Requesting to Add an Incomplete Student to an eLearning Course

Overview

The instructions below explain how an instructor of record or Department Chair can request to have an **active** student added to an eLearning course to make up an incomplete grade.

Requests should only be submitted for incomplete access to courses from the previous semester. Exception: Access to Spring courses may be approved for the Fall semester as a continuation of Summer incomplete access. Other exceptions must be approved by the Registrar's office.

The Registrar's office must submit requests for **inactive** students.

Visit Changing Incomplete and Late Grades for Instructors for more information.

Instructions

The instructor of record or Department Chair may submit an eLearning: Incomplete Student request. The request must include the following information:

- CRN of the course
- Course number
- Term of course
- The name or username of the student needing access
- First date that the student needs access to the previous course
- Additional Details (optional): Relevant information that may be unique to this request (e.g., The student has already been provided incomplete student access for this course previously)

ITS Help Desk

(**850) 474-2075**
helpdesk@uwf.edu