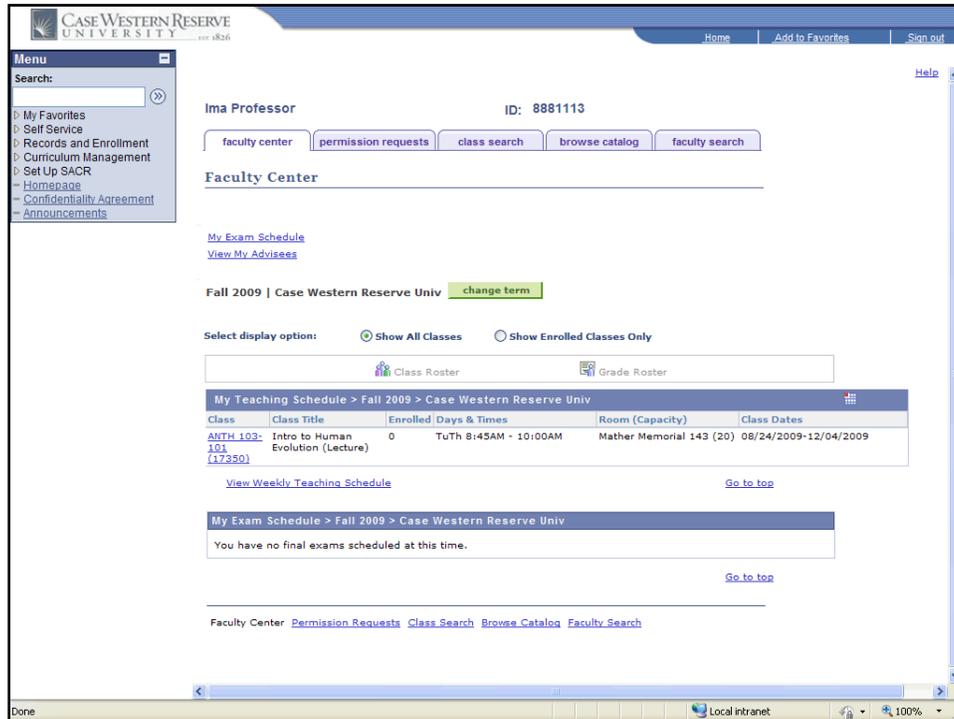


Change an Incomplete Grade

Procedure

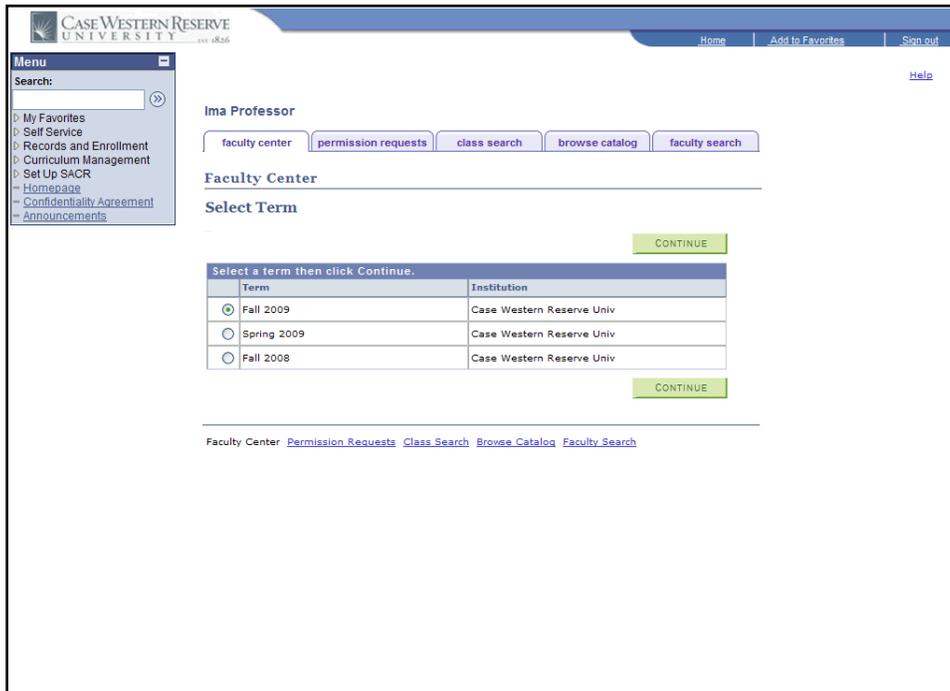
Use this Change an Incomplete Grade process to change a student's incomplete grade to an official grade in the class grade roster.



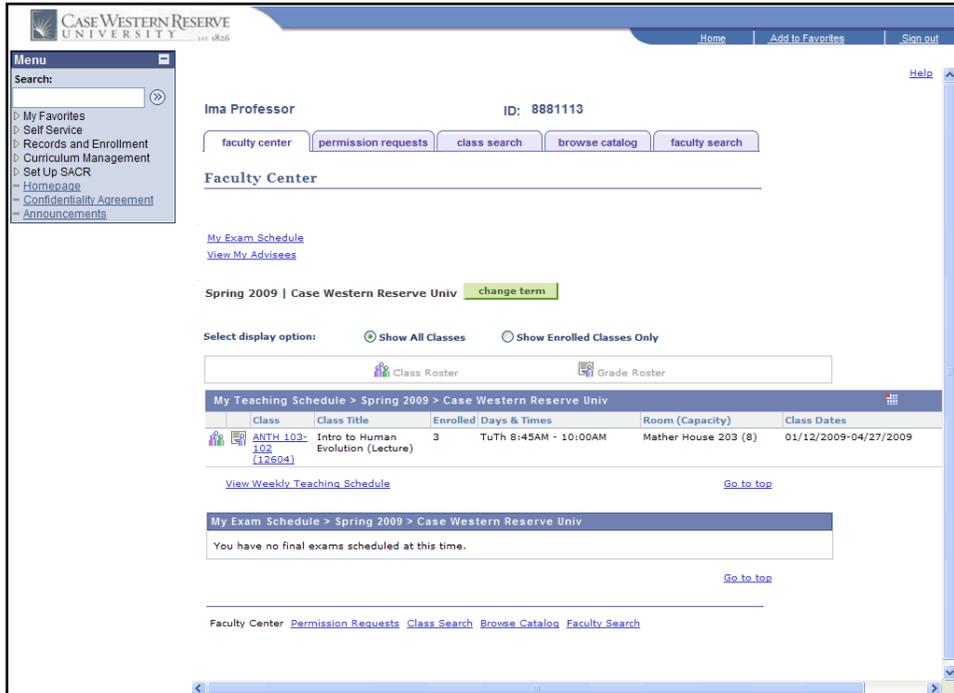
Step	Action
1.	<p>After logging in to the SIS, the Faculty Center appears.</p> <p>To locate a class taught in a prior term, click the Change Term button.</p> <p>change term</p>

System Process Document

Change an Incomplete Grade



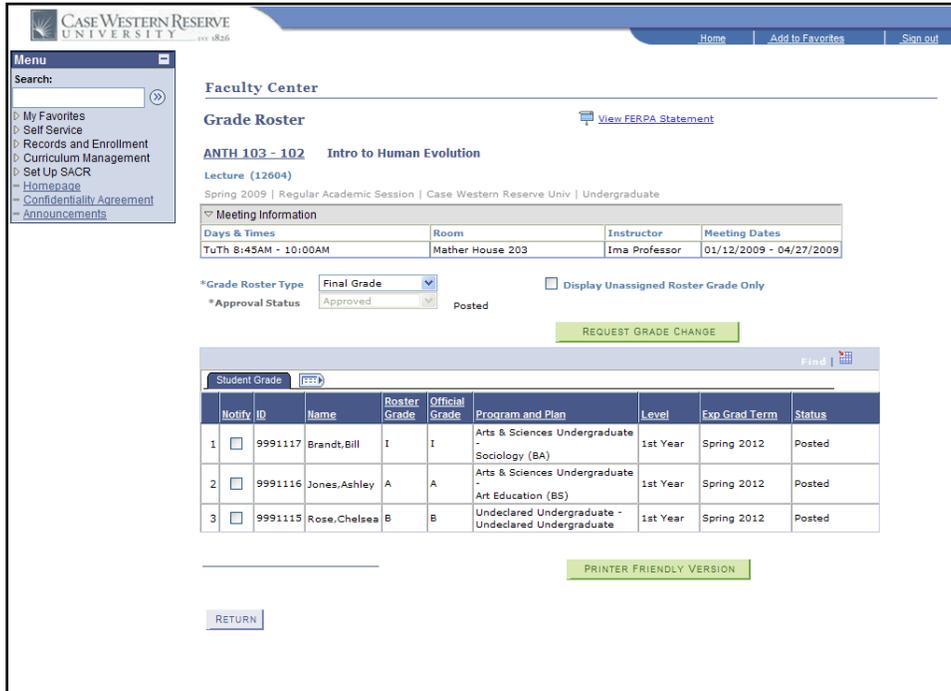
Step	Action
2.	<p>The Select Term screen appears.</p> <p>Select the appropriate term from the list by clicking in its radio button.</p> 
3.	<p>Click the Continue button.</p> 



Step	Action
4.	Locate the appropriate class roster in the Teaching Schedule list. Click the Grade Roster button. 

System Process Document

Change an Incomplete Grade



Faculty Center

Grade Roster [View FERPA Statement](#)

ANTH 103 - 102 Intro to Human Evolution

Lecture (12604)

Spring 2009 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 8:45AM - 10:00AM	Mather House 203	Ima Professor	01/12/2009 - 04/27/2009

*Grade Roster Type: Display Unassigned Roster Grade Only

*Approval Status: Posted

REQUEST GRADE CHANGE

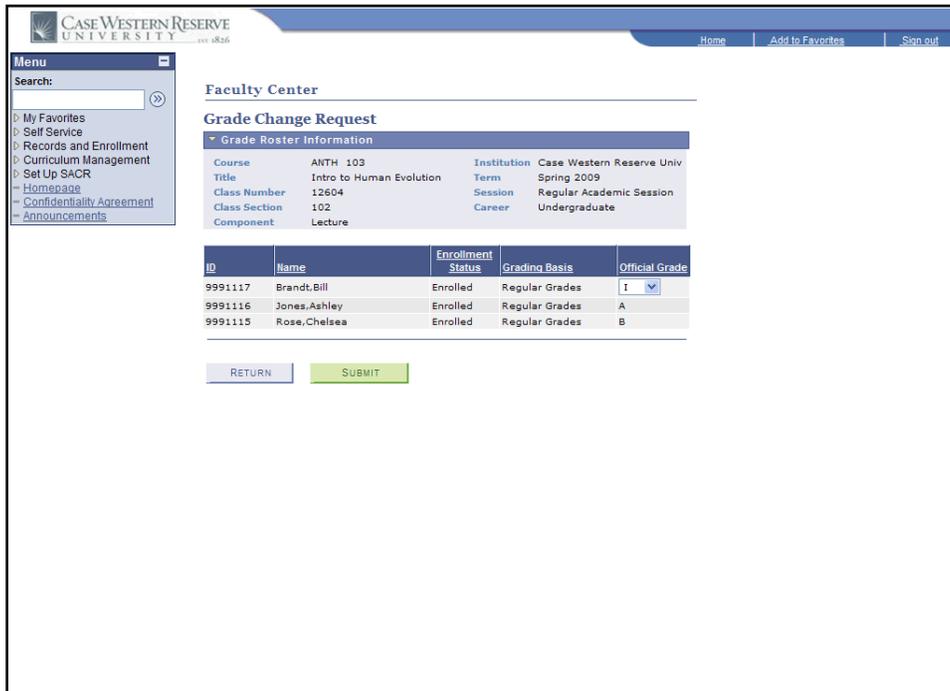
Student Grade Find

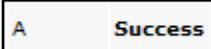
Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Exp Grad Term	Status
<input type="checkbox"/>	9991117	Brandt,Bill	I	I	Arts & Sciences Undergraduate - Sociology (BA)	1st Year	Spring 2012	Posted
<input type="checkbox"/>	9991116	Jones,Ashley	A	A	Arts & Sciences Undergraduate - Art Education (BS)	1st Year	Spring 2012	Posted
<input type="checkbox"/>	9991115	Rose,Chelsea	B	B	Undeclared Undergraduate - Undeclared Undergraduate	1st Year	Spring 2012	Posted

PRINTER FRIENDLY VERSION

[RETURN](#)

Step	Action
5.	<p>Confirm that this class contains the student who is to receive the new grade.</p> <p>Click the Request Grade Change button.</p> <p>REQUEST GRADE CHANGE</p>



Step	Action
6.	The Grade Change Request screen appears. The ability to change a grade will only be available for those students with an "I" grade. Click the Official Grade dropdown list. 
7.	Select the appropriate grade from the dropdown list. 
8.	Click the Submit button. 
9.	When the grade is submitted, the dropdown box disappears and Success appears to the right of the grade. If Error appears instead, please contact reghelp@case.edu for assistance. 
10.	This completes the process of changing an I grade to an official grade in the SIS. End of Procedure.