Creating a Proposal for a New Course

To propose the discontinuation of a new Course, Program, Emphasis, or Discussion Item:

1. Locate the item by searching for it in the respective section; display the form.

2. On the right side of the form, select “Propose Changes.”
   - **DO NOT** select “Retire.”

3. To request discontinuation, ONLY enter the following information:
   - Input the Catalog Year when the item will no longer be offered in the Catalog Discontinuation Year field
   - In the “Request Type” choose Discontinuation

4. Once the changes are made, click “Leave Edit Mode” in the top right hand corner.
5. **Options Within a Proposal:**
   - To edit the proposal again, click “Edit”
   - To delete the proposal, click “Delete Proposal”
   - To share the proposal with another Kuali User, click “Sharing”
   - To include a note on the proposal for others to see during the workflow, click “Addendum” and submit your addendum.
   - To request an addendum from someone else, click “Addendum” and enter the user’s name.
   - To duplicate your proposal, click “Duplicate”

![Image of Addendum options]

6. To submit a proposal to the workflow, click “Submit for Approval”.

![Image of Submit For Approval button]