

Research and Graduate Program  
The Graduate School

164 Grinter Hall  
PO Box 115500  
Gainesville FL 32611-5500  
Telephone 352-392-4646  
Fax 352-392-8729

**MEMORANDUM**

Date: September 13, 2007

To: Deans, Associate Deans, Department Chairs, Graduate Coordinators,  
Graduate Staff, and Graduate Faculty

From: Henry Frierson  
Associate Vice President and Dean of the Graduate School

RE: New Approval/Tracking System: 1) New Degree Programs; 2) Sunsetting  
Existing Degree Programs; and 3) New and Modified Courses (UCC1 and UCC2)

The Graduate School and UF Web Administration are pleased to announce the launching of a new web tool intended to help departments track additions and changes to their curricula, proposals for new degree/majors and the removal of outdated ones. All requests must be submitted electronically and they will be tracked from the originator all the way through the university's administrative bodies.

The tool can be found at <http://approval.ufl.edu/>. Access requires a Gatorlink account. The specific individuals (Department Chairs, College Deans, etc.) with authority to approve requests in this system (approvers) are currently being identified

Anyone with a Gatorlink account can may submit a request or view the status of a request. When submitted, a Graduate Degree Program request or Graduate Curriculum request is first routed to a department for review by the chair/program director. If approved at the departmental level, the request goes on for review at the college level and approval by the dean. Any approver may designate alternate approvers. Approvers may include comments when submitting a decision. At some levels of the review process, the approval indicates that a University process has been completed.

When there is more than one unit at a given level, such as department or college, the approver or submitter must choose the appropriate unit to conduct the review.

At each step of the process the submitter and approvers for the next step will receive email

## New Approval/Tracking System

September 13, 2007

Page 2 of 2

from the system. Once a request is submitted to a department for review, the chair and other approvers for that department will receive an email identifying that a request is awaiting action. Once approved by the chair and sent forward to the college, the college dean and other approvers for that college will receive a similar email and so on.

Persons with approval authority can make and explain one of the following decisions:

- Approve – this moves the request forward to the next higher level
- Deny – this stops the request, no further action can occur
- Recycled - this returns the request to the last approver or to the submitter
- Tabled – this holds the request at that level in the process
- Transferred – this sends the request to another unit at the same level for review

To begin submitting a proposal, go to <http://approval.ufl.edu/> and choose either the link for Graduate Degree Program or the link for Graduate Curriculum. Instructions are provided on the submission page for each type of request.

After initial submission, additional documents may be attached to the request by the submitter. You do not need to keep paper copies for requests submitted via this system. To review the status of a request, use the Reports screen which is accessible from the menu item on the far right. You may also click on the "UF | Approval" title in the header to return to the main page. Generally, this Approval/Tracking application provides notification and does not supplant appropriate committee minutes or other record keeping required by Sunshine Statutes and general university processes

We appreciate your cooperation with this important task. Please contact the Graduate School at 392-6622 or UF Web Administration at [approval@ufl.edu](mailto:approval@ufl.edu) with any questions you may have.