Opportunity

We had an overwhelming amount of permissions being submitted via e-mail and in-person to the Psychology Student Academic Affairs Office. We determined that we needed a way to view all of the information in one place to streamline the process for instructors, students, and staff.

Take a look at the pages:

Instructors Entering Permissions:
Psych Homepage> Resources> Faculty Resources
http://goo.gl/jwh7T7

Graduate Student Permissions:
Psych Homepage> Graduate> Courses
http://goo.gl/G49j3f

Independent Study Information
(for students to apply for permission):
Psych Homepage> Undergrad> Major in Psych or BCN> Independent Study Courses
http://goo.gl/6mTCXQ

Contact

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Results

• Used SharePoint to create multiple forms for different types of permissions.

• We now have one SharePoint list for all permissions. Staff can review/process these permissions in one place.

• Faculty and other instructors use these tools to grant permissions to students for their classes by entering student data.

• These tools include Independent Study classes, which require a description of academic work to be held on file.

• Faculty/instructors can check on the status of their permissions to determine if they have been processed by staff.

• Students can apply directly through an online link, and submit their attachments through the system, which gets approved by the faculty member and SAA Office through workflows.

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