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## Steps

**Process** Credit Course Deactivation

**Version** 4.22.2019

**Step**

**Short Title**

**Step Type** Optional   
Required

**Level**

**Days**

**Positions** Articulation Officer

**Description**

## Process Checklist

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## Originator

   
**Level** 1.00

**Type** Required

**Days**

**Description** Originator

**Position** Originator

**Actions** 120 Pre-Launch Status:Launched

## Discipline Faculty

   
**Level** 2.00

**Type** Optional

**Days**

**Description** Discipline Review

**Position** Discipline Faculty

**Actions** 105 Reviewed Status:Launched



## Division Tech Review Chair

**Level** 2.00  
**Type** Required  
**Days** 3.00  
**Description** DTR  
**Position** Division Technical Review Chair  
**Actions** 124 Supported Status:Launched



## Articulation Officer

**Level** 3.00  
**Type** Required  
**Days** 3.00  
**Description** AO  
**Position** Articulation Officer  
**Actions** 124 Supported Status:Launched



## Curriculum Technical Review Chair

**Level** 4.00  
**Type** Required  
**Days** 3.00  
**Description** Curriculum Technical Review Chair  
**Position** Curriculum Tech Review Committee Chair  
**Actions** 124 Supported Status:Launched



## Division Dean

**Level** 4.00  
**Type** Required  
**Days** 3.00  
**Description** DD  
**Position** Division Dean  
**Actions** 124 Supported Status:Launched



## Hold for process 2

**Level** 4.50  
**Type** Required

**Days** 1.00  
**Description** Hold for processing to step 6  
**Position** Curriculum Analyst  
**Actions** 106 Launch Status:Launched



### Curriculum Committee

**Level** 6.00  
**Type** Optional  
**Days**  
**Description** CC  
**Position** Curriculum Committee Member Voting  
**Actions**



### Curriculum Committee (Non-Voting Member)

**Level** 6.00  
**Type** Optional  
**Days**  
**Description** Review by non-voting Curriculum Committee Members  
**Position** Curriculum Committee Member NonVoting  
**Actions**



### Curriculum Committee Chair

**Level** 6.00  
**Type** Required  
**Days**  
**Description** CCC  
**Position** Curriculum Committee Chair  
**Actions** 103 Approve Status:Launched



### Vice President Academic Services

**Level** 7.00  
**Type** Required  
**Days** 3.00  
**Description** VP

**Position** VP, Instruction  
**Actions** 132 Approve for Board Agenda  
 Status:Launched



### Board Approval

**Level** 7.50  
**Type** Required  
**Days**

**Description** Board approval recorded.

**Position** Curriculum Analyst  
**Actions** 103 Approve Status:Approved



### State Approval

**Level** 7.75  
**Type** Required  
**Days**

**Description** State approved recorded

**Position** Curriculum Analyst  
**Actions** 103 Approve Status:Approved



### Implementation

**Level** 8.00  
**Type** Required  
**Days**

**Description** Implementation

**Position** Curriculum Analyst  
**Actions** 121 Approved for Later  
 Implementation Status:Approved

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