

## Updating a Degree or Certificate

This document explains how to use the Add/Update Degree Form to submit an update to an existing degree or certificate in the Degrees Directory. The Degrees Directory is a database of academic information that provides current and consistent information throughout UNLV's academics site and other UNLV websites.

In an effort to standardize degree information and satisfy accreditation requirements, the following checklist provides the information required in order to submit a change request. Consider printing this or using it electronically as a checklist.

If an incorrect file is attached, override it by submitting another file. To do this, click on the same "Upload file" button you used to upload the incorrect file, and select the correct file.

### Undergraduate

Information related to the following items will be populated directly from the catalog: degree requirements, total credits and notes.

When submitting change requests for undergraduate degrees, be sure to have the following:

- **Official name as approved** by the Board of Regents for degrees or certificates of 30 or more credits; Faculty Senate Curriculum Committee approval for minors, certificates under 30 credits, minors, tracks, subplans, concentrations
- **URL of degree to be updated**
- **Description of work that needs to be done**
  - Provide date of approval by the appropriate entity above.
  - Prepare additional files that need to be uploaded in order for the request to be completed.
  - If more than 5 files need to be attached, please compress them all into a single compressed file (zip).
  - 5 representative syllabi are required on the page. Ensure the 5 syllabi:
    - Include at least one introductory course, and one capstone course.
    - Include the course title and number in the file name.
    - Delete faculty name and contact information.
    - Ensure each syllabus complies with the *Academic Year Memo, Syllabi Content* and is current at the time of submission. The current *Syllabi Content* is here: <https://www.unlv.edu/about/policies/current-policies> in the Executive Vice President & Provost section

### Graduate

Information related to the following items will be populated directly from the catalog: plan description, plan admissions requirements, plan requirements, course requirements, degree requirements, and graduation requirements.

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

- **Official name as approved** by the Board of Regents for degrees or certificates of 30 or more credits; Graduate College Programs Committee for certificates under 30 credits, tracks, subplans, concentrations.

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  - Prepare additional files that need to be uploaded in order for the request to be completed.
  - If more than 5 files need to be attached, please compress them all into a single compressed file (zip).
  - 5 representative syllabi are required on the page. Ensure the 5 syllabi:
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