**How to Approve a Proposal**

This guide outlines the steps to approve a Proposal through CourseLeaf. For additional information on CM, please click [here](#).

**Email Notice**
- CM generates different types of alert emails based on the nature of the notification. Some are used as an "FYI", while others are a prompt to take action on a proposal.
- The link located in the email directs the user to the approval page for the proposal.

**Approve a Proposal - Login**
- Clicking the above link will generate a log in box.
- Enter your **Username** and **Password**.
- Click on [Log in].
- Click on the Log In icon.

**Page Pending Approval**
- After clicking the hyperlink and logging in, the “Pages Pending Approval” form displays the queue for the applicable role, and the correct proposal is displayed by default.
**Accessing Role Approvals without an Email Link**

- Navigate to the *CourseLeaf “Pending Approval” page*
- Since this landing page will not be specific to the current proposal, you must select your appropriate role from the “Your Role” dropdown, followed by the appropriate proposal.
- FYI: If you have multiple roles in your School/Center, you will need to select which role is needed for approval.
- Once you have selected the appropriate proposal, the remaining steps are the same as when accessing a proposal via email link.

**Page Review**

- “Page Review” will display your proposal’s full detail.

**Add Comment**

- There is an option to add a comment by clicking on [Add Comment].
- Comments added will be shown at the very bottom of the proposal under **Reviewer Comments**.

**Workflow Status**

- The workflow process varies by each School and sometimes divisions within Schools. At a minimum, all proposals will be reviewed by a School administrator and the Office of the University Registrar.
- Some Schools’ processes are complex and the workflow consists of more steps. For example, a School may require a review by a committee, while others may require faculty sign-off. Because each School is implementing its own configuration, please consult with your CM administrator for complete details.
Review a Proposal

- The entire proposal is available for review by scrolling down on the current page before making any edits.
- New information displays as **green** text.
- Removed information displays as **red** text with the strikethrough (manager).

Reviewer Comments

- This proposal illustrates that a comment has been added.

Approver Decisions

- After reviewing the necessary proposal, the approver will make the decision to:
  - **Edit**: The Approver will scroll through the proposal to edit as needed. Edits by Approver are limited to typos, minor text revisions, etc.
  - **Rollback**: A proposal in the review process can be rolled back to any of the previous workflow steps, including the submitter. A comment is required when submitting a rollback.
  - **Approve**: Once review is complete, the Approver can approve the proposal and advance it to the next step within the workflow.