Preapproval Requests

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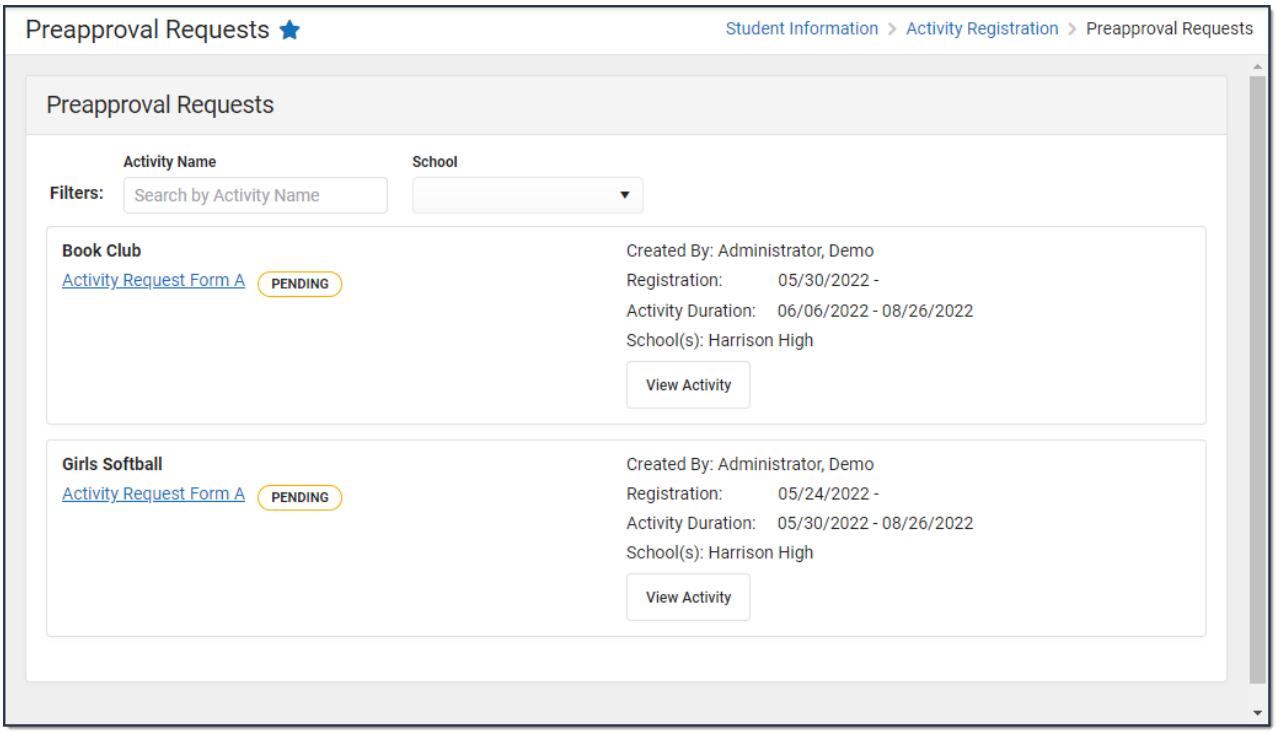
Tool Search: Preapproval Requests

Use the Preapproval Requests tool to approve, decline, or return activity preapprovals.

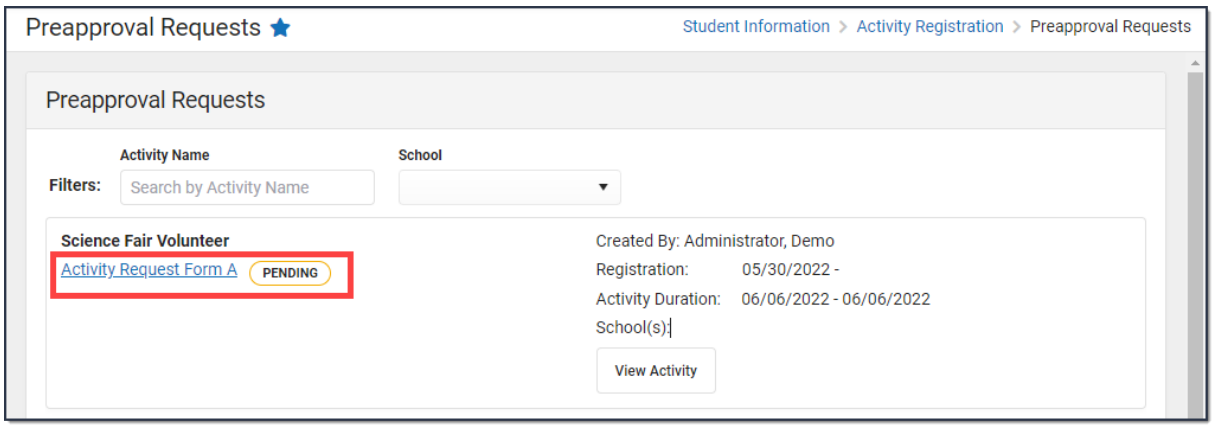
Tip: Use the **Activity Name** and **School** filters at the top of the screen to quickly find specific Preapproval Requests.

What can I do?	What do I need to know?
• Approve, Decline, or Return an Activity Preapproval	• Tool Rights



Approve, Decline, or Return an Activity Preapproval

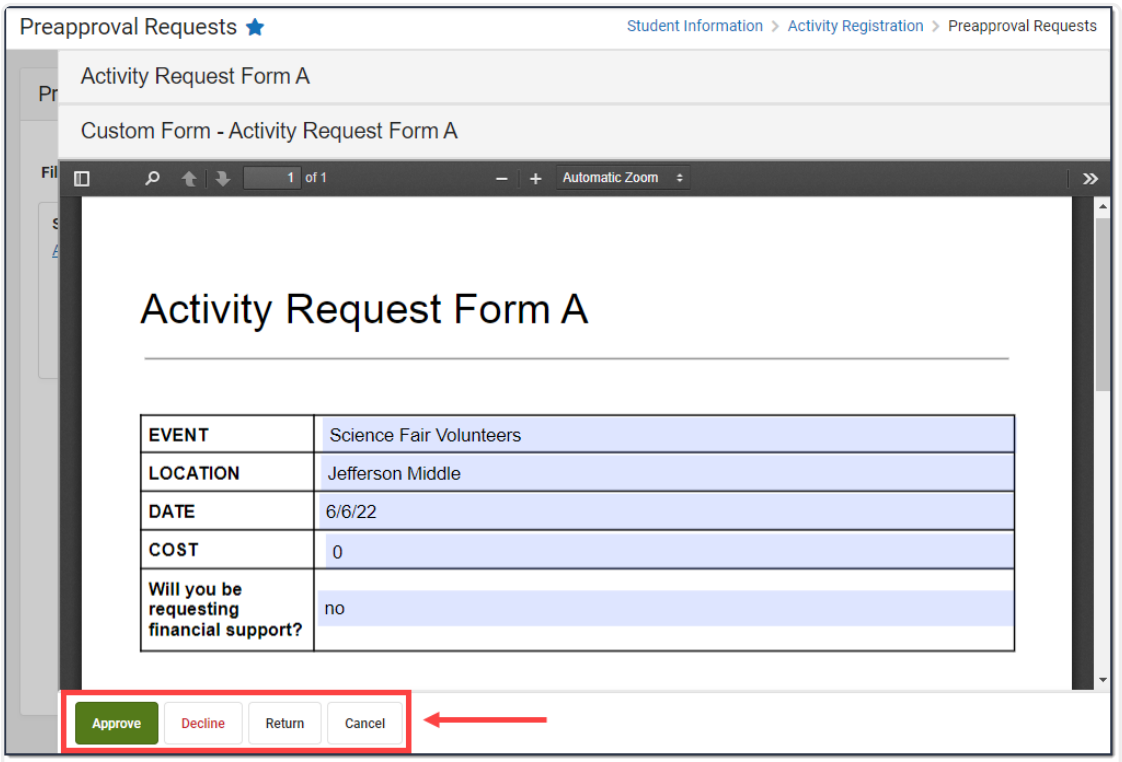
1. Click the link for the pending activity preapproval.
   - Click here to expand...



Result: The custom form for the activity preapproval displays.

2. Review the custom form that was completed by the staff member requesting the activity.

   ▸ Click here to expand...



Example of a Custom Form

3. Click the **Approve**, **Decline**, or **Return** button in the action bar.

Option	Description

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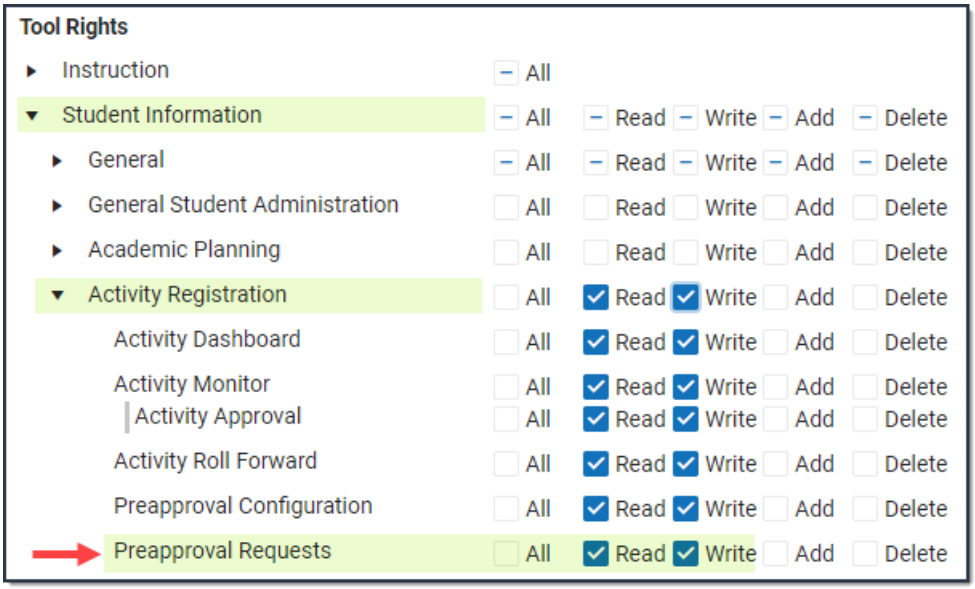
Approve	◦ The staff member who submitted the activity preapproval receives a notification that their activity preapproval was approved and they may finish their Activity Proposal if they were using the Activity Dashboard. If more than one preapproval is required, the staff member who submitted the activity preapproval won't receive a notification until all approvals are complete. ◦ The Activity Proposal is assigned the *Preapproval Complete - Proposal* status. ◦ Campus removes the approved activity preapproval from the list on the Preapproval Requests screen.
Decline	◦ A confirmation window displays and allows you to enter comments for the staff member who submitted the activity preapproval. They'll be able to see your comments when they view their declined activity on the Previous tab. ◦ The activity moves to the Previous tab in the Activity Monitor or Activity Dashboard and is assigned the *Preapproval Declined* status. ◦ The staff member who submitted the activity preapproval receives a notification that their activity was declined. ◦ Campus removes the declined activity preapproval from the list on the Preapproval Requests screen.
Return	◦ A confirmation window displays and allows you to enter comments for the staff member who submitted the activity preapproval. They'll be able to see your comments when they view their returned activity. ◦ The staff member who submitted the activity preapproval receives a notification that their activity preapproval was returned. ◦ The activity preapproval is assigned the *Preapproval Returned - Proposal* status and Campus unlocks the custom form so that the staff member may make changes, view and submit the activity preapproval again for preapproval. ◦ Campus removes the returned request from the list on the Preapproval Requests screen.

Tool Rights

To approve, decline, or return an activity preapproval, you must have Write rights to the Preapproval Requests tool. Read rights allow you to click the **View Activity** button and see a summary of the activity.

▸ Click here to expand...


Tool Rights
Instruction All
Student Information All Read Write Add Delete
General All Read Write Add Delete
General Student Administration All Read Write Add Delete
Academic Planning All Read Write Add Delete
Activity Registration All Read Write Add Delete
Activity Dashboard All Read Write Add Delete
Activity Monitor All Read Write Add Delete
Activity Approval All Read Write Add Delete
Activity Roll Forward All Read Write Add Delete
Preapproval Configuration All Read Write Add Delete
Preapproval Requests All Read Write Add Delete