

Program of Study - For Approvers

Last Revised: 09/07/2021

Overall Approval Process and Routing

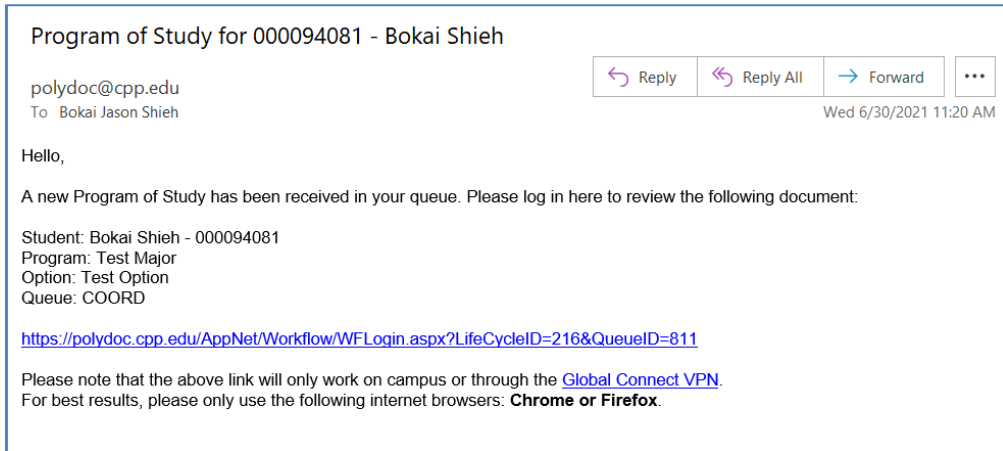
- Students log into PolyDoc using their Bronco credentials and submits their Program of Study. Students need to manually enter their Academic Advisor's name and email and attach their Program of Study in PDF format.
- Students will receive an email receipt after submission with a copy of their Program of Study.
- All petitions will go to the Academic Advisor first for approval, based on the student's manual entry.
- All petitions will then go to the Graduate Coordinator, Department Chair, College Dean and Graduate Studies Office for approval based on the student's program.
- Each approver will receive an "Approval Required" email for each pending course request, including a link to the approval workflow.
- All denials are final. All approvals will proceed to the next level.

Levels: **Academic Advisor -> Graduate Coordinator -> Department Chair -> College Dean -> Graduate Studies**

- Students will receive an email after a final Approved or Denied decision is reached. Approved emails will contain another copy of their Program of Study.
- That's the end of the Program of Study process.

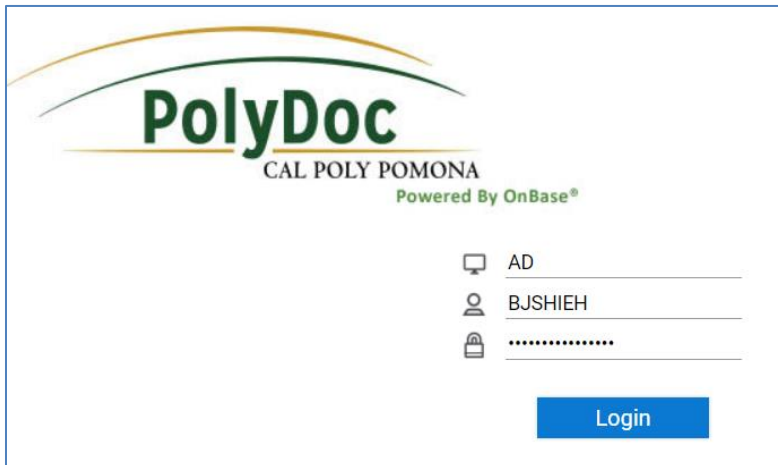
How to Review and Approve Petitions

- Each approver will receive an “Approval Required” email for each pending petition, including a link to the approval workflow.



- If you’re working from off-campus, make sure you’re connected to the **GlobalProtect VPN** first. We also recommend using **Chrome or Firefox** to login.

For your PolyDoc login the first box should default to "AD", there is no need change it. For the second, please enter your username only, do not add @cpp.edu. It may appear capitalized, that's okay. For the third box, please still enter your password case-sensitive.



- After login you should see a screen similar to the following.

The screenshot shows the OnBase web interface. On the left, there is a navigation pane with the OnBase logo, a star icon, and a minus sign. Below this are icons for a folder and a document, and a dropdown arrow. The main area is divided into two sections: 'LIFE CYCLE VIEW' and 'WORK FOLDER'. The 'WORK FOLDER' section is currently empty, displaying 'No items to display' and 'Items: 0'. Below this is a yellow bar with the text 'Template: None'. On the right, there is an 'Inbox' section. It has a header 'Inbox' and a sub-header 'Drag a column header here to group by that column.' Below this is a table with a column header 'NAME' and a dropdown arrow next to the text 'coor'. A single item is listed in a blue bar: 'GSO - Program of Study Submission Form - 000094081 - BOKAI SHIEH - 8/12/2021 [COORD]'. Below the table, it says 'Items: 1 of 2' and has two buttons: 'Approve' (with a green checkmark icon) and 'Deny' (with a red X icon). Below the inbox is a large blue banner with the text 'CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA' and 'Graduate Studies - Program of Study Submission Form'. At the bottom, there is a dark blue bar with the text 'Petition Information'.

- Scroll down further to view the attached Program of Study

The screenshot shows the 'Attachments' section of the OnBase interface. It has a dark blue header with the text 'Attachments'. Below the header, there are three lines of text: '* You may click the attachment button multiple times to add multiple supporting documents if r', '* For screen reader users, please press the spacebar to attach documents in the section belo', and '* If you're having issues with the attachment control, try to clear your web browser's cache or'. Below this is another dark blue header with the text 'Program of Study (1)'. Below the header, there is a text box containing the text 'Program of Study - Required Attachment*' and a link: '[GSO - Program of Study - 000094081 - BOKAI SHIEH - 8/12/2021](#)'.

- When ready, scroll further to the approval section and add any comments necessary. Make sure you click the **“Save Form”** button to save any changes made. The approver’s name, decision, and date buttons are meant to be read-only. They will be filled in automatically when you press a decision button.

Approvals

Graduate Coordinator

Coordinator Decision Coordinator Signature Date

Graduate Coordinator Comment

Department Chair

Chair Decision Chair Signature Date

Department Chair Comment
A comment by the Chair

Save Form

- When you’re ready to enter a decision, Approvers just need to click the **“Approve”** or **Deny”** buttons. This will automatically apply the decision and sign and date the form for the approver and route it to the next step of the process. Denials will require a **“Denial Reason”** which will be sent to the student.

OnBase

Inbox

Drag a column header here to group by that column.

NAME

▼ coor

GSO - Program of Study Submission Form - 000094081 - BOKAI SHIEH - 8/12/2021 [COORD]

Items: 1 of 2

Approve Deny

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Graduate Studies - Program of Study Submission Form

Petition Information

- That’s the end of the Program of Study process for approvers.