**Instructions**

To reclassify a course that is currently part of 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 that you would like to reclassify 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 |

The course is currently classified as [ ]  Common Course [ ]  Unique Course

The course will be reclassified as a [ ]  Common Course [ ]  Unique Course

|  |  |
| --- | --- |
| **Current** |  |
| New Mexico Common Course Number | New Mexico Common Course Name |
|  | Click here to enter text. |
|  |  |
| **Proposed (leave blank if course is unique)** |  |
| New Mexico Common Course Number  | New Mexico Common Name |
|  | Click here to enter text. |

[ ]  Syllabus attached **OR** [ ]  Agree to Adopt Common Description and Student Learning Outcomes

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

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Signature of Chief Academic Officer Date

**HED Internal Use Only**

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

Approved or Denied

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