To Approve a Course Action Form

1. In most cases, as an approver you will receive an e-mail message indicating a course is awaiting your review and containing a link to the CourseLeaf *approval* website located here:
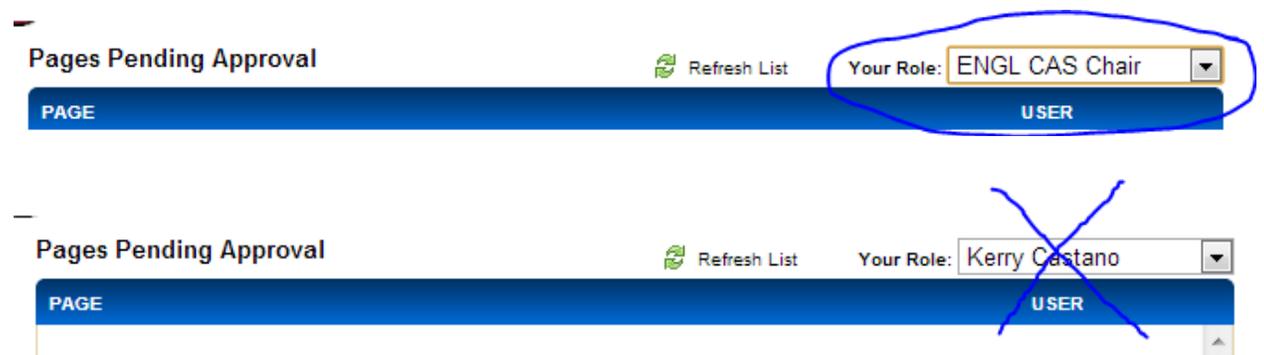   https://catalog-next.uvm.edu/courseleaf/approve

   -all salaried faculty and staff have access to the system (via net ID and password)
   -you must enable cookies to access the system
   -opening with Internet Explorer is NOT recommended as it seems to unavoidably cache an old version of the form

2. Log on with your UVM netid and password.

3. You will be taken to the Page Approval Window. If you do not see the course you are expecting, click "Refresh List" and make certain you are in the correct role.

   You have two roles: your individual user role (ex. Kerry Castano) and your "approver" role (ex. English Department Chair). Be sure to choose your "approver" role.

In the example below, an approver is reviewing a proposed new course: Philosophy 1

(The actual content of the course proposal would show here in the system.)

4. Approvers may Edit, Rollback (deny) or Approve forms. Each of these options will provide approvers with the opportunity to add comments. Click the appropriate option, and add a comment as necessary. The form will be routed to its next stop in workflow.
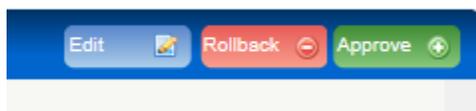
Ex. of Rollback Comment Page:

5. Close your browser window to log out.