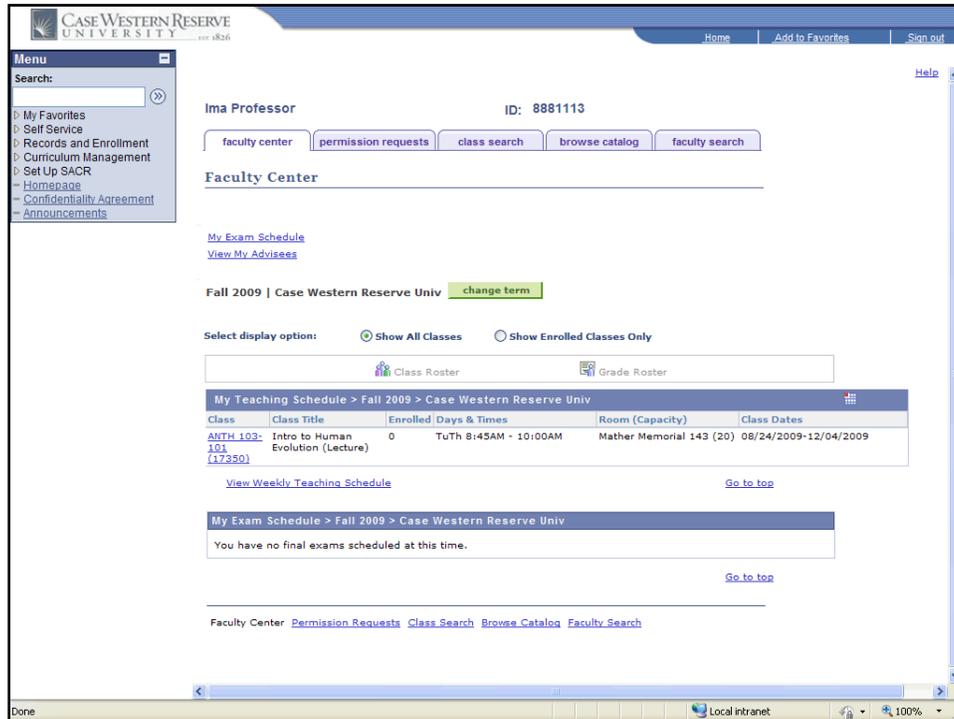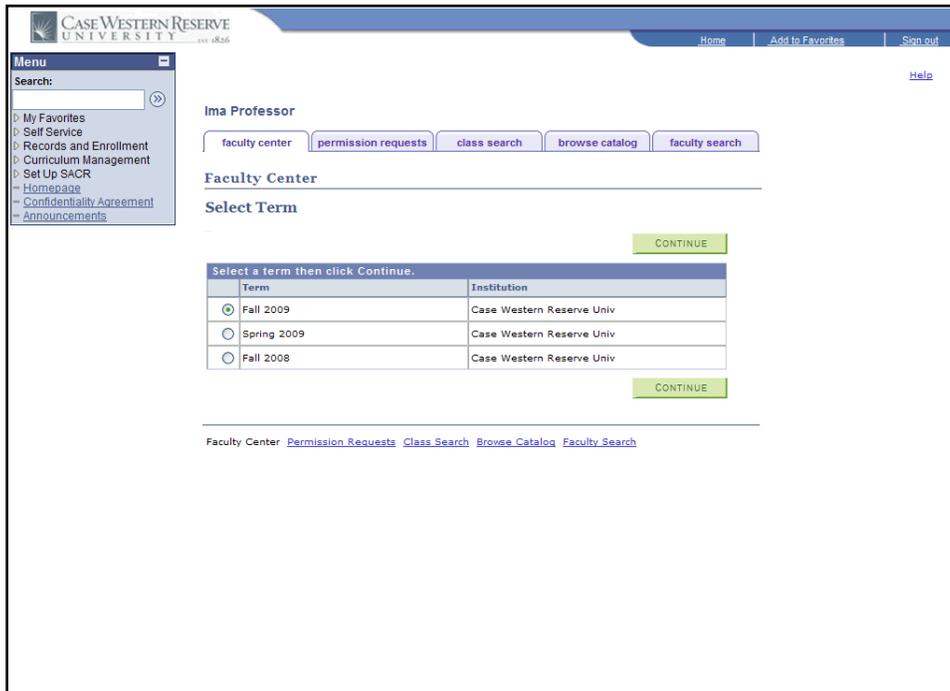# Change an Incomplete Grade

Procedure

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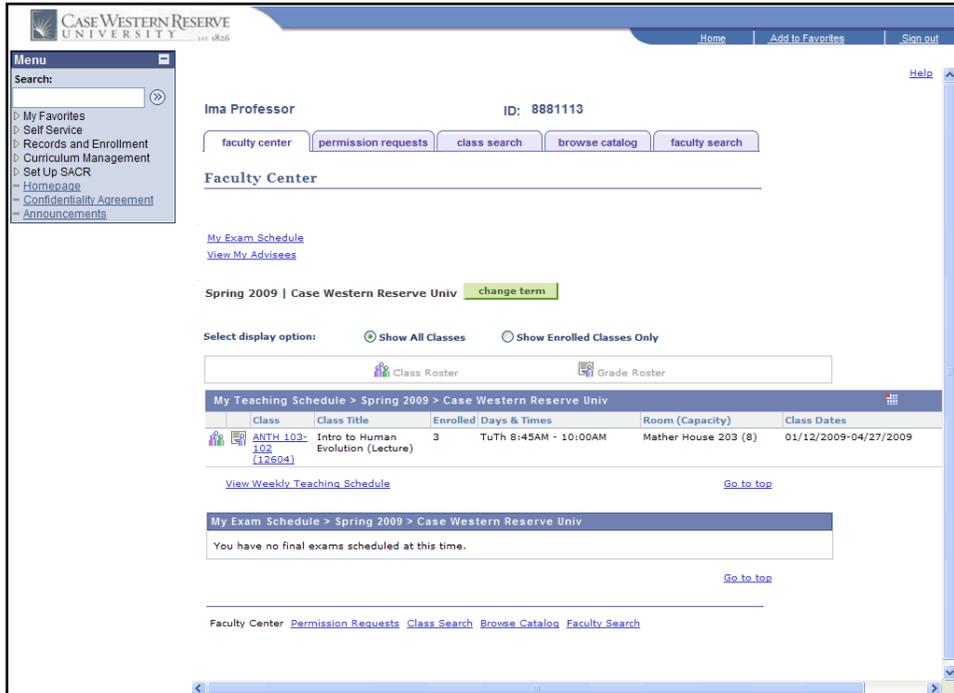

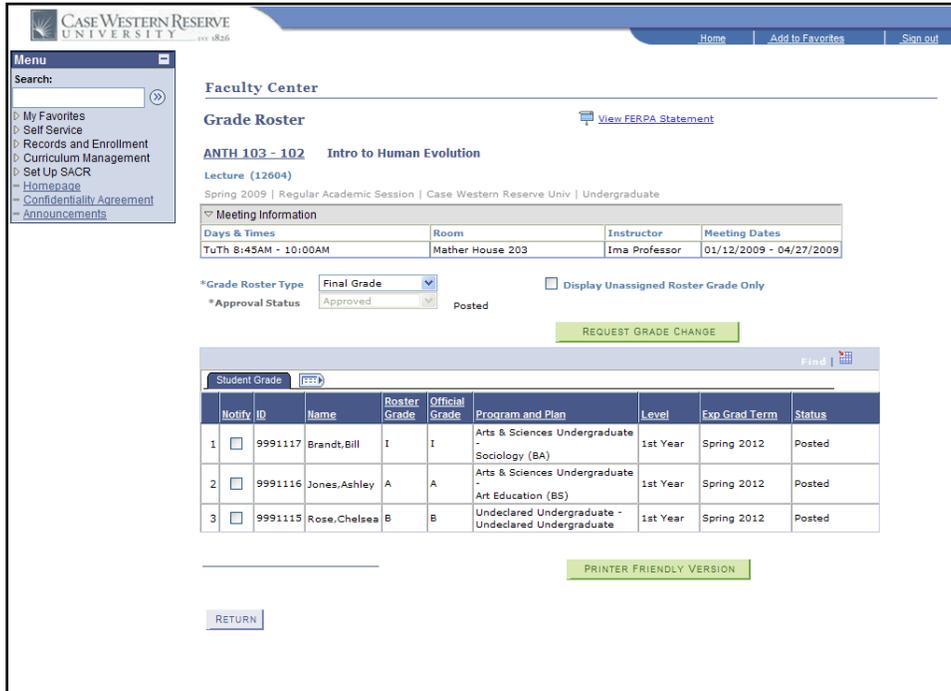| Step	Action
1.	After logging in to the SIS, the Faculty Center appears.
	To locate a class taught in a prior term, click the **Change Term** button.

Step	Action
2.	The Select Term screen appears. Select the appropriate term from the list by clicking in its radio button. ⭕
3.	Click the **Continue** button. CONTINUE

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

Step	Action
5.	Confirm that this class contains the student who is to receive the new grade. Click the **Request Grade Change** button. REQUEST GRADE CHANGE
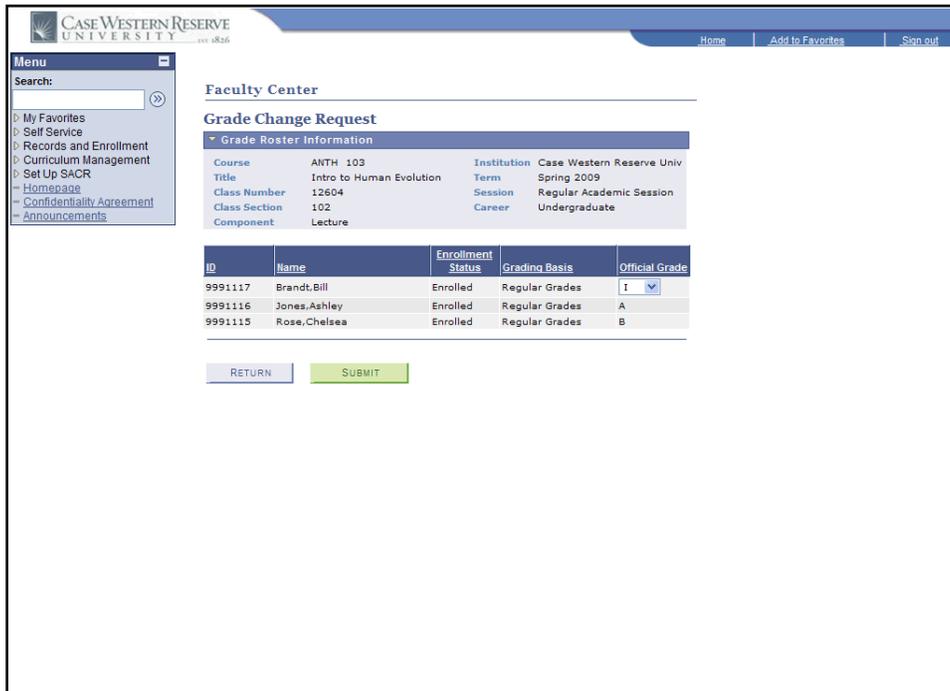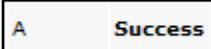
Step	Action
6.	The Grade Change Request screen appears. The ability to change a grade will only be available for those students with an "I" grade. Click the **Official Grade** dropdown list. I ⌄
7.	Select the appropriate grade from the dropdown list. A
8.	Click the **Submit** button. SUBMIT
9.	When the 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. A **Success**
10.	This completes the process of changing an I grade to an official grade in the SIS. **End of Procedure.**