



## Concentration/Minor – Undergraduate/Graduate Curriculum Change Form - Guide

### Purpose:

This form is used when a curriculum change is needed for a change to a Concentration for the Las Cruces campus (UG or GR) or the Community Colleges (UG). 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 Concentration and/or Minor Title” 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: Creative Writing – Concentration*  
*INCORRECT EXAMPLE: Creative Writ. – Concen.*
- 2. Concentration or Minor Type-** Make sure to indicate if the concentration is an undergraduate (at either the LC or a CC campus) or is a graduate concentration, or if it is a minor for the Las Cruces campus indicate if it is a Graduate or Undergraduate minor (you can check both boxes if both apply).
- 3. Concentrations connected to a specific degree-** Please indicate if the concentration is linked to a specific degree, if so make sure to indicate which degree, with no abbreviations to the title and separate the degree title and the major title with a dash.
  - a. EXAMPLE: English – Bachelor of Arts*
- 4. 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.
- 5. 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).
- 6. 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 ADAC/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.
- 7. 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 or the Graduate dean 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.
- 8. For Section 4: Administrative Processing on page #5-** 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 Academic Dean or VP for 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](mailto:records@nmsu.edu) or 575-646-3411.



# Concentration/Minor - Undergraduate/Graduate Curriculum Change Form

Proposed Concentration and/or Minor Title: \_\_\_\_\_

Current Concentration and/or Minor Title: \_\_\_\_\_

Section 1: Submission Information (CANNOT BE HAND-WRITTEN)			
<b>Program Information:</b>			
College/Campus:			
Division (if applicable):			
Department:			
<b>Current Name of Concentration and/or Minor (no abbreviations):</b>			
<b>Proposed Name of Concentration and/or Minor (no abbreviations):</b>			
<b>Proposed Effective Term:</b>		<i>Official Effective Term (Administrative Processing Only):</i>	
<b>Submitter Information:</b>			
Name:			
Title:			
Phone:			
Email:			
<b>Administrator Contact Information: (CAAVP or Academic Associate Dean)</b>			
Name:			
Title:			
Phone:			
Email:			
<b>Date of Initial Submission:</b>			
<b>Concentration Type:</b>			
<input type="checkbox"/>	Undergraduate (CC)	<input type="checkbox"/>	Undergraduate (LC)
<input type="checkbox"/>		<input type="checkbox"/>	Graduate
<b>For program code purposes in banner is the concentration connected to a degree or not:</b>			
<input type="checkbox"/>	Connected	<input type="checkbox"/>	Not Connected
<b>If connected, please list the Degree and Major that the Concentration will be connected to (no abbreviations for titles and separate the degree and major title with a dash):</b>			
<b>Minor Level for Las Cruces Campus:</b>			
<input type="checkbox"/>	Undergraduate	<input type="checkbox"/>	Graduate

**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 the program interdisciplinary at the program and/or course level:	Yes	No
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If yes, was the department/college/campuses notified? *Please include the name/title and date of the individual(s) contacted.*

Name of Contact/Title/Date contacted:	
Name of Contact/Title/Date contacted:	
Name of Contact/Title/Date contacted:	
Name of Contact/Title/Date contacted:	
Name of Contact/Title/Date contacted:	
Name of Contact/Title/Date contacted:	

**Describe any concerns other campuses/departments had with this change and the resolution of those concerns.**

**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).**



New Mexico State University

## Concentration/Minor - Undergraduate/Graduate Curriculum Change Form

Proposed Concentration and/or Minor Title: \_\_\_\_\_

Current Concentration and/or Minor Title: \_\_\_\_\_

Concentration Type:			
Undergraduate (CC)	Undergraduate (LC)	Graduate	
If connected, please list the Degree and Major that the Concentration will be connected to (no abbreviations for titles and separate the degree and major title with a dash):			
Minor Level for Las Cruces Campus:			
Undergraduate	Graduate		

Please make sure to double check the approvals needed for each major change. There are notes for which approvals are needed for some of the majors over others. If you do not need that approval simply fill in the columns with N/A.

Section 3: Approval Signatures:			
	Printed Name:	Signature:	Date:
Signatures that are needed for <u>all levels</u> (both Concentrations and Minors):			
Submitter/Department Faculty: <i>(as applicable by campus)</i>			
Department Head:			
Academic Dean/Division Dean:			
Signatures that are needed for <u>Community Colleges</u> only (for Concentrations only):			
CC College Curriculum Committee:			
CC Academic VP:			
CC System Academic Committee:			
Signatures that are needed for <u>Las Cruces Campus (UG/GR)</u> only (both Concentrations and Minors):			
Graduate Dean <i>(Graduate Only)</i> :			
Associate Deans Academic Council:			
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):			

**Section 4: Administrative Processing**

**Student Records Office Processing Only- do not fill this portion out**

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/Associate Dean based on the campus/college.

<b>AREAS</b>	<b>BANNER CODING (OLD)</b>	<b>BANNER CODING (NEW)</b>	<b>DESCRIPTION</b>
Campus			
College			
Level			
Banner Program			
Degree			
Major			
CIP Code			
Banner Rule #			
Term			
Credit Hours			
Note			