Creating a for a New Item

To propose creation of a **new** Course, Program, Emphasis, or Discussion Item:

1. Choose the tab of the proposal type from the left-side navigation panel
2. On the top right click on “+ New Program” for a new program or “+ New Course” for a new course

3. Fill out the new proposal sheet.
   - Attach all necessary documents
4. Once the changes are completed, 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”
6. To submit a proposal to the workflow, click “Submit for Approval”