You will receive an email notifying you that a proposal is ready for your review.

On the left, log into CurricUNET. On the left, click on My Approvals. Select the Articulation Officer role and click [Next].

A list of proposals will be displayed. Find the proposal you want to review on the Courses list.

Click on the icons to review the following reports:
- Course Outline
- Curriculum Report
- Comments
- Course Comparison Report

When you have finished reviewing the proposal, click [Action] on the lower right hand corner.

You may enter a comment. Comments are optional and can be viewed by everyone. There are two actions you can take on the proposal.

1. **Hold with Changes Made for Later Approval** - Proposal goes back into the Originator's approval queue and into a pending status for editing. Proposal remains at your level until the “Reviewed” action is taken. Once the Originator edits the proposal and takes action with comments, review the proposal ed, take the “Reviewed” action.

2. **Reviewed** - Proposal moves forward to the Originator with notification to launch the proposal. If no action is taken, the proposal will remain at your level. There is no default for this step.

Select one of the two actions and click [Submit].

Note: When you place the proposal on hold, it can go back and forth between you and the Originator. The proposal remains in your approval queue until the Reviewed action is taken.