

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.

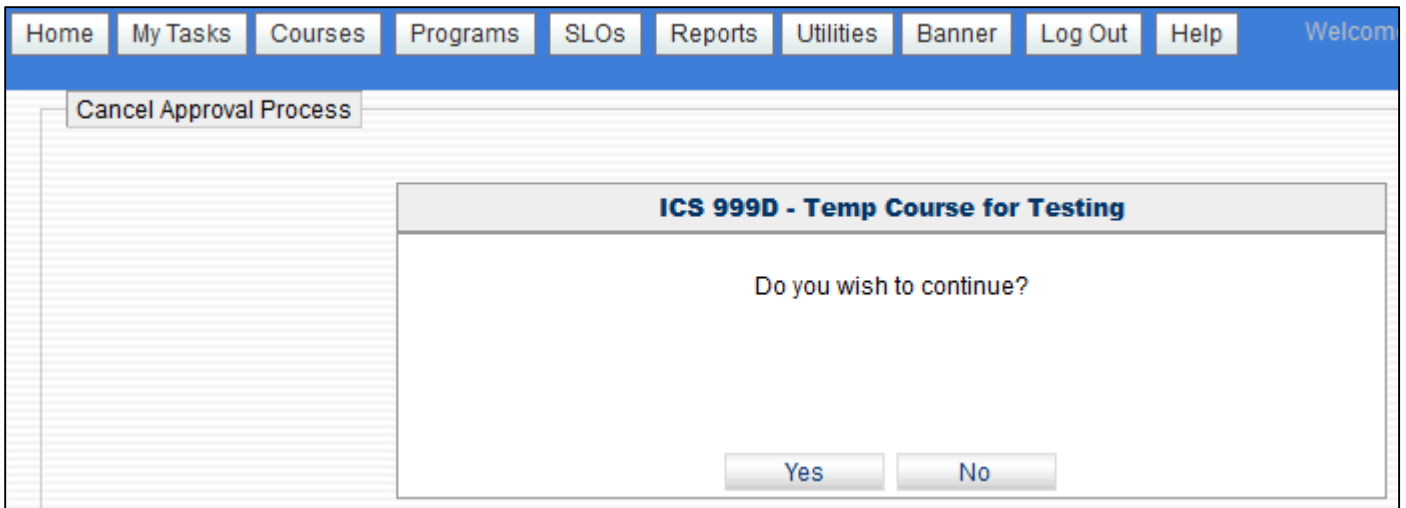
1. Click on **Courses**.
2. Click on **Cancel Approval Request**.

Home My Tasks Courses Programs SLOs Reports Utilities Banner Log Out Help						Welcome: WILLIAM ALBRITTON (ICS)
Task Listing	Approval					
	Approve New Outline Approve Outline Proposal					Search: <input type="text"/>
Submitted For	Cancel Approval Request	Outline/Program	Task	Date	Campus	
WALBRITT	Request Outline Approval	ART 999	Work on New Course Outline	09/26/2012 9:10 AM	LEE	
WALBRITT	Maintenance					
WALBRITT	Cancel Outline Proposal	DMED 999	Work on New Course Outline	09/26/2012 9:11 AM	LEE	
WALBRITT	Copy an Outline	ICS 999E	Work on New Course Outline	04/15/2013 1:51 PM	LEE	
WALBRITT	Create New Course Outline	ICS 999F	Work on New Course Outline	08/27/2010 1:11 PM	LEE	
WALBRITT	Delete Approved Outline	ICS 999G	Work on New Course Outline	09/03/2010 2:32 PM	LEE	
WALBRITT	Display Comments	ICS 999H	Work on New Course Outline	01/28/2011 9:16 AM	LEE	
WALBRITT	Display Outline	ICS 999I	Work on New Course Outline	04/25/2013 10:16 AM	LEE	
WALBRITT	Enable Outline Items	ICS 999J	Work on New Course Outline	09/26/2011 12:35 PM	LEE	
WALBRITT	Modify Existing Outline	ICS 999K	Work on New Course Outline	04/25/2013 12:06 AM	LEE	
WALBRITT	Modify Outline Proposal	Temp-please delete (CCP)	Modify Program Proposal	09/29/2011 12:54 PM	LEE	
WALBRITT	Rename/Renumber Outline	temp-please delete me (CA)	Modify Program Proposal	10/04/2011 4:29 PM	LEE	
WALBRITT	Work on New Course Outline	test-delete (CC)	Modify Program Proposal	11/04/2011 4:20 PM	LEE	
WALBRITT		Test-delete me! (CC)	Modify Program Proposal	11/04/2011 4:19 PM	LEE	
WALBRITT		test-please delete me (CCP)	Modify Program Proposal	10/02/2011 9:18 PM	LEE	

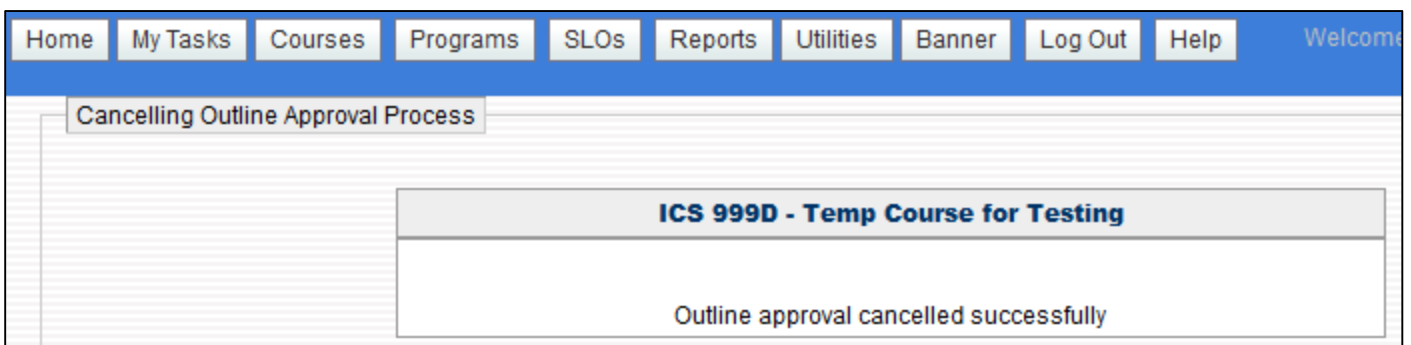
3. Click on the appropriate course

Home My Tasks Courses Programs SLOs Reports Utilities Banner Log Out Help	
Cancel Approval Process	
Cancel Approval Process	
Campus:	Leeward Community College
User:	WALBRITT
Outlines:	Approvals <ul style="list-style-type: none"> <input type="radio"/> ICS 136 - Introduction to Mobile Device Application Development <input type="radio"/> ICS 999D - Temp Course for Testing

4. Click on **Yes**.



5. Click on **My Tasks**.



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

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Task Listing

Show 10 entries Search:

Submitted For	Submitted By	Progress	Outline/Program	Task	Date	Campus
WALBRITT	WALBRITT	NEW	ART 999	Work on New Course Outline	09/26/2012 9:10 AM	LEE
WALBRITT	WALBRITT	NEW	DMED 999	Work on New Course Outline	09/26/2012 9:11 AM	LEE
WALBRITT	WALBRITT	NEW	ICS 999D	Work on New Course Outline	04/25/2013 10:20 AM	LEE