

Softdocs etrieve Central - Form Process Approve, Partial Approve, Deny

What form shows

Approved?

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Yes

Partial

No

EXAMPLE 1: Approved

Signatures

Advisor Signature *
I understand that this constitutes my legal signature on this document.

M. Luce

Advisor Signature Date *
04/27/2026

Approved? *

Yes

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

● Marjorie Luce Submitted 'Marjorie's Play Place'
04/27/2026 at 2:25 PM

● Marjorie Luce Received
04/27/2026 at 2:26 PM

Save | Unlock | Decline | **Approve** | Send Comment

EXAMPLE 2: Partially Approved

Approved? *

Partial

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save | Unlock | Decline | Approve

- Marjorie Luce Submitted 'Marjorie's Play Place'
04/27/2026 at 2:26 PM
- Marjorie Luce Received
04/27/2026 at 2:26 PM

I approve ENGL 1010, but not ACCT 301 as there is a prerequisite that has not been met.

Send Comment

Approved? *

Partial

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save | Unlock | Decline | Approve

Marjorie Luce
I approve ENGL 1010, but not ACCT 301 as there is a prerequisite that has not been met.
04/27/2026 at 2:33 PM

Edit Delete

Send Comment

EXAMPLE 3: Denied

Approved? *

No

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save | Unlock | Decline | Approve

- Marjorie Luce Submitted 'Marjorie's Play Place'
04/27/2026 at 2:26 PM
- Marjorie Luce Received
04/27/2026 at 2:26 PM

Student did not meet with their advisor yet to discuss schedule and get hold cleared.

Send Comment

Approved? *

No

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save | Unlock | Decline | Approve

Marjorie Luce
Student did not meet with their advisor yet to discuss schedule and get hold cleared.
04/27/2026 at 2:41 PM

Edit | Delete

Send Comment