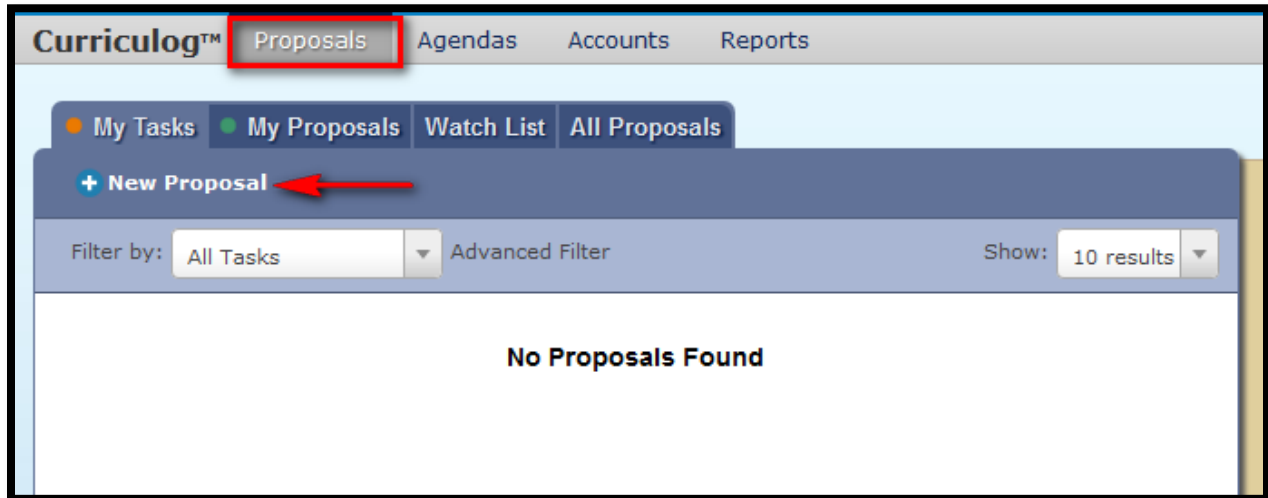


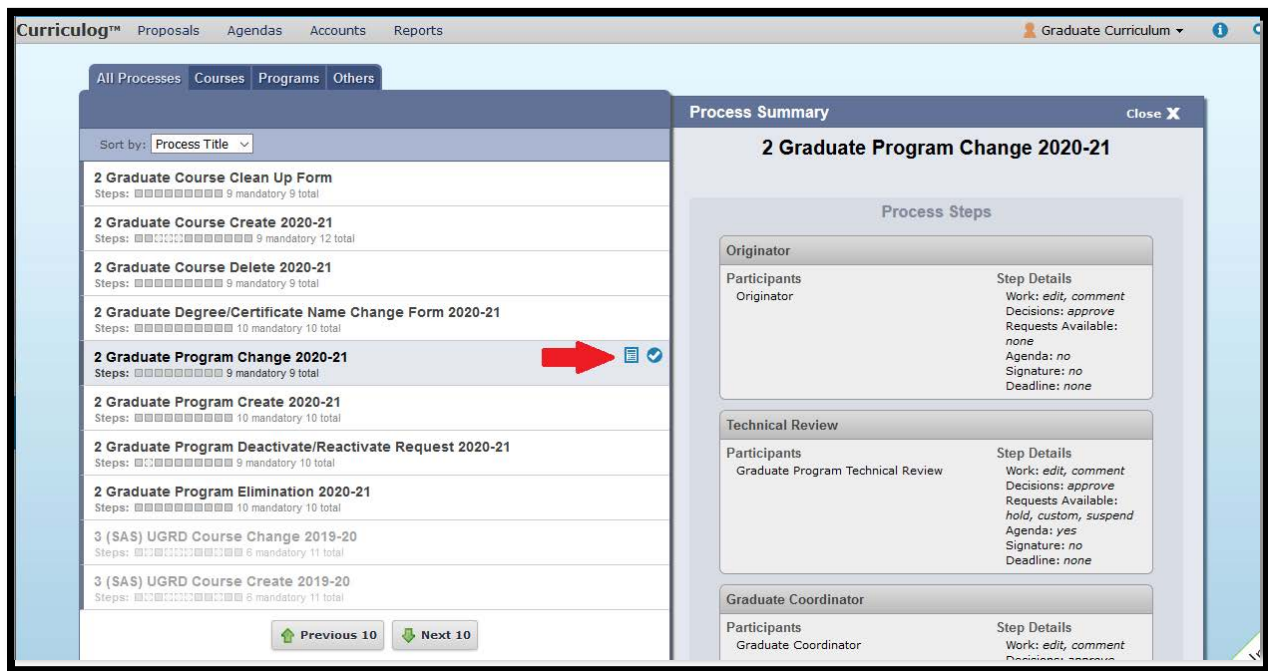
## Graduate Program Change Proposal

Please note that if you don't see the form as you log in, you can click on "next 10" at the bottom of the list to see more forms.

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



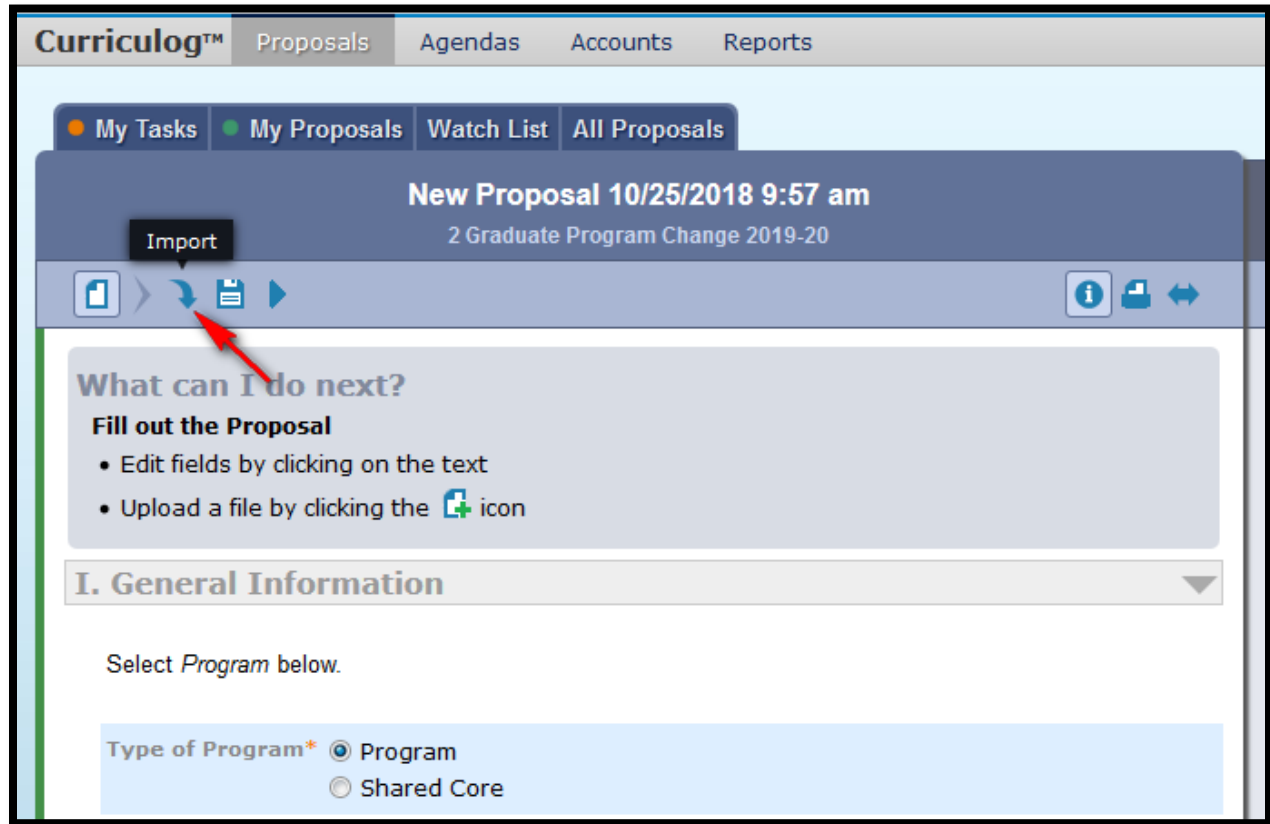
2. Select the Graduate Program Change form and click the check mark to begin the proposal

The screenshot shows the Curriculog™ interface with the 'Proposals' tab selected. A list of processes is displayed on the left, including '2 Graduate Course Clean Up Form', '2 Graduate Course Create 2020-21', '2 Graduate Course Delete 2020-21', '2 Graduate Degree/Certificate Name Change Form 2020-21', '2 Graduate Program Change 2020-21' (highlighted with a red arrow), '2 Graduate Program Create 2020-21', '2 Graduate Program Deactivate/Reactivate Request 2020-21', and '2 Graduate Program Elimination 2020-21'. On the right, the 'Process Summary' for '2 Graduate Program Change 2020-21' is shown, including 'Process Steps' and 'Technical Review' sections.

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

The screenshot shows the Curriculog™ interface with the 'Proposals' tab selected. The 'New Proposal 8/2/2018 10:10 am' header is visible. The 'What can I do next?' section lists instructions for filling out the proposal. The 'I. General Information' section is expanded, showing the 'Type of Program\*' radio buttons for 'Program' and 'Shared Core'. A red box highlights the 'Program' radio button. A red arrow points to an information icon in the top right corner of the form area.

- B. Scroll to the top and Import the program you would like to change directly from the catalog



Curriculog™ Proposals Agendas Accounts Reports

My Tasks My Proposals Watch List All Proposals

**New Proposal 10/25/2018 9:57 am**  
2 Graduate Program Change 2019-20

Import

What can I do next?

**Fill out the Proposal**

- Edit fields by clicking on the text
- Upload a file by clicking the icon

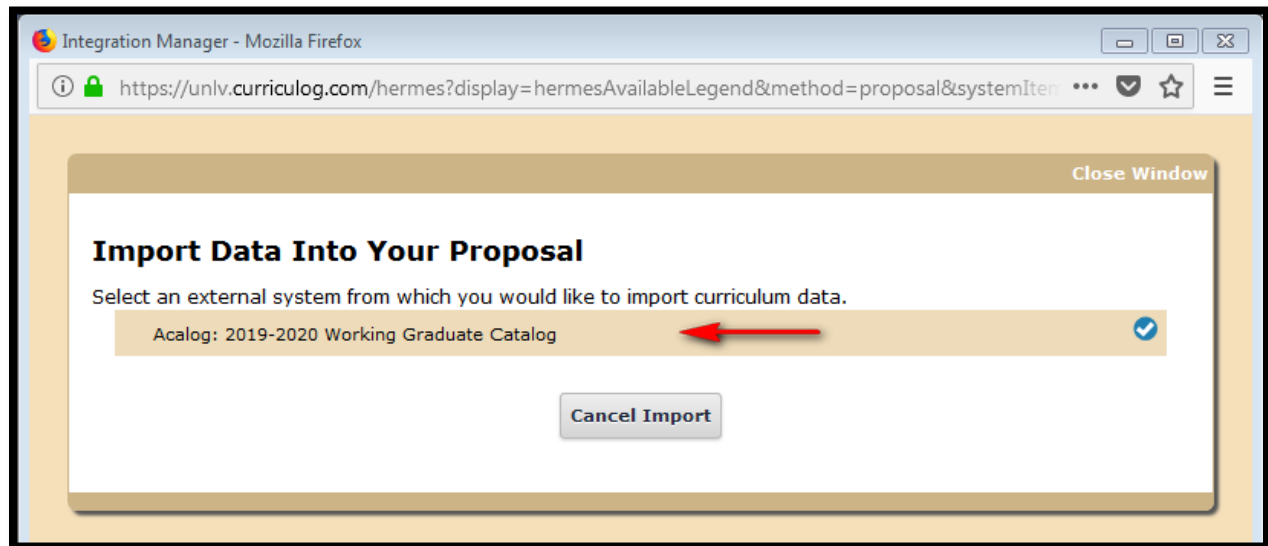
**I. General Information**

Select *Program* below.

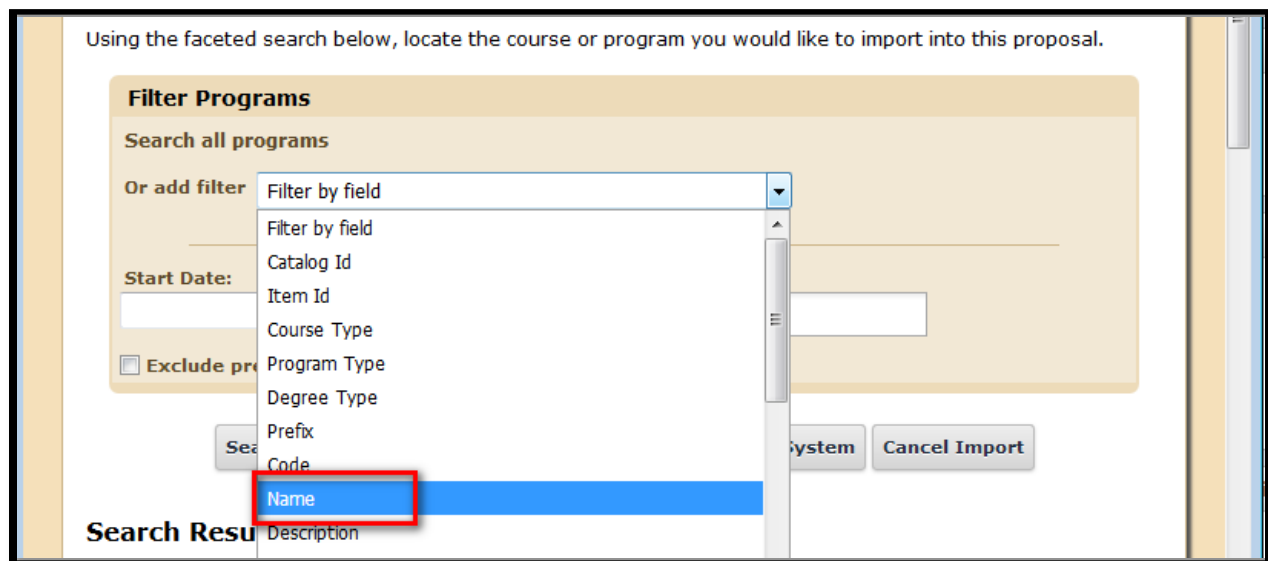
Type of Program\* ☒ Program ☐ Shared Core

- 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

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

**Filter Programs**

Name =  X

Add another filter

---

Start Date:  End Date:  Sort Results By:

☐ Exclude previously imported items

### 4. Select the Program you are proposing to change from the list

Integration Manager - Mozilla Firefox

<https://unlv.curriculog.com/hermes?display=hermesSearch&method=proposal&systemItemId=52&t...>

Add another filter

---

Start Date:  End Date:  Sort Results By:

☐ Exclude previously imported items

**Search Results** (1 to 4 of 4)

Master of Fine Arts - Art
Master of Fine Arts - Creative Writing
Master of Fine Arts - Theatre
Master of Fine Arts - Writing for Dramatic Media


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

**Import Data Into Your Proposal**

Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that field.

Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

Field Name	Data Preview	Import Field
» I. General Information: College/ Department	Art	<input checked="" type="checkbox"/>
» I. General Information: Degree Type	Master of Fine Arts	<input checked="" type="checkbox"/>
» I. General Information: Program Type	Master's	<input checked="" type="checkbox"/>
» I. General Information: Program Title	Master of Fine Arts - Art	<input checked="" type="checkbox"/>
» I. General Information: Program Code	ARTMFA	<input checked="" type="checkbox"/>
» II. Program Changes: Prospective Curriculum	Program has 24 cores and 18 courses.	<input checked="" type="checkbox"/>
» V. Graduate College Use Only: Program Alerts (E.g. This program is no longer accepting applications)		<input checked="" type="checkbox"/>

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

College/ Department*	x Art
Degree Type*	x Master of Fine Arts
Program Type*	x Master's
Program Title*	Master of Fine Arts - Art
Program Code*	ARTMFA

*Note: wording may have been adjusted in new forms.*

- C. Select the changes you would like to make to the Program

## II. Program Changes

Are you changing admission requirements?*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Are you changing course requirements?*	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Are you changing degree completion requirements?*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Are you changing the primary instructional mode?*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Are you changing program learning objectives?*	<input type="radio"/> Yes	<input checked="" type="radio"/> No

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.

B I U x<sub>2</sub> x<sup>2</sup> I<sub>x</sub> 1= 2= 3= 4= ” ABC ✓




Normal [List Icons] [Link Icon] [Flag Icon] [Image Icon] [Table Icon] [More Icon]

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.**

**Prospective Curriculum\***  




ART - 677 - Art Since 1945  
ART - 700 - Seminar in Studio Practices  
ART - 710 - Graduate Studio  
ART - 720 - Graduate Projects  
ART - 721 - Graduate Faculty Studio  
ART - 737 - Theory and Criticism  
ART - 747 - Directed Readings  
ART - 777 - Graduate Exhibition  

Add Course
Import Course

- 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 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](mailto:GradCurriculum@unlv.edu).

**Degrees Directory Program Entry\*** ☒ 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

**III. Department**

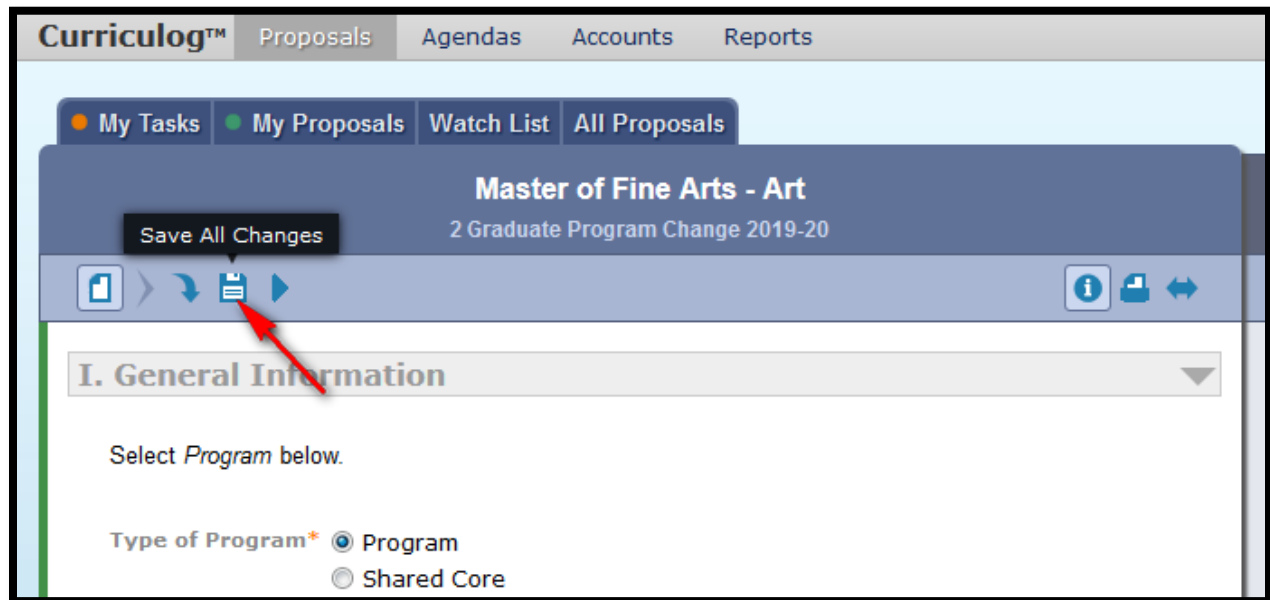
Date faculty voted on proposal

Result of vote

Manner of vote

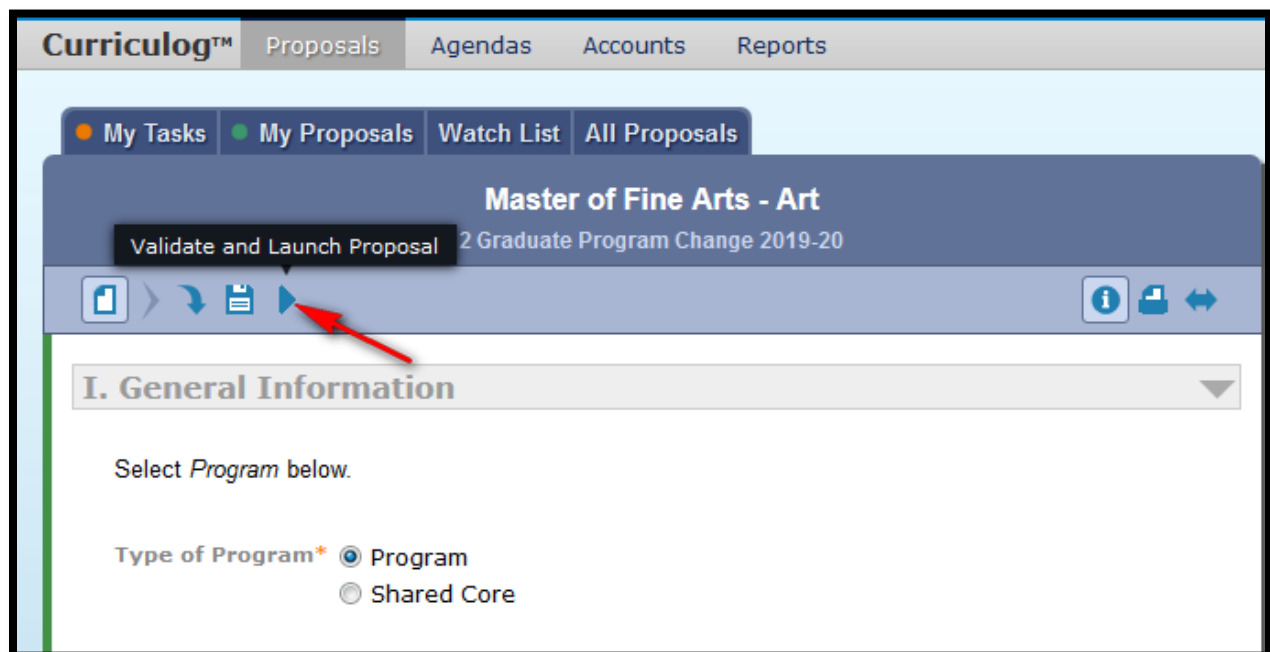
- i. You must also determine if the changes will affect current students, new students or both, if those changes will be optional or mandatory and when the effective date for these changes will be

4. Save your changes so that you can launch your proposal and track your proposed changes



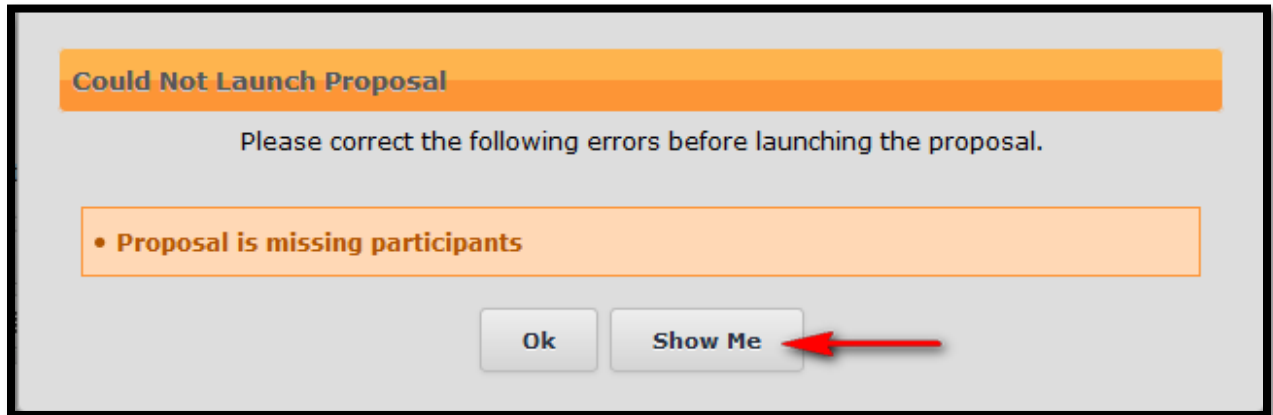
The screenshot shows the Curriculog™ interface. At the top, there are tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below these are sub-tabs: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The main header area displays 'Master of Fine Arts - Art' and '2 Graduate Program Change 2019-20'. A callout box labeled 'Save All Changes' points to a button with a document icon and a right-pointing arrow. Below this is a section titled 'I. General Information' with a dropdown arrow. The text 'Select Program below.' is present. Under 'Type of Program\*', there are two radio buttons: 'Program' (selected) and 'Shared Core'.

5. Launch Your Proposal

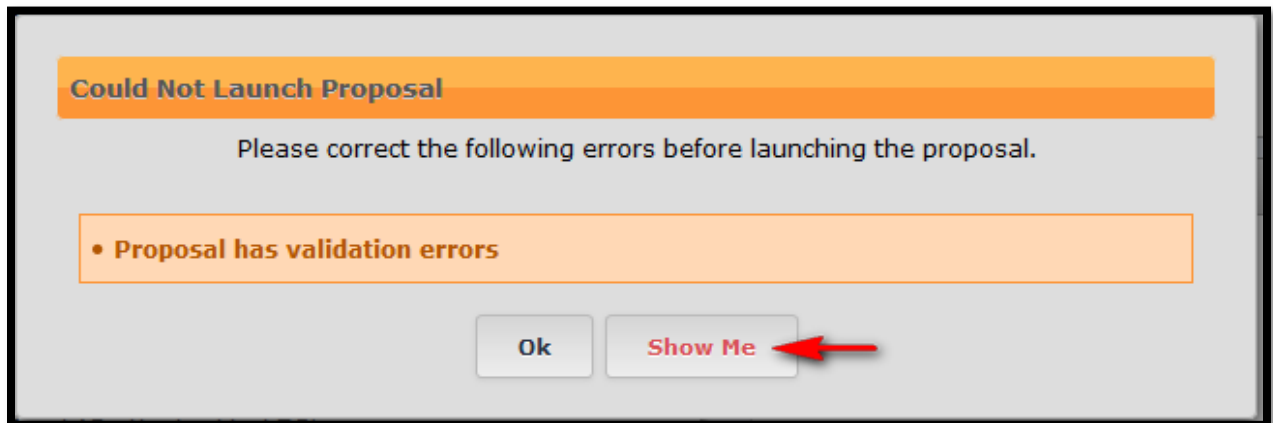


The screenshot shows the same Curriculog™ interface as above. The callout box now points to a button with a document icon and a right-pointing arrow, labeled 'Validate and Launch Proposal'. The rest of the interface, including the 'I. General Information' section and the 'Type of Program' options, remains the same.

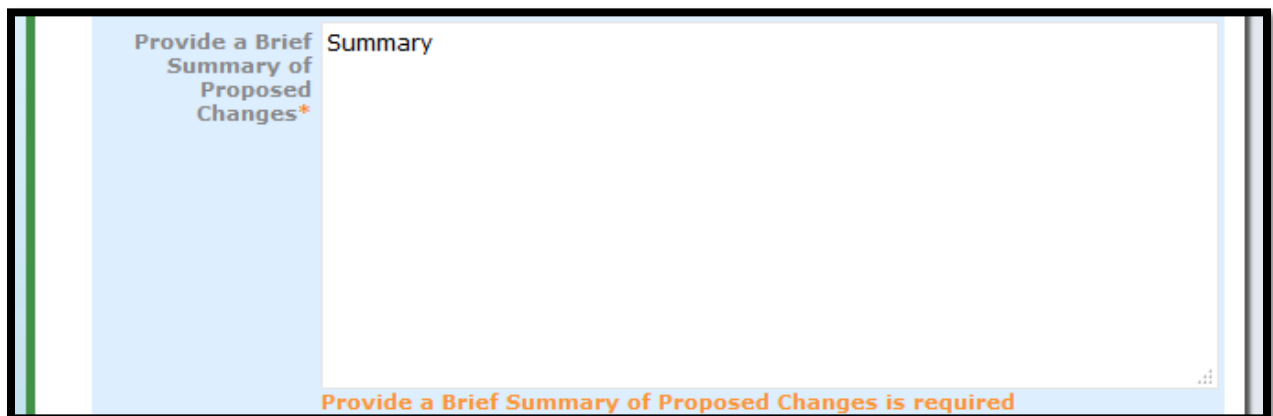
- i. This will save the current course information so when you add in the changes, they will be tracked. Tracking is crucial for the remaining approval steps



- ii. If participants in the approval process (Department Chairs, Deans, etc) are missing you will receive an error
  1. Contact [GradCurriculum@unlv.edu](mailto: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

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

Plan Admission Requirements

Plan Requirements

Subplan 1 Requirements: Post-Bachelor's Track

Course Requirements

Studio Course – Credits: 6

Seminar Course – Credits: 6

Art History or Theory Courses – Credits: 6

Theory or Directed Readings Courses – Credits: 3

Additional Courses – Credits: 36

Graduate Exhibition – Credits: 3

Degree Requirements

Graduation Requirements

B. You can expand the headings to add/remove/change the Program

Art History or Theory Courses – Credits: 6

Title  
Art History or Theory Courses – Credits: 6

Description

Courses

ART - 677 - Art Since 1945

ART - 737 - Theory and Criticism

Add Courses Add Custom Text

- 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

Proposal Toolbox

Status: ○ ○ ○ ○ ○ ○ ○ ○ ○ ○

Decisions

User Tracking

Show current

Show Individual User Edits

Comments

A. Select your decision and make any comments

**Proposal Toolbox**

Status:

**Your Decision**

What would you like to do with this proposal?

☒ Approve ☐ Cancel

☐ Reject

Please comment on your decision below.

comments go here








**Make My Decision**

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

## Proposal Toolbox

Status: ●●●●●●●●●●

Status








### Proposal History

Originator	Status: <span style="color: green;">Approved</span>
<p><b>Participants</b></p> <div style="display: flex; align-items: center;"> <span style="color: red;">■</span> <span style="color: green;">●</span> <span style="margin-left: 5px;">Chelsea Peoples</span> <span style="margin-left: 10px;">8/29/2018 10:36 AM</span> </div>	<p><b>Activity</b> <span style="color: blue;">i</span></p> <p>Required for Approval: 100% required</p> <p>Date Completed: 8/29/2018 10:36 AM</p> <p>Changes: Yes</p> <p>Comments: Yes</p>

Technical Review	Status: <span style="color: orange;">Working</span>
<p><b>Participants</b></p> <div style="margin-left: 20px;"> <p>▲ <b>Graduate Course Technical Review</b></p> <p>Emily Lin *</p> <p>Ashley Weckesser *</p> </div>	<p><b>Activity</b> <span style="color: blue;">i</span></p> <p>Required for Approval: 100% required</p> <p>Time Spent: 0 minutes</p> <p>Changes: No</p> <p>Comments: No</p> <p>Agenda: Yes</p> <p style="font-size: small;">* Agenda Administrator</p>

Graduate Coordinator/Department Chair	Status: <span style="color: orange;">Incomplete</span>
School/College Committee	Status: <span style="color: orange;">Incomplete</span>
Associate Dean for Graduate Studies/ Dean	Status: <span style="color: orange;">Incomplete</span>
Graduate Course Review Committee	Status: <span style="color: orange;">Incomplete</span>
Graduate College Dean	Status: <span style="color: orange;">Incomplete</span>