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  New Program Preliminary Review Outline

  Form A
  Form B
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General Information

This manual has been developed to assist you in understanding the purpose of each curriculum form and the processes required for approval, and to provide you with detailed instructions for completing each form type.

Time requirements for form processing and approval. The review process for each of the curricula forms requires differing amounts of time. Use these time requirements, which are based on past experience, as general guidelines for planning curriculum changes.

Form A Existing Course Minor Change. Allow at least 1 month for courses numbered 300 and above, and two months for courses numbered between 090 and 299.

Form B New Course Request. Allow at least 2–3 months.

*Form C Degree or Program Change. Allow at least 6–12 months.

*Form D New Graduate Degree. Allow at least 18 months.

*The Provost’s Office now requires that a New Program Preliminary Review Outline (included in this manual) be submitted prior to the initiation of a Form C or Form D proposing a new degree, major, or transcripted certificate. After the preliminary review receives approval (allow six weeks), Form C or Form D may be initiated.

When planning for curriculum change, bear in mind that committees responsible for review and approval of forms meet only September through mid-May, and that forms can progress through only one committee each month due to committee meeting schedules.

If you have questions about the curriculum approval process or the publication of the University Catalog, please contact Elizabeth Barton, Associate Registrar at 277-8466 (ebarton@unm.edu) or Kim Lemons, Publications Coordinator at 277-4337 (klemons@unm.edu).
Form A: Existing Course Minor Change

Form A is used to request minor course changes to existing, active graduate and undergraduate courses. The following instructions are intended to help you complete Form A, and to manage the processes in place for approval of the form.

INTRODUCTORY SECTION

Please type all information and complete all appropriate fields.

Enter the proposed effective term (semester and year) requested by the Form A.

Enter all contact information completely. Include the subject code and course number, as well as the current course catalog page number, in the box on the lower right of the introductory section of the form.

The form and all attachments should be submitted in quadruplicate to the Office of the Registrar. Help completing this form can be found in the following documents:

Banner Data Entry Standards Appendix B
UNM Schedule Type Glossary

If you have questions or need assistance, contact the Office of the Registrar.

SECTION A

A-1. Course Subject Code—The course subject code is the two- to four-letter abbreviation used to designate courses in the discipline proposing the course change(s). It should have no spaces or punctuation. Examples include:

Communication and Journalism (CJ)
Emergency Medical Services (EMS)
English (ENGL)

A-2. Course Number—The three-digit number for the course. An “L” designation should be appended to the course number for Lab courses.

NOTE: If the change modifies the level of the course from undergraduate to graduate, complete Section B-1.

A-3. Long Course Title—This title appears in the printed and on-line catalogs, and the on-line schedule of classes. Standard punctuation and spelling conventions apply.

A-4. Proposed Short Title—This title appears on the transcript. It should not include any punctuation marks except those required by UNM conventions (such as the colon). Refer to Banner Data Entry Standards Appendix B for approved abbreviations of commonly used words.

A-5. Course Description—Provide a catalog-style course description of 35 words or less (excluding pre-requisites, co-requisites and restrictions).
A-6. **Credit Hours**—If your course allows variable hours, then enter the lowest possible credit hours, such as “1,” in the Low column and the highest, such as “6,” in the High column, in the box appropriate to Credits, Lectures, and/or Lab.

For variable credit courses, there is also an option, indicated in the “OR/TO” column, of students earning credits in the range from a low up to a high number, or offering two choices of credits, either the low number or the high number but nothing in between them.

Contact the Office of the Registrar for additional information.

A-7. **Repeat Rules**—If the change eliminates repeated credit, check the “No” box and continue.

If the change proposes the course may be repeated for credit, check the “Yes” box and complete the relevant repeat rules.

The first time a student takes a course is not a repetition, but all subsequent enrollments in the course are repetitions. If the course can be repeated a specified number of times, then enter the number in the box provided. The number you enter should be one less than the total number of times the course can be taken for credit. For example, if students may repeat a course up to four times for credit, enter “3” in the box. Students can then take the course four times for credit, the first time plus three more. If the course can be repeated an unlimited number of times (often the case for Topic courses and Seminars, for example), then enter the number “99.”

If the course can be repeated for a fixed number of hours, enter the maximum number of credit hours a student can earn including the first completion of the course.

Both types of repeat rules can apply concurrently by completing both options. A student can earn up to the maximum number of credit hours given within the number of times specified as allowable repeats. For example, a course where the maximum credit hours that can be earned is 12, and the number of repeats is 4, a student can earn up to the 12 repeated credit hours, but can repeat the course only 3 times.

Contact the Office of the Registrar with questions about the repeat policy.

A-8. **Grade Options**—Select the appropriate grade option.

   a) If changing the grading option to a credit/no credit basis exclusively, check that option and complete section B-2.

   b) If changing the grading option from CR/NC to grade, check that option and continue.

   c) If changing the grading scale to something other than the traditional one, check that option and complete section B-2. Note that there are several alternative grade scales being used throughout UNM, so check with the Registrar’s Office for examples.

A-9. **Schedule Type(s)**—Select the schedule type(s) that most closely approximates organizational practice. See the Schedule Type Glossary for definitions of approved types.

If you want a type not listed, contact the Office of the Registrar for direction on how to submit a new schedule type for approval to the Faculty Senate Curricula Committee.
A-10. Co-requisites—Enter any co-requisite(s), i.e. course(s) that must be taken concurrently, or leave blank if none. If the change adds a co-requisite course, and the co-requisites are “two-way” submit a Form A for each course that is affected.

Example – Two-way co-requisites:
ENGL 101 has a co-requisite of CJ 101, and CJ 101 has a co-requisite of ENGL 101. Student is required to take both courses any time registration occurs for one or the other.

Example – One-way co-requisite:
ENGL 101 has a co-requisite of CJ 101, but CJ 101 does not have a co-requisite of ENGL 101. Student is required to register for both ENGL 101 and CJ 101 when registration occurs for ENGL 101, but not required to register for ENGL 101 when registration occurs for CJ 101.

As the examples illustrate, co-requisite courses must be taken in the same term. The registration system enforces this by requiring a student to register for all co-requisite related courses. If a student drops one of the co-requisites after the start of a term, the registration system requires the student to drop all the co-requisites.

A-11. Cross-Listed Courses (previously called Also Offered As)—If this course is to be cross-listed with any others, complete this section of the form with each department, course, chair name printed, and chair signature. Note that it establishes “permanent” approval for this combination of cross-listed courses as authorized by the FSCC. Any permanent additions or deletions to the list require approval through a Form A. If the cross-listing is to be removed or changed, indicate which on the Form A and secure the required signatures.

<table>
<thead>
<tr>
<th>Department</th>
<th>a. Anthropology</th>
<th>b. Linguistics</th>
<th>c. Sociology</th>
<th>d.</th>
<th>e.</th>
<th>f.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>ANTH 101</td>
<td>LING 101</td>
<td>SOC 101</td>
<td></td>
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<td></td>
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<tr>
<td>Chair Name</td>
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<tr>
<td>Chair Signature</td>
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</tr>
</tbody>
</table>

Cross-listed courses are equivalents and may be substituted for each other for program completion purposes. Cross-listing requires common course numbers, title, credit hours, restrictions, co-requisites, pre-requisites, grade mode, and repeat rules.

A-12. Branches Only—Select the appropriate box indicating whether the course is changing status (Academic, Occupational or Technical).

A-13. Restrictions place limits on who can register for any given section of the course. An automatic restriction is placed on all graduate level courses. List all other restrictions appropriate for the course. Restrictions listed will default to all sections in any given term. (Exception: Restrictions such as approval of instructor, advisor, or department cannot be entered at the course level. Once approved, these types of restrictions must be placed on sections during the schedule build process.)

NOTE: Some restrictions are fairly broad:
◊ Student Classifications are based on total credit hours earned. For example, a student who has 90 credit hours regardless of level or subject matter is classified as a senior.
◊ A restriction by major, such as English, allows majors in the discipline of English, regardless of student level to enroll in the course.

By contrast, some restrictions more tightly control enrollment:
◊ A program restriction of master’s level in Political Science means that courses are restricted to only MA students in Political Science.
◊ A course restricted by permission of instructor requires each prospective student to obtain a registration override from the instructor.

A-14. Pre-requisites for course—Add, change or delete pre-requisites. Banner has the capability to check pre-requisites during registration. Students who have not met course pre-requisites will not be allowed to register for the course. However, instructors and/or departments may manually override pre-requisites in the Banner system.

NOTE: Currently, pre-requisite checking is enabled in Banner only for 100 and 200 level courses.
◊ Pre-requisites - List any course and/or test which are to serve as pre-requisites for the course.
◊ If the course has two or more pre-requisites, always use “AND” or “OR” between individual pre-requisites or sets of pre-requisites. Always include the subject code and the course number when listing pre-requisites.
◊ Use parentheses to indicate sets of pre-requisites.

A-15. Deletion of a Course – If the course is 100 or 200 level indicate the impact on Branch campuses.

NOTE: Forms A for 100 and 200 level course changes are routed to the Branch Deans of Instruction for review and comment before they are considered by FSCC.

A-16. Reason for Requested Course Change – Indicate reason(s) for the course change request.

SECTION B

B-1. Justification for Graduate Credit—To allow graduate credit for a course which does not normally carry it, you must justify how students will earn graduate credit. The justification should detail significant and qualitative elements that distinguish the goals and objectives for undergraduate and graduate credit. Also, project the ratio of undergraduate to graduate students in the course, and identify the classification (e.g., sophomores, juniors, etc.) of undergraduate students.

Examples include, in combination or separately, research and/or writing projects, case studies, material for portfolios, examinations, presentations or demonstrations, production or design, community service, and/or application of skills and knowledge.
B-2. Justification for CR/NC or Alternative Grading Scale

a) Choosing the CR/NC grade option exclusively means that students cannot take the course for a letter grade. The justification should state why this should be the only option.

b) If you prefer to use an alternative grading scale other than the traditional scale specified in the catalog, provide the scale, and a justification for using it. Consult with the Office of the Registrar, if you have questions.
Form B: New Course Request

Form B is used to request new undergraduate and graduate courses. The following instructions are intended to help you to complete the form, and to manage the processes in place for approval of that request.

A faculty member must initiate this form. As the initiator of the form, please complete all appropriate fields. The forms and all attachments should be submitted in quadruplicate to the Office of the Registrar. Help completing this form can be found in the following documents:

- Banner Data Entry Standards Appendix B
- UNM Schedule Type Glossary

If you have any questions or need any assistance, contact the Office of the Registrar.

INTRODUCTORY SECTION

Enter all contact information completely. Branches need to select the type of course in the box beneath the routing information.

Note: If the proposed course is to be cross-listed with an existing course, use a Form A to create the course in your department, not Form B.

SECTION A

Attach the requested documents.

A-1. Provide a catalog-style course description of 35 words or less (excluding pre-requisites, co-requisites and restrictions).

A-2. The course syllabus and bibliography should follow standard formats and include pertinent information as if you were giving it to students. Most UNM colleges, schools, or departments have sample syllabi formats, so check with your department’s and/or dean’s offices for one to follow. University faculty committees will base their decision, in part, on their review of these documents. The syllabus should include a schedule of material covered (organized by week or class meeting or other time frame), course objectives and goals, required text(s), and significant course requirements. The sample syllabus should give a clear sense of the scope, nature, schedule, integrity, and rigor of the course. For courses where both undergraduate and graduate credit is available, please be sure that your syllabus demonstrates justification for graduate credit.

SECTION B

B-1. Course Subject Code—The course subject code is the two to four letter abbreviation used to designate courses in the discipline in which you are proposing the new course. It should have no spaces or punctuation. Examples include:

- Communication and Journalism (CJ)
- Emergency Medical Services (EMS) and
- English (ENGL)
B-2. Course Number—The three digit number you propose for the course should fit into the generalized scheme of numbering your department endorses. You cannot reuse the numbers of deleted courses for a minimum of eight semesters since the deletion. An “L” designation should be appended to the course number for Lab courses.

B-3. Proposed First Term of Offering—Indicate the first term you would like to offer the course. If the course approval process has not been completed prior to the schedule build for that term, the first term of offering will be the following term. Allow six months for completion of the approval process.

B-4. Long Course Title—This title appears in the printed and online catalog. Standard punctuation and spelling conventions apply.

B-5. Proposed Short Title—This title appears on the transcript. It should not include any punctuation marks except those required by UNM conventions (such as the colon). The title is proposed on this form; the Office of the Registrar will review abbreviations and current conventions to ensure it fits with approved practices. The short title may be no longer than 30 character (including spaces). Refer to Banner Data Entry Standards Appendix B for standard abbreviations of commonly used words.

B-6. College—Indicate the college, school, or organization in which the course is offered.

B-7. Department—Indicate the department which offers the course. Usually the department and course subject abbreviation are the same, but some exceptions occur. An example of exceptions includes Sign Language, which subject is offered in the department of Linguistics.

B-8. CIP Code—Skip this item, since the associate provost will complete it. This code, coming from a nationally standardized list, helps with reporting requirements and funding processes at the national and state levels.

B-9. Credit Hours—This table asks for two different kinds of information, each exclusive of the other. Credit hours can be assigned to either Lecture or Lab or both.

a) If the course proposed has a fixed number of credit hours, such as “3,” then enter the number in the first column, Fixed Hours, in the Credit Hours box and the Lecture or Lab boxes.
b) If your course allows variable hours, then enter the lowest possible credit hours, such as “1,” in the Low column and the highest, such as “6,” in the High column, in the box appropriate to Credits, Lectures, and/or Lab.

c) For variable credit courses, there is also an option offering students two choices of credits, either the low number or the high number but nothing in between them.

Contact the Office of the Registrar for additional information.

**B-10. Repeat Rules**—Unless otherwise indicated, UNM’s standard repeat policy means that students can take courses more than once, but only the first instance of that course will be counted for credit. In this part of Form B, you must indicate the repeat rules.

If the course cannot be repeated for credit, check the “No” box and continue to Step 11.
If the proposed course may be repeated for credit, complete the pertinent repeat rules. The following provides a discussion of those rules and options for selecting one, the other, or both.

The first time a student takes a course is not a repetition, but all subsequent enrollments in the course are repetitions. If the course can be repeated a specified number of times, then enter the number in the box provided. Keep in mind that the number you enter should be one less than the total number of times the course can be taken. For example, if you want students to be able to repeat a course up to four times for credit, and you enter "3" in the box, students can then take the course four times for credit, the first time plus three more. If the course can be repeated an unlimited number of times (often the case for Topic courses and Seminars, for example), then enter the number "99." You can limit the number of times a course is repeated for credit whether it is "fixed" or "variable" credit.

If the course can be repeated for a certain number of hours, enter the maximum number of credit hours a student can earn including the first time he/she enrolls in the course. Thus, if you enter the number "12," and the course is fixed at 3 credit hours, a student can earn credit for up to 12 credit hours, the first time the course is taken plus 3 more times at 3 credits each. If you enter "12" and the course has variable credit hours of 1-3 credits, then a student could take the course from 4 to 12 times depending on the credits that the student selects when registering for the course.

Both types of repeat rules can apply concurrently by completing both options. A student can earn up to the maximum number of credit hours given within the specific number of times specified as allowable repeats. For example, a course where the maximum credit hours that can be earned is 12, and the number of repeats is 4, a student can earn up to the 12 repeated credit hours but can repeat the course only 3 times.

Contact the Office of the Registrar with questions about the repeat policy.

**B-11. Course Level**—Select the level of the course. If it is undergraduate (numbered 097-499), check UG, and if graduate (numbered 500-699), check GR. If it is a Law, PharmD, or MedD course regardless of its number, check the appropriate box.

If the course will be listed in the catalog with a number from 300-499, but you want it made available for graduate credit as well, check the “both UG and GR” box and complete section F.1.

**B-12. Grade Options**—Select the appropriate grade option. If the course will have the standard grade scale, select “Yes.”

If the new course proposes a grade scale other than the standard, then check “No” and complete the rest of this item as pertinent.

If the course is to be graded on a credit/no credit basis only, check that option and complete section F.2. **Note:** Specific rules that apply to CR/NC courses regarding graduation requirements, so review those rules in the catalog before you select this option to assure this option is appropriate for students.

If the course will have a grade scale other than the standard one, check that option and complete section F.2. **Note:** that there are several alternative grade scales being used throughout UNM, so check with the Registrar’s Office for examples.
**B-13. Schedule Type(s)**—The term “schedule type” refers to the basic organizational practice associated with the course curriculum. Because different instructors may organize their courses in different ways, it is possible to assign more than one schedule type to a course. See the Schedule Type Glossary for approved types.

Select the schedule type(s) that most closely approximates organizational practice.

If you see a need for a type not listed, contact The Office of the Registrar for direction on how to submit a new schedule type for approval to the Faculty Senate Curricula Committee.

**SECTION C**

**C-1. Co-requisites**—Enter any co-requisite(s), i.e. course(s) that must be taken concurrently, or leave blank if none. If the co-requisite course exists and the co-requisites are “two-way”, submit a Form A to complete the co-requisite relationship.

**Example – Two-way co-requisites:**
ENGL 101 has a co-requisite of CJ 101, and CJ 101 has a co-requisite of ENGL 101. Student is required to take both courses any time registration occurs for one or the other.

**Example – One-way co-requisite:**
ENGL 101 has a co-requisite of CJ 101, but CJ 101 does not have a co-requisite of ENGL 101. Student is required to register for both ENGL 101 and CJ 101 when registration occurs for ENGL 101, but not required to register for ENGL 101 when registration occurs for CJ 101.

As the examples illustrate, co-requisite courses must be taken in the same term. The registration system enforces this by requiring a student to register for all co-requisite related courses. If a student drops one of the co-requisites after the start of a term, the registration system requires the student to drop all the co-requisites.

**C-2. Cross-Listed Courses (previously called Also Offered As)**—If this course is not cross-listed with any others, leave this item blank. However, if it is to be cross-listed, complete this section of the form with each subject code, course, chair’s name (printed), and chair’s signature. Note that it establishes “permanent” approval for this combination of cross-listed courses as authorized by the FSCC. Any permanent additions or deletions to the list require approval through a Form A.

<table>
<thead>
<tr>
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<th>e.</th>
<th>f.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>ANTH 101</td>
<td>LİNG 101</td>
<td>SOC 101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair Name</td>
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<td></td>
</tr>
<tr>
<td>Chair Signature</td>
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</tr>
</tbody>
</table>

Cross-listed courses are considered equivalents and may be substituted for each other for program completion purposes. Cross-listing requires common course numbers, titles, descriptions, grade modes, credit hours, restrictions, co-requisites, pre-requisites, repeat rules, and special fees.
Enrollment credit is accorded to each department offering the course for the number of students enrolled in the section assigned to that department for a particular term. For example, ANTH 101 is a cross-listed course with LING 101 and SOC 101. If 16 students enroll in the ANTH section, 14 students enroll in the LING section, and 4 students in the SOC section, Anthropology generates student credit hours from 16 students, Linguistics generates student credit hours from the 14 students, and SOC generates student credit hours from the 4 students.

C-3. Course Fees—If the new course proposes special fees, indicate so and submit the completed special course fees approval form, available from the Associate Provost for Academic Affairs, with the Form B.

C-4. Elective or Required—Indicate if the course is an “elective” or “required” by checking the appropriate box. If the new course is a required course for an approved program, also submit a Form C, since the program's completion requirements are being changed.

C-5. Branches Only—Select the appropriate box indicating whether the course is Academic, or Occupational/Technical.

SECTION D

D-1. Restrictions place limits on who can register for any given section of the course. An automatic restriction will be placed on all graduate level courses. List all other restrictions appropriate for the course, considering the impact on student registration. Any restriction listed will default to all sections in any given term. (Exception: Restrictions such as approval of instructor, advisor, or department cannot be entered at the course level. Once approved, these types of restrictions must be placed on sections during the schedule build process.)

NOTE: Some restrictions are fairly open as to their limitations:
◊ Student Classifications are based on total credit hours earned. For example, a student who has 90 credit hours regardless of level or subject matter is classified as a senior.
◊ A restriction by major, such as English, allows majors in the discipline of English, regardless of student level to enroll in the course.

By contrast, some restrictions more tightly control enrollment:
◊ A program restriction of master’s level in Political Science means that courses are restricted to only MA students in Political Science.
◊ A course restricted by permission of instructor requires each prospective student to obtain a registration override from the instructor.

D-2. Pre-requisites for course—Banner has the capability to check pre-requisites during registration. Students who have not met course pre-requisites are not be allowed to register for the course. However, instructors and/or departments may manually override pre-requisites in the Banner system.

◊ List any course and/or test which are to serve as pre-requisites for the course. Keep in mind that previously many "pre-requisites" were actually "registration restrictions."
◊ To establish proper relationships among pre-requisites, you can specify multiple conditions using the “AND” and/or “OR” conjunctions.
NOTE: Currently, pre-requisite checking is enabled in Banner only for 100 and 200 level courses.

Use parentheses to indicate sets of pre-requisites. If the course has two or more pre-requisites, always use “and” or “or” between individual pre-requisites or sets of pre-requisites. Always include the subject code and the course number when listing pre-requisites. For example:

If your pre-requisites are ANTH 205 and LING 235 or SOC 255, parenthesis clarify whether you want the pre-requisites to be:
(ANTH 205 and LING 235) or (SOC 255)

OR ALTERNATELY
(ANTH 205) and (LING 235 or SOC 255)

The level of the pre-requisite must be comparable to the level of the course, i.e. a graduate course should have graduate level pre-requisites. For example:

POLS 434/534
Pre-requisites for 434 = 311 and 322
Pre-requisites for 534 = 511 and 522.

You can specify the minimum grade that the pre-requisite course requires. Unless otherwise specified on the Form B, the default passing grade for pre-requisite courses is C.

SECTION E

E-1. Duplication of Courses—Review the current catalog to determine possible course content duplication. If possible duplication is identified, provide documentation regarding the resolution of any issues related to offering like courses through different departments or units.

E-2. Course History—If this course has been offered previously as a topics course, indicate how many times and what the average enrollment was. This information indicates the potential draw for the course as a regular catalog offering and relates to the budgetary impact statement in section F.

E-3. Deleted Course—If you indicate that this course is replacing a deleted course, indicate which course it is replacing.

NOTE: If you have not submitted a Form A to delete the course, you must do so.

SECTION F

F-1. Justification for Graduate Credit—To allow graduate credit for a course which does not normally carry it, you must justify in detail how students will earn graduate credit. The justification should detail significant and quantitatively elements that distinguish the goals and objectives for undergraduate and graduate credit. Also, project the ratio of undergraduate to graduate students in the course, and identify the classification (e.g., sophomores, juniors, etc.) of undergraduate students.

Examples include, in combination or separately, research and/or writing projects, case studies, material for portfolios, examinations, presentations or demonstrations, production or design, community service, and/or application of skills and knowledge
F-2. Justification for CR/NC or Alternative Grading Scale
   a) Choosing the CR/NC grade option exclusively means that students cannot take the course for a letter grade. The justification for this option should include why this should be the only option, and how this option might impact program completion requirements in the degree program for which the course is intended.

   b) If you prefer to use an alternative grading scale other than the fractionalized defaults as specified in the catalog, provide the scale and justification for the new scale’s employment. The alternative must be a subset of UNM’s fractionalized grade scale. Consult with the Office of the Registrar if you have questions.

SECTION G

G-1. Justification—The department or unit must provide:
   A. Budgetary justification:
      Justify offering the new course.
      ◊ State the impact on the long-range plans for itself, other units, schools or colleges, branches, and the university.
      ◊ Describe the impact of the course on: budget, facilities, equipment, technology needs, faculty load, staff support, and program completion requirements.

G-2. Library Impact Statement—This section will be completed by the relevant UNM Libraries staff after submission of the Form B to the Office of the Registrar.
Form C: Degree/Program Change

Form C is used to request:

- changes to existing graduate and undergraduate degrees, majors, minors, concentrations, emphases and transcripted certificates.

- new undergraduate degrees, majors, minors, concentrations, emphases, and transcripted certificates

- new graduate minors, concentrations, and emphases (use Form D to request new graduate degrees, and new graduate transcripted certificates).

*The Provost’s Office now requires that a New Program Preliminary Review Outline (included in this manual) be submitted prior to the initiation of a Form C or Form D to propose a new degree, major, or transcripted certificate. After approval of the preliminary review outline (allow six weeks), Form C may be initiated.

**NOTE:** All new undergraduate degree programs now require New Mexico Higher Education Department approval after they have been approved by UNM. At this point in time, we do not know how long may be required for HED review and approval.

Complete the top part of the form entirely. The person who initiates the form is the person the Office of the Registrar will contact with questions or problems. Submit four copies of the form and supporting documentation, if required.

Mark the appropriate category. Mark the box on the Form C that applies to the type of action the department is requesting. Be precise! This information can affect program tables used for reporting and for posting degrees, majors, minors, concentrations, and transcripted certificates to students’ transcripts.

Exact title and requirements as they should appear in the catalog. For the purpose of updating the printed catalog, submit proposed catalog text, and indicate the exact placement of the new degree or program, or the changes to an existing degree, in the department listing. If catalog text is extensive, e-mail an electronic version to the Publications Coordinator.

The reason(s) for request. Attach additional information as necessary.

The Library Impact Statement. A Library Impact Statement is required to determine the need for campus library resources to support the new or changed degree or program. If the request is to change one or several required courses to another set of courses already offered on a regular basis, it is most likely that a library impact statement is not needed.

Budgetary and Faculty Load Implications, and Long-range Planning Statement. These are required for all requests to create or change degrees or other programs.

Effect on Other Departmental Programs/Branch Campuses. Review and address the effect of any new degree or program, or change to existing degree or program, on the department, other departments, and/or branch campuses prior to submitting the request. The change may be minor in nature, having no impact, and thus requiring no additional attachments. However,
the impact a major change may have on the department, and/or other departments or branches must be addressed. Committees reserve the right to look at possible implications on other departments or branches prior to approving or rejecting a request.

**Effective Date of Proposed Change.** Process for approval of Form C may take up to 12 months, so be realistic about plans to implement additions or changes. When considering the effective date of proposed change, take into account (particularly in the case of a deletion or a name change) students currently in the degree or program. Explain what the Office of the Registrar needs to do as concerns students still enrolled in the degree or program. In the case of a deletion, have you provided ample time for students currently in the degree or program to complete it? If the department or unit is changing the name of a degree, major, minor, etc., have the students currently in the program been informed of the proposed changed?
Form D: New Graduate Degree

Form D creates a new graduate degree*. Contact the Office of Graduate Studies and the Office of the Provost for specific requirements before initiating Form D.

*The Provost’s Office now requires that a New Program Preliminary Review Outline (included in this manual) be submitted prior to initiation of a Form D or Form C to propose a new degree, major, or transcripted certificate. After approval of the preliminary review outline (allow six weeks), Form D may be initiated.

Additionally, the State Board of Finance will not hear proposals for new graduate degrees until New Mexico Higher Education Department and state institutions have completed a comprehensive statewide strategic plan for new degrees. We anticipate that the Board of Finance will not put proposed degrees on their agenda until at least the start of the 2006-07 academic year.
New Program Preliminary Review Outline

In order to evaluate the feasibility of any new undergraduate or graduate degree program, the following information must be reviewed before beginning the development of a full proposal. This preliminary step will present the case for development of a full proposal and will be used to ensure integration of efforts, support of outstanding concepts, and analysis of resources. The information will be reviewed by the Office of the Provost with consultation from the Dean of Graduate Studies (for graduate degree proposals), the Dean of the College, and others as appropriate. Only a brief treatment is expected at this stage. Six weeks must be allowed for this preliminary review.

1. Program Description
   a. What is the program and why should we offer it? Include the program’s major goals.
   b. How does the program fit within the unit’s future plans?
   c. How does the program fit within the UNM mission and strategic plan? Are particular research priorities addressed by this program?
   d. How does the program fit with related offerings at UNM?
   e. How does the program fit with similar and related offerings in the state and region?
   f. What is the governance structure of the program? Thorough discussion is especially important for interdepartmental and intercollegiate programs.
   g. What is the program development and implementation timeline?

2. Student Characteristics
   a. How many students are projected to enroll?
   b. From where will these students be drawn?
   c. What are the demographic characteristics and educational goals of the target students?
   d. What are the employment goals of the typical target student?
   e. What student support will be needed (GA & TA positions, scholarships, etc.)?

3. Curriculum Plan
   a. Describe the curriculum. Discuss any new courses and the impact of the curriculum on existing courses, including courses in other departments.
   b. What are the expected student learning outcomes for the program?
   c. What instructional model(s) will be used in presenting the program?
   d. How will the learning outcomes be measured?
   e. What technology, media, equipment and instructional supplies are needed to reach these learning outcomes? Are these resources available? What is the estimated cost?
   f. Are there any needs for additional or renovated space?
   g. What student support services are likely to be needed and to what extent (CAPS, Library, CIRT, advising, etc.)? What is the estimated cost?
   h. Provide a rationale for any course fees or other expenses (in addition to tuition) that students will be expected to cover.

4. Human Resource Plan
   a. How many faculty are necessary for program delivery and what are their qualifications?
   b. How will this program affect the workload of current faculty and support staff?
   c. Will additional faculty or staff be required? What is the cost?
   d. What faculty and staff development services will be needed?

5. Accreditation Plan
   a. Is there an accrediting organization for the program?
   b. How does the program affect any existing accreditation and licensure requirements?
   c. If new accreditation is required, describe the accreditation process and the expenses involved.

6. Additional Information
   a. Provide any additional information needed to make the case for development of a proposal.