

## Softdocs etrieve - Form Instructions

### REG Grade of Incomplete Additional Extension Request

**Direct link to form:** <https://dom.etrieve.cloud/central/forms/320>

The screenshot displays the 'etrieve | CENTRAL' web interface. On the left is a sidebar with a search bar and a list of categories: Drafts (1), Available Forms (with a 'Collapse all' link), Business Office, Information Technology, Office of Justice, Equity and Inclusion, Office of People and Organizational Culture, Office of the Registrar (selected), Course Alteration Approval, Course Intensification Application, FERPA Complaint, FERPA Permission to Release Education Record Information, Grade Change Request, and Grade of Incomplete Additional Extension Request (highlighted). The main content area shows the form title 'Grade of Incomplete Additional Extension Request V1' with a 'Draft saved' status. Below this is the Dominican University logo and address. The form title is repeated in a large blue box. Instructions state the form was started by an instructor, expires within 3 days if not approved, and expired requests must be resubmitted. It specifies that the form is only for those who previously submitted a Grade of Incomplete Request and need an extension beyond the original date. Examples of eligible extensions are provided: Fall semester extensions to the end of the subsequent Spring semester, and Spring and Summer extensions to the end of the subsequent Fall semester. A contact email for the registrar is listed. The form has a 'Student Information' section with fields for 'Student DU ID' and 'Student Full Name'. At the bottom right are 'Save' and 'Add Attachment(s)' buttons.

#### Alternate access:

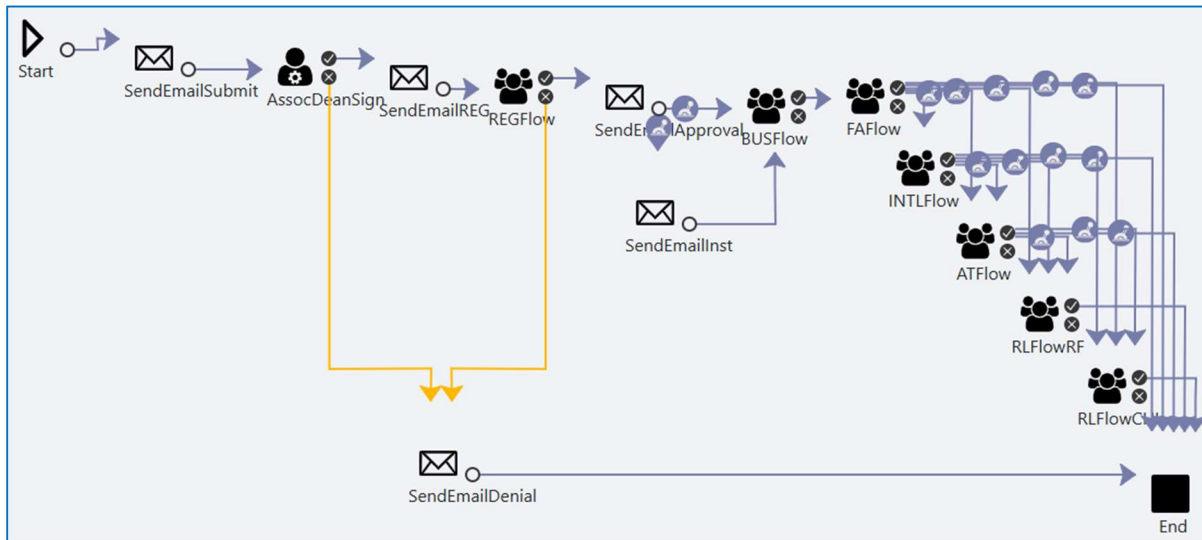
1. Open Softdocs etrieve: <https://dom.etrieve.cloud/central>
2. Click on “Forms”
3. Scroll down to “Office of the Registrar” section (or search form name in box at top)
4. Click on desired form

**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](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. Associate Dean receives an email notification to approve/deny.
5. Registrar’s Office processes approval requests.
6. If denied, email notifications sent to: Instructor, Advisor, Registrar
7. If approved, email notifications sent to: Instructor, Advisor

8. Instructor receives an email confirming Canvas access extension and instructions for adjusting assignment due dates.
9. Business Office receive email notification to review.
10. Financial Aid receive email notification to review.
11. International receive email notification to review, if applicable.
12. Athletics receive email notification to review, if applicable.
13. Residence Life receive email notification to review, if applicable.
14. 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"/>		<span>Needs Review</span> <span>In Progress</span> <span>Completed</span> <span>Clear all</span>		
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 of Incomplete Additional Extension Request**

**Form started by: instructor**

**This request will EXPIRE within 3 days if not approved by all parties.**

Expired requests must be resubmitted.

**Use this form ONLY IF** you submitted a Grade of Incomplete Request form previously **AND** an extension is needed beyond the original extension date it provided.

- Fall semester extensions were to end of subsequent Spring semester
- Spring and Summer extensions were to end of subsequent Fall semester

Please contact the registrar's office ([registrar@dom.edu](mailto:registrar@dom.edu)) with any questions.

**Student Information**

Student DU ID \*  
9[REDACTED]

Student Full Name  
Marjorie Luce

Type ID # for student information to autofill

Student DU Email  
mluce1@dom.edu

Student Personal Phone #  
[REDACTED]

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

No

Resident Housing

No - Commuter

Visa

No

#### 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 \*

Academic Term \*

Use the ORIGINAL academic year and term student started the course

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

## Terms and Agreement

Student and instructor agree that the below requirements must be completed before the Incomplete will be changed to a grade, and that completing these requirements do not require attending regular class sessions of a future offering of this course.

Students must complete the work in full before the instructor submits a final grade to the Office of the Registrar in the subsequent term. It is the student's responsibility to complete all course work.

**Fall Incomplete:** "I" grades awarded in the fall must be resolved by the end of the subsequent spring term.

**Spring/Summer Incomplete:** I grades awarded in the spring or summer must be resolved by the end of the subsequent fall term.

If the instructor does not submit a grade by the end of the subsequent semester, the Office of the Registrar will automatically record a grade of F. The instructor is responsible for grading the completed work and reporting the final grade to the Office of the Registrar by the grading deadline of each term.

Instructor, student, and college/school office should retain a copy of this agreement until the final grade is officially recorded.

Requirements \*

Whatever requirements the instructor puts here.

Deadline for student to submit work \*

03/26/2026



Canvas course remains open for student? \*

Yes, extend access



## Associate Dean Information

Associate Dean Full Name \*

Marjorie Luce - ITTEST



Associate 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 of Incomplete Request V1 submitted

Your form has been submitted and will be processed soon.

<b>Associate Dean Signature *</b> I understand that this constitutes my legal signature on this document.		<b>Associate Dean Signature Date *</b>	
		<input type="text" value="01/25/2026"/> 	
<b>Approved? *</b>	<b>Denial Reason *</b>		
<input type="button" value="No"/> 	<input type="text" value="Whatever reason the associate dean puts here."/>		
 Save		 Unlock	<input type="button" value="Decline"/> <input type="button" value="Approve"/>

**DON'T FORGET TO CLICK APPROVE OR DECLINE!**



## A confirmation of Canvas Extension Request



Etrieve

To ● Luce, Marjorie



Reply



Reply All



Forward



Sun 2/1/26 5:17 PM



**DOMINICAN UNIVERSITY**  
Office of the Registrar  
7900 W. Division St, River Forest, IL 60305

Greetings Ellen Alamilla,

Canvas access was extended for you and **Marjorie Luce** in CIS 120 04 for 2025-26 Spring semester. Fall semester extensions are to end of subsequent Spring semester. Spring and Summer extensions are to end of subsequent Fall semester. If further extension is needed please complete the Softdocs etrieve form: [Grade of Incomplete Additional Extension Request](#)

### Next Step: Update Assignment Due Dates Using Overrides

To allow your student to submit work after the original Canvas deadlines, you'll need to add individualized due date overrides for the relevant assignments.

**Important:** **Do not edit** the original assignment due dates; doing so would change the dates for everyone and alter the archival course record for the other students. Instead, you'll **add a second set of dates** that applies only to the specific student.

### How to Add Due Date Overrides:

1. Navigate to the assignment that needs an extended deadline
2. Click the **Assign To** button to see the existing "due date block" (leave these original dates unchanged)
3. Click the **+ Add** button at the bottom to create an additional date assignment block
4. In the **Assign To** field, type and select your student's name
5. Enter the new due dates for this student (or leave dates blank to remove all timing restrictions)
6. Click **Save**

Canvas will then maintain the original dates for other students while applying your custom dates only to this specific student.

**Need Visual Help?** See the official Canvas guide with screenshots (look for the "Assign to Student" section): <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-an-assignment-to-an-individual-student/ta-p/717>

If you have questions, please reach out to **Learning Technologies** at [supportcenter@dom.edu](mailto:supportcenter@dom.edu) (add LEARNTech to the subject line for faster processing).

Respectfully,  
Dominican University  
Office of the Registrar  
7900 W Division St  
River Forest, IL 60305

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!**

**Business Office, Financial Aid, International, Athletics, Residence Life**

⬇ Save

🔒 Unlock

✓ Reviewed

**DON'T FORGET TO CLICK REVIEW!!**