

## Graduate Program Deactivate/Reactivate Request in Curriculog

A step-by-step guide

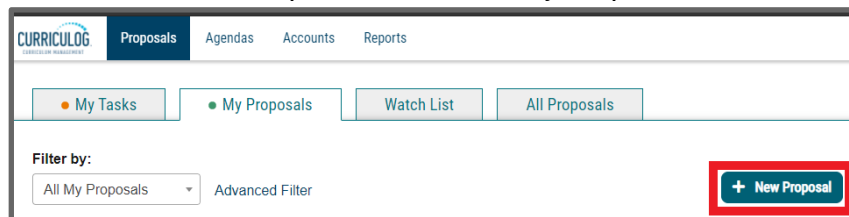
### STEP 1: Curriculog Login

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

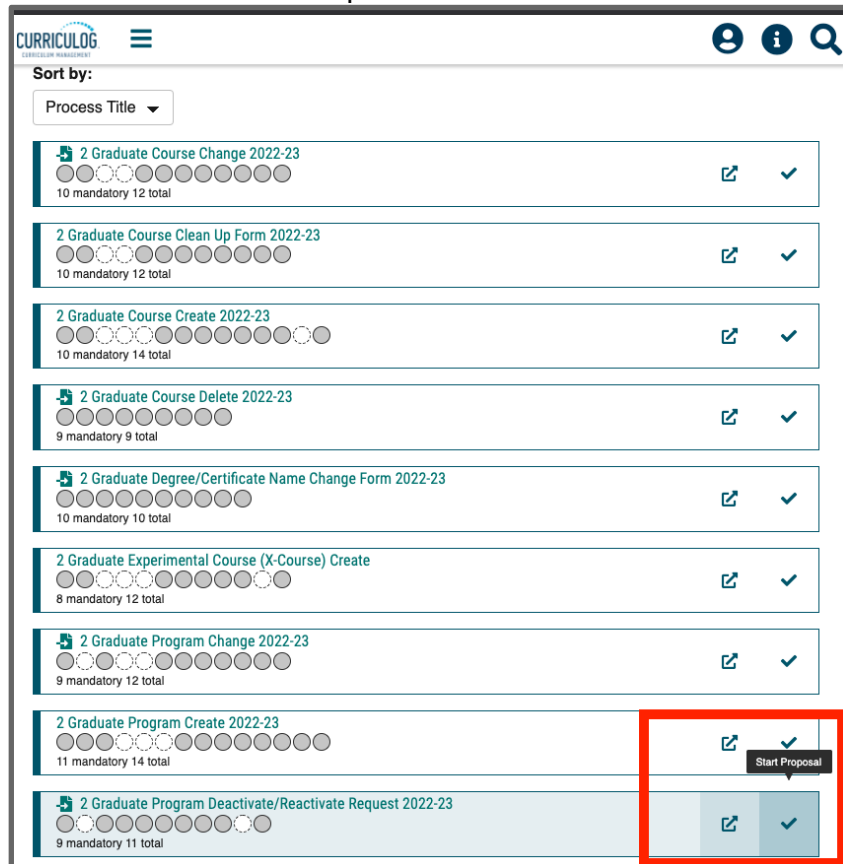
1.2 Login using your UNLV ACE account. (see <https://www.it.unlv.edu/ace>)

### STEP 2: Select the “Program Deactivate/Reactivate Request” 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 Deactivate/Reactivate Request form row:



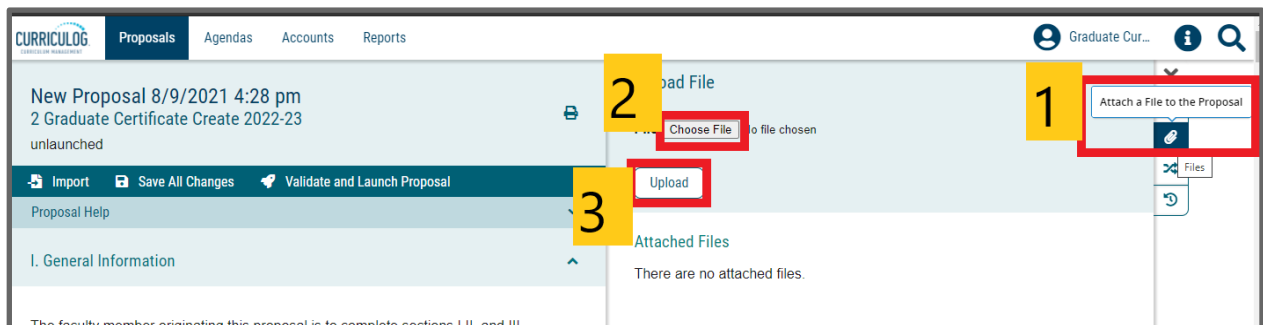
**This form begins with importing the current information from the working graduate catalog.** You will see the **search window** roll out to the right after clicking on “start proposal.” Using the fields in the search window, search and select the program you will change and click build proposal to begin.

### **STEP 3: Complete all Items in Sections I and II of the form, 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:

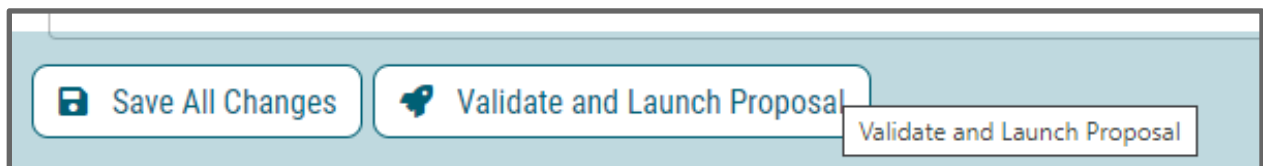
01. Click on the “attach a file” icon at the right of this form.
02. Click on “Choose File”
03. Click on “Upload”



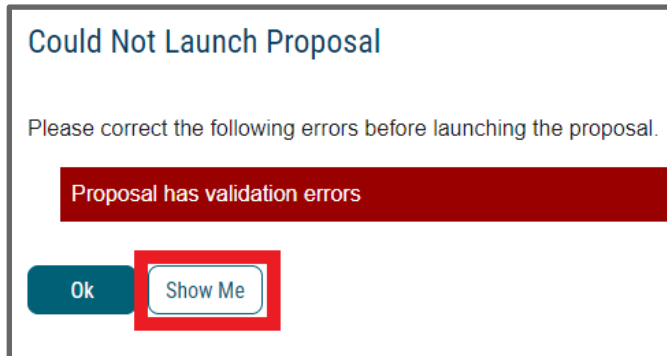
**3.2 Required Additional Documents:** Please attach required documents by navigating to the “attach a file” icon at the right of this form. Information and forms available at the [Office of the Vice Provost for Academic Programs](#) website.

- Program Deactivation Request Coversheet.
- NSHE Program Deactivation form.
- Teach Out Plan - if deactivation.

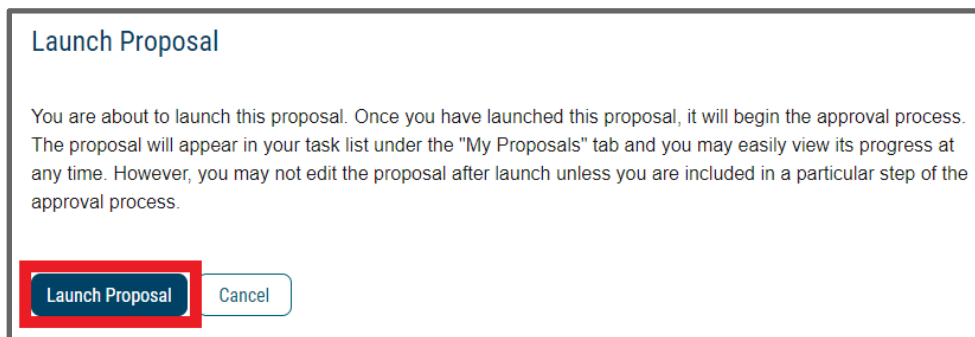
**3.3 Launch the form:** Click on the “Validate and Launch” button at the very bottom to launch the form.



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.

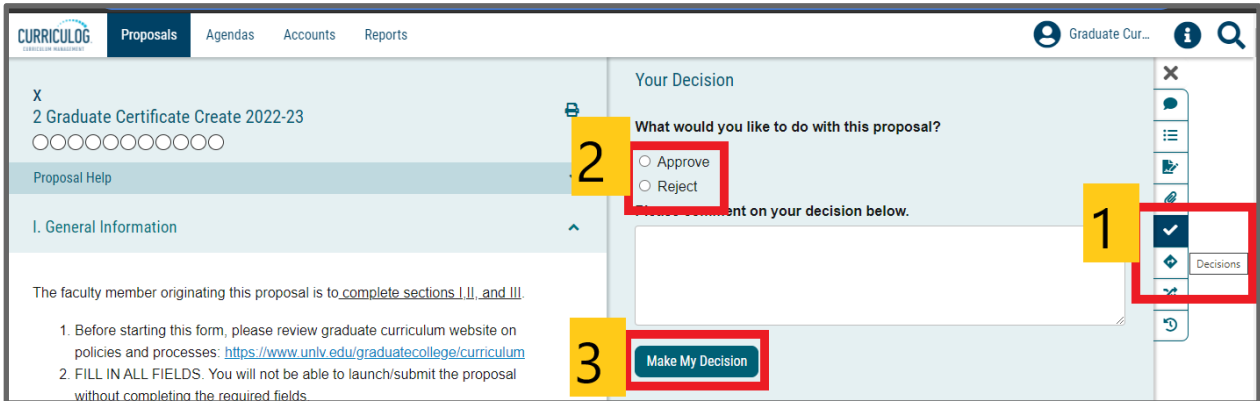


## STEP 4: READY TO SUBMIT?

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  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 system interface for reviewing a proposal. The header includes the CURRICULOG logo and navigation tabs for Proposals, Agendas, Accounts, and Reports. The main content area is titled "Your Decision" and contains a form with the question "What would you like to do with this proposal?" and radio buttons for "Approve" and "Reject". A "Make My Decision" button is located at the bottom of the form. A sidebar on the right contains a "Decisions" button. Three yellow callout boxes with numbers 1, 2, and 3 point to the "Decisions" button, the "Approve/Reject" options, and the "Make My Decision" button respectively.

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

QUESTIONS? Contact [gradcurriculum@unlv.edu](mailto:gradcurriculum@unlv.edu)