Reviewing a Concentration Declaration Request

Graduate students use the LAS Graduate Concentration Declaration application to submit requests to change their concentration. The graduate program director uses the application to review the requests and approve or deny them. The LAS Graduate Office will then make changes to the students’ records.

Perform the following steps to review a concentration declaration form:

1. Click the following link and log in using your Campus Connect username and password.  
   https://lascollege.depaul.edu/ConcentrationDeclaration

2. Once you have logged in, you will see the program(s) that you are responsible for on the left side column. Click the relevant program for which the application was submitted.

3. Click the icon to see the list of applications awaiting your review.
4. Click anywhere along the row of the application to view its details.

![Application Details Image]

5. After reviewing the application, click the **Approve this Application** or **Deny this Application** button.

**Note:** If you are denying the application, it is mandatory to enter comments in the **Add Comment** textbox. The comments you enter here will be included in the email that will be sent to the student.

![Application Details Image]

Your part is now complete. If you have denied the application, the student will receive notification via email. If you have approved the application, notification will be sent to the LAS Graduate Office. Once the Graduate Office makes the change to the student’s record, the student will be notified via email that their concentration has been successfully changed.