Adding a New Degree

When submitting a degree request through the Add/Update Degree Form, you're submitting a new degree to the Degrees Directory. The Degrees Directory, which is separate from the official university catalog, is a database of academic information that allows us to provide current and consistent information throughout our Academics site and other UNLV websites.

In an effort to standardize degree information and satisfy accreditation requirements, the following checklists will provide what is required before submitting a degree request. It is recommended to print this out and use it to organize your items.

Graduate/Certificate

When submitting degree requests for graduate degrees or certificates, be sure to have the following:

- **Official name of degree as approved by Graduate College and Board of Regents**
- **Description**
  - Please provide a 1-2 paragraph degree description.
- **Learning Outcomes**
  - Please describe outcomes in a bulleted list.
  - Make sure they have been approved by the Office of Academic Assessment.
    - Please have the approval email available, you will need to attach it when submitting the Degree Request Form.
- **Career Information**
  - Please describe career possibilities for the degree.
- **Coordinator**
- **Handbook**
  - If none available, work with Graduate college to get one created.
- **Representative Syllabi (5 required)**
  - Provide five syllabi to represent the courses students will take throughout the program.
    - Please include at least one introductory course, and one capstone course
    - Include the course title and number in the file name.
    - Delete faculty contact information.
    - Please ensure the Academic Year Memo of syllabi content is current and correct on each syllabi. The information is here: [https://www.unlv.edu/about/policies/current-policies](https://www.unlv.edu/about/policies/current-policies) in the Executive Vice President and Provost section.

Minimum Required

At the very minimum, the following items are required to add the new degree to the Degrees Directory:

- Name of degree
- Description
- Learning Objectives
- Representative Syllabi (5 required)
Undergraduate
When submitting degree requests for undergraduate degrees, be sure to have the following:

- **Official name of degree as approved by Faculty Senate and Board of Regents**
- **Description**
  - Please provide a 1-2 paragraph degree description.
- **Learning Outcomes**
  - Please describe outcomes in a bulleted list.
  - Make sure they have been approved by the Office of Academic Assessment.
    - Please have the approval email available, you will need to attach it when submitting the Degree Request Form.
- **Career Information**
  - Please describe career possibilities for the degree.
- **Degree Worksheets**
  Degree worksheets contain information on what courses are required in order to graduate from the program.
  - Please provide up to six years of degree worksheets including the upcoming year for this degree.
- **Plans of Study**
  An academic plan of study provides a student and their advisor with a road map to help the student graduate in a timely manner.
  - Please provide up to six years of plans of study for this degree.
- **Representative Syllabi (5 required)**
  - Provide five syllabi to represent the courses students will take throughout the program.
    - Please include at least one introductory course, and one capstone course
    - Include the course title and number in the file name.
    - Delete faculty contact information.
    - Please ensure the Academic Year Memo of Syllabi Content is current on each syllabi. That information is here: https://www.unlv.edu/about/policies/current-policies in the Executive Vice President and Provost section.
- **Advising Syllabi**

**Minimum Required**
At the very minimum, the following items are required to add the new degree to the Degrees Directory:

- Name of degree
- Description
- Learning Objectives
- Representative Syllabi (5 required)