



Certificate – Community College Curriculum Change Form - Guide

Purpose:

This form is used when a curriculum change is needed for a change to a Community College Certificate. Changes can include title or total credit hour changes to name a few examples.

Guide for completing the form correctly:

- 1. Completing the Form-** Please make sure to complete the form as a fillable PDF (Do not hand write the information into the form), then add any necessary/required attachments after the last page of the form.
 - a. DO NOT TYPE THE TITLE INTO THE “Proposed Name of Certificate” LINE AFTER THE HEADING OF THE FORM, THIS FIELD WILL AUTOPOPULATE FROM THE PROPOSED NAME OF DEGREE/MAJOR FIELDS.**
 - b.** Please make sure to indicate the old title and the new title, if it is a title change that is being proposed. Also make sure that there are no abbreviations in the titles to ensure accuracy in coding if approved.
CORRECT EXAMPLE: Computer Information Technology – Certificate
INCORRECT EXAMPLE: Computer Info Tech – Cert.
- 2. For the Certificate Type and Structure section** - please make sure to indicate whether or not the certificate is less than 16 credits (Cert. of Achievement) or 16 credits or more (Cert. of Completion). Also make sure to indicate if a certificate is embedded into an Associate’s degree or not.
 - a. For embedded** - 100% of certificate coursework is a part of an Associate’s Degree.
 - b. For non-embedded** - less than a 100% of the certificate coursework is a part of an Associate’s Degree.
- 3. Under the “Information about the Curriculum Change”** section of the form please make sure to check the boxes for “Catalog Description/Curriculum for the Program and Degree Plan/Roadmap” when you attach the information into the document. This is to help submitters, as well as, approvers know if the correct information is attached.
- 4. For the “impact on institutional resources” question on this form-** please include if library resources will change or not and make sure to provide adequate details either way (i.e. we reached out to the library and confirmed that our change will (or will not) be needing additional library resources).
- 5. For the Required Attachments section on page #3-** please make sure to follow the structure for the colored markup and reach out to the University Student Records Office for the necessary templates. This will help to ensure that the changes are processed/added to both the catalog and degree audits correctly.
 - a. If the changes include any new courses, they must be approved through the CAF system processes, prior to the approval of the program at CC System Academic Committee in order to be added to catalog.**
 - b.** Please make sure to include any course requirements (C- or better, etc.), admission requirements, standardized exams, internships, etc. type requirements in the catalog content in order to provide this information more clearly to students.
- 6. For Section 3: Approvals on page #4-** these are completed sequentially and all signatures need to be on the original paperwork, once the CC System Academic Committee signature is obtained the completed paperwork (with all signatures) must be submitted to the University Student Records Office (SRO) for the final receipt of paperwork signature and will then begin any HED/CIP code/HLC approvals (via the SRO). Once all approvals are received, the SRO will begin to formally process the change into banner.
- 7. For Section 4: Administrative Processing on page #4-** Once the University Student Records Office processing the changes into Banner, they will complete this area and then send a copy of the entire paperwork to the initial submitter and the VP Academic Affairs (as listed on page 1).

Contact Information:

For questions about which form to utilize, how to complete the form, where the form goes next in the approvals, etc. Please contact the University Student Records Office for assistance. records@nmsu.edu or 575-646-3411.



Certificate – Community College Curriculum Change Form

Proposed Name of Certificate: _____

Current Name of Certificate: _____

Section 1: HED Required Questions (CANNOT BE HAND-WRITTEN)			
Campus/Department Information:			
Campus:			
Division:			
Department:			
Program Information:			
Current Name of Certificate (no abbreviations for titles):			
Proposed Name of Certificate (no abbreviations for titles):			
Proposed Effective Term:	<i>Official Effective Term (Administrative Processing Only):</i>		
Proposed CIP Code:	<i>Official CIP Code (Administrative Processing Only):</i>		
Submitter Contact Information:			
Name:			
Title:			
Phone:			
Email:			
Administrator (CC-AVP) Contact Information:			
Name:			
Title:			
Phone:			
Email:			
Date of Initial Submission:			
Certificate Type:			
<input type="checkbox"/>	Certificate of Achievement (less than 16 credits)	<input type="checkbox"/>	Certificate of Completion (16 or more credits)
Certificate Structure:			
<input type="checkbox"/>	Embedded	<input type="checkbox"/>	Non-embedded

Note:

For embedded - 100% of certificate coursework is a part of an Associate’s Degree.

For non-embedded - less than a 100% of the certificate coursework is a part of an Associate’s Degree.

Information about the Curriculum Change:

Please select the following boxes to indicate that the Catalog Description/Curriculum and Degree Plan/Roadmap is attached at the end of this form (detailed information about the attachment formats in Section 2 of this form):

<input type="checkbox"/>	Catalog Description/Curriculum for the Program:
<input type="checkbox"/>	Degree Plan/Roadmap

Total Number of Credits required for the program:

Justification for the change:

Describe the impact the change will have on institutional resources (if any) (max 500 words):

List of academic departments/units and or institutions involved in the delivery of courses

Is this program going to impact other program(s) and/or course(s) across the system? **Yes** **No**

If yes, was the department/college/campuses notified? *Please include the name/title and date of the individual(s) contacted.*

<input type="checkbox"/>	Name of Contact/Title/Date contacted:
<input type="checkbox"/>	Name of Contact/Title/Date contacted:
<input type="checkbox"/>	Name of Contact/Title/Date contacted:
<input type="checkbox"/>	Name of Contact/Title/Date contacted:
<input type="checkbox"/>	Name of Contact/Title/Date contacted:
<input type="checkbox"/>	Name of Contact/Title/Date contacted:

Describe any concerns other campuses/departments had with this change and the resolution of those concerns. *Please include the name and date of the individual(s) contacted.*

Section 2: Required Attachments

Make sure all required attachments are attached after the last page of the form and are legible and meet all the below instructions.

The following must be included as an attachment to this form:

Catalog Description and Curriculum in the Template Format

Degree Plan/ Roadmaps in the Template Format

All required attachments should have the changes shown in a red/green markup.

Green – any new information (courses, verbiage, etc.)

Red (strikethrough) – any information that is being removed.

If there are minimum grade requirements for specific courses, the entire program, etc. (that are below the traditional D grade) that requirement needs to be clearly stated in the catalog content, degree-plan and roadmaps. This will make sure that the change is made in degree audit.

****All courses that are on the attachments must be active in banner or are within the CAF cycle for approval (past college approval-minimum).***



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Proposed Name of Certificate: _____

Current Name of Certificate: _____

Section 3: Approval Signatures:			
	Printed Name:	Signature:	Date:
Submitter/ Department Faculty: (as applicable by campus)			
CC Department Head:			
CC Curriculum Committee:			
CC Academic Dean/Division Head:			
CC Academic VP:			
CC System Academic Committee:			
The Student Records Office (SRO) Signature below is not needed for approval but all paperwork must be received a representative in the SRO and receive their signature in order to officially process the paperwork for submission to HED.			
Univ. Student Records Office (SRO):			
CIP Code (requested by SRO):	<i>This is only needed if the CIP Code needs to change, based on the type of change being requested.</i>		
Higher Learning Commission (HLC):	<i>Notification through your HLC representative and/or VPAA on your campus, once they receive a response it needs to be sent to the Univ. SRO to attach to the packet and begin processing.</i>		

Section 4: Administrative Processing (Student Records Office Processing Only)			
The below information will be completed once the program is added into banner, then a copy of the entire packet will be sent to the individual listed in the contact information and the appropriate VPAA based on the campus.			
AREAS	BANNER CODING (OLD)	BANNER CODING (NEW)	DESCRIPTION
Campus			
College			
Level			
Banner Program			
Degree			
Major			
CIP Code			
Banner Rule #			
Term			
Credit Hours			
Note			
*Program Review Cycle Effective Date:			

*Program Review Date- is decided on by the Director of Accreditation