

Program Management

New Program Proposal

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

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

College 



Campus

Department

Effective Catalog 

Curriculum Information

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


Use the "Course List" table function in PIM to create the course requirements, to auto-calaculate. You can also use the Minor template.

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"/>	Source

Minors are not required to have roadmaps but if you choose to add one use the "Course List" table functions in PIM or you can use the Roadmap Template as a guide

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?

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