Curriculum Guide: Other Forms

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**General instructions:** Each of the above forms is accessed in the same way. Log in to Kuali with your UNM net ID and password. Select Curriculum, then click Other Forms on the left side menu.

Use the search tool to verify whether or not a record already exists. *Before submitting a new form, always check for an existing record.* This prevents duplicate, potentially conflicting forms from being approved.

If no record exists, click *New Other Form* to submit a new request. Select the appropriate request type. A different set of questions will be displayed for each request type.
1 **Search for policy:** Policies are the items listed in the *Student Information & Policies* section of the Catalog. The title of the policy in the curriculum system will be the same as the policy title in the Catalog.

Type the title of the policy into the search bar then click the title.

Next, select *Propose Changes.*

*Note: if proposing a new policy follow the steps listed in General Instructions on page 1.*

2 **Select Effective term:** Policy revisions must have an effective term of Fall to align with the catalog year.

3 **Revise policy text:** Use the text editor tool to make the appropriate changes. Once you are satisfied with your changes, select *Leave Edit Mode.* Kuali will display a preview of the policy changes. Select *Edit* if you’d like to make additional changes. If not, click *Submit for Approval.*

Once approved, you’ll receive an email notification and the changes will be published in the appropriate Catalog year.
Search for current record: Use search tool to locate the current records for the department or college information page.

Next, select **Propose Changes**.

Select Effective term: Changes to information pages may be submitted twice per year, once in for the Fall term and once for Spring term.

Revise text: Use the text editor tool to make the appropriate changes. Once you are satisfied with your changes, select **Leave Edit Mode**. Kuali will display a preview of the policy changes. Select **Edit** if you’d like to make additional changes. If not, click **Submit for Approval**.

Once approved, you’ll receive an email notification and the changes will be published in the Catalog at the start of the appropriate term.
Department name changes

1. **Start a new form:** Select New Other Form, then choose Department Name Change as type of request.

2. **Select Effective term:** Department name changes should start in a Fall term to align with the start of the Catalog year.

3. **Fill out required fields:** Give the proposal a short title (e.g. Dept. of Public Admin name change). Fill in the proposed new name for the department, then upload a departmental memo which justifies the request.

   Next select Leave Edit Mode, then click Submit for Approval.

   Once approved, you’ll receive an email notification and the changes will be published in the Catalog at the start of the appropriate term.
1 **Search for current record:**
Use the search tool to verify whether or nor a course fee record already exists in Kuali.

If no record exists, select *New Other Form*.

If a record already exists, open the current fee record then select *Propose Changes*.

2 **Select Effective term:** choose the start term for the new or revised fee.

3 **Fill out required fields:** If the course is new and the related course form is still under review, select *New Course*. If the course has already been approved, select *Existing Course*. Input the course subject code and number.

Depending on whether the course is new or existing, different fields will display. Fill out all required fields, upload a sample fee budget and departmental memo, and select the appropriate campus.

When you’ve completed all the required fields, click *Leave Edit Mode* then select *Submit for Approval*. Once approved, you’ll receive an email notification.
## New Subject Code Requests

| 1 | **Start a new form:** Click *New Other Form* then select *New Subject Code* as the request type.  
Give the proposal a short title (e.g. New Subject code ANES). |
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<td><strong>Select Effective term:</strong> choose the term you’d like to start utilizing the new subject code.</td>
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| 3 | **Fill out required fields:** Enter the new subject code and provide a brief justification for your request.  
When you’ve completed all the required fields, click *Leave Edit Mode* then select *Submit for Approval*. Once approved, you’ll receive an email notification. |
## Branch Course Adoption

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| 1    | **Start a new form:** Click *New Other Form* then select *New Subject Code* as the request type.  
Give the proposal a short title (e.g. Adopt MATH2115 at Taos). |
| 2    | **Select Effective term:** choose the term you’d like the course to start appearing in your Catalog. |
| 3    | **Enter Course Information:** Type the subject code and course number. Select the appropriate Branch and indicate whether or not the branch has HED approval to offer courses in that CIP code.  
If *No* is selected, the Registrar’s Office will submit an application to HED for your branch to offer courses under that CIP code.  
When you’ve completed all the required fields, click *Leave Edit Mode* then select *Submit for Approval*. Once approved, you’ll receive an email notification. |