Routing approvals in CBAS:

The Initiator Role
When the time has come to submit courses for approval the Initiator will click the Submit for Approval button (paper airplane icon).

You will be prompted to confirm that you want to submit the change for approval to the Chair. Click “OK” if you are ready to submit the course to the Chair.

Once you click the “OK” button, you will no longer be able to edit or change the submission until it has been fully approved and completed, or denied by the Chair.

At this point, the submission has been sent from the Initiator to the Chair approver. The Chair approver will need to log into CBAS and click on their approver link.

The Chair Role
If you hold a Chair or a Dean role in CBAS, you can Approve or Deny course changes, additions, and deletions.
If you have pending approvals when you login to CBAS, you will see a Blue square noting that you have pending approvals to make and it will list the terms in which you have pending changes.

You will also receive an email once a day, in the morning, notifying you of any pending approvals.

Next the Chair will review the requested submission. If they choose to approve, they will click on the “Approve” button.
There will be the option to leave a comment, but in the approval process the comment is optional.

If the Chair approver wants to deny the request, they click the “Deny” button. There will be a follow up window that shows a comment box and has a check box that states “Send Back for Revision”.

Send Back for Revision: If the Chair approver wants to deny the request and send it back for an adjustment or correction, they will need to check the “Send Back For Revision” checkbox. Sending a request back for revisions requires a description of what needs to be fixed be entered into the comment box.
**Deny:** If the Chair approver wants to deny the request and NOT send the course back for revisions, the Chair will need to UNCHECK the “Send Back For Revision” box. At this point a comment is optional.

The Dean Role

Next, the Dean will review the requested submission. If they choose to approve the course, they will click on the “Approve” button.

There will be the option to leave a comment, but in the approval process the comment is optional.
If the submit approval screen has a checkbox on it labeled “Handled By Dean” as in the picture below, this checkbox should only be checked if the Dean's office is going to make the change using SZASECT and doesn't want the course change to be routed to the Registrar's Office.

If the Dean approver wants to deny the request, they click the “Deny” button. There will be a pop up window that shows a comment box and has a check box that states “Send Back for Revision”.

**Send Back for Revision**: If the Dean approver wants to deny the request and send it back for an adjustment or correction, they will need to check the “Send Back For Revision” checkbox. Sending a request back for revisions requires a description of what needs to be fixed be entered into the comment box.
Deny: If the dean approver wants to deny the request out right and NOT send it back for revisions, the person will need to UNCHECK the “Send Back For Revision” box. At this point a comment is optional.

Finally, once the Dean has approved a submission, it will be moved on to the Registrar’s Office to complete the request.

If you have questions or need further assistance, email infoserv@appstate.edu or dial extension 6818.