Deactivating a Course in CurricUNET

A Step by Step Guide

If the course you wish to deactivate is part of the requirements for a degree or certificate, the course must be removed from the program in CurricUNET before the course can be deactivated. To check whether a course needs to be removed from a program, follow Steps 1 and 2 below and click on the Course Impact (CI) icon (Ci) next to the course you wish to deactivate.

This will take you to the Proposal Impact page, which lists all programs from which the course must be removed before it can be deactivated.

1. **Login to CurricUNET.**

2. **Click Courses under the Build area in the navigation menu on the left side of the CurricUNET home page.**

3. **Click on Modify Active Course, listed under Courses.**
4. Enter the **Course Number**, and choose the **Department** from the drop-down menu.

5. Click the Copy Course icon (_Copy Course_ icon) next to the course you wish to deactivate.

6. Select **Course Deactivation** as the **Proposal Type** on the **Course Review Proposal** page. Click **Next**.

   - If everything is correct, click **OK**.

7. Wait for the course copy to be created.

8. Click on the green **Audit** button.
9. Click on the **My Approvals** link.

![My Approvals](image)

10. Select **Originator** role and click **Next**.

![My Approvals](image)

11. Locate and select your course and click **Action**.

![Course: TST 999 New Test Course](image)

12. Enter a comment in the text box explaining why the course is being deactivated.

![Comments](image)

13. Select **Initiate Course Deactivation** from the **Action** drop-down menu. Click **Save**.

14. Your course has entered the approval process! Please watch your inbox for notification emails from system@governet.net. Please read the messages carefully to track the status of your course and to find if any reviewers have requested revisions on your end.

Your proposal will first go to your Dean’s CurricUNET® step. Once approved by your dean, your proposal will go to the Articulation Officer, and then ultimately to the Curriculum Committee Screening step. Screening meetings are typically held monthly on the third Monday. A Curriculum Committee member (“screener”) will contact you to discuss your proposal and work through any issues that may interfere with the course’s approval. After approved by the Curriculum Committee screener, your course will go to the Curriculum Committee meeting for approval. These meetings are typically held on the first Monday of the month. Check the [Curriculum Committee website](#) for a current calendar of meeting days, times, and locations.