

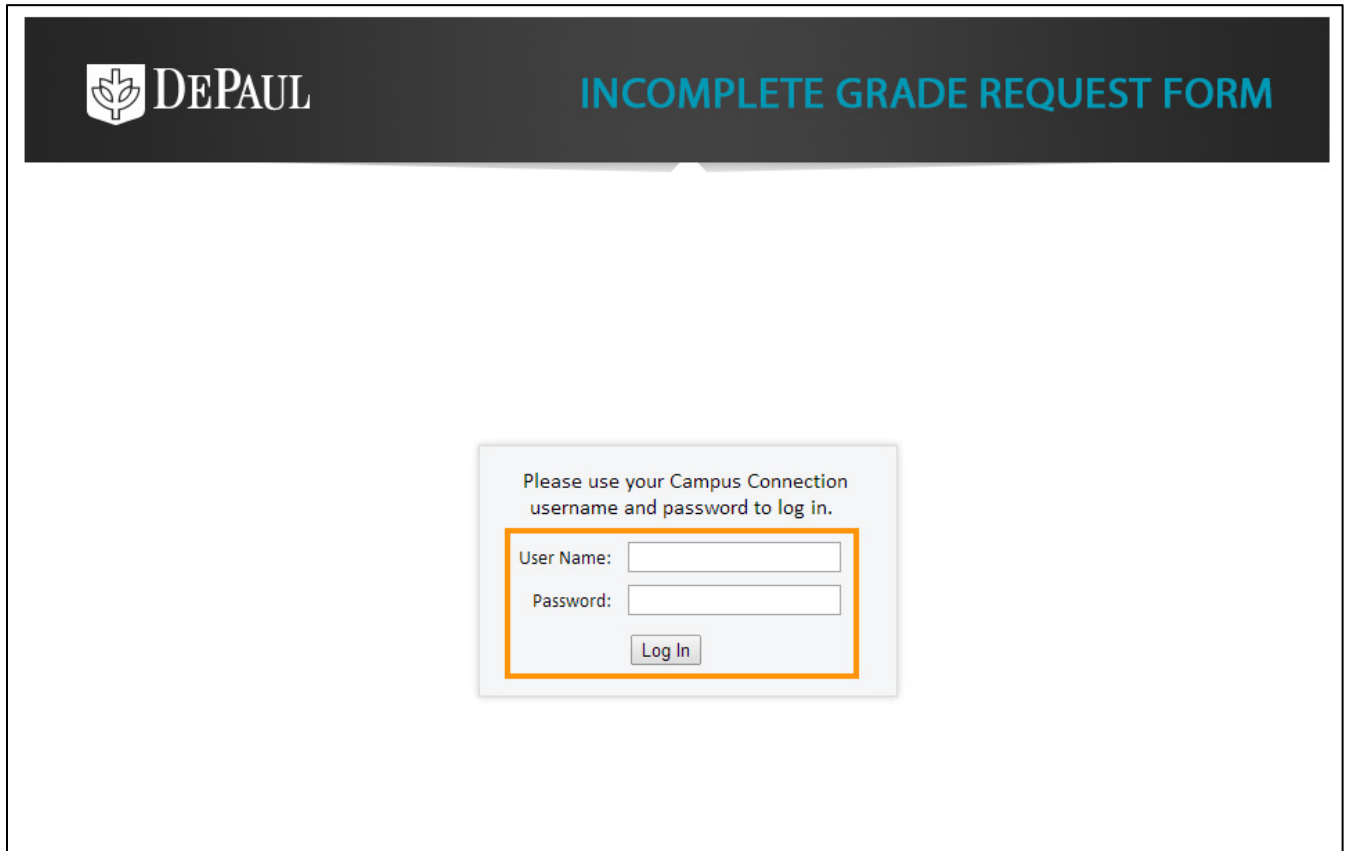
Submitting LAS Incomplete Grade Request Form

Perform the following steps to submit an incomplete grade request.

1. Click the link below to access the **INCOMPLETE GRADE REQUEST FORM** application.

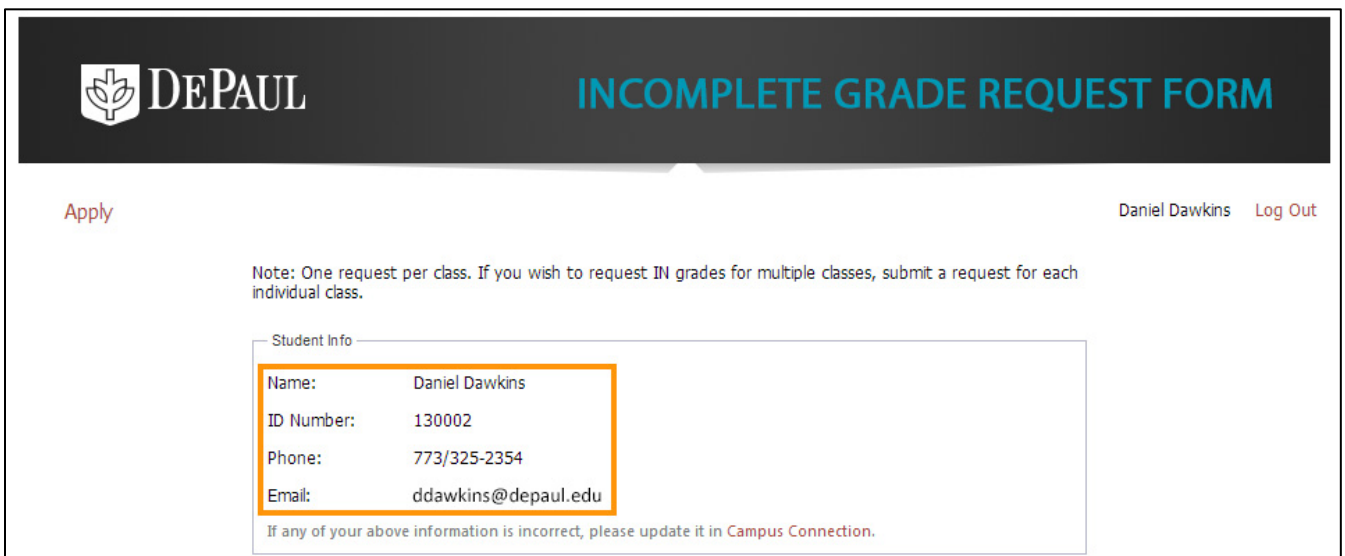
<https://lascollege.depaul.edu/IncompleteGrade>

2. Login using your Campus Connect username and password.



The screenshot shows the top section of the application. On the left is the DePaul University logo. On the right, the text "INCOMPLETE GRADE REQUEST FORM" is displayed in large, blue, capital letters. In the center, there is a light gray box containing the following text: "Please use your Campus Connection username and password to log in." Below this text are two input fields: "User Name:" and "Password:". A "Log In" button is positioned below the password field. The entire login area is enclosed in an orange rectangular border.

3. On the **INCOMPLETE GRADE REQUEST FORM** page, your **Name**, **ID Number**, **Phone**, and **Email** fields are automatically displayed. The system is synced with the information you provided in Campus Connect.



The screenshot shows the main page of the application. At the top left is the DePaul University logo. At the top right, the text "INCOMPLETE GRADE REQUEST FORM" is displayed in large, blue, capital letters. Below the header, there is a navigation bar with "Apply" on the left and "Daniel Dawkins Log Out" on the right. A note reads: "Note: One request per class. If you wish to request IN grades for multiple classes, submit a request for each individual class." Below the note is a "Student Info" section. This section contains a table with the following information:

Name:	Daniel Dawkins
ID Number:	130002
Phone:	773/325-2354
Email:	ddawkins@depaul.edu

Below the table, there is a note: "If any of your above information is incorrect, please update it in Campus Connection." The table and the note below it are enclosed in an orange rectangular border.

4. You will see the list of courses in which you are currently registered under the **Select a class** section. Click to select a course for which you would like to request an incomplete grade.

Select a class

Quarter	Subject	Catalog Nbr	Title
2013-2014 Spring	HON	351	HON/SENIOR SEM/SERVICE LEARN
2013-2014 Spring	REL	109	THE JEWISH EXPERIENCE
2013-2014 Spring	REL	305	TOPICS IN RELIGION AND CULTURE
2013-2014 Spring	REL	311	SUSTAINABILITY/REL/WORLDDVIEWS

Selected Class:

Reason for request:

Characters: 0/500

Note: You can only choose one course at a time in the request form. Therefore, if you wish to request an incomplete grade for multiple classes, submit an individual request for every class.

5. Enter the reason for your incomplete grade request in the **Reason for request** field.

Select a class

Quarter	Subject	Catalog Nbr	Title
2013-2014 Spring	HON	351	HON/SENIOR SEM/SERVICE LEARN
2013-2014 Spring	REL	109	THE JEWISH EXPERIENCE
2013-2014 Spring	REL	305	TOPICS IN RELIGION AND CULTURE
2013-2014 Spring	REL	311	SUSTAINABILITY/REL/WORLDDVIEWS

Selected Class: REL 109: THE JEWISH EXPERIENCE

Reason for request:

Characters: 0/500

Note: There is a limit of 500 characters in the **Reason for request** field.

6. Check all the statements given under the **"I acknowledge that"** section.

Note: If you do not check all the statements, you will receive a warning asking you to read and check that you have acknowledged all the statements.

Selected Class: REL 109: THE JEWISH EXPERIENCE

Reason for request:

Characters: 30/500

I acknowledge that

- I may neither re-enroll in nor informally audit any offering of this course in the following two quarters.
- I agree to communicate with the instructor in a timely manner during the time in which the required work is being completed.
- Either the instructor will change the IN to a letter grade within one week of our agreed-upon deadline for completion, or the IN will automatically convert to an F if the work is not completed by the two-quarter deadline, per the completion timeline stated by the faculty.

7. Click the **Submit Request** button to submit the incomplete grade request.

I acknowledge that

- I may neither re-enroll in nor informally audit any offering of this course in the following two quarters.
- I agree to communicate with the instructor in a timely manner during the time in which the required work is being completed.
- Either the instructor will change the IN to a letter grade within one week of our agreed-upon deadline for completion, or the IN will automatically convert to an F if the work is not completed by the two-quarter deadline, per the completion timeline stated by the faculty.

8. After you have clicked the **Submit Request** button, you will see a message on the screen that your incomplete grade request has been submitted.

Characters: 30/500

I acknowledge that

- I may neither re-enroll in nor informally audit any offering of this course in the following two quarters.
- I agree to communicate with the instructor in a timely manner during the time in which the required work is being completed.
- Either the instructor will change the IN to a letter grade within one week of our agreed-upon deadline for completion, or the IN will automatically convert to an F if the work is not completed by the two-quarter deadline, per the completion timeline stated by the faculty.

LAS Undergraduate Office

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Success

Your incomplete grade request for REL 109 - THE JEWISH EXPERIENCE has been submitted.

Note: After you submit your request, a notification email will be sent to the faculty member teaching that course asking for their approval and the terms of the request.

9. When the faculty member approves your request, you will receive a notification email with a PDF attachment listing the terms of agreement.

From: LASTech@depaul.edu [mailto:LASTech@depaul.edu]
To: Dawkins, Daniel
Cc:
Subject: Approved Incomplete Grade Application - Course: REL 109 - THE JEWISH EXPERIENCE

Message  2014Daniel_DawkinsRequestApproval13.pdf (2 KB)

Dear Daniel Dawkins,

Your incomplete grade request for REL 109 - THE JEWISH EXPERIENCE has been approved by professor Emanuel.

Details:

Approval Date: 4/21/2014 10:42:59 AM

Assignment(s) to be completed: The paper on your understanding of Judaism should be completed following a standard APA format.

Deadline for Completion: 11/25/2014

The attached PDF contains all the information regarding your request – please keep this for your records.

Regards,
College of LAS