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.
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• **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.
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• Select the appropriate action (radio button)

• Click the “Make My Decision” button to complete the action