Changing Incomplete Grades or Adding Missing Grades

Incomplete or missing grades can be adjusted. The following steps outline how to submit a missing grade(s).

1. Log into SIS: go.tufts.edu/sis

2. To access a current grade roster, from the My Classes area, select the class listing and then click the Grade Roster A+ icon. The Grade Roster page displays.

3. When the student has successfully completed their course work, click edit incomplete grades to enter an official letter grade for that student.
4. You are presented with the following screen. A new drop down box is presented for you to enter a new official grade to replace the incomplete grade.

![Screen with Grade Roster]

Use the drop down next to the student name to enter the letter grade to replace the incomplete grade.

Click Submit

5. Enter the grade and click Submit. You are presented with the status of Success. PLEASE NOTE that the grade has been posted as Official and is immediately visible to the student.
6. If you opt to return to the grade roster, the new Official grade is presented and is also visible to the student. That evening, reports are proactively sent to schools Registrars and some deans for review.

- Roster grades are posted as Official Grades every night (every 15 minutes for Fletcher courses).
- Students can’t see grades until they become Official.

To adjust previous class roster grades:

1. From your Faculty/Advisor home page, on the left side in the Find... area, click My Previous Class Rosters. The course(s) for this term display.

2. Click change term, select the term, click Continue, select the appropriate Grade Roster, and follow the steps outlined above.