Creating a Proposal for Curriculum Modifications

To propose a modification to an existing Course, Program, Emphasis or Discussion Item:

1. Find the item you would like to modify by searching in the respective tab on the left.

2. On the top right side of the form, click on “Propose Changes”

3. Make the necessary changes. Ex: change the course number.

4. NOTE: All changes are documented on the right hand side of the screen. A change can be undone by clicking the “X” next to it. This can only be done before exiting Edit mode. Once out of Edit mode, all changes cannot be undone and would have to be reversed manually.
5. Once the changes are completed, click “Leave Edit Mode” in the top right hand corner.

6. 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”
7. To submit the proposal for approval through the workflow, click “Submit for Approval”