1. Click New Proposal from any tab on the Proposal menu

A. If you select a form you can see a summary of the process steps in the fly out menu to the right
2. Select the Graduate Program Change form and click the check mark to begin the proposal

3. Click the radio button to Change a Program or Shared Core
   A. Click the 📖 in the upper right corner to turn on the Help text
B. Scroll to the top and Import the program you would like to change directly from the catalog

i. You will need to complete your proposal with the CURRENT information first, you will NOT include your proposed changes at this time
ii. The import tool will open another window where you can search the current catalog

1. You should always select the Working Graduate Catalog
2. Add a filter field
3. Type in the name and search the available curriculum

4. Select the Program you are proposing to change from the list
5. All of the information in the catalog will appear. Leave all of the boxes checked so that the import tool copies everything available into your proposal.

6. Click Import This Item
   a. You will have to click the  in the upper right corner to turn on the help text back on after the import.
iii. You will see the Import tool completed the General Information section of your Proposal

Note: wording may have been adjusted in new forms.

C. Select the changes you would like to make to the Program
D. Summarize your changes and provide rational for each one

Provide a brief summary of proposed changes*

Summarize your changes

Provide a rationale for each proposed change*

Help: This is only an explanation of proposed changes. Program changes are made below.

Normal -  

Explain why.
E. The Curriculum from the program was also imported

Do not make any changes to any information until the proposal has been launched in Step 4.

i. Reminder: you are not making changes yet. Once you Launch the proposal you will make the changes so they are tracked
F. Check the box to acknowledge that the Department is responsible for maintaining accurate and updated program information on the UNLV Degrees Directory.

The Degrees Directory provides current and consistent degree information. Submission of this form indicates acknowledgment and understanding that every department is responsible for creating and maintaining accurate and updated program information on the UNLV Degrees Directory.

If the changes included on this form impact the program handbook, attach the updated handbook before submitting this form. If you need a Word version of the most recent handbook, please email GradCurriculum@unlv.edu.

- **Check this box to acknowledge the above statement.**
- **Changes will be applicable to:**
  - Current students
  - New students
  - Both current and new students
- **If applicable to current students, changes are:**
  - Mandatory
  - Optional
- **Effective Date:**
  - Select an option
  - Fall 2019
  - Fall 2020
  - Fall 2021
  - Fall 2022
  - Fall 2023
  - Spring 2019
  - Spring 2020
  - Spring 2021
  - Spring 2022

i. You must also determine if the changes will affect current students, new students or both, if those changes will be optional or mandatory and when the effective date for these changes will be.
4. Save your changes so that you can launch your proposal and track your proposed changes.

5. Launch Your Proposal.
i. This will save the current course information so when you add in the changes, they will be tracked. Tracking is crucial for the remaining approval steps.

ii. If participants in the approval process (Department Chairs, Deans, etc) are missing you will receive an error
   1. Contact GradCurriculum@unlv.edu if you see this error

iii. If you missed any of the required fields you will see a message telling you to correct the errors

   i. Correct the errors, click save and then you can re-launch your proposal.
6. When the proposal is complete you will confirm that you want to launch

![Launch Proposal](image)

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]

7. Now you will type the proposed changes directly into the proposal
   A. Click the Curriculum Schema button to make your changes

![View Curriculum Schema](image)
B. You can expand the headings to add/remove/change the Program

i. Once you have made all of your changes you can move your proposal forward for a decision
   1. This will track the changes and attach your name and timestamp so that future reviewers can see them clearly

8. Scroll to the top and click the Decision icon in the Proposal Toolbox
A. Select your decision and make any comments

i. Click Make My Decision to move the proposal to the next step
ii. Once the proposal moves to the next step you can check the status by clicking on the status icon in the Proposal Toolbox.