DEACTIVATE or SUSPEND A PROGRAM OR POLICY

1. **Login to CIM Program Management** using your UWL user ID and password.

2. In the **Search** field, enter the title or portion of title for the program/policy you want, using the * to find results with the word in the title. Select the program/policy in the results. The program preview will display below.

3. Select the red **Deactivate** or the blue **Suspend**. The form for both is the same, but they will be marked with a different status in the **Suspended or Deactivated** column.

4. Complete the questions on the form..
   a. **Rationale for suspending or deactivating:** Why is the program/policy being deactivated or suspended?
   b. **Status**: Reflects the option you chose when starting the process, either Suspend or Deactivate. If you selected the wrong option originally, you may change it to the other option here.
   c. **Purpose**: Select the option that most closely matches your rationale.
   d. **End Before Term:** Select the term in which the program will no longer accept new students. Current students in the program will continue on until they are finished. For policies, select the term in which the change should first be effective.
   e. **End Before Catalog:** Program/policy will not be published starting with this catalog.
   f. **Attachments:** Approvals or consultations received outside of workflow for the deactivation/suspension may be attached here (a.k.a. email from another department). If you have none, you do not need to attach anything.
   g. The blue help bubble 🔵 has additional information

Inactivating/Suspending: CHM.BS: Chemistry Major

Rationale for Deactivating or Suspending	
Status	Suspend ▾
Purpose of Deactivation or Suspension	Select... ▾
End Before Term ⓘ	Select... ▾
End Before Catalog ⓘ	Select... ▾
Attachments	Attach File

Uploaded Files:

Files To Be Uploaded:

5. Take action on the form:

Cancel	Save Changes	Save and Start Worflow

   a. Select **Cancel** to return to the prevoius window. Any changes will not be saved.
   b. Select **Save and 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.
   c. Select **Save Changes.** You may start a suspension or deactivation, save, and come back to it later. To continue editing, click the **Edit Deactivation** button on the left. That button will work for both deactivations and suspensions.

Print Proposal 🖨
Export to PDF 📄
Export to Word 📄
Edit Deactivation
Shred Proposal

Program Suspension Proposal

Changes saved but not submitted

Notes about deactivating/suspending:

- As soon as the deactivation/suspension is saved or submitted to workflow, the **Suspended or Deactivated** column will reflect a status. Also, once submitted to workflow, the CIM Status will change to **Inactive**. However, the program/policy is not officially deactivated or suspended until it receives final approval.
- Approval of the program deactivation only deactivates/suspends the individual program. It does not deactivate courses mentioned in the propram, similar programs, or change prerequisites. Courses and other programs need to be updated separately.
- To view all programs that are either deactivated, suspended, or are in the process of being either, select **Inactive Programs** from the Quick Search dropdown menu on the search screen.
- To view all programs that are currently suspended or are in the process of being suspended, select **Suspended Programs** from the Quick Search dropdown menu on the search screen.

Forms In Workflow: If a course is in workflow, the approval steps will appear. The completed steps will be in green. The current step will be in brown/orange. Steps not yet completed will be black. The Approval Path showing the times and names of approvers will be below.

In Workflow
1. PHYDEPT Chair
2. CSH Academic Services Director
3. CSH Dean or Associate Dean
4. Registrar
5. Prep UCC
6. UCC Chair
7. Records Office
8. Prerequisite Review
9. Advisement Report Review
10. PeopleSoft

Approval Path

Edit Course

Preview Workflow

History

1. Mar 27, 2015 by David Anderson (danderson4)
2. Mar 16, 2016 by Constance Arzigian (carzigian)
3. Mar 10, 2018 by Constance Arzigian (carzigian)

History
Once a proposal is fully approved (gone through all workflow steps), a history of the change becomes available in the course preview. Click any of the dates to view what was changed in that revision. The history in CIM has revisions from 2015 to the present. For changes prior to 2015, copies may be in your department's office or contact Records & Registration for assistance.

Logging out
Close all windows of your browser to log out, or you will be logged out after 30 minutes of inactivity

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.