Delete Program

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

A. If you select a request you can see a summary of the process steps in the fly out menu to the right.
2. Click the check mark to start the proposal

A. When the proposal opens, click the "i" in the upper right corner to turn on the help text

3. Select Type of Program (Program or Shared Core)
A. Import the department and course information from the catalog (this will ensure accuracy)
   i. Click the Import button to open the pop-up window

1. This will open another window where you can search the current catalog

2. You should always select the working graduate catalog
3. Select your filter field

4. Enter your search and click Search Available Curriculum
5. Select the Program you are proposing to delete from the list.
6. All of the information in the catalog will appear. Leave all of the boxes checked so the import tool copies everything available into your proposal.

7. Click Import this item
   a. You will have to click the help text in the upper right corner to turn on the help text back on after the import.
ii. The information from the import will be added to your proposal

B. Enter the effective date, and justification for deleting the program
C. Answer the questions in section 2 about the courses within the program

II. Course/Student Information

Are there courses you will no longer offer?*  
- Yes  
- No

If yes, list courses

Are any of these courses required in another program?*  
- Yes  
- No

If yes, list them here.
Curriculog: Proposal – Program Delete  
Graduate  
Office of the Registrar  

i. If any of the courses will no longer be offered list them in the box below the question. If any of those courses are required in another program list those as well.

ii. If any students are currently enrolled in the program you have to indicate how they will be accommodated.

D. Scroll to the top and save all of your changes.
4. Launch your Proposal

A. If participants in the approval process (department Chairs, Deans, etc) are missing you will receive an error

i. Contact gradcurriculum@unlv.edu if you see this error
B. If you missed any of the required fields you will see a message telling you to correct the errors

1. Click show me to highlight the errors
2. Correct the errors, click save and then you can re-launch your proposal

C. When the proposal is complete you will confirm that you want to launch

5. The first step in the Approval process will be the originator (you)
   A. Click the Decision icon in the Proposal Toolbox
B. Select your decision and make any comments

i. Click Make My Decision to move the proposal to the next step.

Comments entered here are visible by any user who has logged in with their Ace Account.
ii. Once the proposal moves to the next step you can check the status by clicking on the status icon in the Proposal Toolbox.