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Main Campus Curriculum Workflow Process

**Course Revisions** – made by proposing changes to the existing course record (*previously called Form A*). Minor course changes to active graduate and undergraduate courses (e.g. title, credits, description).

- **Department/Program representative** initiates Form A in Curriculum Workflow
- **Department Chair/Program Director** approval
- **Registrar’s office** performs technical check
- **Faculty Senate Curriculum Committee Chair** approval
- **Graduate Studies approval** for graduate courses (including starred and double-numbered courses)
- **College/School Dean or curriculum committee approval**
- **Registrar’s office** processes changes to Banner and/or Catalog

Revised August 2022
Main Campus Curriculum Workflow Process

New Course Request *(previously called form B)*. Submit new course form for undergraduate and graduate courses.

1. Department/Program representative initiates Form B in Curriculum Workflow
2. Department Chair/Program Director approval
3. Registrar’s office performs technical check
4. College/School Dean or curriculum committee approval
5. Provost or HSC VP Academic Affairs approval
6. Faculty Senate Curriculum Committee approval for all courses
7. Graduate courses: Faculty Senate Graduate and Professional Committee approval
8. Library approval
9. For courses with a new subject code, Higher Education Department approves CIP code
10. Registrar’s office processes Form B for Banner and/or Catalog

Revised August 2022
Main Campus Curriculum Workflow Process

Program & Concentration Revisions – Made by proposing changes the program or concentration record previously called Form C). Changes to existing graduate and undergraduate degrees, majors, minors, concentrations, emphases and transcripted certificates.

Department/Program representative initiates Form C in Curriculum Workflow → Department Chair/Program Director approval → Registrar’s office performs technical check → College/School Dean or curriculum committee approval → Provost or HSC Chancellor approval → Faculty Senate Curriculum Committee approval → Graduate Programs: Faculty Senate Graduate and Professional Committee approval → Library approval → Faculty Senate approval → Registrar’s office processes Form C for Banner and/or Catalog → Revised August 2022
Main Campus Curriculum Workflow Process

New minors, concentrations, emphases and tracks (undergraduate and graduate). Submit new minors, emphases, and tracks by updating the existing program record (if applicable) or submitting new form. Create concentrations by submitting a new concentration form.

- Provost’s office approves preliminary outline for new degrees or programs
- Department/Program representative initiates Form C in Curriculum Workflow
- Department Chair/Program Director approval
- Registrar’s office performs technical check
- Provost or HSC Chancellor approval
- Library approval
- College/School Dean or curriculum committee approval
- Faculty Senate Graduate and Professional Committee approval
- Graduate Programs: Faculty Senate Graduate and Professional Committee approval
- Registrar’s office processes Form C for Banner and/or Catalog
- Faculty Senate approval
- Revised August 2022
Main Campus Curriculum Workflow Process

New degrees, majors and transcripted certificates. Submit a new program form (previously called Form D).

- Provost’s office approves preliminary outline for new degrees or programs
- Department/Program representative initiates Form C in Curriculum Workflow
- Provost or HSC VP of Academic Affairs approval
- Graduate Programs: Faculty Senate Graduate and Professional Committee approval
- Faculty Senate Curriculum Committee approval
- Registrar’s office performs technical check
- Faculty Senate approval
- Library approval
- College/School Dean or curriculum committee approval
- Student Success, Teaching and Research (SSTAR)
- Board of Regents approval
- NM council of graduate deans (graduate programs only)
- Revised August 2022

External reviews
Course Revisions – made by proposing changes to the existing course record *(previously called Form A)*. Minor course changes to active technical courses (e.g. title, credits, description).
Branch Technical Curriculum Workflow Process

**New Course Request** *(previously called form B).* Submit new course form.

- Department representative initiates Form B in Curriculum Workflow
- Registrar’s office performs technical check
- Branch Campus Curriculum Committee review/approves
- Branch Dean of Instruction reviews/approves
- Library reviews/approves
- For new course with new subject code, Higher Education Department approves CIP code
- Registrar’s office processes course for student systems

Revised August 2022
Branch Technical Curriculum Workflow Process

Program & Concentration Revisions – Made by proposing changes the program or concentration record previously called Form C). Changes to existing graduate and undergraduate degrees, majors, minors, concentrations, emphases and transcripted certificates.

- Department representative initiates Form C in Curriculum Workflow
- Registrar’s office performs technical check
- Branch Dean of Instruction reviews/approves
- Associate Provost reviews/approves
- Branch Campus Curriculum Committee reviews/approves
- Library approval
- Registrar’s office processes change to student systems

Revised August 2022
Branch Technical Curriculum Workflow Process

New Branch technical associate level degrees, majors, minors, concentrations, emphases, and transcripted certificates. Submit a new program form or new concentration form (previously called Form D).

- Provost’s office approves preliminary outline for new degrees or programs
- Department representative initiates Form C in Curriculum Workflow
- Registrar’s office performs technical check
- Branch Dean of Instruction reviews/approves

- SSTAR reviews/approves if new degree, major, or certificate
- Associate Provost reviews/approves
- Branch Curriculum Committee reviews/approves
- Library approval

- Approval by Board of Regents if new degree, major, or certificate
- Higher Education Department reviews/Approves new CIP code
- Registrar’s office processes to student systems

Revised August 2022
Branch Technical Curriculum Workflow Process

**Branch course adoption.** To adopt an existing UNM course, the Branch submits a request using “Other Forms.”

1. Department representative initiates Form A in Curriculum Workflow
2. Registrar’s office performs technical check
3. Registrar submits Course CIP approval to HED (if needed)
4. Registrar’s office processes change to Banner and Catalog
5. Course is available for scheduling at Branch

Revised August 2022