

Unit/Program Reorganization

When moving a program (major, minor, certificate, etc.) in the catalog from one academic unit to another, a Unit/Program Reorganization Form is used to create changes and gather approval for those changes. This form would also be used to update codes (dept, division, CIP, taxonomy).

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

Related help sheets: [Workflow Basics](#), [Program Form Definitions](#), [Catalog Headings and Structuring a Program in Workflow](#), [Deactivating Programs](#)

Jump to:

- 1) [Program Information Needed](#)
- 2) [Unit/Program Reorganization in Workflow](#)

1) Information needed for Unit/Program Reorganization Form

- a) **Required for Unit/Program Reorganization** (See [Appendix B – Program Form Definitions](#) for more information on individual fields):
 - i) Catalog Type
 - ii) Current Information and Approved Changes

Current Information	Approved Changes
Current College	New College
Current Academic Unit	New Academic Unit
Current Department Code	New Department Code
Current Division	New Division
Current CIP Code	New CIP Code
Current Taxonomy	New Taxonomy
	Requested Term
	Requested Year

- i) Rationale for Change
- ii) Impact of Change
- iii) Additional Information/Documentation

b) Current Information

i) This block will need to be filled out with the current program information.

CURRENT INFORMATION

Required information regarding the reorganization change being requested.

Current College	<input type="text"/>	*Required
Current Academic Unit	<input type="text"/>	*Required
Current Department Code	<input type="text"/>	
Current Division	<input type="text"/>	
Current CIP Code	<input type="text"/>	
Current Taxonomy	<input type="text"/>	

c) Approved Changes

i) This block will need to be filled out with the approved program changes.

APPROVED CHANGES

New College	<input type="text"/>	
New Academic Unit	<input type="text"/>	
New Department Code	<input type="text"/>	
New Division	<input type="text"/>	
New CIP Code	<input type="text"/>	
New Taxonomy	<input type="text"/>	
Requested Term	<input type="text"/>	*Required
Requested Year	<input type="text"/>	*Required

2) Completing Unit/Program Reorganization Form in Workflow

a) Open Unit/Program Reorganization Form

- i) Login to Curriculum Strategy from Ursa > Employee > Employee Tools

The screenshot shows the Ursa system interface. The top section is titled "Faculty & Advisor Tools" and contains three main areas: "Grades", "Classes", and "GPA Predict Advisor". The "Grades" section lists various grade-related tasks. The "Classes" section lists various class-related tasks. The "GPA Predict Advisor" section has a text input field for "Student PDID" and a "Retrieve" button. Below this is the "Employee Tools" section, which contains three main areas: "Employee Important Links", "General Information", and "Employee Information". The "General Information" section has a list of links, with "Curriculum Strategy" highlighted. The "Employee Information" section has a list of links, with "Employee Dashboard" highlighted.

- ii) Open "Curriculum Management" and then open the Unit/Program Reorganization Form

The screenshot shows the Curriculum Management interface. On the left is a sidebar with "Home" and "Catalog" links. The main area is titled "Curriculum Management" and contains a list of forms. The "Unit/Program Reorganization" form is highlighted in yellow. Other forms listed include "New Course Form", "Deactivate Course Form", "Revised Course Form", "Variable Title Course Form", "Deactivate Program Form", "Pause/Reactivate Admissions", "Modify Narrative Form", "Faculty Form", "New Narrative Form", and "Delete Narrative Form".

b) Fill Out Unit/Program Reorganization 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 completed prior to submission.*
- ii) Click "Save" in the upper left corner.

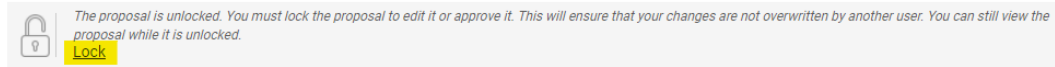
The screenshot shows the "UNIT/PROGRAM REORGANIZATION" form. The "Workflow State" is "Unsubmitted". There is a "Print this form" link. A "Save" button is visible, with the text "There are 0 versions of this proposal" below it. A "PREVIEW" button is also visible. To the right, there are links for "Curriculum Policy - University Regulations - Section 3-3-501" and "Curriculum Help - Office of the Registrar". Below these links is a section for "Add collaborators" with a "Select Collaborator(s)" button.

- iii) Once the 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).*

The screenshot shows the "UNIT/PROGRAM REORGANIZATION" form. The "Workflow State" is "Draft". There is a "Print this form" link. Below this, it says "There are 1 versions of this proposal". There are two buttons: "Send for Review" and "Remove Proposal".

c) **Saving the Form and Returning to Complete Later**

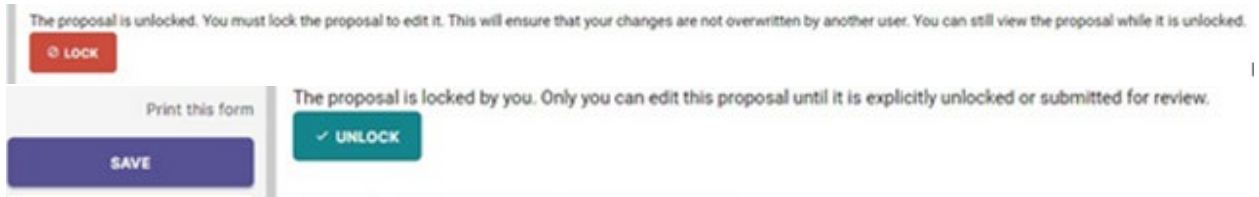
- i) In order to continue making revisions and saving additional times, please lock the form by clicking the “Lock” link in the gray box at the top of the form.



Helpful Links

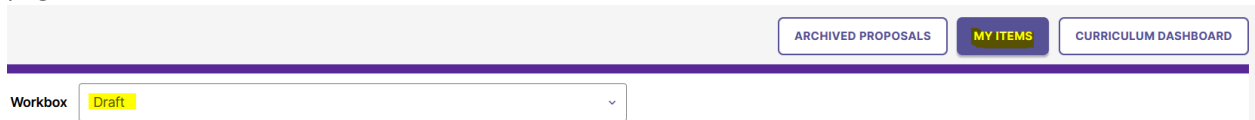
- Curriculum Policy - University Regulations - Section 3-3-50
- Curriculum Help - Office of the Registrar

- 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.



d) **Finding your Draft in the Workflow**

- i) In the Curriculum Management system, you will see tabs: Archived Proposals, My Items, and Curriculum Dashboard.
- (1) Archived: Completed proposals from current and previous curriculum cycles
 - (2) Dashboard: ALL in-progress proposals on campus
 - (3) 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 on the left of the page.



- iii) 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 from to complete.

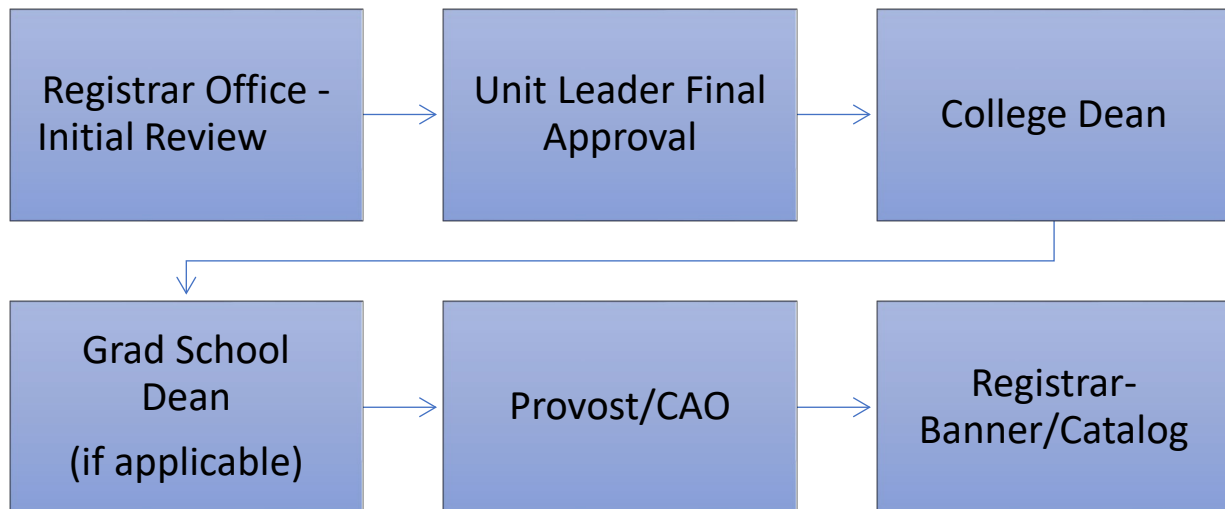
Type	Name	Modified Date	Modified By	Submitted By
Revised Program Saved	Africana Studies B.A.	10/18/2022	Catalog Help	Catalog Help

e) Add a Collaborator

- i) If you have additional UNC faculty or staff that will assist you 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 Curriculum Strategy (signing in via URSA the first time will automatically create an account).

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
2023-2024

ARCHIVED PROPOSALS
MY ITEMS
CURRICULUM DASHBOARD

(3) Denied—Archived Proposals (Denied Proposals)

- (a) If the 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