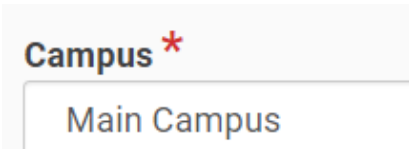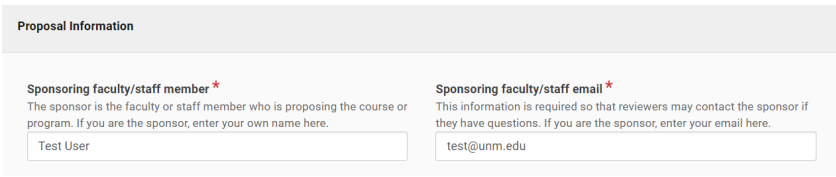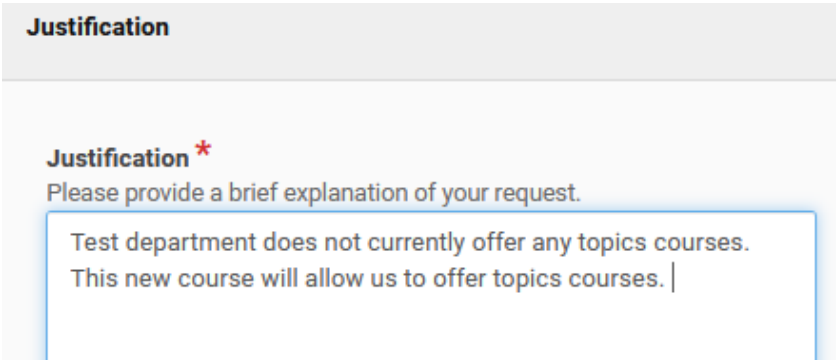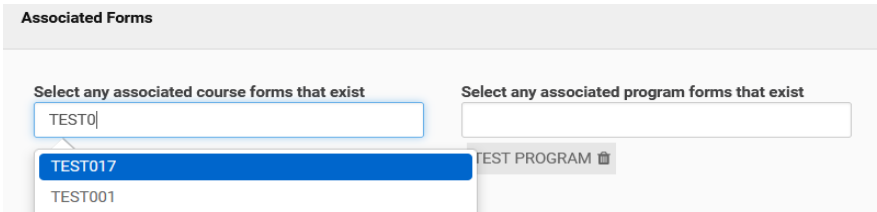# Curriculum Guide: Courses

- [New courses](#)
- [Revising an existing course](#)
- [Retiring or reactivating a course](#)
- [Special instructions for AOA, Double-numbered, and CCN courses](#)
- [Additional resources](#)

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.	

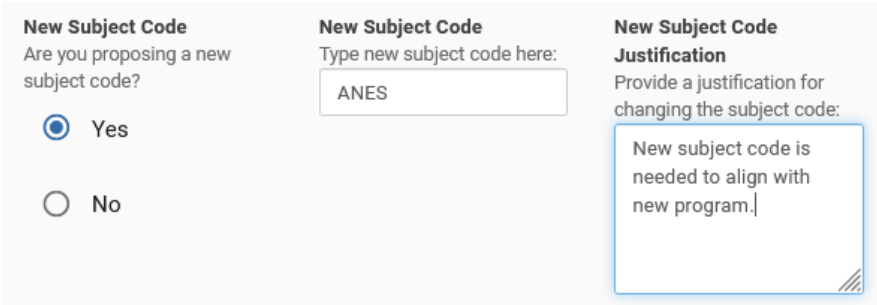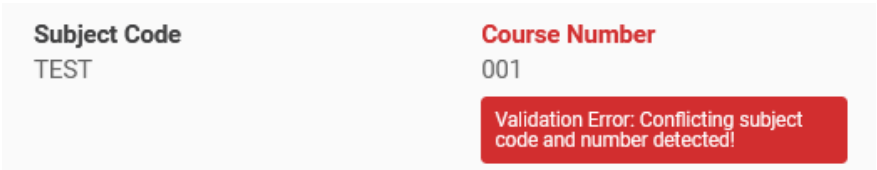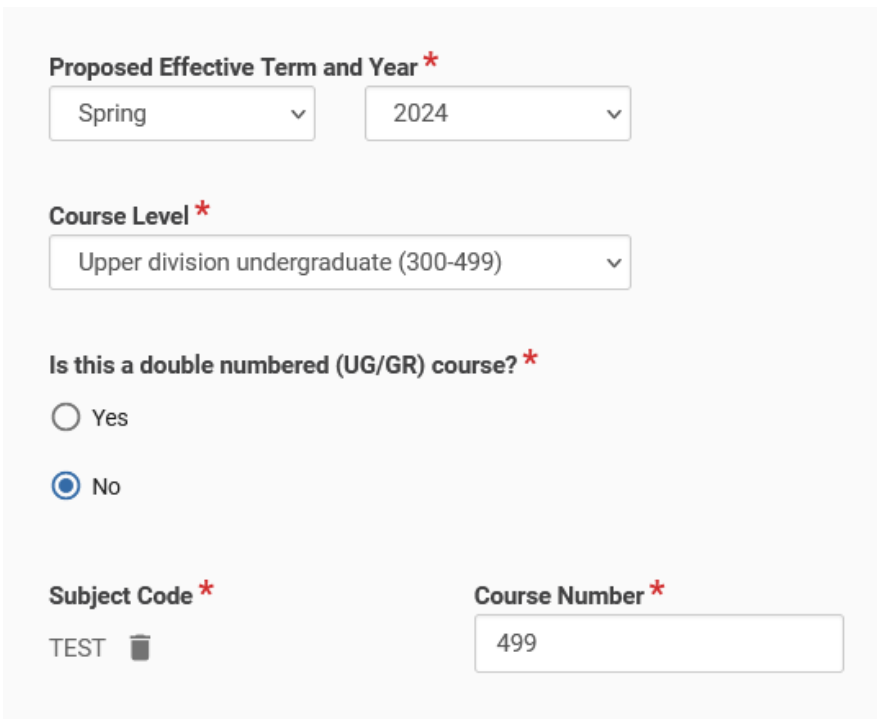| 5	**Associated forms:** Use the search tool to locate any related course forms (e.g. new or revised courses) and program forms.	**Associated Forms** Select any associated course forms that exist `TEST0` **TEST017** TEST001 Select any associated program forms that exist TEST PROGRAM 🗑
6	**Course Information:** 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.*	**Proposed Effective Term and Year** * Spring ⌄ 2024 ⌄ **Course Level** * Upper division undergraduate (300-499) ⌄ **Is this a double numbered (UG/GR) course?** * ◯ Yes ◉ No **Subject Code** * **Course Number** * TEST 🗑 499 **Subject Code** **Course Number** TEST 001 **Validation Error: Conflicting subject code and number detected!** **New Subject Code** Are you proposing a new subject code? ◉ Yes ◯ No **New Subject Code** Type new subject code here: ANES **New Subject Code Justification** Provide a justification for changing the subject code: New subject code is needed to align with new program.

7	**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.*	**Credits and Schedule Type** **Schedule Type** * Topics **Credits** * Fixed means students may only take the course for at the fixed number of credit hours (e.g. 3 only). Multiple allows students to choose from a set of pre-defined options (e.g. APMS 591 may taken for 2 or 4 credits.) Ranges allow students to select any number of credit hours within the specified range (e.g. 1-6 credits). ◯ Fixed ◯ Multiple ◉ Range 1 – 6 **May the course be repeated for credit?** * First time is not a repeat. Include only subsequent enrollments in the repeatability count. ◉ Yes ◯ No **If yes, please select one of the following:** * ◯ The course may be repeated a certain number of times ◉ The course may be repeated for a certain number of hours **How many hours can t course be repeated?** * If a course repeats are unlimited, enter 99 as th max credit hour value. 12
8	**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.	**Course Title and Description** **Short Title** * ❷ Short Title Max 30 characters (19 remaining) **Long Title** * Long Title **Description** * Please limit course descriptions to 40 words. Term information and faculty names may not be included in the course description as they are functions of scheduling NOT curriculum. Do not list prerequisites, corequisites, or restrictions in the description. That information should be added to the "Prerequisites and restrictions" section below. This is a test course.

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.	**Upload course content syllabus** * ❓ Upload the current course syllabus here. **Instructors are expected to 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.** _syllabus.docx 🗑 **ADD FILE**
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._	**Credits and Schedule Type** **Schedule Type** * Topics **Credits** * Fixed means students may only take the course for at the fixed number of credit hours (e.g. only). Multiple allows students to choose from a set of pre-defined options (e.g. APMS 591 taken for 2 or 4 credits.) Ranges allow students to select any number of credit hours within t specified range (e.g. 1-6 credits). ◯ Fixed ◯ Multiple ⦿ Range 1 ⇕ – 6 ⇕ **May the course be repeated for credit?** * First time is not a repeat. Include only subsequent enrollments in the repeatability count. ⦿ Yes ◯ No **If yes, please select one of the following:** * ◯ The course may be repeated a certain number of times ⦿ The course may be repeated for a certain number of hours **How many hours ca course be repeated?** If a course repeats ar unlimited, enter 99 as max credit hour value 12
11	**Grade Mode:** Select the appropriate grade mode. Justification is required if using Credit/No Credit grading.	**Grade Mode** * Credit/No Credit **Justification for non-standard grading**

12	**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.	**This course is being used in the following related items:** If this course is used as a prerequisite or program requirement, that information will be displayed here. Please consider how your proposed changes may affect dependent courses or programs. If appropriate, contact departments and branches that will be affected. There are no dependencies **Is this course an elective, or required course for degree program?** Please indicate if course is required in any degree program. Elective Course ⌄
13	**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.	**Topics course** Has this been offered as a topics course? ○ Yes ◉ No **Substitute for deleted course** Is this a substitute for a deleted course? Note: if replacing an active course, departments are responsible for submitting a separate request to inactivate the existing course. ○ Yes ◉ No
14	**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.	**Will this course be offered in another department (AOA)?** ○ Yes ◉ No

15	**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 takes as a pre or corequisite,use the condition "Completed or Concurrently Enrolled in."	**+ Add Rules** **Prerequisites for course:** Complete ALL of the following ⌄ All of A ⟳ Update Logic A Earned ⌄ minimum grade in ⌄ selected course(s) ⌄ [+] [...] Earned a minimum grade of Standard ⌄ C ⌄ Courses in each of the following: TEST 446D - Test complex restrictions V (4) 🗑 **Corequisites for course:** Complete ALL of the following ⌄ All of A ⟳ Update Logic A Concurrently enrolled in ⌄ selected course(s) ⌄ [+] [...] Courses Concurrently enrolled in: TEST 445Q - Test Law Variable Credit (1 - 99) 🗑
16	**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.	**Program Restrictions** Degree restrictions are the only program restrictions that can be enforced in Banner. Other restrictions (e.g. minors, professional certificates) must be placed in the "Other Restrictions" field and should be administered by advisors and/or faculty during registration. ☐ Use Rule Categories Complete ALL of the following ⌄ All of A ⟳ Update Logic A Admitted to ⌄ selected program ⌄ [+] [...] Admitted to TEST PROGRAM 🗑 **Class Standing Restrictions** ☐ Use Rule Categories Complete ALL of the following ⌄ All of A ⟳ Update Logic A Students must be ⌄ in selected class standing ⌄ [+] [...] Must have a class standing of Senior 🗑 **College Restrictions** Note: choose "College/School" category for college restrictions. Other restrictions (e.g. major codes, departments) can be represented in the Catalog in the "Other Restrictions" field and should be administered by advisors and/or faculty during registration. ☐ Use Rule Categories Complete ALL of the following ⌄ All of A ⟳ Update Logic A Admitted to ⌄ program offered by a selected group ⌄ [+] [...] Admitted to a program offered by College/School 🗑 College of Arts & Sciences 🗑 **Other Restrictions** List any restrictions that cannot be defined using the Rules tool above here. E.g. minors, instructor permission. Instructor permission required.

17	**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.	**Student Learning Outcomes *** ❷ List achievable, measurable skills, knowledge and attitudes that students should be able to do/know upon course completion. Written for learner using action verbs. Provide clear expectations of what needs to be mastered for successful course completion. **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.** Edit ▾ Insert ▾ Format ▾ **B** *I* S̶ U ☰ ▾ ☰ ▾ 𝒫 Normal ▾ ↶ ↷ 🖼 ⊞ ▾ ◇ • Course learning outcome 1 • Course learning outcome 2 • Course learning outcome 3 **Course Goals *** ❷ Course goals are broad, general statement 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.** Edit ▾ Insert ▾ Format ▾ **B** *I* S̶ U ☰ ▾ ☰ ▾ 𝒫 Normal ▾ ↶ ↷ 🖼 ⊞ ▾ ◇ • Course goal 1 • Course goal 2
18	**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** **Duplication of Course Content Explanation *** Briefly explain how you determined the proposed course will not duplicate existing course offerings. Edit ▾ Insert ▾ Format ▾ **B** *I* S̶ U ☰ ▾ ☰ ▾ 𝒫 Normal ▾ ↶ ↷ 🖼 ⊞ ▾ ◇ We reviewed the catalog and did not find any similar courses. **Budgetary and faculty load** **Budgetary and faculty load *** 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. Edit ▾ Insert ▾ Format ▾ **B** *I* S̶ U ☰ ▾ ☰ ▾ 𝒫 Normal ▾ ↶ ↷ 🖼 ⊞ ▾ ◇ Course will be taught by current faculty, no additional faculty or fiscal resources will be required to support this course.

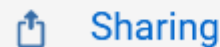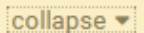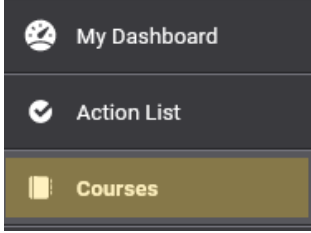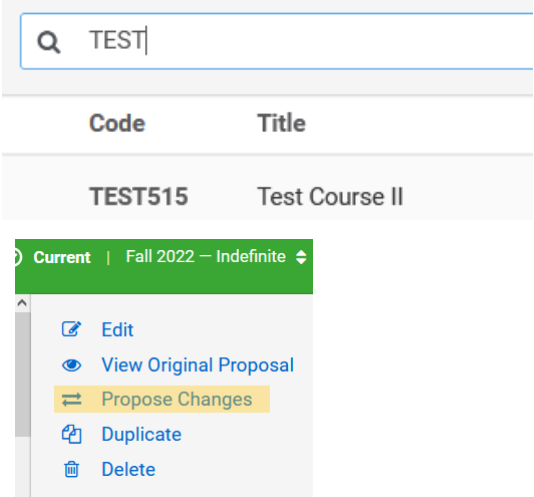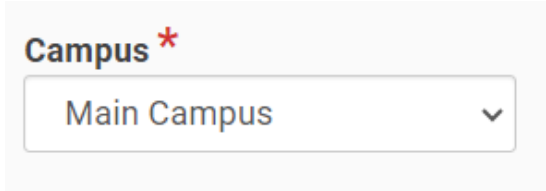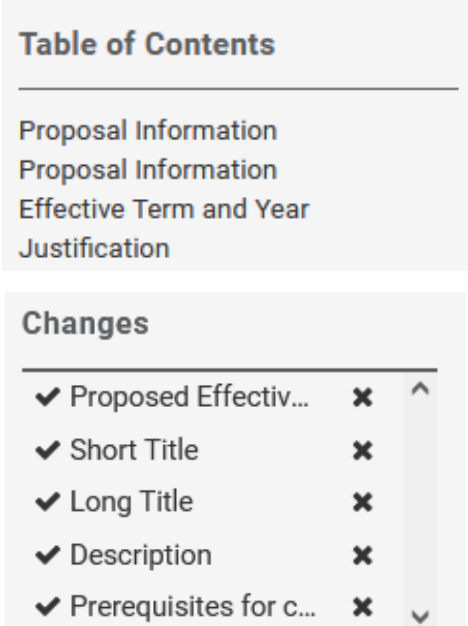| 19	**Course Schedule & Accommodations :** These check-boxes are to affirm that the syllabus contains an schedule and an accommodations statement. Check your syllabus file to make sure these items are included.	**Course Schedule & Accommodations** **Sample Course Schedule** ☑ The Faculty Senate requires that every syllabus contains a course schedule. checking this box, I affirm that the syllabus for this course contains a course schedule. **Syllabus Accommodations Statement** ☑ The University requires that every syllabus contain an accommodation for disabilities statement. By checking this box, I affirm that the syllabus for this course contains an accommodations statement.
20	**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.	➡ **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 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.		

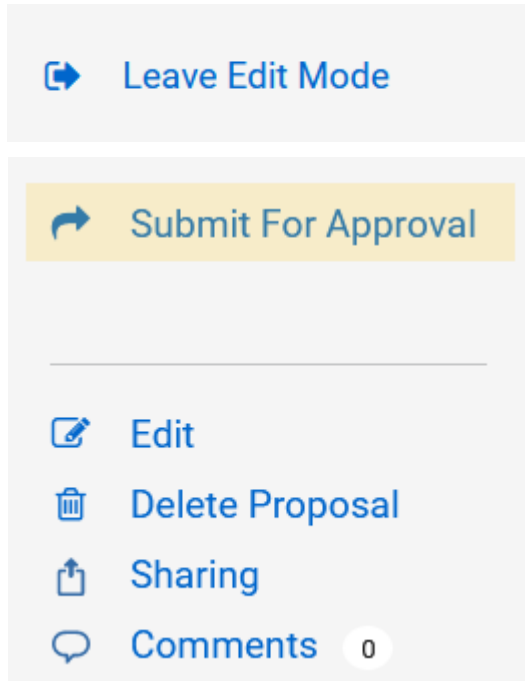|			
3	**Revise appropriate areas:** Navigate to the relevant form section(s) by scrolling or clicking section headings in the table of contents. Update the appropriate sections of the course record. Changes will be tracked in the change log on the right side menu. A check mark indicates your changes have been saved. You may revert your changes by clicking the X next to an item in the change log.		

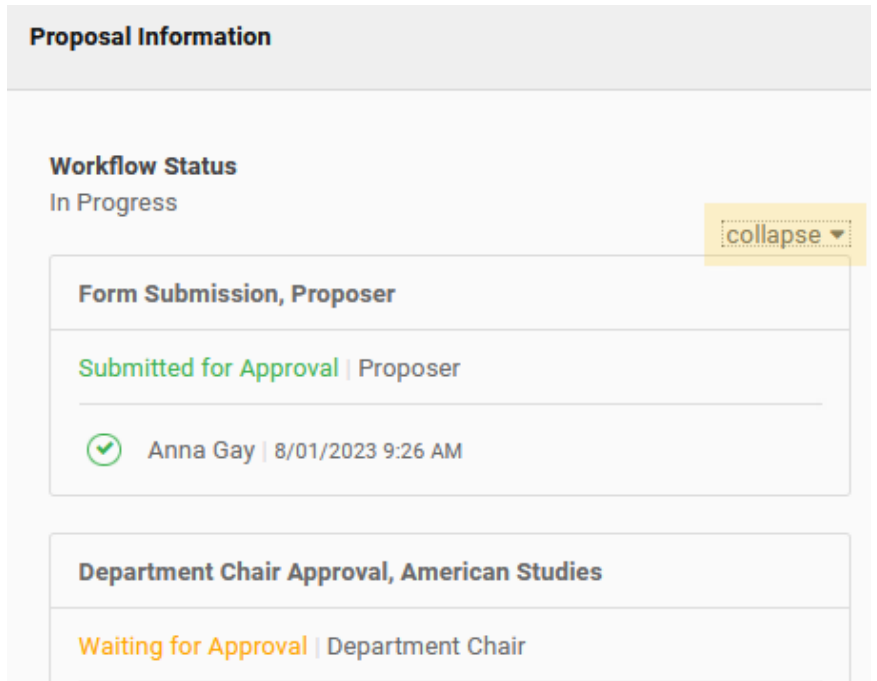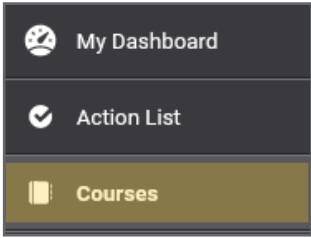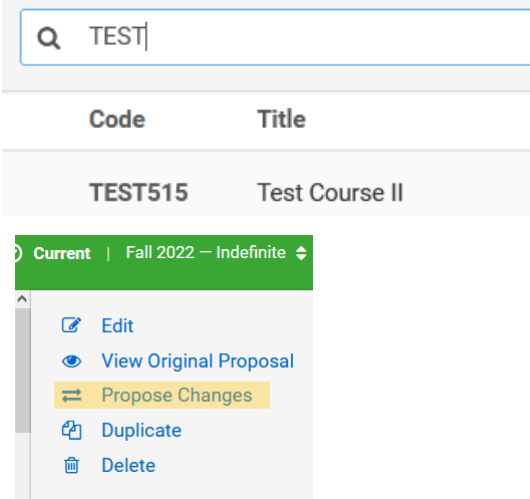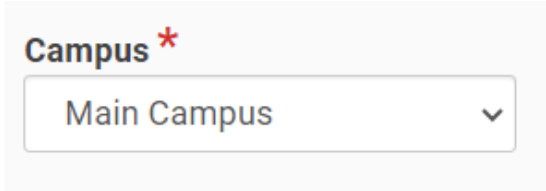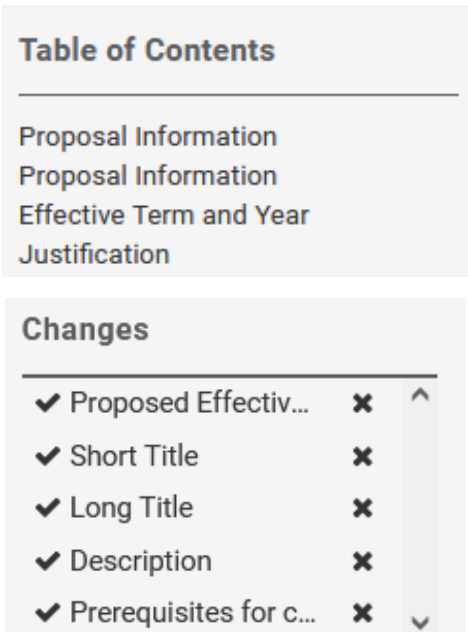| 4 | **Review and submit:** When you are satisfied with your proposal, select *Leave Edit Mode* at the top right corner of the page to view a preview.

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. | |

➡ **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

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.*	**My Dashboard** **Action List** **Courses** Q TEST Code Title TEST515 Test Course II Current | Fall 2022 — Indefinite ✎ Edit 👁 View Original Proposal ⇄ Propose Changes 🗐 Duplicate 🗑 Delete
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.	**Campus *** Main Campus ⌄
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.	**Table of Contents** Proposal Information Proposal Information Effective Term and Year Justification **Changes** ✔ Proposed Effectiv... ✖ ✔ Short Title ✖ ✔ Long Title ✖ ✔ Description ✖ ✔ Prerequisites for c... ✖

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.

Also Offered As (AOA) Equivalency

Will this course be offered in another department (AOA)?

◉ Yes

○ No

AOA Course(s) (include subject code and number) *

ENG 300, MSET 30

AOA Upload
REQUIRED FOR NEW AOA COURSES. Please upload a memo signed by the Chair(s) of all department(s) offering this course.

_correspondence.docx 🗑

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.

Is this a double numbered (UG/GR) course? *

◉ Yes

○ No

Alternate course *
Please provide the corresponding course information (subject code and number) here.

TEST 415

Subject Code *

TEST 🗑

Course Number *

515

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.	**Common Course Number** * Are you making a change to an existing Common Course, adopting an existing Common Course, or requesting a new Common Course? ⦿ Yes ◯ No **Common Course Number Upload** * ❷ Please fill out a UNM CCN form and upload it here. ADD FILE

Additional resources

- Common Course Numbering resources page
- Course number reuse policy
- General Education resources for instructors
- Faculty Senate Sample Syllabus and Guidelines