When Proposals are Sent Back...

- E-mail notifications are sent when a reviewer has a question or concern.

- An embedded link is provided to direct the proposer back to the proposal.
Responding to Questions or Requests

Changes to the proposal can be made using either the Edit button or the editing your proposal link on the yellow bar.

The proposal must be resubmitted to return it to the reviewer. Resubmitting will bring up a text box where a proposer can enter comments to the Reviewer.
Responding to Questions or Requests

• The **Show All Reviews** Button expands the reviews so the review comments and responses are visible.

• Reviews, responses, and approvals are recorded with a date stamp.
Most Common Proposal Problems

• No syllabus—all course proposals with the exception of drops require a course syllabus

• Syllabus does not meet the University Minimum Syllabus Requirements.

• Differentiated learning outcomes for Slash Courses are either not provided or do not indicate expectations more appropriate for graduate level course work.

• Crosslisted courses need to have the same title, credit, and syllabus.