Creating a Proposal to retire an existing Course or Program

To propose the retirement of existing Courses, Programs, Emphases, or Policies:

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.”
   - SELECT “Create a New Version.”
   - DO NOT SELECT “Create a New Revision.”

3. To request retirement/discontinuation, ONLY enter the following information:
   - In the “Request Type” choose Retirement/Discontinuation.
   - In the “Status” field select Retired.
   - Input the Catalog Year when the item will no longer be offered in the Catalog Discontinuation Year field.
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 leave a comment on the proposal for others to see during the workflow, click “Comments.”
   • To duplicate your proposal, click “Duplicate.”

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