



# Community College Curriculum Change Form

The following form can be used for any community college 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"/> CC System Academic Council                 |
| <input type="checkbox"/> Department Head               | <input type="checkbox"/> Provost**                                  |
| <input type="checkbox"/> College Curriculum Committee* | <input type="checkbox"/> NM Higher Ed. Dept. (NMHED)***             |
| <input type="checkbox"/> Academic Dean                 | <input type="checkbox"/> Higher Learning Commission (HLC)***        |
| <input type="checkbox"/> CC Academic VP                | <input type="checkbox"/> <b>Send to Registrar's Office (coding)</b> |

\*All programs except Certificates.  
 \*\*Not for Applied Associates Degrees  
 \*\*\*If needed

## AREA 3: General Questions

- Academic program(s):**

<input type="checkbox"/> Associate's Degree	<input type="checkbox"/> Associate's Major
<input type="checkbox"/> Applied Associate's Degree	<input type="checkbox"/> Certificate
- Type(s) of changes:**

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



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Contact Information  
[debgiron@nmsu.edu](mailto:debgiron@nmsu.edu)  
[krkeyes@nmsu.edu](mailto:krkeyes@nmsu.edu)

### REQUIRED ATTACHMENTS

- A. Catalog Description (add at the end of the form)
  - Attach the existing catalog entry (description and content) from the most recent catalog
  - 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.)
  
- B. Bachelor Degree program applications
  - Changes in Meta-Major(s) alignment-

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/Division:             Yes    No    N/A                      Signature: \_\_\_\_\_

Las Cruces Dept/College:    Yes    No    N/A                      Signature: \_\_\_\_\_



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[debgiron@nmsu.edu](mailto:debgiron@nmsu.edu)  
[krkeyes@nmsu.edu](mailto:krkeyes@nmsu.edu)

### AREA 4: Approval Signatures (in sequential order)

Departmental Faculty:	Date:
Department Head:	Date:
College Curriculum Committee (all except certificates):	Date:
Academic Dean:	Date:
CC Academic VP:	Date:
CC System Academic Council:	Date:
Provost (Not Applied Associate Degrees):	Date:
NM Higher Education Department (if needed):	Date:
Higher Learning Commission (if needed):	Date:

### AREA 5: 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			