Cancel a Proposed Course Outline

If you accidentally clicked on the Approval button, you can easily bring the course outline back to your task list. However, if the course outline has already been voted on at the division level or higher, returning the course outline to your task list and making changes will start the curriculum approval process over again. In this case, be careful about potentially missing the submission deadlines.

1. Click on Courses.
2. Click on Cancel Approval Request.

3. Click on the appropriate course

4. Click on Yes.
5. Click on **My Tasks**.

![Image showing My Tasks section]

6. You should see the course listed on your task list again.

![Image showing updated task list]

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How-To (Help) for Leeward CC Curriculum Central