Change an Incomplete Grade

Concept

This topic demonstrates how to change in incomplete grade to an official grade in the Grade Roster screen of the Faculty Center in the SIS.

Procedure

Begin by logging in to the SIS at case.edu/sis with your CWRU Network ID and password.

<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 <strong>Change Term</strong> button.</td>
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</tbody>
</table>
2. The Select Term screen appears.

Select the appropriate term from the list by clicking in its radio button.

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

![Grade Roster Image](image)

### Step 5
5. Confirm that this class contains the student who is to receive the new grade.  
Click the **Request Grade Change** link.
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.

   ![Official Grade dropdown list]

7. Select the appropriate grade from the dropdown list.

8. Click the **Submit** button.

   ![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.

   ![Success]

10. This completes the process of changing an Incomplete grade to an official grade in the SIS.

    **End of Procedure.**