How To: Delete Draft Proposals in CMS

While most all proposals ultimately get submitted to the Academic Senate for review, sometimes draft proposals linger with the department. In these cases, if there are no immediate plans to move the proposal forward to review, it is a good idea to delete the draft. Saving drafts indefinitely can cause confusion and version control issues. Deleting drafts will not have any impact on the approved version of the course or withdraw the course in any way.

To delete any draft proposals, take the following steps:

1. Access your "Drafts" from the Proposal Status filter.

2. To the left of the course title, check-mark the draft you want to delete.

3. From the "Action" drop down that is just above the proposals, select "Delete".
4. When prompted, confirm the delete.

CMS will refresh and you will be able to proceed.