Curriculum Guide: Courses

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## Submitting a new course form

1. **Start a new course 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 *Courses*, then select the plus sign icon (+) to start a new program 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. **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.
5 **Associated forms:** Use the search tool to locate any related course forms (e.g. new or revised courses) and program forms.

6 **Course Information:**
This section collects basic course information and is used to configure the course in Banner.

Select the effective term you’d like the new course to go into effect. *Note: effective term may be adjusted by the Registrar’s office based on scheduling deadlines.*

Select the course level. If lower division undergraduate is selected as the course level, you’ll see additional fields for Common Course Number and General Education submission.

*Double numbered courses:* Upon approval of the form, Registrar’s Office will add the alternate course number to the Catalog and Banner.

Subject code and course number must be unique. If a red warning flag is displayed, the course number is already in use - you must submit a course revision form instead of a new course request.

*If requesting a new subject code, you’ll be asked to provide brief statement justifying the request. New subject codes must be approved by NMHED.*
CCN and Gen Ed requests (lower division courses only):
Upload the appropriate form(s) by using the Add File button. Links to the forms can be found by clicking the blue question mark icon.

Note: Common Course Number and General Education requests must be approved by NMHED. For this reason, CCN and Gen Ed course forms will take longer to reach approval at UNM than other types of course forms.

Course Title and Description:
Enter the short and long titles for the course. The long title will be displayed in the catalog. Titles must follow the Registrar’s Guidelines on Data Entry Standards.

Course descriptions are limited to 40 words for all courses except CCN courses. If your course description exceeds this limit, the Registrar’s Office may shorten the description before adding the course to the Catalog.
9 **Upload syllabus:** Syllabus must meet the standards created by Faculty Senate Curriculum Committee. Course goals and student learning outcomes presented on the curriculum form must match the syllabus.

Please review [Faculty Senate’s Sample Syllabus](#) for guidelines and examples.

10 **Credits and Schedule type:** Select the appropriate schedule type. Add credit hours and repeatability information. *Note: The first time a student takes the course is not considered a repeat. Include only subsequent enrollments in the repeatability count.*

11 **Grade Mode:** Select the appropriate grade mode. Justification is required if using Credit/No Credit grading.
Course Dependencies: Indicate if the course will be an elective or a degree requirement.

You will not see any dependencies for new courses. Dependencies (if any exist) will populate after your form(s) are approved.

Topics and Substitute Courses: Indicate whether or not the course was offered as a Topics course, for which term, and the average enrollment.

If the course is to replace a Deleted Course, provide relevant information about that course here. If substituting for a required course, you must also submit a program revision form.

AOA Courses: Indicate if the course will be offered under another subject code. If so, upload a memo signed by the Chair(s) of all department(s) offering this course.

Upon approval of the form, Registrar’s Office will add the AOA course to the Catalog and Banner.
Prerequisites and corequisites:
If the course has pre or corequisites, use the rules builder tool to add the appropriate conditions. Some common examples are shown here.

For courses that can be taken as a pre or corequisite, use the condition “Completed or Concurrently Enrolled in.”

Restrictions:
Additional restrictions can be added utilizing the Program, Class Standing, and College Restriction fields. Use the rules builder tool to add the appropriate restrictions for the course.

Other restrictions, such as instructor permission, can be defined in the text entry box.
Student Learning Outcome and Course Goals:
Add SLOs and course goals. Note: SLOs and course goals must be included on the syllabus and match the information provided on the form.

Course Goals:
Course goals are broad, general statements that are directly related/linked aligned to programmatic, departmental, or accreditation goals. Describe a practical purpose for the course, often are or relate to core competences. These are general learning outcomes and are not typically assessed. **Instructors are expected to keep syllabi up to date and meet the standards created by Faculty Senate Curriculum Committee. Course goals and student learning outcomes presented on the curriculum form must match the syllabus.**

Duplication and Budget/Faculty Load:
Briefly explain how you determined the proposed course will not duplicate existing course offerings.

Each new course has such implications unless it is replacing a deleted course. Please describe the justification for the course, impact on long-range planning, detailed budget analysis and faculty workload implications.

Duplication of Course Content

We reviewed the catalog and did not find any similar courses.

Budgetary and Faculty Load

Course will be taught by current faculty, no additional faculty or fiscal resources will be required to support this course.
Course Schedule & Accommodations:
These check-boxes are to affirm that the syllabus contains a schedule and an accommodations statement. Check your syllabus file to make sure these items are included.

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 statuses. 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 course

1. **Start course revision 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 Courses, then type the subject code and course number into the search bar. Click the name of the course to open it, then choose Propose Changes.

2. **Fill out all required fields:**
   Required fields are marked with an asterisk (*). Required fields include: proposal information, effective term, justification, and syllabus upload. Additional fields may be required depending on the nature of your request.

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 of the course record. 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.
**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 statuses. 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 or Reactivating an Existing Course

1. **Start a course revision 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 Courses, then type the subject code and course number into the search bar. Click the name of the course to open it, then choose Propose Changes.

2. **Fill out all required fields:**
   Required fields are marked with an asterisk (*). Required fields include: proposal information, effective term, justification, and syllabus upload. Additional fields may be required depending on the nature of your request.

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 of the course record. 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.
Special instructions: AOA, Double-numbered, and CCN courses

**New AOA Courses:** Submit a single course form. In the AOA section, specify the Subject Code and number of the AOA offering. Upload a memo signed by the Chair(s) of all department(s) offering this course. Upon approval of the form, the Registrar’s Office will create the AOA course(s).

**Revising AOA Courses:** Use Propose Changes to revise one offering of the course. The other department(s) offering the course must approve the changes. Upload correspondence to this effect in the file upload section.

Upon approval of the form, the Registrar’s Office will administratively update all remaining versions of the AOA course to match the requested course revisions.

**New Double numbered courses:**
Fill out one new course form. Specify the alternate course number. The Registrar’s Office will create the alternate course once the new course request is approved. *Note: the syllabus must contain appropriate elements for both a graduate and undergraduate course.*

**Revising Double numbered courses:** Use propose changes to revise one offering of the course.

Upon approval of the form, the Registrar’s Office will administratively update the other version of the course to match the requested course revisions.
Special instructions: AOA, Double-numbered, and CCN courses

**CCN courses:** If making changes to a CCN course, the changes must be approved by all other institutions that offer the course and NMHED.

Upload a CCN form and copies of correspondence with other institutions in the Common Course Number Upload field.

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**Additional resources**

- [Common Course Numbering resources page](#)
- [Course number reuse policy](#)
- [General Education resources for instructors](#)
- [Faculty Senate Sample Syllabus and Guidelines](#)