

CURRICULOG: PROGRAM DEACTIVATION



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

TABLE OF CONTENTS

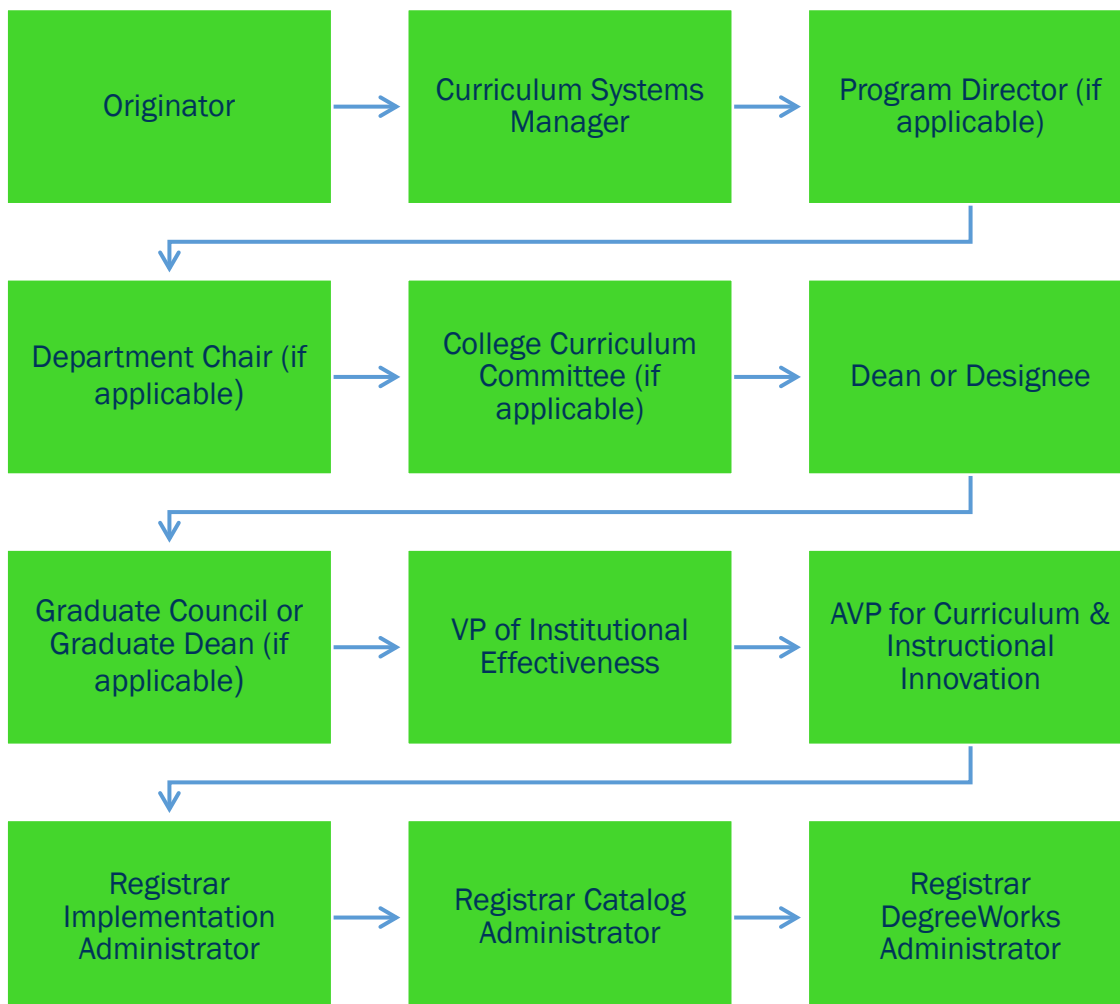
- PROCESS 2
- ORDER OF APPROVERS..... 2
- PROGRAM DEACTIVATION INSTRUCTIONS 3
 - Creating the Proposal..... 3
 - Routing Information..... 3
 - Program Deactivation Information 4
 - Program Information 4
 - Affected Students 5
 - Affected Faculty 6
 - Launching The Proposal..... 7
- HELPFUL TIPS 8
 - User Tracking 8
- CONTACT 8

CURRICULOG: PROGRAM DEACTIVATION

PROCESS

The Program Deactivation is used to request to deactivate an existing academic program. By deactivating a program, the listing will be removed from the Augusta University Catalog and ended for the appropriate effective term in JagTrax. Students will no longer be eligible to be admitted into the program after the effective term. Additionally, students will not be permitted to graduate from the program after the approved teach out effective term. If as a result of the program deactivation, courses will no longer be offered, you must complete course inactivations for each course.

ORDER OF APPROVERS



CURRICULOG: PROGRAM DEACTIVATION

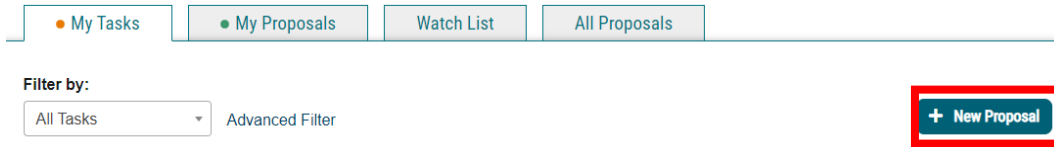
PROGRAM DEACTIVATION INSTRUCTIONS

CREATING THE PROPOSAL

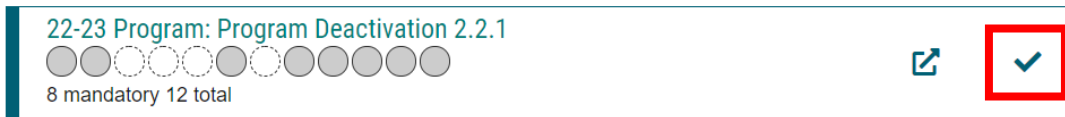
1. Login to Curriculog using your AU Net ID and password.

<https://augusta.curriculog.com>

2. Select “New Proposal” from the task menu.

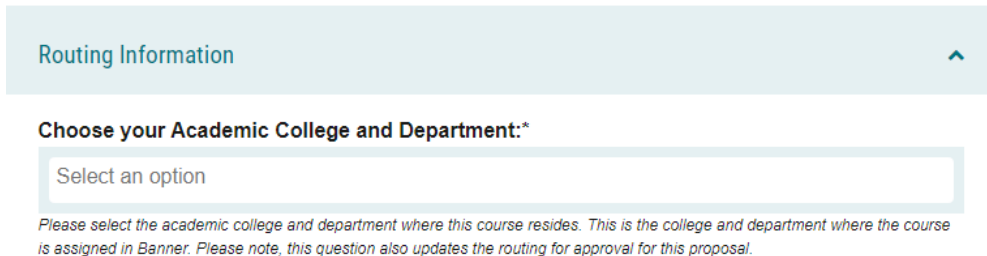


3. Hover over the proposal titled Program Deactivation and click the blue check mark in order to begin.



ROUTING INFORMATION

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



5. If the program is part of The Graduate School, choose yes.

Is this program part of The Graduate School?*

- Yes
- No

If yes, this impacts the routing as The Graduate School must approve the program deactivation. Only TGS graduate courses are routed to The Graduate School for review. If the course is part of a graduate certificate and impacts a TGS graduate degree program, the proposal would need to be reviewed by The Graduate School

6. 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.

7. Select the appropriate option regarding a department chairperson.

CURRICULOG: PROGRAM DEACTIVATION

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.

8. If your college has a curriculum committee that needs to review this proposal, choose “Yes”.

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.

9. Choose the Program Type for the program that you are requesting to deactivate. If the program does not have an associated shared core, choose Program.

Program Type*

- Program
- Shared Core

If the program requires the completion of USG Undergraduate Core Curriculum, choose Shared Core. If the program is not required to complete USG Undergraduate Core Curriculum, choose Program.

PROGRAM DEACTIVATION INFORMATION

Program Information

10. Choose the Program you wish to deactivate by clicking in the field. This will generate a drop down list of all active programs. You may only select one option.

Program Name*

Select an option

11. Enter the program title from the Augusta University catalog into the Program Title field.

Program Title*

Provide the program title that is listed in the Augusta University catalog.

12. Choose the Effective Term for which the program should be deactivated by clicking in the field. This will generate a drop down list of all active effective

CURRICULOG: PROGRAM DEACTIVATION

terms. You may only select one option.

Effective Term*

Select an option

The year and term code in which the program deactivation will be effective. Based on the approved deadlines, the options below are the only Effective Terms available for selection.

13. Choose the CIP Code of the program you wish to deactivate by clicking in the field. This will generate a drop down list of all active programs. You may only select one option.

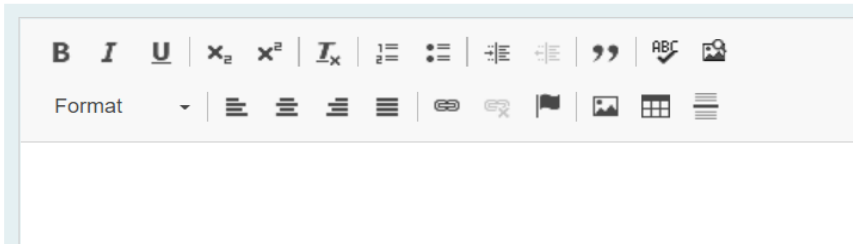
CIP Code*

Select an option

A code associating each program with an academic discipline using the U.S. Department of Education's National Center for Education Statistics (NCES) CIP coding system. Formula funding is based on accurate reporting of CIP codes.

14. Enter the rationale for deactivating the program.

What is the rationale for deactivating this program?*



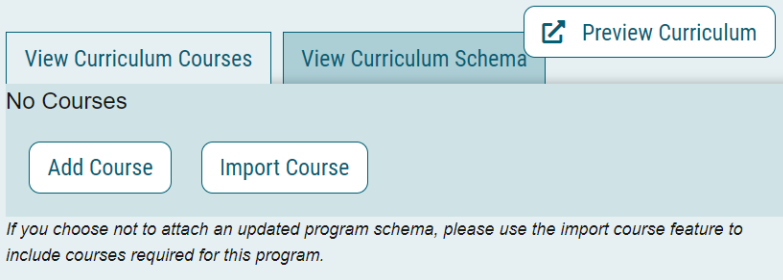
15. Choose the Effective Term for the last semester students will be eligible to graduate from the program by clicking in the field. This will generate a drop down list of all active effective terms. You may only select one option.

What is the last term students will be eligible to graduate from this program?*

Select an option

16. Enter the curriculum for the current program.

Curriculum *



Affected Students

17. Enter the number of active students that will be affected by the program deactivation.

CURRICULOG: PROGRAM DEACTIVATION

How many active students will be affected by the program deactivation?*

18. If active students will be affected by the program deactivation the proposal must include a list of the affected students, a teach-out plan, and a communication plan for the affected students. These items must be attached to the proposal to begin processing. Attach the teach-out plans to the proposal using the paper click icon on the far right menu.

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

- Yes-Required if students are affected.
- No-Not required if students will not be affected.



Affected Faculty

19. Enter the number of active faculty that will be affected by the program deactivation.

How many faculty members will be affected by the program deactivation?*

20. If faculty will be affected by the program deactivation the proposal must include a communication plan for the affected faculty and their corresponding teach out requirements.

Provide an explanation of how the faculty will be notified of the program inactivation and teach out requirements?

CURRICULOG: PROGRAM DEACTIVATION

LAUNCHING THE PROPOSAL

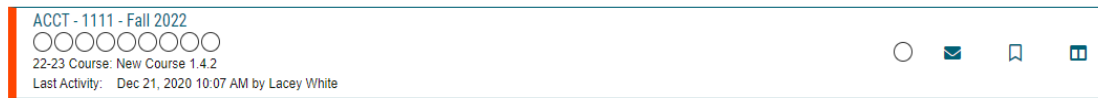
21. Scroll back to the top of the proposal pane and click the rocket ship icon labeled “validate and launch proposal”. Proposal will be validated and launched.



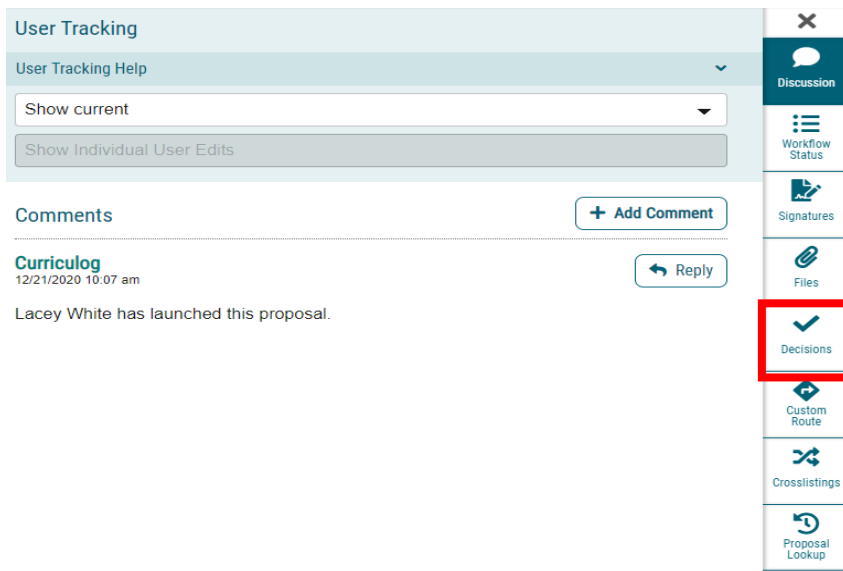
22. The proposal is now in your “My Tasks” tab.

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

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



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



26. This will open a decision box, fill in the radial button beside “Approve” and click “Make My Decision”.

CURRICULOG: PROGRAM DEACTIVATION

Your Decision

What would you like to do with this proposal?

- Approve
- Reject
- Hold
- Suspend
- Cancel
- Custom Route

Please comment on your decision below.

Make My Decision

27. If a PIN number is required, enter your PIN and click submit.
28. The proposal has now moved on to the next individual in the approval steps.

HELPFUL TIPS

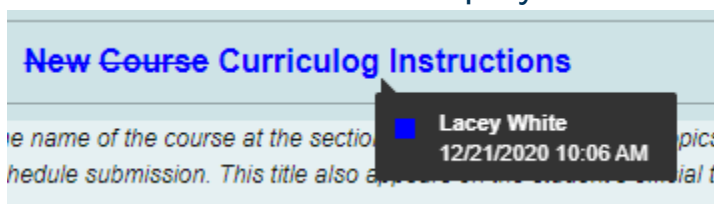
USER TRACKING

29. Track proposal updates by turning on User Tracking – Show Current with Markup.



The screenshot shows a 'User Tracking' section with a dropdown menu. The dropdown is open, showing four options: 'Show current with markup', 'Show original', 'Show current', and 'Show current with markup'. The 'Show current with markup' option is highlighted with a red box.

30. Updates to the original proposal will display in color.
31. By hovering over the updated text, the username of the user that updated the information will display.



CONTACT

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