DEACTIVATE A COURSE

1. **Login to CIM Course Management** using your UWL user id and password.

2. In the **Search** field, enter the course prefix, followed by a space, and the 3-digit number course number. Select the desired course and the course preview will display below.

3. Click the red **Deactivate** button. The deactivate form will pop up.

4. Complete the 3 questions on the form and attach any documents if needed. (Please note that suspending or deactivating a course are considered the same action by the system. See notes at bottom for more info.)
   a. **Justification**: Why is the course being deactivated?
   b. **Purpose of deactivation:** Select an option
   c. **Effective Date**: Must be a term __after__ the last term the course was offered.
   d. **Attachments:** Examples of attachments might be: letters or emails supporting the deactivation, or additional documentation explaining the reason for the deactivation.
   e. The blue help bubbles 🔵 have additional information.

5. Take action on form:
   a. Select **Cancel** to return to the prevoius window. Any changes will not be saved.
   b. Select **Start Workflow** to start the worflow/approval process for the deletion. **If you change your mind after starting the workflow, contact** the curriculum administrators in the Records and Registration office (curriculum@uwlax.edu) to shred your edits and start over.

Inactivating/Suspending: HIS 311

Justification for Deactivating or Suspending course	
Purpose of Deactivation or Suspension:	Select...
End Before Term ⓘ	Select...
Attachments ⓘ	Attach File Uploaded Files: Files To Be Uploaded:

Cancel   Start Workflow

Notes about deactivating:

- Approval of the deactivation only deactivates the individual course. It does not change program requirements or other course prerequisites. Programs and other courses need to be updated seperately.
- Cross-listed courses:
  - Any department within the cross-listing may start the deactivation, but all departments will be in the workflow and are required to approve.
  - If a department is only removing their department but the rest of the course will remain active, do not use the Deactivate option. Edit the course using the Edit Course option. More information is in the *Cross-Listed Courses* guide.
- **Deactivating versus Suspending a course:** The CIM form only provides the option of deactivation because removing a course from the catalog requires deactivating the course in the system. However, UWL's Catalog Course Management Policy states, "Deactivated courses may be revived within five years of the deactivation using the same CIM form. If the course information remains unchanged upon reactivation and the course was reviewed and approved at UCC/GCC in the five years prior to deactivation, the course will be added to the appropriate UCC/GCC consent agenda and the department does not need to present." Therefore, if a department wants to suspend a course for less than 5 years, they should deactivate it, and sometime in the next five years, they may reactivate without making changes.

Questions? Additional guides can be found on http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/, or contact the Records and Registration's Curriculum Team at curriculum@uwlax.edu.