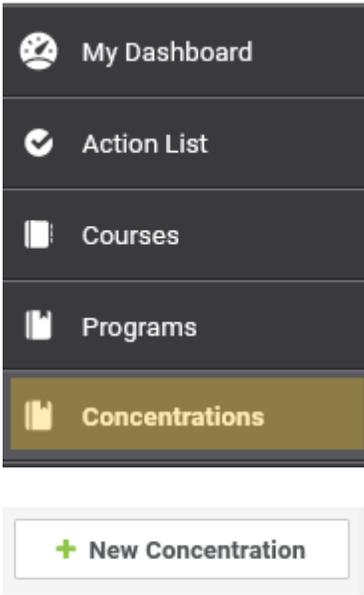
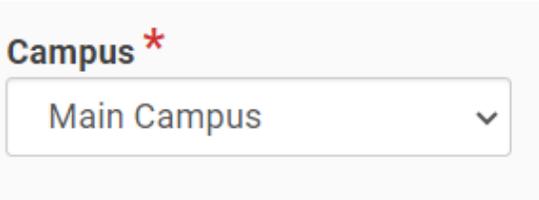
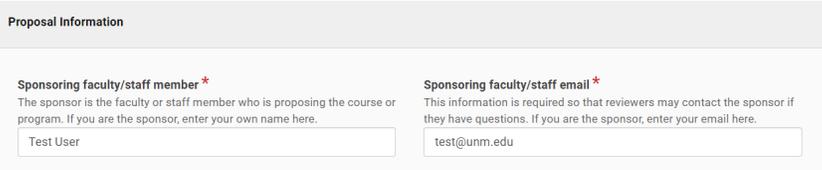


Curriculum Guide: Concentration Form

The Program form is used to add or revise concentrations

- [Submitting a new concentration form](#)
- [Revising an concentration](#)
- [Retiring an existing concentration](#)
- [Additional resources](#)

Submitting a new concentration form

<p>1 Start a new concentration form: Login to Kuali with your UNM netID and password. Select <i>Curriculum</i>.</p> <p>Navigate to <i>My Dashboard</i> on the left side of the screen.</p> <p>Click on <i>Concentrations</i>, then select the plus sign icon (+) to start a new form.</p>	 <p>The screenshot shows a vertical menu on the left side of a dashboard. The menu items are: My Dashboard (with a person icon), Action List (with a checkmark icon), Courses (with a book icon), Programs (with a document icon), and Concentrations (with a folder icon and highlighted in a darker color). Below the menu is a button with a green plus sign and the text '+ New Concentration'.</p>
<p>2 Fill out all required fields: Required fields are marked with an asterisk (*).</p>	 <p>The screenshot shows a dropdown menu labeled 'Campus' with a red asterisk. The selected option is 'Main Campus' and there is a downward arrow on the right side of the dropdown box.</p>
<p>3 Proposal information: The sponsor is the faculty or staff member who is proposing the concentration. If you are the sponsor, enter your own name here. Occasionally, reviewers may need to contact the sponsor with questions about the proposal.</p>	 <p>The screenshot shows a form section titled 'Proposal Information'. It contains two input fields. The first is labeled 'Sponsoring faculty/staff member*' and has a small asterisk. Below it is a text box containing 'Test User'. The second is labeled 'Sponsoring faculty/staff email*' and has a small asterisk. Below it is a text box containing 'test@unm.edu'. Both fields have small text below them explaining the requirement.</p>

<p>4 Proposed Effective Term and Year: Select the effective term you'd like the new concentration to go into effect.</p>	<p>Effective Term and Year</p> <p>Proposed Effective Term and Year *</p> <p>Fall 2024</p>
<p>5 Justification: Provide a clear, concise summary of your proposal. This helps reviewers understand the context of your request. Avoid acronyms, departmental shorthand, or internal jargon – reviewers outside your department should be able to understand the justification.</p>	<p>Justification</p> <p>Program Justification * Please provide a brief justification of your request.</p> <p>This new certificate will meet workforce needs. The certificate will prepare students for a career in underwater basket weaving, an in-demand profession in New Mexico.</p>
<p>6 Associated forms: Use the search tool to locate any related course forms (e.g. new or revised courses) and program forms.</p>	<p>Associated Forms</p> <p>Select any associated course forms that exist</p> <p>Select any associated program forms that exist</p> <p>TEST 517C - Test Course II: Advanced Test (3) Draft</p>
<p>7 Degree Name: Use the search tool to select the associated program.</p> <p>In the Catalog concentrations are nested within the program entry. Once the new concentration form is approved, the concentration will appear within the program record.</p> <p><i>Note: In Kuali, concentrations are mapped to degrees on a one-to-one basis. If you'd like to offer the same concentration across multiple degrees, you must submit a concentration form for each degree.</i></p>	<p>Degree Name *</p> <p>Select the degree associated with this concentration. Note: In Kuali, concentrations are a 1:1 mapping, and a single concentration cannot be linked to more than one degree. If this concentration is to be offered for another degree, you'll need to fill out another concentration form.</p> <p>BS Math</p> <p>BS Math - Bachelor of Science in Mathematics</p> <p>BS Mech Engr - Bachelor of Science in Mechanical Engineering</p>

8

Concentration Information:

Add the title of the concentration and select the program level.

Concentration Information

Please only add one concentration per form.

Concentration Title *

Behavioral Science

Program Level *

Undergraduate

Undergraduate

Graduate

Use Rule Categories

9

Concentration Requirements:

Click *Add Rules*, then use the rule builder tool to add required courses.

Rules can be configured in countless combinations, so only the most common rules are shown here. For a detailed tutorial on the Rule Builder Tutorial, visit the [Registrar's Resources page](#).

Additional requirements that are not based on completing courses (e.g. Comprehensive exam, thesis defense) may be entered as a free form text rule.

Concentration Requirements *

Courses required for concentration:

Use Rule Categories

Complete ALL of the following

All of A, B

Update Logic

A Earned minimum number of credits from

selected course(s)

Earn at least 15 credits from the following:

Courses

TEST 512 - Test Kualu Course

TEST 446D - Test complex restrictions V (4)

TEST 001 - test new branch tech (3)

B Free form text

Non-course requirements can be added as free form text.

Grand Total Credits: 15

10

Review and submit: When you are satisfied with your proposal, select *Leave Edit Mode* at the top right corner of the page to view a preview.

If everything looks good, click *Submit For Approval* at the top right, or continue editing.

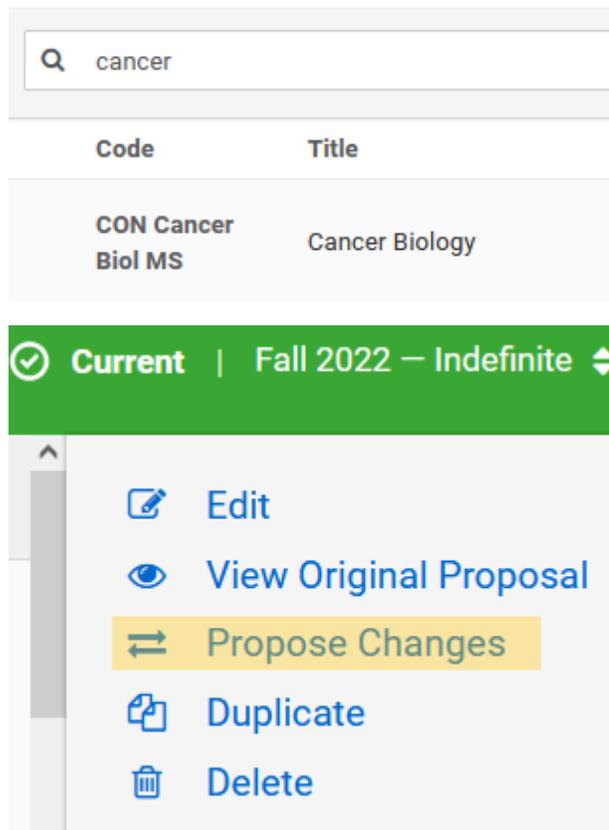
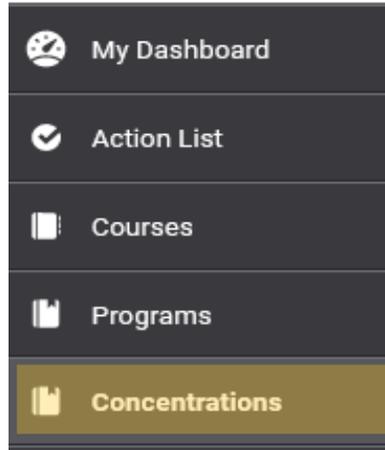
After submitting your proposal, you can monitor the progress of your proposal by looking at the workflow status. Click the triangle icon next to *Workflow Status* in the *Proposal Information* panel.

You'll receive an email notification when your proposal is approved.

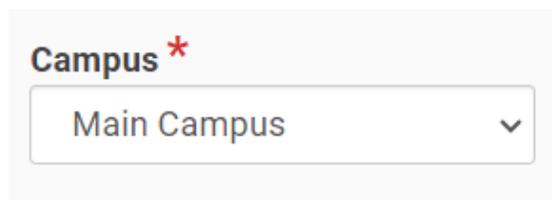
The screenshot displays a user interface for managing a proposal. At the top right, there are two buttons: "Leave Edit Mode" with a blue arrow icon and "Submit For Approval" with a blue arrow icon on a yellow background. Below these are four menu items: "Edit" with a pencil icon, "Delete Proposal" with a trash icon, "Sharing" with an upload icon, and "Comments" with a speech bubble icon and a "0" notification badge. The "Proposal Information" section is expanded to show the "Workflow Status" as "In Progress". A "collapse" button with a downward arrow is visible. The workflow consists of two steps: "Form Submission, Proposer" with a status of "Submitted for Approval" (green text) and "Proposer" (Anna Gay) on 8/01/2023 at 9:26 AM (indicated by a green checkmark icon); and "Department Chair Approval, American Studies" with a status of "Waiting for Approval" (orange text) and "Department Chair".

Revising an existing concentration

- 1 **Locate the concentration record:**
Login to [Kuali](#) with your UNM netID and password. Select *Curriculum*.
- Navigate to *My Dashboard* on the left side of the screen. Click on *Concentrations*, then type the name of the concentration into the search bar. Click on the name of the concentration to open the record, then choose *Propose Changes* from the right side menu.



- 2 **Fill out all required fields:**
Required fields are marked with an asterisk (*). Required fields include: proposal information, effective term, justification. Additional fields may be required



3

Revise appropriate areas:

Navigate to the relevant form section(s) by scrolling or clicking section headings in the table of contents.

Update the appropriate sections. Changes will be tracked in the change log on the right side menu. A check mark indicates your changes have been saved. You may revert your changes by clicking the X next to an item in the change log.

Table of Contents

- Proposal Information
- Proposal Information
- Effective Term and Year
- Justification
- Program Category and Level
- Associated Forms

Changes

- ✓ Sponsoring faculty/s... x ^
- ✓ Sponsoring faculty/s... x
- ✓ Program Description x
- ✓ Requirements x

4

Review and submit: When you are satisfied with your program proposal, select *Leave Edit Mode* at the top right corner of the page to view a preview.

If everything looks good, click *Submit For Approval* at the top right, or continue editing.

After submitting your proposal, you can monitor the progress of your proposal by looking at the workflow status. To see where your program is in workflow, click the triangle icon next to *Workflow Status* in the *Proposal Information* panel.

You'll receive an email notification when your proposal is approved.



-  Edit
-  Delete Proposal
-  Sharing
-  Comments 0

Proposal Information

Workflow Status

In Progress

collapse ▾

Form Submission, Proposer

Submitted for Approval | Proposer

✓ Anna Gay | 8/01/2023 9:26 AM

Retiring an existing concentration

- 1 **Locate the concentration record:**
 Login to [Kuali](#) with your UNM netID and password. Select *Curriculum*.
- Navigate to *My Dashboard* on the left side of the screen. Click on *Concentrations*, then type the name of the concentration into the search bar. Click on the name of the concentration to open the record, then choose *Propose Changes* from the right side menu.

The screenshot shows the UNM Kuali interface. At the top, the UNM logo and 'THE UNIVERSITY OF NEW MEXICO' are visible. A sidebar on the left contains navigation options: 'My Dashboard', 'Action List', 'Courses', and 'Programs'. Below the sidebar is a search bar with 'cancer' entered. A table lists concentration records with columns 'Code' and 'Title'. One record is shown: 'CON Cancer Biol MS' with the title 'Cancer Biology'. Below the table, a green header indicates the current version: 'Current | Fall 2022 – Indefinite'. A right-side menu is open, showing options: 'Edit', 'View Original Proposal', 'Propose Changes' (highlighted in yellow), 'Duplicate', and 'Delete'.

- 2 **Change concentration status:**
 Toggle from *Active* to *Retired*.

The screenshot shows the 'Propose Changes' form. The 'Proposal Information' section is visible. Under the 'Status' label, a dropdown menu is set to 'Retired'. Below the dropdown, a yellow warning box states: 'Warning: All versions that start after the retired version will be deleted.'

3	<p>Fill out all required fields: Required fields are marked with an asterisk (*). Required fields include: proposal information, effective term, justification.</p>	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Justification</div> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <p>Concentration Justification * Please provide a brief justification of your request.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">Retiring concentration as no students have enrolled since 2018.</div> </div>
4	<p>Review and submit: When you are satisfied with your program proposal, select <i>Leave Edit Mode</i> at the top right corner of the page to view a preview.</p> <p>You'll receive an email notification when your proposal is approved.</p>	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px; text-align: center;">  </div> <div style="background-color: #fff9c4; padding: 5px; margin-bottom: 5px; text-align: center;">  </div> <hr style="border: 0.5px solid #ccc; margin: 10px 0;"/> <div style="background-color: #f0f0f0; padding: 5px;"> <ul style="list-style-type: none"> <li style="margin-bottom: 5px;"> Edit <li style="margin-bottom: 5px;"> Delete Proposal <li style="margin-bottom: 5px;"> Sharing <li style="margin-bottom: 5px;"> Comments 0 </div>

Additional Resources

- [Registrar's Faculty and Staff Resources page](#)