Approving Objectives in SPOL

1. Log in to SPOL

4. Click on the small triangle next to the planning unit, it will open up the objectives at that planning unit. If you click on view, you enter the planning unit page where you can see the details of each objective. Once you have reviewed each objective, you have the ability to approve all objectives at once by selecting all objectives by clicking o0.004 Tw34btt 973 002 Tc 0.228 0 Td [(O)1 ()-3.2 (l(i)7.J 0.0/ k)Tj cy

5. If you click on view you enter the planning unit page, click on each objective, review objective and tasks with enhanced budget requests. You can make any changes or reject for changes to be made by the writer of the objective.

6. By returning to the planning screen, and clicking on the approve my objective, you can return to approve all pending objectives including approving all objectives at once.

9. Click on view all standards.

10. Make sure you are under the APR 2018 Academic Program Review or SAPR 2018 or Service Area Reviews as the Accreditation Cycles. Open your sections by clicking on each division until you see your planning units. Only those planning units due for comprehensive will show. If the unit has completed the review the first and/or second dots should be green, and the NAR (narrative) should be in color. If there is no color for the dot but color under the NAR, it means the standards hasn't been submitted for approval.
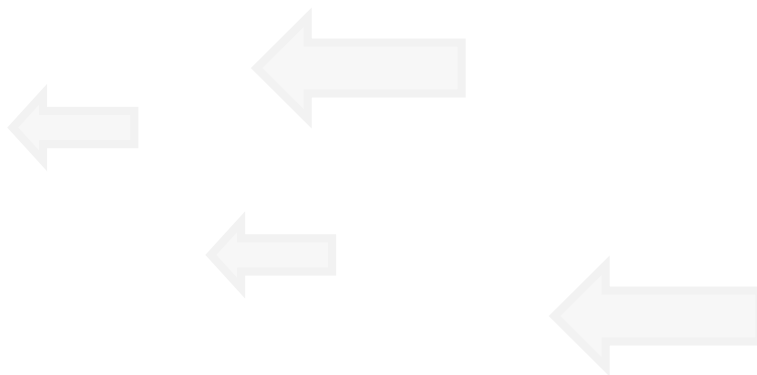
10. Doubleclick on each standard to open. Under approval options, you can approve or reject the standard as well as provide any recommendations.

After each approval, make sure you click on the accreditation tab on the left side of the screen to continue the approval process.