

Withdraw a Proposal

There are 3 ways to withdraw (cancel) a proposal.

- The originator may cancel a proposal before the proposal is launched because the proposal is still on the originator's step. – refer to A below.
- The originator may cancel a proposal after the proposal is launched and is still on the originator's step. – refer to B below.
- When the proposal has left the originator's step, any one on the current step may make a decision to cancel the proposal. – refer to C below.

A. Withdrawal **before you launch** your proposal (DELETION):

- [1] Navigate to the [My Proposal] tab.
- [2] Look for the proposal from the list you want to delete, hover your cursor on it to bring up three icons.
- [3] Click the X icon. (refer to the illustration below)

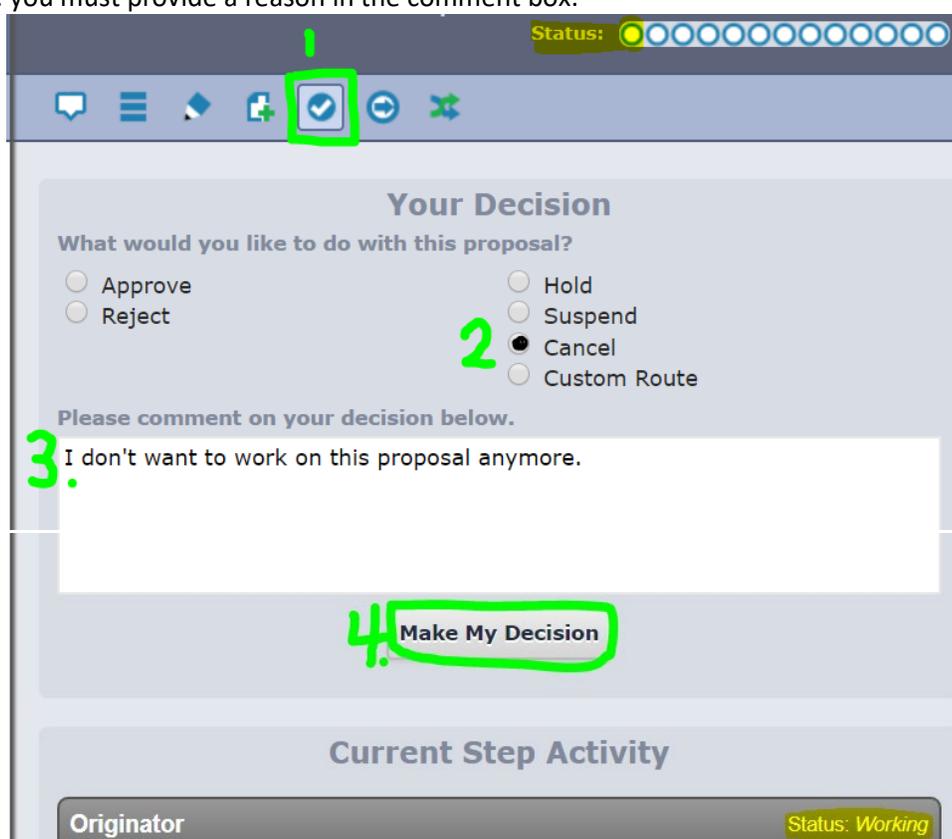


B. Withdrawal **after you have launched** your proposal (CANCELLATION):

- [1] Navigate to the [My Proposal] tab. Hover your cursor on the proposal you want to cancel to bring up five icons.
- [2] Click the EDIT icon  to open the proposal.



- [3] On the right page, make sure the status bubbie is blank (in working status). Refer to the illustration, follow the 4 steps in green.
Note: you must provide a reason in the comment box.



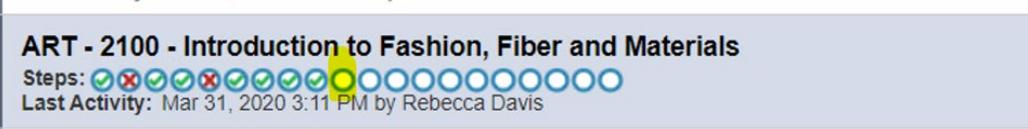
C . Cancellation of a proposal after it has left your (the originator's) step:

Note to originator:

When a proposal has left your step (i.e. when the 1st bubble should have an approval check mark)

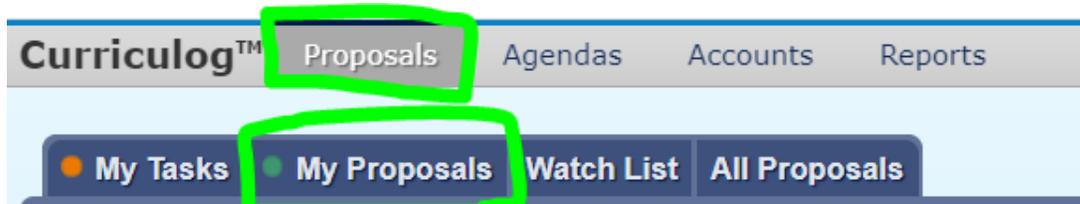


Only the Agenda Administrator of the current step (i.e. the first hollow bubble of the string of bubbles) is able to withdraw the proposal for you.



You need to communicate with the Agenda Administrator.

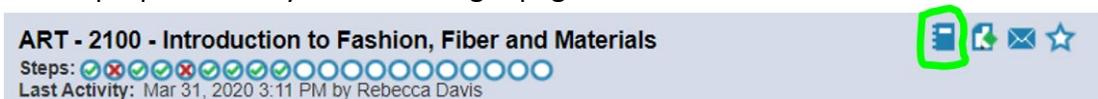
[1] Locate the proposal under the [My Proposal] tab.



[2] Hover your cursor on the proposal to bring up four icons.

Click on the view Summary icon.

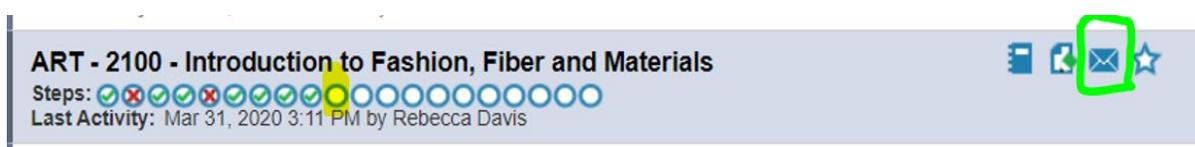
The proposal will fly-out on the right page.



[3] Scroll down to the bottom of the page (or move your cursor to the blue background and hit the [End] key on you keyboard). Look up the **Agenda Administrator** of the current step (Step Status: working).



[4] Move your cursor to the left page. Click on the **Email** icon of the proposal.



[5] Look up the account of the Agenda Administrator on the left page. Hover the name and click on the email icon.

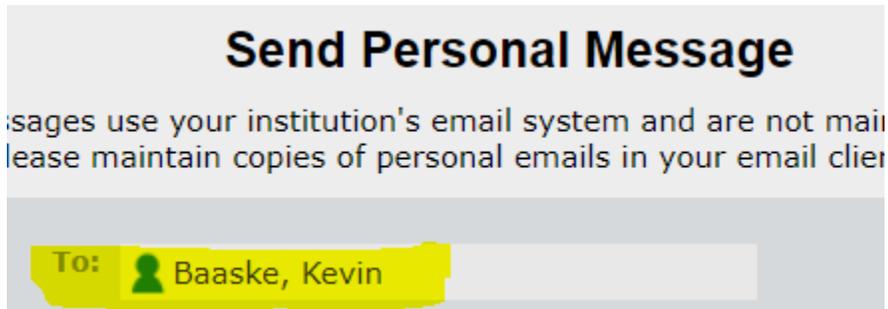


Users My Settings

Sort by: Name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z - All Users

Ba, Yong
College of Natural and Social Sciences Curriculum Committee - College of Natural...

Baaske, Kevin
Associate Dean Consultation Committee - California State University, Los Angeles...

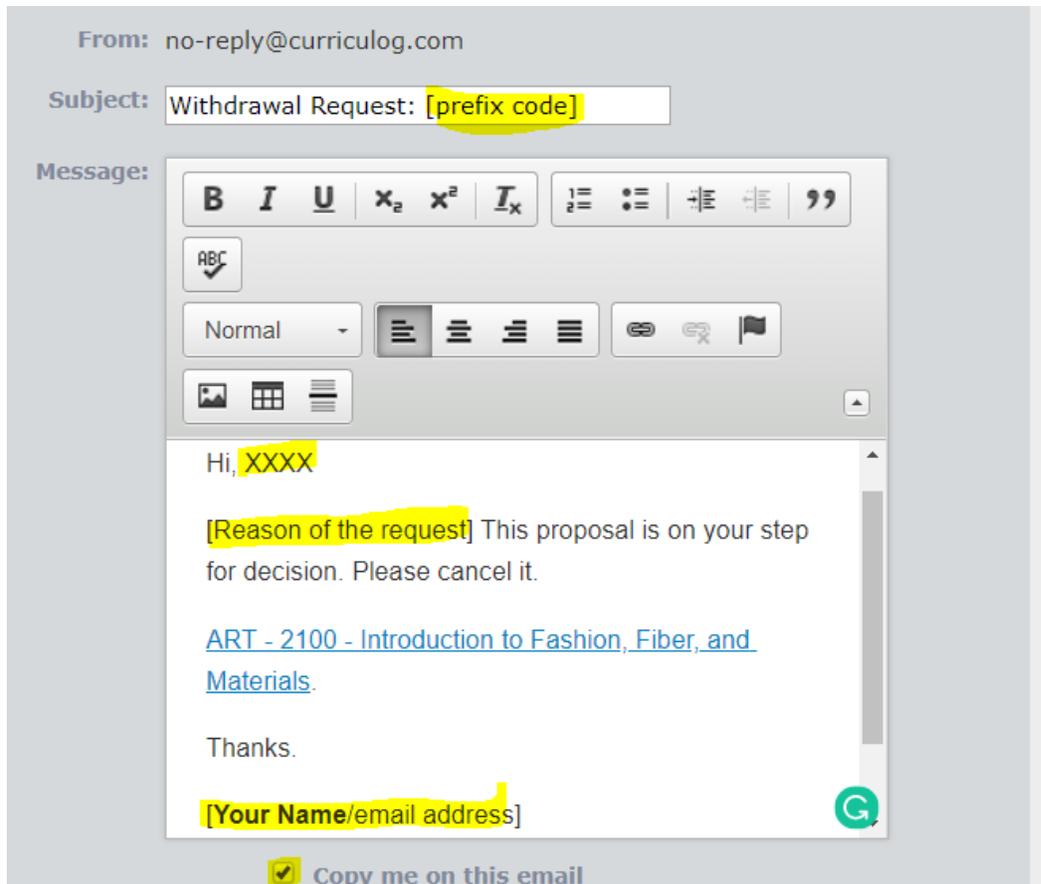


Send Personal Message

Messages use your institution's email system and are not mailed through Curriculog. Please maintain copies of personal emails in your email client.

To: Baaske, Kevin

[6] Send a personal message to the Agenda Administrator, including the reason and your contact information.



From: no-reply@curriculog.com

Subject: Withdrawal Request: [prefix code]

Message:

B I U x_2 x^2 I_x     

ABC

Normal       

Hi, XXXX

[Reason of the request] This proposal is on your step for decision. Please cancel it.

[ART - 2100 - Introduction to Fashion, Fiber, and Materials.](#)

Thanks.

[Your Name/email address]

Copy me on this email

If your request is approved, the proposal will be removed from Curriculog. You will no longer find it under the **[My Proposals]** tab.