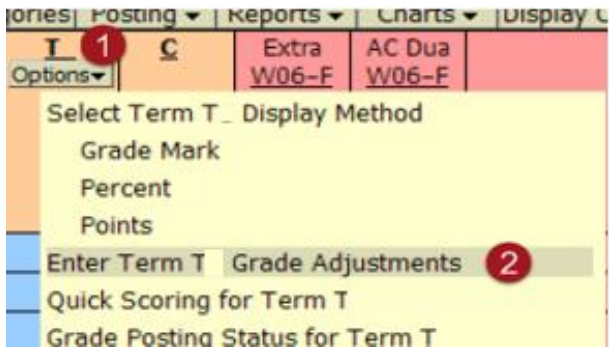
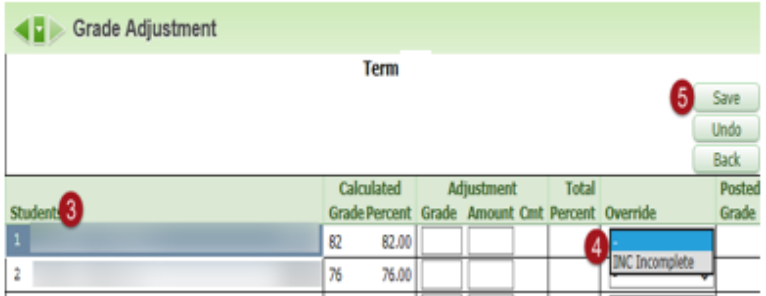


Entering and Removing INCOMPLETES as a Term Grade

<ol style="list-style-type: none"> 1. Choose the appropriate Term to enter the Incomplete. From the appropriate grading term, select Grading Term Options. 2. Select "Enter Term* Grade Adjustments 	
<ol style="list-style-type: none"> 3. Select the student 4. From the Override Column click on the dropdown and select INC Incomplete 5. Click Save 	

REMOVING THE **INC** GRADE

Verify which Term the INC grade needs to be removed. Make sure that particular Term is displayed in your gradebook prior to entering a Request for Grade Change. Refer to the Display Option instructions, if needed, to display that particular Grading Term in the gradebook. Follow the campus procedures for requesting the grade change and enter a Request for Grade Change for the term to remove the INC and follow the below steps.

<p>After entering a Request for Grade Change for the closed term</p> <p>Repeat the above Steps 1 thru 4</p>	
<ol style="list-style-type: none"> 6. Select the blank option. The INC code will disappear. 7. Enter a numeric grade in the Grade column if one is not already entered. 8. Save 	