Standardized Degree Information

In an effort to standardize degree information and satisfy accreditation requirements, we have developed this document to help guide you through the process.

After your information has been submitted, our office will update our academic database. The academic database enables us to provide current and consistent information on your websites and our main academic directory.

If we do not maintain your website, we will provide you with options on how to get that information on your website.

**Examples**

* Academic Degrees Landing Page: <http://www.unlv.edu/web/engineering-academic-programs>
* Specific Degree Info: <http://www.unlv.edu/web/bs-civil-engineering>

**Instructions**

* Fill out each field and send this document, along with accompanying PDFs to gail.griffin@unlv.edu with the subject line: Degree Information
	+ Please **submit an individual form for every degree** available in your unit (i.e. Master’s, Ph.D, BS, BA, Minor, etc.) If you offer 10 different degrees, you will need to submit 10 different forms.
1. **College Name**
2. **Department Name**
3. **Name of Your Degree (i.e.: Bachelor of Sciences in Civil Engineering)**
4. **Degree description**Please provide a 1-2 paragraph degree description here.
5. **Learning Objectives**Please describe objectives in a bulleted list
6. **Degree worksheets (PDF format)**
	1. Please provide the degree worksheets that you have for this specific degree and name them as such:
		1. 2012-14-DegreeWorksheet-TypeName.pdf (i.e.2012-14 DegreeWorksheet-BSCivilEngineering)
		2. 2010-12-DegreeWorksheet-TypeName.pdf
		3. 2008-10-DegreeWorksheet-TypeName.pdf
		4. 2006-08-DegreeWorksheet-TypeName.pdf
7. **4-5 Year Plans of Study (PDF format)**
	1. Please provide the 4-5 year plans for this degree. And list accordingly:
		1. 2012-14-Plan-TypeName.pdf (i.e. 2012-14-Plan-BSCivilEngineering.pdf)
		2. 2010-12-Plan-TypeName.pdf
		3. 2008-10-Plan-TypeName.pdf
		4. 2006-08-Plan-TypeName.pdf
8. **Courses**
	1. To be determined.
9. **Careers**Please provide a word doc or a pdf named **Careers-DegreeName** (i.e. Careers-CivilEngineering) outlining the different career options