

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).

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1) Information needed for Deactivate Course Form

- a) **Required for Deactivating Course** (*Must be filled out on each form; **Will be filled in with current course information) (see [Appendix A – Course Form Definitions](#) for more information on individual fields):

- | | |
|---|---|
| <ol style="list-style-type: none"> i. *Change Type (Major or Minor) ii. *Catalog (Undergraduate or Graduate) iii. *College iv. *Department/School/Program v. *"Submitted By" (Faculty member proposing course – may be different than person creating/submitted form) vi. *Term and Year (Usually Fall of the upcoming year, New Courses may be added for Spring/Summer but should be | <ol style="list-style-type: none"> vii. approved by Spring Supplemental Deadline viii. *Changes Requested and Rationale ix. *Internal Impact Statement x. *Areas/programs of the catalog course will reside xi. *External Impact Statement (Yes/No) xii. **Course Title xiii. **Course Prefix xiv. **Course Number xv. **Credit Hours xvi. **Course Description |
|---|---|

- b) **Optional for Deactivating Course, if applicable** (see [Appendix A – Course Form Definitions](#) for more information on individual fields):

- i. **Equivalent to another course
- ii. **Mutually Exclusive with another course
- iii. *Professional Education Council Review (Yes/No)

2) Deactivating a Course in Workflow

a) Open Deactivate Course Form

- i. Login to the Curriculum Workflow from Ursa > Employee > Employee Tools

The screenshot shows the Ursa system interface. At the top, there are tabs for 'My Account', 'Student', 'Financial', and 'Employee'. Below this is a 'Faculty & Advisor Tools' section with a 'Classes' menu. In the 'Employee Tools' section, the 'Curriculum Workflow' link is highlighted in yellow. The 'Employee Information' section is also visible on the right.

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

SmartCatalog by Watermark™

The screenshot shows the SmartCatalog by Watermark interface. On the left, there is a navigation menu with 'HOME' and 'CURRICULUM MANAGEMENT'. The main content area displays a list of options, with 'Deactivate Course Form' highlighted in yellow. Other options include 'New Course Form', 'Revised Course Form', 'New Program Form', 'Deactivate Program Form', 'New Narrative Form', 'Variable Title Course Form', 'Modify Narrative Form', 'Revised Program Form', 'Delete Narrative Form', and 'Faculty Form'.

b) Select Course to Deactivate

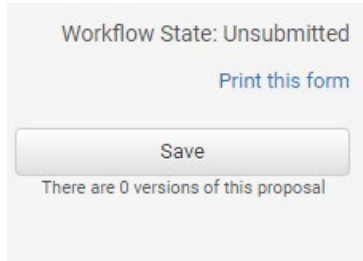
- i. Choose catalog (Undergraduate or Graduate)
- ii. Select "Course Descriptions"
- iii. Select Prefix/Subject
- iv. Select level (100, 200, 500, etc.)
- v. Select the course you are deactivating and click the button that now shows the course title

The screenshot shows the 'Select Course to Deactivate' form. It contains five dropdown menus: 'Undergraduate Catalog', 'Course Descriptions', 'AFS - Africana Studies', '100', and 'AFS-100 Introduction to Africana Studies'. At the bottom, there is a yellow button labeled 'AFS-100 Introduction to Africana Studies' and a 'Cancel' button.

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.*

- ii. Click “Save” in the upper left corner.

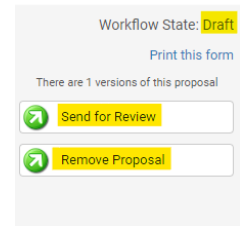


DEACTIVATE COURSE FORM

Helpful Links

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

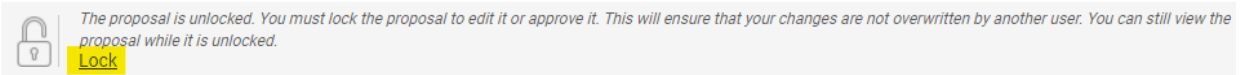
- iii. Once form is saved it will be marked as a Draft. You will now have options to Send for Review (i.e., submit for approval) or Remove Proposal (i.e., delete). *Note: Required fields are needed for either of these options (if deleting, it is recommended to fill in required fields with placeholder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



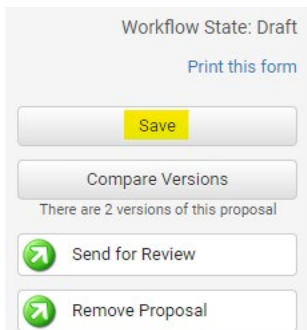
d) Saving the Form and Returning to Complete Later

- i. You will notice that “Save” is no longer an option after the initial Save selection. In order to continue making revisions and to Save additional times, please Lock the form by clicking the “Lock” link in the gray box at the top of the form.

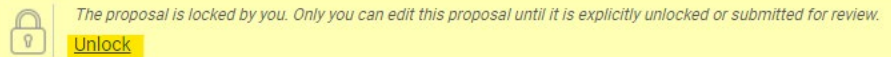
DEACTIVATE COURSE FORM



- ii. Once Locked (i.e., checked out to you), the gray box turns yellow 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.”



DEACTIVATE COURSE FORM

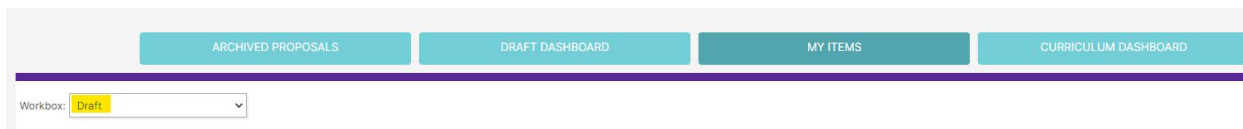


Helpful Links

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

Add collaborators

- i. Finding your Draft in the Workflow
 - In the Curriculum Management system, you will see teal 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
 - Open the My Items tab. Make sure “Draft” is selected as the Workbox in the upper left of the page under the teal tabs.



- (a) 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.

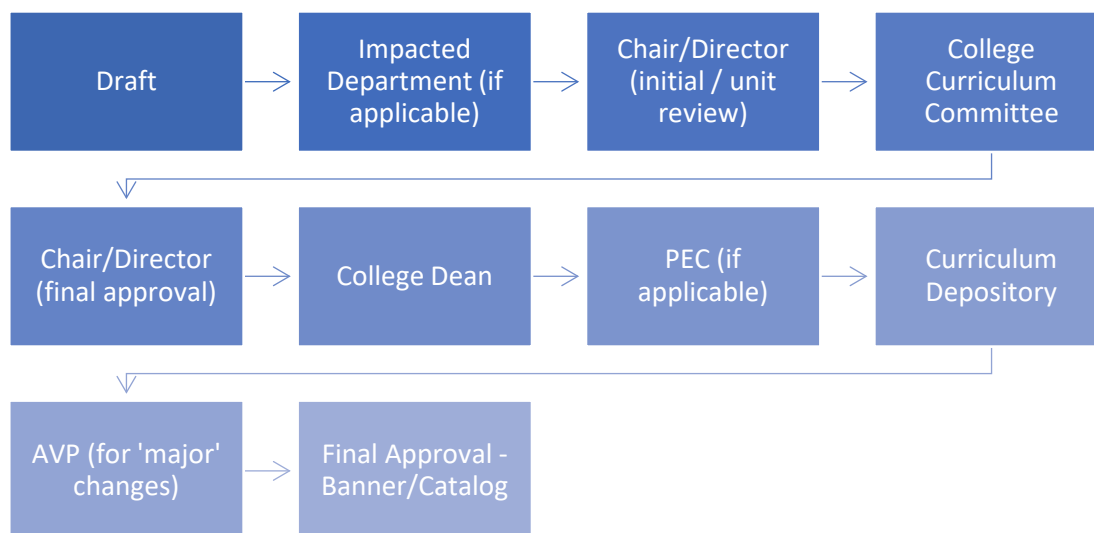
Type	Name	Modified Date	Modified By
Deactivate Course Saved	AFS 100 Introduction to Africana Studies	7/1/2021	Meagan Crews

e) 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.

f) Send for Review

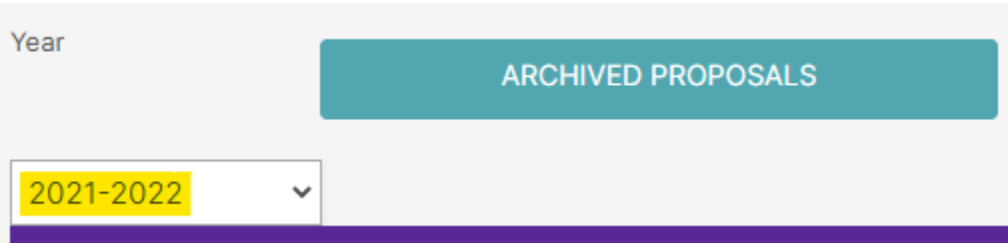
- i. After all necessary fields have been filled out, you can submit the form to the next stage by selecting “Send for Review” option in the upper left corner. Below is the process the form will need to complete before being created in Banner and added to the catalog:



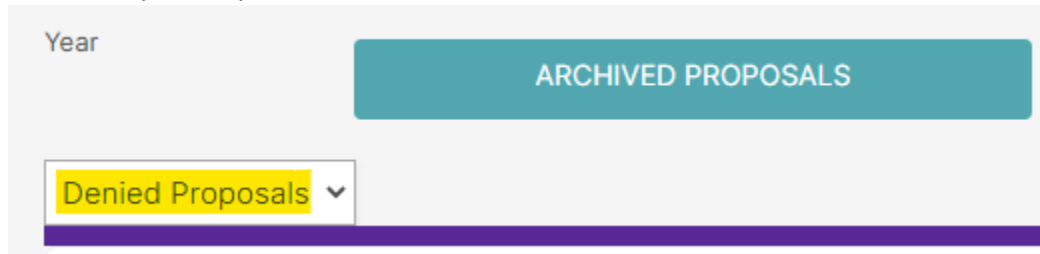
g) Track Proposal

- 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.



- iii) Review Catalog (all users)
 - After the New Course is approved, you will be able to view it in the Review Catalog. Review Catalog links are available on the [Registrar’s office website](#).

Curriculum



2021-22 Catalogs Available

The completed 2021-2022 catalogs are now available online (for PDF and printed copies, select "Print Version" in each catalog).

2021-22 UNDERGRADUATE CATALOG

2021-22 GRADUATE CATALOG

2022-23 Review Catalogs Available

The draft 2022-2023 catalogs are now available online. Approved curriculum changes are updated on an ongoing basis in the review catalogs.

2022-23 UNDERGRADUATE REVIEW CATALOG

2022-23 GRADUATE REVIEW CATALOG

3) 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 in order 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](#).

4) 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 of a Deactivate Course Form.

Related help sheets: [Workflow Basics](#); [Course Form Definitions](#); [Program Revisions](#) (required when deleting any potential notes in the program); [Impact Statements](#).