



Graduate Curriculum Change Form

The following form can be used for any graduate curriculum change, this includes: degrees, majors, minors, concentrations and certificate.

AREA 1: Submission Information

College: _____

Department: _____

Degree: _____

Proposed Effective Term: _____

Person completing this application: _____

Title: _____

Phone: _____

Email: _____

Date Submission Started: _____

AREA 2: Checklist for Approvals

- | | |
|--|---|
| <input type="checkbox"/> Departmental Faculty | <input type="checkbox"/> Academic Deans Council (ADC) <i>(concentrations only)</i> |
| <input type="checkbox"/> Department Head | <input type="checkbox"/> Faculty Senate <i>(degrees/majors only)</i> |
| <input type="checkbox"/> Academic Dean | <input type="checkbox"/> NM Higher Ed. Dept. (NM HED) ** |
| <input type="checkbox"/> Graduate Dean* | <input type="checkbox"/> Higher Learning Commission (HLC) ** |
| <input type="checkbox"/> Associate Deans Acad. Council (ADAC)- <i>(concentrations only)</i> | <input type="checkbox"/> Send to Registrar's Office (coding) |

**For Graduate Degrees and majors only*

***if needed (degrees/majors)*

AREA 3: General Questions

1. Academic program(s):

- | | |
|--|---|
| <input type="checkbox"/> Master's Degree | <input type="checkbox"/> Graduate Concentration |
| <input type="checkbox"/> Doctoral Degree | <input type="checkbox"/> Graduate Minor |
| <input type="checkbox"/> Graduate Major | |

2. Type(s) of changes:

- | | |
|---|--|
| <input type="checkbox"/> Title Change | <input type="checkbox"/> Inactivation/Deletion |
| <input type="checkbox"/> Credit Hour Change | |



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debgiron@nmsu.edu
krkeyes@nmsu.edu

REQUIRED ATTACHMENTS

- A. Catalog Description (add to the end of the form)
 - o Attach the existing catalog entry (description and content) from the most recent catalog
 - o Attach a *separate copy* with the *proposed changes in Red-Lined format*. Changes should include
 - New Name of the Program (if applicable)
 - Changed Credit Hour Total
 - Specific information about the change in credits (dropping/adding electives, removing/adding core courses, removing/adding prerequisites, etc.)

3. **Approvals.** Do any of the approvals identified below apply to your college, department or program? (Yes or No.) If Yes, explain the situation

a. Is your proposed change closely related to another program from another department/college?

b. If yes to the above question, has the department already gotten the approval from those department(s)/college(s) prior to the submission of this program addition?

Departmental (faculty): Yes No N/A Signature: _____

College: Yes No N/A Signature: _____



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AREA 5: Approval Signatures (in sequential order)

| | |
|--|-------|
| Departmental Faculty: | Date: |
| Department Head: | Date: |
| Academic Dean: | Date: |
| Graduate Dean (for degrees/majors only): | Date: |
| Associate Deans Academic Council (ADAC) (concentrations only): | Date: |
| Academic Deans Council (ADC) (concentrations only): | Date: |
| Faculty Senate (degrees/majors only): | Date: |
| NM Higher Education Department (if needed for degrees/majors): | Date: |
| Higher Learning Commission (if needed for degrees/majors): | Date: |

AREA 6: Internal Processing: (REGISTRAR'S OFFICE PROCESSING ONLY)

| AREAS | BANNER CODING (OLD) | BANNER CODING (NEW) | DESCRIPTION |
|----------------|---------------------|---------------------|-------------|
| Campus | | | |
| College | | | |
| Level | | | |
| Banner Program | | | |
| Degree | | | |
| Major | | | |
| CIP Code | | | |
| Financial Aid | | | |
| Banner Rule # | | | |
| Term | | | |
| Credit Hours | | | |
| Note | | | |