

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.


The screenshot shows the CIM Course Management interface. At the top, there is a search bar with "his 398" entered, a "Search" button, and options for "Archive" and "History". Below the search bar is a table with columns for "Course Code", "Title", "Workflow", "CIM Status", and "PS Status". The table contains one entry: "HIS 398" with the title "Colonial Africa" and a status of "A". Below the table are buttons for "Print Proposal", "Export to PDF", "Export to Word", and "Deactivate". A red arrow points to the "Deactivate" button. To the right of the "Deactivate" button is an "Edit Course" button and a "Preview Workflow" link. Below the "Deactivate" button, there is a section titled "Viewing: HIS 398 : Colonial Africa" with details about the course's approval and edit history.

Course Code	Title	Workflow	CIM Status	PS Status
HIS 398	Colonial Africa			A

Print Proposal
Export to PDF
Export to Word
Deactivate

Viewing: **HIS 398 : Colonial Africa**
Last approved: 10/01/16 3:28 am
Last edit: 09/15/16 3:15 pm
Changes made by:
Jennifer Trost - 02/22/16 2:45 pm
jweiskopf - 03/28/16 2:17 pm

Edit Course
Preview Workflow
History
1. Oct 1, 2016 by
jweiskopf

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 previous window. Any changes will not be saved.
 - b. Select **Start Workflow** to start the workflow/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:

End Before Term

Attachments

Uploaded Files:

Files To Be Uploaded:

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 separately.
- 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.