Course Approval/Denial – User Guide
Audience: Course Requestors
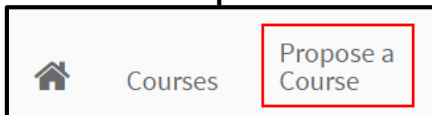
This document is designed to give an overview of the process of revising a denied course and resubmitting for approval.
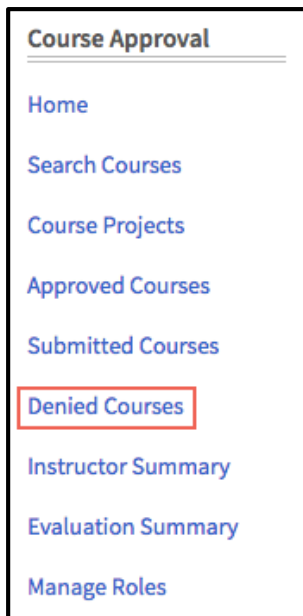
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Reviewing a Course

- Click on the **Propose a Course** tab along the top of the screen.

- Click on **Denied Courses** to view a list of courses that are currently awaiting revision.
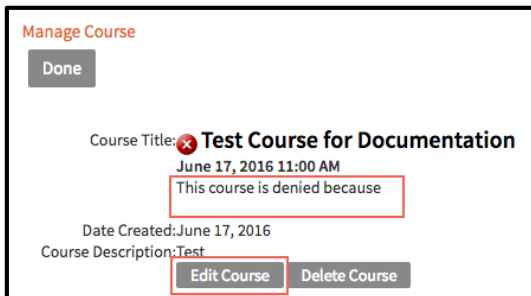
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performance matters

Revising a Denied Course
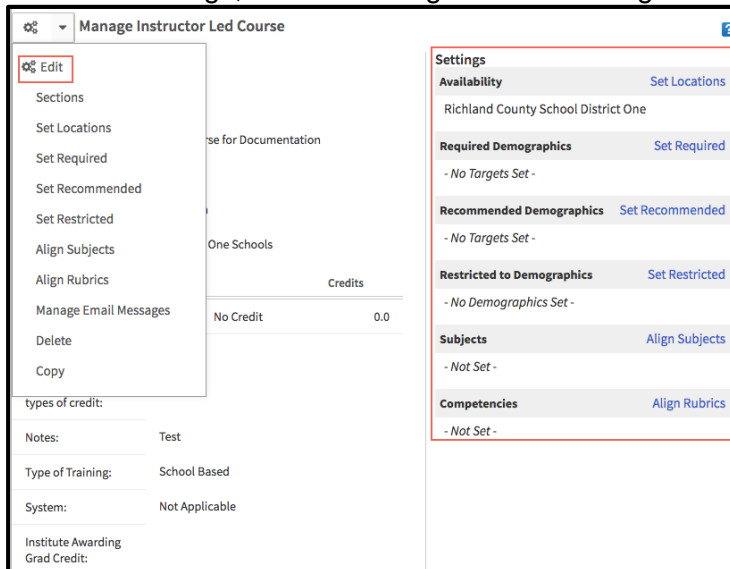
Revising a Course

- A list of any denied courses will appear.
- Locate the course you wish to revise, and click on the **Actions** menu.
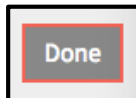- From the dropdown, click **Edit Course.**
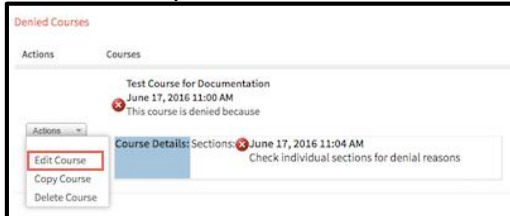
- Review the notes from the course approver.
- Click **Edit Course** to revise course details.

- Determine which parts of the course needs revision.
- To revise course details, click **Edit** in the actions menu.
- To revise settings, use the settings links on the right side of the screen.

- Once complete, click **Done**.

Revising a Section

- Review notes from the course reviewer then click **Edit**.

- Click **Edit.**

- Click **Edit** to make any changes to the section details.
- Use the Actions buttons to make any other necessary changes.

- Once finished, click **Done**.

- Click **Continue**

- Once the course and section(s) have been reviewed and you are prepared to submit them for the approval process, click **Resubmit for Review**.

Manage Course

Done

Course Title: ⬤ **Test Course for Documentation**
June 17, 2016 11:24 AM
This course is denied because

Show/Hide Older Comments

Date Created: June 17, 2016
Course Description: Test

Edit Course   Delete Course

Status Key

❌ Incomplete
❌ Denied
🔵 Submitted
🟠 Project
✅ Approved

Course Details: Sections: 🟠   Edit   June 17, 2016 11:21 AM
Check individual sections for denial reasons

🔵 Resubmit For Review

Done