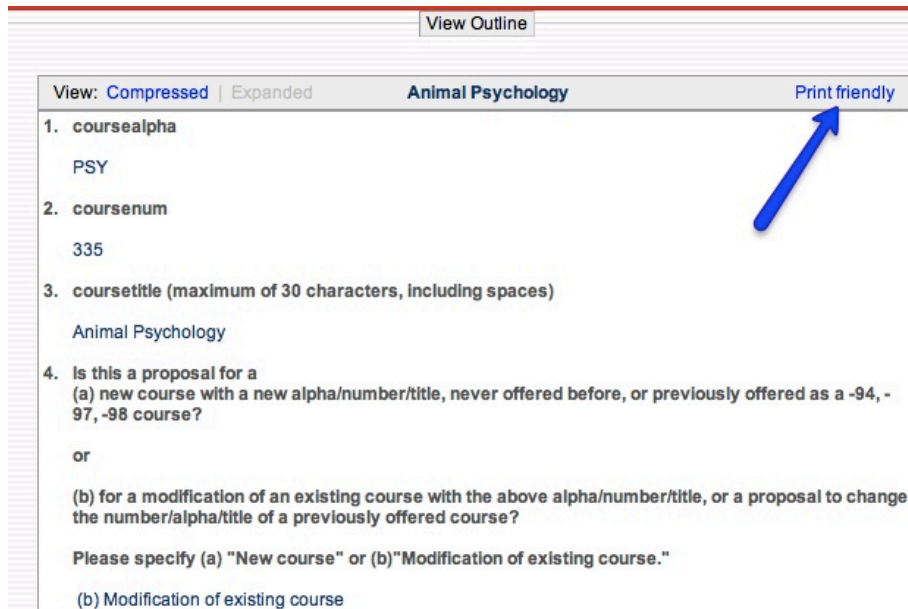


Request an Informal Review of a Proposal

A proposer or department chair may wish to have other faculty or administrators review and comment on a proposal while the proposal is still in development; or a proposer might wish to share the proposal with the chair of a department with a course being proposed as a prerequisite, co-requisite, or course listing.

1. One way of doing this is to simply PDF or print the proposal, and share accordingly. To PDF or print a hardcopy using the printer associated with your computer:
 - a. In your tasks page, click on the blue alpha/number link of the course proposal or the name of the program proposal.
 - b. The proposal appears with all questions/responses.
 - c. In the upper right-hand corner is the link "Print friendly"; click on this, and a print-friendly document appears in the next window



View Outline

View: [Compressed](#) | [Expanded](#) **Animal Psychology** [Print friendly](#)

1. [coursealpha](#)
PSY

2. [coursenum](#)
335

3. [coursetitle](#) (maximum of 30 characters, including spaces)
Animal Psychology

4. Is this a proposal for a
(a) new course with a new alpha/number/title, never offered before, or previously offered as a -94, -97, -98 course?
or
(b) for a modification of an existing course with the above alpha/number/title, or a proposal to change the number/alpha/title of a previously offered course?
Please specify (a) "New course" or (b) "Modification of existing course."
(b) Modification of existing course

4. Use your browser File-Print options to PDF or print on the printer associated with your computer.
5. Your reviewer(s) can comment to you via email.

Note: Macs have PDF converters built in. If you do not have a Mac and do not have Adobe Acrobat or other PDF converter on your computer, you can download a free converter from websites such as cutepdf.com. Once installed, the converter will show up as one of the options in your printer menu.

2. Another way is to have CC deliver the proposal to the Tasks page of the reviewer(s). See instructions "Circulate a proposal to a department or committee for review." CC only allows review of course proposals at this time; the review option for program proposals is in the works.