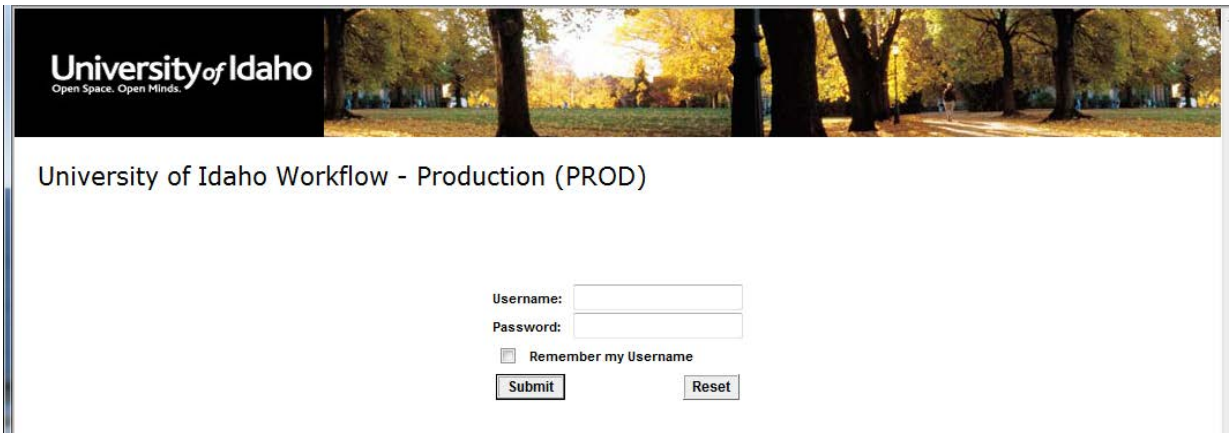
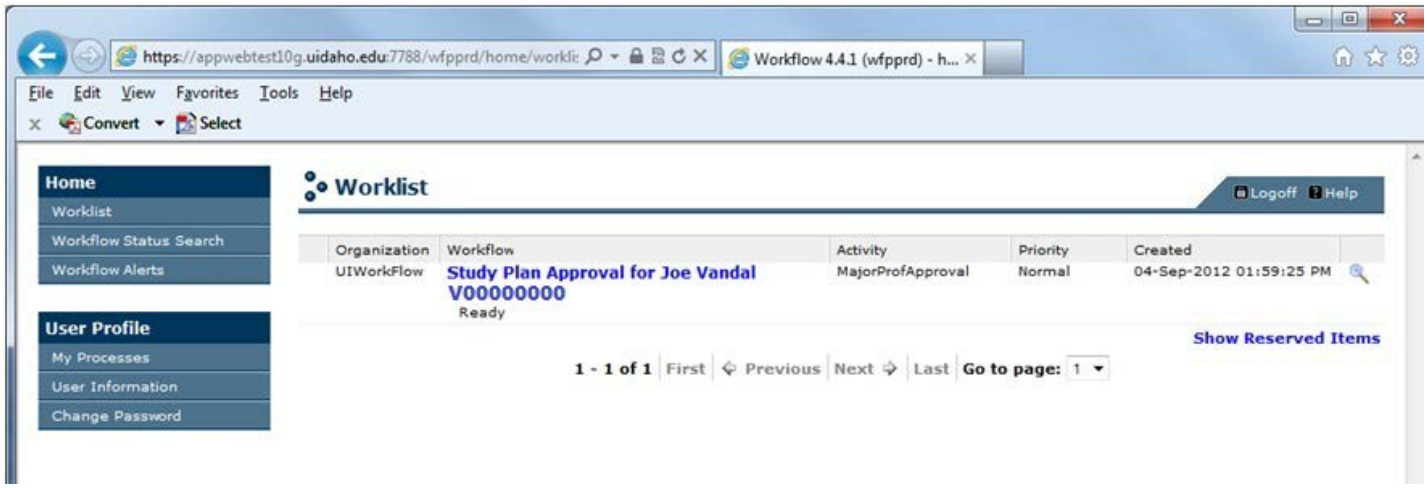
Quick Guide for Faculty/Staff
Electronic Approval Process for Graduate Study Plans

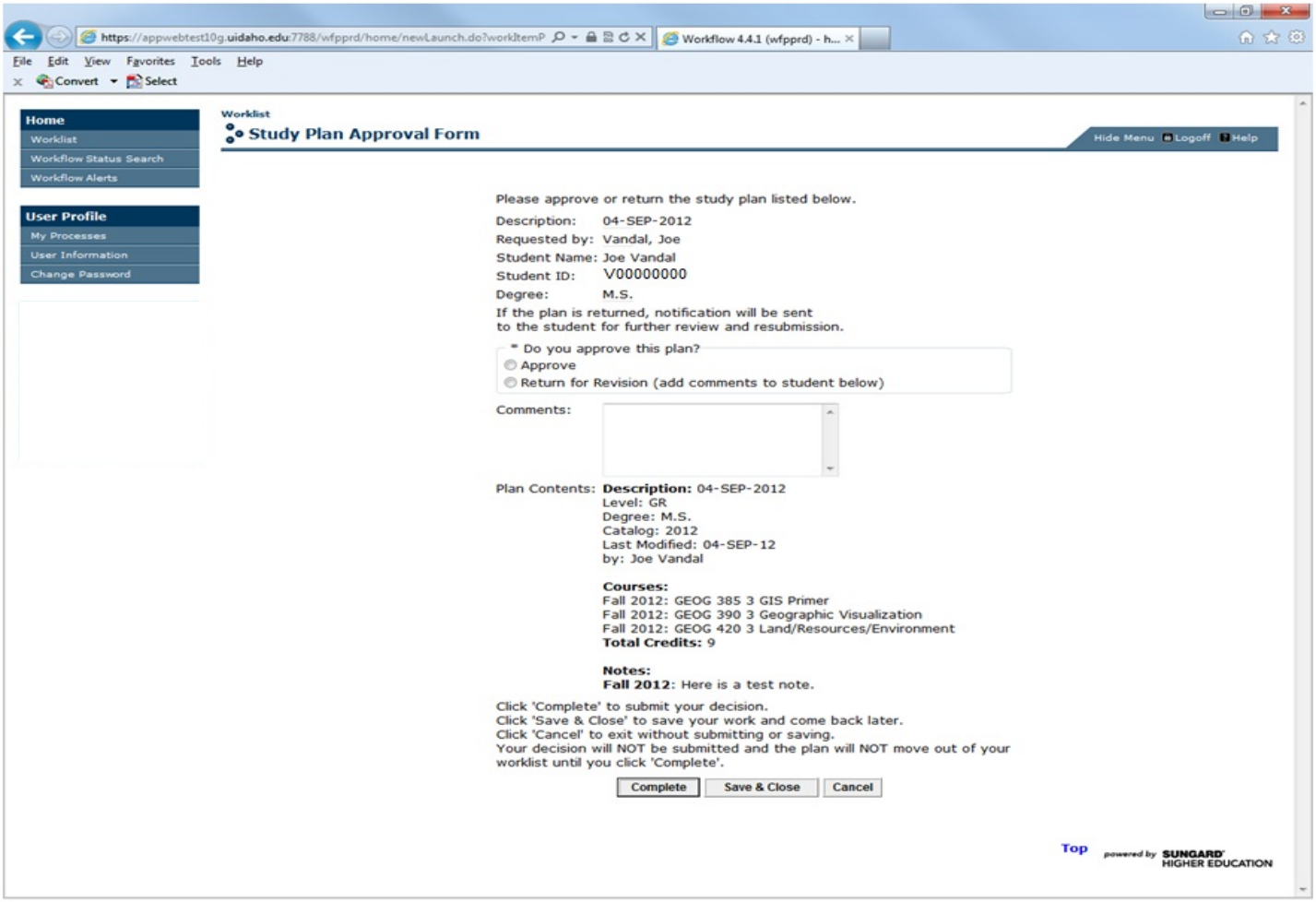
1. You will receive an automated email message telling you that a student has submitted a study plan for review and approval. The email will contain the study plan name, student's name, and a link to the Workflow Login page.



2. Once you have entered your University of Idaho Username and Password you see your Worklist. Click on the Study Plan you wish to work on by clicking the Workflow title (in blue)



3. The Study Plan Approval Form will open for the student selected. You will be able to review the study plan contents on this form. Once you have reviewed the proposed study plan you will have two options to choose from. You can approve the plan, which will move it along the approval process, or you can return the plan to the student for correction or clarification. If you choose to return be sure to include instruction for the student in the Comments box. The Comments will be included in the email the student will receive.



4. The benefits of this process are that it is paperless, automatically updates the student at each decision point and paper study plans no longer need to be mailed around the state. Also, an online "Study Plan Change Form" is available for graduate students in their Student Records Menu (in VandalWeb) that allows them to request classes to be added or dropped from their approved study plan. The same electronic approval process is used for reviewing/approving requested changes to their approved study plan.

For more information about the electronic approval process please visit
www.uidaho.edu/registrar/graduation/audit