

Request an Incomplete in EduCat

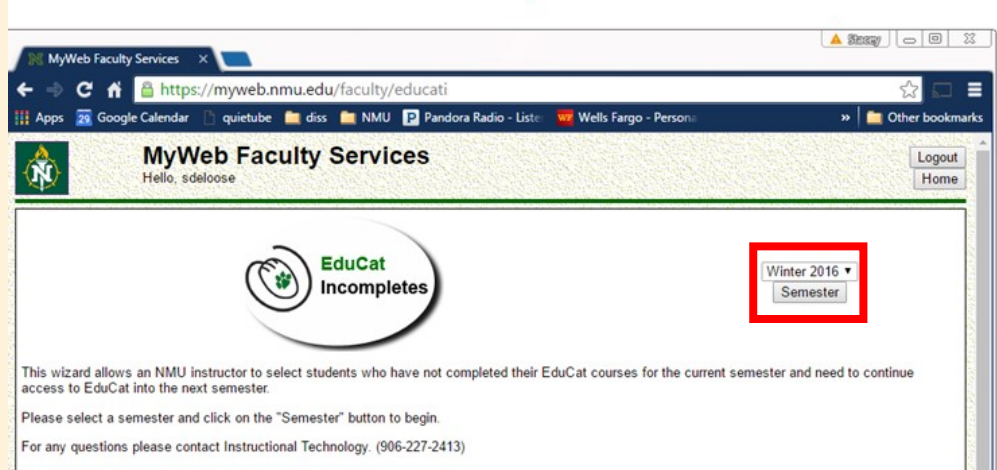


There may be times you need to request an Incomplete grade for a student. In addition to marking the incomplete as an official grade, you may need to also indicate the incomplete in EduCat so that student data (their assignments, progress, etc.) won't be reset at the end of the semester.

1. Go to myweb.nmu.edu/faculty (this is the same place as you do the EduCat course requests).



2. Choose the correct semester with the dropdown menu and **Semester** button in the upper right corner.



3. From the provided list, choose the course you wish to grant the incomplete, then click to put a check next to the student(s) receiving the incomplete.

Click **Update**.

