

Program Deactivations

When removing a program from the catalog, a Program Deactivation form is required.

Jump to:

- 1) [Program information needed](#)
- 2) [Deactivate program in workflow](#)

1) Information needed for Deactivate Program Form

a) **Required for Deactivating a Program** (see [Appendix B – Program Form Definitions](#) for more information on individual fields):

- | | |
|---|---|
| i) Program Type | different than person |
| ii) Catalog (Undergraduate or Graduate) | creating/submitting form) |
| iii) College | vi) Term and Year |
| iv) Department/School/Program | vii) Changes Requested and Rationale |
| v) “Submitted By” (Faculty member proposing course – may be | viii) Internal Impact Statement |
| | ix) External Impact Statement (Yes/No) |
| | x) Professional Education Council Review (Yes/No) |

b) Program Requirements

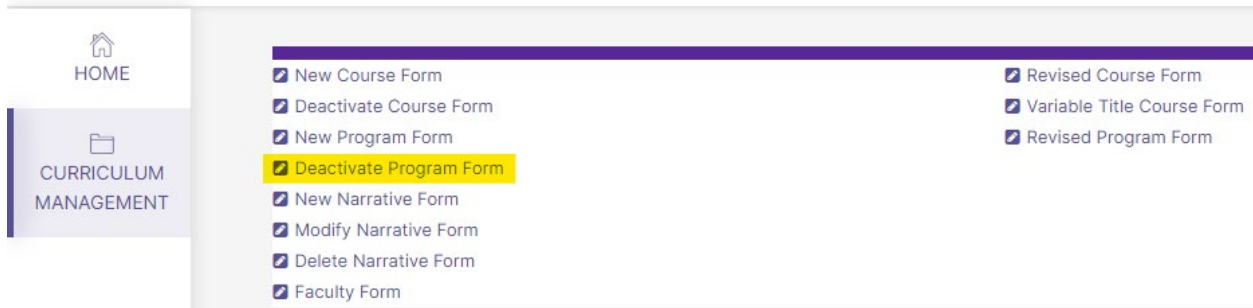
- i) This block (beginning with “Program Title,” including “Program Requirements,” and ending with “Program Notes” will be filled out with all current catalog information for the program including narrative, headings, courses, and notes. This is for your information only, nothing will need to be revised in order to deactivate a program.

PROGRAM REQUIREMENTS

Please format and include all elements that should appear in the catalog.

Program Title

Africana Studies B.A.



b) Select Program to Deactivate

- i) Choose catalog (Undergraduate or Graduate)
- ii) Select “Undergraduate Programs” or “Graduate Programs”
- iii) Select Degree/Program Type
- iv) Select Program
- v) Select program and click button with program title

The screenshot shows a dialog box titled 'Select a Program to Change'. It contains four dropdown menus: 'Undergraduate Catalog', 'Undergraduate Programs', 'Bachelors Degrees', and 'Africana Studies BA'. At the bottom right, there are two buttons: 'Africana Studies BA' (highlighted in yellow) and 'Cancel'.

c) Fill Out Deactivate Program Form

- i) Fill out all required fields (marked with a red “Required” tag). 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 complete prior to submission.*
- ii) Click “Save” in the upper left corner.

The screenshot shows the top-left corner of the 'DEACTIVATE PROGRAM FORM' page. It includes the text 'Workflow State: Unsubmitted', a 'Print this form' link, a 'Save' button, and the text 'There are 0 versions of this proposal'.

DEACTIVATE PROGRAM FORM

Helpful Links

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

- iii) Once form is saved it now 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 from the workflow). *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 until the ability to delete the form without filling out required fields is available).*

Workflow State: **Draft**
 Print this form
 There are 1 versions of this proposal
 Send for Review
 Remove Proposal

d) Saving the Form and Returning to Complete Later

- (1) In order to continue making revisions and Saving additional times, please Lock the form by clicking the “Lock” link in the gray box at the top of the form.

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

Helpful Links

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

- (2) 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 (admins users or if you add collaborators) will not be able to make updates to the form while it is locked by you until you click “Unlock.”

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

Helpful Links

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

Add collaborators

(3) Finding your Draft in the Workflow

- (a) In the Curriculum Management system, you will see teal tabs: Archived Proposals, My Items, and Curriculum Dashboard.
- (i) Archived: Completed proposals from current and previous curriculum cycles
 - (ii) Dashboard: ALL in-progress proposals on campus
 - (iii) My Items (must be logged in): Items you currently have access to
- (b) Open the My Items tab. Make sure “Draft” is selected as the Workbox in the upper left of the page under the teal tabs.

ARCHIVED PROPOSALS DRAFT DASHBOARD MY ITEMS CURRICULUM DASHBOARD

Workbox: **Draft**

- (c) Under the search/filter options will be the list of proposal(s) in your Drafts. (*Note: will be titled by the program name, but new items may have “Unnamed Item” until you fill in the title on the form.*) Click the hyperlinked “Name” and you will be taken to the Draft form to complete.

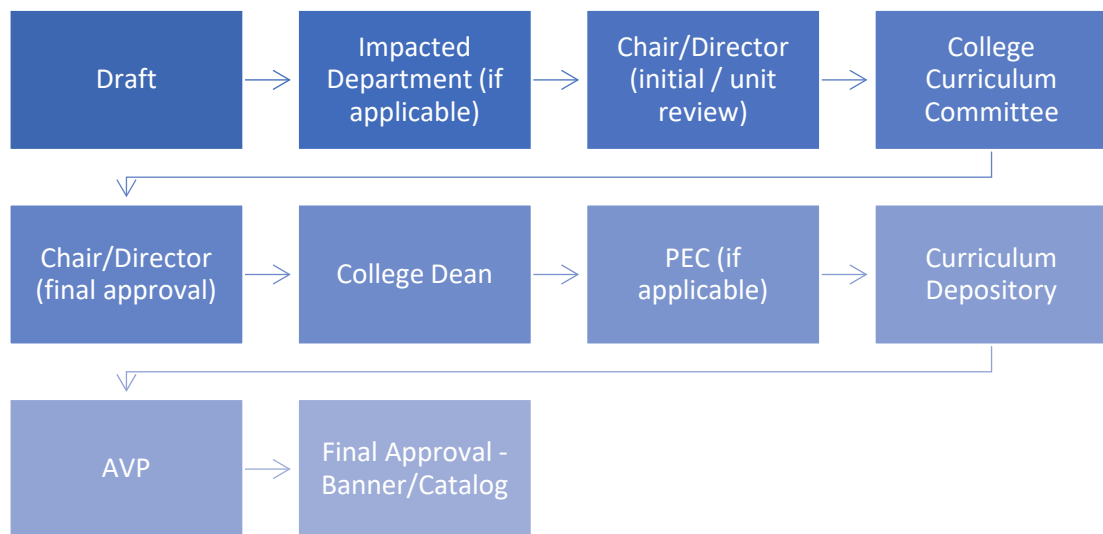
Type	Name	Modified Date	Modified By
Deactivate Program Saved	Africana Studies B.A.	7/27/2021	Meagan Crews

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.
 - (1) 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).
 - (2) 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 periodic 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).

Year ARCHIVED PROPOSALS

2021-2022 ▼

(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 ARCHIVED PROPOSALS

Denied Proposals ▼

iii) Review Catalog (all users)

- (1) 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