

Approvals

Approvals Process Overview

Completing an Approval form moves a proposal to the next step in the workflow.

As someone with **Approval responsibility**, review the edits and reviews for your level (Department, College, CRC). When you decide the proposal is ready to move to the next step in the workflow, click the Approval button.

Use this link to the approval page to begin your review: <https://bulletin-working.uakron.edu/courseleaf/approve/>.

In Workflow

1. ACCOUNT Chair
2. GR BUS Curriculum Chair
3. BUS Curriculum Committee Chair
4. Graduate Review Committee Chair
5. Curriculum Review Committee chair

1 Filter List -Enter a Filter value to limit the results displayed.

Filter by:

OK Cancel

Filter by:	Displays proposal
3	where any part <u>begins</u> with a '3'.
d	where any part <u>contains</u> a 'd'.

Pages Pending Approval

PAGE
/courseadmin/3164: 3760:265: Child Development
/courseadmin/9120: 8100:123: Test

2 Refresh List -Resets Filters List **1** and resets Your Role **3** to default.

3 Your Role - You can have more than one role. For example Committee Member or Department Chair roles can belong to the same person. Switch roles to see pending approvals for your different roles.

Your Role: Robert Shultz

- Robert Shultz
- BIOL Chair
- CRIMJUST Chair
- CURR Chair

4 Attached Files card - The card displays all documents attached to this proposal. Click each link to download and view the document.

5 Page Review - Prints hard copy for storage or your review.

6 Show / Hide Changes - Use button to toggle visibility of changed proposal fields. Enables Approver to easily identify deleted, added, or updated values.

Show/Hide Changes

Component	Class Format	Credit Hours per Component	Weekly Contact Hours per Component
Lecture		3	3
Laboratory		1.5	1
Credit Hours		4.5	

Clicking button toggles visibility

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7 View Changes By - Choose from the list. The list includes all roles to which you are assigned. Specify 'All Changes' or choose an individual from the list to view only their changes.

Note: If any of your roles are not tasked with approvals, those roles will not appear in the dropdown list.

8 Rollback - Use for major corrections only. In our prior Curriculum Proposal System, a rollback went only to the Initiator. In CIM, a Rollback recipient is specified. Please note that a Comment/Reason is required to rollback the proposal.

9 Edit - As an Approver, you can make edits to a proposal. Your changes are attributed to your account. Major edits/corrections, should be directed to the correct editor, using the Rollback feature. To learn how to complete edits, please see www.uakron.edu/training. Look for training related to Curriculum Proposal.

10 Approve - When ready, click **Approve** to send the proposal to the next step in the Workflow.

- In Workflow**

 1. ACCOUNT Chair
 2. GR BUS Curriculum Chair
 3. BUS Curriculum Committee Chair ←
 4. Graduate Review Committee Chair
 5. Curriculum Review Committee chair
 6. Institutional