Softdocs etrieve - Form Instructions
REG Grade Change Request

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

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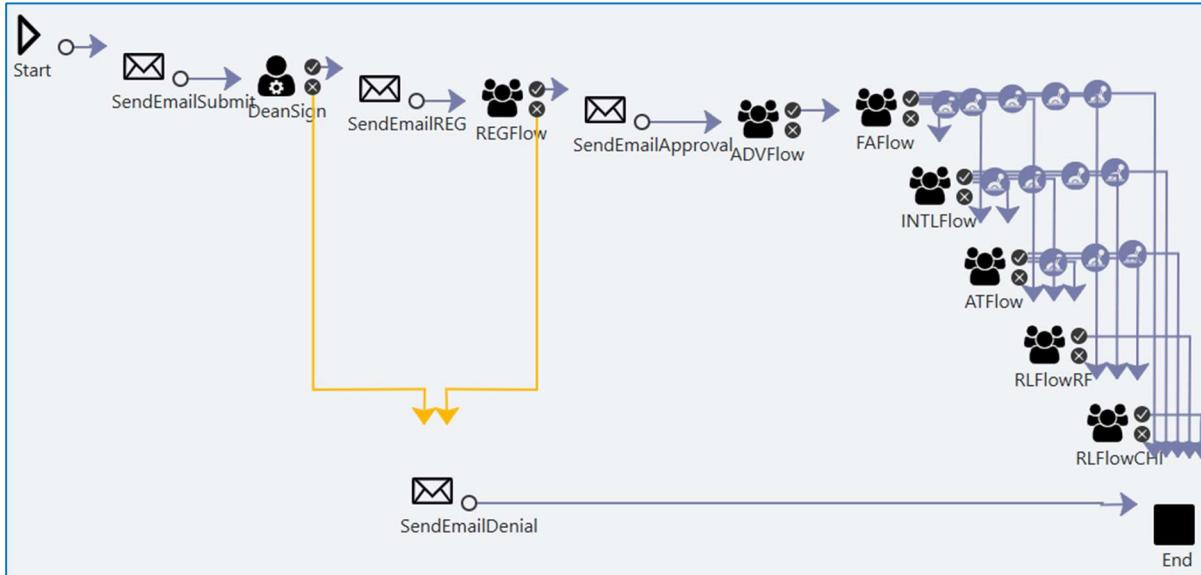
Submissions: Once someone touches a form (submitted, reviewed, approved, denied, or signed), then they can check the status at any time via their Submissions tab in etrieve Central. The form is viewable as it is filled out at that moment in time. It will show which step in the workflow it is at and the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

Needs Review = YOU need to act
In Progress = SOMEONE ELSE needs to act
Completed = All done!

Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).
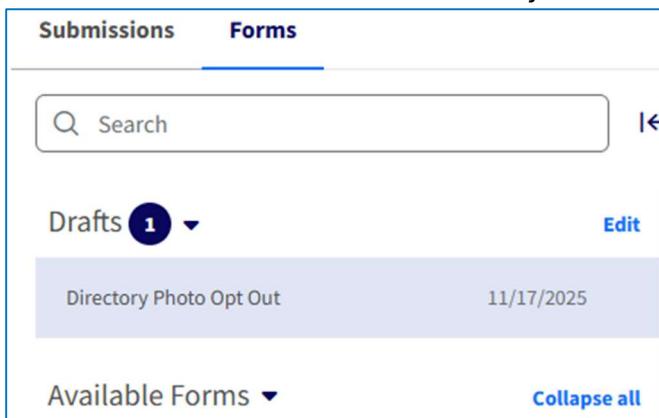
From the form list, click "edit," checkmark draft to delete, click trash icon.
Or simply hover over the draft form name, then click trash icon.
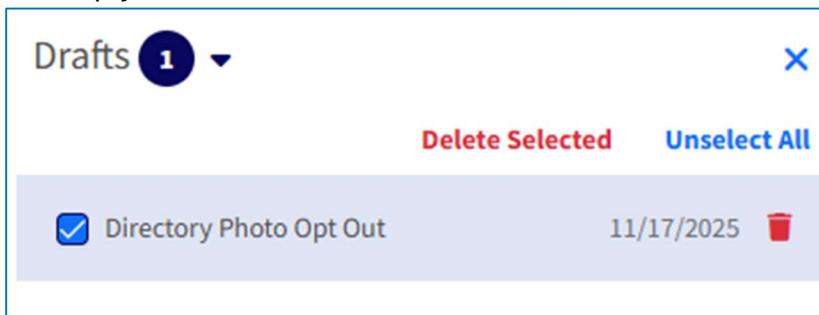
When a draft is open, it can also be deleted using trash icon at bottom of form.

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.

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 *
9▮▮▮▮

Type ID # for student information to autofill

Student Full Name
Marjorie Luce

Student DU Email
mluce1@dom.edu

Student Personal Phone #
▮▮▮▮▮

Advisor Full Name
Marjorie Luce

Advisor DU Email
mluce1@dom.edu

Total Credit Hours Earned
60

Division
GR

Prospective Graduate
No

Major
LIS

Additional Majors or Minors
No | No | No | No | No

Athlete
Yes

Resident Housing
Yes - River Forest

Visa
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

mluce1@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.

Marjorie Luce

Dean Signature Date *
01/25/2026

Approved? *
No

Denial Reason *
Whatever reason the dean puts here.

⬇ Save   🔓 Unlock | ✕ Decline   ✓ Approve

DON'T FORGET TO CLICK APPROVE OR DECLINE!

REG Office Use Only

Student Status *
Currently Enrolled

Grad or Inactive Date

Notes

⬇ Save   🔓 Unlock | ✕ Decline   ✓ Approve

DON'T FORGET TO CLICK APPROVE OR DECLINE!

Advising, Financial Aid, International, Athletics, Residence Life

⬇ Save   🔓 Unlock | ✓ Reviewed

DON'T FORGET TO CLICK REVIEW!!