You will submit a Course Change Proposal whenever you want to change the Prefix, Course Number, Title (long or short name), Description, Number of credits, Grading Basis (A-F, S/U, etc), Pre/CoRequisites, Components (Discussion/Lab), Crosslist (400/600), etc.

Course Change Proposal

1. Click the New Proposal button from any tab on the proposal menu
A. Select UGRD Course Change from the list of available proposals

1. When you select it, a summary will appear on the fly out menu to the right
2. Click the Check mark to begin the proposal
A. When the proposal opens, click the "i" in the upper right corner to turn the help text on.

1. TURN ON help text before starting this proposal by clicking "i" in the top right corner of the heading and fill out the form. The **Originator** is to complete sections I, II, and III.

### Help:

- Prefix
- Course Number
- Title/ Long Course Name
- Title Abbreviation/ Short Course Name
- Description
- Credits
- Grading
- Prerequisites/ CoRequisites
- Components (DIS or LAB attached to LEC)
- Crosslist (i.e. 400/600) or "Same as"
- Other, explain in Justification section
B. Complete the Course Info section beginning with the changes you are proposing and the justification for them.

1. TURN ON help text before starting this proposal by clicking 🔄 in the top right corner of the heading and fill out the form. The **Originator** is to complete sections I, II, and III.

   - **Summary of Proposed Changes**
     - Check all that apply:
       - Prefix
       - Course Number
       - Title/Long Course Name
       - Title Abbreviation/Short Course Name
       - Description
       - Credits
       - Grading
       - Prerequisites/Corequisites
       - Components (DIS or LAB attached to LEC)
       - Crosslist (i.e., 400/600) or "Same as"
       - Other, explain in Justification section

   - **Justification for Course Change**

   The required reading is more work so it should be more credits. |

   - **Type in your justification for the change or copy and paste from another document if applicable.**

   - **Save All Changes**

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Updated 9.27.2018
i. If you are making changes to the prefix, number, title, and or/credits you will also need to attach a copy of the syllabus.

**Note:** Changes to any of the following (prefix, number, title, and/or credits) require submission of syllabus and will undergo CCN processing. Please attach any required files by navigating to the Proposal Toolbox and clicking on the top right corner.

Attached Syllabus

ii. Scroll to the top and click the icon.
iii. Click Browse, select the file from your computer and click open

iv. Click Upload to attach the syllabus to your proposal
v. Once the file is attached, you will see it listed in the proposal tool box and you can continue with your proposal.

![Proposal Toolbox](image-url)
vi. Check the box to confirm you attached your syllabus

2. IMPORT course data found (i.e. Prefix, Number, Long Course Name, Credits, Repeatable Description, Prerequisites, etc.) from the Catalog by clicking in the top left corner. (Tip: search import data by prefix) You will automatically return to the proposal to continue after you have searched and imported data.

Please contact curriculum@unlv.edu if the prefix is new, so we can verify with NSHE System Office that it can be used. Do not continue with your proposal until you have received confirmation.

- Department*
  - Select an option

- Prefix*
  - Select an option

- Number*
  - Help: (e.g., 101)

- Long Course Name*
C. You can copy in the current course information using the Import tool in the upper left corner
   i. You will 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 undergraduate 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
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  in the upper right corner to turn the help text back on after the import.
iii. The information from the import will be added into your proposal

2. IMPORT course data found (i.e. Prefix, Number, Long Course Name, Credits, Repeatable, Description, Prerequisites, etc.) from the Catalog by clicking in the top left corner. (Tip: search import data by prefix) You will automatically return to the proposal to continue after you have searched and imported data.

Please contact curriculum@unlv.edu if the prefix is new, so we can verify with NSHE System Office that it can be used. Do not continue with your proposal until you have received confirmation.

iv. If you are proposing to change to a new prefix you MUST email curriculum@unlv.edu and you will not be able to complete your proposal until the new prefix has been added
D. You can browse the course catalog to answer questions using the attributes for the course.

3. To answer the next questions, you may use MyUNLV browse as a resource to find the (General Education) attributes of the course.

   i. If the class satisfies General Education or First/Second year seminar requirements you must include that information.

E. Run an impact report to find out which, if any, other courses, majors, minors, etc will be affected by your change.
i. In the new window, Select the working UNDERGRADUATE catalog and click Generate Report
ii. Copy all of the information in the impact report
   1. You can use keyboard controls select all (ctrl + A or cmd + A) and copy
      (ctrl + C or cmd + C)
iii. Paste the impact report into the Question 4 box and determine whether or not the course is required of a degree, minor, or concentration

1. If it is they will be listed in the Programs section of the Impact Report

2. Keep in mind, your change may also require a Program, Minor and/or Concentration Change form. You will be contacted by the Registrar staff if additional forms and/or approvals are required.
F. In section 2 complete the required fields with CURRENT course information

5. Fill in missing information with current course data. At this stage, do not fill in field with new changes only populate the fields with accurate course info (as listed in MyUNLV or imported from the catalog and/or to the best of your knowledge). You may skip fields that are not relevant to your request except for those marked with an asterisk (which are required).

It is imperative that you do NOT make proposed changes to course information before launching proposal (step 1) so that we can track new changes.

**Title Abbreviation/Short Course Name Change**

**Description Change**

An introduction to the history of a variety of multicultural groups and interactions in American history. Specific topics vary with the instructor.
i. Some of the information will be pre-populated from your import from the catalog.

ii. You will add in the changes later, do not make changes at this time.

Do NOT make any changes at this time. Complete the relevant fields with the current course information.
iii. Once you reach the bottom of the section, click Save All Changes.

**Crosslist Change**

Note: For crosslist (i.e. 400/600) or same as requests, all corresponding departments/units must submit proposals at the same time for consideration.

<table>
<thead>
<tr>
<th>Crosslisted Grad Course</th>
<th>Same As Course(s)</th>
</tr>
</thead>
</table>

**Student Learning Outcomes (SLO) and Service Learning Course**

List SLO as a numbered list.

Service Learning Course

- Yes
- No

6. Next, click on "Save All Changes" button at the bottom.

7. LAUNCH proposal by clicking in the top left corner.

8. Go back to beginning of proposal and make proposed changes directly into any

iv. You may have click the in the upper right corner to turn the help text back on.
3. Scroll to the top and Launch the proposal

   ![Image of Curriculog Proposal](image)

   i. This will save the current course information so that when you add in the changes, they will all be tracked. This 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.

   ![Image of Could Not Launch Proposal](image)

   1. Contact curriculum@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

1. Click show me to highlight 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.
5. Now you will type the proposed changes directly into the proposal

- An introduction to the history of a variety of multicultural groups and interactions in American history. Specific topics vary with the instructor.
  
  **With some extra reading.**

- Save  
  Cancel

- Number of Words in Catalog Description

- **Fixed/Variable Credits**: Fixed  
  Variable

- Number of Credits: 4

- Save  
  Cancel

i. You will save after each change
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.
7. Once your changes are made, return to section 3 of your proposal and complete the library info section.

### III. Library Info

9. Fill in Library Info section. If there are no changes needed to Library resources then answer first question and skip to step 10.

10. Finish the launch of your proposal by clicking the icon located in the Proposal Toolbox on left side at top. Make your decision, comment is optional, and click on "Make decision".

You can check the status of the proposal by clicking in Proposal Toolbox to verify that the proposal has gone to the next step.

#### Any changes to library resources needed for course?

- [ ] Yes
- [x] No

#### Aspects that will be covered

- [ ] History
- [ ] State of the Art
- [ ] Technical Aspects
- [ ] Survey of Literature
- [ ] Student Research Component

#### Critically needed journals for this subject area:

...
8. Once the Library section is complete, scroll to the top and click the decisions icon in the Proposal Toolbox.

9. Select your decision, enter any comments/notes and click Make My Decision.

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