



AREA 1: Submission Information

College: _____

Department: _____

Degree: _____

Proposed Effective Term: _____

Person completing this application: _____

Title: _____

Phone: _____

Email: _____

Date Submission Started: _____

The questions are designed to elicit brief, succinct, detailed information, rather than a narrative or references to extensive supporting documents. Do not attach other documents unless they are specifically requested. The total submission should be no more than 10-12 pages on a single classification of change. (The page limit excludes attachments.) Application will be for internal and external audiences. In addition, this application is compliant with New Mexico Higher Education Department (NM HED) Administrative Code, 5 NMAC 5.2 guidelines to develop graduate degree and certificate proposals. (<http://www.nmcpr.state.nm.us/nmac/parts/title05/05.005.0002.htm>)

AREA 2: Checklist for Approvals

- | | |
|---|--|
| <input type="checkbox"/> Departmental Faculty | <input type="checkbox"/> Faculty Senate |
| <input type="checkbox"/> Department Head | <input type="checkbox"/> Provost |
| <input type="checkbox"/> College Curriculum Committee | <input type="checkbox"/> Chancellor |
| <input type="checkbox"/> Academic Dean | <input type="checkbox"/> Board of Regents (BOR) |
| <input type="checkbox"/> CC Academic VP* | <input type="checkbox"/> NM Council of Graduate Deans** |
| <input type="checkbox"/> CC President* | <input type="checkbox"/> NM Higher Education Dept. (HED) |
| <input type="checkbox"/> Graduate Dean** | <input type="checkbox"/> NM State Board of Finance** |
| <input type="checkbox"/> CC System Academic Committee* | <input type="checkbox"/> Higher Learning Commission (HLC) |
| <input type="checkbox"/> Associate Deans Acad. Council (ADAC) | <input type="checkbox"/> <u>Send to Registrar's Office (coding)</u> |
| <input type="checkbox"/> Academic Deans Council (ADC)*** | |

**For Associate Degrees/Certificates only.*

***For Masters/Doctoral Degrees and Graduate Level Certificates only.*

****ADC Approval is not needed for Associate Degrees/Certificates*



AREA 3: General Questions

1. **New academic program(s):**

- Certificate*+ Bachelor's Diploma Master's/specialist*
 Associate's Doctorate* *Check if program is at a new degree level*

*Graduate programs must submit a Letter of Intent to the Office of the Provost, the Graduate School and the Office of Accreditation *prior to this application process*. The Graduate School will submit the letter to the New Mexico Higher Education Department (HED). Details about the content of the letter can be found at: <http://>_____.

+Graduate certificates must include at least 12 credit hours of course work that is interrelated and designed to develop a focused skill or area of expertise. Certificate programs cannot exceed 18 credit hours. Courses must be regular approved courses offered by NMSU. For detailed information on graduate certificate programs, go to <http://>_____.

REQUIRED ATTACHMENTS

- A. Catalog Description of the Program that includes (add at the end of the form)
- o Name of the program
 - o Descriptive summary of the program
 - o Purpose of the program, including program-level learning outcomes
 - o Course requirements
 - o Admissions requirements

If the program is approved, catalog description will be published in the appropriate catalog and must be posted on the department website. Graduate programs will be forwarded to NM HED.

- B. If already accredited, a copy of the Letter of Accreditation/Affiliation from the granting accreditation agency
- C. Financial Summary Spreadsheet spanning a six (6) year period
- D. Library Resource Report, authored by Library staff
- E. Documentation of departmental faculty support and commitment by the offering department(s), including all departments that offer required courses (e.g. letters of support from the academic dean(s) and the department head(s) involved in course delivery*, faculty meeting minutes/vote; curriculum meeting minutes/vote; department head signature(s))
- *required for graduate programs*



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- F. Inventory of each faculty member employed to teach in the program including
- names of existing personnel
 - FTE
 - Course load and courses they will teach in the proposed program
 - Courses taught in other programs currently offered
 - description of academic qualifications
 - prior instructional responsibility and other experiences relevant to assigned courses
- For graduate programs document scholarship and research capability*
For doctoral programs, document faculty experience in directing student research.
- G. Memorandum of Understanding (MOU), Articulation Agreements, Transfer Guide and/or Pathway, *if applicable for*
- Joint, Dual or Cooperative degree applications
 - Consortial/Contractual agreement applications
 - Pathway articulation with NMSU-system campus
 - Articulation with other institutions
- H. Graduate Program applications
- Letter of Intent
- I. Bachelor Degree program applications
- Alignment and inclusion in Meta-Major(s)
2. **Special conditions.** Do any of the conditions identified below fit to your college, department or program? (Yes or No.) If Yes, explain the situation.
- a) Is your college, department or program, in its relations with other specialized accrediting agencies, currently under or recommended for a negative status or action (e.g., withdrawal, probation, sanction, warning, show-cause, etc.)?
- b) Is your college, department or program now undergoing or facing substantial monitoring, special review, or financial restrictions from the U.S. Dept. of Education or other federal or state government agencies?



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c) Has your college, department or program's leadership or board membership experienced substantial resignations or removals in the past year?

d) Is your department or program experiencing financial difficulty?

e) Is your college, department or program experiencing other pressures that might affect its ability to carry out the proposal (e.g., a collective bargaining dispute or a significant lawsuit)?

3. **Approvals.** Mark whether each type of approval is required prior to implementing the proposed change. If "Yes", **attach documentation** of the approval to the request. If "No", **attach evidence** that approval is not needed.

Internal (faculty, board) approvals Yes No

System approvals Yes No Not Applicable

State approval Yes No

Foreign country(ies) approvals Yes No Not Applicable

For Distance or Correspondence Education only: process in place to ascertain and secure state approval(s) as required Yes No



4. **Specialized Accreditation.**

The college, department or program has already obtained the appropriate specialized accreditation. Is the accreditor CHEA recognized? ***Attach a copy of the letter from the agency granting accreditation.***

The college, department or program has begun the process of seeking or plans to seek specialized accreditation. Specify the name of the agency, whether the accreditor is CHEA recognized, and the timeline for completing the process in the space below. (If approval is a multi-stage process, your college, department or program should contact the NMSU Office of Accreditation to discuss the timeline before submitting this application.)

Your college, department or program does not plan to seek specialized accreditation. If specialized accreditation is required for licensure or practice in the program(s) included in this application, provide a rationale for not seeking this accreditation in the space below.

AREA 4: Topic Specific Questions

Section A. Characteristics of the Change Requested

1. Identify the basic characteristics of the proposed educational program as indicated below:

- a) the full name of the proposed program, the specific degree(s) (if applicable) or the instructional level (if not a degree program), and the six-digit CIP code XX.XXXX of the program [CIP codes, program name, and additional description]

- b) program-level learning outcomes

- c) list of academic departments/units and or institutions involved in the delivery of courses



- d) total credit hours for completion of the program
- e) normal or typical length of time for students to complete the program
- f) proposed initial date for implementation of the program
- g) 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)
- h) projected life of the program (single cohort or ongoing)
- i) whether the program will be part of a contractual or consortial arrangement (see HLC definitions at <https://www.hlcommission.org/Monitoring/consortial-arrangements.html> and <https://www.hlcommission.org/Monitoring/contractual-arrangements.html>)



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- j) whether the program will be part of a Joint, Dual or Cooperative arrangement (see definitions at the end of this document)

- k) name, title, degree and FTE status of faculty program coordinator/director or coordinator (if applicable). It is a requirement for all graduate certificate programs that the program coordinator be an NMSU full-time tenure track faculty member.

For Joint Degree Programs (one degree awarded by two separate institutions) only:

- l) rationale for the joint degree program

For Dual Degree Programs (two degrees awarded by one institution) only:

- m) rationale for the dual degree program

- n) admission requirements *for both degrees*

- o) For undergraduate/graduate dual degree programs only, indicate the six credits that will be used to meet both degree requirements



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2. Will NMSU need to request new stipulations from the Higher Learning Commission (HLC) for the proposed program? (e.g. _____) If yes, provide rationale for this request.

3. Identify any planned program involvement by external organizations (other than programs in an accredited higher education institution) in key operations as identified below. Provide the requested information for each planned involvement. (Involvement by a parent company or by one of its subsidiaries external to your college, department or program in any of these operations should be reported.)

Type of Involvement	Name(s) of External Organization(s)	Percent of Involvement
A. Recruitment and admission of students		
B. Course placement and advising of students		
C. Design and oversight of curriculum		
D. Direct instruction and oversight		
E. Other support for delivery of instruction		



Section B. Institution's and State's History with Programs

4. Does the institution currently offer a program at the same instructional level and with the same 4-digit CIP code (XX.XX) as the proposed program? (If unknown, contact the Office of Institutional Analysis for this information.) If so, identify the program currently offered and whether it is a degree program. Will the proposed program replace the program currently offered?

5. Does the institution currently offer two or more programs at the same instructional level with the same 2-digit CIP code (XX.) as the proposed program? (If unknown, contact the Office of Institutional Analysis for this information.) If so, identify the two such programs with the highest numbers of graduates during the past year, along with their numbers of graduates.

Section C. Institutional Planning for Program Change

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

7. What impact might the proposed program have on challenges identified as part of or subsequent to the last Higher Learning Commission (HLC) comprehensive visit or reaffirmation panel and how has the institution addressed the challenges?

8. If applicable, what impact might the proposed program have on challenges identified as part of or subsequent to the last specialized accreditation visit or reaffirmation panel and how has the college, department or program addressed the challenges?



9. Briefly describe the planning process for determining the need for this new program, including the role of faculty in the planning and approval process.

10. What is the evidence that a market for the new program(s) exists? What need does it meet within the state or region? (evidence could include employer surveys, current labor market analyses and projections, summaries of student interests, etc.) How has estimated program demand been factored into realistic enrollment projections? Please provide enrollment projections for the first 5 years. How has this evidence been used in planning and budgeting processes to develop a quality program that can be sustained? For graduate programs: What support is available for graduate assistants?

11. Graduate Programs: Provide evidence that the program does not duplicate an existing program in the state of NM. If it is similar to an existing program within the state, indicate how the demand for the proposed program cannot be met by the exiting program. If existing programs are present, how will this program work collaboratively with other institution(s) in NM to share resources?

12. If the program request is approved, what future growth do you anticipate (e.g., in the next six months, three years) and how do you plan to manage this growth?

13. What are the admission requirements for students?



14. What are the physical facilities and equipment needed to support the program? Indicate the impact that the proposed change will have on the physical resources and laboratories that currently accommodate existing programs and services, or identify new laboratory and preceptor needs.

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

16. How does this program fit into the current and expected financial picture of your college, department or program? In particular, will the program be financially self-sufficient within three years? If not, when do you expect the program to be financially self-sufficient and how do you expect the program to operate until then? What is the institution/college's resource commitment to the program for the first 5 years?

17. Graduate Programs: Indicate state operational formula funding that will flow to the program, based on the projected student credit hours. Other support should also be included such as research grants, contracts or other sources.

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



Section D. Curriculum and Instructional Design

19. List all the courses that comprise the program. Include course descriptions, learning outcomes, and number of credit hours for each.

20. Indicate how the courses will be delivered (distance learning, online, face-to-face, hybrid, etc.)

21. Provide a detailed discussion of the program of study and course sequencing (curriculum map). For certificate programs, indicate the number and which courses can be transferred into a degree program (required for graduate certificate programs).

22. What are the requirements students must fulfill to complete the program successfully (including specific courses, course options, thesis, and any other requirements)?

23. For programs using prior learning credit, compressed time frames, online delivery, accelerated formats, or other approaches to learning, explain how your college, department or program will ensure that student work and the levels of knowledge and competencies comparable to those required in traditional formats have been achieved.

Section E. Institutional Staffing, Faculty, and Student Support

24. How many and what types of faculty (full-time, part-time, temporary) will be employed in the program? Why is the number and type of faculty sufficient to support the program?



25. What will the impact of the new initiative be on faculty workload?

26. What library and information resources—general as well as specific to the program(s)—and staffing and services are in place to support the initiative? If the proposed new program is at the graduate level, document discipline-specific refereed journals and primary source materials.

Section F. Evaluation

27. Describe the ongoing process for monitoring, evaluating, and improving the overall effectiveness and quality of the program.

28. Describe the process for assessing and improving student persistence and completion, in the new program.

29. Describe the process for assessing and improving student learning, and particularly on using assessment results for continuous improvement (i.e. 'closing the loop').

30. When will the program undergo the first cycle of program review and/or accreditation review?



Section G: Joint, Dual, and Cooperative Degree Programs

Joint, dual or cooperative degree program proposals must provide a Letter of Intent to the Graduate School, the Office of the Provost and the Office of Accreditation **prior** to this application process. In addition, a Memorandum of Understanding (MOU) must accompany all Joint, Dual and Cooperative Degree program proposals.

Dual degree program: A program of study in which two degree granting departments or institutions combine a program of study that reduces the required number of courses and degree requirements students would need to take if they were enrolled in two separate degree programs. Students must complete two separate applications, be admitted to both degree granting departments and institutions, and meet the requirements of the dual degree program. On graduation, they receive two separate diplomas, one from each institution offering one of the degree programs. **For dual degree programs with other universities, a duly executed MOU is required that includes:**

- name of partnering institution
- accreditation status of the institution and program
- purpose of the dual degree program
- course curriculum (articulation agreement) indicating which courses will be taught by which institution (as well as the delivery mode for each course)
- additional graduation requirements for program completion for each institution
- transfer of credit policies for each degree program
- name and type of approved degrees awarded by each institution
- obligations of the participating institutions, including financial arrangements and student support issues, keeping of student records, and assessment of student learning
- statement on who is responsible for advising students
- statement on faculty supervision of theses and dissertations
- signature sheet of approval by senior administration of participating institutions
- process of adding participating institutions
- other, as defined by the participating institutions
- graduate programs only: thesis/dissertation/project report requirement (including whether one thesis/dissertation/project can meet the requirement for both institutions)
- termination or renewal date

Cooperative degree program: Cooperative degree programs allow institutions to offer degrees and/or certificate programs on the campus of another institution within the state, the region, the country or outside of the United States. A cooperative degree program involves a lead institution that organizes, coordinates, and administers the delivery of a degree program on the campus of another institution that itself does not offer the degree. In some cases, several institutions are involved in a cooperative degree



program. The lead institution is responsible for ensuring course coverage, degree requirements, and outcome assessment efforts. While courses are taught by the lead and partnering institutions, the diploma is issued by the lead institution. NMSU might be the lead institution or a member of a partnership. **For all Cooperative degree programs, a duly executed MOU is required that includes the following:**

- The title of the degree or certificate program that will be offered
- The number of courses including days and time periods for each semester
- The number of expected students that would use the facilities of the host institution
- The number of faculty that will require office space, if any, at the host institution
- The number and types of rooms needed
- Financial arrangements to use the facilities, if any
- Requirements of the host institution(s), such as the provision of library services
- The role of the host institution faculty, if any
- Other requirements as defined by the institutions

Joint degree program: Two or more degree granting departments or institutions collaborate to create a single degree program. Students are admitted into one program, take courses in each participating department and/or institution but only receive one degree and diploma. All participating institutions are designated on the student's diploma. HLC does not allow for international joint degree programs. NMSU may enter into domestic Joint degree program arrangements with institutions/programs with accreditations recognized by the Council on Higher Education Association (CHEA). **For Joint degree programs that involve other institutions, a duly executed MOU is required that includes:**

- accreditation status of the cooperating programs and institution(s)
- name and type of approved degree to be awarded
- course curriculum indicating which courses will be taught by which department/institution
- any additional requirements for program completion
- transfer of credit policies
- financial arrangements, if applicable
- statement on who is responsible for advising students
- statement on faculty supervision of theses and dissertations
- signature sheet of approval by senior administration of participating institutions
- process of adding participating institutions



AREA 5: Approval Signatures (in sequential order)

Departmental Faculty:	Date:
Department Head:	Date:
College Curriculum Committee:	Date:
Academic Dean:	Date:
CC Academic VP*:	Date:
CC President*:	Date:
Graduate Dean**:	Date:
CC System Academic Committee*:	Date:
Associate Deans Academic Council (ADAC):	Date:
Academic Deans Council (ADC)***:	Date:
Faculty Senate:	Date:
Provost:	Date:
Chancellor:	Date:
Board of Regents (BOR):	Date:
NM Council of Graduate Deans**:	Date:
NM Higher Education Dept. (HED):	Date:
NM State Board of Finance**:	Date:
Higher Learning Commission:	Date:

****For Associate Degrees/Certificates only.***

*****For Masters/Doctoral Degrees and Graduate Level Certificates only.***

******ADC Approval is not needed for Associate Degrees/Certificates***



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

AREAS	BANNER CODING	DESCRIPTION
Campus		
College		
Level		
Banner Program		
Degree		
Major		
CIP Code		
Financial Aid		
Banner Rule #		
Term		
Credit Hours		
Note		