



Undergraduate Curriculum Change Form

The following form can be used for any undergraduate 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"/> Associate Deans Acad. Council (ADAC)
<i>(concentrations/minors only)</i> |
| <input type="checkbox"/> Department Head | <input type="checkbox"/> NM Higher Ed. Dept. (NMHED)** |
| <input type="checkbox"/> College Curriculum Committee* | <input type="checkbox"/> Higher Learning Commission (HLC)** |
| <input type="checkbox"/> Academic Dean | <input type="checkbox"/> Send to Registrar's Office (coding) |

**For Supplemental majors only*

***if needed (degrees/majors)*

AREA 3: General Questions

1. Academic program(s):

- | | |
|--|--|
| <input type="checkbox"/> Undergraduate Degree | <input type="checkbox"/> Supplemental Major |
| <input type="checkbox"/> Undergraduate Major | <input type="checkbox"/> Undergraduate Minor |
| <input type="checkbox"/> Undergraduate Concentration | |

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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Contact Information
debgiron@nmsu.edu
krkeyes@nmsu.edu

REQUIRED ATTACHMENTS

A. Catalog Description

- 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 fit to your college, community 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: _____

Las Cruces Dept/College: Yes No N/A Signature: _____



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AREA 4: Approval Signatures (in sequential order)

Departmental Faculty:	Date:
Department Head:	Date:
College Curriculum Committee (supplemental majors only):	Date:
Academic Dean:	Date:
Associate Deans Academic Council (ADAC)(concentrations/minors only):	Date:
NM Higher Education Department (if needed for degrees/majors only):	Date:
Higher Learning Commission (if needed for degree/majors only):	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			