

Graduate Program Change Proposal in Curriculog

A step-by-step guide

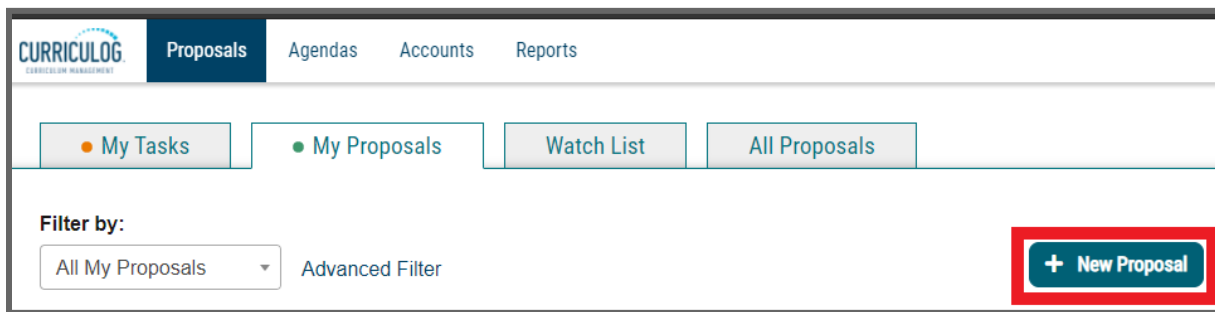
STEP 1: Curriculog Login

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

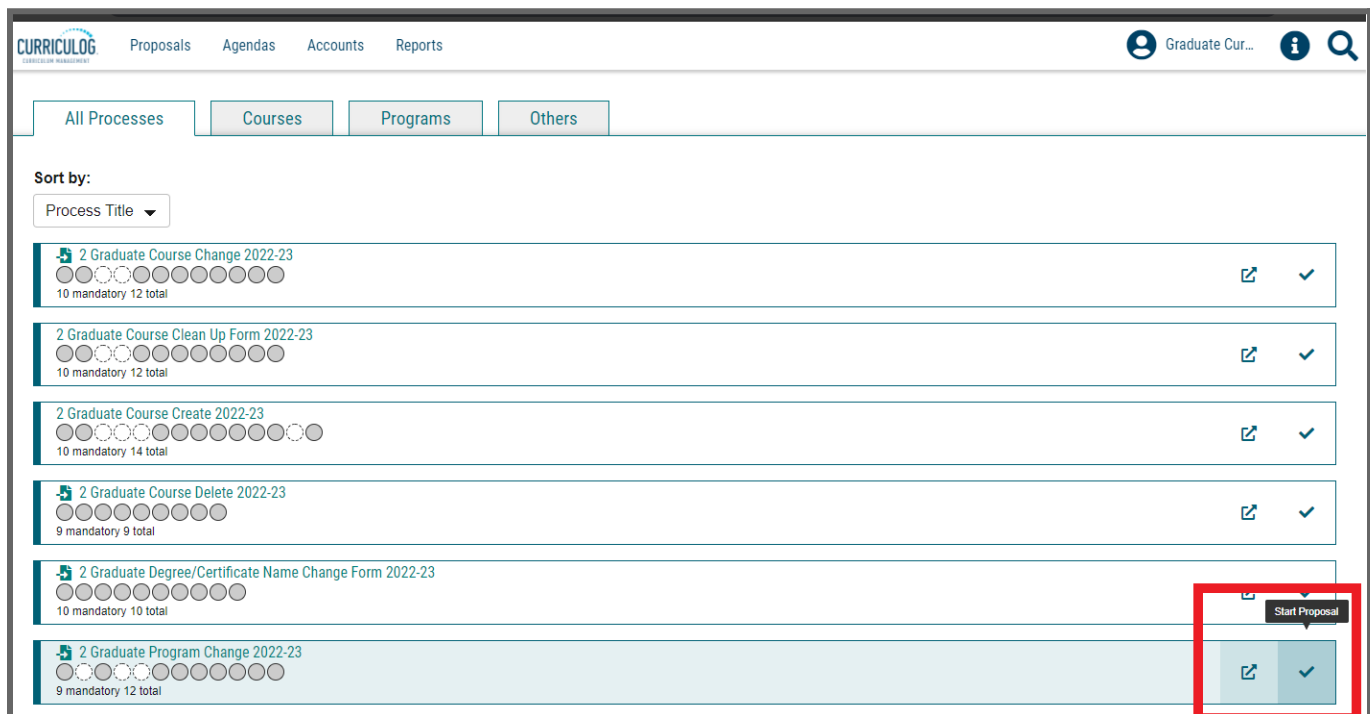
1.2 Login using your UNLV ACE account. (see <https://www.it.unlv.edu/ace>)

STEP 2: Select the “Graduate Program 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 Program 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, except for the schema section, 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 the form.
02. Click on “Choose File”
03. Click on “Upload”

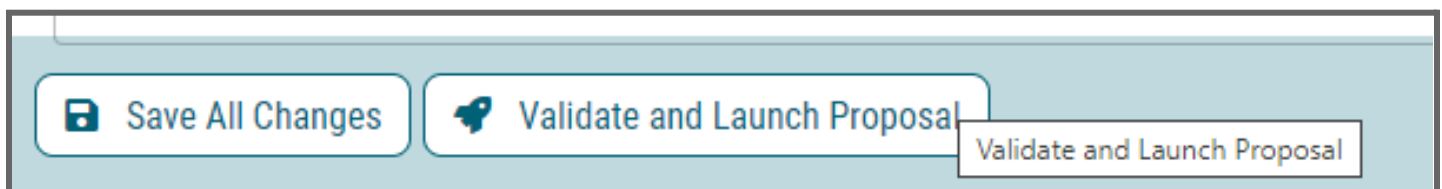


3.2 Required Additional Documents (if changing to 100% online): Please attach required documents by navigating to the “attach a file” icon at the right of the form. Information and forms available at the [Office of the Senior Vice Provost for Academic Affairs \(SVPAA\)](#) website.

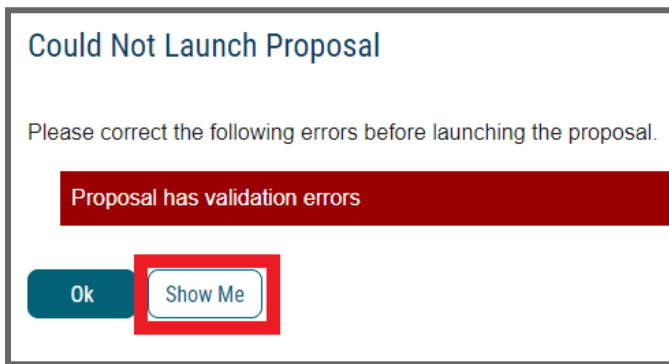
If changing to 100% online delivery, please attach the following:

- Assessment Plan - A new assessment plan will be required when adding an exclusively online mode of delivery to a degree and it must be approved by the [Office of Academic Assessment](#), assessment@unlv.edu,
- Dean's memo of support
- Teach Out Plan for students currently active in the program (available at the [Office of the Senior Vice Provost for Academic Affairs \(SVPAA\)](#) website).

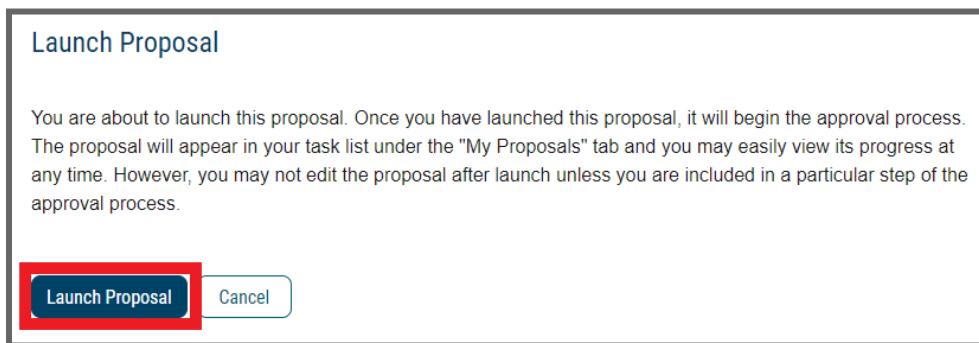
3.3 Launch the form: Skip the schema section and complete all fields on the form. Once all but the schema section is completed, click on the “Validate and Launch” button at the very bottom to launch the form.



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



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.



After the proposal is successfully launched, you can complete the SCHEMA SECTION of the form.

STEP 4: SCHEMA SECTION:

Please edit the schema section after launching the proposal. To launch, please complete all other fields of this form and click "validate and launch" at the bottom. If an error message pops up, please click "show me" and fill in all red (missing) fields in the form and click "validate and launch" again until successfully launched. (see screenshots above)

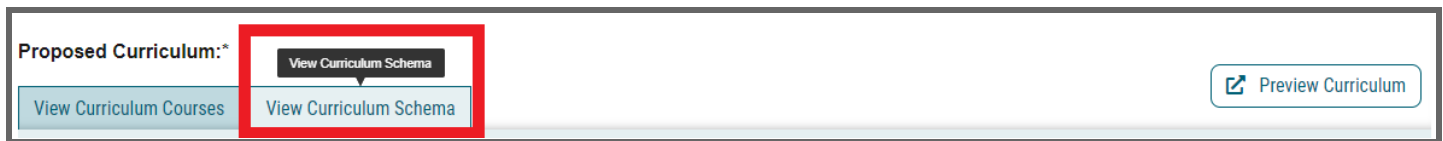
In this SCHEMA section, please use the instructions below to create the graduate catalog display of program requirements: descriptions, admissions, courses, degree completion, graduation, etc.

Please note that the new graduate catalog will display the exact information that you edit in this section.

INSTRUCTIONS:

Prior to following the steps below, please open in parallel a structurally similar program from the graduate catalog as a reference ([UNLV Graduate Catalog](#)). You will use this reference to review the sections of a program plan, and have direction on expected content.

1. Click on the “View Curriculum Schema” icon at the bottom of the “Schema Section.”

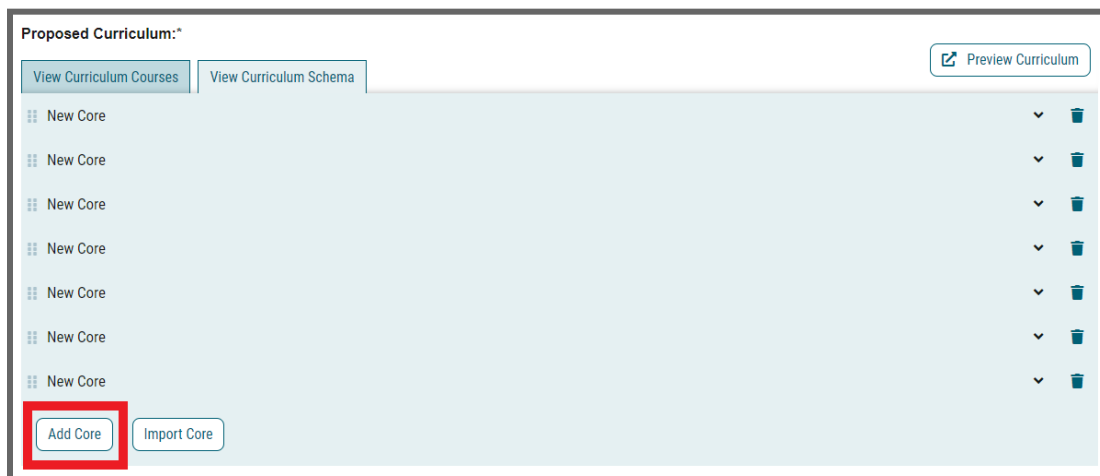


2. If you are only adjusting existing content, click on the respective Core you would like to edit, then make your edits and click on "Save" as you go. If you are deleting a subplan or courses, simply delete the respective Cores or courses and adjust the descriptive content accordingly.

If you are adding new subplans and/or adding or substituting courses, please see the steps below:

Prior to following the steps below, please open in parallel a structurally similar program from the graduate catalog as a reference ([UNLV Graduate Catalog](#)). You will use this reference to review the sections of a program plan, and have direction on expected content.

3. Click "Add Core" to create blank "Cores." You will be able to add and remove Cores later as well, so at this time please don't worry too much about the final number.



4. Click on each Core and rename them as follows, clicking on "Save" as you go:

- Subplan (number) Requirements: (name) (e.g. *Subplan 3 Requirements: Non-Thesis*)
- Course Requirements
- Course section x (please create as many as your plan of study requires)
- Degree Requirements
- Graduation Requirements

View Curriculum Courses

View Curriculum Schema

Preview Curriculum

Plan Description

Plan Admission Requirements

Plan Requirements

Title

Plan Requirements

Description

Total Credits Required: 12

Save

Cancel

Courses

No Courses

Add Courses

Add Custom Text

Course Requirements

Course section 1

Course section 2

5. Drag the cores sideways by clicking and holding the icon at the left of each core. Create a hierarchy within the “Subplan Requirements” section (Subplan Requirements > Course Requirements > Course sections), as the following example:

Subplan 2 Requirements: Post-Master's - Clinical Psychology

Course Requirements

Clinical Foundation Courses – Credits: 21

Practicum – Credits: 18

6. **Fill in all the content except for the “Course Sections”** by clicking on each core, adding the content, and clicking on “Save” as you go. If you do not know what to write into each section, please navigate through the UNLV graduate catalog for inspiration and guidance ([UNLV Graduate Catalog](#)). You can copy and paste content into these sections:

Subplan 2 Requirements: Post-Master's - Clinical Psychology

Course Requirements

Clinical Foundation Courses – Credits: 21

Practicum – Credits: 18

Title

Practicum – Credits: 18

Description

Complete 18 credits of practicum in spring and fall semesters of the, second, third, and fourth years of study.

Courses

PSY - 767 - Practicum	1-3
-----------------------	-----

Add Courses Add Custom Text

STEP 5: COURSE SECTIONS: After completing all other sections, complete the course section(s) by:

- Review the number of "Course Sections" you need. Course sections are unique to each program. Some programs have more sections than others. The criteria for the division in sections is generally based on either:
 - Content area (e.g. "Research Methods," "Topic-X related courses," ...)
 - Type of requirement (e.g. Required or Elective Courses, "Culminating Experience,"...)
 - Timeline offered, when cohort-based (e.g. "Fall Year 1," "Spring Year 2,"...)
 - You may suggest any structure if you have a strong rationale for it, and the technical review team will assist in case any adjustments may be necessary.
 - All degrees/programs must have a minimum common set of required courses. Programs typically have 6-9 credits of set required courses.
 - Subplans, if any, will typically have the same amount of credits unless students being admitted would have a reason to take more/less credits (e.g. prior studies, post- Bach., post-Master's,...).
- After reviewing how many sections you need, add or remove "Course Section" cores as necessary, and rename all course sections. If you add more cores, drag them into position in the same way you dragged them previously. To delete, simply click the "trash" icon on the right side

of the core being deleted (please note that all sub-cores are deleted if contained within a higher Core that is being deleted).. **Course sections are named as follows: "Name - Credits: x"**

- c. Add a description to each course section with instructions about how the credits must be taken (see image below) and click on "Save" as you go:

Proposed Curriculum:*

[View Curriculum Courses](#) [View Curriculum Schema](#) [Preview Curriculum](#)

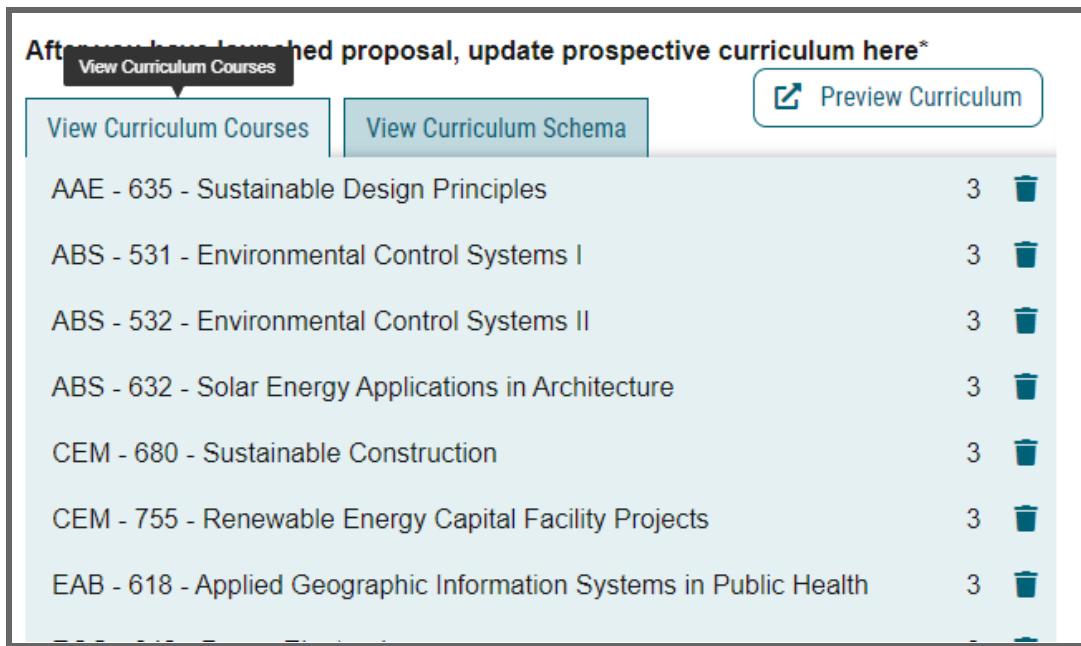
- Plan Description
- Plan Admission Requirements
- Plan Requirements
- Course Requirements
 - Required Courses - Credits: 9
 - Title**
Required Courses - Credits: 9
 - Description**
Add here instructions about how the credits are taken, and any other necessary instruction, e.g.
 - "Complete 9 credits by completing all of the following courses:"
 - "Complete 6 credits of course-x, and 3 credits of course-y."
 - "Complete 9 credits of advisor approved courses:"

[Save](#) [Cancel](#)

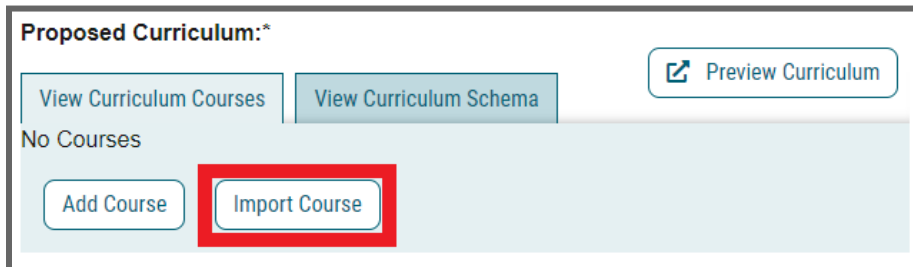
STEP 6: IMPORTING and ADDING COURSES

Courses must be first imported into the form before you can add them into each course section. To import courses:

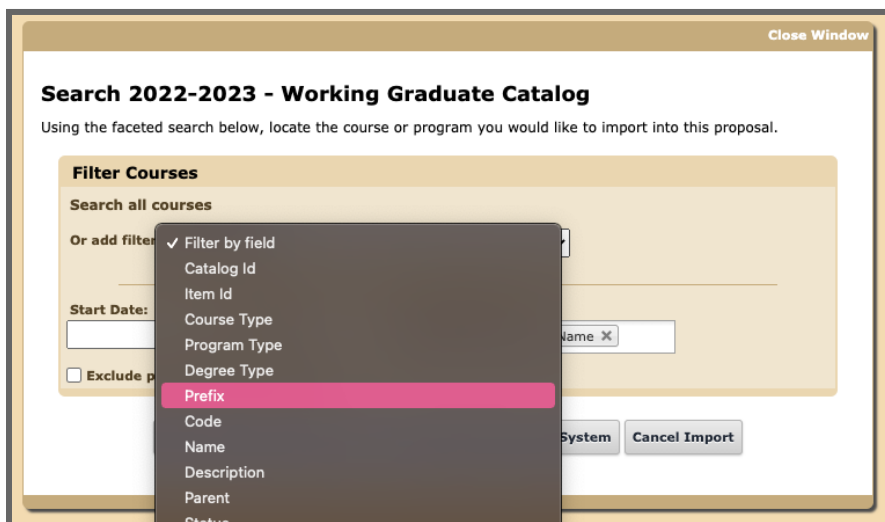
1. Click on the "View Curriculum Courses" tab at the top of the schema window:



- Click on the "Import Course" button at the bottom of the "View Curriculum Courses" window:



- Click on the available import catalog (only one will be available), and on the import window, select "filter by prefix":



- (1) Search for your desired course prefix; (2) then click "search available curriculum; (3) then click on all courses that will be imported:

Close Window

Search 2022-2023 - Working Graduate Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

1
Prefix = EPY
X

Add another filter
Filter by field

Start Date:
End Date:
Sort Results By:
Prefix X
Code X
Name X

☐ Exclude previously imported items

2
Search Available Curriculum
Select Another External System
Cancel Import

Search Results (1 to 20 of 59)

EPY 690 Introduction to the Learning Sciences	←	3
EPY 699 Special Topics		
EPY 700 Special Problems: EPY (<i>Inactive-Hidden</i>)	←	
EPY 701 Proseminar in Educational Psychology		
EPY 702 Research Methods	←	
EPY 703 Teachers as Producers and Consumers of Educational Research	←	
EPY 707 Adolescent Development		

5. Add courses to proposal by clicking, at the very bottom, on the “Add Courses to Proposal” button:

Selected Courses

EPY 690 Introduction to the Learning Sciences
EPY 700 Special Problems: EPY (<i>Inactive-Hidden</i>)
EPY 702 Research Methods
EPY 703 Teachers as Producers and Consumers of Educational Research

Add Courses to Proposal
Select Another External System
Cancel Import

Repeat this process as often as you need until all courses are added to the proposal.

You will see all added courses within the “View Curriculum Courses” view:

After you have finished your proposal, update prospective curriculum here*

[View Curriculum Courses](#) [View Curriculum Schema](#) [Preview Curriculum](#)

AAE - 635 - Sustainable Design Principles	3	
ABS - 531 - Environmental Control Systems I	3	
ABS - 532 - Environmental Control Systems II	3	
ABS - 632 - Solar Energy Applications in Architecture	3	
CEM - 680 - Sustainable Construction	3	
CEM - 755 - Renewable Energy Capital Facility Projects	3	
EAB - 618 - Applied Geographic Information Systems in Public Health	3	

6. Add the courses into their respective course section, as follows:

Proposed Curriculum:

- Plan Description
- Plan Admission Requirements
- Plan Requirements
- Course Requirements
- 1** Required Courses - Credits: 9
- Title
- Required Courses - Credits: 9
- Description
- Courses
- No Courses
- 2** Add Courses
- Elective Courses - Credits 3
- Certificate Completion Requirements
- Add Core Import Core

Choose courses to add

EPY - 690 - Introduction to the Learning Sciences	3
EPY - 700 - Special Problems: EPY (Inactive-Hidden)	1 - 6
3 EPY - 702 - Research Methods	3
EPY - 703 - Teachers as Producers and Consumers of Educational Research	3

4 Add Course Cancel

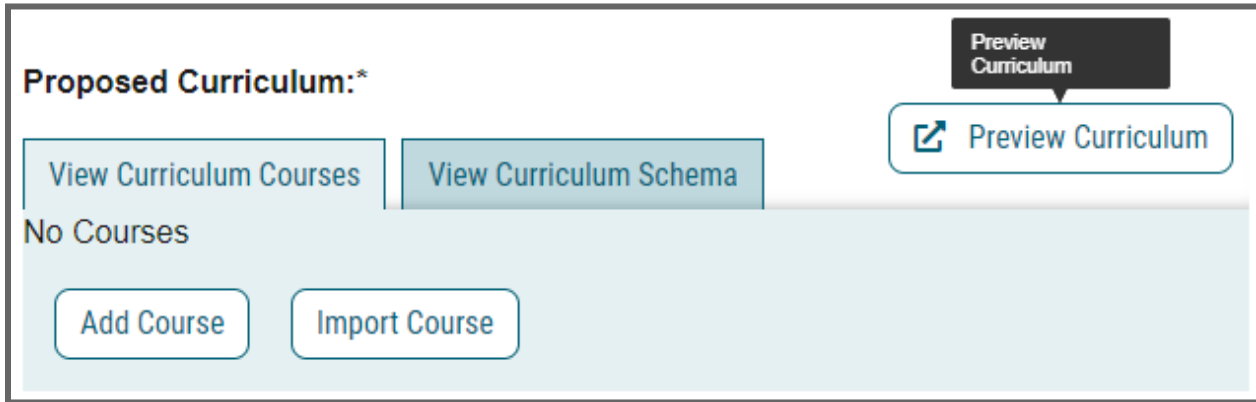
7. For courses that do not exist yet at the time of this proposal: Add the courses into the description box of the respective course section in the following way: "PREFIX - NUMBER - Course name, (credits)."

STEP 7: REVIEW the Final Structure of the Schema:

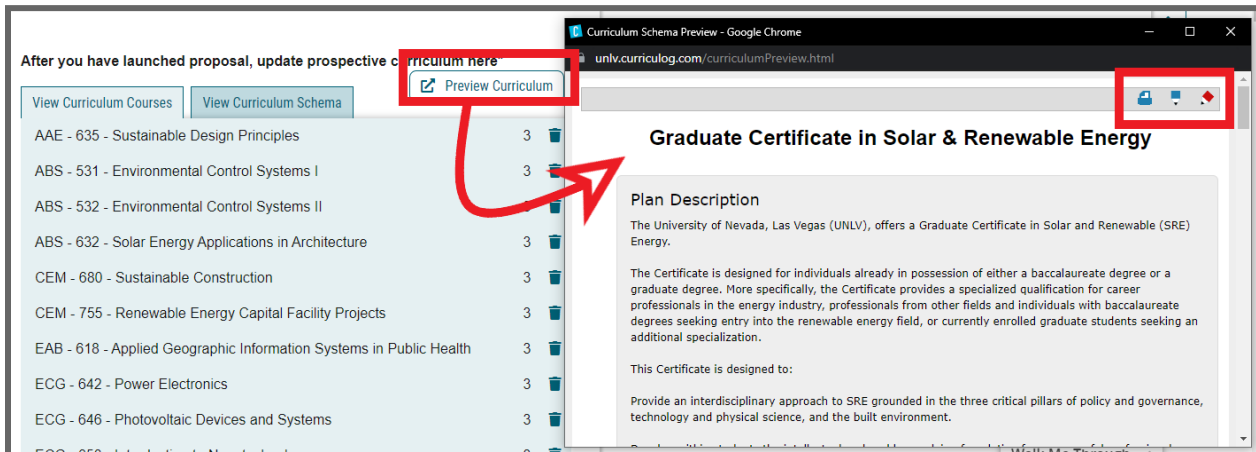
At this point you should be ready to go. All the fields in the form are filled, all necessary attachments are uploaded. You have contacted all of the offices involved.

For a final review of the schema (catalog display/plan of study), please follow these steps:

1. Click on the "Preview Curriculum" tab at the top of the schema section window:



2. The preview curriculum button will open a pop-up preview of the schema. On the top right of the schema preview you can select to print (or save in .pdf), have a clean view (blue pencil), or have a view of the markup/changes (red pencil):

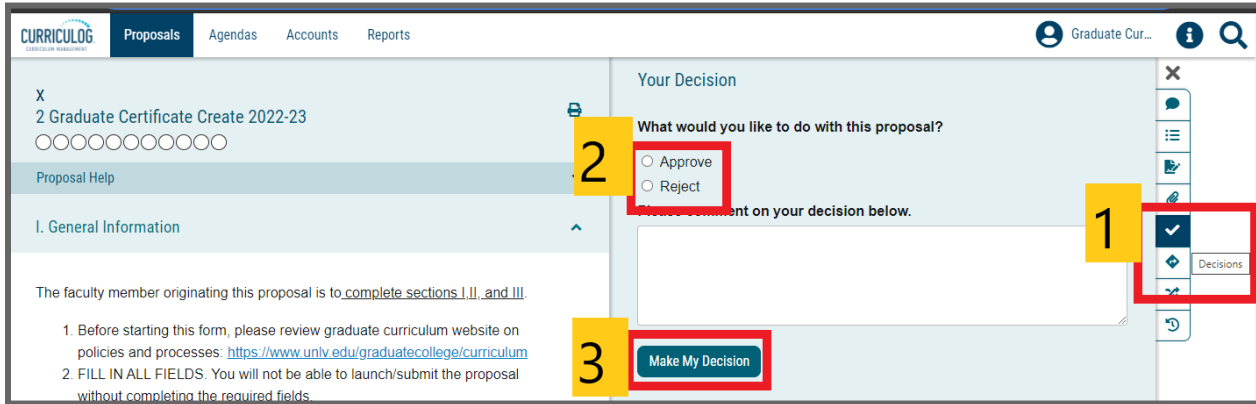


STEP 8: READY TO SUBMIT?

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.



CURRICULOG CURRICULUM MANAGEMENT

Proposals Agendas Accounts Reports

Graduate Cur...

X
2 Graduate Certificate Create 2022-23
○○○○○○○○○○○

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.

1 **2** **3**

Decisions

Make My Decision

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

QUESTIONS? Contact gradcurriculum@unlv.edu