Creating a new program proposal initiates the approval process to have that program added to the catalog and eventually allow students to apply for admission and enroll.

**New Graduate Program Proposal**

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

   ![New Proposal Menu](image)

   **No Proposals Found**

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

![Process Summary](image)
2. Select the Graduate Program Create form and click the check mark to begin the proposal.
3. Click the radio button to Create a New Program
   A. Click the 🔄 in the upper right corner to turn on the Help text
B. In the General Information Section (Section I) complete the Department, Program Type, degree type, and program title

i. If you are proposing a new degree type for your program, you must email gradcurriculum@unlv.edu to have the degree type added. Once you receive confirmation it has been added, you can continue your proposal.
C. In the Program Information section identify the coordinator and contact information for your program

i. Use a department email and phone number if it exists
ii. You MUST enter a number only in the total required credits
iii. If you have a specific date for the Date of First Enrollment enter it here, if there is not a specific date, enter the first term students should be able to enroll
D. Enter information about the delivery of the course (instruction mode, description of the program delivery, and typical time to a degree)

i. You can check multiple options in the instruction mode (all that apply)
   1. Note: Hybrid here is referring to the number of courses that are online vs. in person (50% or more online is hybrid)

ii. Program Delivery Description is any additional information about the delivery of the courses such as weekend or weekday courses, classes that are offered in the evenings only or there are hybrid courses (where 50% of the course itself is online compared to hybrid mentioned above)
E. Enter the Admissions Deadlines

### Admission Term Deadlines:

- Deadlines for each semester must be on or before: Fall - August 1st, Spring - December 1st, Summer - May 1st

<table>
<thead>
<tr>
<th>Admission Terms</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Help:</strong> Please note that the maximum deadlines are as follows: Fall: August 1st Spring: December 1st Summer: May 1st</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Deadline(s)</td>
<td>July 15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

i. Check the box for each term you will accept applications (some programs may only admit students in one term, others may admit for all 3 terms)

ii. You can select any date for the application deadlines as long as it adheres to the maximum deadlines (Fall: August 1, Spring: December 1, Summer: May 1)

F. Scroll to the top of the Proposal Toolbox and attach the required documents
i. All of the documents listed are required, the checklist is for your reference.

Admission Term Deadlines:

Deadlines for each semester must be on or before: Fall - August 1st, Spring - December 1st, Summer - May 1st

- [✓] Fall
- [ ] Spring
- [ ] Summer

Help: Please note that the maximum deadlines are as follows: Fall: August 1st, Spring: December 1st, Summer: July 15

All of these documents are required and can be attached using the Attach Files button at the top of the Proposal Toolbox.

Documents Required for Program Proposal to be Complete:

- [✓] This form
- [✓] Dean’s Memo – Identifies strengths and weaknesses and showing the priority of this program within your College’s strategic plan.
- [✓] Letters of Support
- [✓] NSHE Proposal Form – Available from the Vice Provost for Academic Affairs
- [✓] New Program Budget Projection - Available from the Vice Provost for Academic Affairs
- [✓] Sample Degree Program
- [✓] Program Assessment Plan – Available from UNLV Office of Academic Assessment
- [✓] Five Representative Course Syllabi
G. Continue answering the questions about the Program
   i. You can copy/paste this information from your pre-proposal if it is available
ii. You must provide an overview of how students will be assessed upon completion of the program, as well as accreditation information if applicable.
iii. The Program Highlights and Career Possibilities can be bullet points that can be listed on the degrees directory for recruitment.
4. Next you will build your new program by clicking the View Curriculum Schema button to add your core
   A. Your Core names MUST match the existing formats. We recommend using the current Graduate Catalog (https://www.unlv.edu/academics/catalogs) and use a comparable degree program as a template

   i. Click Add Core
ii. When you add the core you can click it to add the name of the core as well as a description

1. NOTE: Do not add courses yet
iii. Save All Changes

1. Turn the help text back on after saving by clicking the **i**

---

**B.** Once you have added all of the cores, click the View Curriculum Courses to add the courses

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**Step 2**

There are two options for adding courses: "Add Course" and "Import Course." For **existing courses,** click on "Import Course" and find the desired courses. For **new courses** going through a Curriculog Approval Process click on "Add Course" (this is for **new courses only**) -- a box will open asking you for the Prefix, Course Number and Course Title.

**Step 3**

Click on **View Curriculum Schema.** Click on the area/header of the program where you would like to add courses. When you click on "Add Courses" it will bring up the list of courses available from Step 2. Select the courses you wish to add. For removing courses click on the **X** and proceed.
Curriculog: Proposal – New Program
Graduate
Office of the Registrar

i. If the required courses for this program are already courses offered at UNLV you can Import Courses from the catalog

![Import Courses from catalog](image1)

Step 3

Click on “View Curriculum Schema.” Click on the area/header of the program where you would like to add courses. When you click on “Add Courses” it will bring up the list of courses available from Step 2. Select the courses you wish to add. For removing courses click on the X and proceed.

ii. Select the current Working Graduate Catalog in the pop out window

![Select current catalog](image2)
iii. Filter by prefix

iv. Enter the prefix and click Search Available Curriculum
v. Select all of the desired courses (regardless of which core they will eventually fall under)
1. At the bottom of the window you will see all of the courses you selected
   a. You can hover over them to remove any you selected by mistake

   vi. Click Add Courses to proposal
C. If you need to add brand new courses click Add Course and enter the Prefix, Number, and Title of the course

1. Please note: If you are adding new courses you should have already completed a separate Grad Course Create proposal to add new courses or your Program Proposal will not be approved

D. Click the View Curriculum Schema button again to add the courses to the cores
i. Click the core to expand the window and click Add Courses

ii. Select all of the courses for each core and click Add Course
1. The selected courses will now be listed under your core

2. If you selected any courses by mistake you can hover over it and click the X
iii. Repeat this for each Core you added earlier

E. Check the box to acknowledge that the Program Handbook will be submitted to the Graduate College for Approval and be posted to the Degree Directory within 30 of the issuance of the Provost Alert

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. Departments must also provide and maintain program handbooks which are housed on the Degrees Directory.

Handbooks should be submitted to the Graduate College for approval and to be posted to the Degrees Directory entry within 30 days of the issuance of the Provost Alert. Failure to do so may result in the closure of the program's application.

Check this box to acknowledge the above statement.
F. Describe how the program will verify student identity

Student Authentication – Federal guidelines require that distance education and correspondence programs utilize mechanisms that verify student identity. UNLV strives to insure that this is done with all programs, not just those delivered via distance education. Describe how this program will verify student identity. (for more information on student authentication see the UNLV Office of Online Education and WICHE)

i. For additional information on student authentication follow the link to the Office of Online Education and WICHE
5. Complete as much of the vote information as possible

A. If you do not have this information it will be entered/verified in future steps, but you should complete as much as you can

6. Save your changes and Launch the Proposal
A. If you missed any of the required fields you will see a message telling you to correct the errors.

**Could Not Launch Proposal**

Please correct the following errors before launching the proposal.

- Proposal has validation errors

  ![Show Me](image.png)

i. Click Show me to highlight the errors

B. 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.

  ![Launch Proposal](image.png)

7. The first step in the approval process will be the originator (you)

A. Click the Decision icon in the Proposal Toolbox

![Proposal Toolbox](image.png)
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.