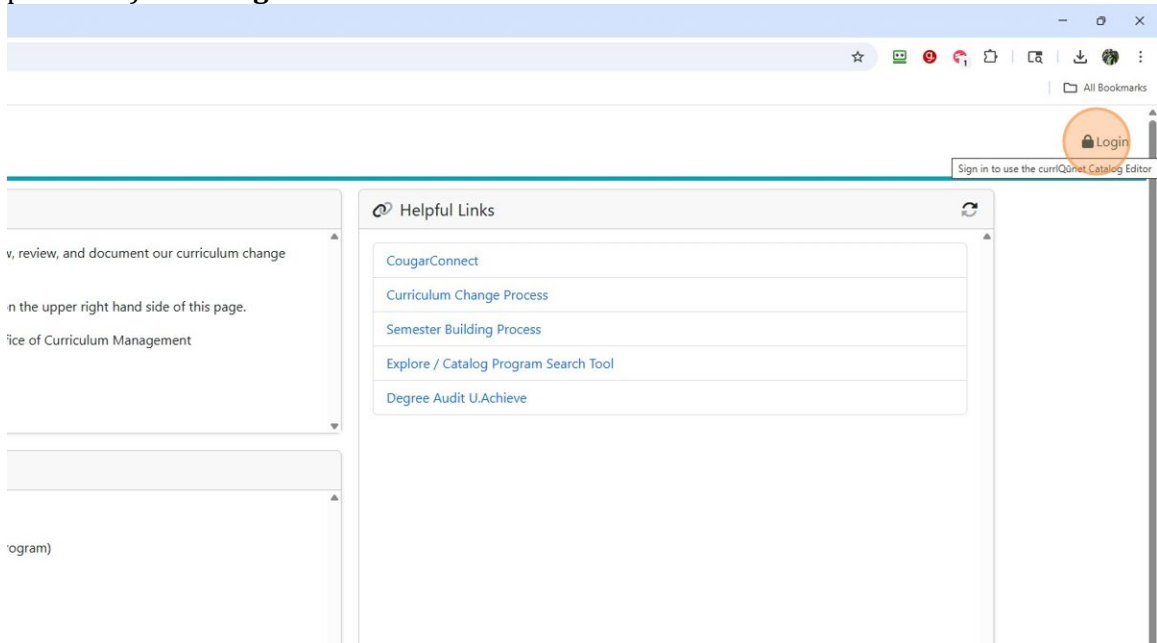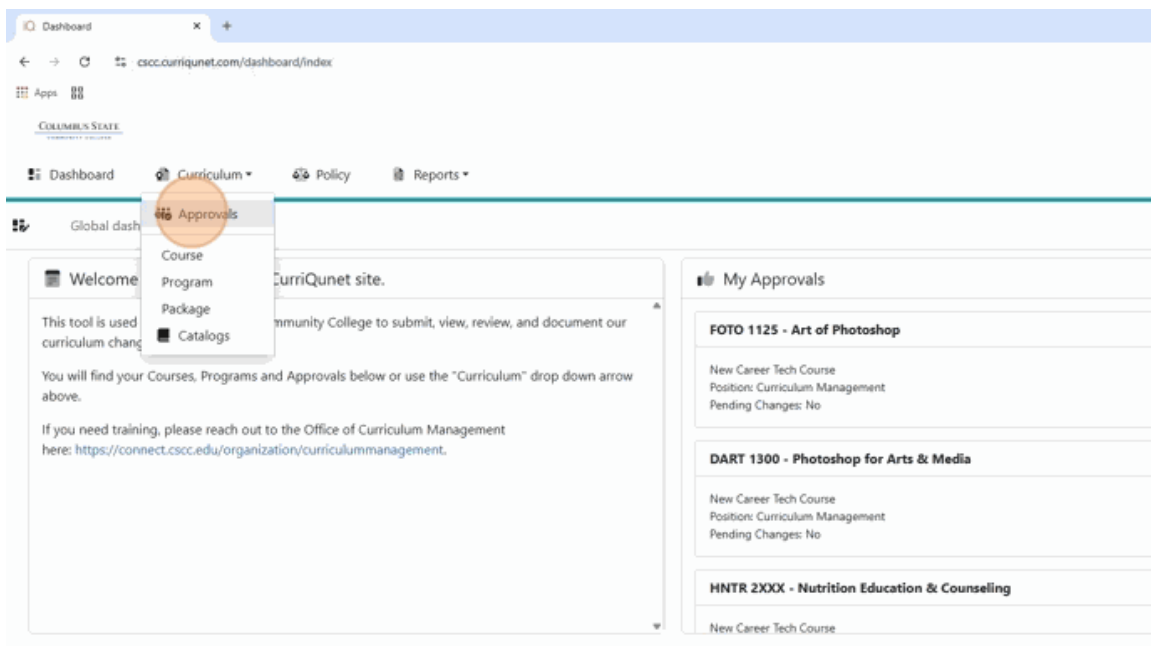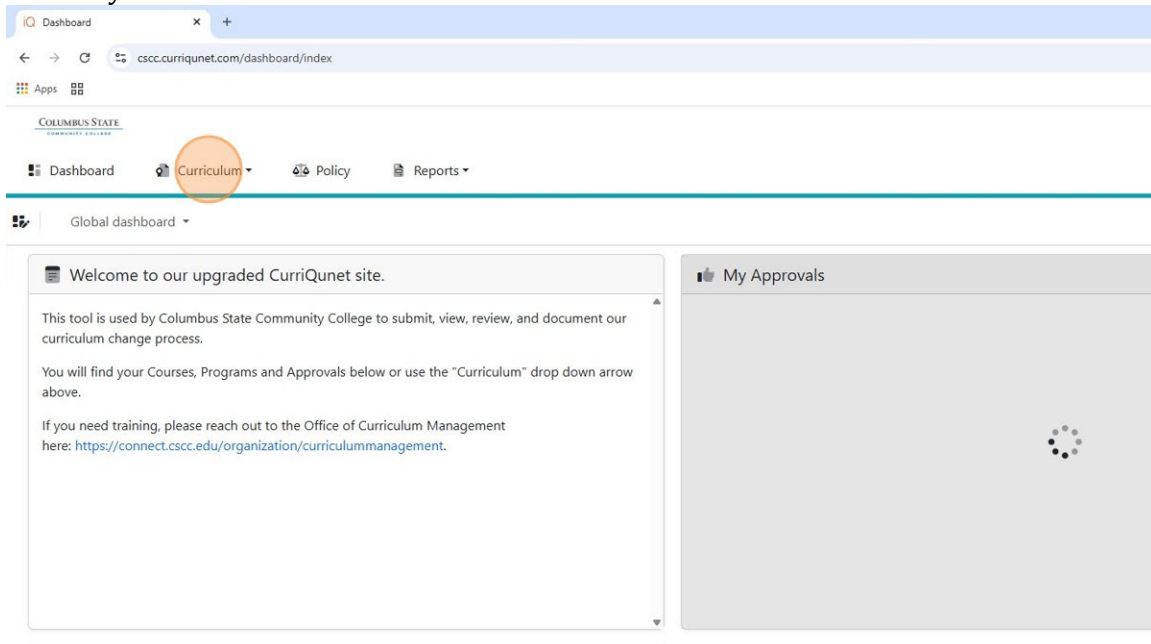# Curriculum Review and Approval in CurriQunet

This guide provides a step-by-step walkthrough for reviewing curriculum proposals in **CurriQunet**. It is designed for faculty, chairs, deans, and committee members who participate in the curriculum approval process. Following these steps will help you efficiently locate proposals, review details, and provide feedback — ensuring a streamlined and transparent review process.

1. Navigate to **cscc.curriculum.com**. Click **Login**. Enter your **Columbus State email address** and your **CurriQunet password** (note: this password is self-created and is *not* your CSCC email password). Click **Login** to continue.
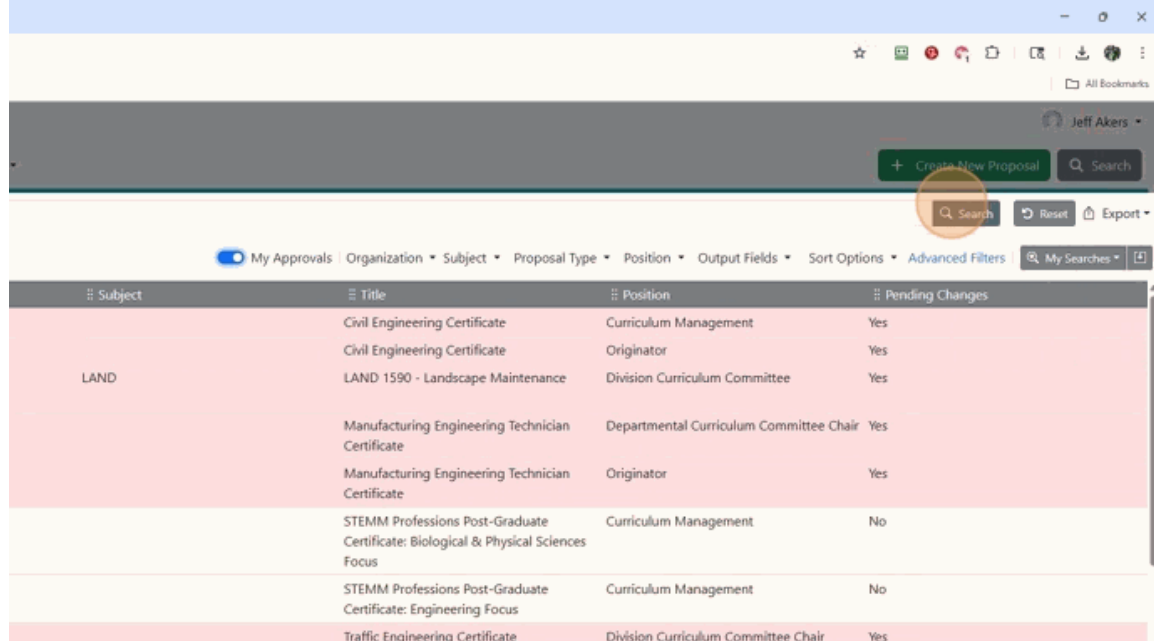
Curriculum Review and Approval in CurriQunet

2. From the top navigation bar, click **Curriculum → Approvals**. This section displays all proposals currently in workflow review.

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3. Use the **Search bar** to find specific proposals by name, code, or keyword. To view only those assigned to you, click **My Approvals**. You can further filter results using the tabs for: **Organization, Subject, Proposal Type, etc.**
   Tip: Filtering by "My Approvals" ensures you only see items awaiting your review or decision.

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4. Click on a proposal from the results list. The proposal overview shows: its current status in the approval workflow, the list of reviewers or approvers, and the action history and progress log. *Example:* You might see statuses such as "Chair Review," "Dean Review," or "Curriculum Committee Review."

5. Click **View Program Proposal** (or **View Course Proposal**, depending on the item). Review the available sections, which may include: **Program Outcomes, Codes/Dates, Attached Files, Rationale** or **Supporting Documents.**
Tip: Attached files often include syllabi, curriculum maps, or advisory committee feedback.

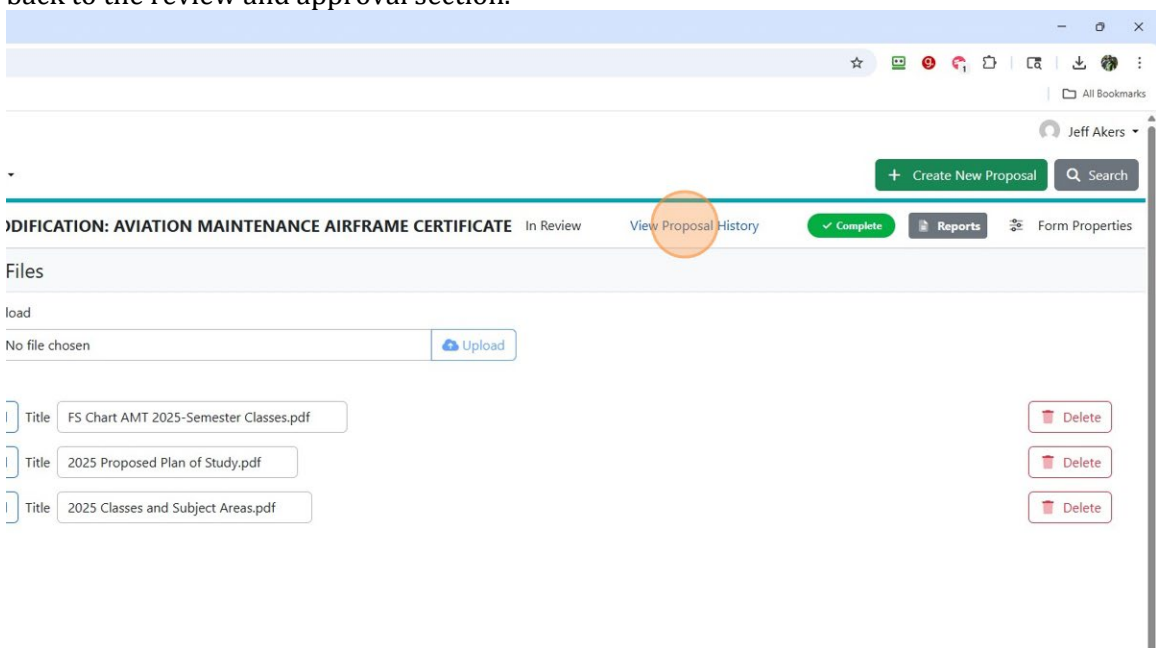## Curriculum Review and Approval in CurriQunet

6. Click **View Proposal History** to see prior edits, comments, and workflow movement. This section helps you understand changes made during earlier reviews and approvals.

7. To provide input on the proposal. Click the **view proposal history** button and it will take you back to the review and approval section.

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8. In the **Review and Approval** section, you can add notes. Enter your comments or feedback
    clearly and concisely. Use professional, actionable language that supports the proposer (e.g.,
    "Consider aligning learning outcomes with OT36 outcomes for SOC-1101").
    Tip: Notes entered here become part of the permanent proposal record.