UNM Curriculum

Request System

Automated Curriculum Workflow

Logging In

The first time you enter the system:
Enter your UNM netid and password. Click Login. Confirm that the contact information that appears on the screen is yours. If not, please change any incorrect information in the text boxes provided. If all the information is correct, click Save Changes.

Each subsequent time you log in, you will only need to enter your UNM netid and password.

My Info

To change your phone number or e-mail address, click My Info after you log in. Make the changes, and click Save Changes. Click Reset to disregard the changes and keep the original information.

My Forms

My Forms shows all the forms that have been initiated.

If you are reviewing forms, you may not see the forms for review under My Forms. When you login, you will see a notification at the bottom of the screen that shows the number of forms that need to be reviewed.

Logging Out

Click Logout when you finish your session. To exit the program completely, click the X at the top right of the screen.

Initiating Forms

To enter a new form, click on either Initiate Form A, Initiate Form B, or Initiate Form C depending on which form you need to submit. Form A is used to request minor course changes to existing, active graduate and undergraduate courses. Form B is used to request new undergraduate and graduate courses. Form C is used to request changes to existing graduate and undergraduate degrees, majors, minors, concentrations, emphases and transcripted certificates; new undergraduate degrees, majors, minors, concentrations, emphases, and transcripted certificates; and new graduate minors, concentrations, and emphases. (New graduate degrees and transcripted certificates must be requested using Form D, which is available from the Office of Graduate Studies.)

After you initiate a form, send it to the Chair of your department (by entering his/her e-mail address when prompted). The Chair then reviews it, and when approved, sends it to the Registrar's Office. From there, the Registrar's Office routes it to the

appropriate reviewers and/or committees. The Registrar's Office, or a committee chair, may send it back to the initiator for further information or changes.

Viewing Comments
To see any comments that have been entered on a form, open the form and near the top center of your screen, click on the link titled Comments.

Form A: Existing Minor Course Change

Form A is used to request minor course changes to existing, active graduate and undergraduate courses. The following instructions are intended to help you complete Form A, and to manage the processes in place for approval of the form.

Note that changes to courses numbered 090-299 are subject to review and comment by the branch campuses.

Help completing this form can be found in the following documents:
> Banner Data Entry Standards Appendix B
> UNM Schedule Type Glossary

If you have questions or need assistance, contact the Office of the Registrar.

Click on Initiate Form A. A blank form appears on the screen with your contact information completed.

Press the tab key to move between fields, or move the cursor with the mouse.

Enter your Title, Department; and for Branch campuses, your Division, Program, and Branch.

Existing Course Information-

Course Subject Code—Select the course subject code (the two- to four-letter abbreviation used to designate courses in the discipline proposing the course change).

Course Number—Enter the three-digit number for the course. An "L" designation should be appended to the course number for Lab courses.

Course Level - Select the existing course level.

Course Title- Enter the existing, complete title of the course as it appears in the printed Catalog.

Page in Current Catalog- Enter the page in the current catalog where the description of the course can be found.

Proposed Effective Term- Select the proposed effective term (semester and year) for the requested change.

In the next section, please click in the appropriate box on the left to indicate the changes requested.

Change Course Subject Code (formerly Course Prefix or Department)

Check #1 to request a change to a current course subject code. Select the new course subject code from the drop-down list. If the course number is also changing, you also must select number 2, Change Course Number.

Change Course Number

Check the box beside #2 to request a change from a current course number to another number. An "L" designation may be appended to the course number for a Lab course.

If the course is a 300 or 400 level course, but will allow graduate credit, select whether the graduate credit is for graduate majors in any department, or only for graduate majors outside your department.

Note: Previously used numbers must be dormant for eight semesters before they may be reused.

Select a response to the question regarding content under the new number. *If the course content will not be essentially the same* under the new number, explain in the space provided why it should not be a new course.

If the course is changing number from 100-200 level to 300-400 level, explain the impact it will have on branch campus programs in the space provided.

Proposed Change in Course Title (Long and/or Short)

Check the box beside number 3 to change the course title. Enter the complete title in the Long Course Title box (standard spelling and punctuation conventions apply). This title appears in the printed and LoboWeb catalogs, and the LoboWeb schedule of classes. Then enter a short title. It appears on the student transcript. It should not include any punctuation marks except those required by UNM conventions (such as the colon). Refer to Banner Data Entry Standards Appendix B for approved abbreviations of commonly used words.

Change a Course Description (including pre-requisites, co-requisites, and restrictions)

Click the box beside # 4, and enter a catalog-style course description of 35 words or less (excluding pre-requisites, co-requisites and restrictions). Then in the box below, either type or upload an outline that shows that the content of the course under the new description will be essentially the same.

To upload an outline, click on the Browse button underneath the text box. You may have to complete certain fields in the form before you can upload a file. In that case, complete the required fields first, and then click the Browse button to upload a file.

Select the file name and click Open. The name of the file should now appear in the box on your form screen.

If you want to remove that file from the form, either select the name of the file in the box and click delete (works if the form has not been saved yet) or beside the file name (if the file name is no longer in the box, but is instead underneath it) click the orange trash can and the attached file will be deleted.

If the course has co-requisites, pre-requisites or restrictions, enter those in the boxes provided.

Co-requisites—Enter any co-requisite(s), i.e. course(s) that must be taken concurrently, or leave blank if none. *If the change adds a co-requisite course, and the co-requisites are "two-way" submit a Form A for each course that is affected. (See examples.)* Changes or additions to co-requisites offered in other departments must be approved by those department chairs.

Example – Two-way co-requisites:
ENGL 101 has a co-requisite of CJ 101, and CJ 101 has a co-requisite of ENGL 101. Student is required to take both courses any time registration occurs for one or the other.

Example – One-way co-requisite:
ENGL 101 has a co-requisite of CJ 101, but CJ 101 does not have a co-requisite of ENGL 101. Student is required to register for both ENGL 101 and CJ 101 when registration occurs for ENGL 101, but not required to register for ENGL 101 when registration occurs for CJ 101.

As the examples illustrate, co-requisite courses must be taken in the same term. The registration system enforces this by requiring a student to register for all co-requisite related courses. If a student drops one of the co-requisites after the start of a term, the registration system require the student to drop all the co-requisites.

Pre-requisites— Add, change or delete pre-requisites. Banner has the capability to check pre-requisites during registration. Students who have not met course pre-requisites are not allowed to register for the course. However, instructors and/or departments may manually override pre-requisites in the Banner system.

NOTE: Currently, pre-requisite checking is enabled in Banner only for 100 and 200 level courses.

◊   List any course and/or test which are to serve as pre-requisites for the course.
◊   If the course has two or more pre-requisites, always use "AND" or "OR" between individual pre-requisites or sets of pre-requisites. Always

include the subject code and the course number when listing pre-requisites.
◊ Use parentheses to indicate sets of pre-requisites.

Restrictions place limits on who can register for any given section of the course. An automatic restriction is placed on all graduate level courses. Enter all other restrictions appropriate for the course. Restrictions listed will default to all sections in any given term. (Exception: Restrictions such as approval of instructor, advisor, or department cannot be entered at the course level. Once approved, these types of restrictions must be placed on sections during the schedule build process.)

NOTE: Some restrictions are fairly broad:
◊ Student Classifications are based on total credit hours earned. For example, a student who has 90 credit hours *regardless* of level or subject matter is classified as a senior.
◊ A restriction by major, such as English, allows majors in the discipline of English, *regardless* of student level to enroll in the course.

By contrast, some restrictions more tightly control enrollment:
◊ A program restriction of master's level in Political Science means that courses are restricted to only MA students in Political Science.
◊ A course restricted by permission of instructor requires each prospective student to obtain a registration override from the instructor.

Change Credit Value or Repeat Rules of a Course

To request a change in credit hours or repeat rules, check the box beside #5.

Credit Hours—If your course allows variable hours, then enter the lowest possible credit hours, such as "1," in the Low column and the highest, such as "6," in the High column, in the box appropriate to Credits, Lectures, and/or Lab.

For variable credit courses, there is also an option, indicated in the "OR/TO" column, of students earning credits in the range from a low up to a high number, or offering two choices of credits, either the low number or the high number but nothing in between them.

Contact the Office of the Registrar for additional information.

Repeat Rules—If the change eliminates repeated credit, check "No".

If the change proposes the course may be repeated for credit, check "Yes", and complete the relevant repeat rules.

The first time a student takes a course is not a repetition, but all subsequent enrollments in the course are repetitions. If the course can be repeated a specified number times, then enter the number in the box provided. The number you enter should be one less than the total number of times the course can be taken for credit.

For example, if students may repeat a course up to four times for credit, enter "3" in the box. Students can then take the course four times for credit, the first time plus three more. If the course can be repeated an unlimited number of times (often the case for Topic courses and Seminars, for example), then enter the number "99."

If the course can be repeated for a fixed number of hours, enter the maximum number of credit hours a student can earn including the first completion of the course.

Both types of repeat rules can apply concurrently by completing both options. A student can earn up to the maximum number of credit hours given within the number of times specified as allowable repeats. For example, a course where the maximum credit hours that can be earned is 12, and the number of repeats is 4, a student can earn up to the 12 repeated credit hours, but can repeat the course only 3 times.

If the course is increasing in credit hours, enter the rationale in the text box provided. Any decrease of two or more hours needs to be accompanied by a rationale also.

Contact the Office of the Registrar with questions about the repeat policy.

Change in Grade Option

Changes in grade option either from letter grade to credit/non-credit, vice versa, or a proposal for an alternative grading scale are indicated in #6. A course may be offered only for a letter grade (that does not mean a student cannot exercise the grade option change to take the course credit/no credit [CR/NC]), or it may be graded on a CR/NC basis only. The CR/NC only option does not permit a student to change to a letter grade during the normal grade option change period. (The grade option change period for students is the first four weeks of the fall or spring semester.)

If the course will be graded using a grading scale different from the standard catalog options, justification must be provided, and the alternative grading scale must be included.

Select which change is being made and then check all the grades that apply to the course, if applicable.

Delete a Course

Click the box next to #7, if your department longer wants to offer a course. Enter text in the box provided that explains the effect the deletion of the course will have on student programs, or click the Browse button to upload a file.

If the course being deleted is a 100 or 200 level course, enter text in the second box describing the impact the deletion will have on branch campus programs, or click Browse to upload a file.

NOTE: Forms A for 100 and 200 level course changes are routed to the Branch Deans of Instruction for review and comment before they are considered by FSCC.

If the deleted course is required in an approved program of study, a Form C to revise the program must be submitted.

Add or Remove Approved Crosslisting (formerly Also Offered As)

To add to or remove a cross-list association, click the box beside #8. In the first drop-down box, select the subject code of the cross-listed course, enter the course number, and beside the box labeled Please Select, click either Add Cross-listing or Remove Cross-listing depending on the action desired.

Cross-listing establishes "permanent" approval for this combination of cross-listed courses as authorized by the FSCC. Cross-listing requires common course numbers, title, credit hours, restrictions, co-requisites, pre-requisites, special fees, grade mode, and repeat rules. Cross-listed courses are equivalents and may be substituted for each other for program completion purposes. Any additions or deletions to the cross-list require Form A approval.

To add or remove another crosslisting, click Crosslist Another Course and enter information for the next course.

If you inadvertently enter incorrect information, click the trashcan beside the crosslisted course entered. If there is no trashcan, click the button Crosslist Another Course and a trashcan should appear beside the name of the course.

Add or Remove Schedule Type(s)

Under Action, select whether you are adding or removing a schedule type for a course. Select the schedule type(s) that most closely approximates organizational practice. (See the Schedule Type Glossary for definitions of approved types.) To add or remove another schedule type, click Add New Schedule Type Action.

If you want a type not listed, contact the Office of the Registrar for direction on how to submit a new schedule type for approval to the Faculty Senate Curricula Committee.

If you enter incorrect information, click the trashcan beside the schedule type entered. If there is no trashcan, click the button Add New Schedule Type Action and a trashcan should appear beside the schedule type.

Change a Course to/from Occupational or Technical

This request pertains to branch campuses only. Indicate if the change is making the course occupational or technical, or removing it from that status.

Reason for Minor Course Change Request

Under Reason for minor course change request, explain the reason for the request to the change the course, by either entering text or by uploading a file.

Impact on Department or Branch Campus Programs

Select "yes" or "no" to the question, "Is it possible this change might impinge on other established departmental programs/branch campuses?

Check the current catalog for other programs that may use the course. Investigate particularly the effect on branch programs, when changing 100-200 level courses.

If the change to the course might affect other programs or branch campuses, indicate "yes", explain how, and enter the name, phone number and e-mail address of the person you have contacted from that program or programs.

Submit Form to Department Chair

Once the form is complete, click the button titled Submit to Department Chair/Director to save the form and send it to the Chair for approval.

See Saving Forms for more information on submitting the form, or saving it and resuming work on it later.

Form B

When initiating a request for a new course, click on Initiate Form B.

Form B is used to request new undergraduate and graduate courses. The following instructions are intended to help you to complete the form, and to manage the processes in place for approval of that request.

Please complete all appropriate fields. Help completing this form can be found in the following documents:

> Banner Data Entry Standards Appendix B
> UNM Schedule Type Glossary

If you need assistance, contact the Office of the Registrar.

Title and Department

Enter all contact information completely. Branches need to select the type of course in the box beneath the routing information.

Note: If the proposed course is to be cross-listed with an *existing* course, use a Form A to create the course in your department, not Form B.

Course Subject Code (formerly Department Prefix)

Select Course Subject Code from the drop-down box. The course subject code is the two to four letter abbreviation used to designate courses in the discipline in which you are proposing the new course. It should have no spaces or punctuation. Examples include:

> Communication and Journalism (CJ)
> Emergency Medical Services (EMS) and
> English (ENGL)

Course Number

The three-digit number you propose for the course should fit into the generalized scheme of numbering your department endorses. You cannot reuse the numbers of deleted courses for a minimum of eight semesters since the deletion. An "L" designation should be appended to the course number for Lab courses.

Credit Hours

This table asks for two different kinds of information, each exclusive of the other. Credit hours can be assigned to either Lecture or Lab or both.

a) If the course proposed has a fixed number of credit hours, such as "3," then enter the number in the first column, Fixed Hours, in the Credit Hours box and the Lecture or Lab boxes.

9. Credit Hours	Fixed Credit	Variable Credit		
		Low	Or / To	High
Credit Hours	3			
Lecture Hours	3			
Lab Hours				

9. Credit Hours	Fixed Credit	Variable Credit		
		Low	Or / To	High
Credit Hours	1			
Lecture Hours				
Lab Hours	1			

b) If your course allows variable hours, then enter the lowest possible credit hours, such as "1," in the Low column and the highest, such as "6," in the High column, in the box appropriate to Credits, Lectures, and/or Lab.

9. Credit Hours	Fixed Credit	Variable Credit		
		Low	Or / To	High
Credit Hours		1	To	6
Lecture Hours		1	To	6
Lab Hours				

c) For variable credit courses, there is also an option offering students two choices of credits, either the low number or the high number but nothing in between them.

9. Credit Hours	Fixed Credit	Variable Credit		
		Low	Or / To	High
Credit Hours		3	Or	6
Lecture Hours		3	Or	6
Lab Hours				

Contact the Office of the Registrar for additional information.

Long Course Title

Enter the entire title of the proposed new course. This title appears in the printed and online catalog. Standard punctuation and spelling conventions apply.

Short Course Title

Enter a suggested abbreviated title. This title appears on the transcript. It should not include any punctuation marks except those required by UNM conventions (such as the colon). The title is *proposed* on this form; the Office of the Registrar will review abbreviations and current conventions to ensure it fits with approved practices. The short title may be no longer than 30 characters (including spaces). If the long title is 30 characters or less, do not abbreviate it. Refer to Banner Data Entry Standards Appendix B for standard abbreviations of commonly used words.

College

Select the College in which the new course will be offered from the drop-down list.

Department

From the drop-down list, select the Department in which the new course will be offered. Usually the department and course subject abbreviation are the same, but some exceptions occur. An example of exceptions includes Sign Language, which subject is offered in the department of Linguistics.

CIP Code

Leave this field blank. CIP code will be assigned by the Provost's office as part of the approval process. This code, coming from a nationally standardized list, helps with reporting requirements and funding processes at the national and state levels.

Cross-listed Courses (formerly Also Offered As (AOA))

If this course is not cross-listed with any others, skip this item. However, if it is to be cross-listed, complete this section of the form with each subject code and course number. Note that cross-listing establishes "permanent" approval for this combination of cross-listed courses as authorized by the FSCC. Any permanent additions or deletions to the list require approval through a Form A.

Cross-listed courses are considered equivalents and may be substituted for each other for program completion purposes. Cross-listing requires common course numbers, titles, descriptions, grade scales, credit hours, restrictions, co-requisites, pre-requisites, repeat rules, and special fees.

Enrollment credit is accorded to each department offering the course for the number of students enrolled in the section assigned to that department for a particular semester. For example, ANTH 101 is a cross-listed course with LING 101 and SOC 101.

If 16 students enroll in the ANTH section, 14 students enroll in the LING section, and 4 students in the SOC section, Anthropology generates student credit hours from 16 students, Linguistics generates student credit hours from the 14 students, and SOC generates student credit hours from the 4 students.

Course Description

In the next box provided, enter the catalog description of the new course. The description may be no longer than 35 words. Listing must include course number, title, credit, description, pre- and/or co-requisites and restrictions. Co- and pre-requisites and restrictions are not counted toward the word limit.

Course Level

Select the level of the course. If it is undergraduate (numbered 097-499), check UG, and if graduate (numbered 500-699), check GR. If it is a Law, PharmD, or MedD course regardless of its number, check the appropriate box.   If the course will be listed in the catalog with a number from 300-499, but you want it made available for graduate credit as well, check the "both UG and GR" box and, complete the Justification for Graduate Credit field farther down the form.

Schedule Types

The term "schedule type" refers to the basic organizational practice associated with the course curriculum. Because different instructors may organize their courses in different ways, it is possible to assign more than one schedule type to a course. See the Schedule Type Glossary for approved types. If you see a need for a type not listed, contact The Office of the Registrar for direction on how to submit a new schedule type for approval to the Faculty Senate Curricula Committee.

Under Action, select Schedule Type. Then select the schedule type that most closely approximates organizational practice. If this is the only schedule type, simply go on to the next field. However, to add another schedule type, click Add New Schedule Type Action.

If you enter incorrect information, click the trashcan beside the schedule type entered. If there is no trashcan, click the button Add New Schedule Type Action and a trashcan should appear beside the schedule type.

Co-Requisites

Enter any co-requisite(s), i.e. course(s) that must be taken concurrently, or leave blank if none. *If the co-requisite course exists and the co-requisites are "two-way", submit a Form A to complete the co-requisite relationship.*

Example – Two-way co-requisites:

ENGL 101 has a co-requisite of CJ 101, and CJ 101 has a co-requisite of ENGL 101. Student is required to take both courses any time registration occurs for one or the other.

Example – One-way co-requisite:
ENGL 101 has a co-requisite of CJ 101, but CJ 101 does not have a co-requisite of ENGL 101. Student is required to register for both ENGL 101 and CJ 101 when registration occurs for ENGL 101, but not required to register for ENGL 101 when registration occurs for CJ 101.

As the examples illustrate, co-requisite courses must be taken in the same term. The registration system enforces this by requiring a student to register for all co-requisite related courses. If a student drops one of the co-requisites after the start of a term, the registration system require the student to drop all the co-requisites.
Keep in mind that co-requisite courses must be taken in the same term, and the registration system will enforce this. A student will be required to register for all co-requisite related courses. If a student drops one of the co-requisites after the start of the term, the registration system will require the student to drop all the co-requisites.

Restrictions
Enter any restrictions, or leave blank if none.

Restrictions place limits on who can register for any given section of the course. The following restrictions can be applied:

- College
- Major
- Student Classification
- Student Level
- Degree
- Program
- Campus
- Permission of Instructor

Pre-Requisites
Enter any pre-requisites, or leave blank if none.

Banner has the capability to check pre-requisites during registration. Students who have not met course pre-requisites are not be allowed to register for the course. However, instructors and/or departments may manually override pre-requisites in the Banner system. (NOTE: Currently, pre-requisite checking is enabled in Banner only for 100 and 200 level courses.)

◊ List any course and/or test which are to serve as pre-requisites for the course. Keep in mind that previously many "pre-requisites" were actually "registration restrictions."
◊ To establish proper relationships among pre-requisites, you can specify multiple conditions using the "AND" and/or "OR" conjunctions.

Use parentheses to indicate sets of pre-requisites. If the course has two or more pre-requisites, always use "and" or "or" between individual pre-requisites or sets of pre-requisites. Always include the subject code and the course number when listing pre-requisites.

> For example:
> If your pre-requisites are ANTH 205 and LING 235 or SOC 255,
> parenthesis clarify whether you want the pre-requisites to be:
> (ANTH 205 and Ling 235) or (SOC 255)
>   OR ALTERNATELY
> (ANTH 205) and (LING 235 or SOC 255)

The level of the pre-requisite must be comparable to the level of the course, i.e. a graduate course should have graduate level pre-requisites.

> For example:
> POLS 434/534
> Pre-requisites for 434 = 311 and 322
> Pre-requisites for 534 = 511 and 522.

You can specify the minimum grade that the pre-requisite course requires. Unless otherwise specified on the Form B, the default passing grade for pre-requisite courses is C.

Course Duplication

Indicate if you have checked the current UNM catalog to determine possible duplication of other course content. If so, list which departments you have checked.

If there is possible duplication, indicate if the offering departments have discussed the issues involved by choosing yes or no in the next field.

Do all parties agree the new course is necessary (yes or no)?
If yes, enter contact information (name, phone number, department) of all parties who have discussed the issue.

Elective or Required Course

Indicate if the course is an "elective" or "required". If the new course is a required course in an approved program, also submit a Form C, since the program's completion requirements are being changed.

Occupational or Technical Course
For branch campuses only.

Topics/Workshop
If this course has been offered previously as a topics course, indicate when and what the average enrollment was. This information indicates the potential draw for the course as a regular catalog offering and relates to the budgetary impact statement in #26.

May the Course Be Repeated For Credit, How Many Times, and/or How Many Hours
Unless otherwise indicated, UNM's standard repeat policy means that students can take courses more than once, but only the first instance of that course will be counted for credit. In this part of Form B, you must indicate the repeat rules.

If the course cannot be repeated for credit, check the "No" box and continue.
If the proposed course may be repeated for credit, complete the pertinent repeat rules. The following provides a discussion of those rules and options for selecting one, the other, or both.

The first time a student takes a course is not a repetition, but all subsequent enrollments in the course are repetitions. If the course can be repeated a specified number times, then enter the number in the box provided, however, keep in mind that the number you enter should be one less than the total number of times the course can be taken.   For example, if you want students to be able to repeat a course up to four times for credit, and you enter "3" in the box, students can then take the course four times for credit, the first time plus three more. If the course can be repeated an unlimited number of times (often the case for Topic courses and Seminars, for example), then enter the number "99." You can limit the number of times a course is repeated for credit whether it is "fixed" or "variable" credit.
If the course can be repeated for a certain number of hours, enter the maximum number of credit hours can earn including the first time he/she enrolls in the course. Thus, if you enter the number "12," and the course is fixed at 3 credit hours, a student can earn credit for up to 12 credit hours, the first time the course is taken plus 3 more times at 3 credits each. If you enter "12" and the course has variable credit hours of 1-3 credits, then a student could take the course from 4 to 12 times depending on the credits that the student selects when registering for the course.

Both types of repeat rules can apply concurrently by completing both options. A student can earn up to the maximum number of credit hours given within the specific number of times specified as allowable repeats.   For example, a course where the maximum credit hours that can be earned is 12, and the number of repeats is 4, a student can earn up to the 12 repeated credit hours but can repeat the course only 3 times.

Contact the Office of the Registrar with questions about the repeat policy.

Replacing a Deleted Course

If you indicate that this course is replacing a deleted course, indicate which course it is replacing.

NOTE: If you have not submitted a Form A to delete the course, you must do so.

Grade Option

If the course is to be graded on a credit/no credit basis only, check that option and complete the Justification for CR/NC. NOTE: There are specific rules that apply to CR/NC courses regarding graduation requirements, so review those rules in the catalog before you select this option to assure it is appropriate for students.

If the course will have a grade scale other than the standard one, check that option. Then provide the grading scale, and the justification for using it. Note that there are several alternative grade scales being used throughout UNM, so check with the Registrar's Office for examples.

Effective Term

Indicate the first term you would like to offer the course. If the course approval process has not been completed prior to the schedule build for that term, the first term of offering will be the following term. Allow six months for completion of the approval process.

Library Impact

Have you contacted the library to determine if additional materials need to be obtained for this course? Answer yes or no. If yes, please select the name of the library contacted.

Course Content/Syllabus

Click the Upload File button to upload the course syllabus and bibliography. Click the Browse button, find the file you want to upload and click on it. The file should show up in the box. If so, then click Submit, and Go Back to Form to return to the form. The uploaded file should show up on the screen underneath the Upload File button you originally clicked.

The course syllabus and bibliography should follow standard formats and include pertinent information as if you were giving it to students. Most UNM colleges, schools, or departments have sample syllabi formats, so check with your department's and/or dean's offices for one to follow. University faculty committees will base their decision, in part, on their review of these documents. The syllabus should include a schedule of material covered (organized by week or class meeting or other time frame), course objectives and goals, required text(s), and significant course

requirements. The sample syllabus should give a clear sense of the scope, nature, schedule, integrity, and rigor of the course. For courses where both undergraduate and graduate credit is available, please be sure that your syllabus demonstrates justification for graduate credit.

Justification for Graduate Credit

To allow graduate credit for a course which does not normally carry it, you must justify in detail how students will earn graduate credit. The justification should detail significant and qualitative elements that distinguish the goals and objectives for undergraduate and graduate credit. Also, project the ratio of undergraduate to graduate students in the course, and identify the classification (e.g., sophomores, juniors, etc.) of undergraduate students.

Examples include, in combination or separately, research and/or writing projects, case studies, material for portfolios, examinations, presentations or demonstrations, production or design, community service, and/or application of skills and knowledge

Budgetary and Faculty Load Implications

The department or unit must provide:

      A.   Budgetary justification:

      Justify offering the new course.

      ◊   State the impact on the long-range plans for itself, other units, schools or colleges, branches, and the university.

      ◊   Describe the impact of the course on: budget, facilities, equipment, technology needs, faculty load, staff support, and program completion requirements.

Is there a special fee the students have to pay in addition to tuition? If so, how much is the special fee and for what will it be used? A Special Course Fees Approval Form, available from the Provost's Office, must also be submitted.

Content Duplication or Other Conflicts

This area must be completed if there is course duplication. Explain the action taken to resolve the issues involved.

Form C

Form C is used to request:

▪ changes to existing graduate and undergraduate degrees, majors, minors, concentrations, emphases and transcripted certificates.

▪ new undergraduate degrees, majors, minors, concentrations, emphases, and transcripted certificates

▪ new graduate minors, concentrations, and emphases (use Form D to request new graduate degrees, and new graduate transcripted certificates).

*The Provost's Office now requires that a New Program Preliminary Review Outline (included in this manual) be submitted prior to the initiation of a Form C or Form D to propose a new degree, major, or transcripted certificate. After approval of the preliminary review outline (allow six weeks), Form C may be initiated.

Note: All new undergraduate degree programs now require New Mexico Higher Education Department approval after they have been approved by UNM. At this point in time, we do not know how long may be required for HED review and approval.

Contact Information
After clicking on Initiate Form C, a screen should come up with your name (the name connected to the login ID). Enter your Department, and your Division, Program, and Branch (if on a branch campus).

Proposed Effective Term
Enter the semester and year that you are requesting the change take place.

Process for approval of Form C may take up to 12 months, so be realistic about plans to implement additions or changes. When considering the effective date of proposed change, take into account (particularly in the case of a deletion or a name change) students currently in the degree or program. Explain what the Office of the Registrar needs to do as concerns students still enrolled in the degree or program. In the case of a deletion, have you provided ample time for students currently in the degree or program to complete it? If the department or unit is changing the name of a degree, major, minor, etc., have the students currently in the program been informed of the proposed changed?

Program
Select the appropriate program, undergraduate or graduate, from the drop down box.

CIP Code
Leave this field blank. The Classification of Instructional Program (CIP) code will be assigned by the Provost's office as part of the approval process.

Name of New or Existing Program
Enter the name of the new or existing program.

Catalog Page Number
Enter the page number in the current catalog where the program appears.

Click Save and Go to Next Page to continue completing the form.

Category
Indicate whether the change is to the degree, major, minor, concentration, emphasis, transcripted certificate, department, or subject code. *

Action
Select if the request is to create a new degree, major, etc., or to revise, delete, or change the name of an existing degree, major, etc. *

*Be specific! This information can affect the degree audit system; the printed catalog; and program tables used for reporting and for posting degrees, majors, minors, concentrations, and transcripted certificates to students' transcripts. Please be specific.

Complete separate forms for multiple requests (e.g. change to major and minor, or MA and Ph.D., etc.)

Degree Type
If the change is to a degree, indicate the type of degree (i.e. BA, BS, etc.)

Title and Requirements
For the purpose of updating the printed catalog, submit proposed catalog text, and indicate the exact placement of the *new* degree or program, or the *changes* to an existing degree, in the department listing. Identify in brackets what is being changed. It is advisable that you look at the current catalog for the correct format within the respective college. A file containing the description can be uploaded or text may be entered directly into the box provided.

To upload a file, click on the Browse button below the text box. Find the file you want to attach and click Open. The name of the file should appear in the box on your screen. If the incorrect file is attached, highlight the name of the file and click Delete. If the form or page has already been saved, click the orange trashcan icon beside the name of the file to delete it.

Effects on Other Programs or Branch Programs

Review and address the effect of any new degree or program, or change to existing degree or program, on the department, other departments, and/or branch campuses prior to submitting the request. The change may be minor in nature, having no impact, and thus requiring no additional attachments. However, the impact a major change may have on the department, and/or other departments or branches must be addressed. Committees reserve the right to look at possible implications on other departments or branches prior to approving or rejecting a request.

If the change, in fact, affects other departmental programs, click the box at the bottom of the screen.

Click Save and go to Next Page to continue completing the form.

Reason for Request

Upload a file, or enter text in the box provided to explain the reason for the change or the new program.

Budgetary and Faculty Load Implications

Statements to address budgetary and faculty load implications and long-range planning are required for all requests to create or change degrees or other programs. If no impacts are expected, explain why.

Saving Forms

Once the form is complete, click the button titled Submit to Department Chair/Director to save the form and send it to the Chair for approval. Enter the User ID of the chair when prompted, and click the button titled Lookup. If that is the correct person when the contact information appears, click Submit for Review.

If you are not ready to save the form and submit it, click Save and Resume Later to save your work on the form. You will be able to come back to it later to finish the process. Click Cancel to cancel any work done on the form and go back to the main screen.

After a form has been saved and sent to the Chair, the initiator can no longer make any changes to it. It can be returned to the initiator by the Chair, the Registrar's Office, or a committee if there are questions or problems.

Deleting Forms

If you have initiated a form and would like to delete it, you may do so provided you have not sent it to your department chair. Pull up the form, go to the end of it, and click the Cancel button. A screen will pop up asking if you are sure. Click Yes to delete it.

If you have already sent the form to your chair, he/she can return the form to you so you may delete it. If the chair has already approved the form, the Registrar's Office can delete it, or can have the committee that has the form at the time return it to you for deletion.

Sending a Form Back to the Initiator

Once a form has been sent on its way in the approval process, the chair, the Registrar's office, or any of the committee chairs can return the form to the initiator. The initiator can then click on the link that says a form has been sent back for review, make the requested changes, and then send the form back. The form will go back to the committee chair who returned the form to the initiator.

Tracking Forms

Tracking forms is easy. As the initiator, simply log on and find the form you would like to track. In the far right column is the latest stage of the form. To view everyone who has reviewed and approved the form, click the + sign beside the committee or person's name who has the form, and the list will expand. Each person or committee that has received the form and approved it will be listed.

Sortable Form Log

Anyone who logs into the automated curriculum system can see a log of all forms that have been initiated, who initiated them, the date initiated, and the latest stage of the form. Click on Sortable Form Log. The log can be ordered by any of those fields by clicking on the name of the column. For instance, to order the form by initiator, click on the work "Initiator" at the top of the column and the form will be ordered alphabetically.

The form log can also be downloaded to an Excel file by clicking on the Excel icon above the status column.

Editing a Form

Once a form has been initiated and sent to the Chair, the initiator may make no further changes. However, anyone in the rest of the process (the chair, Registrar's Office, or committee chair) can send the form back to the initiator, at which point the initiator can make changes. If you need to make changes to a form that has already been sent on, notify the Registrar's Office to send the form back to you. Once the form is returned, log in and click on either My Forms or the red link that says, "There are x (number) of Form A (or B or C) forms sent back for your review." Then find the form you would like to edit, and click on the title to open it. The form will be sent back to the chair and the office/committee that sent the form back. column will show "Approved by Registrar."