Concentration – Undergraduate/Graduate
New Curriculum Form - Guide

Purpose:

This form is used when a new concentration is needed for the Las Cruces campus at both the Undergraduate and Graduate levels or the Community College campuses.

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 "New Concentration Title" LINES AFTER THE HEADING OF THE FORM, THIS FIELD WILL AUTOPOPULATE FROM THE PROPOSED NAME OF DEGREE/MAJOR FIELDS.**
   b. Please make sure that there are no abbreviations in the titles to ensure accuracy in inactivating the correct program in banner and removing it from the catalog.
   CORRECT EXAMPLE: English (Creative Writing) – Bachelor of Arts
   INCORRECT EXAMPLE: Engl. (Creative Writing) – BA
2. **Concentration Type**- Please make sure to indicate what type of concentration the proposal is for (Undergraduate CC, Undergraduate LC, or Graduate). Also indication if the concentration will be connected to a specific degree and make sure that the listing of the degree following the above naming scheme.
3. **Under the "Program Curriculum Information"** section of the form please make sure to check the boxes for each attachment (Catalog Description and Roadmap), this helps submitters and approvals know that the documents are attached.
4. **Section 3** -For the catalog description and curriculum please lay it out in catalog format based on the template from the University Student Records Office, so that it can be used when adding the content to the catalog (contact the Student Records Office if you need assistance). Also include a roadmap of the coursework that shows students how to complete the coursework in a timely manner utilizing the template.
   a. Make sure to include all the course descriptions of the courses that are used in the program and indicate which courses are new (created for the purpose of this new degree). *NOTE: The new courses must already be approved and in banner during the Curriculum approval process.*
   b. Also include any other requirements that students must complete in order to be admitted into the program and graduate from the program. This includes minimum grade requirements, internship/co-ops, capstone, exit (comprehensive/standardized) tests, licensure completion, etc. to name a few.
5. **For Section 4: Approvals on page #4**- these are completed sequentially and all signatures need to be on the original paperwork, once either the CC System Academic Committee, the Associate Dean's Academic Council 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.
6. **For Section 5: 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 the 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 or 575-646-3411.

New Mexico State University
Concentration - Undergraduate/Graduate
New Curriculum Form

New Concentration Title: _____

Section 1: Submission Information (CANNOT BE HAND-WRITTEN)	
Program Information:	
College/Campus:	
Division (if applicable):	
Department:	
Name of Concentration:	

Proposed Effective Term:	*Official Effective Term (Administrative Processing Only):*

Submitter Information:	
Name:	
Title:	
Phone:	
Email:	

Administrator Contact Information: (CCAVP or Academic Associate Dean)	
Name:	
Title:	
Phone:	
Email:	

Date of Initial Submission:

Section 2: Proposal Content (CANNOT BE HAND-WRITTEN)		
Concentration Type:		
Undergraduate (CC)	Undergraduate (LC)	Graduate
For program code purposes in banner is the concentration connected to a degree or not:		
Connected	Not Connected	
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):		

New Mexico State University

Concentration - Undergraduate/Graduate
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New Concentration Title: _____

Estimated time to complete proposed curriculum:		
All Program Format(s):		
	Standard (Face-to-Face)	Distance Education (Online) *(Notify NMSU-O)*
	Evening	Weekend
	Other (please specify):	

Program Curriculum Information:

Justification for the new curriculum:

Describe the impact the curriculum will have on institutional resources (if any) (Max 500 words):

How does the proposed program align with the department, college, and campus mission?

New Mexico State University
Concentration - Undergraduate/Graduate
New Curriculum Form

New Concentration Title: _____

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 3 of this form):		
		Catalog Description/Curriculum for the Program:
		Degree Plan/Roadmap

Total Number of Credits required for the program:		

Is the program interdisciplinary at the program and/or course level:	Yes	No

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 3: 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

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).

Concentration - Undergraduate/Graduate
New Curriculum Form

New Concentration 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):		

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 4: Approval Signatures:			
	Printed Name:	**Signature:**	**Date:**
Signatures that are needed for <u>all levels</u>:			
Submitter/Department Faculty: *(as applicable by campus)*			
Department Head:			
Academic Dean/Division Dean:			
Signatures that are needed for <u>Community Colleges</u> only:			
CC College Curriculum Committee:			
CC Academic VP:			
CC President:			
CC System Academic Committee:			
Signatures that are needed for <u>Las Cruces Campus (UG/GR)</u> only:			
Graduate Dean *(Graduate Only):*			
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):			

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New Concentration Title: _____

Section 5: 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.			
AREAS	**BANNER CODING (OLD)**	**BANNER CODING (NEW)**	**DESCRIPTION**
Campus			
College			
Level			
Banner Program			
Degree			
Major			
CIP Code			
Banner Rule #			
Term			
Credit Hours			
Note			