

CURRICULOG

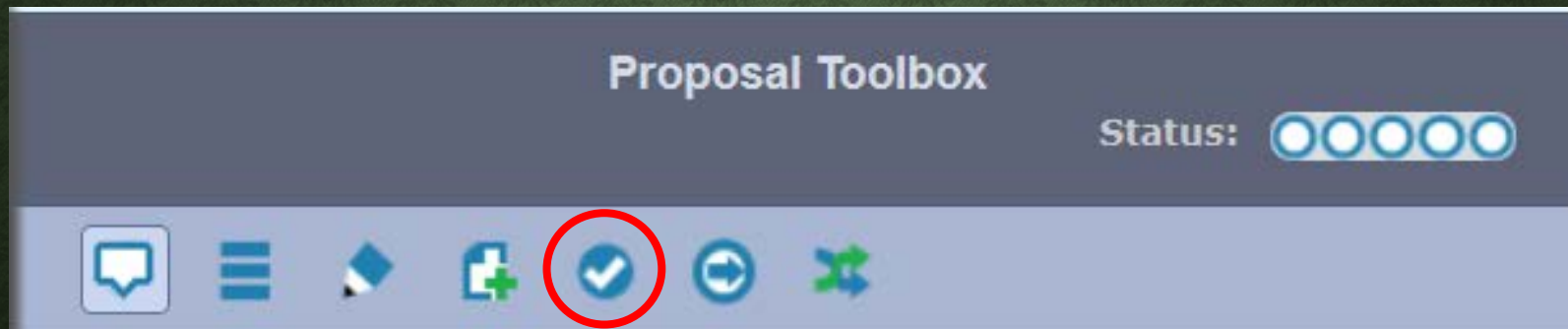
Make a Decision

MAKE A DECISION

- Before you make a decision, ensure that:
 - All your changes are properly documented in the form (use the User Tracking menu - “show current with markup” to double check)
 - Your Justification is complete/thorough
 - You have uploaded any necessary supporting documentation
 - Syllabus (when applicable)
 - VPAA 182 (when applicable)
 - Email conversations
 - Internal forms (unique to department or otherwise)

MAKE A DECISION

- Refer to the series of icons at the top of the right panel.
- The decisions button is the blue circle with a white checkmark.



MAKE A DECISION

- APPROVE will send your proposal *forward* a step
- CANCEL will send a message to your system administrator—this indicates to us that you would like to DELETE the proposal from the system
- REJECT will typically send a proposal *backwards* a step
 - While available at the Originator step, does not send it **backwards** anywhere.

Your Decision

What would you like to do with this proposal?

Approve Cancel

Reject

Please comment on your decision below.

MAKE A DECISION

- Select the appropriate action (radio button)
- Click the “Make My Decision” button to complete the action

Your Decision

What would you like to do with this proposal?

Approve Cancel

Reject

Please comment on your decision below.

Make My Decision

