

Program Deactivations

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

Program Deactivations are processed in the Fall of the upcoming year, and must meet [curriculum submission deadlines](#). Proposals that don't make it through the workflow by the posted deadline will be added to the following year's catalog.

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 | vi) Term and Year (Deactivations are processed in Fall term only) |
| ii) Catalog (Undergraduate or Graduate) | vii) Changes Requested and Rationale |
| iii) College | viii) Internal Impact Statement |
| iv) Academic Unit | ix) External Impact Statement (Yes/No) |
| v) "Submitted By" (Faculty member proposing course – may be different than person creating/submitting form) | 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.

[illegible]

a) Open Deactivate Program Form

- Faculty & Advisor Tools

Grades

- Final Grades
 - Incomplete Grade Summary
 - Advisee Grade Summary
 - Academic Transcript
 - Degree Works
 - Transfer Equivalency Report (ACD120)
 - Undergraduate Course Repeat and Grade Replacement
 - Graduate Course Repeat and Grade Replacement
 - Submitting Final Grades [🔗](#)
 - Grade Change Request Form [🔗](#)

Classes

- Order Textbooks
 - Look Up Classes
 - Important Dates for Your Courses
 - Registration Overrides
 - Faculty Detail Schedule
 - Class Roster
 - Active Assignments
 - Week at a Glance
 - Active Registrations
 - Student Schedule
 - Student E-mail Address
 - Advisee Listing
 - Advisee Search
 - Grad School Forms

GPA Predict Advisor

Provide student PDID (smit1234), click retrieve.

Student PDID:

Retrieve

watermark™
Curriculum Strategy | formerly SmartCatalog

HOME

CURRICULUM MANAGEMENT

New Course Form

Deactivate Course Form

Revised Program Form

New Narrative Form

Delete Narrative Form

Revised Course Form

Variable Title Course Form

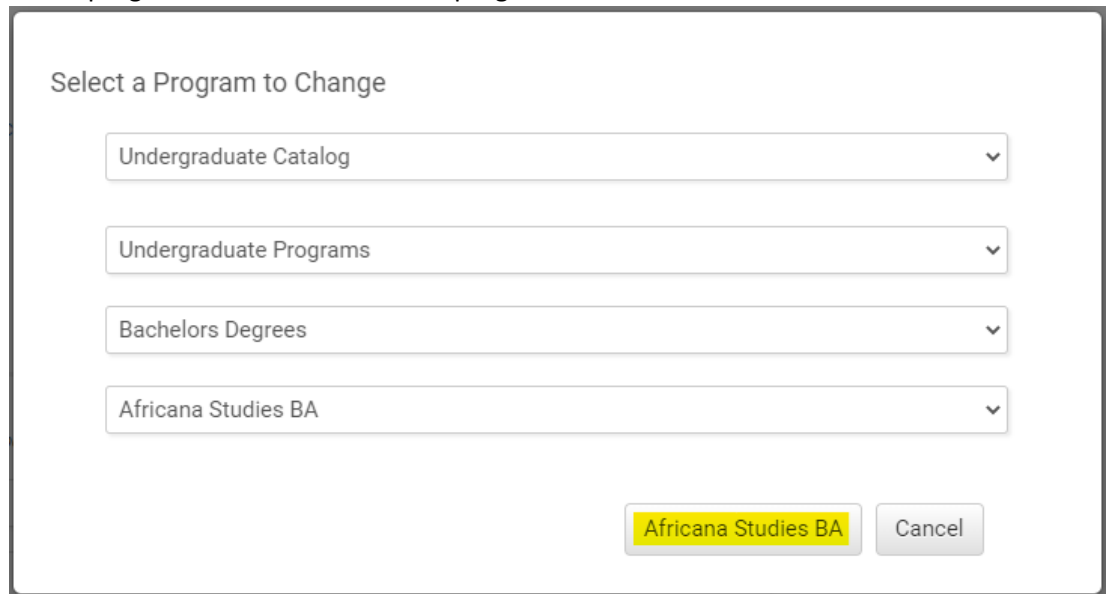
Deactivate Program Form

Modify Narrative Form

Faculty Form

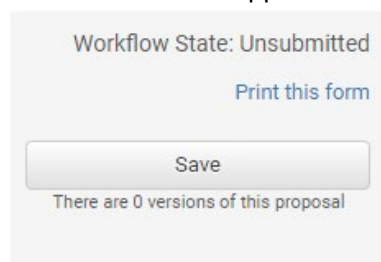
b) Select Program to Deactivate

- 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



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.

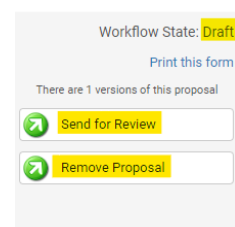


DEACTIVATE PROGRAM FORM

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).*



d) Saving the Form and Returning to Complete Later

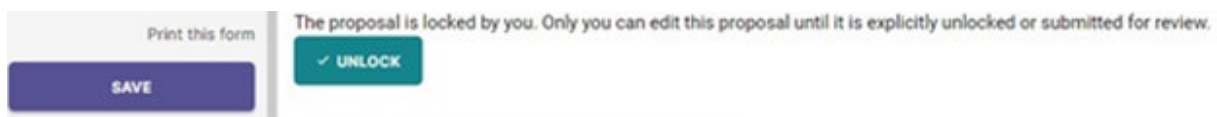
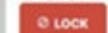
- i) You will notice that “Save” is no longer an option after the initial Save selection. To continue making revisions and to Save additional times, please Lock the form by clicking the “Lock” link at the top of the form.

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.



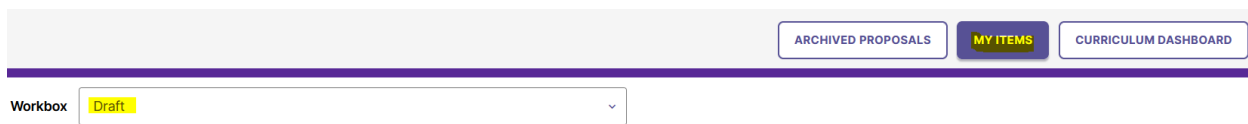
- ii) Once Locked (i.e., checked out to you), the Lock button turns Red and the Save button reappears as an option on the left. Other users will not be able to make updates to the form while it is locked by you unless you click “Unlock” the form.

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.



(1) Finding your Draft in the Workflow

- (a) In the Curriculum Management system, you will see 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 on the left of the page.



- (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

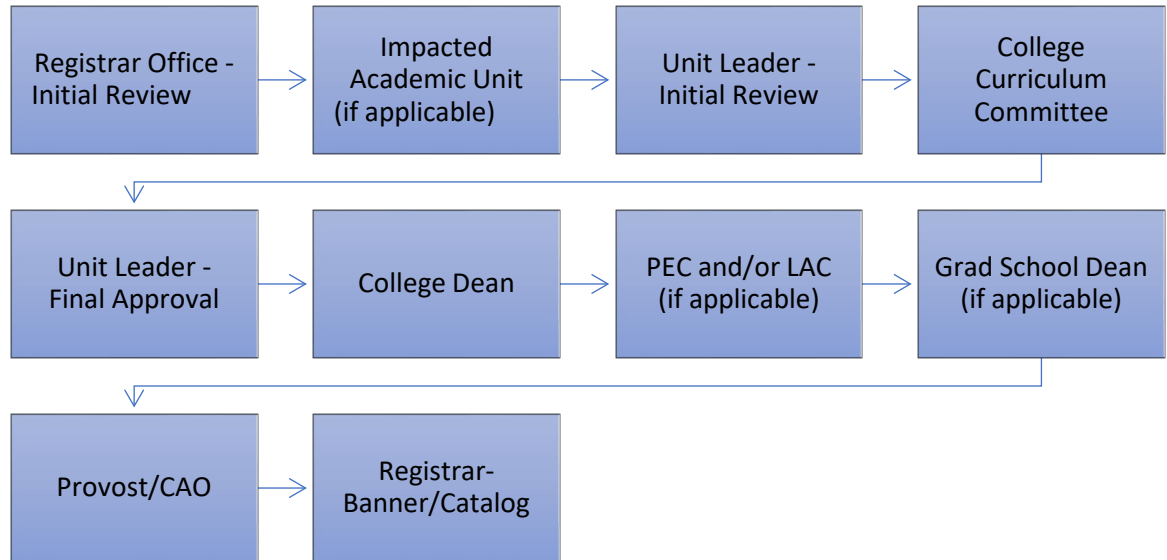
b) Add a Collaborator

- 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 Strategy 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.

c) 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:



d) 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 2023-2024
ARCHIVED PROPOSALS
MY ITEMS
CURRICULUM DASHBOARD

- (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](#)