CURRICULOG: PROGRAM DEACTIVATION

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PROCESS

The Program Deactivation proposal 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

Approval Stage	Implementation Stage	Review

Originator	AU Online-Initial Review	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)
AU Online	AVP for Curriculum and Instructional Innovation	VP of Institutional Effectiveness	Registra's Office

REQUIRED DOCUMENTS:

- INDIVIDUALIZED TEACH-OUT PLAN
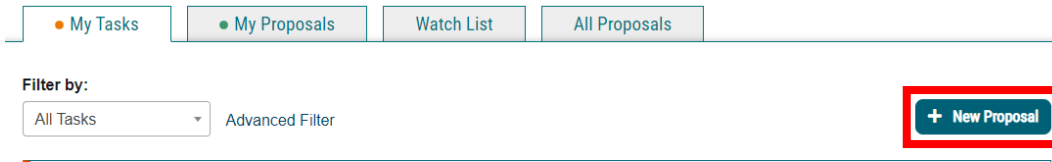
PROGRAM DEACTIVATION INSTRUCTIONS

CREATING THE PROPOSAL

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

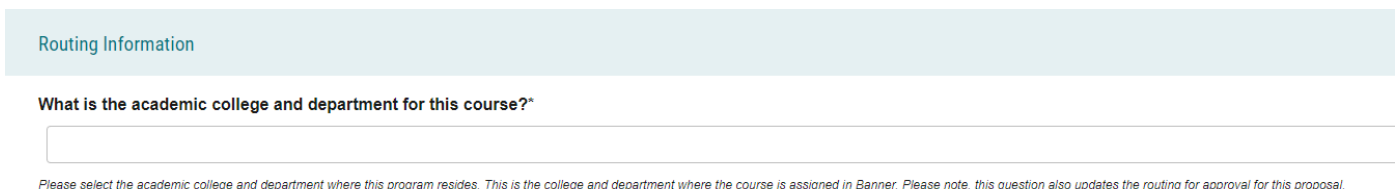2. Select "**New Proposal**" from the task menu.

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

What is the administrative college for this course?*

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

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.

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.

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.   Select the appropriate option regarding AU Online.

Is this program part of AU Online?*

- ☐ Yes
- ☐ No

10.   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

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*

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.
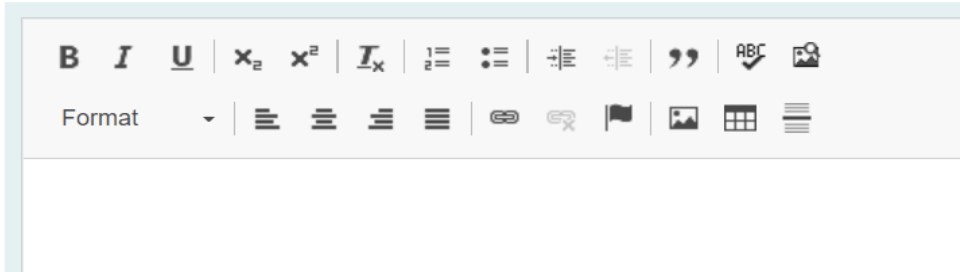
CIP Code*

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 **Program Name**.

Program Name*

Select an option

17. 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.

IMPACTED STUDENTS

18.   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?*

19.   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.

Please confirm:*

☐ A teach out plan for impacted students that includes a communication plan has been emailed to jagtrax@augusta.edu.

☐ A teach out plan is not required as this deactivation does not impact any students.

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

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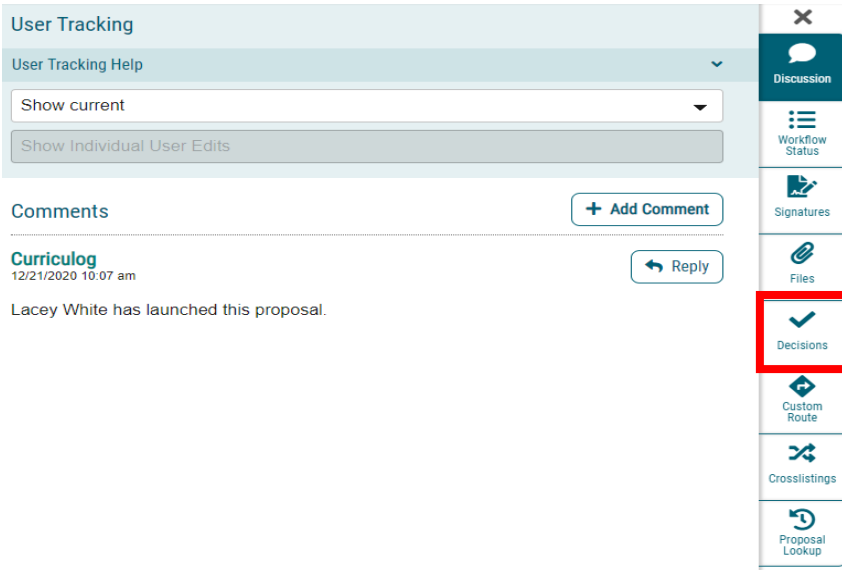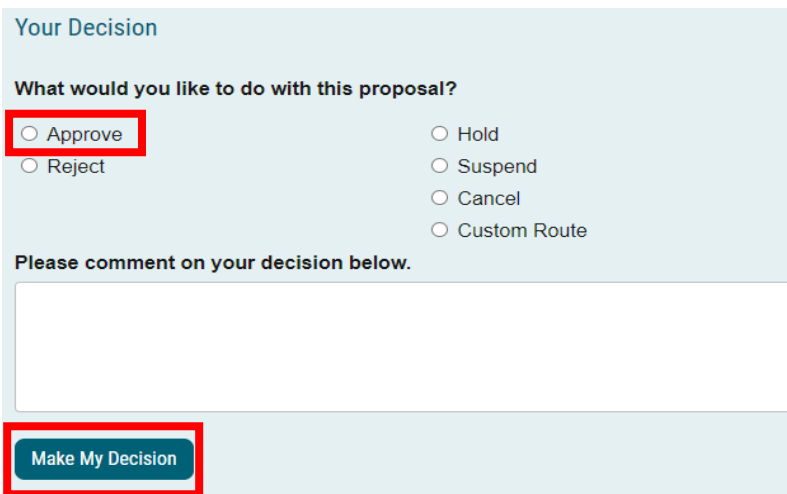
24. To approve the proposal, click on the proposal.

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**".

27. 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.