

# Voting on a Proposal

## Overview

If you have a proposal listed in the Vote Required section of the Proposals Dashboard, you will want to take a look and decide whether or not to approve the proposal.

## How to Do It

*Step 1:* Click on the proposal to open it.

*Step 2:* Review details on the left-hand side of the screen (as outlined above under “Viewing Proposal Details”).

The screenshot displays the 'Curriculum Course Proposal' interface. On the left, under 'Governance', details for a course are shown: Subject code 'CS', Course Number '10', Course Title 'The Beauty and Joy of Computer Science', Campus '—', and Course Long Title '—'. On the right, the 'Proposal Toolbox' shows the status as 'Pending', with one decision made (indicated by a green checkmark and one empty circle). The 'DECISION' tab is active, showing options: APPROVE (green checkmark), REJECT (red X), and SUSPEND (clock icon). A text input field for 'Enter comment here' is present, along with a 'SUBMIT DECISION' button. Below, the 'Current step' is 'Dean Approval' with a 'Status: Pending' indicator and a 'Deadline: No deadline' note. A 'Help' button is located at the bottom right of the toolbox.

*Step 3:*

- Enter your vote into the “Decision” tab of the Proposal Toolbox.
- Click whichever option under “What would you like to do with this request?” applies.
- Available options will vary depending on how your admin has set up the related workflow but could include: Approve, Reject, Suspend, and Route Back (details below).

What would you like to do with this request? You can...

 APPROVE

 REJECT

 SUSPEND

*Step 4:* Input comments, if applicable and your settings allow.

*Step 5:* Click "Submit Decision".