**Instructions**

1. Review the New Mexico Common Course Outline for the course of interest.
2. List the course for which you wish to propose a new Course Description.
3. Enter the proposed Course Description in the box below.
4. Chief Academic Officer or designee submits this form to [articulation.transf@state.nm.us](mailto:articulation.transf@state.nm.us).

|  |  |
| --- | --- |
| **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 changed? ☐ Common Course ☐ Unique Course

|  |  |
| --- | --- |
| **Course Information** |  |
| New Mexico Common Course Number: | New Mexico Common Name: |
|  |  |

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| **Proposed Course Description** |
|  |

The proposed course description change has been reviewed and approved by the institution’s Academic Affairs.

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Signature of Chief Academic Officer Date

**HED Internal Use Only**

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

Approved or Denied

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