

Graduate Degree/Certificate Name Change in Curriculog

A step-by-step guide

Before initiating the Curriculog proposal for a degree/certificate name change, please contact the [Office of the Senior Vice Provost for Academic Affairs \(SVPAA\)](#) to review their requirements, and receive their initial approval, or “green light,” for initiation of the Curriculog proposal process.

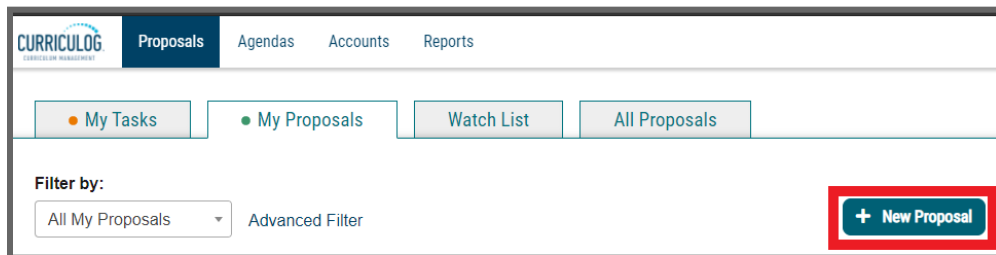
STEP 1: Curriculog Login

1.1 Access: <https://unlv.curriculog.com/>

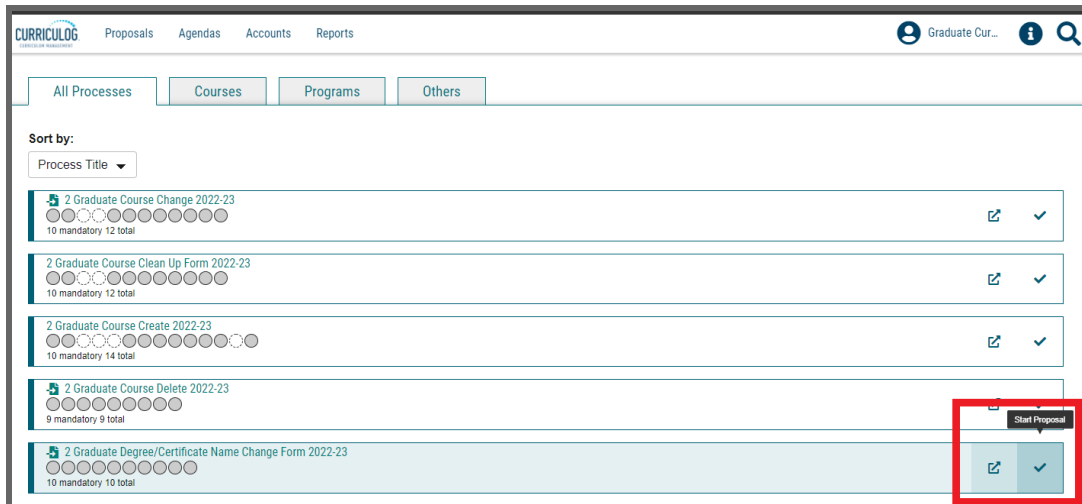
1.2 Login using your UNLV ACE account. (see <https://www.it.unlv.edu/ace>)

STEP 2: Select the “Degree/Certificate Name Change” form

2.1 Click on “New Proposal” under the “My Proposals” tab at the top left:



2.2 Click on the checkmark “Start Proposal” icon on the Graduate Degree/Certificate Name Change form row:



This form begins with importing the current information from the working graduate catalog. You will see the **search window** roll out to the right after clicking on “start proposal.” Using the fields in the search window, search and select the program you will change and click build proposal to begin.

STEP 3: Complete all Items in Sections I and II of the form, and launch the form

In general, the form is self-explanatory and clear about what is requested. In this guide we will review selected items that may generate questions or have further technical steps.

3.1 Attachments - uploading documents into the form: To upload documents into the form, please follow these 3 steps:

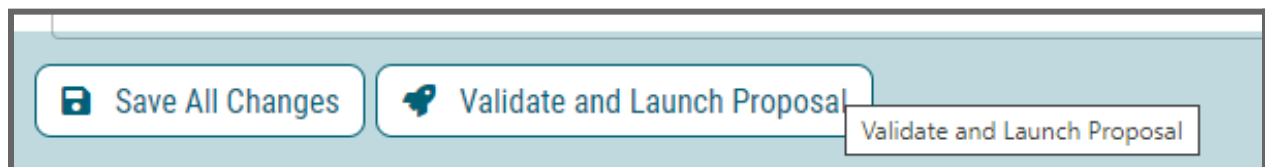
01. Click on the “attach a file” icon at the right of this form.
02. Click on “Choose File”
03. Click on “Upload”



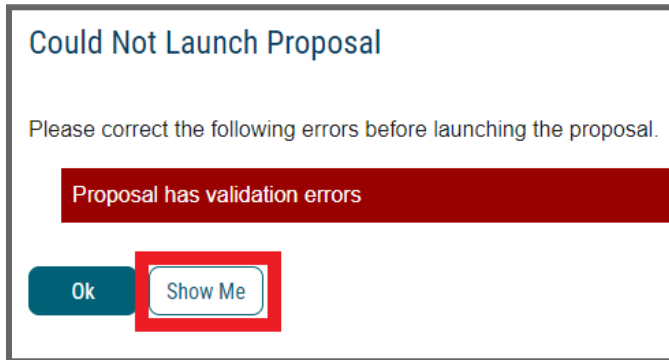
3.2 Required Additional Documents: Please attach required documents (available at the [Office of the Senior Vice Provost for Academic Affairs \(SVPAA\)](#) website) by navigating to the “attach a file” icon at the right of this form.

- Graduate Academic Program, Degree, Major, or Primary Field of Study Name Change Coversheet.
- NSHE Academic Program Change form.

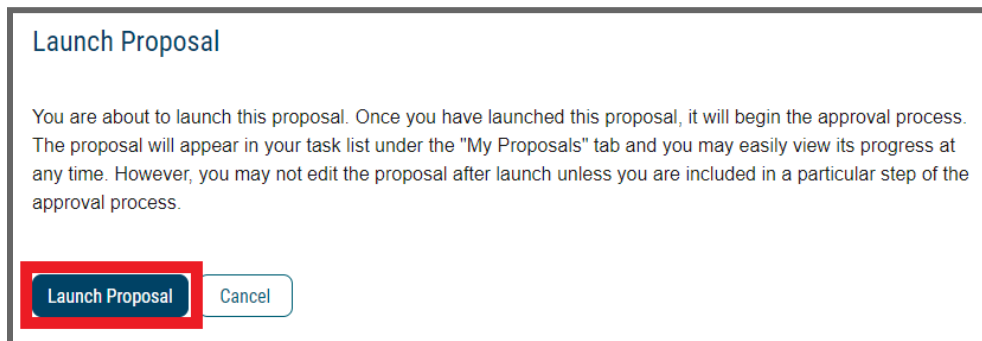
3.3 Launch the form: Click on the “Validate and Launch” button at the very bottom to launch the form.



3.3.1 If an ERROR message comes up, please click “show me” and fill all the red fields of the form.

A screenshot of a dialog box titled "Could Not Launch Proposal". Below the title, it says "Please correct the following errors before launching the proposal." There is a red horizontal bar with the text "Proposal has validation errors". At the bottom, there are two buttons: "Ok" and "Show Me". The "Show Me" button is highlighted with a red rectangular border.

3.3.2 If you have filled the entire form correctly, you will see the “Launch Proposal” option come up. Click on “Launch Proposal” to launch.

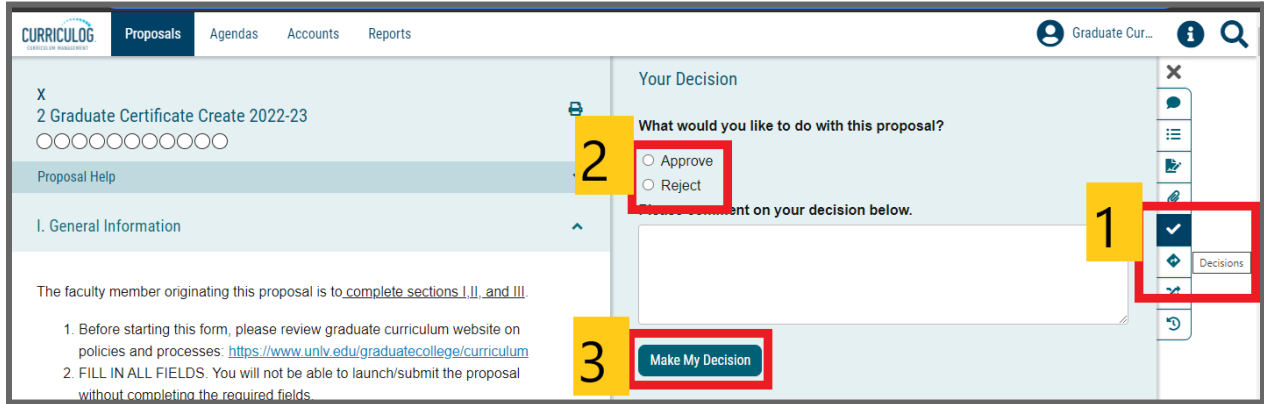
A screenshot of a dialog box titled "Launch Proposal". Below the title, it says "You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the 'My Proposals' tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process." At the bottom, there are two buttons: "Launch Proposal" and "Cancel". The "Launch Proposal" button is highlighted with a red rectangular border.

STEP 4: READY TO SUBMIT?

After completing this form, please follow these steps:

1. Finish the launch of your proposal by clicking the decisions icon  located to the right of the form. This will display a new decision/approval field on the top right.
2. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.
3. Please note that it is your responsibility as the proposer to see that the proposal is reviewed and receives all necessary approvals. Please be encouraged to reach out to reviewers on each step, if necessary.

4. You can check the status of the proposal by clicking on the workflow status icon  to verify that the proposal has gone to the next step.
5. The workflow status icon  will also show you the current step of the proposal at any given time, and who are the reviewers at that step.



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Proposal Help

I. General Information

The faculty member originating this proposal is to complete sections I, II, and III.

1. Before starting this form, please review graduate curriculum website on policies and processes: <https://www.unlv.edu/graduatecollege/curriculum>
2. FILL IN ALL FIELDS. You will not be able to launch/submit the proposal without completing the required fields.

Your Decision

What would you like to do with this proposal?

☐ Approve
☐ Reject

Make a comment on your decision below.

Make My Decision

Decisions

Additional Information, including committee meeting dates, university resources, and general guidelines available at: <https://www.unlv.edu/graduatecollege/curriculum>

QUESTIONS? Contact gradcurriculum@unlv.edu