How to Access and Revise Courses Held for Changes by Dean

Step 1: Log in to CurricUNET and click on the TRACK My Proposals Link

Step 2: The next screen will display the list of courses have been held for changes. Click on “Check Status” link to access approval stream comments.
Step 3: Click on Pencil icon to start edit mode for the course.

Step 4: Make necessary revisions.

Step 5: Once you have made the revisions, inform your dean. NOTE: There is no relaunch for courses that are held at dean level, so you need to communicate with your dean that you have made changes so he/she may re-review and forward the course to technical review.