

# **CURRICULOG: DECISION STATUS DEFINITIONS**



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

**TABLE OF CONTENTS**

PROCESS ..... 2

RESPONSIBILITIES..... 2

PRINTING INSTRUCTIONS ..... 2

CONTACT ..... 3

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## PROCESS

The Decision Icon allows users to select a status for each proposal listed in their queue. The status decision provides the remaining participants with an update on the proposal's progression through the approval process.



## RESPONSIBILITIES

Participants are required to update the decision for each proposal in their queue to alert the remaining participants of any update on the proposal's progression through the approval process.

## PRINTING INSTRUCTIONS

Decision Icon	Decision Status	Decision Description
	Decision Required	This proposal requires a decision.
	Approve	If you select Approve, the proposal will advance to the next step.
	Reject	If you select Deny, the proposal will return to the originator for additional processing. Comments are required for rejected proposals. When rejecting a proposal, the comment should include a justification for the decision and any information the originator will need to remedy the proposal.
	Hold	<p>If you select Hold, an administrator receives a request for the proposal to not advance in the approval process. However, the user(s) on the step will be able to continue to work on the proposal. This would typically be used to ask for additional time for revisions on a proposal. Comments are required for requesting a Hold.</p> <p>Example: Proposal has been sent to the BOR for a decision.</p> <p>Users should request for the hold to be removed by emailing <a href="mailto:curriculog@augusta.edu">curriculog@augusta.edu</a>, as only an administrator can lift the hold on a proposal.</p>

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	Suspend	<p>If you select Suspend, an administrator receives a request for the proposal to not advance in the approval process. At this time, users will be able to continue to work on the proposal. This would typically be used for proposals needing additional departmental review regarding the progression of the request. Comments are required for requesting a Suspension.</p> <p>Example: Department has second thoughts on the revision and needs more time to finalize curriculum.</p> <p>Users should request for the suspension to be removed by emailing <a href="mailto:curriculog@augusta.edu">curriculog@augusta.edu</a>, as only an administrator can lift the hold on a proposal.</p>
	Cancel	<p>If you select Cancel, an administrator receives a request for the proposal to not advance in the approval process. The request will then be routed to the originator for a decision. The originator may then re-launch the proposal or cancel it, which will delete the proposal from Curriculog.</p>

## CONTACT

If you have any additional questions, please contact our office at [curriculog@augusta.edu](mailto:curriculog@augusta.edu).