

Graduate Program Creation Proposal in Curriculog

A step-by-step guide

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

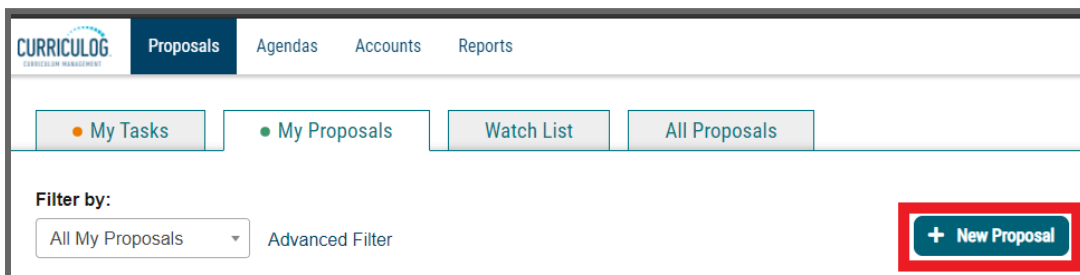
STEP 1: Curriculog Login

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 “Graduate Program Create” 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 Create form row:

The screenshot shows the CURRICULOG web application. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The main content area has tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. A 'Sort by:' dropdown is set to 'Process Title'. A list of processes is displayed, each with a title, progress indicator (circles), and a 'Start Proposal' button. The last item, '2 Graduate Program Create 2022-23', is highlighted in blue and has a red box around its 'Start Proposal' button. A 'Walk Me Through' button is also visible at the bottom right.

STEP 3: Complete all Items in Sections I, II and III 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 CIP code: This code classifies the program in terms of its content, and serves as an identifier and qualifier for different processes, mainly at the administrative level. You can browse the NCES CIP Database here: <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55> Please note that the proposed code will be reviewed by the graduate curriculum team and the Registrar, and if a potentially better code is found, it will be suggested to you along the process. If you are unsure of the CIP code you can leave this item blank on the form, and graduate curriculum will contact you with suggestions.

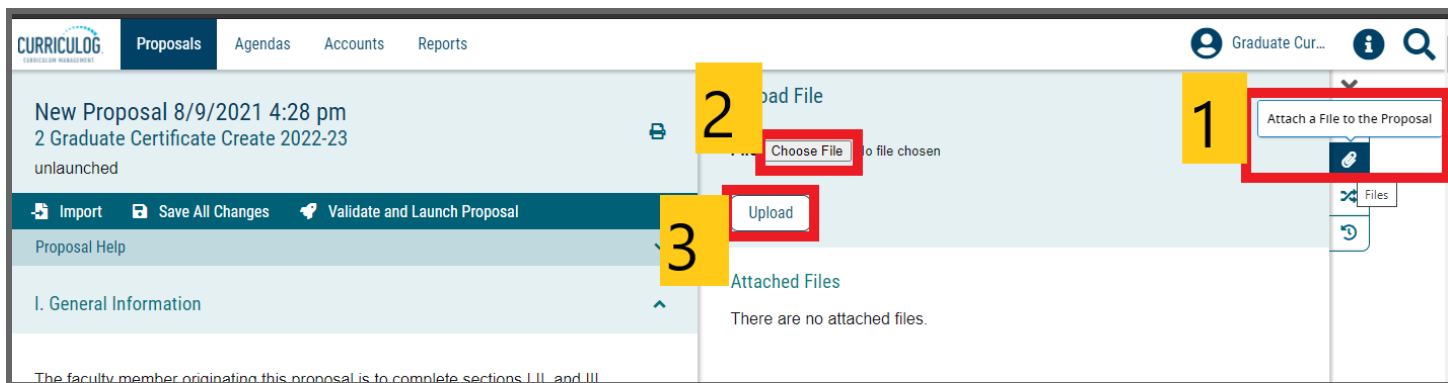
3.2 Office of Online Education: Programs that are 100% online must contact the Office of Online Education (<https://www.unlv.edu/provost/online-education>).

3.3 Financial Aid: In order to determine whether this proposed program is eligible for financial aid, please contact the Financial Aid & Scholarships Office (<https://www.unlv.edu/finaid>).

3.4 Office of Educational Compliance: Programs that lead to professional licensure or certification must contact the Office of Educational Compliance (<https://www.unlv.edu/provost/ed-compliance>).

3.5 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"

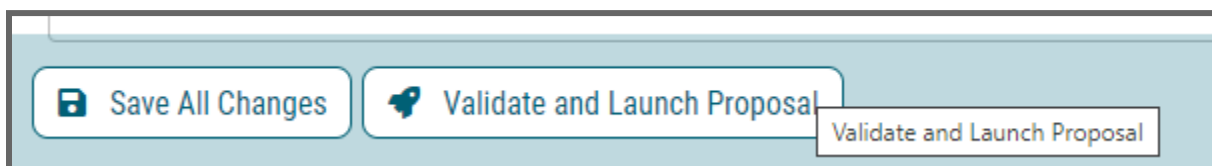


3.6 Differential Tuition Fees: If this program has differential tuition fees, please attach the approved differential fee proposal form by navigating to the “attach a file” icon at the right of this form. Information and forms available at the [Office of the Senior Vice Provost for Academic Affairs \(SVPAA\)](#) website.

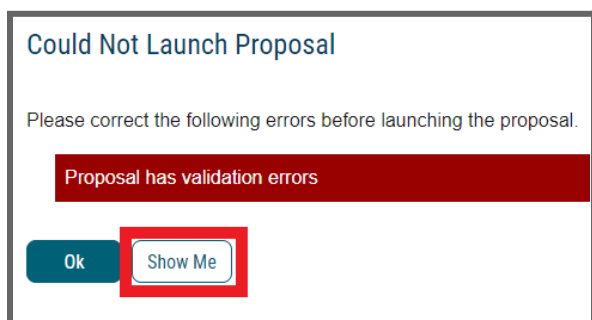
3.7 Required Additional Documents: Please attach required documents by navigating to the “attach a file” icon at the right of this form. Information and forms available at the [Office of the Senior Vice Provost for Academic Affairs \(SVPAA\)](#).

- Dean’s Memo – Identifies strengths and weaknesses and shows the priority of this program within your College’s strategic plan.
- Letters of Support: At least 2 letters of support from the Chair/Director of the academic unit and/or external entities.
 - *Each letter must verify that the proposed program has received faculty approval through the appropriate governance procedures, as well as the existence of necessary resources to support the program as presented in the proposal.*
- NSHE New Academic Degree Proposal form – Available from [Office of the Senior Vice Provost for Academic Affairs \(SVPAA\)](#).
- New Program Budget Projection - Available from [Office of the Senior Vice Provost for Academic Affairs \(SVPAA\)](#).
- Sample Degree Program (schema section of this form).
- Course Carousel
- Program Assessment Plan: Three Year Academic Assessment Plan – Available from the [UNLV Office of Academic Assessment](#)
- Two (2) Representative Course Syllabi (must meet UNLV accessibility standards).
- Approved UNLV New Program Pre-Proposal form - Available from the [Office of the Senior Vice Provost for Academic Affairs \(SVPAA\)](#).
- Graduate Assistant Plan (*No template available; Please describe the plan*).
- Recruitment, Retention, Progression, and Completion (R2PC) Plan (*No template available; Please describe the plan*). Describe how R2PC happens and if you have any specific needs.
- Differential Fees Proposal form, if applicable.

3.8 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.



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



Could Not Launch Proposal

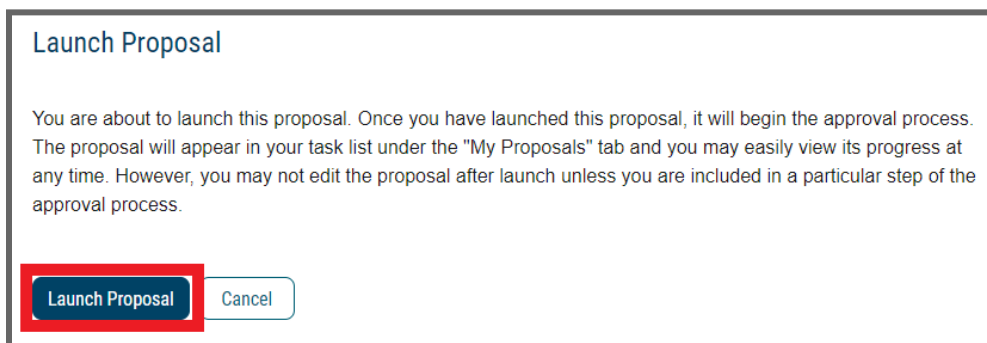
Please correct the following errors before launching the proposal.

Proposal has validation errors

Ok Show Me

This screenshot shows a dialog box titled "Could Not Launch Proposal". It contains a message asking the user to correct errors before launching. A red banner indicates "Proposal has validation errors". At the bottom, there are two buttons: "Ok" and "Show Me". The "Show Me" button is highlighted with a red rectangle.

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



Launch Proposal

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.

Launch Proposal Cancel

This screenshot shows a dialog box titled "Launch Proposal". It contains a message informing the user that the proposal is about to be launched and will begin the approval process. At the bottom, there are two buttons: "Launch Proposal" and "Cancel". The "Launch Proposal" button is highlighted with a red rectangle.

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.

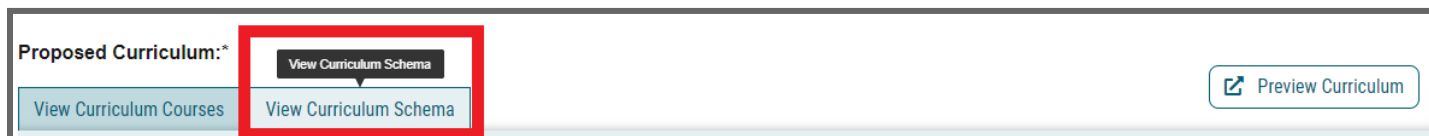
In this section, please use the instructions below to create the graduate catalog display of program requirements: descriptions, admissions, courses, degree completion, graduation, etc.

Please note that the new graduate catalog will display the exact information that you create 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.”



Proposed Curriculum:*

View Curriculum Courses View Curriculum Schema View Curriculum Schema

Preview Curriculum

This screenshot shows the bottom of the "Schema Section". It features a section titled "Proposed Curriculum:*" with three buttons: "View Curriculum Courses", "View Curriculum Schema", and "View Curriculum Schema". The "View Curriculum Schema" button is highlighted with a red rectangle. To the right, there is a button labeled "Preview Curriculum".

2. 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.

Proposed Curriculum:*

View Curriculum Courses

View Curriculum Schema

Preview Curriculum

New Core

New Core

New Core

New Core

New Core

New Core

New Core

Add Core

Import Core

3. Click on each Core and rename them as follows, clicking on “Save” as you go:

- Plan Description
- Plan Admission Requirements
- Plan Requirements (include in description the total credits)
- Course Requirements
- Course section x (please create as many as your plan of study requires)
- Degree Requirements
- Graduation Requirements

The screenshot shows the 'View Curriculum Courses' tab. At the top right is a 'Preview Curriculum' button. Below the tabs, a list of curriculum items is shown: 'Plan Description', 'Plan Admission Requirements', and 'Plan Requirements'. The 'Plan Requirements' item is expanded, showing a 'Title' field with the text 'Plan Requirements' and a 'Description' field with the text 'Total Credits Required: 12'. Below these fields are 'Save' and 'Cancel' buttons. Under the 'Courses' section, it says 'No Courses' and has 'Add Courses' and 'Add Custom Text' buttons. At the bottom, 'Course Requirements' is expanded, showing 'Course section 1' and 'Course section 2'. Each item has a dropdown arrow and a trash icon on the right.

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

This screenshot shows the same interface as the previous one, but with a hierarchy created. Red arrows indicate that 'Course Requirements', 'Course section 1', and 'Course section 2' have been dragged to the left of the 'Plan Requirements' item, creating a nested structure. The 'Plan Requirements' item remains expanded, and the 'Course Requirements' item is now indented under it. The 'Course section 1' and 'Course section 2' items are also indented under 'Course Requirements'. Each item still has a dropdown arrow and a trash icon on the right.

5. **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:

The screenshot shows a web interface titled "Proposed Curriculum:*". At the top right is a "Preview Curriculum" button with an external link icon. Below the title are two tabs: "View Curriculum Courses" (active) and "View Curriculum Schema". The main content area is for the "Plan Description" section, which includes a "Title" field with the text "Plan Description" and a "Description" text area with the placeholder text "...in this section I am describing details relevant to potential new applicants...". Below these fields are "Save" and "Cancel" buttons. Underneath is a "Courses" section showing "No Courses" and two buttons: "Add Courses" and "Add Custom Text". At the bottom of the form are three expandable sections: "Plan Admission Requirements", "Plan Requirements", and "Course Requirements", each with a downward arrow and a trash icon.

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

- a. 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:
 - i. Content area (e.g. “Research Methods,” “Topic-X related courses,” ...)
 - ii. Type of requirement (e.g. Required or Elective Courses, “Culminating Experience,”...)
 - iii. Timeline offered, when cohort-based (e.g. “Fall Year 1,” “Spring Year 2,”...)
 - iv. 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.
 - v. All degrees/programs must have a minimum common set of required courses. Programs typically have 6-9 credits of set required courses.

- vi. 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).
- b. 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:"

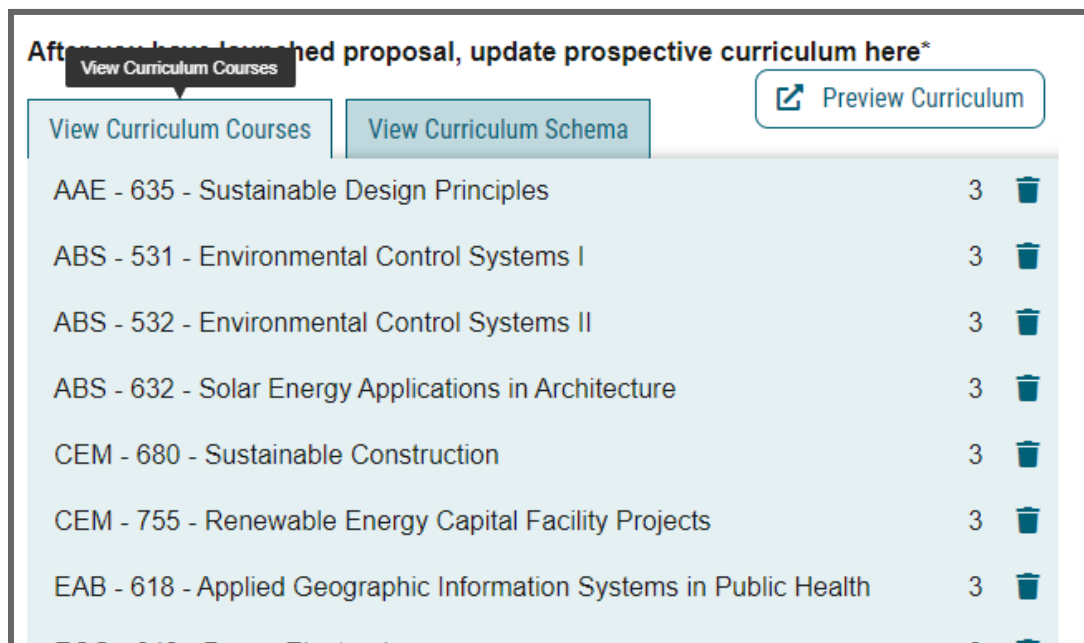
Save

Cancel

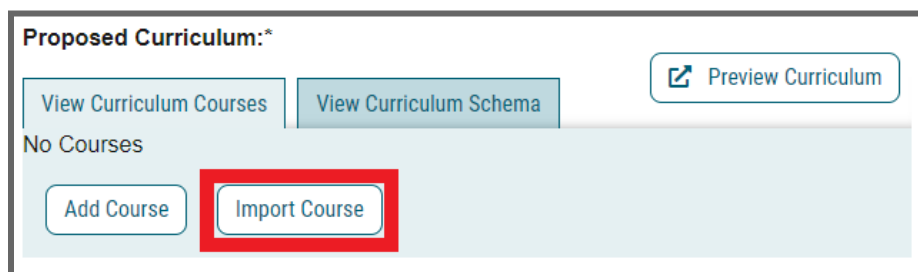
STEP 6: IMPORTING and ADDING COURSES

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

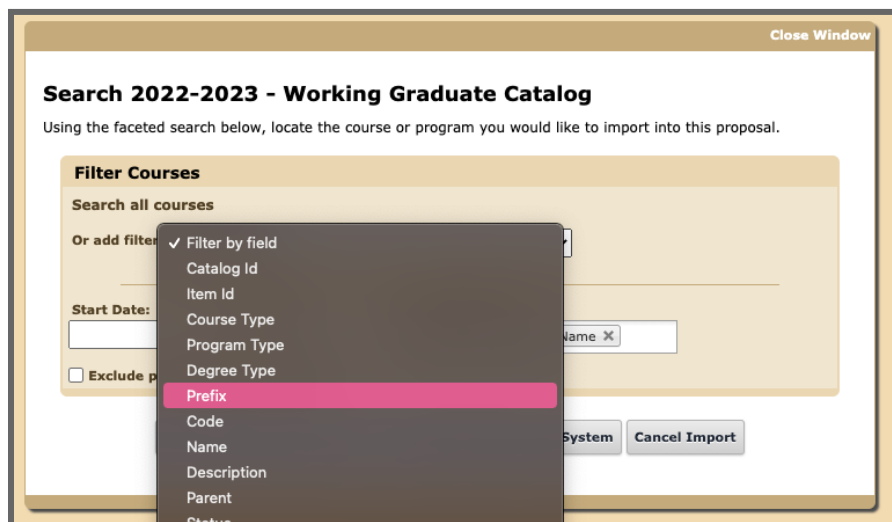
1. Click on the “View Curriculum Courses” tab at the top of the schema window:



2. Click on the “Import Course” button at the bottom of the “View Curriculum Courses” window:



3. Click on the available import catalog (only one will be available), and on the import window, select “filter by prefix”:



4. (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 launched 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

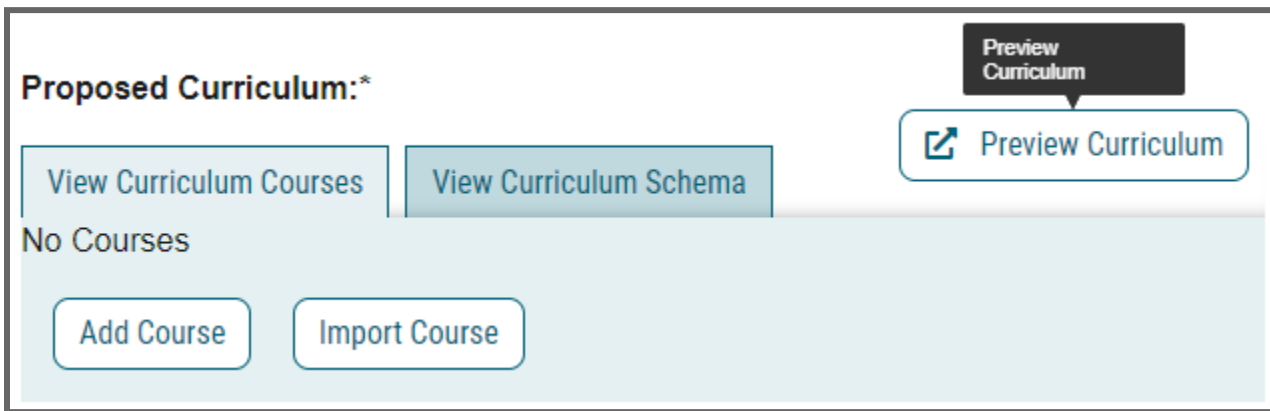
- For courses that do not exist yet at the time of this proposal: Add the courses into the description box of the respective course section in the following way: "PREFIX - NUMBER - Course name, (credits)."

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.

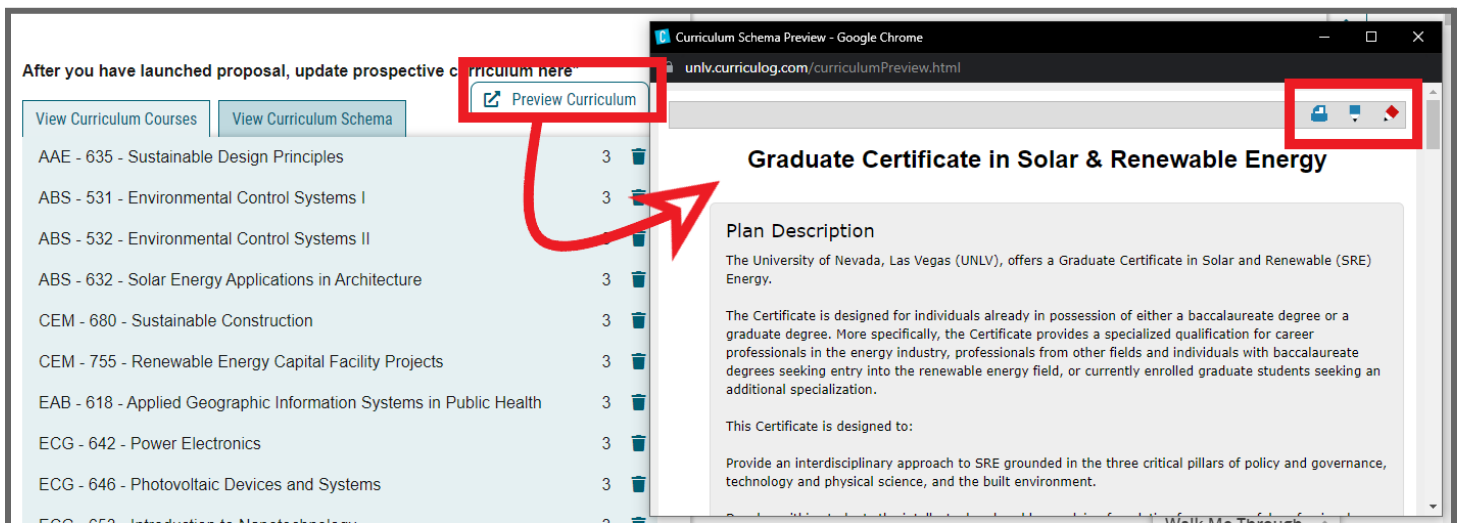
For a final review of the schema (catalog display/plan of study), please follow these steps:

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



The screenshot shows the 'Proposed Curriculum' section of the curriculum log system. It features a header with 'Proposed Curriculum:*' and a 'Preview Curriculum' button with a pencil icon. Below this are two tabs: 'View Curriculum Courses' and 'View Curriculum Schema'. The 'View Curriculum Courses' tab is active, showing 'No Courses' and two buttons: 'Add Course' and 'Import Course'. A callout box points to the 'Preview Curriculum' button.

- 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):



The screenshot shows the 'Curriculum Schema Preview' window. On the left, there is a list of courses with their IDs and names, and a 'Preview Curriculum' button. A red arrow points from the button to the right. On the right, there is a detailed plan description for the 'Graduate Certificate in Solar & Renewable Energy'. The plan description includes a 'Plan Description' section and a 'This Certificate is designed to:' section. A red box highlights the top right corner of the preview window, showing icons for print, save, clean view, and markup/changes.

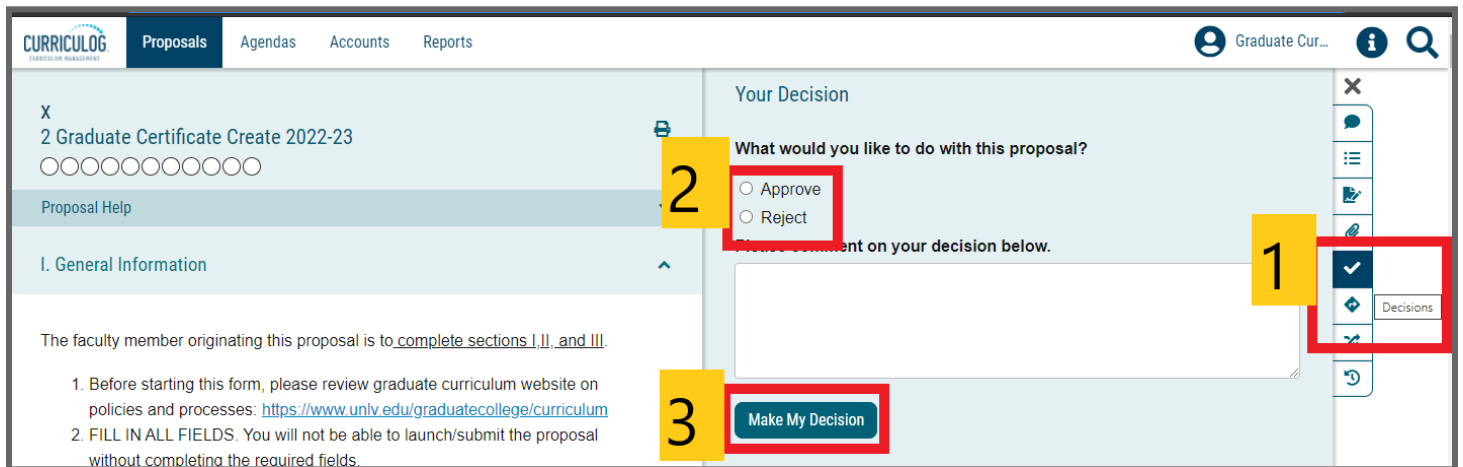
STEP 8: READY TO SUBMIT?

After completing this form, please follow these steps:

- 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.
- 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.



The screenshot displays the CURRICULOG web application interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The main content area is titled 'Your Decision' and contains a form for reviewing a proposal. The proposal title is '2 Graduate Certificate Create 2022-23'. The form includes a section for 'What would you like to do with this proposal?' with radio buttons for 'Approve' and 'Reject'. Below this is a text area for 'Please comment on your decision below.' and a 'Make My Decision' button. A sidebar on the right contains a 'Decisions' section with a checkmark icon. Three yellow callout boxes with numbers 1, 2, and 3 are overlaid on the interface. Callout 1 points to the 'Decisions' sidebar. Callout 2 points to the 'Approve' and 'Reject' radio buttons. Callout 3 points to the 'Make My Decision' button.

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

QUESTIONS? Contact gradcurriculum@unlv.edu