

Incompletes

Do you need students with **Incompletes** to access your old course shell to complete their work? Now you can request this access on an easy webform. You can find this form at

<https://tiny.emich.edu/incompletes>

Here's what it looks like and instructions to fill it out:

The screenshot shows a webform titled "CFE Incompletes". At the top, it indicates the category is "Center for E-Learning", the subcategory is "Incompletes", and the order is expected in "1-2 Business Days". A note states: "This form is for instructors requesting Canvas course access for a student who is finishing an Incomplete grade for a course." Below this are two small icons. The form fields include: "Requester*" with a text box containing "Rebecca Pietrowski"; "Priority" with a dropdown menu set to "None"; "Due at" with a date selector showing "Select Date"; "CC" with an empty text box; "Site" with a dropdown menu set to "Academic Enrollment Mgt"; "Department" with a dropdown menu set to "Center for E-Learning"; "Student EID*" with an empty text box; "Student NetID" with a dropdown menu set to "Not Set"; "Applicable Course CRN(s)" with an empty text box; and "Comments" with an empty text box. At the bottom right, there are "Cancel" and "Create" buttons.

You may need to log in to MyEmich to get to this page. The form will automatically fill in your name, so you just need to provide the student info:

- Student's EID
- Student's NetID (searchable)
- Section CRN

You can request access for classes in a previous semester or the current one.

Don't forget to click Create. We should be able to open the course access in 1-2 business days.

In order to allow other students to review assignments and Grades, Incompletes cannot be processed until at least 4 weeks after the end of the term that the Incomplete was given for.