LOCATING A PROPOSAL

1. Whenever “+ New Course”, “+New Program”, “+New Emphasis,” or “Propose Changes” is selected and date fields are populated or changed, a proposal is created automatically. When modifying an item, the system makes a copy of the existing, current item with all of its data elements.

2. All Proposals, once started, even if not yet complete, are located under the “Proposals” tab in the left-side navigation pane. All current year, active items as displayed in the University Catalog, are listed under “Courses”, “Programs” and “Emphasis”.

3. Under the “Proposals” tab there are different filters to help find a proposal by status.
4. To continue editing a proposal select “Edit” on the ride side of the page of the desired proposal.

5. To delete a proposal select “Delete Proposal” on the ride side of the page of the desired proposal.
6. The heading colors also give the status of an item or proposal.
   - Green = Active, Current
   - Orange = Proposal, Draft (New Proposal) Mode
   - Blue = Proposal, Submitted for Review (in the workflow)
   - Purple = Approved, Future implementation
   - Red = Rejected
   - Grey = Past