Course Change: 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 request you can see a summary of the process steps in the fly out menu to the right
2. Select the Graduate Course Change form and click the check mark to begin the proposal

A. Click the 🔄 in the upper right corner to turn on the Help text
3. Import the department and course information from the catalog (this will ensure accuracy)

*Import directly from the catalog to maintain accuracy and save time.*

*Please review the information to ensure that all required fields are completed.*

**NOTE:** The 2020-2021 forms will also include an auto-explanatory service learning designation section.
A. Scroll back to the top and click the Import button to open the pop-up window

i. You will need to complete your proposal with the CURRENT information first, you will NOT include any of your proposed changes at this time

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

1. You should always select the working graduate catalog
2. Add Prefix as your filter field

3. Type in the prefix and search the available curriculum
4. Select the course you are proposing to change from the list

![Search Results](https://unlv.curriculog.com/ hermes?display=hermesSearch&method=proposal&systemItemld=488)

- HIST 604B American Social History, 1860-Present
- HIST 606B The American West Since 1849
- HIST 607B United States Foreign Relations II
- HIST 610A American Cultural and Intellectual History I
- HIST 610B American Cultural and Intellectual History II
- HIST 612 United States: Revolution and the New Republic
- HIST 614A United States: National Period, 1815-1860
- HIST 614B United States: Civil War and Reconstruction, 1860-1877
- HIST 615A United States: Gilded Age, 1877-1900
- HIST 615B United States: The Progressive Era, 1900-1920
- HIST 616A Recent America: Era of Franklin D. Roosevelt, 1920-1945
- HIST 616B Contemporary America: The U.S. Since 1945
- HIST 617A Nevada and the Far West
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 icon in the upper right corner to turn on the help text back on after the import.
iii. The information from the import will be added into your proposal.

Tips

- avoid the use of the words *student, course, and covers*
- incomplete sentences are ok
- avoid repeating the course title
- (50 words max)

Narrative and interpretive study of the economic, political, and social developments in the trans-Mississippi West from the California Gold Rush to the present.
B. Select the changes you are proposing to make and the term when they should be effective

- **Help:** Note that only 2 changes can be made to a course. If more than two changes are needed, submit a new course proposal.

  - Prefix
  - Course #
  - Name/Abbreviation
  - Credits/Grading
  - PreReqs/CoReqs
  - Instructional Mode
  - Other

  **Effective Term and Year:**

  - **Fall 2020**

  i. Please note: if you are making more than two (2) changes you should submit a New Course Proposal instead

C. Enter your justification for your changes

- **Justification for Course Change:**

  - This course should have a prerequisite.
D. Scroll to the top and run an impact report to find out which, if any, other courses, programs, certificates, etc will be affected by your change

i. In the new window, select the working GRADUATE catalog and click Generate Report

[Image of a screenshot showing the impact report for HIST 606B with a red arrow pointing to the Generate Report button]
ii. Copy all of the information in the impact report
   1. You can use keyboard controls to select all (ctrl + A or cmd + A) and copy (ctrl + C or cmd + C)
iii. Paste the impact report into the box

Substantive changes will necessitate a Program Change form be submitted.

1. Remember: You may need to submit a Program Change form if there are substantive changes.
E. Detail the changes to the catalog that will be required by your proposal and determine if the course will be listed as the “same as” another

F. Continue answering the required questions with CURRENT course information. You will NOT enter your changes until the proposal has been launched.
G. Determine if any additional Library Resources will be necessary as a result of your changes

i. Enter the journals, books, and/or electronic resources in the appropriate fields if necessary
H. Once all of the required fields have been completed, select Save All Changes and Launch the proposal.
Curriculog: Proposal – Course Change
Graduate
Office of the Registrar

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

iv. Correct the errors, click save and then you can re-launch your proposal
4. 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 Image]

5. Now you will type the proposed changes directly into the proposal

```
Requisite Change

(if any) - Graduate standing is the default prerequisite for all graduate-level courses.

Prerequisites

This is where I add the prerequisite
```

![Requisite Change Image]

i. You will save after each change
ii. Remember: If you are making more than two (2) changes, you should be completing a New Course Proposal instead
6. Once you save your changes if you scroll back to the Proposal Toolbox and change the user tracking to say “show Current with Mark Up” you can see all of the changes you made.

A. Any user in the approval process will be able to see this tracking with a date/time stamp and the name of the user who made the change.
7. Once you have made your changes, scroll to the top and click the Decisions icon in the Proposal toolbox.

8. Select your decision, enter any comments/notes and click Make my Decision.

A. Selecting Approve will move the proposal to the next step.
9. Once the proposal moves to the next step you can check the status by clicking on the status icon in the Proposal Toolbox.