

CURRICULOG: PROGRAM DEACTIVATION



PROGRAM DEACTIVATION

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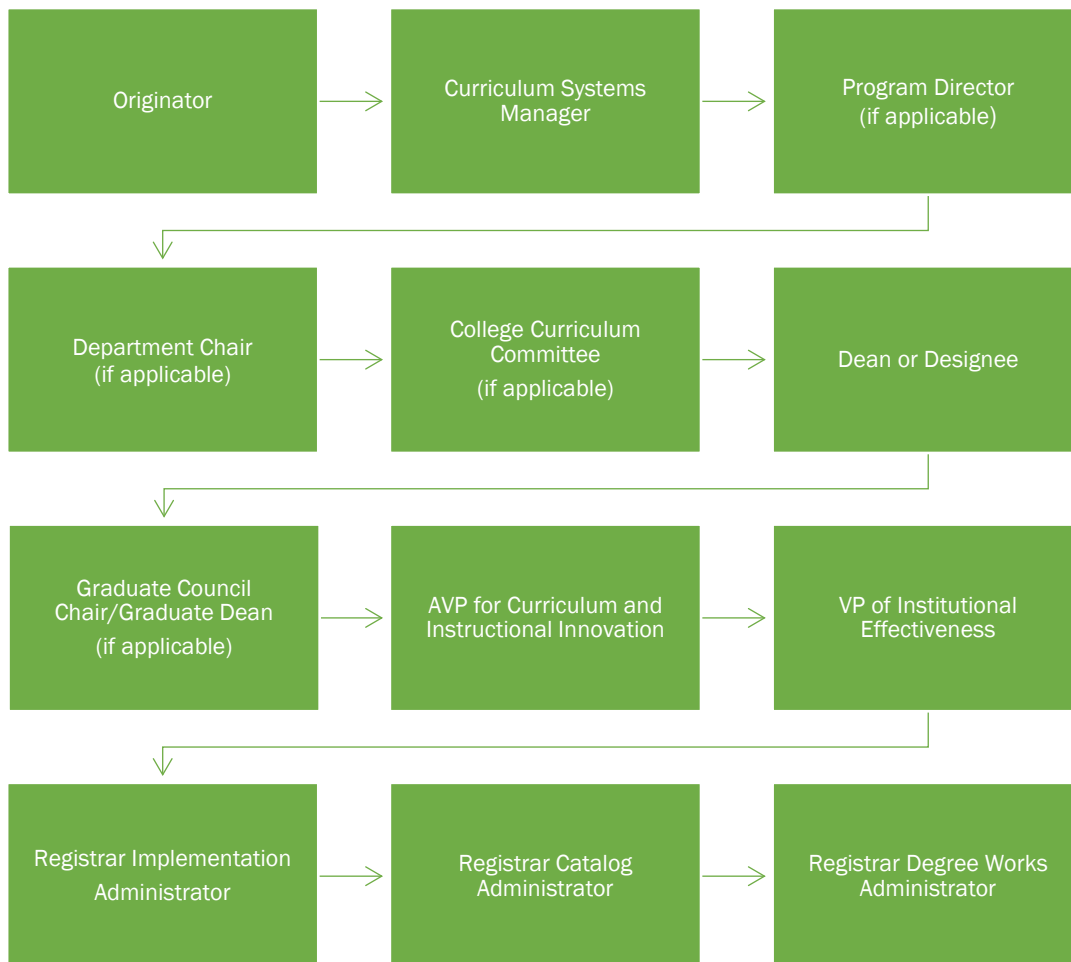
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PROCESS

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



REQUIRED DOCUMENTS:

- INDIVIDUALIZED TEACH-OUT PLAN

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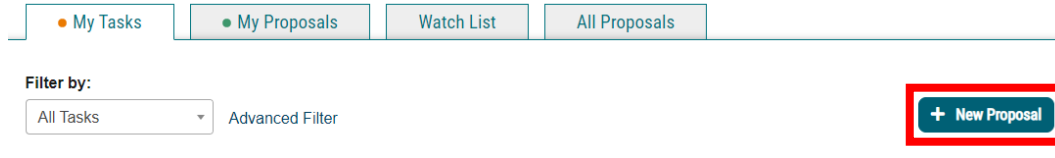
PROGRAM DEACTIVATION INSTRUCTIONS

CREATING THE PROPOSAL

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

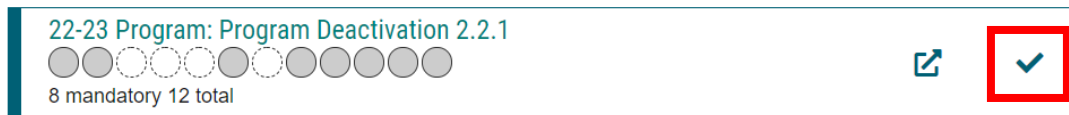
<https://augusta.curriculog.com>

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



The screenshot shows a navigation bar with four tabs: 'My Tasks' (selected), 'My Proposals', 'Watch List', and 'All Proposals'. Below the tabs is a 'Filter by:' section with a dropdown menu set to 'All Tasks' and an 'Advanced Filter' link. A red box highlights a '+ New Proposal' button in the top right corner.

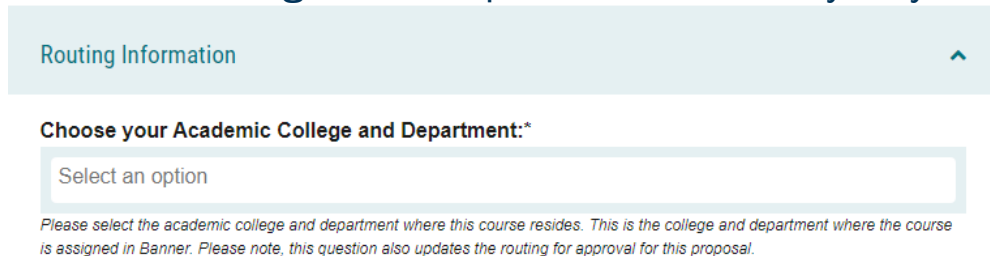
3. Hover over the proposal titled Program Deactivation and click the blue check mark in order to begin.



The screenshot shows a proposal card for '22-23 Program: Program Deactivation 2.2.1'. It features a progress indicator with 12 circles, 8 of which are filled. Below the progress indicator, it says '8 mandatory 12 total'. To the right of the card are two icons: a share icon and a blue checkmark icon, which is highlighted with a red box.

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.



The screenshot shows the 'Routing Information' section. It has a title 'Routing Information' with an upward arrow. Below it is a section titled 'Choose your Academic College and Department:*. Below this title is a dropdown menu with the text 'Select an option'. Below the dropdown menu is a note: '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.'

5. Select the appropriate option regarding The Graduate School.

Is this program/course owned by School of Computer and Cyber Sciences, Pamplin, College of Science and Mathematics, College of Education, Hull College of Business, College of Nursing, or College of Allied Health Sciences but requires the approval of The Graduate School? If so, please check yes and this proposal will route to the Graduate Sub-Committee.*

- Yes
 No

If so, please check yes and this proposal will route to the Graduate Sub-Committee. If this program/course is owned by The Graduate School, please check no. The Graduate Sub-Committee will be complete their review on the Dean step. For example, the MAISS program is owned by Pamplin college, but requires the approval of The Graduate School; therefore would answer yes to this question.

6. Select the appropriate option regarding Program Director.

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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.

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

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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 terms. You may only select one option.

Effective Term*

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.

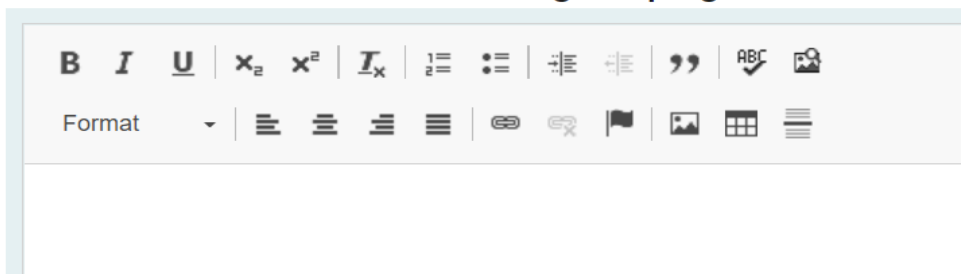
13. Choose the CIP Code of the program you wish to deactivate by clicking in the field. This will generate a drop down list of all active programs. You may only select one option.

CIP Code*

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.

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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 *

View Curriculum Courses

View Curriculum Schema

 Preview Curriculum

No Courses

Add Course

Import Course

If you choose not to attach an updated program schema, please use the import course feature to include courses required for this program.

AFFECTED STUDENTS

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

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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.

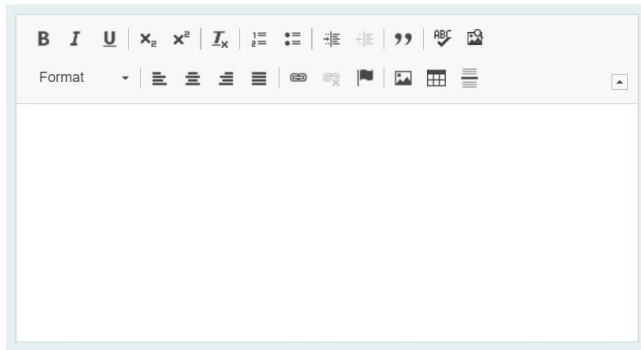
Provide an explanation of how the faculty will be notified of the program inactivation and teach out requirements?

A rich text editor toolbar with various formatting options. The first row includes icons for bold (B), italic (I), underline (U), subscript (x₂), superscript (x²), strikethrough (I_x), bulleted list, numbered list, decrease indent, increase indent, quote, and ABC. The second row includes a 'Format' dropdown, text color, background color, text background color, link, unlink, flag, image, table, and a scroll arrow.

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

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Additional Comments



LAUNCHING THE PROPOSAL

22. 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.



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

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

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



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

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The screenshot shows the Curriculog interface. On the left, there is a 'User Tracking' section with a dropdown menu set to 'User Tracking Help', a 'Show current' dropdown, and a 'Show Individual User Edits' button. Below this is a 'Comments' section with an '+ Add Comment' button. A comment from 'Curriculog' dated '12/21/2020 10:07 am' states 'Lacey White has launched this proposal.' with a 'Reply' button. On the right, a vertical sidebar contains several icons: Discussion, Workflow Status, Signatures, Files, Decisions (highlighted with a red box), Custom Route, Crosslistings, and Proposal Lookup.

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

The screenshot shows the 'Your Decision' form. The title is 'Your Decision'. The question is 'What would you like to do with this proposal?'. There are six radio button options: 'Approve' (highlighted with a red box), 'Reject', 'Hold', 'Suspend', 'Cancel', and 'Custom Route'. Below the options is a text box with the prompt 'Please comment on your decision below.'. At the bottom of the form is a 'Make My Decision' button (highlighted with a red box).

28. If a PIN number is required, enter your PIN and click submit.

29. 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.