Approvals



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/.

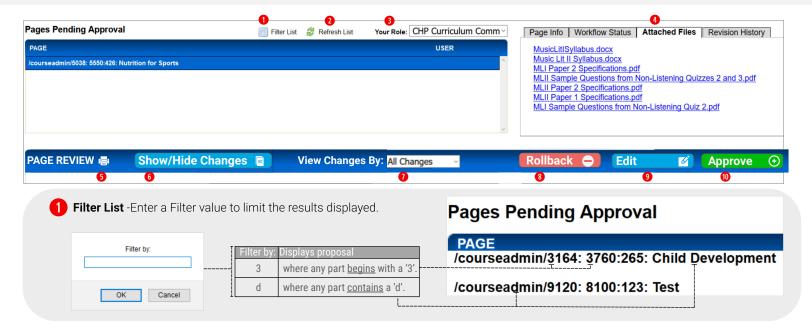
In Workflow

1. ACCOUNT Chair

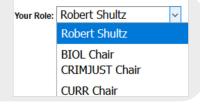
2. GR BUS Curriculum
Chair

3. BUS Curriculum
Committee Chair

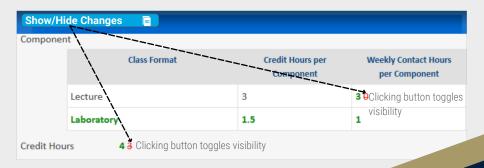
4. Graduate Review
Committee Chair
5. Curriculum Review
Committee chair



- $oldsymbol{2}$ Refresh List -Resets Filters List $oldsymbol{0}$ and resets Your Role $oldsymbol{3}$ to default.
- **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.

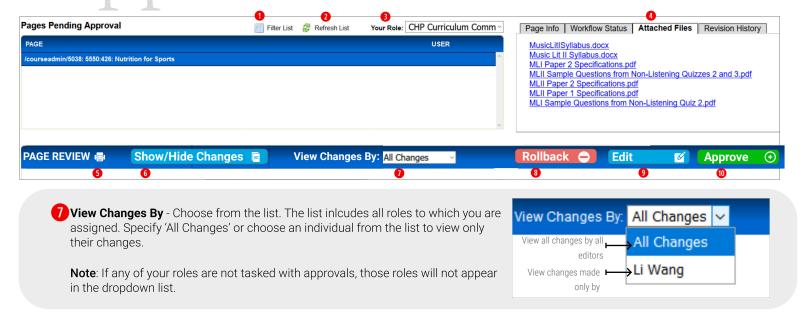


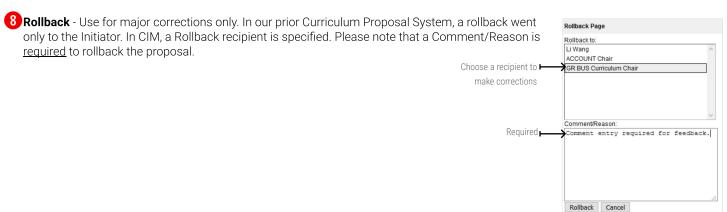
- 4 Attached Files card The card displays all documents attached to this proposal. Click each link to download and view the document.
- 5 Page Review Prints hard copy for storage or your review.
- **6** Show / Hide Changes Use button to toggle visibility of changed proposal fields. Enables Approver to easily identify deleted, added, or updated values.



Approva







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.



5. Curriculum Review Committee chair

6. Institutional