**Guide to CCN Course Changes**

Not all changes to a lower-division undergraduate (100- to 200-level) course require HED approval. This guide outlines what **does** and **does not** require HED approval. Address questions to the Associate Registrar for Catalog, Curriculum and Residency (mraine@unm.edu) or the Associate Provost for Curriculum and Assessment (apcurriculum@unm.edu).

You will find the following at this site: <http://www.hed.state.nm.us/programs/request-a-change-to-the-nmccns.aspx>

* The **NM Common Course Numbering Matrix**: [NM Common Course Numbering Matrix](http://www.hed.state.nm.us/uploads/files/Policy%20and%20Programs/Articulation%20and%20Transfer%20Reform/Common%20Course%20Numbering%20Docs/HED%20Course_Matrix2019_05_31.xlsx).
* The **HED forms** are no longer available. They have been replaced with UNM Course Forms. Please review the READ ME FIRST document on the Registrar’s site.
* The **New Mexico Common Course Catalog:** [NM Common Course Catalog](http://www.hed.state.nm.us/uploads/files/Policy%20and%20Programs/Articulation%20and%20Transfer%20Reform/Common%20Course%20Numbering%20Docs/Course%20Catalog%20V6.pdf)**.**
* **UNM CCN only Crosswalks:** <https://registrar.unm.edu/faculty--staff-resources/ccn.html>.

**Curriculum Form A: DOES NOT REQUIRE HED APPROVAL**

* Change prerequisite or corequisite.
* Change restriction.
* Change grade option.

**Curriculum Form A: REQUIRES HED APPROVAL**

This process applies to *any* lower-division (100- to 200-level) undergraduate courses. These courses are under Common Course Numbering (CCN) rules and require approval from the Associate Provost for Curriculum and Assessment (APCA) and the NM Higher Education Department (HED). This process is effective immediately for the 2019-2020 curricular and Catalog year. Forms A and B have different requirements, so please review carefully. If there are any questions, contact the Associate Registrar for Catalog, Curriculum and Residency at mraine@unm.edu.

Some courses are common to all New Mexico institutions of Higher Education; some are considered unique to the institution but still have the new 4-alpha, 4-digit coding.

**Remove a Course**

* You want to remove a course from the CCN system because it will be inactivated at UNM. Form A is required.
* You want to assign a course a new number from the CCN system because you believe it’s a unique course. You must review the CCN Crosswalk to make sure the course is not already unique (that is, not offered by another institution). Curriculum Form A is **not** required.

**Reclassify a Course**

You want to:

* Change a UNM unique course to a common course shared by other institutions.
* Change a common course shared by other institutions to a UNM unique course.
* Change a course title.
* Curriculum Form A is not required.

**Change Course Description**

* You want to propose a change to a course description for either a common course or a unique course.
* Curriculum Form A is not required.

**Change Student Learning Outcomes**

You want to propose a change to Student Learning Outcomes for either a common course or a unique course. Curriculum Form A is not required.

 **Curriculum Form B: REQUIRES HED APPROVAL**

**All Form B-type courses, courses new to UNM, require HED approval.**

**Add a Course**

You want to:

* Propose a new course to UNM by adopting another institution’s course found on the *NM Common Course Numbering Matrix or NM Common Course Catalog.*
* Propose a new course to UNM which will be classified as a unique course.
* Curriculum Form B is required.