

Softdocs etrieve - Form Instructions

REG Grade Change Request

Direct link to form: <https://dom.etrieve.cloud/central/forms/178>

The screenshot displays the 'etrieve | CENTRAL' web interface. On the left, a sidebar lists various forms under the 'Office of the Registrar' section, with 'Grade Change Request' highlighted. The main content area shows the 'Grade Change Request V1' form, which is a draft. The form header includes the Dominican University logo and address. The title 'Grade Change Request' is prominently displayed in a dark blue box. Below the title, it states 'Form started by: instructor' and includes a red warning: 'This request will EXPIRE within 7 days if not approved by all parties.' It also mentions that expired requests must be resubmitted. The form references the 'University Bulletin' for 'Change of Grade' and provides a detailed explanation of when grade changes are permitted. At the bottom, there are buttons for 'Save', 'Add Attachment(s)', and 'Submit'.

Alternate access:

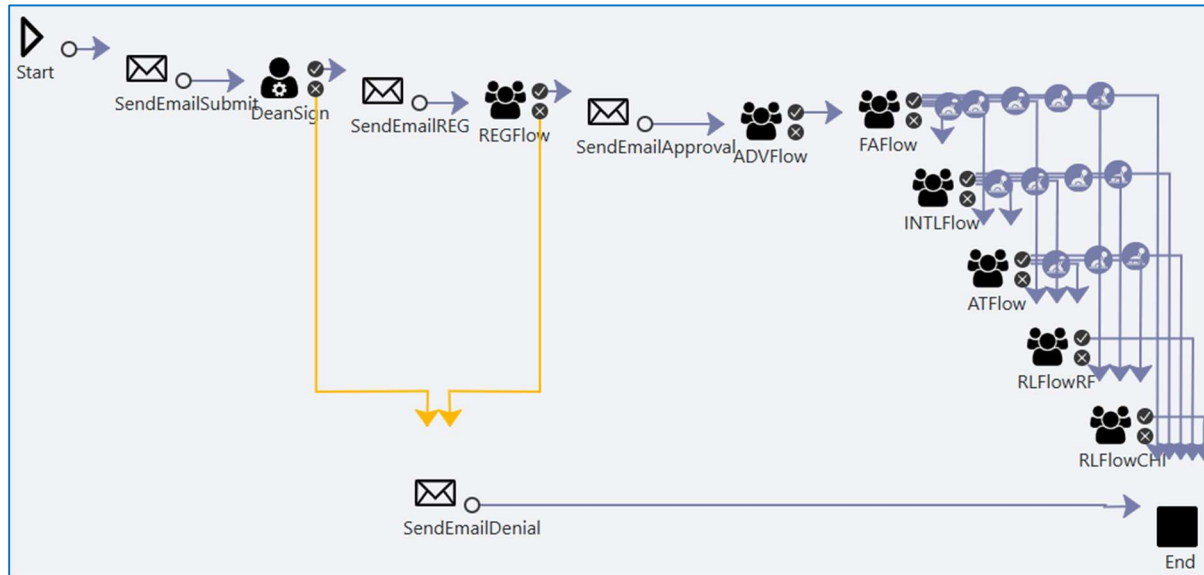
1. Open Softdocs etrieve: <https://dom.etrieve.cloud/central>
2. Click on “Forms”
3. Scroll down to “Office of the Registrar” section (or search form name in box at top)
4. Click on desired form

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology
https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk_&RequestorType=Service

Workflow process:

1. Instructor starts form and their information autofills.
2. Instructor completes their sections and signs.
3. Instructor receives an email confirming submission.
4. Dean receives an email notification to approve/deny.
5. Registrar’s Office processes approval requests.
6. If denied, email notifications sent to: Instructor, Student, Advisor, Advising, Registrar
7. If approved, email notifications sent to: Instructor, Student, Advisor

8. Advising receive email notification to review.
9. Financial Aid receive email notification to review.
10. International receive email notification to review, if applicable.
11. Athletics receive email notification to review, if applicable.
12. Residence Life receive email notification to review, if applicable.
13. Form files in Softdocs etrieve Content (document repository).



Submissions: Once someone touches a form (submitted, reviewed, approved, denied, or signed), then they can check the status at any time via their Submissions tab in etrieve Central. The form is viewable as it is filled out at that moment in time. It will show which step in the workflow it is at and the status. Each column can be sorted or filtered.

etrieve CENTRAL				
Submissions		Forms		
<input type="text" value="Search"/> Needs Review In Progress Completed Clear all				
Package Name	Workflow	Step	Status	
Return to Work Certification V1 - Marjorie Luce - [REDACTED]	Return to Work Certification	End	Completed	
Directory Change Request V1 - Marjorie Luce [REDACTED]	Directory Change Request	End	Completed	
Directory Change Request V1 - Marjorie Luce [REDACTED]	Directory Change Request	End	Completed	
Student Employment Work Authorization V2 - Marjorie Luce [REDACTED]	Student Employment Work Authorization	End	Completed	

Needs Review = YOU need to act

In Progress = SOMEONE ELSE needs to act

Completed = All done!

Needs Review
In Progress
Completed
Clear all

Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).

Submissions **Forms**

Search

Drafts **1** [Edit](#)

Directory Photo Opt Out 11/17/2025

Available Forms [Collapse all](#)

From the form list, click “edit,” checkmark draft to delete, click trash icon. Or simply hover over the draft form name, then click trash icon.

Drafts **1** [X](#)

[Delete Selected](#) [Unselect All](#)

☒ Directory Photo Opt Out 11/17/2025

When a draft is open, it can also be deleted using trash icon at bottom of form.

Delete Draft [Save](#) [+ Add Attachment\(s\)](#) [Submit](#)

Form errors:

All boxes with red asterisk must be completed to “submit” a form. If all required fields are completed & error message still appears, submit an IT Support Ticket using link on page 1.


Employee Signature Date *

Employee Signature Date is required

[+ Add Attachment\(s\)](#)

The form failed to submit due to validation errors. Please check the form and try again. [X](#)

Example screenshots:

			DOMINICAN UNIVERSITY Office of the Registrar 7900 W. Division St, River Forest, IL 60305		
Grade Change Request					
Form started by: instructor					
This request will EXPIRE within 7 days if not approved by all parties.					
Expired requests must be resubmitted.					
As per the University Bulletin :					
Change of Grade					
Other than I (Incomplete) or IP (In Progress) grades, change in grades filed with the Office of the Registrar may be made only in cases of faculty or administrative error, and then only with the approval of the dean of the relevant college.					
Student Information					
Student DU ID *		Student Full Name			
9 [REDACTED]		Marjorie Luce			
Type ID # for student information to autofill					
Student DU Email		Student Personal Phone #			
mluce1@dom.edu		[REDACTED]			
Advisor Full Name		Advisor DU Email			
Marjorie Luce		mluce1@dom.edu			
Total Credit Hours Earned	Division		Prospective Graduate		
60	GR		No		
Major		Additional Majors or Minors			
LIS		No No No No No			
<hr/>					
Athlete	Resident Housing		Visa		
Yes	Yes - River Forest		J-1		

Athletes & Students Living On-Campus

- Must maintain at least 12 credit hours at all times during school year + 24 credits every 2 semesters.

International students (F-1/J-1 visa) - Undergraduate

- Must maintain at least 12 credit hours per semester.

International students (F-1/J-1 visa) - Graduate

- Need 9 credit hours per semester (or 18 credit hours over 3 semesters).

Employee Information (who fills out form)

Employee Full Name

Marjorie Luce

Employee DU Email

mluca1@dom.edu

Course Information

Academic Year *

2025-26

Academic Term *

Spring

Course Department *

CIS - Computer Information Systems

Select a Course *

CIS 120 04

Course Code/Section

CIS 120 04

Course Title

INTRO COMPUTER APPLICATIONS

Course Credit Hours

3

Instructor Full Name

Ellen Alamilla

Instructor DU Email

ealamilla@dom.edu

Course Code Selected

CIS

APPID

97211

Grade Information

Reason for Grade Change (detailed description) *

Whatever very good reason the instructor puts here.

Old Grade *

B+ 3.33



New Grade *

A- 3.67



Dean Information

Dean Full Name *

Marjorie Luce - IT Form Testing Only



Dean DU Email

mluce1@dom.edu

Signatures

Employee Signature *

I understand that this constitutes my legal signature on this document.



Employee Signature Date *



Signature

Draw

Type

M Luce

Clear

☒ I understand that this constitutes my legal signature on this document.

Cancel

Create Signature

Draw OR Type your signature

Signature

Draw

Type

Full Name

Marjorie Luce

Preview

Marjorie Luce

☒ I understand that this constitutes my legal signature on this document.

Cancel

Create Signature

Employee Signature *

I understand that this constitutes my legal signature on this document.

Marjorie Luce

Employee Signature Date *

01/25/2026

Save

Add Attachment(s)

Submit

DON'T FORGET TO SUBMIT!

Grade Change Request V1 submitted

Your form has been submitted and will be processed soon.

Dean Signature * I understand that this constitutes my legal signature on this document. <div style="border-bottom: 1px solid black; text-align: center; margin-top: 5px;"><i>Marjorie Luce</i></div>		Dean Signature Date * <div style="border: 1px solid black; padding: 2px; display: flex; align-items: center;"> 01/25/2026 <div style="background-color: #007bff; color: white; padding: 0 5px; margin-left: 5px;">📅</div> </div>
Approved? * <div style="border: 1px solid black; padding: 2px; display: flex; align-items: center;"> No <div style="background-color: #007bff; color: white; padding: 0 5px; margin-left: 5px;">▼</div> </div>	Denial Reason * <div style="border: 1px solid black; padding: 5px; min-height: 30px;"> Whatever reason the dean puts here. </div>	
<div style="display: flex; justify-content: flex-end; gap: 10px;"> ⬇ Save 🔒 Unlock <div style="border: 1px solid #dc3545; padding: 2px 10px; color: white; font-weight: bold;">✖ Decline</div> <div style="border: 1px solid #28a745; padding: 2px 10px; color: white; font-weight: bold;">✔ Approve</div> </div>		

DON'T FORGET TO CLICK APPROVE OR DECLINE!

REG Office Use Only	
Student Status * <div style="border: 1px solid black; padding: 2px; display: flex; align-items: center;"> Currently Enrolled <div style="background-color: #007bff; color: white; padding: 0 5px; margin-left: 5px;">▼</div> </div>	Grad or Inactive Date <div style="border: 1px solid black; padding: 2px; display: flex; align-items: center;"> <div style="flex-grow: 1;"></div> <div style="background-color: #007bff; color: white; padding: 0 5px; margin-left: 5px;">📅</div> </div>
Notes <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	
<div style="display: flex; justify-content: flex-end; gap: 10px;"> ⬇ Save 🔒 Unlock <div style="border: 1px solid #dc3545; padding: 2px 10px; color: white; font-weight: bold;">✖ Decline</div> <div style="border: 1px solid #28a745; padding: 2px 10px; color: white; font-weight: bold;">✔ Approve</div> </div>	

DON'T FORGET TO CLICK APPROVE OR DECLINE!

Advising, Financial Aid, International, Athletics, Residence Life

⬇ Save 🔒 Unlock <div style="border: 1px solid #28a745; padding: 2px 10px; color: white; font-weight: bold;">✔ Reviewed</div>
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DON'T FORGET TO CLICK REVIEW!!