proper Run Control you will use for this process.

Grade Lapse

Run Control ID: CEDSR [Report Manager](#) [Process Monitor](#)

*Institution	*Career	*Term	*Lapse Deadline	*Academic Program
CWUID <input type="button" value="v"/>	UGRD <input type="button" value="Q"/>	1089 <input type="button" value="Q"/>	08/24/2007 <input type="button" value="C"/>	UG <input type="button" value="Q"/> <input type="button" value="+"/> <input type="button" value="-"/>

2. Enter the Institution, Career and Term for which you want to lapse Incomplete grades. Note that Career is a required field. If you wish to run for multiple careers you can insert rows using the Plus sign on the right.
3. Enter a Lapse Deadline. The process will lapse all grades that have a Lapse Deadline on the Student Incomplete page that is less than or equal to this date.
4. If you want to narrow your selection you may also enter a Program, however Program is not required.
5. Click the Run button.

Process Scheduler Request

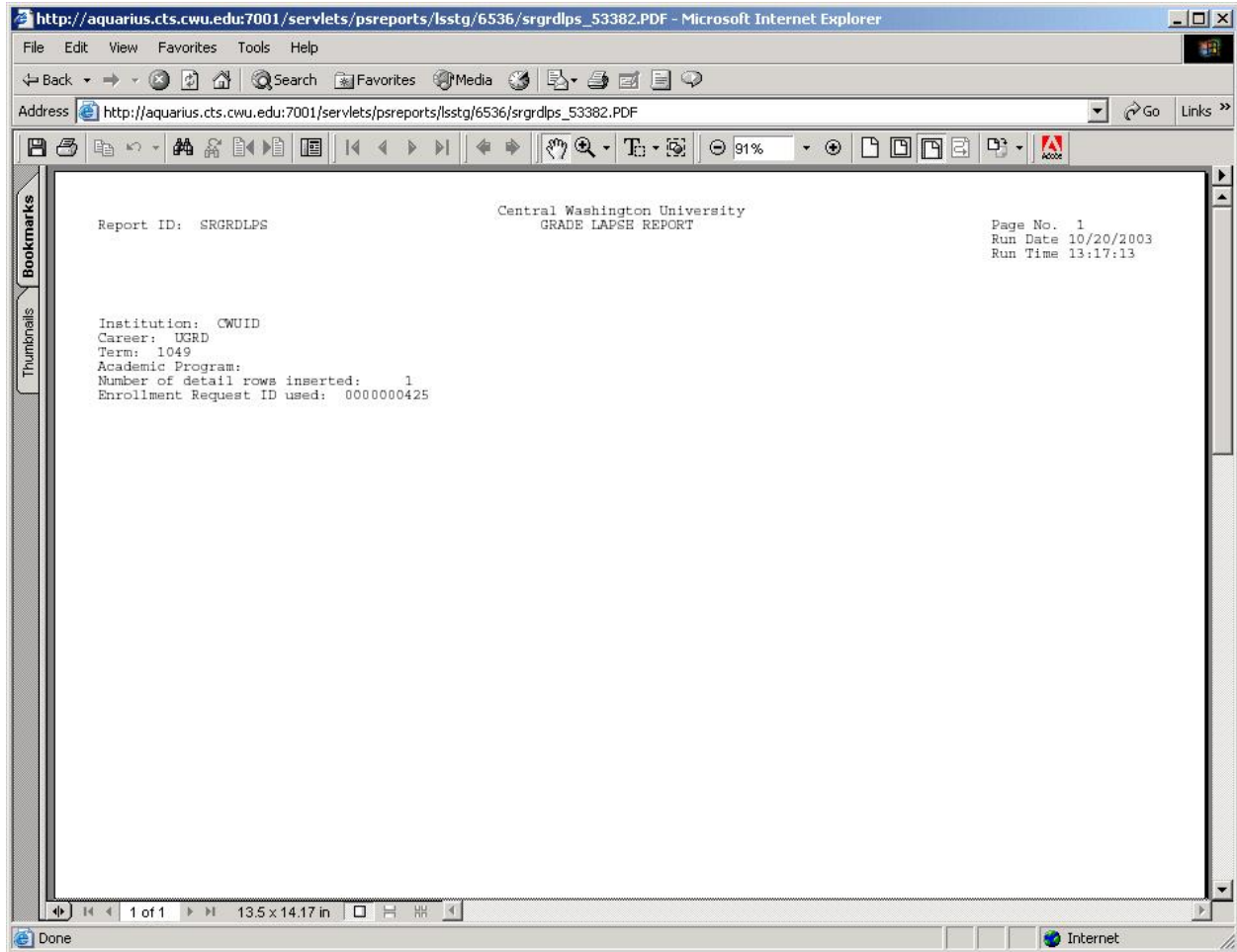
User ID: MORRILLT Run Control ID: CEDSR

Server Name: PSUNX Run Date: 08/27/2007
 Recurrence: Run Time: 7:35:33AM
 Time Zone:

[Reset to Current Date/Time](#)

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Grade Lapse Generation	SRGRDLP5	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Grade Lapse Process	SRPGLJOB	PSJob	(None)	(None)	Distribution

6. Select the server of PSUNX.
7. Click the box next to the Grade Lapse Process PSJob
8. Select the Format of PDF for the SQR Report.
9. Select a Run Date and Time for the process to run. You should coordinate this timing with your DBA or appropriate technical staff.
10. Click OK to run submit the process.
11. When the process runs, check the Process Monitor to see if it finishes successfully.
12. When the process completes successfully, you should be able to click on the Details link, or go to Report Manager – View link, and retrieve the report produced by this process. The report will tell you the Enrollment Request Ids that were used to convert the Incompletes.



13. You can take the Enrollment Request Ids shown on the report, and view the details in Block Enrollment ([Records and Enrollment](#) > [Enroll Students](#) > [Block Enrollment](#) > Block Enroll Merge) as shown below. This enables you to see the specific students and grades that were lapsed. You can also view the Enrollment page or the transcript for some students to make sure the desired outcome resulted from the process.

Block Enrollment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://aquarius.cts.cwu.edu:7001/servlets/clientervlet/lsstg?cmd=start&

PeopleSoft

Home Worklist Help Sign Out

Home > Manage Student Records > Manage Academic Records > Use > Block Enrollment [New Window](#)

Block Enroll Merge Block Enroll Detail Block Enrl Detail1 Block Enrl Detail2

Enrollment Request ID: 0000000425

Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1	SRACADSTAND	SRAcademicStanding,Paul	1049	UGRD	90036	Change Grd	Success	DETAIL

View All First 1 of 1 Last

Save Return to Search Refresh Add Update/Display

[Block Enroll Merge](#) | [Block Enroll Detail](#) | [Block Enrl Detail1](#) | [Block Enrl Detail2](#)

Process Instance:53381,53382,53383 Internet