Graduate Experimental Course (X-Course) Creation in Curriculog
A step-by-step guide

STEP 1: Curriculog Login

1.1 Access: https://unlv.curriculog.com/

1.2 Login using your UNLV ACE account. (see https://www.it.unlv.edu/ace)

STEP 2: Select the "Experimental Course (X-Course) Create" form

A Graduate Experimental Course, or "X-Course," allows for the expedited creation of a pilot course to determine whether or not the course should be created on a permanent basis. Typically, this means faculty will be looking at how the course would fulfill requirements or meet the demand of a program/course content, the impact on student learning and progression, etc. **X-Courses can only be offered a maximum of two times and within a two-year limit after approval.**

2.1 Click on "New Proposal" under the "My Proposals" tab at the top left:
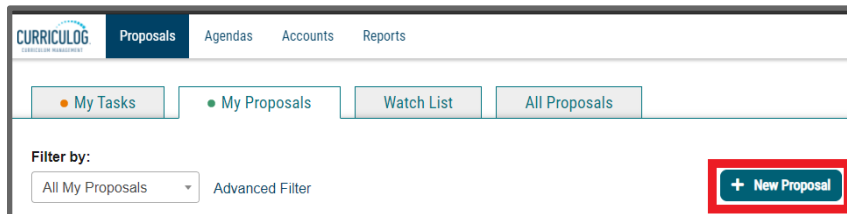
2.2 Click on the checkmark "Start Proposal" icon on the Graduate Experimental Course (X-Course) Create form row:
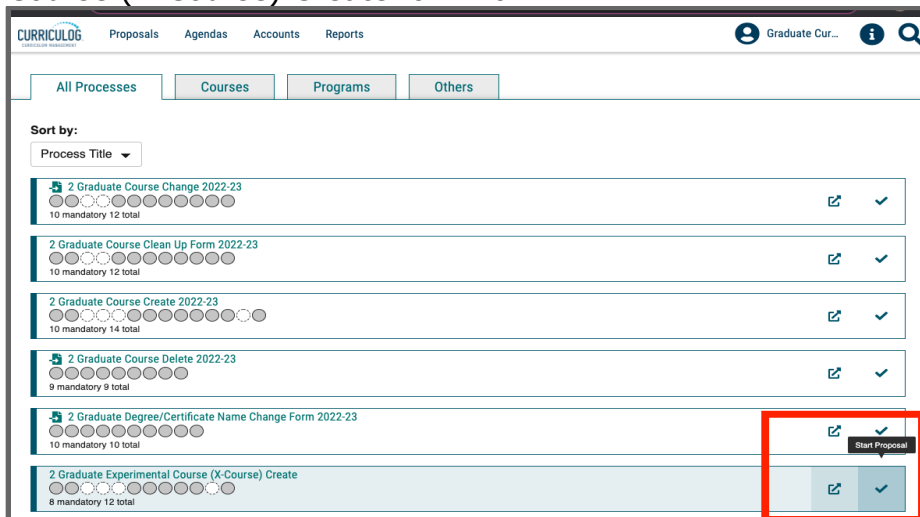
STEP 3: Complete sections I, II, III and IV then launch and submit the form.

In general, the form is self-explanatory and clear about what is requested. In this guide we will review selected items that may generate questions or have further technical steps.

<u>3.1 Attachments - uploading documents into the form:</u> To upload documents into the form, please follow these 3 steps:

01. Click on the "attach a file" icon at the right of the form.
02. Click on "Choose File"
03. Click on "Upload"
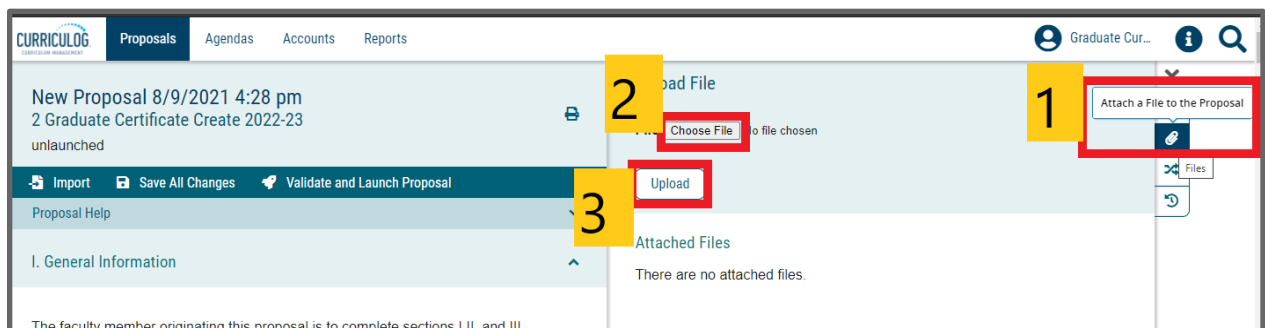
3.2 Required Additional Documents:

Syllabus

An accessible 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 https://www.unlv.edu/policies/current-policies).

Cross-listed / Combined courses have only one syllabus that includes all the information for all courses being cross-listed/combined.

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.

Please attach an accessible syllabus by navigating to the "attach a file" icon at the right of the form (as illustrated above).
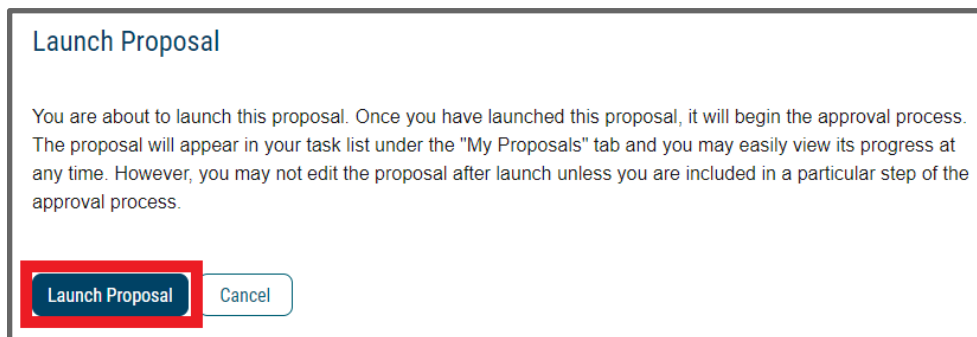
3.3 Launch the form: Click on the "Validate and Launch" button at the very bottom to launch the form.
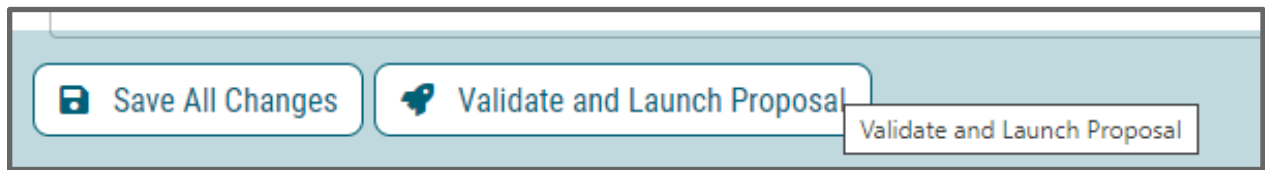
3.3.1 If an ERROR message comes up, please click "show me" and fill all the red fields of the form.
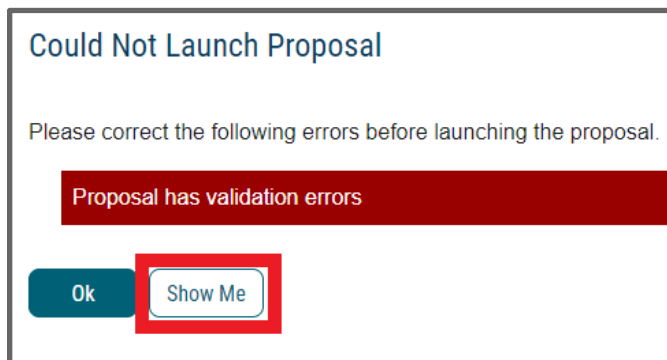
3.3.2 If you have filled the entire form correctly, you will see the "Launch Proposal" option come up. Click on "Launch Proposal" to launch.
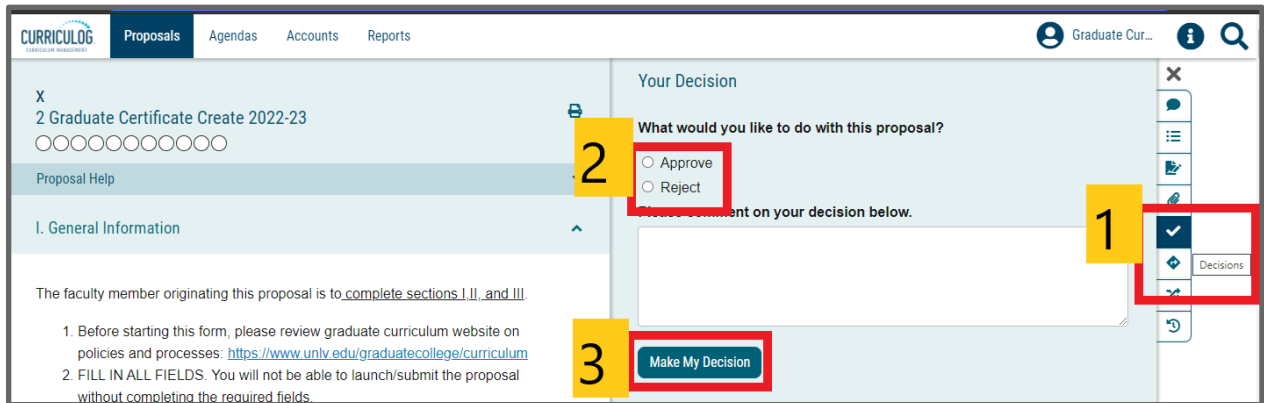

STEP 4: READY TO SUBMIT?

After completing this form, please follow these steps:

1. Finish the launch of your proposal by clicking the decisions icon ☑ located to the right of the form. This will display a new decision/approval field on the top right.

2. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.

3. Please note that it is your responsibility as the proposer to see that the proposal is reviewed and receives all necessary approvals. Please be encouraged to reach out to reviewers on each step, if necessary.

4. You can check the status of the proposal by clicking on the workflow status icon [icon] to verify that the proposal has gone to the next step.

5. The workflow status icon [icon] will also show you the current step of the proposal at any given time, and who are the reviewers at that step.

Additional Information, including committee meeting dates, university resources, and general guidelines available at: https://www.unlv.edu/graduatecollege/curriculum

QUESTIONS? Contact gradcurriculum@unlv.edu