Program Change Guide

To propose a change to an existing program, a Program Change Form is required. This is available as a Word document that can be completed on the computer. On this form, you must complete the following steps:

**Note:** Requests to change a program name should be reviewed at the preproposal stage by the vice provost for Academic Affairs, then by the FSCCC. (See [http://provost.unlv.edu/acadprop.html](http://provost.unlv.edu/acadprop.html) for more information concerning the process.)

**Step 1.** Enter the contact name, department/college, and email address in the Routing Information field.

<table>
<thead>
<tr>
<th>I. Routing Information</th>
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<tbody>
<tr>
<td>Where should this be sent following review?</td>
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<tr>
<td>Contact's e-mail address:</td>
</tr>
</tbody>
</table>

**Step 2.** Enter the effective date for the semester that the program should start and the catalog year the program should become effective.

<table>
<thead>
<tr>
<th>II. Effective Date</th>
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<tbody>
<tr>
<td>Semester change should become effective:</td>
</tr>
<tr>
<td>Catalog year change becomes effective:</td>
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**Note:** Please check with curriculum@unlv.edu regarding dates and deadlines.

**Step 3.** In the Program Information field, enter the college, department/school/major if the program is a Bachelor of Arts or a Bachelor of Science. Justification for the program change is also required.

In the Program Change box, please indicate if you are changing the program name, how students are admitted to the program, if the change is to the college core, or how they meet the major requirements for the program.

Under the Program Credit Hours box, indicate changes in credits for the different sections listed. It is the department’s responsibility to make certain all hours and totals are accurate.

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**Tip:** When you see the little gray “yes” or “no” boxes in any of the curriculum forms, double-click inside the desired box. The check-box form will pop up and allow you to check the desired box.
Step 4. Copy and paste from the electronic catalog or the PDFs located in the Printing and Saving section of the electronic catalog.

Note: Highlighting or marking changes in the new catalog text helps the Curriculum Team indicate where the changes are located in the catalog text.

Step 5. In the Endorsement/Approvals field, the submitter is responsible for obtaining all three signatures under the College Approval field. All signatures are required before sending the proposals to curriculum@unlv.edu. Please make sure all the “yes” or “no” boxes are checked and the date the signatories signed the form is filled out. The Curriculum Team is responsible for obtaining the remaining signatures in the Endorsement/Approvals field.

Note: If the form is missing any of the signatures, the Curriculum Team will not forward the proposal to the Undergraduate Curriculum Committee for review.

Step 6. Please cut and paste the new catalog text.

Note: If the form is missing the catalog text, the Curriculum Team will not forward the proposal to the Undergraduate Curriculum Committee for review.

When your proposal is complete, email the proposal to curriculum@unlv.edu. After the packet has been reviewed, you will be notified if additional information is required. All proposals must be complete before they will be included on the FSCC agenda. If approved by the FSCC, the Curriculum Team will enter your course in SIS and in the correct catalog. The Curriculum Team will email screen shots for your approval along with the completed request form with all the signatures for your records.

Note: When saving the file to send to the Curriculum Team, please use the following format: program name followed by “CH” and the year (e.g., XXXXch).