

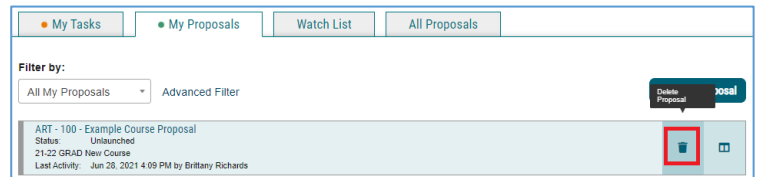
How to Delete a Proposal

Proposals will autosave as soon as you click the "New Proposal" button so you may end up with proposals you wish to delete. How to delete the proposal will depend on if the proposal is unlaunched or launched.

If the proposal is not at your step in the approval process, please contact the Office of the University Registrar and a system administrator can delete it for you.

If the proposal is unlaunched

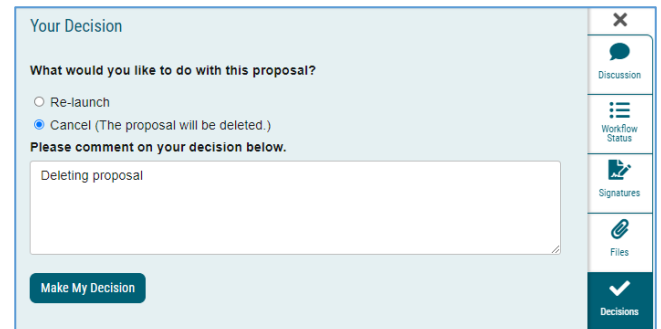
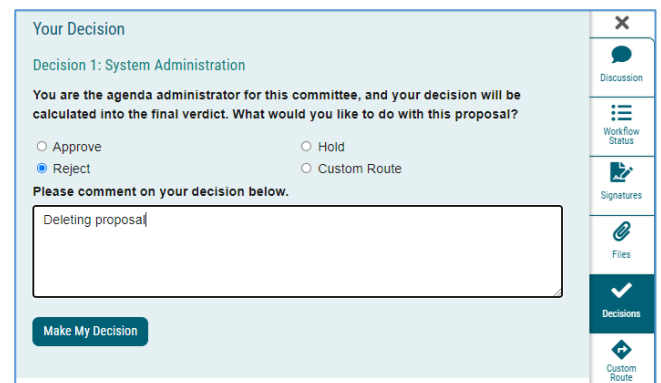
1. In the "Proposals" module, click the "My Proposals" tab
2. Click the "Delete Proposal" icon (a trash can)
3. To confirm, click the "Delete proposal" button



If the proposal is launched and you are the originator

Reject and then cancel the proposal to delete it

1. In the "Proposals" module, click the "My Proposals" tab
2. Click the proposal name to open it up
3. Click the "Decisions" tab on the floating menu on the right
4. Select "Reject"
5. Write a comment in the text box. The text box is a required field for rejecting a proposal.
6. Click the "Make My Decision" button
7. Click on the "Decisions" icon again
8. Select "Cancel (The proposal will be deleted.)"
9. Write a comment in the text box. The text box is a required field for rejecting a proposal. (No one will see this comment.)
10. Click the "Make My Decision" button. Your proposal will be deleted immediately.
11. To log out of Curriculog, close the browser window



Updated: 8/7/2023