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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>After logging in to the SIS, the Faculty Center appears. To locate a class taught in a prior term, click the Change Term button.</td>
</tr>
</tbody>
</table>
Step | Action
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2. | The Select Term screen appears.
   Select the appropriate term from the list by clicking in its radio button.
3. | Click the **Continue** button.
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<td>4.</td>
<td>Locate the appropriate class roster in the Teaching Schedule list. Click the <strong>Grade Roster</strong> button.</td>
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5. | Confirm that this class contains the student who is to receive the new grade.
    
Click the **Request Grade Change** button.
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| 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.  
![](image)
| 7.   | Select the appropriate grade from the dropdown list.  
A |
| 8.   | Click the **Submit** button.  
![](image)
| 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.  
![](image)
| 10.  | This completes the process of changing an I grade to an official grade in the SIS.  
**End of Procedure.** |