UNLV | GRADUATE COLLEGE

Graduate Program Creation Proposal in Curriculog
A step-by-step guide

Before initiating the Curriculog proposal for a new program, please contact the Office of the Vice Provost for Academic Programs (VPAP) to review their requirements, and receive their approval, or "green light," for initiation of the Curriculog proposal process.
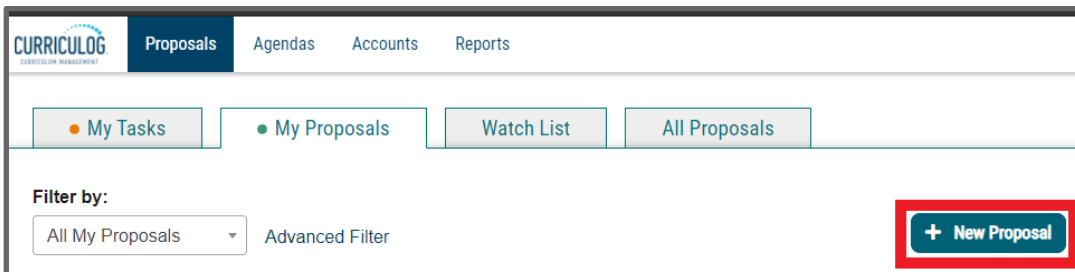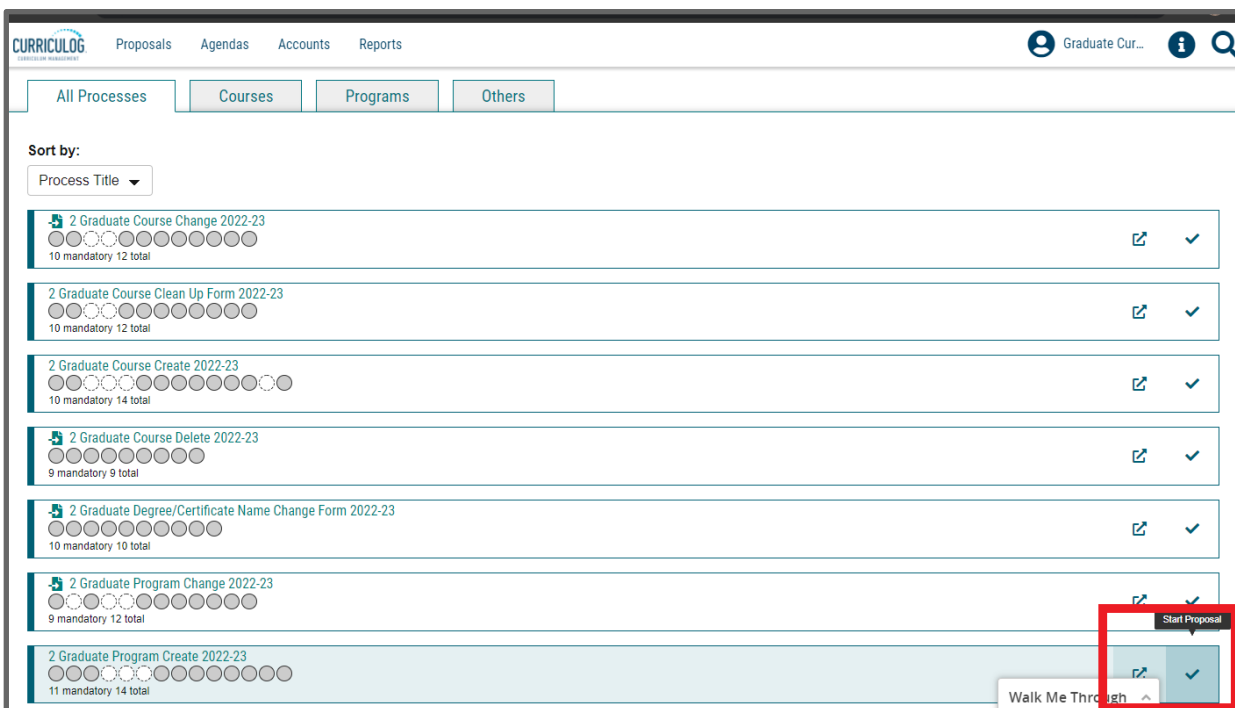
STEP 1: Curriculog Login

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 Create" form

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 Program Create form row:

STEP 3: Complete all Items in Sections I, II and III 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 CIP code: This code classifies the program in terms of its content, and serves as an identifier and qualifier for different processes, mainly at the administrative level. You can browse the NCES CIP Database here: https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55 Please note that the proposed code will be reviewed by the graduate curriculum team and the Registrar, and if a potentially better code is found, it will be suggested to you along the process. If you are unsure of the CIP code you can leave this item blank on the form, and graduate curriculum will contact you with suggestions.

3.2 Office of Online Education: Programs that are 100% online must contact the Office of Online Education (https://www.unlv.edu/provost/online-education). Email: elizabeth.barrie@unlv.edu

3.3 Financial Aid: In order to determine whether this proposed program is eligible for financial aid, please contact the Financial Aid & Scholarships Office (https://www.unlv.edu/finaid). Email: barb.roberts@unlv.edu and zachary.goodwin@unlv.edu

3.4 Office of Educational Compliance: Programs that lead to professional licensure or certification must contact the Office of Educational Compliance (https://www.unlv.edu/provost/ed-compliance). Email: leeann.fields@unlv.edu

3.5 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 this form.
02. Click on "Choose File"
03. Click on "Upload"
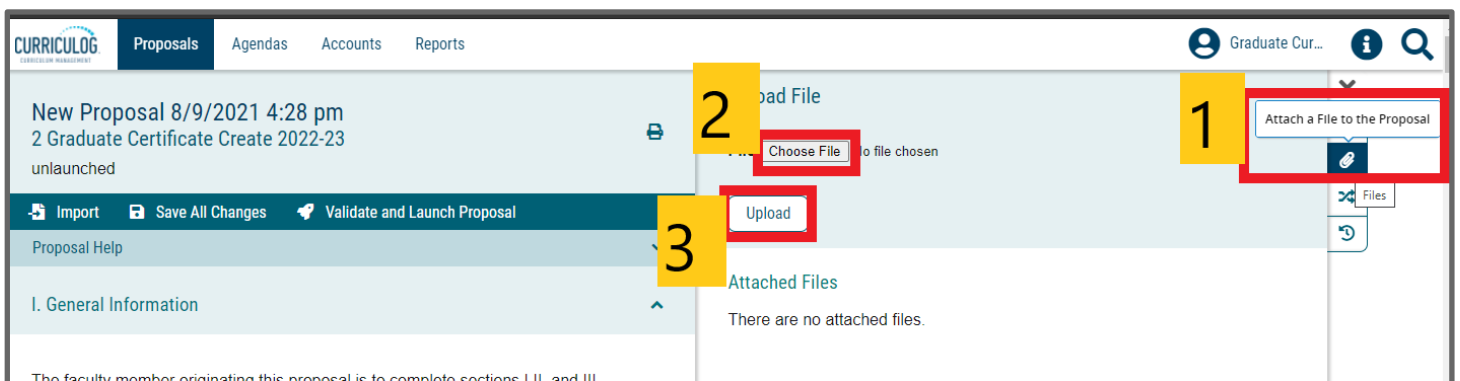
3.6 Differential Tuition Fees: If this program has differential tuition fees, please attach the approved differential fee proposal form by navigating to the "attach a file" icon at the right of this form. Information and forms available at the Office of the Vice Provost for Academic Programs website.

3.7 Required Additional Documents: Please attach required documents by navigating to the "attach a file" icon at the right of this form. Information and forms available at the Office of the Vice Provost for Academic Programs.

- Dean's Memo – Identifies strengths and weaknesses and shows the priority of this program within your College's strategic plan.
- Letters of Support: At least 2 letters of support from the Chair/Director of the academic unit and/or external entities.
  - *Each letter must verify that the proposed program has received faculty approval through the appropriate governance procedures, as well as the existence of necessary resources to support the program as presented in the proposal.*
- NSHE Proposal form – Available from the Office of the Vice Provost for Academic Programs website.
- New Program Budget Projection - Available from the Office of the Vice Provost for Academic Programs website.
- Sample Degree Program (schema section of this form).
- Program Assessment Plan: Three Year Academic Assessment Plan – Available from the UNLV Office of Academic Assessment
- Three (3) Representative Course Syllabi (must meet UNLV accessibility standards).
- Approved UNLV New Program Pre-Proposal form - Available from the Office of the Vice Provost for Academic Programs website.
- Graduate Assistant Plan (*No template available; Please describe the plan*).
- Recruitment, Retention, Progression, and Completion (R2PC) Plan (*No template available; Please describe the plan*). Describe how R2PC happens and if you have any specific needs.
- Differential Fees Proposal form, if applicable.

3.8 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.
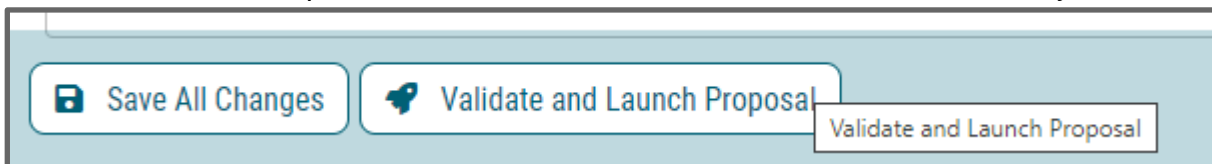
3.8.1 If an ERROR message comes up, please click "show me" and fill all the red fields of the form.
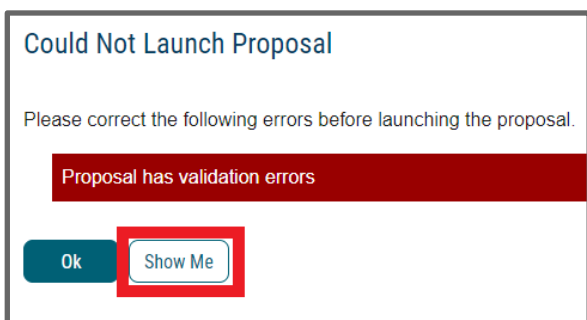
3.8.2 If you have filled the entire form correctly, you will see the "Launch Proposal" option come up. Click on "Launch Proposal" to launch.
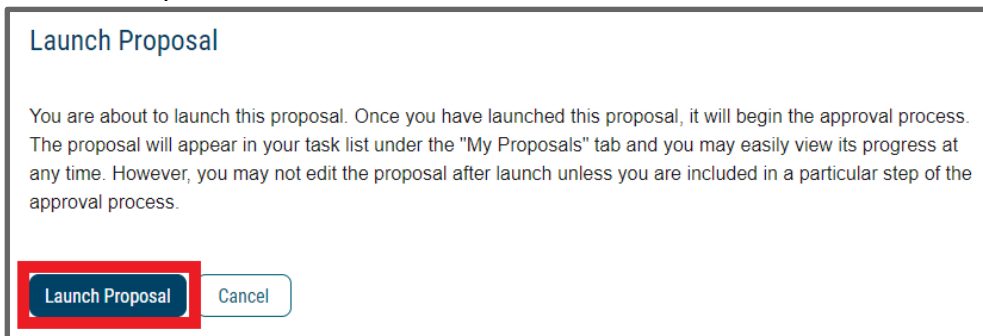
After the proposal is successfully launched, you can complete the SCHEMA SECTION of the form.

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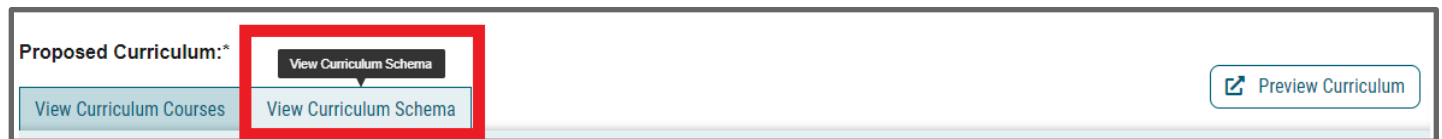
2. Click "Add Core" to create blank "Cores." You will be able to add and remove Cores later as well, so at this time please don't worry too much about the final number.

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

- Plan Description
- Plan Admission Requirements
- Plan Requirements (include in description the total credits)
- Course Requirements
- Course section x (please create as many as your plan of study requires)
- Degree Requirements
- Graduation Requirements

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

5. **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).

    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:

Proposed Curriculum:*

↗ Preview Curriculum

| View Curriculum Courses | View Curriculum Schema |

∷ Plan Description　　　　　　　　　　　　　　　　∨　🗑

∷ Plan Admission Requirements　　　　　　　　　　∨　🗑

∷ Plan Requirements　　　　　　　　　　　　　　　∨　🗑

　∷ Course Requirements　　　　　　　　　　　　∨　🗑

　　∷ Required Courses - Credits: 9　　　　　　∨　🗑

Title

> Required Courses - Credits: 9

Description

> 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:"
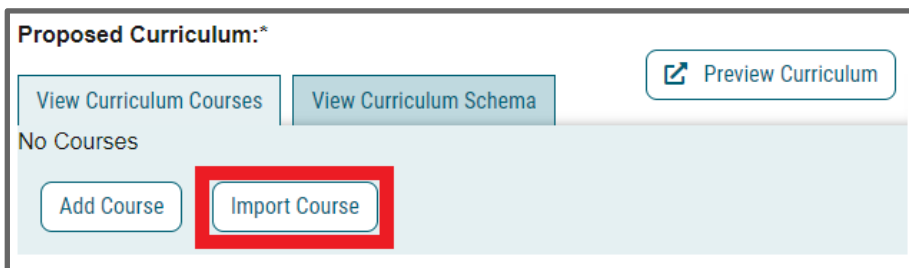
Save　　Cancel

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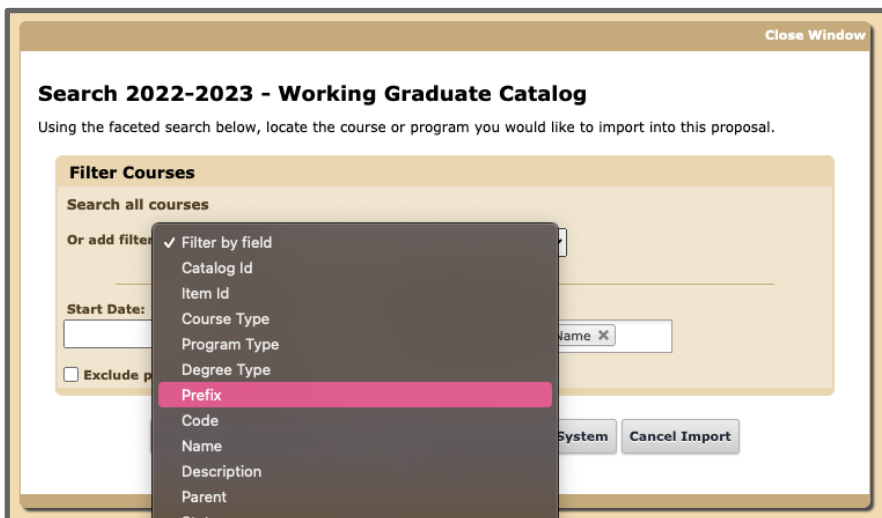
1. Click on the "View Curriculum Courses" tab at the top of the schema window:
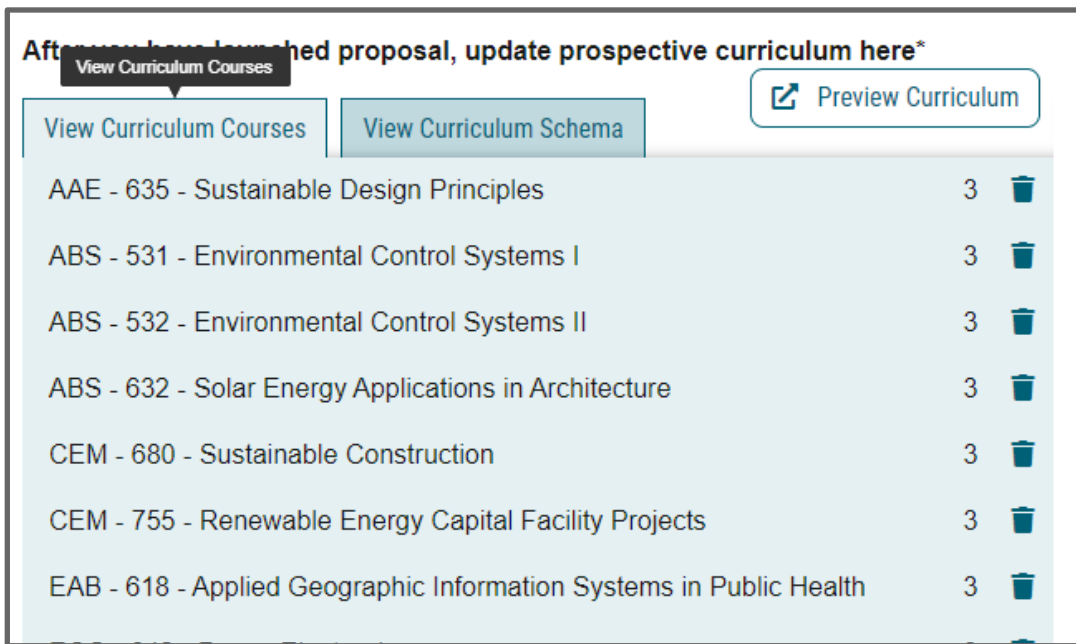
2. Click on the "Import Course" button at the bottom of the "View Curriculum Courses" window:

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

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

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

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 proposal, **update prospective curriculum here***

View Curriculum Courses

| 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

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

Courses

No Courses

4   **Add Course**   Cancel

2   **Add Courses**

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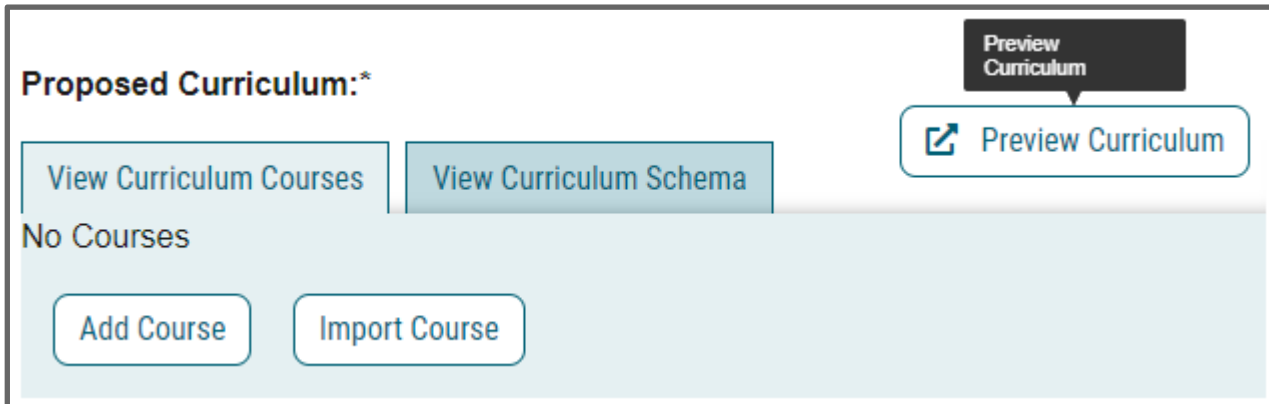
2. The preview curriculum button will open a pop-up preview of the schema. On the top right of the schema preview you can select to print (or save in .pdf), have a clean view (blue pencil), or have a view of the markup/changes (red pencil):
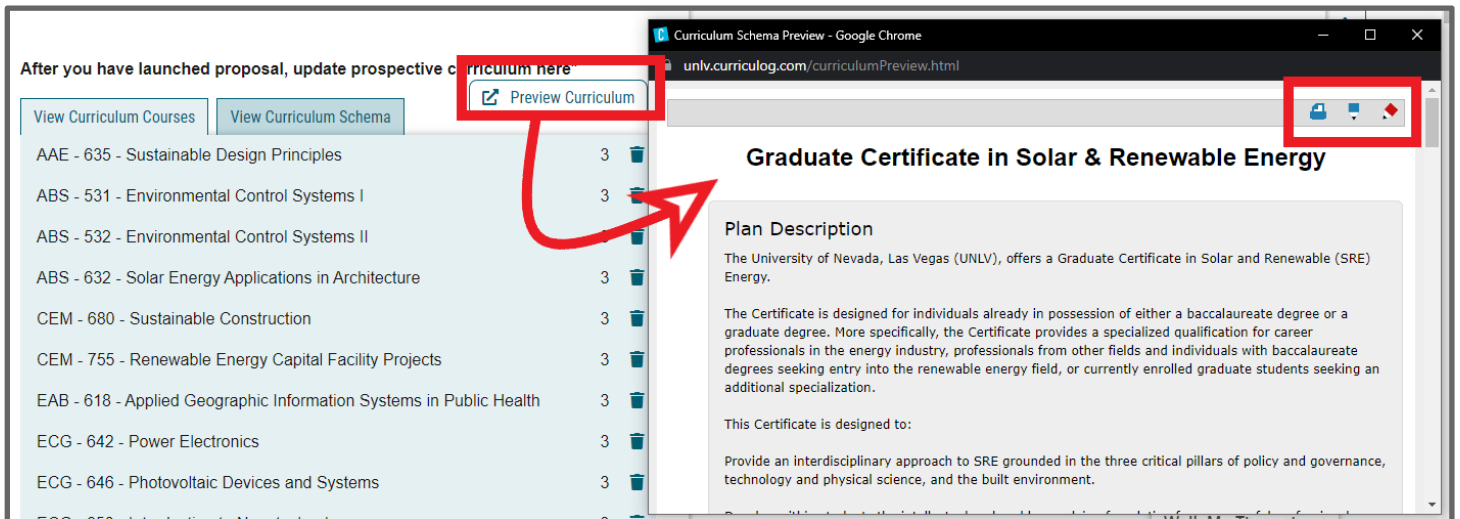

STEP 8: READY TO SUBMIT?

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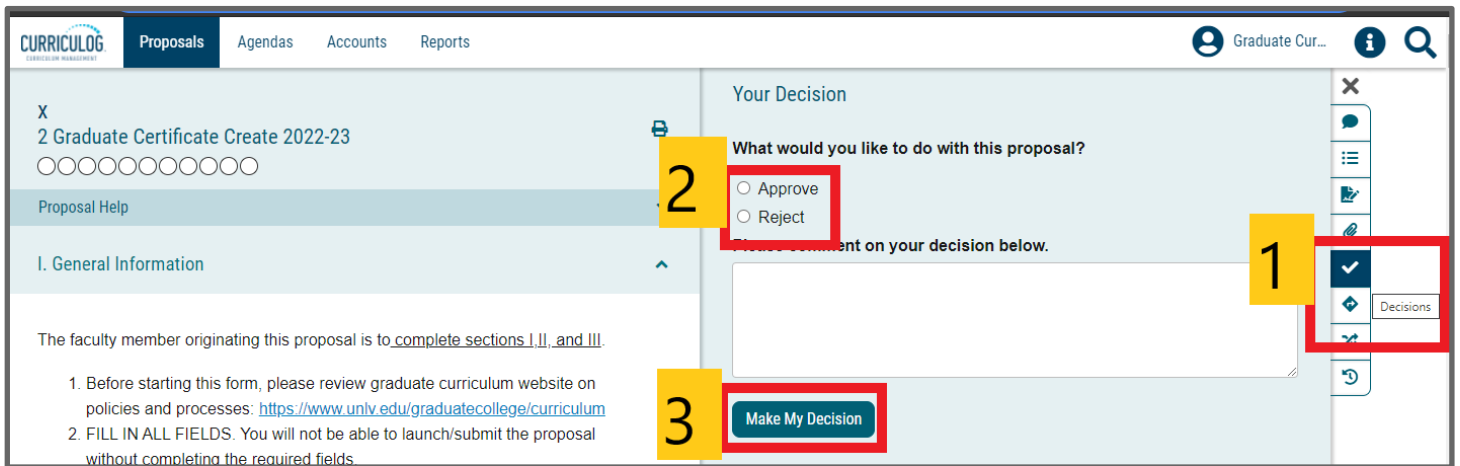
Additional Information, including committee meeting dates, university resources, and general guidelines available at: https://www.unlv.edu/graduatecollege/curriculum

QUESTIONS? Contact gradcurriculum@unlv.edu