

1. After the student has submitted the form, the faculty member will receive the submission for approval via email. Faculty can view the submission by clicking “Begin Review” and logging in.

Hello {faculty Name},

Please review the SSR submitted by the Rupa Kiranmye Dundigalla.

Link to the submission #0009: [Click to visit](#)

Form Name: **Special Studies Request Form (Copy)**  
Step Name: **Faculty Approval**  
Your Action: **Approval**

**Begin Review**

### Approving the form:

1. To approve the request, the faculty member must add the appropriate second approver, depending on the Request Type:

| Request Type                                    | Second Approver                               |
|-------------------------------------------------|-----------------------------------------------|
| Independent Study and Research                  | Graduate Program Director or Department Chair |
| Reading and Conference                          | Department Chair                              |
| Student–Faculty Research and Creativity 291/491 | Department Chair or Associate Dean            |

4:34 PM in progress

Workflow Status Save Approve

Course Description \* Learning Outcomes \*

Test.docx (13.9 kB) Test.docx (13.9 kB)

**Approver Section**

Faculty \*

Rupa Kiranmye Dundigalla

**Faculty Section**

Faculty Comments:

Add comments here

Graduate Program Director/Chair \*

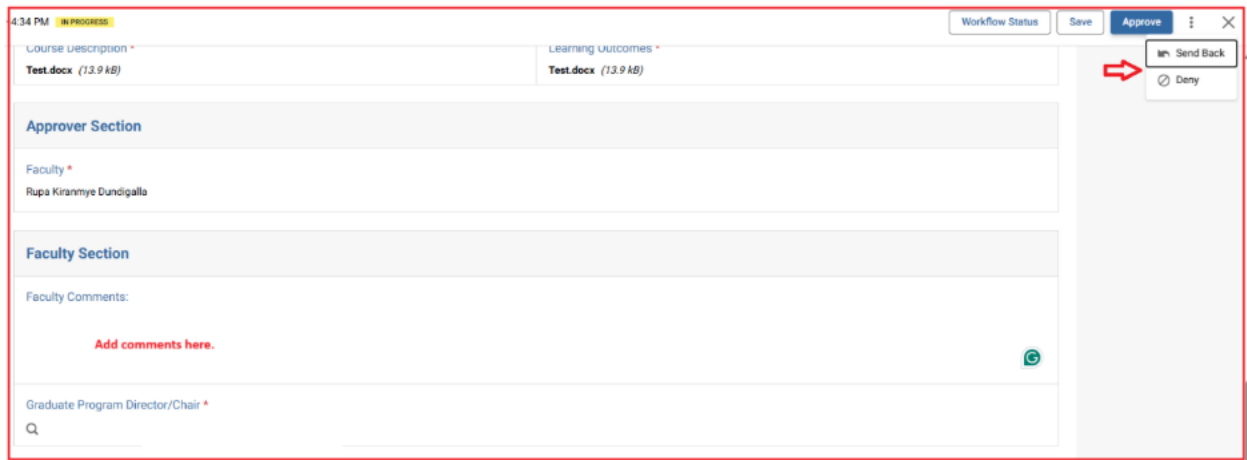
Q Add appropriate person here

2. Once the “second approver” approves the submission, it moves to the Registrar’s Office for review and final processing.

3. Once completed by the Registrar's Office, the final approval notification will be sent to the submitter asking them to log in to their student center and review their schedule.

**Denying or sending back the form:**

1. To deny or return the request, the faculty member must add comments in the Faculty Section of the form, then click the ellipsis icon in the top right corner to choose either the "Deny", or "Send Back" buttons. Comments are visible to the student.



The screenshot shows a web form titled "4:34 PM IN PROGRESS". The form is divided into several sections: "Course Description" and "Learning Outcomes", both containing a file named "Test.docx (13.9 KB)". Below these is the "Approver Section" with a "Faculty" field containing the name "Rupa Kiranmye Dundigalla". The "Faculty Section" contains a "Faculty Comments" field with a red prompt "Add comments here." and a green speech bubble icon. At the bottom is the "Graduate Program Director/Chair" field with a search icon. On the right side of the form, there is a vertical toolbar with buttons for "Workflow Status", "Save", and "Approve". A red arrow points to the "Approve" button, which has a dropdown menu open showing "Send Back" and "Deny" options.

2. If the request is denied, the entire submission will be cancelled, and the denial notification will be sent to the submitter.
3. The "Send Back" button allows the approver to return the request to any previous approver to the student.