

MBA

2 Graduate Course Clean Up Form 2022-23

I. General Catalog Information

This form should be used for updating simple aspects of ten or more courses at one time (e.g. prerequisites, prefix, etc...).

Please email gradcurriculum@unlv.edu before starting this form.

The faculty member originating this proposal is to complete sections I, and II.

Before starting this form, please review graduate curriculum website on policies and processes: <https://www.unlv.edu/graduatecollege/curriculum>

FILL IN ALL FIELDS. You will not be able to launch/submit the proposal without completing the required fields.

Department:*

Business Administration Programs

Summary of Proposed Changes (list all changes for all courses):*

- Prefix
- Course Number
- Name
- Description
- Credits/Grading
- PreReqs/CoReqs
- Instructional Mode
- Other (explain in the "describe" box below)

Describe the changes and the rationale for each change:*

At the moment, every student who is admitted into the GCBA program has to be manually admitted into every course they have to take. We are changing the prerequisites to facilitate timely enrollment.

Prefix:*

MBA

Course Numbers:*

761, 763, 765, 767, 769

Effective Term and Year:*

Spring 2022

Program Changes Needed?

If program changes are needed as a result of this course change, **a separate program change proposal must be submitted.**

Please describe below your plan for program changes related to this proposal.

QUESTIONS? contact gradcurriculum@unlv.edu

Degree and/or certificate program(s) impacted by this change:* Graduate Certificate in Business Administration (GCBA)

Detail the changes to the program catalog entry required due to this change:* No changes to the program.

Service-Learning Designation

If the Service-Learning designation is being added to these courses:

For each course, 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 www.unlv.edu/policies). 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 a current accessible syllabus for each course by navigating to the “attach a file” icon at the right of this form.

Information about Service-Learning is available [here](#). Faculty can visit the [faculty Service-Learning page](#) as well as the [UNLV Guide for Service Learning](#) for additional information.

Are you adding a Service-Learning designation to any courses?* Yes No

Required Additional Documents

Please attach all required files by navigating to the “attach a file” icon at the right of this form.

Course Clean Up spreadsheet (email gradcurriculum@unlv.edu if needed).
Accessible syllabus for each course change if adding Service-Learning designation.

Documents Required Course Clean Up spreadsheet (email GradCurriculum@unlv.edu if needed)

Documents Required
for Course Clean Up
Proposal to be
Complete:*

- Course Clean Up Spreadsheet (email GradCurriculum@unlv.edu if needed)
- Accessible syllabus for each course change if adding Service-Learning designation

II. Evaluation of Library Resources

Indicate library resources that will be needed as a result of changes to these courses (if applicable).

Will these course changes require changes to library resources?*

- Yes No

If yes, outline the changes requested:*

N/A


This section is completed by the librarian


Level of support the Library can provide:


Library Comments:

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.


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.


QUESTIONS? contact gradcurriculum@unlv.edu

III. Department Vote Information

Note: This section is to be filled out by the Department Chair on behalf of the department committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify gradcurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.
2. Fill in vote information in the fields below, along with the approval.
3. Then approve/reject by clicking the decisions icon  located to the right of the form. This will display a new decision/approval field on the top right. 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.

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.

If there were any modifications to the proposal, please enter them in the comments box below:

Comments:

Date faculty voted on proposal: 12/14/2022


Result of vote: 51/3/0


Manner of vote: online

IV. College Vote Information

Note: This section is to be filled out by the Academic Associate Dean on behalf of the college/school committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify gradcurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.
2. Fill in vote information in the fields below, along with the approval.
3. Then approve/reject by clicking the decisions icon  located to the right of the form. This will display a new decision/approval field on the top right. 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.

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.

Date faculty voted on proposal: 03/24/2022

Result of vote: 6/0/0

Manner of vote: online

V. Graduate College and Registrar Use Only

PS Processing Notes:

PS Processing Date:

Initials:

Aalog Processing Notes:

Aalog Processing Date:

Initials:

Comments for MBA

Curriculog	4/21/2022 10:26 am Reply
Graduate Curriculum has approved this proposal on Graduate Course Review Committee.	
Curriculog	4/20/2022 5:12 pm Reply
James Navalta has approved this proposal on behalf of Graduate Course Review Committee. See Graduate Course Review Committee 4-13-2022c for more information.	
Curriculog	3/24/2022 10:54 pm Reply
Business Associate Dean has approved this proposal on School/College Associate Dean/ Dean.	
Curriculog	3/24/2022 10:54 pm Reply
Business Associate Dean has approved this proposal on School/College Committee.	
Curriculog	3/24/2022 4:43 pm Reply
Ian Mcdonough has approved this proposal on School/College Committee.	
Curriculog	3/22/2022 12:55 pm Reply
Kimberly Charron has approved this proposal on School/College Committee.	
Curriculog	3/22/2022 12:51 pm Reply
Jianxin Chi has approved this proposal on School/College Committee.	
Curriculog	3/21/2022 9:42 am Reply
Jianxin Chi has approved this proposal on School/College Committee.	
Curriculog	3/4/2022 9:59 am Reply
Ian Mcdonough has approved this proposal on School/College Committee.	
Curriculog	3/4/2022 9:58 am Reply
Ian Mcdonough has approved this proposal on School/College Committee.	

Curriculog

2/23/2022 10:00 am [Reply](#)

Jianxin Chi has approved this proposal on School/College Committee.

Curriculog

2/8/2022 1:46 pm [Reply](#)

MBA Director has approved this proposal on School/College Committee.

Curriculog

2/8/2022 1:46 pm [Reply](#)

MBA Director has approved this proposal on School/College Committee.

Curriculog

12/3/2021 9:33 am [Reply](#)

MBA Director has approved this proposal on School/College Committee.

Curriculog

12/3/2021 9:33 am [Reply](#)

MBA Director has approved this proposal on School/College Committee.

Curriculog

12/3/2021 9:33 am [Reply](#)

MBA Director has approved this proposal on School/College Committee.

Gregory Moody

11/2/2021 11:00 am [Reply](#)

Again, this is missing the dept vote.

Curriculog

11/2/2021 11:00 am [Reply](#)

Gregory Moody has approved this proposal on School/College Committee.

Curriculog

11/2/2021 9:51 am [Reply](#)

Kimberly Charron has approved this proposal on School/College Committee.

Curriculog

11/2/2021 9:20 am [Reply](#)

Han fen Hu has approved this proposal on School/College Committee.

Curriculog

11/2/2021 8:48 am [Reply](#)

Jianxin Chi has approved this proposal on School/College Committee.

Curriculog

11/1/2021 8:43 am [Reply](#)

MBA Director has approved this proposal on School/College Committee.

Curriculog

11/1/2021 8:43 am [Reply](#)

MBA Director has approved this proposal on Department Chair.

Curriculog

11/1/2021 8:43 am [Reply](#)

MBA Director has approved this proposal on Graduate Coordinator.

Curriculog

10/13/2021 3:34 pm [Reply](#)

Graduate Curriculum has approved this proposal on Technical Review.

Curriculog

10/11/2021 2:29 pm [Reply](#)

MBA Director has approved this proposal on Originator.

Curriculog

10/11/2021 2:27 pm [Reply](#)

MBA Director has launched this proposal.