

Run the Grade Lapse Process

Purpose: Use this document as a reference for running the Grade Lapse process in ctcLink.

Audience: Student Records staff.

 You must have at least one of these local college-managed security roles:

- **ZC CS Grade Processing**
- **ZZ CM Grade Process**

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Grade Lapse Process

Navigation: Main Menu > Curriculum Management > Grading > Grade Lapse

1. The **Grade Lapse Run Control ID** search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
3. NOTE: It is important to note that [Run Control IDs](#) cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA220_GRADE_LAPSE.
4. Enter or look up the **Academic Institution**.
5. Enter or look up the **Career**.
6. Enter or look up the **Term**.
7. **Lapse Deadline:** Enter a date (e.g. today's date). The lapse deadline represents the last day that the student has to complete the incomplete. The Lapse Deadline must be later than or equal to the fully graded date from the **Term Calendar 3** page plus the lapse days that are identified on the incomplete page in the **Academic Program Table** component.
8. **Academic Program:** Optional
9. Select the **Run** button. Refer to the QRG [Process Scheduling](#) for instructions.
10. Select the **E070 Grade Lapse Notification** (This process includes the grade lapse as well as notifications to students and instructors. If a user selects the Grade Lapse Process box

instead, the process will lapse grades, but there will not be any notifications sent.) then select the **OK** button.

11. The Lapse Grade process does not pick up "I" incomplete grades when entered on the Enrollment page. (Main>Records and Enrollment>Enroll Students>Enrollment) It is advised to follow up this process by running incomplete grade queries such as QCS_SR_INCOMPL_GRADES to verify all grades lapsed as expected.
12. After the Run Status has run to Success, select the **Process Name "CTC_GRDE"** link.
13. Select the **CTC Grade NT Success** link.
14. Select the **View Log/Trace** link on the Process Detail page.
15. Select the **Grade Lapse Notification** log file from the File List. **Note:** A user can view the students **and instructors that were notified of the grade lapse** in the Process / Interface Log.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Grade Lapse Process](#). This link will open in a new tab/window.

View the Grade Lapse Results for an Individual Student

 You must have at least one of these local college-managed security roles:

- **ZC CS Grade Processing**
- **ZD CS Grade Processing**
- **ZD SR Super User**
- **ZZ CM Grade Process**

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: Records and Enrollment > Student Term Information > Student Incomplete

1. On the **Student Incomplete** page, enter a student's ID in the **ID** field.
2. Select the **Search** button.
3. Review the Grade Lapse results for that student.

Grade Lapse Configuration (Academic Program Table)

! You must have at least one of these local college-managed security roles:

- **ZD SACR Found Tbl Config Inq**
- **ZD SR Super User**

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: Set Up SACR > Foundation Tables > Academic Structure > Academic Program Table

1. Enter **Academic Institution** then select the **Search** button.
2. Select the **Repeat/Incomplete** tab on the Academic Program Table page.
3. Define grade lapse rules for academic programs.
 - a. Each rule defines the grade that your incomplete grades lapse to when you run the report and what related transcript notes (if any) appear on a student's transcript.
4. Process complete.

The screenshot shows the 'Academic Program Table' configuration page. The 'Repeat/Incomplete' tab is selected. The page displays the following configuration options:

- Navigation:** Academic Program 1, Academic Standing and Honors, Taxonomy/Campus, **Repeat/Incomplete**, Enrollment, Course, Dynamic Date, Home.
- Search Filters:** Academic Institution: WA220 Tacoma CC; Academic Program: ACADM Academic.
- Repeat Rule:**
 - Repeat Rule: ACADEMIC
 - Process on Enrollment: Yes
 - Repeat Grade Check: All Courses
 - Options: Temporarily Suspend Repeat Check on Enrollment, Temporarily Suspend Repeat Check on Grade Input.
- Course Catalog Repeats:**
 - *Course Catalog Repeat Message: Warning
- Incomplete Grade:**
 - Incomplete Grade: I
 - ☒ Lapse Grade
 - Lapse To Grade: E
 - Lapse Days: 90
 - Lapse Transcript Note ID:
 - ☐ Print Lapse Date
 - Completed Transcript Note ID:
 - ☐ Print Completed Date
- Buttons:** Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History.

Q & A

Q. How would we enter a different lapse deadline for each student?

A. Navigate to the Student Incomplete screen (*NavBar > Records and Enrollment > Student Term Info > Student Incomplete*) and manually adjust the lapse deadline date for the student's grade. If you need to make these manual adjustments a lot, consider changing your default Lapse Days on your Academic Program Table.

Q. How would we enter a different "default lapse grade" per student?

A. Navigate to the Student Incomplete screen (*NavBar > Records and Enrollment > Student Term Info > Student Incomplete*) and manually adjust the Lapse To Grade.

Q. In Grade Lapse Configuration, is there only one default set for all students?

A. Yes, the Academic Program Table (*NavBar > Set Up SACR > Foundation Tables > Academic Structure > Academic Program Table > Repeat/Incomplete*) allows you to set one set of defaults per program. Thus, unless you have different Grade Lapse policies per program (e.g., Academic students vs. Prof-Tech students), it effectively is set for your entire student population.

Q. What if an Instructor submits a grade change for the student before their lapse deadline is up?

A. The Grade Lapse process will ONLY look at students who currently have incomplete grades on their record for the given term. The process will not look at them if their grade is changed (or entered via Enrollment Request or Quick Enroll) to a grade besides an Incomplete.

Q. Will the grade lapse process change the student's grade to the default grade after updating the new earned grade?

A. The process only looks at students who have incomplete grades when the process is run. If they no longer have an incomplete, they won't get picked up.