# How can I exempt a grade for an individual student?

You may exempt students from any grade item in the Grade Center. You might exempt grades for students who transfer to your school/course, add a course late, or require other accommodations. You might also exempt students from a grade because their performance is superior, and you want to reward their work. Existing grades that you exempt are not deleted but are ignored in all total and statistical calculations. The grade cell will display the Exempt icon.

1. From the Full Grade Center, find the item for the student that you wish to exempt. Choose the small down-arrow in the cell.
2. **Select Exempt Grade** from the menu that appears.
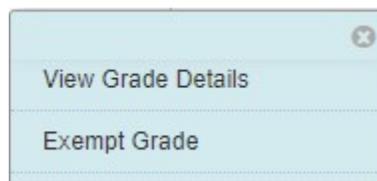
(OR)

1. Access the item's cell menu and select **View Grade Details**.
2. On the **Grade Details page**, click the **Manually Override** tab.
3. Click **Exempt**. (Optional -- Provide feedback or grading notes.)
4. Click **Save**.

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Questions? Contact us at blackboard@ttu.edu or 806-742-5933.