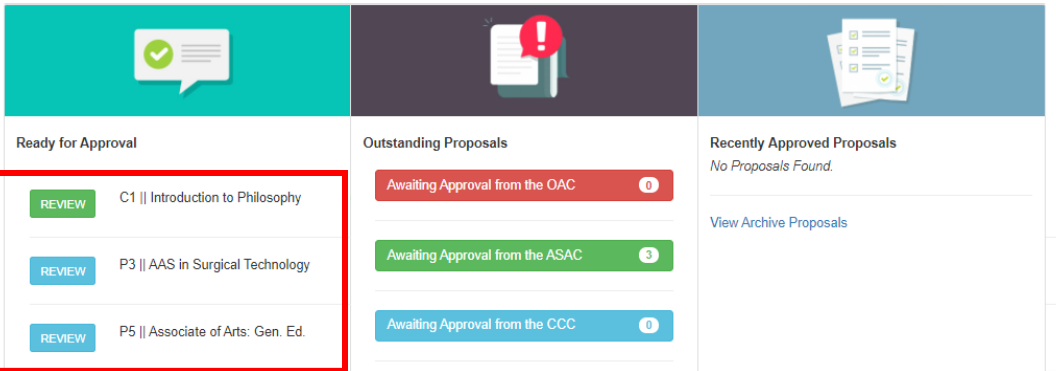


Approve Proposals:

Note: This feature is restricted to only members of the Curriculum Committee.

1. Proposals pending for your approval will be displayed in the “Ready for Approval” column on the main page



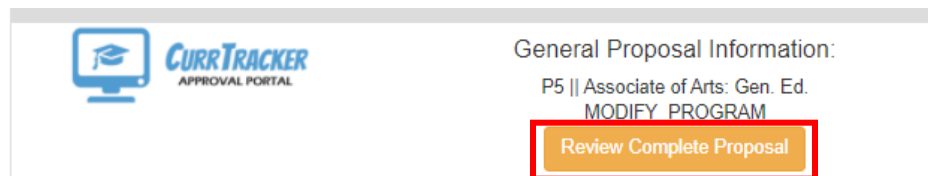
(Green means it is a course proposal and blue means it is a program proposal)

2. Click **Review** next to the proposal you wish to view and approve.



- **To View the Proposal:**

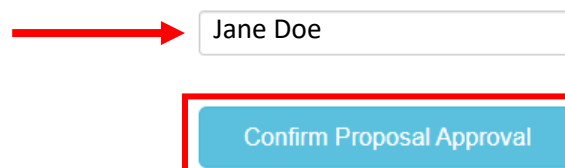
Click on **Review Complete Proposal** at the top of the screen.



- **To Approve the Proposal:**

Enter your **first and last name** in the textbox provided and click **Confirm Proposal Approval**.

Approver Signature:



After you have approved the proposal, you will be redirected to the main approval page.