**Instructions**

To add a course to the New Mexico Common Course Numbering System (NMCCNS):

1. Review the New Mexico Common Course Outlines for the discipline of interest.
2. If a comparable course with the same student learning outcomes is found and you plan to adopt the student learning outcomes of the common course, list the New Mexico Common Course Name.
3. If a comparable course is not found, mark that the course is unique. Unique courses will be assigned a unique number consistent with the NMCCNS.
4. Chief Academic Officer or designee submits this form and any required supporting materials for the course to articulation.transf@state.nm.us as a **single** **pdf**.

|  |  |
| --- | --- |
| **Contact Information** |  |
| Name and Title of Contact Person  | Name and Title |
| Email of Contact Person | Email |
| Submitting Institution | Name of HEI |
| Chief Academic Officer  | Name |

Which type of course will be added?

[ ]  Common Course [ ]  Unique Course

|  |  |
| --- | --- |
| **Common Course Adoption** |  |
| Common Course Number: | Common Course Name: |
|  | Click here to enter text. |
| [ ]  Agree to Adopt Common Description and Student Learning Outcomes |  |
| **OR** |  |
| **Proposed Unique Course** |  |
| Unique CCN:  | Proposed Unique Name: |
| **(leave blank—HED will assign)** | Click here to enter text. |
| [ ]  Syllabus attached |  |

This course has been reviewed and approved by the institution’s Academic Affairs to be added to the Common Course Numbering System.

**HED Internal Use Only**

Presented to NMCAC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved or Denied

Reason for denial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Chief Academic Officer Date