How to send a proposal back to the proposer

1. Select the course from you action list. In my example I am going to use ICS 251.
2. On the right side click **Send Back**.
4. In the new window use the Prev button to navigate to the Proposer and select to Me option in Come Back To. Next, add in any comments (this is required, so one must be entered). Finally, click Send Back.

5. You should see the following appear on your screen if you did it correctly.
6. The proposer will see the following in the proposal. Notice the orange box and the location in the workflow is set to Proposer.