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](https://lascollege.depaul.edu/IncompleteGrade)

2. Login using your Campus Connect username and password.

   ![Login Screen](image)

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.

   ![Form](image)
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 table]

**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.

![Reason for request field]

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

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.

   **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.
Dear Daniel Dawkins,

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

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