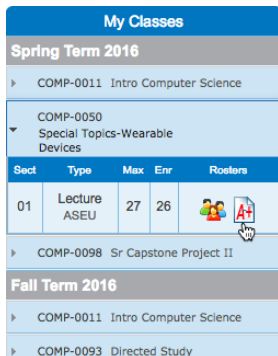


### Changing Incomplete Grades or Adding Missing Grades

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](http://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.

**Grade Roster**

Spring Term 2016 | Regular Academic Session | Tufts University | Fletcher School

▼ **DHP D223 - 01 (24348)** [change class](#)

Theories of Conflict and Conflict Resolution (Lecture)

Days and Times	Room	Instructor	Dates
Tu, Th 11:05AM-12:20PM	Cabot Intercultural Ctr, 205	[REDACTED]	01/20/2016 - 05/11/2016

[edit incomplete grades](#)

Once the student has successfully completed their course work, the user may change the incomplete grade by selecting the "edit incomplete grades" button.

[Click here for information about grading cross-registered students.](#)

	ID	Private	Name	Telephone	Section	Roster Grade	Official Grade	Grade Basis	Program and Plan
<input type="checkbox"/>	1	[REDACTED]	[REDACTED]	[REDACTED]	DHP D223 - 01	B+	B+	GRD	MALD Degree Program - International Relations
<input type="checkbox"/>	2	[REDACTED]	[REDACTED]	[REDACTED]	DHP D223 - 01	B	B	GRD	MALD Degree Program - International Relations
<input type="checkbox"/>	3	[REDACTED]	[REDACTED]	[REDACTED]	DHP D223 - 01	A	A	GRD	MALD Degree Program - International Relations
<input type="checkbox"/>	4	[REDACTED]	[REDACTED]	[REDACTED]	DHP D223 - 01	I	I	GRD	MALD Degree Program - International Relations
<input type="checkbox"/>	5	[REDACTED]	[REDACTED]	[REDACTED]	DHP D223 - 01	▼		GRD	MALD Degree Program - International Relations

- 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.

**Grade Roster**

**Grade Change Request**

Spring Term 2016 | Regular Academic Session | Tufts Uni

▼ **DHP D223 - 01 (24348)**  
Theories of Conflict and Conflict Resolution (Lecture)

Days and Times	Room	Instructor	Dates
Tu, Th 11:05AM-12:20PM	Cabot Intercultural Ctr, 205	[REDACTED]	01/20/2016 - 05/11/2016

ID	Name	Enrollment Status	Grading Basis	Official Grade
1	[REDACTED]	Enrolled	Graded	B+
2	[REDACTED]	Enrolled	Graded	B
3	[REDACTED]	Enrolled	Graded	A
4	[REDACTED]	Enrolled	Graded	I ▼

[Return to Grade Roster](#) **SUBMIT**

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

Click Submit

- 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.

**Grade Roster**

**Grade Change Request**

Spring Term 2016 | Regular Academic Session | Tufts University | Fle

▼ **DHP D223 - 01 (24348)**  
Theories of Conflict and Conflict Resolution (Lecture)

Days and Times	Room	Instructor	Dates
Tu, Th 11:05AM-12:20PM	Cabot Intercultural Ctr, 205	[REDACTED]	01/20/2016 - 05/11/2016

ID	Name	Enrollment Status	Grading Basis	Official Grade	
1	[REDACTED]	Enrolled	Graded	B+	
2	[REDACTED]	Enrolled	Graded	B	
3	[REDACTED]	Enrolled	Graded	A	
4	[REDACTED]	Enrolled	Graded	C ▼	<b>Success</b>

[Return to Grade Roster](#) **SUBMIT**

Post submitting the change of incomplete grade, the user is presented with a success status.

The grade is now visible to the student.

- 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.

**Grade Roster**

Spring Term 2016 | Regular Academic Session | Tufts University | Fletcher School

▼ **DHP D223 - 01 (24348)** change class

Theories of Conflict and Conflict Resolution (Lecture)

Days and Times	Room	Instructor	Dates
Tu, Th 11:05AM-12:20PM	Cabot Intercultural Ctr, 205	[REDACTED]	01/20/2016 - 05/11/2016

When the user goes back to the grade roster, the replacement grade is readily available on the grade roster and to the student.

[Click here for information about grading cross-registered students.](#)

	ID	Private	Name	Telephone	Section	Roster Grade	Official Grade	Grade Basis	Program and Plan	L
<input type="checkbox"/>	1	[REDACTED]	[REDACTED]	[REDACTED]	DHP D223 - 01	B+	B+	GRD	MALD Degree Program - International Relations	GY
<input type="checkbox"/>	2	[REDACTED]	[REDACTED]	[REDACTED]	DHP D223 - 01	B	B	GRD	MALD Degree Program - International Relations	GY
<input type="checkbox"/>	3	[REDACTED]	[REDACTED]	[REDACTED]	DHP D223 - 01	A	A	GRD	MALD Degree Program - International Relations	GY
<input type="checkbox"/>	4	[REDACTED]	[REDACTED]	[REDACTED]	DHP D223 - 01	I	C	GRD	MALD Degree Program - International Relations	GY
<input type="checkbox"/>	5	[REDACTED]	[REDACTED]	[REDACTED]	DHP D223 - 01	[REDACTED]	[REDACTED]	GRD	MALD Degree Program - International Relations	GY

- 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:

- 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.



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