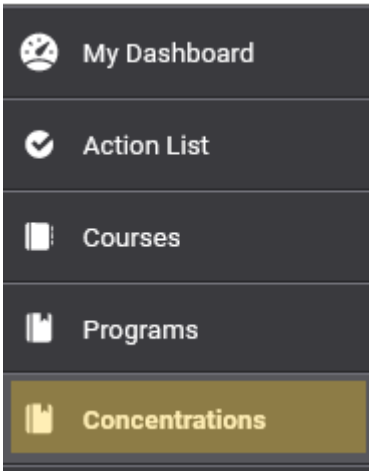
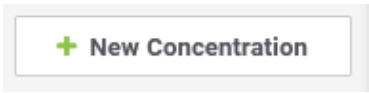
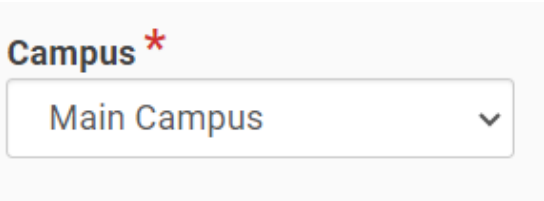
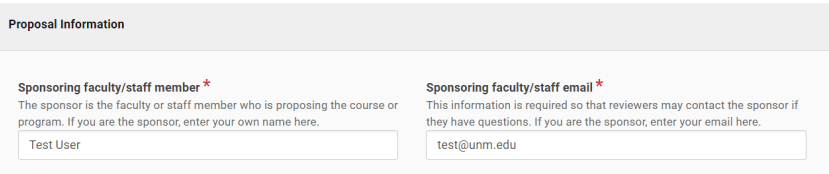


## Curriculum Guide: Concentration Form

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

1	<p><b>Start a new concentration form:</b> Login to <a href="#">Kuali</a> 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>	 
2	<p><b>Fill out all required fields:</b> Required fields are marked with an asterisk (*).</p>	
3	<p><b>Proposal information:</b> 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>	

4	<p><b>Proposed Effective Term and Year:</b> Select the effective term you'd like the new concentration to go into effect.</p>	<div>Effective Term and Year</div> <div>Proposed Effective Term and Year *</div> <div> <div>Fall</div> <div>2024</div> </div>
5	<p><b>Justification:</b> 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>	<div>Justification</div> <div>Program Justification *</div> <div>Please provide a brief justification of your request.</div> <div>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.</div>
6	<p><b>Associated forms:</b> Use the search tool to locate any related course forms (e.g. new or revised courses) and program forms.</p>	<div>Associated Forms</div> <div> <div>Select any associated course forms that exist</div> <div>TEST 517C - Test Course II: Advanced Test (3)   Draft</div> </div> <div> <div>Select any associated program forms that exist</div> </div>
7	<p><b>Degree Name:</b> 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 Kualii, 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>	<div>Degree Name *</div> <div>Select the degree associated with this concentration. Note: In Kualii, 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.</div> <div>BS Math</div> <div>BS Math - Bachelor of Science in Mathematics</div> <div>BS Mech Engr - Bachelor of Science in Mechanical Engineering</div>

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 Category

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 Kual 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

**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.

 [Leave Edit Mode](#)

 [Submit For Approval](#)

 [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

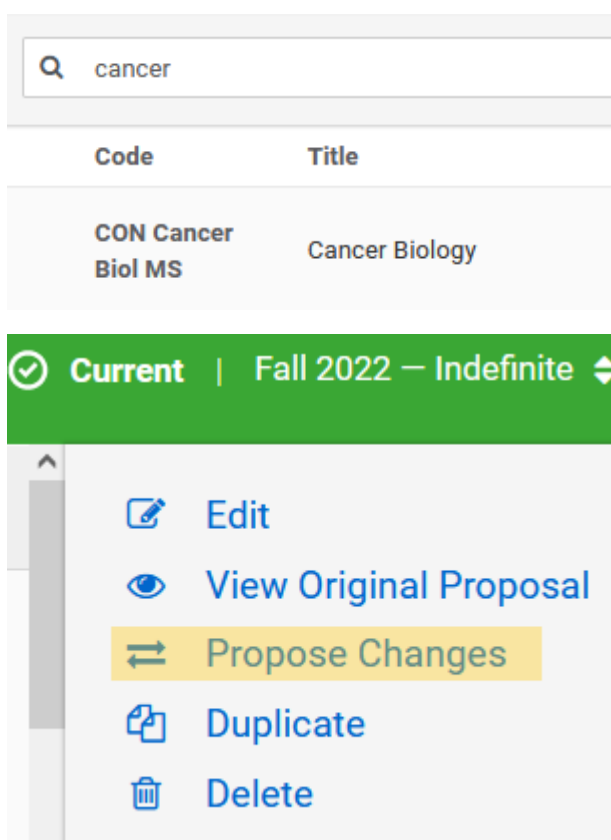
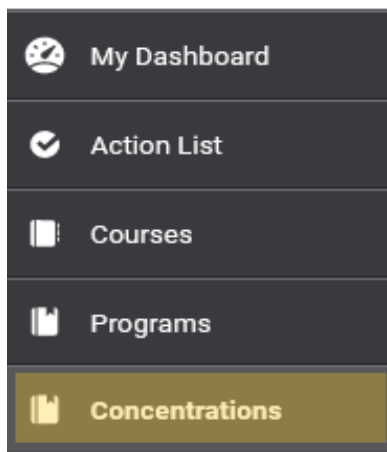
#### Department Chair Approval, American Studies

[Waiting for Approval](#) | Department Chair

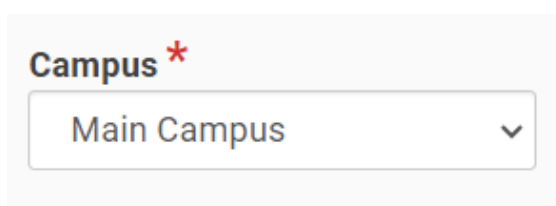
## Revising an existing concentration

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

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.

 **Submit For Approval**

 **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.




 **My Dashboard**

 **Action List**

 **Courses**

 **Programs**


 cancer


**Code**

**Title**


**CON Cancer  
Biol MS**


Cancer Biology

 **Current** | Fall 2022 — Indefinite 

 **Edit**

 **View Original Proposal**

 **Propose Changes**

 **Duplicate**

 **Delete**







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

### Proposal Information

**Status**

Retired 

Warning: All versions that start after the retired version will be deleted.

3	<p><b>Fill out all required fields:</b> Required fields are marked with an asterisk (*). Required fields include: proposal information, effective term, justification.</p>	<div> <div>Justification</div> <div> <p><b>Concentration Justification *</b></p> <p>Please provide a brief justification of your request.</p> <p>Retiring concentration as no students have enrolled since 2018.</p> </div> </div>
4	<p><b>Review and submit:</b> 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> <div>  <a href="#">Leave Edit Mode</a> </div> <div>  <a href="#">Submit For Approval</a> </div> <hr/> <div>  <a href="#">Edit</a> </div> <div>  <a href="#">Delete Proposal</a> </div> <div>  <a href="#">Sharing</a> </div> <div>  <a href="#">Comments</a> <span>0</span> </div> </div>

## Additional Resources

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