If you are on a curriculum committee

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If you are on a curriculum committee: Introduction

If you are on a curriculum committee, your review will work almost like every other review.

You will get the same long form that includes all the forms attached end to end. To learn how to read and understand the reviewer form, please refer to the “reviewer” sections of this user guide.

The only difference between you and the other reviewers is that since you will not be asked to make changes, you will be looking at the form in a read-only format.
If you are on a curriculum committee: email

For each course action request the committee will be reviewing, you will receive an email with a link. Be sure to save this email! The link on this email will be your only way to access the form you need to review.
If you are on a curriculum committee: Viewing the form you need

When you click on the link in the email, you will be taken to this “request detail” screen. The request detail shows you the list of all the forms that have been completed as part of the request.

As a curriculum committee member, you are looking for the preliminary review form for your level of review. For example, if you are on the school or college curriculum committee you will want the “preliminary college review.”

Hint: Usually the form you need will be the last form on the list.

Click on “view form” next to the form you need. This will show you the completed form in the most easily readable format.
If you are on a curriculum committee: Printing

This is what you will see when you click on “view form.” It is the form exactly as it looked when the preliminary reviewer clicked “submit.”

If you would like to print your form, use the printer button in your browser.

If you do decide to print the form, be sure to also print the supporting course data so that you will have all the information you need for your off-line review.

You can find the link to the completed course data template near the bottom of the form.