



Introduction

You have two times in the curriculum approval process to review a proposal. One is during the pre-launch phase and is optional and the other is during the launch phase and is required.

Optional Review (Pre-launch phase)

During the Pre-Launch phase, you have the option to review the proposal. Once the Librarian and Technical Review Liaison sign off, the proposal will no longer be available for review until your official approval is required.

Note: If a proposal is no longer in your queue, you can still review it at any time by checking the status of the proposal.

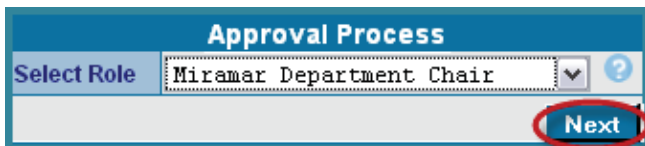
Required Review (Launch phase)

You will receive an email notifying you that a proposal is ready for your review and approval.

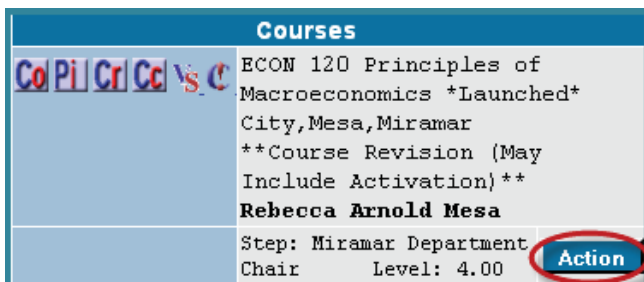
Log in to CurricUNET.
Click on **My Approvals**.



Select Department Chair role. Click **[Next]**.



Find the proposal you want to review. Click **[Action]**.

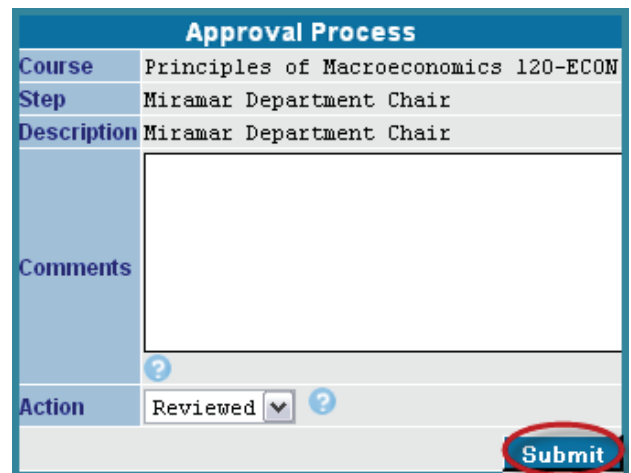


Click on the Icons to review the following reports:

- Course Outline
- Program Impact
- Curriculum Report
- Visual
- Comments
- Documents
- Course Comparison Report

You may enter a comment. Comments are optional and may be viewed by everyone.

When you have finished reviewing the proposal, choose **Reviewed** from the drop down menu. Click **[Submit]**.



Note: Your review is required. The proposal will remain at your level for **10 working days**. If you do not review it, the proposal will default and move forward to the next level in the approval process.