Kuali has improved the experience related to retiring (sometimes referred to as expiring) courses. Hurray! Here’s the scoop.

Previously, to retire a course, a user clicked on “retire” in the right column. They were then prompted to add justification and submit.

This is the process now:

1. Select course you wish to retire.
2. Click on “propose changes” in the right column.

3. Now, at the top of the form, you can select a status of either ‘active’ or ‘retired.’ Modifications to courses, or new courses, will use the active status. If you wish to retire a course, however, you’ll want to select “retired” here.
4. Select the desired start term for the retirement (which would, in the case of this year, be Fall 2017).

5. Provide justification for the retirement of the course in the Justification and Supporting Information field:
6. When you’ve completed the form, click “leave edit mode” in the right column. You’ll then see this at the top of the form, making it clear that the proposal is for a retirement:

![Image of a form with status change]

7. You can then “submit for approval.”

This new method will allow all who view the proposal for a retirement of a course to more quickly identify it as a retire request, and read any justification that’s included.