

Program Management

New Program Planning Tool

*Note: When creating a new concentration to an existing degree, it is recommended to use the "Propose from Existing" button in the PIM system this duplicates the requirements in the template format and you just update the courses.

Submission Information

The Degree Type will factor into the level and the submissions that must occur for HED and HLC.

- Community College Types: Applied Associate Degree, Associate Degree, Certificate, Concentration
- Main Campus Undergrad Types: Bachelor's Degree, Concentration, Minor
- Main Campus Graduate Types: Master's Degree, Doctoral Degree, Certificate, Concentration, Minor

Degree Type

The Degree Title dropdown has all existing degree titles in Banner, if you do not see the one you are looking for you will select "Other" then in the New Degree Title box you will type out the official title of the degree (as you would want it to appear on a students record, transcript, and/or diploma).

Degree Title

Academic Level 

The Catalog Title will be what is displayed in the catalog page. The standard format is Major (Concentration) - Degree Title. (I.e., Mathematics (Secondary Education) - Bachelor of Science. Note: If there is no concentration you would just list the Major - Degree.

Catalog Title

When submitting a New Concentration for an existing degree, the "Select Associated Major" will appear. It will have a dropdown of all existing programs in the catalog to choose from.

Select Associated

Major

College 

Campus

Division 

Department

Effective Catalog 

Program Format

- Evening Face to Face
 Online Other

Weekend

CIP Code

Will match the Bachelor's CIP Code, individual concentrations do not have separate CIPs





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Normal or typical length of time for students to complete the program (in years)



Curriculum Information

Program Learning

Outcomes

	Learning Outcomes	
Outcome 1	Be prepared to provide all program learning outcomes individually, one per row	  

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

Department/Unit	
<input type="text"/>	

The Course Requirements, need to be in the standard format for the catalog because this piece of the form will be imported directly onto the catalog page. See the Student Records Website for a guide. The total number of credits at the bottom of the course list will be the "official" total for the degree. Please make sure it adds up correctly.

Course Requirements

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			
Format <input type="text"/>	Styles <input type="text"/>	<input type="text"/>	Source <input type="text"/>

Use the Degree template to plan your curriculum in the appropriate format to them replicate in the PIM system with the "Course List" table functions (or use the "Propose New from Existing" functions in PIM

The Road Map, need to be in the standard format for the catalog because this piece of the form will be imported directly onto the catalog page. See the Student Records Website for a guide. All courses and the total number of credits at the bottom of the roadmap should match the Course Requirements list.

Road Map

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Format ▾	Styles ▾	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Source
<p>Use the Roadmap template to plan your curriculum in the appropriate format to then replicate in the PIM system with the "Course List" table functions (or use the "Propose New from Existing" functions in PIM</p>			

The admission requirements are needed if the program has a specialized admission process that exceeds the campus requirements for either the Undergraduate or Graduate admission standards.

- *For graduate programs, the Graduate School asks for the following information (Provide a summary of*

the documents and specific information each student will need to provide to be considered for the program): Description, Statement of Purpose/Letter of Interest; Specialty Letter of Interest; Resume; Writing Sample; GRE; GMAT; Special Questions (if yes, what questions need to be answered); Letters of Recommendation (how many are required); NMSU Faculty Representative (if yes, how many); Foreign Language; WES Evaluation; Special License or Verifications (what license/verification)

Admission

Requirements


Format ▾	Styles ▾					Source

Does this program lead to licensure, yes or no?

Yes No

If yes, in which states does this program meet licensure requirements? (if possible please provide the name of the states license)

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Documentation of department faculty support 

Be prepared to provide a memo with all faculty signatures or meeting minutes as documentation that all faculty in the department support the new program.

Uploaded Files:

Files To Be Uploaded:

Institution Specific Information Area

Primary target audience for the program (e.g., full-time, part-time, traditional college age, working adults, transfer students, military personnel, or particular ethnic group)

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

Discuss how admissions criteria and strategies will recruit a diverse student body?

What controls are in place to ensure that the information presented to all constituencies in advertising, brochures, and other communications will be accurate?

Student Records Office Uploads

HLC wants CIP Code information that is currently being offered at



SRO Upload

both the institutional and degree level for 4-digit and 2-digit CIP codes for all new programs. This information will be provided by the University Student Records office and added to the form during the HED submissions workflow step.

Uploaded Files:

Files To Be Uploaded:

Program Codes

Program Code	
<input type="text"/>	

NM Council of Graduate Deans

Uploaded Files:

Files To Be Uploaded:

NM HED/Board of Finance

Uploaded Files:

Files To Be Uploaded:

HLC

Uploaded Files:

Files To Be Uploaded:

CIP Code Attachment

Uploaded Files:

Files To Be Uploaded:

ITEMS THAT WILL ALSO BE NEEDED AND ARE IN THE PROCESS OF BEING ADDING TO THE PIM SYSTEM

Justification for New Program