Curriculum Guide: Concentration Form

The Program form is used to add or revise concentrations

- Submitting a new concentration form
- Revising an concentration
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## Submitting a new concentration form

1. **Start a new concentration form:**
   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 select the plus sign icon (+) to start a new form.

2. **Fill out all required fields:**
   Required fields are marked with an asterisk (*).

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.
4 **Proposed Effective Term and Year:** Select the effective term you’d like the new concentration to go into effect.

<table>
<thead>
<tr>
<th>Effective Term and Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Effective Term and Year *</td>
</tr>
<tr>
<td>Fall</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Justification *</td>
</tr>
<tr>
<td>Please provide a brief justification of your request.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

6 **Associated forms:** Use the search tool to locate any related course forms (e.g. new or revised courses) and program forms.

<table>
<thead>
<tr>
<th>Associated Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select any associated course forms that exist</td>
</tr>
<tr>
<td>TEST 517C - Test Course II: Advanced Test (3)</td>
</tr>
</tbody>
</table>

7 **Degree Name:** Use the search tool to select the associated program.

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.

*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.*
Concentration Information: Add the title of the concentration and select the program level.

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.
**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.
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.

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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.
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.

2. **Change concentration status:**
   Toggle from Active to Retired.
3 Fill out all required fields: Required fields are marked with an asterisk (*). Required fields include: proposal information, effective term, justification.

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.

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

Additional Resources

- Registrar’s Faculty and Staff Resources page