

Approval Decisions

On proposals you will normally see the options “Approve” or “Reject”. For Proposals made in Spring 25 or after, some steps will have the “Hold”, “Cancel”, or “Custom Route” option at some steps. These later options include the Administrator approval. At SUNY Delhi, the administrators are the Chair of Curriculum Committee and the Registrar. They work as following:

Approve: Send the proposal along to the next step in the workflow

Reject: Send the proposal back to the originator to start over

Cancel: Deletes the proposal entirely. Only use if you are sure that the proposal should be canceled entirely. This option is only at the department and school levels. If a proposal should be canceled at other levels contact a curriculum administrator

Hold: Submits a request for the proposal to not advance in the approval process. The request is sent to the Administrator, who will approve or reject the request. The users on the step will be able to continue to work on the proposal, however, it will not advance in the workflow until the hold is removed. This would typically be used if a proposal needs to be halted due to SUNY or external issues. Only an Administrator can lift the hold on a proposal.

Custom Route: A custom route is an additional ad-hoc step outside the steps in the approval process. Custom routes require Administrator approval. This will allow you to bring someone else into the proposal that is not included in the current steps of the proposal. This is only turned on for the department level. Use this if you feel that other departments should be included in the approval process.