Approve Proposals:

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

1. Proposals pending for you approval will be displayed in the "Ready for Approval" column on the main page

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Ready for App	proval	Outstanding Proposals	Recently Approved Proposals No Proposals Found.
REVIEW	C1 Introduction to Philosophy	Awaiting Approval from the OAC 0	View Archive Proposals
REVIEW	P3 AAS in Surgical Technology	Awaiting Approval from the ASAC 3	
REVIEW	P5 Associate of Arts: Gen. Ed.	Awaiting Approval from the CCC 0	

(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.



• <u>To View the Proposal</u>:

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



• <u>To Approve the Proposal:</u>

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

Approver Signature:

 Jane Doe
Confirm Proposal Approval

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