Course Deactivations

When removing a course from the catalog, a Course Deactivation form is required, apart from deactivations as part of the curriculum sweep and purge (see #4).

Courses can only be deactivated in the Fall term and must meet curriculum submission deadlines to be removed from the Review Catalog.

Related help sheets: Workflow Basics; Course Form Definitions; Impact Statements; Revising Programs (required when course deactivation impacts program).

Jump to:

1) Recommendations

Deactivations are almost always major changes. However, if deleting a course will not impact any programs outside of your own unit and will not affect the total credit hours of any programs housed in your own unit, they may be treated as a minor change.

A. Pre-workflow decision-making
   - Reach out to any other units who use the course (as a requirement or elective) in their own programs to discuss your plans and address any concerns they may have.
B. Completing the Deactivate Course form.
   - The information required for the rationale, internal and external impact statements is the same as for new course proposals.

- If the course is included in programs delivered by any other unit on campus, be sure to identify those units in the External Impacts area. If they reply with negative impacts, you may want to email a response to later approvers in the queue to help them weigh the pros and cons of proceeding. Course and Program dependencies are listed on the form under Impact of Change.

IMPACT OF CHANGE

Course Dependencies
1. AFS 490 Seminar in Africana Studies (in Prerequisites)

Use this information to select the impacted units (see External Impact section below).

Program Dependencies
9. Africana Studies B.A., Fall Semester (in Course List)

10. U.S. Multicultural Studies, History (in Course List)

11. Music B.M. – Jazz Studies Concentration, Fall Semester (in Course List)

- If the course falls under the purview of the LAC, PEC, or graduate school, it will need to be routed through those steps in the queue.
- It is a good idea to review your programs in the catalog to make sure none of the descriptive text references the deleted course and fill out the Revised Narrative form if needed.

2) Information needed for Deactivate Course Form

see Appendix A – Course Form Definitions

Required	Pre-Filled on Form	Optional-If Applicable
Change Type (Major or Minor)	Course Title	Impact of Change
Catalog (Undergraduate or Graduate)	Banner Course Title	Equivalent to another course
College	Course Prefix	Mutually Exclusive with another course
Academic Unit	Course Number	Professional Education Council Review (Yes/No)
"Submitted By" (Faculty member proposing course – may be different than person creating/submitting form)	Credit Hours	
Term and Year (courses can only be deactivated in the Fall)	Course Description	
Changes Requested and Rationale		
Internal Impact Statement		
Areas/programs of the catalog course will reside		
External Impact Statement (Yes/No)		

3) Deactivating a Course in Workflow

a) Open Deactivate Course Form

    i. Login to the Curriculum Strategy from Ursa > Employee > Employee Tool.

    ii. Open "Curriculum Management" and then open the Deactivate Course Form

b) Select Course to Deactivate

    i. Choose catalog (Undergraduate or Graduate)

    ii. Select "Course Descriptions"

    iii. Select Prefix/Subject

    iv. Select level (100, 200, 500, etc.)

    v. Select the course you are deactivating and click the button that now shows the course title

c) Fill Out Deactivate Course Form

    i. Fill out all required fields (*Required*). See above for field information. *Note: You will be able to save the form as a draft anytime and come back later. Required fields will need to be completed prior to submission.*

d) Saving the Form and Returning to Complete Later

    i. Click "Save" in the upper left corner.

Workflow State: Unsubmitted

DEACTIVATE COURSE FORM

Print this form

Save

There are 0 versions of this proposal

Helpful Links

- Curriculum Policy - University Regulations - Section 3-3-50
- Curriculum Help - Office of the Registrar

ii. Once form is saved it will be marked as a Draft. You will now have options to Send for Review (i.e., submit for approval) or Remove Proposal (i.e., delete). *Note: Required fields are needed for either of these options (if deleting, it is recommended to fill in required fields with placeholder text as needed as a workaround).*

Workflow State: Draft

Print this form

There are 1 versions of this proposal

Send for Review

Remove Proposal

iii. You will notice that "Save" is no longer an option after the initial Save selection. To continue making revisions and to Save additional times, please Lock the form by clicking the "Lock" link at the top of the form.

The proposal is unlocked. You must lock the proposal to edit it. This will ensure that your changes are not overwritten by another user. You can still view the proposal while it is unlocked.

Lock

iv. Once Locked (i.e., checked out to you), the Lock button turns Red and the Save button reappears as an option on the left. Other users will not be able to make updates to the form while it is locked by you unless you click "Unlock" the form.

The proposal is unlocked. You must lock the proposal to edit it. This will ensure that your changes are not overwritten by another user. You can still view the proposal while it is unlocked.

⊘ LOCK

Print this form

SAVE

The proposal is locked by you. Only you can edit this proposal until it is explicitly unlocked or submitted for review.

✓ UNLOCK

e) Finding your Draft in the Workflow

i. In the Curriculum Management system, you will see purple tabs: Archived Proposals, My Items, and Curriculum Dashboard.

(a) Archived: Completed proposals from current and previous curriculum cycles
(b) Dashboard: ALL in-progress proposals on campus
(c) My Items (must be logged in): Items you currently have access to

ii. Open the My Items tab. Make sure "Draft" is selected as the Workbox in the upper left of the page under the purple tabs.

ARCHIVED PROPOSALS | MY ITEMS | CURRICULUM DASHBOARD

Workbox   Draft

Under the search/filter options will be the list of proposal(s) in your Drafts. *(Note: will be titled by the course name, but new items may have "Unnamed Item" until you fill in the course title on the form.)* Click the hyperlinked "Name" and you will be taken to the Draft form to complete.
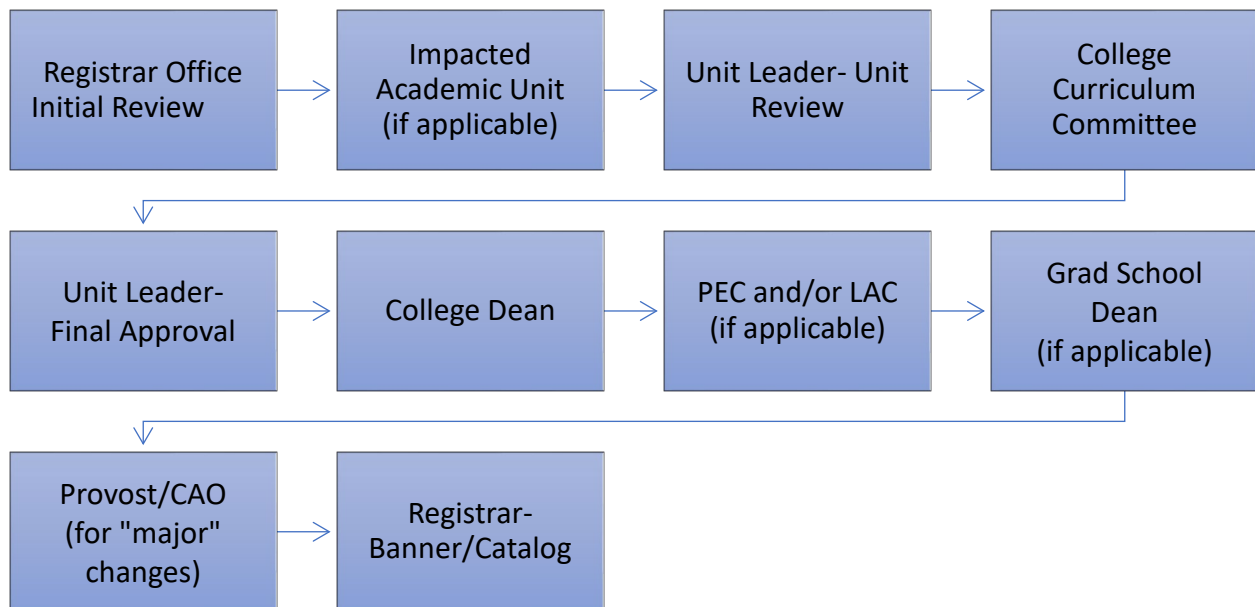
Type	Name	Modified Date	Modified By
Deactivate Course Saved	AFS 100 Introduction to Africana Studies	7/1/2021	Meagan Crews

f) Add a Collaborator
   i.   If you have additional UNC faculty or staff that will assist or would like to review prior to submission, you may add others as a Collaborator to give them access to your form while it is in Draft.
   - Click Select Collaborator(s) at the top of the form. Choose individuals from the list. Please note the faculty/staff member needs to already have an active account in the Curriculum Workflow (signing in via Ursa the first time will automatically create an account).
   - View Curriculum Workflow Basics Help Sheet for more information on collaborating in workflow.

g) Send for Review
   i.   After all necessary fields have been filled out, you can submit the form to the next stage by selecting "Send for Review" option in the upper left corner. Below is the process the form will need to complete before being created in Banner and added to the catalog:

Registrar Office Initial Review	→	Impacted Academic Unit (if applicable)	→	Unit Leader- Unit Review	→	College Curriculum Committee

Unit Leader- Final Approval	→	College Dean	→	PEC and/or LAC (if applicable)	→	Grad School Dean (if applicable)

Provost/CAO (for "major" changes)	→	Registrar- Banner/Catalog

h) Track Proposal
   i.   Updates via Email (original submitters and collaborators)
      (1) In Progress – Update Emails
         (a) Submitters and Collaborator(s) will receive emails letting them know what stage a proposal is in (see chart above).
   ii) **Viewing in Curriculum Workflow (all users)**
      (1) In Progress – Curriculum Dashboard
         (a) Search within the Curriculum Dashboard (will NOT appear in "My Items" or in "Archived Proposals" because it is not complete nor is it in your workbox anymore.
      (2) Approved – Archived Proposals (Catalog Year)
         (a) If proposal was approved, it will be listed as Approved in Archived Proposals under the relevant catalog year (defaults to current catalog being revised).

(3) Denied – Archived Proposals (Denied Proposals)

   (a) If proposal was denied, it will be listed as Denied in Archived Proposals under the Denied Proposals option.

| Year | Denied Prop... ⌄ | | ARCHIVED PROPOSALS | MY ITEMS | CURRICULUM DASHBOARD |

iii) Review Catalog (all users)

   (1) After the Proposal is approved, you will be able to view the changes in the Review Catalog. Review Catalog links are available on the Registrar's office website.

! 2023-24 Catalogs Available

The 2023-2024 catalogs are now available online. Please select "Print Version" in each catalog if you wish to order a bound copy or download the PDF version.

[2023-24 UNDERGRADUATE CATALOG]   [2023-24 GRADUATE CATALOG]

! 2024-25 Review Catalogs Available

The draft 2024-2025 catalogs are now available online. Approved changes are updated on an ongoing basis in the review catalogs.

[2024-25 UNDERGRADUATE REVIEW CATALOG]   [2024-25 GRADUATE REVIEW CATALOG]

4) Common Scenarios:

a) **Deleting a course in a program when deactivating a course**

   i. When a course is deleted in the online catalog, it will be automatically removed from all programs in the catalog. Even though the deletion will occur automatically, please search the catalog for all instances of the course being mentioned, as additional changes may be needed:

   - If the course is listed in another program's area it is important to gather an impact statement to notify the program of the deletion. They may need to make curriculum revisions (see below).
   - If the course is not required in the program, no additional changes are likely needed. Please be sure to check if the course is referenced in any narrative text or notes on the program and that the deletion will not impact credit hours. The line item of a course will be removed, but no other changes will be automatic.
   - If the course is required in the program, it is likely a Revised Program Form will need to be submitted to update the credit hours or replace a course with another.

b) **Changing a Course Prefix or Number**

   i. In our Banner system, it is not possible to update a course prefix or course number. A new course must be created, and the old course must be deactivated. To ensure accurate record-keeping, when changing a course prefix and number, programs should submit a Deactivate

Course Form to deactivate the old course and a New Course Form to recreate the course with its new number/prefix. Typically, the courses are then set as equivalent to each other to ensure student program requirements, prerequisites, and repeats/grade replacements are processed correctly with the replacement course. See [New Course help sheet.](#)

5) Annual Curriculum Sweep and Purge

a) Each spring, the Office of the Registrar will evaluate active courses and identify course(s) that have not been taught recently (6 or more years for Undergraduate courses; 8 or more years for Graduate courses). These lists will be sent to colleges to determine if any of these courses need to stay active. All courses not requested to be retained will be deactivated without the need for a Deactivate Course Form.