



# **Study@ANU – User Documentation**

## **University Approval Process – Quick Guide**

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Status:

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## Task: Change Course Form Status to Approved

### Task Description

Changing the status of a course form from Pending Approval to Approved completes the approval process. Final approval for course forms is gained at College level. Following final approval, the forms go to SBS for some of the information to be loaded into Student21. The information is subsequently uploaded into Study@ANU. This website contains course and program information for prospective and current students. It is also used as the source for the ANU Student Handbook.

The status of a form is changed to Approved at the end of the approval process. The form is then ready for entry into Student21 and the uploading of information into Study@ANU for public access.

The status of a form is changed to Approved when final approval for the proposal has been gained. For courses this is gained from the College Dean whereas final approval for programs comes from the UEC.

### Who

This task can be performed by the College Dean and the College Student Administration Manager.

### Task Prerequisites

To be able to perform this task the user must have the appropriate delegation and access. The form must have progressed along the approval process to Pending Approval status. Accessing a course form that is Pending Approval must be done via the All Course Forms screen in Study@ANU as no notification email for a course form is sent. The user must be logged in to Study@ANU to access this screen.

### Related Information

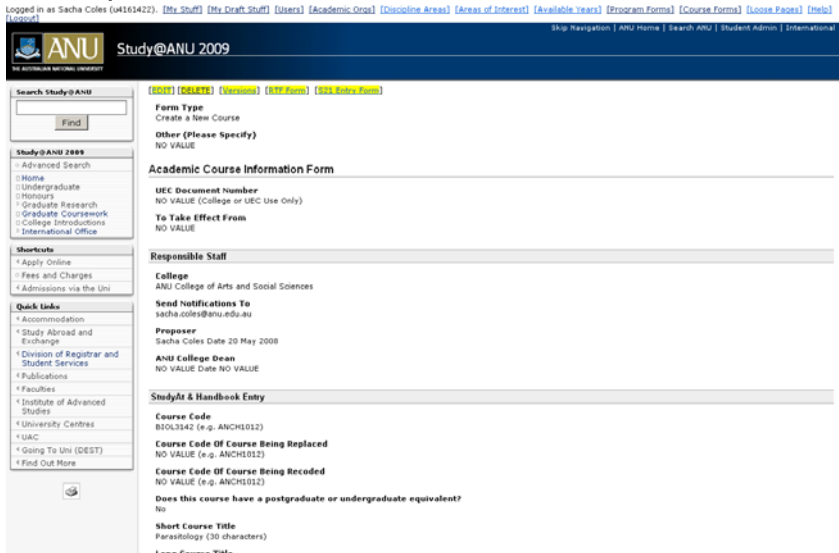
Related systems tasks are:


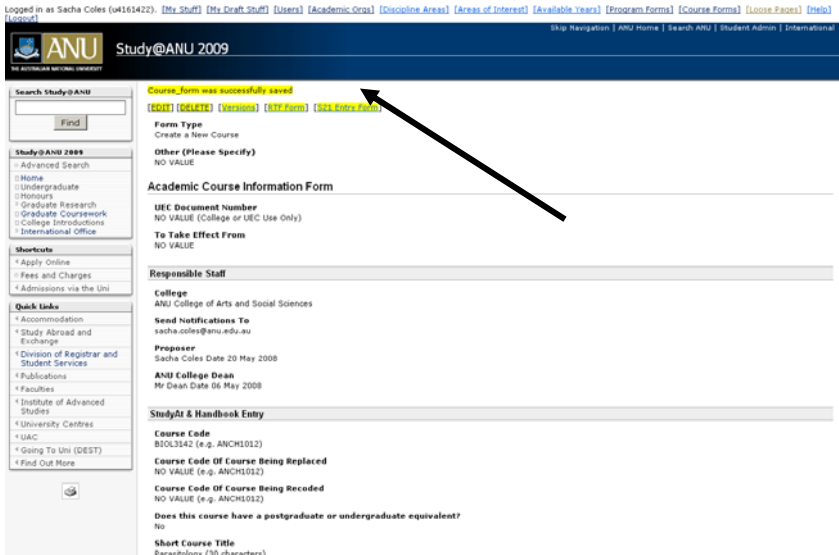
[Change Form Status to Pending Approval](#)

[Change Form Status to Approved](#)

[Change Form Status to Rejected](#)

Step	Description
<b>Step 1:</b> Navigate to Forms list	Select <b>Course Forms</b> on the menu at the top of the page (Figure 1).  <div style="text-align: center;"> <a href="#">[Course Forms]</a>            Figure 1 – Course Forms link.         </div> This Course Forms list shows the status of all forms that are currently going through the approval process until uploaded into Study@ANU. The course/ program form to be reviewed will have a Status of <i>Pending Approval</i> (Figure 2).

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	<p><b>Course Forms</b></p> <table border="1"> <thead> <tr> <th>College</th> <th>Course Code</th> <th>Type</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>ANU College of Arts and Social Sciences</td> <td>ANCH2014</td> <td>Minor Amendment - Change to an Existing Course</td> <td>Draft</td> <td><a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>Unknown course code</td> <td>Create a New Course</td> <td>Draft</td> <td><a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>Unknown course code</td> <td>Create a New Course</td> <td>Draft</td> <td><a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>ARTS4444</td> <td>Create a New Course</td> <td>Draft</td> <td><a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>TEST0023</td> <td>Create a New Course</td> <td>Pending Approval</td> <td><a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>BIOL3142</td> <td>Create a New Course</td> <td>Pending Approval</td> <td><a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>MUSM1252</td> <td>Minor Amendment - Change to Delivery Type</td> <td>Pending Review</td> <td><a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> </tbody> </table> <p>Figure 2 – Course Forms list with status Pending Approval.</p>	College	Course Code	Type	Status	Actions	ANU College of Arts and Social Sciences	ANCH2014	Minor Amendment - Change to an Existing Course	Draft	<a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	ANU College of Arts and Social Sciences	Unknown course code	Create a New Course	Draft	<a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	ANU College of Arts and Social Sciences	Unknown course code	Create a New Course	Draft	<a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	ANU College of Arts and Social Sciences	ARTS4444	Create a New Course	Draft	<a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	ANU College of Arts and Social Sciences	TEST0023	Create a New Course	Pending Approval	<a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	ANU College of Arts and Social Sciences	BIOL3142	Create a New Course	Pending Approval	<a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	ANU College of Arts and Social Sciences	MUSM1252	Minor Amendment - Change to Delivery Type	Pending Review	<a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
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<p><b>Step 2:</b> Open Form and review.</p>	<p>Select <b>View</b> in the list of Actions (Figure 3) to open the form viewing page.</p> <p>Course Draft <a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a></p> <p>Figure 3 – form Actions.</p> <p>The form viewing page displays the form as it is currently completed. At this stage, not all mandatory fields need to be completed.</p>  <p>Figure 4 – Form viewing page.</p> <p>Scroll through the form and review information.</p>																																								
<p><b>Step 3:</b> Approve form.</p>	<p>To approve the form, select <b>Edit</b> above form (Figure 5).</p> <p><a href="#">[EDIT]</a> <a href="#">[DELETE]</a> <a href="#">[Versions]</a> <a href="#">[RTF Form]</a> <a href="#">[S21 Entry Form]</a></p> <p>Figure 5 – Edit link.</p> <p>The form will open to be edited.</p> <p>Enter the following details:</p> <ul style="list-style-type: none"> <li>• <b>UEC use only: Document Number.</b> Type Document Number. This field becomes mandatory at this stage. The field is to be filled in by the College or UEC only.</li> <li>• <b>To Take Effect From:</b> Use calendar to select date that proposal will become effective from. This field becomes mandatory at this stage. The field is to be filled in by the College or UEC only.</li> <li>• <b>Additional Information:</b> Type additional information or</li> </ul>																																								

Step	Description			
	<p>clarification as required. This area can also serve as a record of the approval process for the course.</p>			
<p><b>Step 3:</b> Approve the form.</p>	<p>Scroll to the bottom of the form, select <b>Approve</b> (Figure 6).  <b>Warning:</b> Selecting any other option will not result in the status of the form changing to <i>Approved</i>.                      Select <b>Update</b> to save contents and be able to view form as filled in. The Status will stay as <i>Pending Approval</i>.                      Select <b>Reject</b> to change the status of the form to <i>Rejected</i>. The form viewing page will be displayed. No email notification will be sent to the form proposer as it is assumed that the college will interact with the school/faculty/centre directly.</p> <div style="text-align: center;">  <p>Figure 6 – Approve button.</p> </div> <p><b>Warning:</b> If all mandatory fields are not populated, the mandatory fields will be listed at the top of the form and the fields will be displayed with a red border.</p> <p>The status of the form is changed from <i>Pending Approval</i> to <i>Approved</i>. The user will be transferred to the form viewing page. Notification emails will be sent to <a href="mailto:course.registry@anu.edu.au">course.registry@anu.edu.au</a> and <a href="mailto:policy.regs@anu.edu.au">policy.regs@anu.edu.au</a>. A message stating that the form was successfully saved will appear at the top of the form (Figure 7).</p>  <p>Figure 7 – form Successfully Saved.</p>			
<p><b>Step 4:</b> Navigate to Forms list</p>	<p>Select <b>Course Forms</b> on the menu at the top of the page (Figure 8).</p> <p style="text-align: center;"><a href="#">[Course Forms]</a></p> <p style="text-align: center;">Figure 8 – Course Forms link.</p> <p>The course will now have a Status of <i>Approved</i> (Figure 9).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">a New Course</td> <td style="width: 20%;">Approved</td> <td style="width: 50%;"> <a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a> </td> </tr> </table> <p style="text-align: center;">Figure 9 – Course Forms list with status <i>Approved</i>.</p>	a New Course	Approved	<a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
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## **Task: Change Form Status to Rejected**

### **Task Description**

Changing the status of a form to Rejected can occur at college level or at the UEC. Forms can be rejected from either Pending Review or Pending Approval status if they are found to be lacking in any way. Changing the status of a form to Rejected sends the form back to the college for more work or consideration before it can continue along the approval process.

The status of a form is changed to Rejected if the proposed course or program is deemed unapproved at any of the approval reviews along the approval process.

The status of a form is changed to Rejected when it has not been approved at college level for both course and program forms, or at university level for program forms. Changing the form status to Rejected will send a notification email to the College Student Administration Manager. A course form that is Rejected at Pending Review status will not result in an email notification as it is expected that the College Student Administration Manager would notify the proposer and/ or Head of Department/ School or Centre Director / Faculty Head.

### **Who**

This task can be performed on Course Forms by College Student Administration Managers and Deans. Program forms can have the status changed to Rejected by the College Student Administration Managers and the College Dean when in Pending Review status or by the UEC Secretariat when in Pending Approval status.

### **Task Prerequisites**

To be able to perform this task the user must be logged in to Study@ANU and have the appropriate delegation and access. The user must also have navigated to the form in question. The form must be in either Pending Review or Pending Approval status.

### **Related Information**

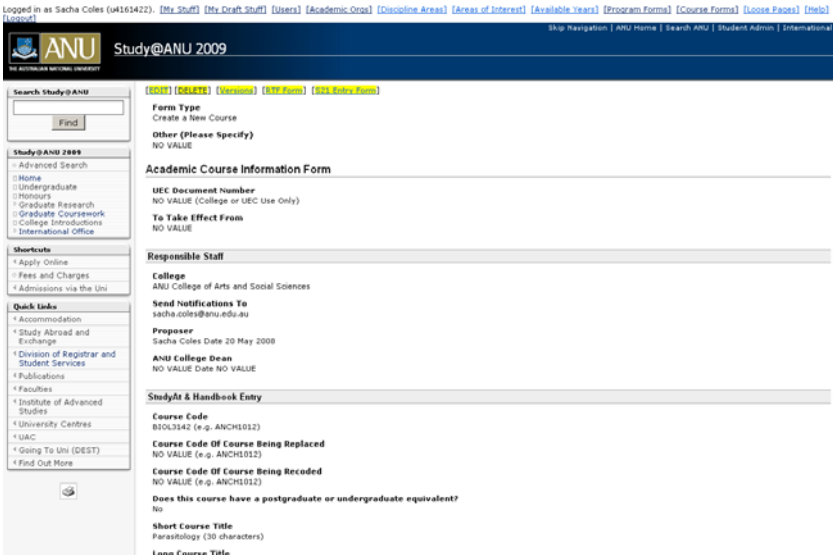
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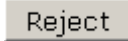
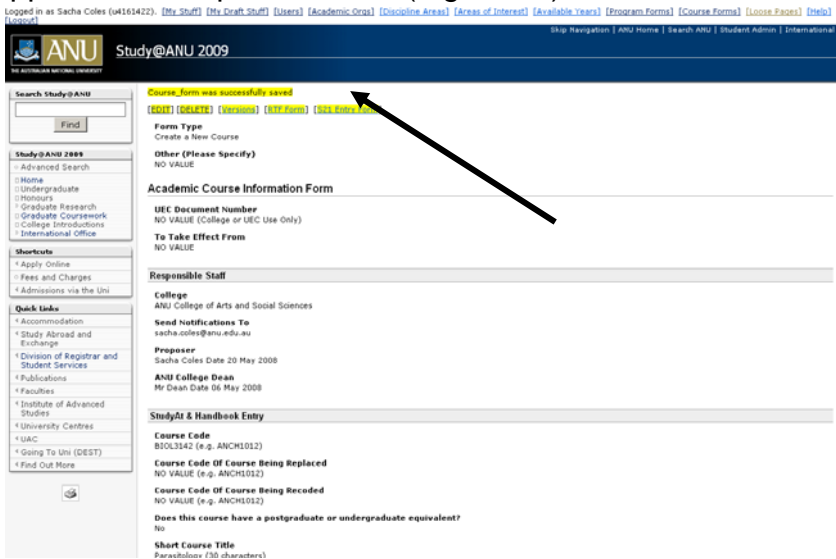
[Change Form Status to Pending Review](#)


[Change Form Status to Pending Approval](#)

[Change Form Status to Approved](#)

The process of changing the status of a form to Rejected is the same for Program and Course forms. The task will be demonstrated using a Course form.

Step	Description																																													
<p><b>Step 1:</b> Navigate to Forms list</p>	<p>Select <b>Course Forms</b> on the menu at the top of the page (Figure 10).</p> <p style="text-align: center;"><a href="#">[Course Forms]</a></p> <p style="text-align: center;">Figure 10 – Course Forms link.</p> <p>This Course Forms list shows the status of all forms that are currently going through the approval process until uploaded into Study@ANU. The course form to be rejected will have a Status of <i>Pending Review</i> or <i>Pending Approval</i> (Figure 11).</p> <p><b>Course Forms</b></p> <table border="1" data-bbox="496 600 1321 837"> <thead> <tr> <th>College</th> <th>Course Code</th> <th>Type</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td colspan="5"><a href="#">New course form</a></td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>ANCH2014</td> <td>Minor Amendment - Change to an Existing Course</td> <td>Draft</td> <td><a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>Unknown course code</td> <td>Create a New Course</td> <td>Draft</td> <td><a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>Unknown course code</td> <td>Create a New Course</td> <td>Draft</td> <td><a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>ARTS4444</td> <td>Create a New Course</td> <td>Draft</td> <td><a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>TEST0023</td> <td>Create a New Course</td> <td>Pending Approval</td> <td><a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>BIOL3142</td> <td>Create a New Course</td> <td>Pending Approval</td> <td><a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>MUSM1252</td> <td>Minor Amendment - Change to Delivery Type</td> <td>Pending Review</td> <td><a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> </tbody> </table> <p style="text-align: center;">Figure 11 – Course Forms list with status Pending Approval.</p>	College	Course Code	Type	Status	Actions	<a href="#">New course form</a>					ANU College of Arts and Social Sciences	ANCH2014	Minor Amendment - Change to an Existing Course	Draft	<a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	ANU College of Arts and Social Sciences	Unknown course code	Create a New Course	Draft	<a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	ANU College of Arts and Social Sciences	Unknown course code	Create a New Course	Draft	<a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	ANU College of Arts and Social Sciences	ARTS4444	Create a New Course	Draft	<a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	ANU College of Arts and Social Sciences	TEST0023	Create a New Course	Pending Approval	<a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	ANU College of Arts and Social Sciences	BIOL3142	Create a New Course	Pending Approval	<a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	ANU College of Arts and Social Sciences	MUSM1252	Minor Amendment - Change to Delivery Type	Pending Review	<a href="#">View</a>   <a href="#">RTF Form</a>   <a href="#">S21 Entry Form</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
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<p><b>Step 3:</b> Edit the form.</p>	<p>To reject the form, select <b>Edit</b> above form (Figure 14).</p> <p style="text-align: center;"><a href="#">[EDIT]</a> <a href="#">[DELETE]</a> <a href="#">[Versions]</a> <a href="#">[RTF Form]</a> <a href="#">[S21 Entry Form]</a></p> <p style="text-align: center;">Figure 14 – Edit link.</p> <p>The form will open to be edited. Enter the following details:</p>																																													

Step	Description
	<ul style="list-style-type: none"> <li>• <i>Additional Information:</i> Type additional information or clarification as required. This area can also serve as a record of the approval process for the course.</li> <li>• <i>Additional Information or Clarification required by SBS or the UEC Secretary:</i> Type additional information or clarifications as required. This area will also serve as a record of the approval process for the form.</li> </ul>
<p><b>Step 4:</b> Reject the form.</p>	<p>Scroll to the bottom of the form, select <b>Reject</b> (Figure 15).</p> <div style="text-align: center;">  <p>Figure 15 – Reject button.</p> </div> <p><b>Warning:</b> Selecting any other option will not result in the status of the form changing to <i>Rejected</i>. Select <b>Update</b> to save contents and be able to view form as filled in. Select <b>Sent For Approval</b> to change status to <i>Pending Approval</i>. Select <b>Approve</b> to change the status of the form to <i>Approved</i>. The form viewing page will be displayed. No email notification will be sent to the form proposer as it is assumed that the college will interact with the school/faculty/centre directly. <b>Warning:</b> If all mandatory fields are not populated, the mandatory fields will be listed at the top of the form and the fields will be displayed with a red border. The status of the form is changed to <i>Rejected</i>. A message stating that the form was successfully saved will appear at the top of the form (Figure 16).</p>  <p>Figure 16 – form Successfully Saved.</p>
<p><b>Step 5:</b> Navigate to Forms list</p>	<p>Select <b>Course Forms</b> on the menu at the top of the page (Figure 17).</p> <div style="text-align: center;"> <p><a href="#">[Course Forms]</a></p> <p>Figure 17 – Course Forms link.</p> </div>

Step	Description
	<p>The course/program will now have a Status of <i>Rejected</i> (Figure 18).</p>  <p>Figure 18 – Course Forms list with status <i>Rejected</i>.</p>