



## Certificate – Community College Curriculum Change Form- Guide

### Purpose:

This form is used when a curriculum change is needed for a change to a Certificate at one of the Community College Campuses. Changes can include title or total credit hour changes to name a few examples.

### Guide for completing the form correctly:

- 1. Completing the Form-** Please make sure to complete the form as a fillable PDF, then add any necessary/required attachments after the last page of the form.
  - a. DO NOT TYPE THE TITLE INTO THE “CHANGE TITLE” LINE AFTER THE HEADING OF THE FORM, THIS FIELD WILL AUTOPOPULATE FROM THE PROPOSED NAME OF CERTIFICATE FIELD.**
- 2. For Question #1 on Page #3 of this form-** please include if library resources will change when discussing institutional resources.
- 3. For the Required Attachments section on page #4-** please make sure to follow the structure for the colored markup. This will help to ensure that for the Required Attachments section on page #4- please make sure to follow the structure for the colored markup. This will help to ensure that the changes are processed/added to both the catalog and degree audits correctly.
  - a.** If the changes include any new courses, they need to be approved through the CAF system processes in order to be added to catalog.
  - b.** Please make sure to include any course requirements (C- or better, etc.), admission requirements, standardized exams, internships, etc. type requirements in the catalog content in order to provide this information more clearly to students.
- 4. For Section 4: Approvals on page #4-** these are completed sequentially and all signatures need to be on the original paperwork that will be submitted to the University Student Records Office for formal processing and archiving of the changes.
- 5. For Section 5: Notifications on page #5-** these are the areas/individuals that need to be connected once the final approval is received for the change, that way all areas have the information of the change and can provide the most accurate information to students. The Financial Aid Eligible notification is done through the University Student Records office, in conjunction with the Financials Aid and Scholarship Services office.

### Completed Form Notification:

Once the form is completed and any necessary changes have been updated in banner, the requestor and administrator contacts that are listed in Section 1 on page #1 will be sent a copy of the final packet with Section 6: Administrative Processing (page #5) completed.

### Contact Information:

For questions about which form to utilize, how to complete the form, where the form goes next in the approvals, etc. Please contact the University Student Records Office for assistance. [records@nmsu.edu](mailto:records@nmsu.edu) or 575-646-3411



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## Curriculum Change Form

Change Title: \_\_\_\_\_

| Section 1: Submission Information   |  |
|---|--|
| <b>Program Information:</b>   |  |
| College:  |  |
| Division:   |  |
| Department:   |  |
| Current Name of Certificate:  |  |
| Proposed Name of Certificate:   |  |
| Proposed Effective Term:  | <i>Official Effective Term (Administrative Processing Only):</i> |
| Proposed CIP Code:  | <i>Official CIP Code (Administrative Processing Only):</i>       |
| <b>Submitter Information:</b>   |  |
| Name:   |  |
| Title:  |  |
| Phone:  |  |
| Email:  |  |
| <b>Administrator Contact Information: (CAVP or Academic Associate Dean)</b> |  |
| Name:   |  |
| Title:  |  |
| Phone:  |  |
| Email:  |  |
| <b>Date of Initial Submission:</b>  |  |
|   |  |



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### Section 2: Proposal Content

#### Certificate Type:

Certificate of Achievement (less than 16 credits):

Certificate of Completion (16 or more credits):

#### Certificate Structure:

Embedded

Non-embedded

**Note:**

*For embedded* - 100% of certificate coursework is a part of an Associate's Degree

*For non-embedded*-less than a 100% of the certificate coursework is a part of an Associate's Degree

Description of the Change: (Max 500 words)

Justification for the Change: (Max 500 words)



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Describe the impact the change will have on institutional resources (Max 500 words)

Empty text box for describing the impact of the change on institutional resources.

Describe any concerns other campuses had with this change and the resolution of those concerns. Please include the name and date of the individual(s) contacted. (Max 500 words)

Empty text box for describing concerns from other campuses and their resolutions.

Proposed Length of program (Number of weeks based on Full-time enrollment): ***\*Only if a total credit hour change occurs*** (Max 250 words)

Official Length of Program (Administrative Processing Only): (Max 250 words)

Empty text box for proposed program length.

Empty text box for official program length.



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### Section 3: Required Attachments

**Make sure all required attachments are attached after the last page of the form and are legible and meet all the below instructions.**

The following must be included as an attachment to this form:

Catalog Description

Degree Plan/ Roadmaps

All required attachments should have the changes shown in a red/green markup.

**Green** – any new information (courses, verbiage, etc.)

**Red (strikethrough)** – any information that is being removed.

If there are minimum grade requirements for specific courses, the entire program, etc. (that are below the traditional D grade) that requirement needs to be clearly stated in the catalog content, degree-plan and roadmaps. This will make sure that the change is made in degree audit.

***\*All courses that are on the attachments must be active in banner or are within the CAF cycle for approval (past college approval-minimum).***

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

|  | Printed Name: | Signature: | Date: |
|--|---------------|------------|-------|
| Submitter/Department Faculty:<br>(as applicable by campus) |               |            |       |
| Department Head:   |               |            |       |
| Division Dean/Division Head:                               |               |            |       |
| College Curriculum Committee:                              |               |            |       |
| CC Academic VP:  |               |            |       |
| CC System Academic Council:                                |               |            |       |



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| Section 5: Notifications   |   |     |    |
|--|---|-----|----|
| <p>The following are a checklist for submitters to mark when then have email notified the offices/individual, these should be completed after the final approval is received. There is nothing that the submitter needs to fill out in this section, but the notifications do need to be made.</p> |   |     |    |
| <p><b>Financial Aid Eligible (<i>Administrative Processing Only</i>)</b></p>   |   |     |    |
|  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table> | Yes | No |
| Yes  | No  |     |    |
| Catalog Editors  |   |     |    |
| Student Records Office (NMSU Las Cruces):  |   |     |    |
| HED- via Student Records Office (if a title change):   |   |     |    |
| Admissions Application Update ( <i>Administrative Processing Only</i> ):   |   |     |    |
| Director of Accreditation (HLC Liaison- if a title change):  |   |     |    |
| All Academic Advisors (Faculty, Community College Advisors):   |   |     |    |
| Faculty Members:   |   |     |    |

| Section 6: Administrative Processing                                 |                     |                     |             |
|--|---------------------|---------------------|-------------|
| Student Records Office Processing Only- do not fill this portion out |                     |                     |             |
| AREAS  | BANNER CODING (OLD) | BANNER CODING (NEW) | DESCRIPTION |
| Campus   |                     |                     |             |
| College  |                     |                     |             |
| Level  |                     |                     |             |
| Banner Program   |                     |                     |             |
| Degree   |                     |                     |             |
| Major  |                     |                     |             |
| CIP Code   |                     |                     |             |
| Banner Rule #  |                     |                     |             |
| Term   |                     |                     |             |
| Credit Hours   |                     |                     |             |
| Note   |                     |                     |             |