The Delete course proposal initiates the approval process to remove a course from the Catalog and Schedule. Please note that if you don't see the form as you log in, click on "next 10" at the bottom of the screen to see more proposal forms.

**Delete Course**

1. Click New Proposal from any tab on the Proposal menu.

   ![New Proposal Image]

A. If you select a request you can see a summary of the process steps in the fly out menu to the right.

2. Click the check mark to start the proposal.

   ![Process Summary Image]
A. When the proposal opens, click the information icon in the upper right corner to turn on the help text.

3. Import the department and course information from the catalog (this will ensure accuracy).
   A. Scroll back to the top and click the Import button to open the pop-up window.
   i. This will open another window where you can search the current catalog.
1. You should always select the working graduate catalog
2. Add Prefix as your filter field
3. Type in the prefix and search the available curriculum

4. Select the course you are proposing to delete from the list
5. All of the information in the catalog will appear. Leave all of the boxes checked so that the import tool copies everything available into your proposal.

6. Click Import this item
   a. You will have to click the 🔍 in the upper right corner to turn on the help text back on after the import.
ii. The information from the import will be added into your proposal

iii. Enter the justification for deleting the course

This course covers the same material as another course.
4. Scroll to the top and run an impact report to find out which, if any, other courses, programs, certificates, etc will be affected by your change

A. In the new window, select the working GRADUATE catalog and click Generate Report
B. Copy all of the information in the impact report
   i. You can use keyboard controls to select all (ctrl + A or cmd + A) and copy (ctrl + C or cmd + C)
   ii. Paste the impact report into the box
C. Indicate if the course is required by a program for another college and select the effective date

5. Save all of the changes and Launch your proposal

A. If participants in the approval process (Department Chairs, Deans, etc) are missing you will receive an error

i. Contact GradCurriculum@unlv.edu if you see this error
B. If you missed any of the required fields you will see a message telling you to correct the errors

- **Proposal has validation errors**

  - Click show me to highlight the errors
  - Correct the errors, click save and then you can re-launch your proposal

6. When the proposal is complete you will confirm that you want to launch

7. The first step in the Approval process will be the originator (you)

A. Click the Decision icon in the Proposal Toolbox
B. Select your decision and make any comments

i. Click Make My Decision and move the proposal to the next step
ii. Once the proposal moves to the next step you can check the status by clicking on the status icon in the Proposal Toolbox.