

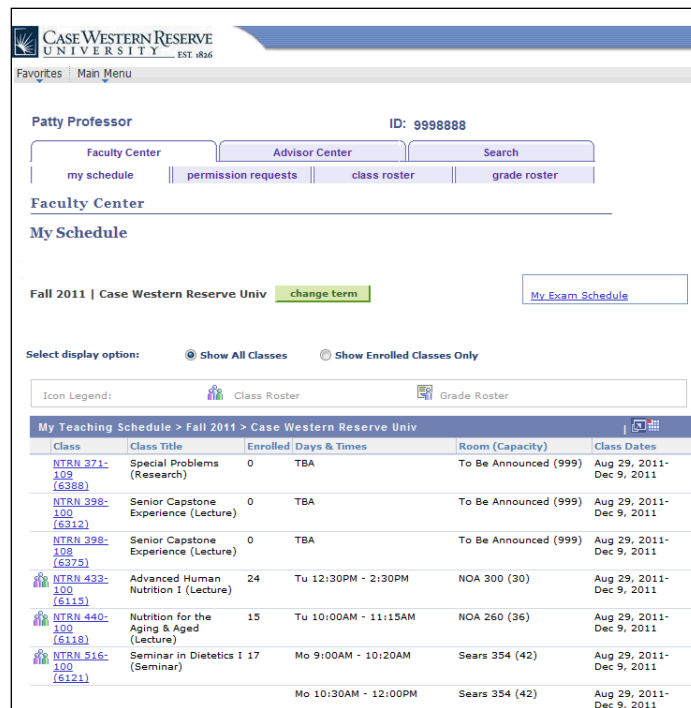
## Change an Incomplete Grade


### Concept

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

### Procedure

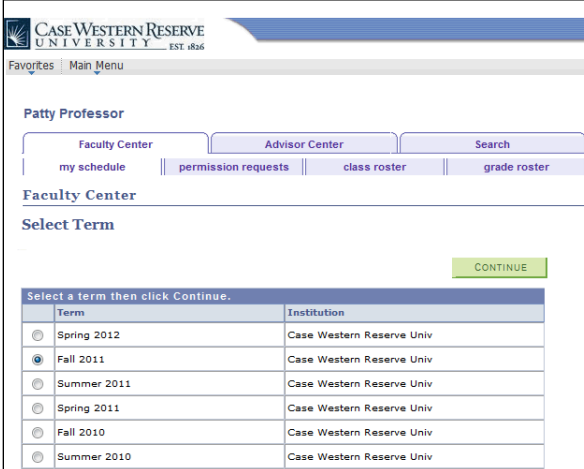
Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.



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 <b>Change Term</b> button.</p> 

# Student Information System Process Document

## Change an Incomplete Grade



Case Western Reserve University - EST. 1826

Favorites | Main Menu

Patty Professor

Faculty Center | Advisor Center | Search



my schedule | permission requests | class roster | grade roster

Faculty Center

Select Term

CONTINUE

Term	Institution
<input type="radio"/> Spring 2012	Case Western Reserve Univ
<input checked="" type="radio"/> Fall 2011	Case Western Reserve Univ
<input type="radio"/> Summer 2011	Case Western Reserve Univ
<input type="radio"/> Spring 2011	Case Western Reserve Univ
<input type="radio"/> Fall 2010	Case Western Reserve Univ
<input type="radio"/> Summer 2010	Case Western Reserve Univ

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 <b>Continue</b> button.</p> 



Case Western Reserve University - EST. 1826

Favorites | Main Menu

Patty Professor ID: 9998888

Faculty Center | Advisor Center | Search

my schedule | permission requests | class roster | grade roster

Faculty Center

My Schedule


Spring 2011 | Case Western Reserve Univ [change term](#) [My Exam Schedule](#)

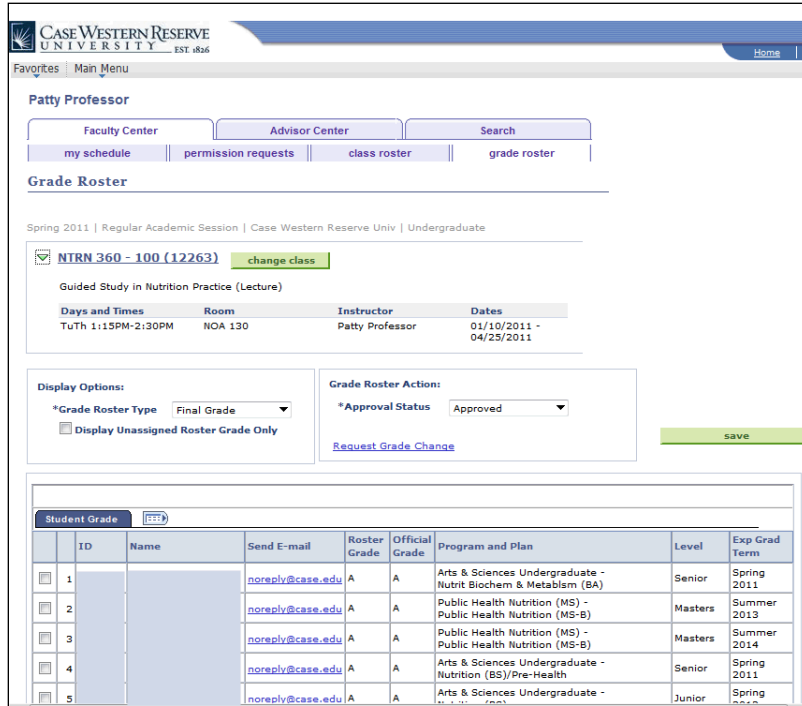
Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > Spring 2011 > Case Western Reserve Univ					
Class	Class Title	Enrolled	Days & Times	Room (Capacity)	Class Dates
<a href="#">NTRN 360-100</a> <a href="#">(12263)</a>	Guided Study in Ntrn Practice (Lecture)	12	TuTh 1:15PM - 2:30PM	NOA 130 (12)	Jan 10, 2011-Apr 25, 2011
<a href="#">NTRN 399-109</a> <a href="#">(12947)</a>	Senior Project (Independent Study)	0	TBA	To Be Announced (999)	Jan 10, 2011-Apr 25, 2011
<a href="#">NTRN 517-100</a> <a href="#">(12285)</a>	Seminar in Dietetics II (Seminar)	17	Mo 9:00AM - 12:00PM	NOA 300 (30)	Jan 10, 2011-Apr 25, 2011

[View Weekly Teaching Schedule](#) [Go to top](#)

Step	Action
4.	<p>Locate the appropriate class roster in the Teaching Schedule list.</p> <p>Click the <b>Grade Roster</b> button.</p> 



Spring 2011 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

**NTRN 360 - 100 (12263)** [change class](#)

Guided Study in Nutrition Practice (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 1:15PM-2:30PM	NOA 130	Patty Professor	01/10/2011 - 04/25/2011

Display Options:  
 \*Grade Roster Type: Final Grade  
 Display Unassigned Roster Grade Only

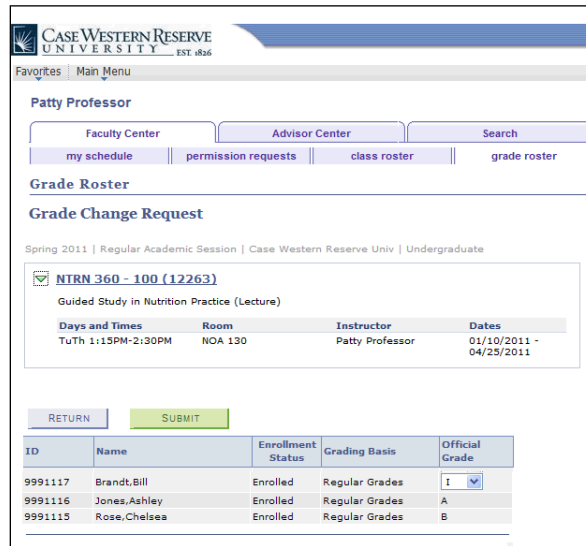
Grade Roster Action:  
 \*Approval Status: Approved  
[Request Grade Change](#)

[save](#)

ID	Name	Send E-mail	Roster Grade	Official Grade	Program and Plan	Level	Exp Grad Term
1		<a href="mailto:noreply@case.edu">noreply@case.edu</a>	A	A	Arts & Sciences Undergraduate - Nutrit Biochem & Metablsm (BA)	Senior	Spring 2011
2		<a href="mailto:noreply@case.edu">noreply@case.edu</a>	A	A	Public Health Nutrition (MS) - Public Health Nutrition (MS-B)	Masters	Summer 2013
3		<a href="mailto:noreply@case.edu">noreply@case.edu</a>	A	A	Public Health Nutrition (MS) - Public Health Nutrition (MS-B)	Masters	Summer 2014
4		<a href="mailto:noreply@case.edu">noreply@case.edu</a>	A	A	Arts & Sciences Undergraduate - Nutrition (BS)/Pre-Health	Senior	Spring 2011
5		<a href="mailto:noreply@case.edu">noreply@case.edu</a>	A	A	Arts & Sciences Undergraduate -	Junior	Spring

Step	Action
5.	<p>Confirm that this class contains the student who is to receive the new grade.</p> <p>Click the <b>Request Grade Change</b> link.</p> <p><a href="#">Request Grade Change</a></p>

**Student Information System Process Document**  
**Change an Incomplete Grade**





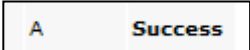
Spring 2011 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

**NTRN 360 - 100 (12263)**  
 Guided Study in Nutrition Practice (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 1:15PM-2:30PM	NOA 130	Patty Professor	01/10/2011 - 04/25/2011

RETURN SUBMIT

ID	Name	Enrollment Status	Grading Basis	Official Grade
9991117	Brandt,Bill	Enrolled	Regular Grades	I
9991116	Jones,Ashley	Enrolled	Regular Grades	A
9991115	Rose,Chelsea	Enrolled	Regular Grades	B

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 <b>Official Grade</b> dropdown list. 
7.	Select the appropriate grade from the dropdown list.
8.	Click the <b>Submit</b> button. 
9.	When the grade is submitted, the dropdown box disappears and <b>Success</b> 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 Incomplete grade to an official grade in the SIS. <b>End of Procedure.</b>