Reviewing Student Involvement and Category I Outside Activity Requests

- Department chairs review and move forward Student Involvement and Category I prior approval requests.
- Academic deans review and approve or deny Student Involvement and Category I activity prior approval requests.

See also:
UC system-wide resources: [https://info.ucoats.org/pages/approver-CatI-025](https://info.ucoats.org/pages/approver-CatI-025)
UC system-wide policy: [APM 025](https://ucoats.org/pages/approver-CatI-025)
Campus policy: [Red Binder I-29](https://ucoats.org/pages/approver-CatI-025)

Steps in reviewing prior approval I forms:
1. Log into OATS at [https://ucsb.ucoats.org/](https://ucsb.ucoats.org/)
2. Click to Fiscal Year—Faculty can submit prior approval forms for different fiscal years, so you may need to toggle between fiscal years to view all forms in your queue.
3. Click on the "Review/Approval" button and the "Forms Approval Pending" tab. The "Forms Approval Pending" tab is your queue. All prior approval forms awaiting your approval within the selected fiscal year will be displayed.
4. Click on the prior approval form in the blue/yellow field:

Deans’ view:

5. Review the form to verify that information provided is adequate to make a decision. Check the Notes field for additional information.

6a. Scroll down to see available actions (Dept Chair):

    Approver Options:
    - **Mark As: Approved** - Selecting "Approved" will move the form forward to the next level of review and approval (if necessary).
    - **Mark As: Acknowledged** - Selecting "Acknowledged" will move the form forward to the next level of review and approval (if necessary).
    - **Return To: Reviewer** - Selecting this option will return the form one step back to the reviewer. In the space provided, enter a detailed reason why the form is being returned to the reviewer.
• **Return To: Faculty** - Select this option if further information is needed from the faculty member. When this option is selected, a "Note" field will appear. Enter details about the reason the form is being returned.
  o If the faculty member selected the wrong activity type(s), they will need to delete the activity from their workspace and resubmit the form with the correct activity. Once the faculty member makes the corrections and resubmits the form, it will process through the approval workflow again.

**Has the faculty engaged in the activity before receiving permission?** - Faculty answer this question when filling out the Category I form, however, if you know the faculty member has engaged in the activity before they received permission, you can select "Yes". This field is for information purposes.
  **You may opt to select Mark As: Acknowledged based on this field.**

6b. Scroll down to see available actions (Dean):

**Final Approver Options:**

• **Mark As: Approved** - Selecting "Approved" will finalize the form. Enter the Category I form expiration date in the space provided.
  o Enter an Expiration Date—you may choose to approve the date as requested or you may enter an earlier date
• **Mark As: Acknowledged** - Selecting "Acknowledged" finalize the form. Enter the Category I form expiration date in the space provided.
• **Mark As: Denied** - Select this option if the category one form is not approved along with a reason for the denial in the space provided.
• **Return To: Reviewer, Department, Faculty** - Selecting this option will return the selected location. Enter a detailed reason why the form is being returned in the space provided.

**Has the faculty engaged in the activity before receiving permission?** - Faculty answer this question when filling out the category I form, however, if you know the faculty member has engaged in the activity before they received permission, you can select "Yes". This field is for information purposes.
  **You may opt to select Mark As: Acknowledged based on this field.**

7. Click the "Submit Action" button