

Deletion/Deactivation Proposal Guide

Definition:

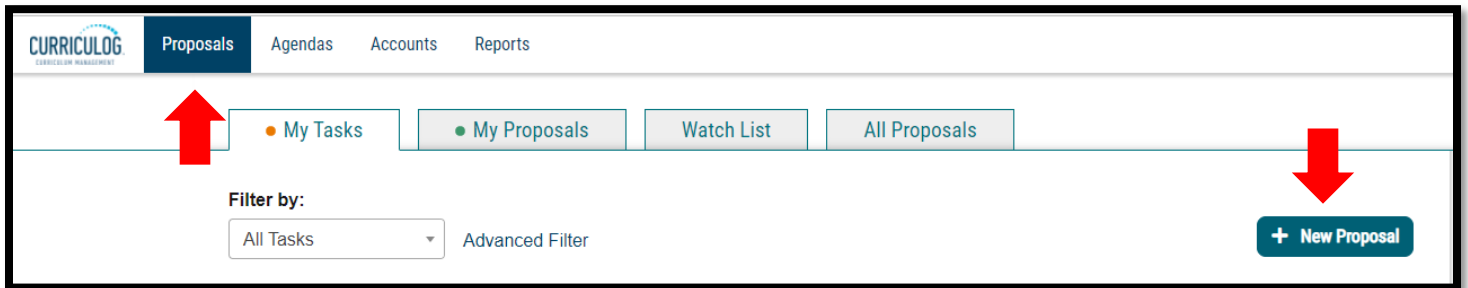
A deletion/deactivation course proposal is used for any courses that are to be permanently removed from the course offerings at Florida Poly.

Proposal Submission Requirements:

- The course syllabus must be attached to the proposal in all scenarios.
- Attaching documentation of the department review and approval process is preferred.
 - Ex. Meeting minutes or a brief overview in a comment at the department chair step.
- A separate proposal must be submitted for each impacted course and program.
 - For an example, if a course proposal impacts a program curriculum, a separate program proposal must be submitted to detail the changes.

Steps to Submit a Proposal:

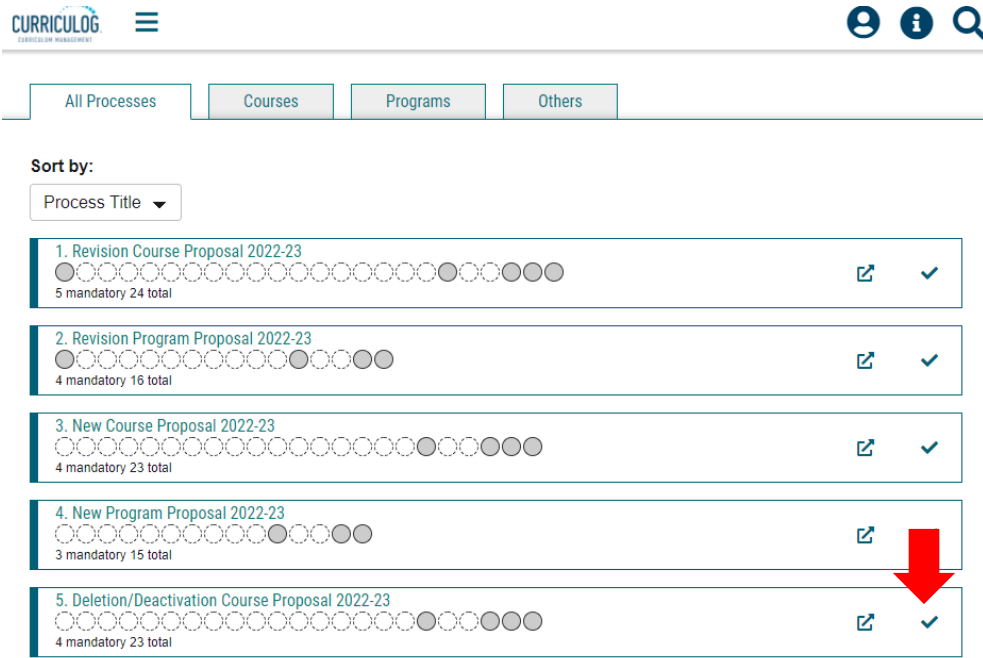
1. Log into [Curriculog](#).
2. Select *New Proposal* within the *Proposal* page.



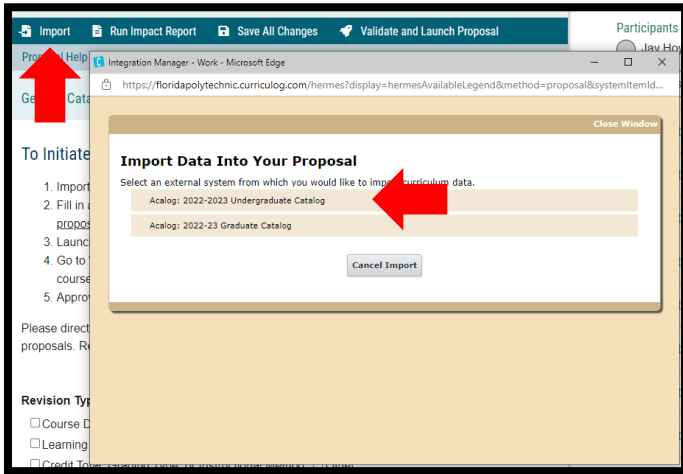
3. Select the *Deletion/Deactivation Course Proposal* Form for the appropriate catalog year and the check mark to begin.

Version: 10/28/2021

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4. Import curriculum data from the current catalog by clicking *Import* in the top left corner of the page.



5. Search for the course you wish to delete/deactivate utilizing the appropriate search criteria and select the course. Import all data that is mapped by selecting *Import this Item*.

Version: 10/28/2021

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Search 2022-2023 Undergraduate Catalog
Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses
Prefix = AMH X
Add another filter: Filter by field
Start Date: End Date: Sort Results By: Prefix Code Name
 Exclude previously imported items
Search Available Curriculum Select Another External System Cancel Import

Search Results (1 to 3 of 3)
AMH 2010 American History to 1877
AMH 2020 American History Since 1877
AMH 2930 Special Topics

General Catalog Information: Prerequisite or Co-requisite [no data]
General Catalog Information: Primary Term(s) [no data]
General Catalog Information: Year(s) Offered [no data]
General Catalog Information: Instructional Methods (Check all that apply)
General Catalog Information: Grading Type A, A-, B+, B-, C+, C, D, F
No match was found
The following option could not be imported: <p>A, A-, B+, B-, C+, C, D, F</p>
General Catalog Information: Is this course a General Education Course? Yes
General Catalog Information: Is this a Writing Intensive Course? Yes
General Catalog Information: Course Role(s) [no data]
General Catalog Information: Role Details Computer Engineering, Science & Technology Management, Data Analytics, Electrical Engineering, Mechanical Engineering, Computer Science
For Registrar Use Only 54.0102
Import This Item Return to Search Select Another External System Cancel Import

6. Fill in all blank required fields marked with an asterisk and attached the appropriate documents.
 - a. Revision Type: select “Deletion” if the course has never been offered; select “Deactivation” if the course has been offered previously.
 - b. The *Summary and Justification* section should include a brief overview of the reason for the deletion/deactivation. If the proposal impacts another separate proposal that should be noted in this space.
 - c. Since the course will be deleted/deactivated no edits are required for the imported data. Rather, the entire course will be removed from the catalog and offerings.
 - d. Run an impact report by selecting *Run Impact Report* at the top of the form. Select the catalog for the following catalog year under the Acalog category then *Generate Report*.

AMH - 2020 - American History Since 1877
1. Revision Course Proposal 2022-23
unlaunched
Import Run Impact Report Save All Changes Validate and Launch Proposal
Proposal Help
General Catalog Information

Version: 10/28/2021

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Current Maps:

Acalog

- 2020-2021 Academic Catalog
- 2021-2022 Graduate Catalog and Handbook
- 2021-2022 Undergraduate Academic Catalog and Student Handbook
- 2022-2023 Undergraduate Catalog
- 2022-23 Graduate Catalog

Curriculog

- 1. Revision Course Proposal 2022-23
- 2. Revision Program Proposal 2022-23
- 3. New Course Proposal 2022-23
- 4. New Program Proposal 2022-23
- 5. Deletion/Deactivation Course Proposal 2022-23
- 6. Deletion/Deactivation Program Proposal 2022-23
- Course Deletion 2020-2021
- Course Revision 2020-2021
- New Course Proposal 2020-2021
- New Program/Concentration Proposal 2020-2021
- Program/Concentration Revision 2020-2021

Generate Report Cancel

i. Copy and paste the report to the Impact Report section of the proposal form.

Copy & Paste the Impact Report in this Field*

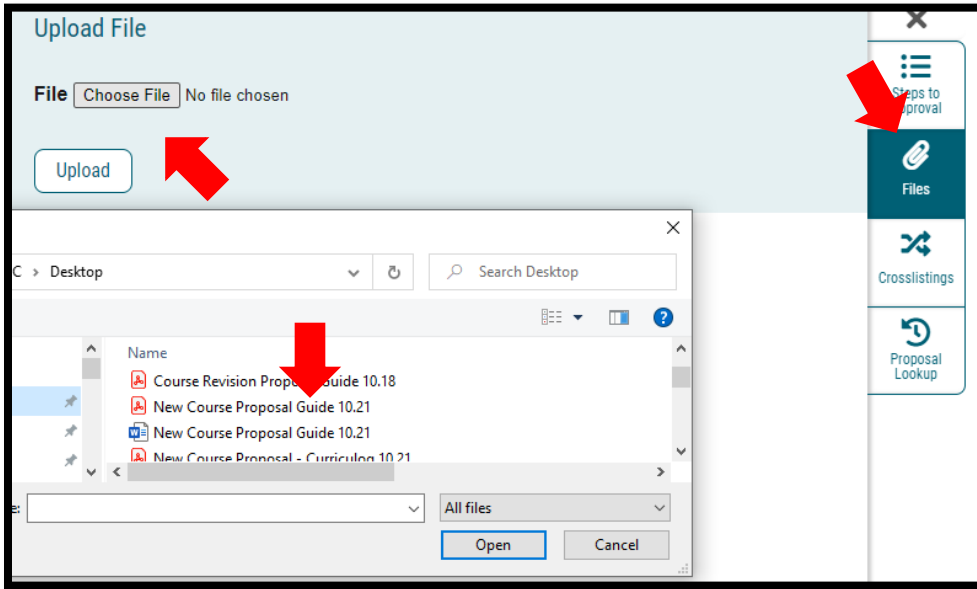
Option) (Plan of Study)
Bachelor of Science, Engineering Physics - Physics of Space Track (Plan of Study)
Bachelor of Science, Environmental Engineering (Plan of Study)
Bachelor of Science, Environmental Engineering (Program Description)
Bachelor of Science, Mechanical Engineering (Plan of Study)
Bachelor of Science, Mechanical Engineering (Program Description)
General Education Program

Run an Impact Report by clicking on "Run Impact Report" in the upper left of the proposal. This will help to identify the courses and programs affected by any change to the course. Copy and paste the report in the field below.

7. To attach the required files (ex. course syllabus), select the *Files* tab on the right side of the form. Select *Choose File*, select the file, then select *Upload*.

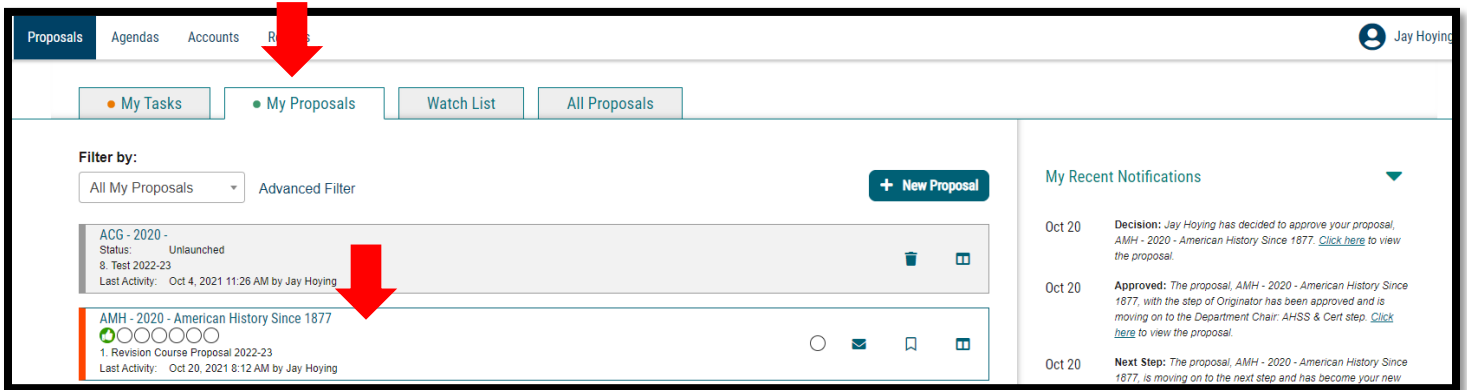
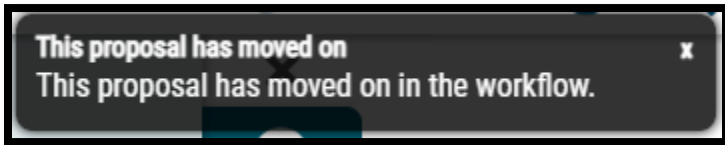
Version: 10/28/2021

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- 8. Once the new proposal is filled out and the required documents are attached, launch the proposal by clicking *Validate and Launch Proposal*.
 - a. If items are missing or in error, you will receive a message detailing the issues to correct. If there are no errors, select *Launch*.

- 9. The proposal is now fully submitted and will go through the designated workflow. The progress of the proposal can be tracked by selecting the *Workflow Status* tab on the right of the proposal. The proposal can always be found under the *My Proposals* tab in Curriculog.



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Workflow Status

Originator Approved

Participants
Jay Hoying | 10/20/2021 8:12 AM

Step Details

Department Chair: AHSS & Cert Working

Participants
Tom Dvorske
Jay Hoying

Step Details

Registrar Review Incomplete

Participants
Jay Hoying
Andrew Konapelsky
Sarah Marki

Step Details

Undergraduate CC Incomplete

Participants
Undergraduate Curriculum Committee
Andrew Konapelsky *

Discussion

Workflow Status

Signatures

Files

Decisions

Custom Route

Crosslistings

Proposal Lookup

Version: 10/28/2021

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