

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.

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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.



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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.



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



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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



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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.