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

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Streamlining the Overwhelming Permissions Process through SharePoint

Tools used:
Instructor Permissions
Grad Student Permissions
Independent Study Applications
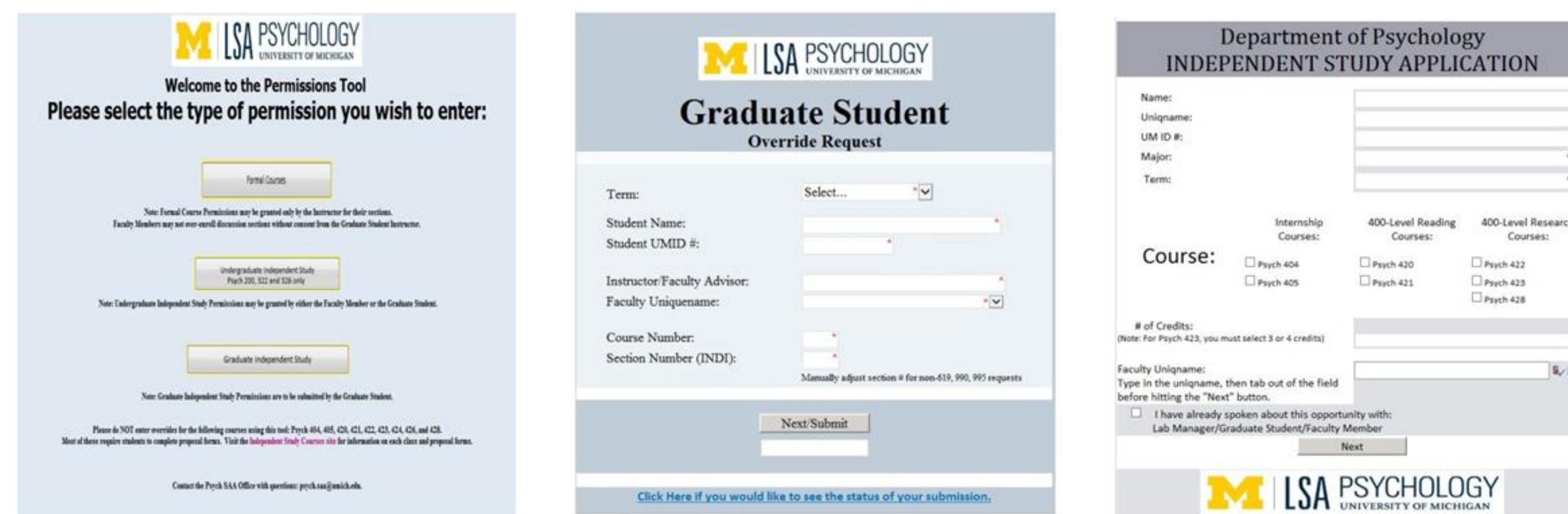### All Permissions Staff View

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.

Special thank you to Jocelyn Anderson, jocelynm@umich.edu, for helping coordinate the project, and providing SharePoint support!