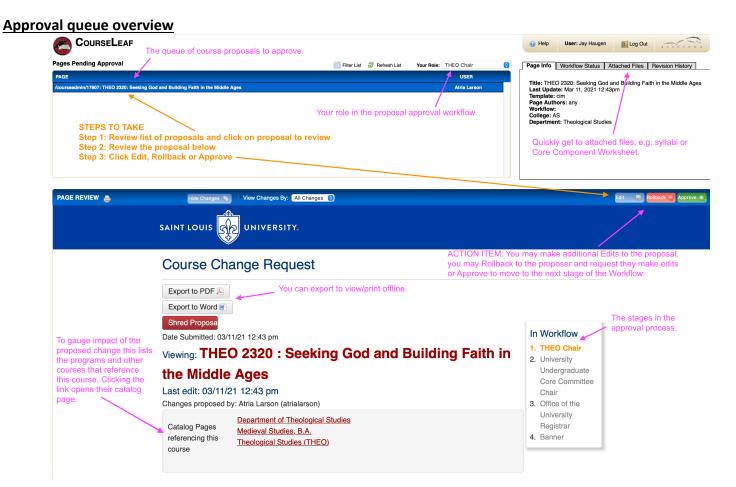# CIM-Courses Approver Quick Guide

NOTE: Approvers will receive an automated email with a link/URL to the page shown below. Proposals will remain in an approvers queue until a proposal is either Rolled Back or Approved.

Approval queue overview

The queue of course proposals to approve.

Your role in the proposal approval workflow.

STEPS TO TAKE
Step 1: Review list of proposals and click on proposal to review
Step 2: Review the proposal below
Step 3: Click Edit, Rollback or Approve

Quickly get to attached files, e.g. syllabi or Core Component Worksheet.

ACTION ITEM: You may make additional Edits to the proposal, you may Rollback to the proposer and request they make edits or Approve to move to the next stage of the Workflow.

You can export to view/print offline.

The stages in the approval process.

To gauge impact of the proposed change this lists the programs and other courses that reference this course. Clicking the link opens their catalog page.

University Core and Course Syllabus

Proposed Core Component(s)

Proposed Core Attribute(s)

Core Component Worksheet(s) may be downlaod

Syllabus may be downloaded