

Graduate Program Change Proposal in Curriculog

A step-by-step guide

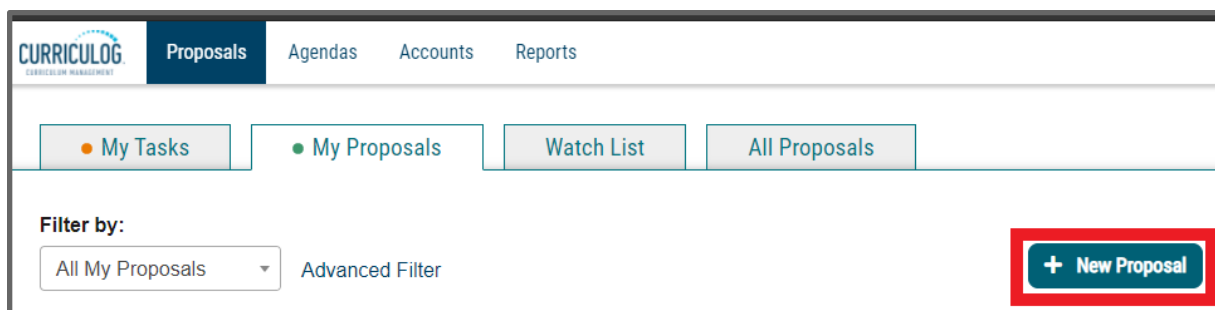
STEP 1: Curriculog Login

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

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

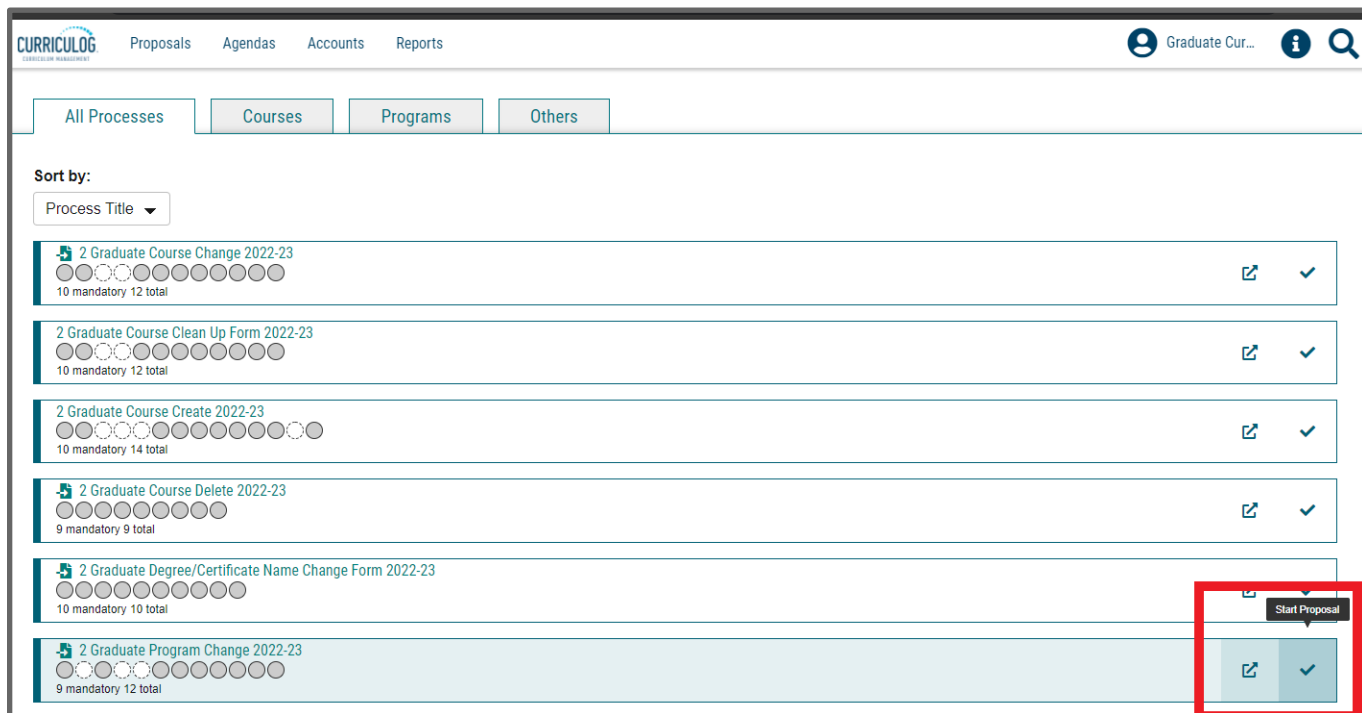
STEP 2: Select the "Graduate Program Change" form

2.1 Click on "New Proposal" under the "My Proposals" tab at the top left:



The screenshot shows the Curriculog interface with the 'Proposals' tab active. Below the navigation bar, there are tabs for 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The 'My Proposals' tab is selected. Below these tabs, there is a 'Filter by:' section with a dropdown menu set to 'All My Proposals' and an 'Advanced Filter' link. A red box highlights the '+ New Proposal' button in the top right corner.

2.2 Click on the checkmark "Start Proposal" icon on the Graduate Program Change form row:



The screenshot shows the Curriculog interface with the 'Proposals' tab active. Below the navigation bar, there are tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. The 'All Processes' tab is selected. Below these tabs, there is a 'Sort by:' section with a dropdown menu set to 'Process Title'. A list of graduate forms is displayed, including '2 Graduate Course Change 2022-23', '2 Graduate Course Clean Up Form 2022-23', '2 Graduate Course Create 2022-23', '2 Graduate Course Delete 2022-23', '2 Graduate Degree/Certificate Name Change Form 2022-23', and '2 Graduate Program Change 2022-23'. The '2 Graduate Program Change 2022-23' row is highlighted. A red box highlights the 'Start Proposal' icon (a checkmark) in the bottom right corner of the row.

This form begins with importing the current information from the working graduate catalog. You will see the **search window** roll out to the right after clicking on "start proposal." Using the fields

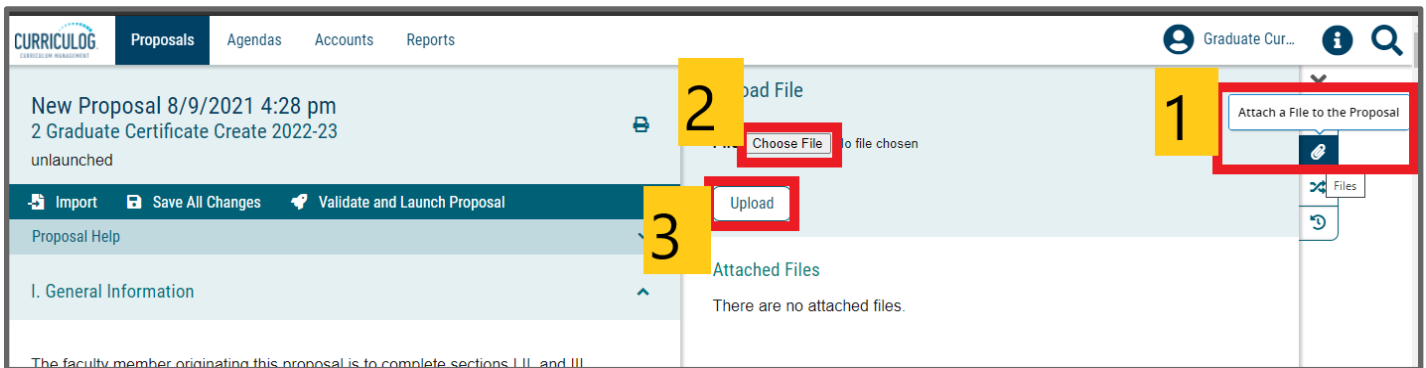
in the search window, search and select the program you will change and click build proposal to begin.

STEP 3: Complete all Items in Sections I and II of the form, except for the schema section, and launch 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.

3.1 Attachments - uploading documents into the form: 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"

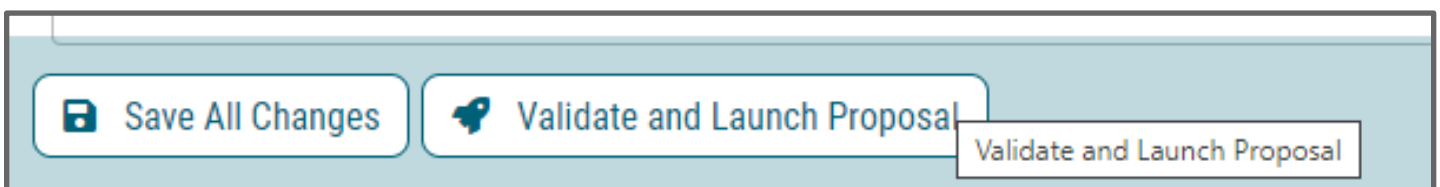


3.2 Required Additional Documents (if changing to 100% online): Please attach required documents by navigating to the "attach a file" icon at the right of the form. Information and forms available at the [Office of the Vice Provost for Academic Programs](#) website.

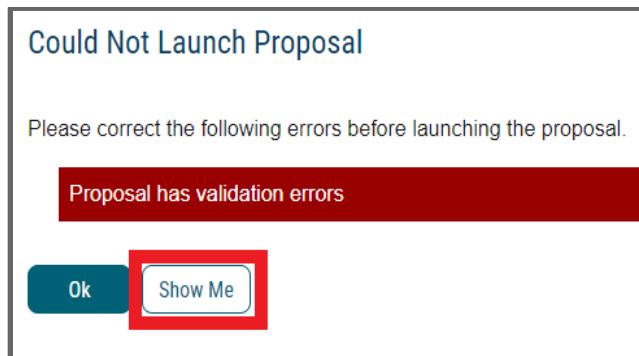
If changing to 100% online delivery, please attach the following:

- Assessment Plan - A new assessment plan will be required when adding an exclusively online mode of delivery to a degree and it must be approved by the [Office of Academic Assessment](#), assessment@unlv.edu,
- Dean's memo of support
- Teach Out Plan for students currently active in the program (available at the [Office of the Vice Provost for Academic Programs](#) website).

3.3 Launch the form: Skip the schema section and complete all fields on the form. Once all but the schema section is completed, 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.



Could Not Launch Proposal

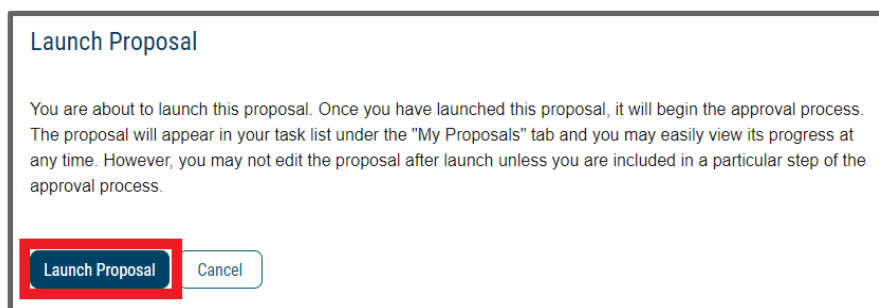
Please correct the following errors before launching the proposal.

Proposal has validation errors

Ok Show Me

This screenshot shows a modal dialog titled "Could Not Launch Proposal". It contains a message asking the user to correct errors before launching. A red banner below the message states "Proposal has validation errors". At the bottom, there are two buttons: "Ok" and "Show Me". The "Show Me" button is highlighted with a red rectangular box.

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.



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 Cancel

This screenshot shows a modal dialog titled "Launch Proposal". It contains a paragraph of text explaining the launch process and the approval workflow. At the bottom, there are two buttons: "Launch Proposal" and "Cancel". The "Launch Proposal" button is highlighted with a red rectangular box.

After the proposal is successfully launched, you can complete the SCHEMA SECTION of the form.

STEP 4: SCHEMA SECTION:

Please edit the schema section after launching the proposal. To launch, please complete all other fields of this form and click "validate and launch" at the bottom. If an error message pops up, please click "show me" and fill in all red (missing) fields in the form and click "validate and launch" again until successfully launched. (see screenshots above)

In this SCHEMA section, please use the instructions below to create the graduate catalog display of program requirements: descriptions, admissions, courses, degree completion, graduation, etc. Please note that the new graduate catalog will display the exact information that you edit in this section.

INSTRUCTIONS:

Prior to following the steps below, please open in parallel a structurally similar program from the graduate catalog as a reference ([UNLV Graduate Catalog](#)). You will use this reference to review the sections of a program plan, and have direction on expected content.

1. Click on the “View Curriculum Schema” icon at the bottom of the “Schema Section.”



Proposed Curriculum:*

View Curriculum Courses View Curriculum Schema View Curriculum Schema

Preview Curriculum

This screenshot shows the bottom of a form section titled "Proposed Curriculum:*". There are three buttons in a row: "View Curriculum Courses", "View Curriculum Schema", and "View Curriculum Schema". The second "View Curriculum Schema" button is highlighted with a red rectangular box. To the right of these buttons is a button labeled "Preview Curriculum" with a small icon.

2. If you are only adjusting existing content, click on the respective Core you would like to edit, then make your edits and click on "Save" as you go. If you are deleting a subplan or courses, simply delete the respective Cores or courses and adjust the descriptive content accordingly.

If you are adding new subplans and/or adding or substituting courses, please see the steps below:

Prior to following the steps below, please open in parallel a structurally similar program from the graduate catalog as a reference ([UNLV Graduate Catalog](#)). You will use this reference to review the sections of a program plan, and have direction on expected content.

3. Click "Add Core" to create blank "Cores." You will be able to add and remove Cores later as well, so at this time please don't worry too much about the final number.

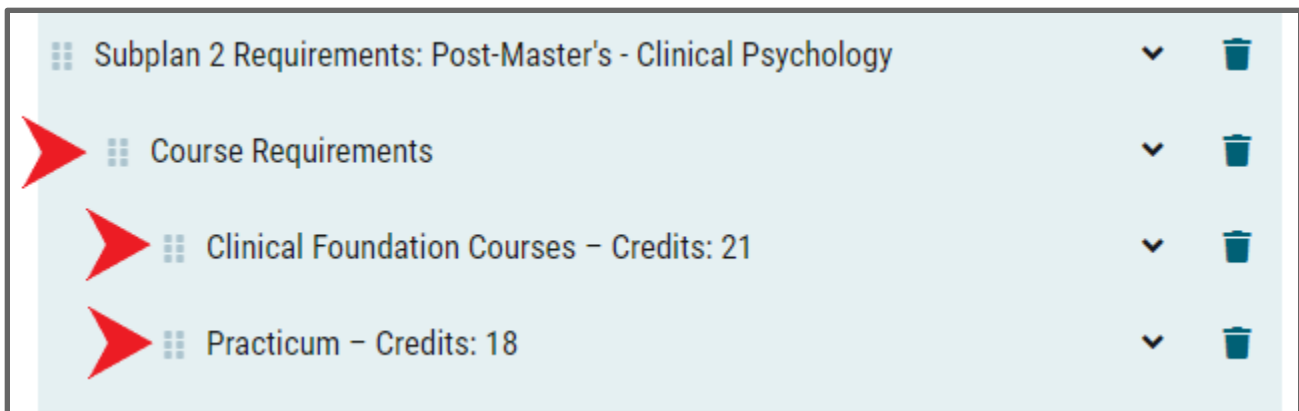
The screenshot shows a web interface titled "Proposed Curriculum:". It has two tabs: "View Curriculum Courses" (active) and "View Curriculum Schema". In the top right corner, there is a "Preview Curriculum" button with an external link icon. The main area contains a list of seven "New Core" items, each with a vertical ellipsis icon on the left and a dropdown arrow and trash icon on the right. At the bottom left, the "Add Core" button is highlighted with a red rectangular box, and next to it is an "Import Core" button.

4. Click on each Core and rename them as follows, clicking on "Save" as you go:

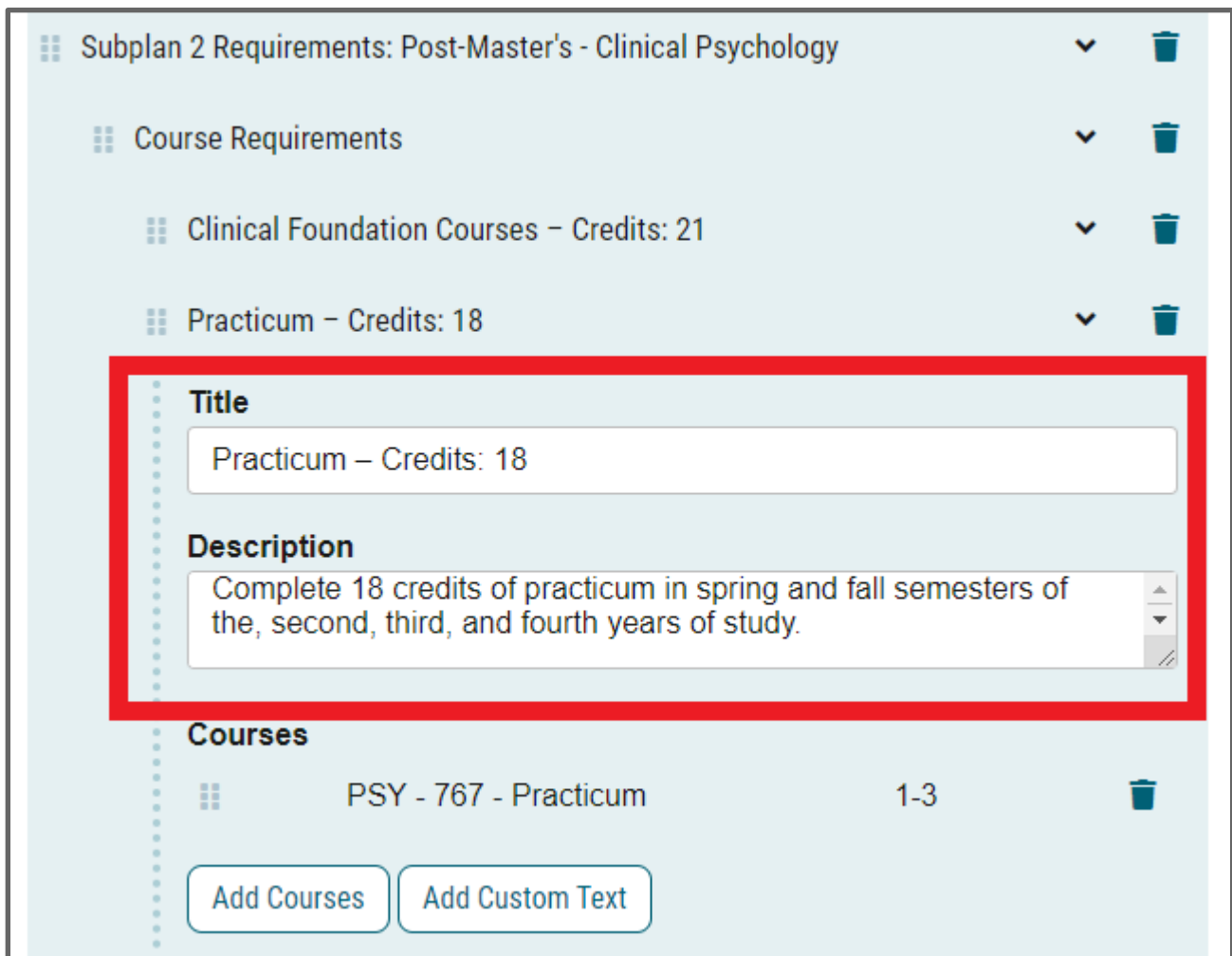
- Subplan (number) Requirements: (name) (*e.g. Subplan 3 Requirements: Non-Thesis*)
- Course Requirements
- Course section x (please create as many as your plan of study requires)
- Degree Requirements
- Graduation Requirements

The screenshot shows the "View Curriculum Schema" tab of the "Proposed Curriculum:" interface. The "Preview Curriculum" button is still in the top right. The main area is divided into sections. The first section contains "Plan Description", "Plan Admission Requirements", and "Plan Requirements", each with a vertical ellipsis icon on the left and a dropdown arrow and trash icon on the right. Below these is a "Title" field with the text "Plan Requirements". Underneath is a "Description" field with the text "Total Credits Required: 12". Below the description field are "Save" and "Cancel" buttons. The next section is titled "Courses" and contains the text "No Courses". Below this are "Add Courses" and "Add Custom Text" buttons. The final section contains "Course Requirements", "Course section 1", and "Course section 2", each with a vertical ellipsis icon on the left and a dropdown arrow and trash icon on the right.

5. Drag the cores sideways by clicking and holding the icon at the left of each core. Create a hierarchy within the "Subplan Requirements" section (Subplan Requirements > Course Requirements > Course sections), as the following example:



6. **Fill in all the content except for the "Course Sections"** by clicking on each core, adding the content, and clicking on "Save" as you go. If you do not know what to write into each section, please navigate through the UNLV graduate catalog for inspiration and guidance ([UNLV Graduate Catalog](#)). You can copy and paste content into these sections:



STEP 5: COURSE SECTIONS: After completing all other sections, complete the course section(s) by:

- a. Review the number of "Course Sections" you need. Course sections are unique to each program. Some programs have more sections than others. The criteria for the division in sections is generally based on either:
 - i. Content area (e.g. "Research Methods," "Topic-X related courses," ...)
 - ii. Type of requirement (e.g. Required or Elective Courses, "Culminating Experience," ...)
 - iii. Timeline offered, when cohort-based (e.g. "Fall Year 1," "Spring Year 2," ...)
 - iv. You may suggest any structure if you have a strong rationale for it, and the technical review team will assist in case any adjustments may be necessary.
 - v. All degrees/programs must have a minimum common set of required courses. Programs typically have 6-9 credits of set required courses.
 - vi. Subplans, if any, will typically have the same amount of credits unless students being admitted would have a reason to take more/less credits (e.g. prior studies, post- Bach., post-Master's...).
- b. After reviewing how many sections you need, add or remove "Course Section" cores as necessary, and rename all course sections. If you add more cores, drag them into position in the same way you dragged them previously. To delete, simply click the "trash" icon on the right side of the core being deleted (please note that all sub-cores are deleted if contained within a higher Core that is being deleted). **Course sections are named as follows: "Name - Credits: x"**
- c. Add a description to each course section with instructions about how the credits must be taken (see image below) and click on "Save" as you go:

The screenshot shows a web interface titled "Proposed Curriculum:*". At the top, there are three buttons: "View Curriculum Courses", "View Curriculum Schema", and "Preview Curriculum" (which has an external link icon). Below these buttons is a list of curriculum items, each with a three-dot menu icon on the left, a dropdown arrow in the middle, and a trash can icon on the right:

- Plan Description
- Plan Admission Requirements
- Plan Requirements
- Course Requirements
- Required Courses - Credits: 9

The "Required Courses - Credits: 9" item is selected, and its details are shown below. It has a "Title" field containing "Required Courses - Credits: 9". Below the title is a "Description" field with a text area containing the following text:

Add here instructions about how the credits are taken, and any other necessary instruction, e.g.

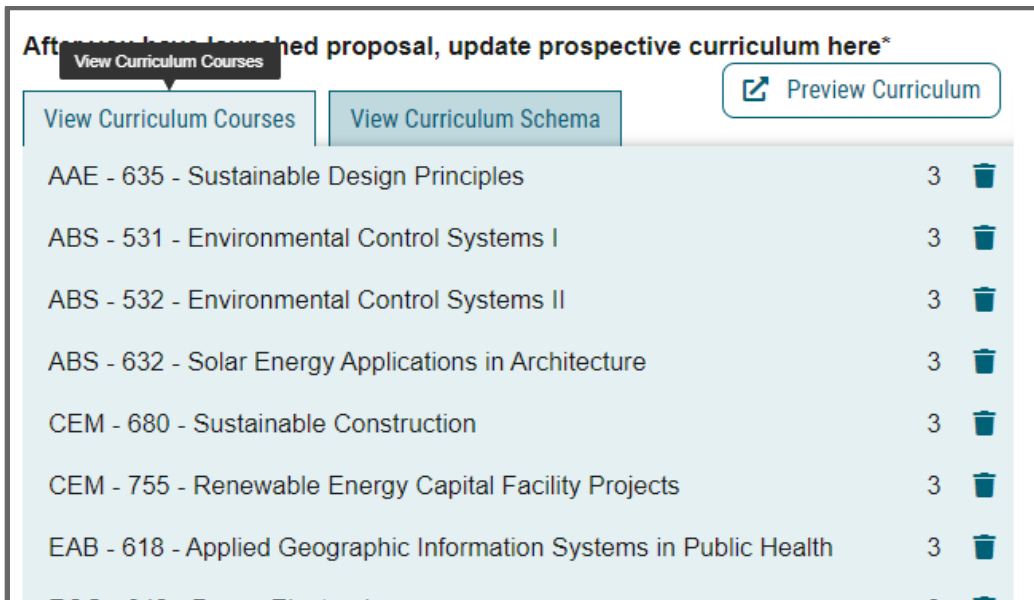
- "Complete 9 credits by completing all of the following courses:"
- "Complete 6 credits of course-x, and 3 credits of course-y:"
- "Complete 9 credits of advisor approved courses:"

At the bottom of the interface are two buttons: "Save" and "Cancel".

STEP 6: IMPORTING and ADDING COURSES

Courses must be first imported into the form before you can add them into each course section. To import courses:

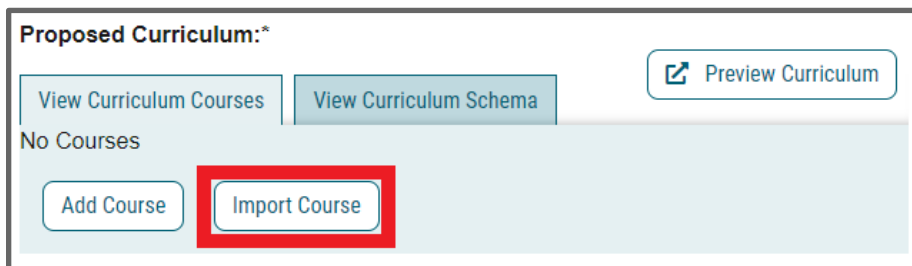
1. Click on the "View Curriculum Courses" tab at the top of the schema window:



A screenshot of the 'View Curriculum Courses' tab in a software interface. At the top, there is a header bar with the text 'After reviewing the proposed proposal, update prospective curriculum here*'. Below this, there are two tabs: 'View Curriculum Courses' (which is active) and 'View Curriculum Schema'. To the right of the tabs is a button labeled 'Preview Curriculum'. The main area displays a list of courses, each with a course ID, name, and a trash icon. The courses listed are:

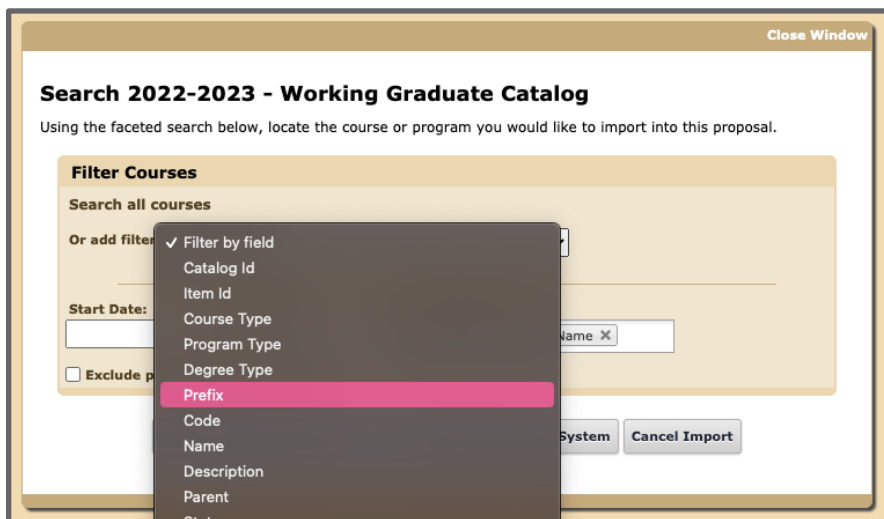
Course ID	Course Name	Count	Action
AAE - 635	Sustainable Design Principles	3	Trash
ABS - 531	Environmental Control Systems I	3	Trash
ABS - 532	Environmental Control Systems II	3	Trash
ABS - 632	Solar Energy Applications in Architecture	3	Trash
CEM - 680	Sustainable Construction	3	Trash
CEM - 755	Renewable Energy Capital Facility Projects	3	Trash
EAB - 618	Applied Geographic Information Systems in Public Health	3	Trash

2. Click on the "Import Course" button at the bottom of the "View Curriculum Courses" window:



A screenshot of the 'Proposed Curriculum' window. It features a header bar with the text 'Proposed Curriculum:*'. Below the header, there are two tabs: 'View Curriculum Courses' and 'View Curriculum Schema'. To the right of the tabs is a button labeled 'Preview Curriculum'. The main area displays the text 'No Courses'. At the bottom, there are two buttons: 'Add Course' and 'Import Course'. The 'Import Course' button is highlighted with a red rectangle.

3. Click on the available import catalog (only one will be available), and on the import window, select "filter by prefix":



A screenshot of the 'Search 2022-2023 - Working Graduate Catalog' window. The window has a title bar with a 'Close Window' button. The main area contains the text 'Using the faceted search below, locate the course or program you would like to import into this proposal.' Below this, there is a section titled 'Filter Courses' with a search bar and a dropdown menu. The dropdown menu is open, showing a list of filter options: 'Filter by field', 'Catalog Id', 'Item Id', 'Course Type', 'Program Type', 'Degree Type', 'Prefix', 'Code', 'Name', 'Description', 'Parent', and 'Status'. The 'Prefix' option is highlighted in pink. At the bottom of the window, there are buttons for 'System' and 'Cancel Import'.

4. (1) Search for your desired course prefix; (2) then click "search available curriculum; (3) then click on all courses that will be imported:

Close Window

Search 2022-2023 - Working Graduate Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

1 Prefix = EPY X

Add another filter Filter by field

Start Date: End Date: Sort Results By: Prefix X Code X Name X

☐ Exclude previously imported items

2 Search Available Curriculum Select Another External System Cancel Import

Search Results (1 to 20 of 59)

EPY 690 Introduction to the Learning Sciences	←	3
EPY 699 Special Topics		
EPY 700 Special Problems: EPY (Inactive-Hidden)	←	
EPY 701 Proseminar in Educational Psychology		
EPY 702 Research Methods	←	
EPY 703 Teachers as Producers and Consumers of Educational Research	←	
EPY 707 Adolescent Development		

5. Add courses to proposal by clicking, at the very bottom, on the "Add Courses to Proposal" button:

Selected Courses

EPY 690 Introduction to the Learning Sciences

EPY 700 Special Problems: EPY (Inactive-Hidden)

EPY 702 Research Methods

EPY 703 Teachers as Producers and Consumers of Educational Research

3 Add Courses to Proposal Select Another External System Cancel Import

Repeat this process as often as you need until all courses are added to the proposal.

You will see all added courses within the “View Curriculum Courses” view:

After you have launched the proposal, update prospective curriculum here*

View Curriculum Courses **View Curriculum Schema** [Preview Curriculum](#)

AAE - 635 - Sustainable Design Principles	3	
ABS - 531 - Environmental Control Systems I	3	
ABS - 532 - Environmental Control Systems II	3	
ABS - 632 - Solar Energy Applications in Architecture	3	
CEM - 680 - Sustainable Construction	3	
CEM - 755 - Renewable Energy Capital Facility Projects	3	
EAB - 618 - Applied Geographic Information Systems in Public Health	3	

6. Add the courses into their respective course section, as follows:

Proposed Curriculum: Plan Description, Plan Admission Requirements, Plan Requirements, Course Requirements

1 **Required Courses - Credits: 9**

Title
Required Courses - Credits: 9

Description

Courses
No Courses

2 **Add Courses**

3 **Choose courses to add**

EPY - 690 - Introduction to the Learning Sciences	3
EPY - 700 - Special Problems: EPY (Inactive-Hidden)	1 - 6
3 EPY - 702 - Research Methods	3
EPY - 703 - Teachers as Producers and Consumers of Educational Research	3

4 **Add Course** **Cancel**

Elective Courses - Credits 3

Certificate Completion Requirements

Add Core **Import Core**

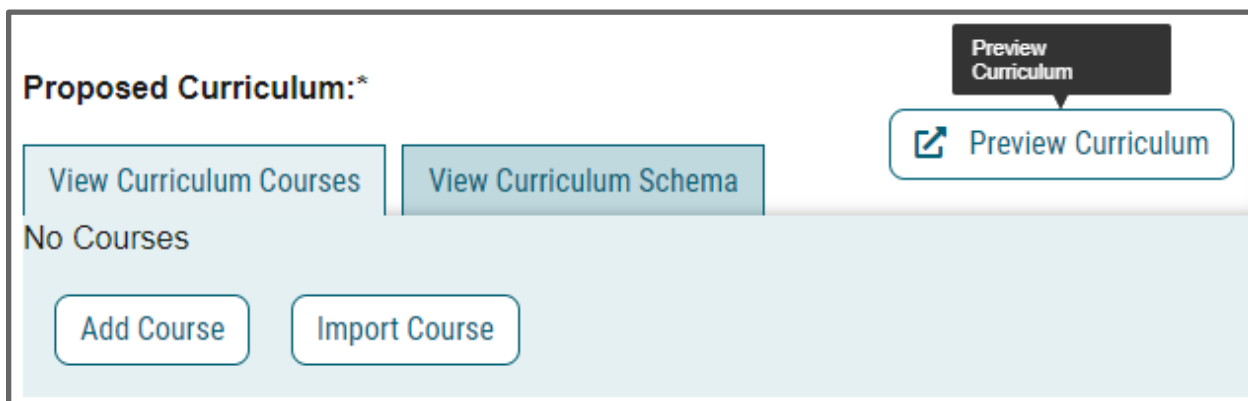
7. For courses that do not exist yet at the time of this proposal: Add the courses into the description box of the respective course section in the following way: "PREFIX - NUMBER - Course name, (credits)."

STEP 7: REVIEW the Final Structure of the Schema:

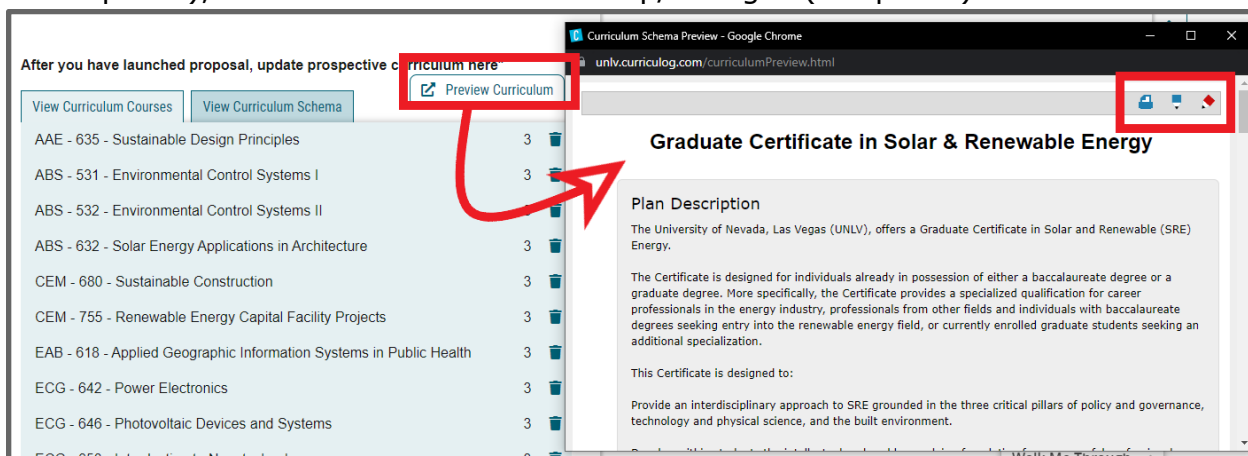
At this point you should be ready to go. All the fields in the form are filled, all necessary attachments are uploaded. You have contacted all of the offices involved.

For a final review of the schema (catalog display/plan of study), please follow these steps:

1. Click on the "Preview Curriculum" tab at the top of the schema section window:






2. The preview curriculum button will open a pop-up preview of the schema. On the top right of the schema preview you can select to print (or save in .pdf), have a clean view (blue pencil), or have a view of the markup/changes (red pencil):

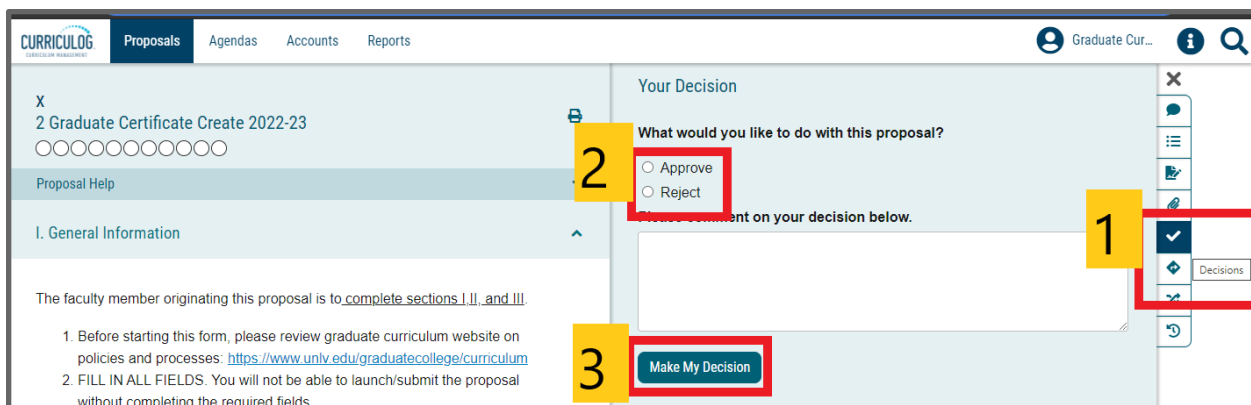


STEP 8: READY TO SUBMIT?

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  to verify that the proposal has gone to the next step.
5. The workflow status icon  will also show you the current step of the proposal at any given time, and who are the reviewers at that step.



The screenshot displays the CURRICULOG web application interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The main content area is titled 'Your Decision' and contains a form for reviewing a proposal. The proposal title is '2 Graduate Certificate Create 2022-23'. The form includes a section for 'What would you like to do with this proposal?' with radio buttons for 'Approve' and 'Reject'. A text box for 'Please comment on your decision below.' is also present. A 'Make My Decision' button is at the bottom. Three numbered callouts are overlaid on the image: '1' points to the 'Decisions' dropdown menu on the right sidebar; '2' points to the 'Approve' and 'Reject' radio buttons; and '3' points to the 'Make My Decision' button. The left sidebar shows the proposal details and a list of instructions for the proposer.

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

QUESTIONS? Contact gradcurriculum@unlv.edu