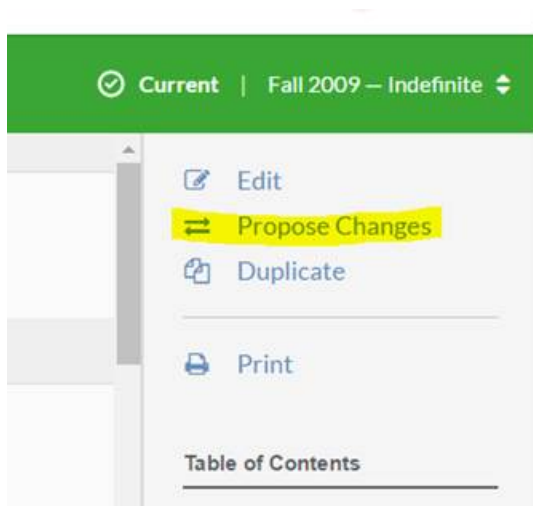


Kuali has improved the experience related to retiring (sometimes referred to as expiring) courses. Hurray! Here's the scoop.

Previously, to retire a course, a user clicked on "retire" in the right column. They were then prompted to add justification and submit.

This is the process now:

1. Select course you wish to retire.
2. Click on "propose changes" in the right column.



3. Now, at the top of the form, you can select a status of either 'active' or 'retired.' Modifications to courses, or new courses, will use the active status. If you wish to retire a course, however, you'll want to select "retired" here.

STAT 475 | Life Contingencies.

Proposal Information

Status

Active

Start Term ?

STAT 475 | Life Contingencies.

Proposal Information

Status

Retired

Warning: All versions that start after the retired version will be deleted.

4. Select the desired start term for the retirement (which would, in the case of this year, be Fall 2017).

Start Term ?

Fall 2017

5. Provide justification for the retirement of the course in the Justification and Supporting Information field:

Supporting Documents

Justification and Supporting Information

6. When you've completed the form, click "leave edit mode" in the right column. You'll then see this at the top of the form, making it clear that the proposal is for a retirement:

STAT 475 | Life Contingencies.

Proposal Information

Status

Changes

ActiveRetired

Warning: All versions that start after the retired version will be deleted.

7. You can then "submit for approval."

This new method will allow all who view the proposal for a retirement of a course to more quickly identify it as a retire request, and read any justification that's included.