Creating a proposal to add a new course initiates the approval process to have that course added to the catalog and eventually schedule it for student enrollment.

New Course Proposal

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

   ![New Proposal](image1)

   A. If you select a request you can see a summary of the process steps in the fly out menu to the right

   ![Process Summary](image2)

2. Click the Check mark to begin the proposal
A. When the proposal opens, click the 🔄 in the upper right corner to turn on the help text.

3. Fill in all fields with information regarding your new course.
   A. If you are creating a course with a new prefix, select *TBD from the prefix list.
      i. If you select TBD, the Graduate College will review the prefix during the technical review. If the proposed prefix is not approved, the proposal will return to the originator.
   B. The long course name and short course name can be the same unless the long course is more than 25 characters.
      i. The long course name will appear in the catalog and the short course name will be printed on the Transcript which can only accommodate 25 characters (spaces included).
C. Enter your catalog description using the tips listed above the box

Tips

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

        Catalog Description

Help: 50 words maximum

Discover visual cultures around the world; explore the rich history of fine art; learn about the power of vision and visualization; understand the politics of image making.

D. Select the first term the course will be offered from the drop down menu and add an explanation for creating the course

        First Term Course Offered

        Explanation for Course Create

    * Fall 2020

Explanation goes here.

4. Complete the catalog information

Updated 9.26.2018
A. Determine if the course will be an experimental course, if it has been used previously as an experimental course and any programs that may be impacted by the new course

i. Remember: substantive changes will require a Program Change form as well
B. Detail the changes to the program catalog, whether the course will have fixed or variable credits

i. Enter the number of credits, whether the course will be repeatable and what kind of grading system will be used
C. If the course is a special topics course, you will also need to list the possible sub-topics
   i. Some special topics courses are repeatable for credit, you will enter that
      information if applicable
D. Enter Prerequisites or corequisites for the course

i. Remember: Graduate standing is the default prerequisite for all graduate-level
courses. If this is the only requisite, you needn’t enter anything in that field
E. Determine if the course will be listed as “same as” another course and which types of instructional modes should be available for scheduling

i. Note: In Person classes at UNLV are all coded as In Person Supplemental Web. The In Person instruction mode is not used for scheduling
5. Indicate any library resources that will be needed to support this course

A. This may include journals, books (not required text books), and other electronic resources
6. Upload a copy of your syllabus in word or pdf format

A syllabus in Word or PDF format must accompany this form.

Graduate syllabi must meet the minimum criteria as required by the Provost's office (See Semester Memo under Executive Vice President and Provost Policies and Forms http://www.unlv.edu/policies). Graduate courses that are linked to undergraduate courses (300/500 and 400/600 level joint courses) must clearly state in the syllabus how the class experience and expectations are different for graduate students, what additional requirements students enrolled in the graduate level course must fulfill, and how the grading scale will be applied to graduate students.

**Attachments List**

Please attach any required files by navigating to the Proposal Toolbox and clicking on the top right corner.

A. Scroll to the top of the page and click the files icon in the Proposal Toolbox
i. Click browse, select the file from your computer and click open

ii. Click upload to attach the syllabus to your proposal
iii. Once the file is attached, you will see it listed in the proposal toolbox and you can continue.

B. Check the box to verify it is attached.

A syllabus in Word or PDF format must accompany this form. Graduate syllabi must meet the minimum criteria as required by the Provost’s office (See Semester Memo under Executive Vice President and Provost Policies and Forms http://www.unlv.edu/policies). Graduate courses that are linked to undergraduate courses (300/500 and 400/600 level joint courses) must clearly state in the syllabus how the class experience and expectations are different for graduate students, what additional requirements students enrolled in the graduate level course must fulfill, and how the grading scale will be applied to graduate students.

Attachments List

Please attach any required files by navigating to the Proposal Toolbox and clicking in the top right corner.
7. Save your changes and Launch the 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.

![Could Not Launch Proposal]

- Proposal has validation errors

i. Click Show me to highlight the errors

C. Correct the errors, click save and then you can re-Launch your proposal

i. 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.
8. 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
ii. Once the proposal moves to the next step you can check the status by clicking on the status icon in the Proposal Toolbox.