Create New X Course

To propose a BRAND NEW X course, an X Course Proposal 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:** X courses are not entered in the catalog. If you require your course in the catalog you will need to fill out a new course form.

**Step 1** – Enter Course prefix and number. The course number should have an X designating the course an X course per UNLV curriculum standards.

To choose a course number, check the course catalog on MyUNLV or the online catalog. Also, common course numbering guidelines must be followed when creating a new undergraduate course. For information on choosing a course number/title, access the CCN database (see below).

**Step 2** – Enter the Contact name, email, department/college, and justification for the x course.

To whom should we address comments/questions?  
Contact’s e-mail address:  
Your Department Prefix:  Your college:  
Justification for X-Course:  

**Step 3** – In the Course Information Field, enter the Prefix and Number¹. Indicate if this is an Educational Outreach Course, Indicate if the course has been used before², Title, Abbreviated title (25 Character including spaces), number of credits, Prerequisites (Indicate “No” if none are required), repeatability, grading system, course description, Indicate if the course will be able to fulfill a program or elective.

¹To choose a course number, check the course catalog on MyUNLV or the online catalog. Also, common course numbering guidelines must be followed when creating a new undergraduate course. For information on choosing a course number/title, access the CCN database (see below).

²An X course can only be taught two consecutive semesters. After two consecutive semesters, Course Create paperwork will need to be submitted for UCC approval.

**Tip:** When you see the little grey 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.
Note: Please check with Curriculum Team regarding dates and deadlines.

Step 4 – Enter scheduling information. Be sure to indicate when the class should be offered.

Step 5 – List any comments/details that can help the Curriculum Team create your course.

Step 6 – 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 the Curriculum Team. Please make sure all the yes or no boxes are checked and the date the signatories signed the form.

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.

Click here for the New X Course form. (Please have it link to the new Curriculum Team Forms area)