CHECKLIST FOR CHANGING A PROGRAM

Use this checklist if you would like to change an existing program. Note: Course Change, Create, and Delete forms need to be submitted in conjunction with a program change. Program changes such as name and structure change need to go through the VPAA program process. Please review the process at http://provost.unlv.edu/vpaa/acadprop.html for more information.

☐ Completed the VPAA program proposal process if required.
☐ Entered contact name address, email, and department in the Program Course Create Form.
☐ Discussed with the Curriculum Team and/or entered the correct effective term for the semester and the catalog year the change should become effective.
☐ Entered the data in Section III that applied to my program. Made sure that all program credit hours and totals were accurate.
☐ Provided the old catalog text by cutting and pasting from the UNLV electronic catalog for the program. Also provided the new catalog text for the Curriculum Team.
☐ Received all three required signatures.
☐ Included any Course Create, Change, and/or Delete forms if necessary.
☐ Submitted to the Curriculum Team.
☐ Attend the Faculty Senate Meeting when the program is up for review.

Once approved by the FSCC, you will receive notice from the Curriculum Team when the program has been entered in the catalog and degree audit systems.