

Office of Programs and Academic Assessment  
Course Request System Access Authorization Form  
Updated July, 2010

**NOTE:** Complete one form for each user your unit authorizes. It is suggested that assistant/associate deans for colleges/schools have approval authorization for all activities at the college level, department heads/chairpersons or have approval authorization for all activities at the department level, and a unit designee at each level be designated as a substitute approver for those authorized to approve and signoff. Also, staff at each level may be authorized with entry only access, depending upon the organization of the unit.

You may complete all fields (except required signatures) in Word. After completing, print a copy and obtain signatures of the person(s) whose signature(s) will appear inside course requests and the authorized unit head. Make a copy for your records and submit the original paper copy to the following address:

Course Approval Authorization, 2618 UH  
Programs and Academic Assessment (OPAA), M/C 103  
Or fax to: 996-9391

**Note: Page 3 of this form contains additional instructions. Only pages 1 and 2 of this form need to be printed and submitted to the OPAA.**

**Part I: General Information**

Complete the following general information for all requests. Then complete Part II, III, or IV as required. Please see page 3 of this form for additional instructions and direct any questions to extension 3-3463.

Date Prepared: \_\_\_\_\_  
User's Name: \_\_\_\_\_  
User's NetID: \_\_\_\_\_  
User's Title: \_\_\_\_\_  
Campus Phone: \_\_\_\_\_

Authorized Unit Name: \_\_\_\_\_  
Authorized Subject(s) (rubrics): \_\_\_\_\_

Name of Authorized Unit Head  
Submitting this Request (print): \_\_\_\_\_

Title of Authorized Unit Head:  
(print): \_\_\_\_\_

Signature of Authorized Unit Head: \_\_\_\_\_ Date: \_\_\_\_\_

**Part II: Removal of Access**

Remove all authorization for user indicated above (check if applicable and **go no further**).

**Part III: Course Entry ONLY :**

**NOTE:** Checking "Yes" will authorize user to ONLY enter course information into CRS. User will not be authorized to approve or signoff on courses, nor act as substitute approver for either of these functions.

User Authorized to enter courses only:  Yes (check if applicable and **go no further**)

**Part IV: New User or Change in Approval Authorization**

Complete to establish authorization for a new user or to change authorization for an existing user. Check applicable statement and complete Part IV.

\_\_\_ This is to establish access authorization for the new user indicated in Part I.

\_\_\_ This is a change of authorization for the existing user indicated in Part I.

**NOTE:** Users authorized to approve or signoff or to act as substitute approver for either of these functions will automatically be authorized to enter courses, **therefore if assigning course approval authorization below, Part III need not be completed.**

**Course Approval:**

The approval signature appearing within course requests should be the signature of the person authorized to make educational decisions for the unit, and is likely to be the signature of the department head or head of instruction (department head, director or chair; associate head for instruction, dean, associate or assistant dean for academic programs, etc.). **If the user requesting access is not in one of the roles just listed, user access should be established as a substitute approver.**

Check only one of the following:

User Authorized to approve courses: \_\_\_\_\_

User Authorized for substitute approval: \_\_\_\_\_

(on behalf of person listed immediately below)

Approval bears this signature within  
course requests  
(print name): \_\_\_\_\_

Signature of approver appearing within authorized course requests:

**NOTE:** This should be the signature of the person who is authorized to make educational decisions for the unit, and is likely to be that of the department head or head of instruction (e.g., department head, director, or chair; associate head for instruction, dean, associate or assistant dean for academic programs, etc). **Approval Signature should be different than user's name (listed on page 1), if the user is a substitute approver.**

**Course Signoff**

Users given access to approve courses will automatically be given access to sign-off on courses. Similarly, users given substitute approval access will automatically be given access to substitute sign-off.

Choosing to route a course to another unit for sign off is an optional feature, to be chosen at the discretion of the sponsoring unit when submitting a course request. The 14-day sign-off/approval process is beneficial for the following reasons: a) it provides a quick, efficient way for units to route course proposals to check for overlap and spread information regarding a proposed course; and b) in general, it increases and fosters communication between units.

Another academic unit may be significantly affected when its mission is related to the content of this course, when it offers a course whose content is similar to the content of this course, when it offers a course that will be a prerequisite or corequisite for this course, when it will provide instructional staff for this course, or if its students may be interested in the content of this course.

If you have any questions or concerns about authorizing a user to have sign-off or substitute sign-off permission, please contact the Office of Programs and Academic Assessment at 3-3463.

## **Additional Instructions for completing the CRS Access Authorization Form**

### **Part I – User Information**

This section must be completed for all requests. If you have any questions when completing this form, contact Academic Programs at 3-3463.

- Date Prepared = today's date. *Example: 07/05/00.*
- User's Name = name of user to be authorized for access to CRS. *Example: Johnny User.*
- User's NetID = NetID of user to be authorized for access to CRS. *Example: User@uic.edu.*
- User's Title = Title of user to be authorized for access to CRS. *Example: Associate Head.*
- Campus Address = Campus address of user to be authorized for access to CRS. *Example: 1001LOSTIN BSB*
- Phone Number = Campus phone number of user to be authorized for access to CRS. *Example: 3-3463*
- Authorized Unit Name = College, school, department, or other unit for which user will enter or approve/signoff on courses. *Example: Department of Slavic and Baltic Languages and Literatures*
- Authorized Subjects = Subjects of courses user will enter or approve/signoff on. *Examples: LITH, POL, RUSS, SLAV.*

All forms must be submitted (approved) by the authorized unit head (head, director, chair, associate head, dean, associate or assistant dean, or other authorized individual). **This should be the printed name, title and signature which appears on the first page of the request form.**

### **Part II – Removing ALL Access for an Existing User**

Check the box “Remove all authorization for user indicated above.” You should have completed all general information in Part I as well. **Part III and IV need not be completed for a removal of access.**

### **Part III - Course Entry Only:**

Check 'Yes' if this user is authorized to enter courses only, and not approve, signoff, or act as a substitute approver for either of these functions. **Only check “Yes” if you do not plan complete in Part IV.**

### **Part IV – New User or Change in Approval Authorization**

Check the applicable box to establish authorization for a new user or to change the authorization for an existing user. Check the box to change authorization for an existing user if you need to alter the approval/signoff signature(s) that will appear inside submitted course requests.

You should have completed Part I. Make sure that you have obtained the signature of the authorized unit head submitting this request form and dated it before submitting it to OPAA (see Part I). Please complete all applicable parts of Part IV. If this is a change of existing authorization, all information indicated will supersede the previous authorization request you submitted for this user.

### **Completing CRS Access Information for a User**

NOTE: In CRS, the following is required:

- All new/changed/dropped course requests require approval by the primary, controlling units.
- All new cross-lists require approval by non-primary, cross-listing units.
- All courses being changed or dropped request approval by non-primary, cross-listing units.
- A course may be routed for another unit's information for input or comment. The reviewing unit's signoff is requested. If, after 14 days, there is no signoff response, the course proceeds to the next required level for approval (normally the primary college).

The approval signature will also appear as the signoff signature within a form.

For more information on the difference between approval and signoff, please review the CRS Users Manual at <http://academicprograms.uic.edu/oa/CRSIntroductionManual.asp>.