



## Minor – Undergraduate/Graduate

### New Curriculum Form - Guide

#### Purpose:

This form is used when a new minor is needed for the Las Cruces campus at both the Undergraduate and Graduate levels.

#### 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 Minor 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: Creative Writing – Undergraduate Minor*  
*INCORRECT EXAMPLE: Creative Writing – UG Minor*
- 2. Concentration Type-** Please make sure to indicate what type of minor the proposal is for (Undergraduate LC or Graduate). The proposal can be for both, however the curriculum must be clearly separated by level in the attachments.
- 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 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. *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 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 #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 Academic Dean (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.



# Minor - Undergraduate/Graduate

## New Curriculum Form

New Minor Title: \_\_\_\_\_

**Section 1: Submission Information (CANNOT BE HAND-WRITTEN)**

**Program Information:**

College:

Department:

Name of Minor:

**Proposed Effective Term:**

*Official Effective Term (Administrative Processing Only):*

**Submitter Information:**

Name:

Title:

Phone:

Email:

**Administrator Contact Information: (Academic Associate Dean)**

Name:

Title:

Phone:

Email:

**Date of Initial Submission:**

**Section 2: Proposal Content (CANNOT BE HAND-WRITTEN)**

**Minor Type:**

<input type="checkbox"/> Undergraduate (LC)	<input type="checkbox"/> Graduate
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# Minor - Undergraduate/Graduate

## New Curriculum Form

New Minor Title: \_\_\_\_\_

**Program Curriculum Information:**

**Justification for the new curriculum:**

[Empty box for justification]

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

[Empty box for impact description]

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

[Empty box for mission alignment]

**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):**

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

**Total Number of Credits required for the program:**

<b>Is the program interdisciplinary at the program and/or course level:</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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## New Curriculum Form

New Minor Title: \_\_\_\_\_

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

Empty space for describing concerns and resolutions.

### 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).***



**Minor - Undergraduate/Graduate**

**New Curriculum Form**

**New Minor Title:** \_\_\_\_\_

Minor Type:	
Undergraduate (LC)	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 4: Approval Signatures:			
	Printed Name:	Signature:	Date:
Submitter/Department Faculty:			
Department Head:			
Academic Dean:			
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:			

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 Associate Dean based on the college.			
AREAS	BANNER CODING (OLD)	BANNER CODING (NEW)	DESCRIPTION
Campus			
College			
Level			
Banner Program			
Degree			
Major			
CIP Code			
Banner Rule #			
Term			
Credit Hours			
Note			