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/.
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.

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.

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.

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