CURRICULOG: COURSE INACTIVATION

RAINS HALL

TABLE OF CONTENTS

PROCESS

The Course Inactivation is used to inactivate a course in the system of record and remove it from the University catalog. Please note, if this course inactivation changes requirements for a degree program, a Program Revision will also need to be launched. Step by step instructions for completing the Course Inactivation are listed below. Contact curriculog@augusta.edu if additional information is needed.

ORDER OF APPROVERS

Approval Stage	Implementation Stage	Review

Originator	→	AU Online-Initial Review (if applicable)	→	Curriculum Systems Manager	→	Program Director (if applicable)

Department Chair (if applicable)	→	Academic College Curriculum Committee (if applicable)	→	Academic Dean or Designee	→	Graduate Council Chair (if applicable)

USCAP (if applicable)	→	AU Online	→	AVP for Curriculum & Instructional Innovation	→	Registrar's Office

Required Documents

- Impact Report
- Approval Memo (if applicable)
- Teach Out Plan

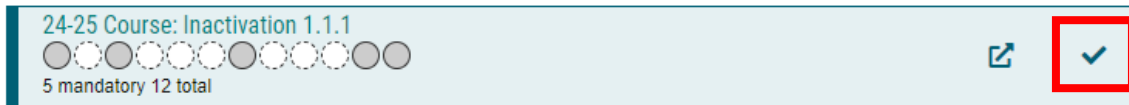## COURSE INACTIVATION INSTRUCTIONS
CREATING THE PROPOSAL

1. Login to Curriculog using your net ID and password.
   https://augusta.curriculog.com

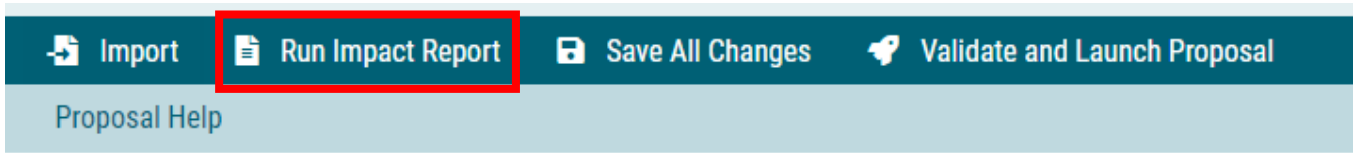2. Select "**New Proposal**" from the task menu.
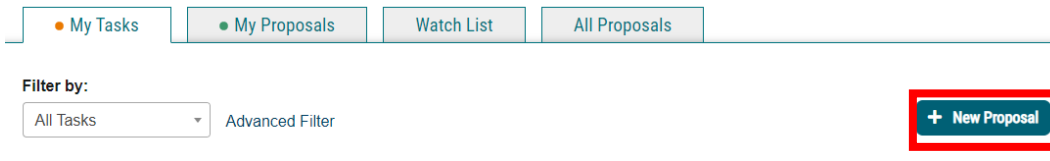
3. Hover over the proposal titled "**Course Inactivation**" and click the blue check mark in order to begin.
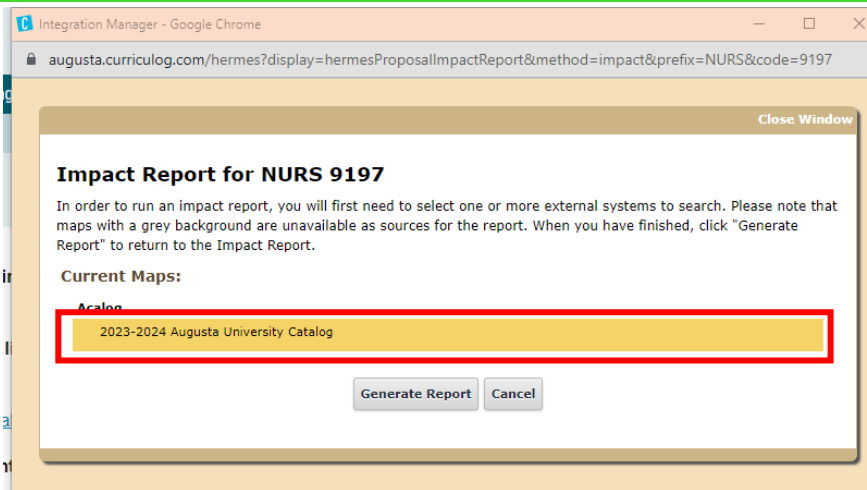

CREATING AN IMPACT REPORT

4. Select the "**Run Impact Report**" icon on proposal menu bar to generate an impact analysis report.
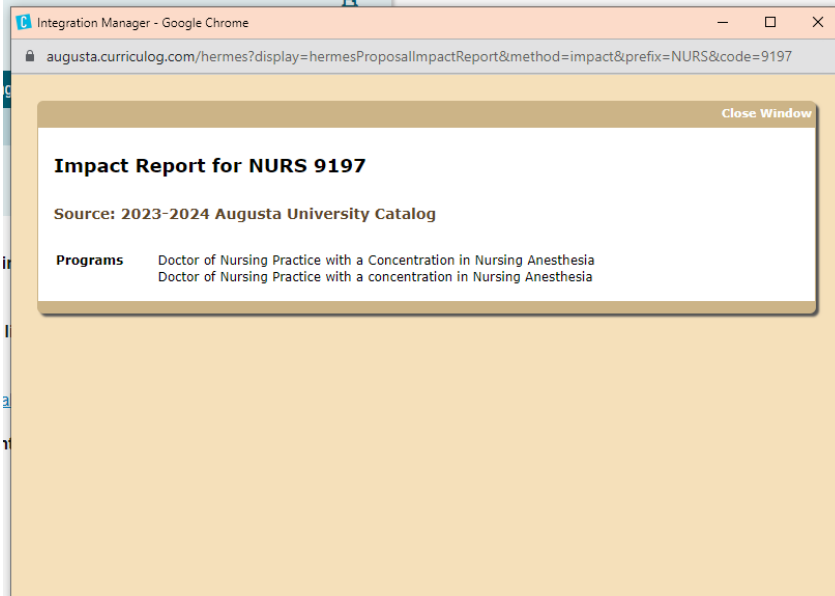

5. A dialogue box will appear, and you will need to select the current catalog listed under Acalog and then click "**Generate Report**".

6. A dialogue box will appear, and you will need to select the current catalog listed under Acalog and then click "**Generate Report**".

7. Print this page to a PDF and save by selecting the Files icon on the far right side of the screen.

8. Based on the returned list of programs, each college dean will need to be notified of the modification and an approval memo obtained. Each memo will need to be attached to the proposal. If the report returns blank, that means no programs will be impacted as a result of this inactivation. Please attach the blank report to the proposal so the Curriculum Systems Manager knows that no programs are impacted and doesn't request an Approval Memo.
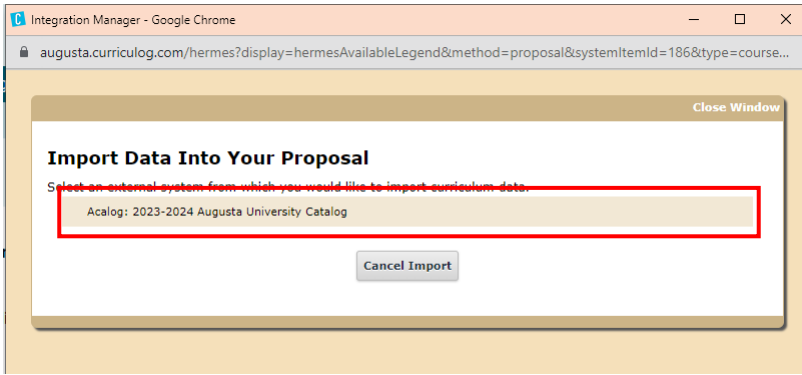
IMPORTING

9. Scroll to the top of the proposal pane and click the paper and arrow icon labeled "**Import**".
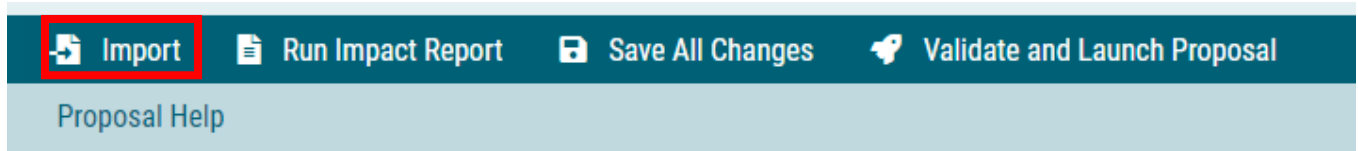
10. Select the appropriate external system to import from.

11. Once you have selected the external system to import from, a filter box will appear. In the Filter by field drop down, select **Prefix.** This will allow you to search for all courses with that prefix to find the correct course to import.
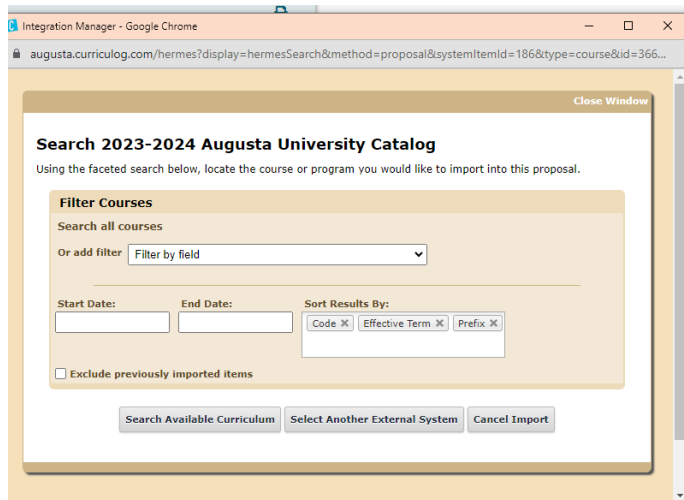
12. Once you have entered the correct prefix, select **Search Available Curriculum.**
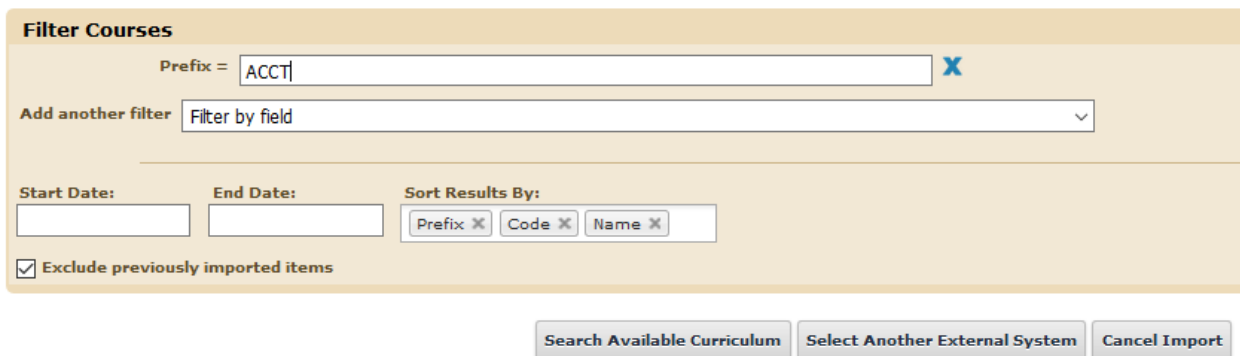
13. A list of all courses with the prefix entered will appear. Select the course you wish to inactivate.

Search Results (1 to 19 of 19)

ACCT 2101 Principles of Accounting I

ACCT 2102 Principles of Accounting II

ACCT 3311 Intermediate Accounting I

ACCT 3312 Intermediate Accounting II

ACCT 3313 Intermediate Accounting III

14. Once you have selected the course, a new box will appear showing you which data can be imported. After you have reviewed, select **Import This Item.**

Field Name	Data Prev
» Course Inactivation Information: Course Prefix	ACCT
» Course Inactivation Information: Course Number	3312
» Course Inactivation Information: Course Title	Intermedia
» Course Inactivation Information: Current Catalog Description	This is the students wi accounting

[Import This Item] [Return to Search] [Sel]

15. You will be rerouted to the proposal where you can continue to answer the additional questions beginning with the routing information.

ROUTING INFORMATION

16. Choose the Academic College AND Department for the course you wish to inactivate by clicking in the field. This will generate a drop down list of all Academic Colleges and Departments. You may only select two options.

Routing Information

What is the academic college and department for this course?*

_____

Please select the academic college and department where this course resides. This is the college and department where the course is assigned in Banner. Please note, this question also updates the routing for approval for this proposal.

17. Select the appropriate option regarding the administrative college for the course.

What is the administrative college for this course?*

- College of Allied Health Sciences
- Dental College of Georgia
- The Graduate School
- Medical College of Georgia
- College of Nursing
- Hull College of Business
- College of Education
- College of Science and Mathematics
- Pamplin College of Arts, Humanities, and Social Sciences
- School of Computer and Cyber Sciences
- School of Public Health

Note: this would be TGS for most graduate programs with the exception of MAT, DPT, CLS, OTHP, and CNL. Also, this would be TGS for the following certificate programs: MPH, CTS, and Nursing. Other certificate programs are not part of TGS.

18. Select the appropriate option regarding **Program Director.**

Does this program have a Program Director separate from the Department Chair? *

- Yes
- No

If you select yes to this question, this proposal will first be routed to the program director and then to the department chair.

19. Select the appropriate option regarding a **Department Chairperson.**

Does your department have a chairperson?*

- Yes
- No

If you select yes, this proposal is routed to a department chair person. If you select no, it is not.

20. If your college has a curriculum committee that needs to review this proposal, be sure and select "Yes" to the question regarding college curriculum committees. If only the Graduate School needs to review this change, please select "No".

Does your academic college have a college curriculum committee that is required to review this change? If only The Graduate School needs to review, check "no" here.*

- ☐ Yes
- ☐ No

If the committee has already reviewed this proposal outside of Curriculog and does not need to vote in the Curriculog system, select no. By selecting yes, your Committee Chair will provide the agreed upon decision for the committee within Curriculog.

21. Select the appropriate option regarding **AU Online.**

Is this course part of AU Online?*

☐ Yes

☐ No

22. If the requested course inactivation will affect other colleges, select the appropriate option regarding affected colleges.

Does this affect more than one college?*

☐ Yes

☐ No

If you select yes, this proposal will also be routed to USCAP for review and approval.

23. If the requested course inactivation will affect other colleges, attach the completed impact analysis report as well as the approval memo(s) from the affected college(s).

I have completed and attached an impact report in addition to approval memos from the impacted colleges.*

○ Yes

Instructions for completing an impact report and approval memo templates may be found at: https://www.augusta.edu/registrar/curriculog/resources Even if the impact report returns no results, be sure and attach it so individuals reviewing and approving will know there is no impact to other programs.

COURSE INACTIVATION INFORMATION

24. Navigate to the **Course Inactivation Information** section of the proposal. Since the course data has already been imported, review the prefix, course number, course title, and catalog description before navigating to the next field. Please note, the **Course Description** is a system required field so you will not be able to launch the proposal without this information.

Course Prefix*

ACCT ×

A 4-character abbreviation of the program of study of the course.

Course Number*

2101

The number consisting of up to 4 characters and an optional one-character alpha or numeric suffix, assigned by the institution.

Course Title*

Principles of Accounting I

The name of the course as it appears on the institution's course schedule. Long Title can only contain 100 characters.

Current Catalog Description*

| B I U x₂ x² Iₓ ⠿ ☰ ⫤ ⫣ " ABC �📷 |
| Format ▾ ☰ ☰ ☰ ☰ 🔗 🔗 ⚑ 🖼 ⊞ ☰ |

25. Enter the **Effective Term** for the course inactivation as well as the reason for inactivating the course.

Effective Term*

Select an option

The year and term code in which the course modification will be effective.

Justification for Inactivation*

| B I U x₂ x² Iₓ ⠿ ☰ ⫤ ⫣ " ABC �📷 |
| Format ▾ ☰ ☰ ☰ ☰ 🔗 🔗 ⚑ 🖼 ⊞ ☰ |

26. From the drop down, select the last term in which the inactivated course will be taught.

What is the last term this course will be taught?*

Select an option

27. Select the appropriate option regarding the effect of this inactivation on students.

Does this inactivation of a course affect any active students?*

○ Yes

○ No-it does not affect any students.

28. If yes, please attach a teach out plan for this course. Email a list of active students and how the change will be handled for each student to jagtrax@augusta.edu. It is preferable that a personalized plan be in place for each student.

29. If the answer to this question is yes, please confirm a teach out plan has been attached that includes a list of affected students.

The teach out plan and list of affected students is attached.*

☐ Yes-Required if students are affected.

☐ No-Not required if students will not be affected.

30. Continue to navigate through the proposal answering all questions. From the drop down, select all programs in which the course is part of the curriculum.

Please select the following program(s) in which this course is a part of the curriculum.*

Select an option

31. Please confirm by selecting the appropriate option regarding the effect of the inactivation on current programs. If yes, copy and paste the URL of the program revision proposal created in Curriculog and paste it in the field provided.

Please confirm:*

☐ Yes, the course being inactivated is required for a current program so I have launched a program revision.

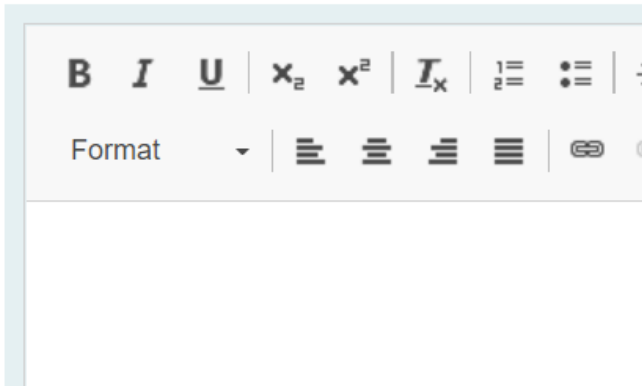☐ No, this course inactivation does not effect a current program.

Proposal Link for Program Revision: If not applicable, type N/A*

Copy & Paste the URL link of the program revision proposal created | Example: JAGS-5402: https://augusta.curriculog.com/proposal:8004/form

32. Should any additional comments be necessary, enter those in the **Additional Comments** field.

Additional Comments

LAUNCHING THE PROPOSAL

33. Scroll back to the top of the proposal pane and click the rocket ship icon labeled "**Validate and Launch Proposal**". Proposal will be validated and launched.
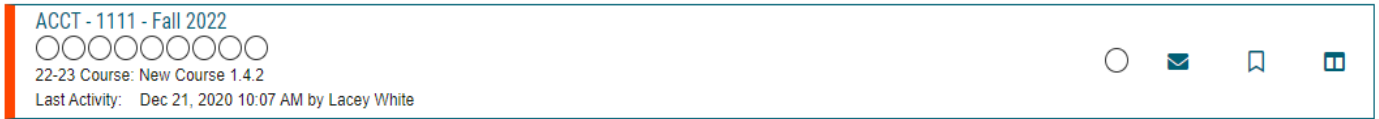
34. The proposal is now in your "**My Tasks**" tab.

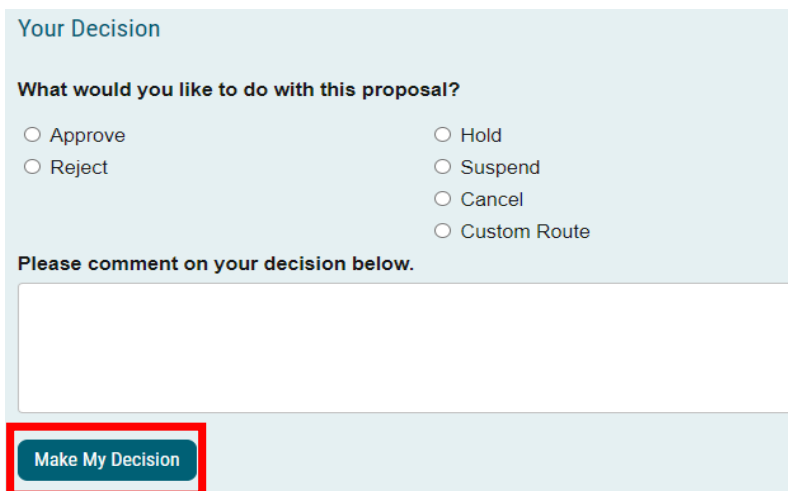35. In order for the proposal to move forward to the next approver step, you must approve it.

36.   To approve the proposal, click on the proposal.

ACCT - 1111 - Fall 2022
22-23 Course: New Course 1.4.2
Last Activity: Dec 21, 2020 10:07 AM by Lacey White

37.   Once the proposal opens, navigate to the right hand menu bar, and select the blue check mark.

38.   This will open a decision box, fill in the radial button beside "**Approve**" and click "**Make My Decision**".

39. The proposal has now moved on to the next individual in the approval steps.

CONTACT

If you have any additional questions, please contact our office at curriculog@augusta.edu