**UNM/HED Common Course Numbering (CCN) Combined Form**

Upload to Form A or B

## This is an all-in-one form for adopting, adding, removing or changing a CCN. Form A or B must be submitted with this form uploaded.

## *Instructions:*

## *1. Fill in number #1.*

## *2. You can either ADOPT (#2), ADD a UNIQUE course (#3a and 3b), request a CHANGE to an existing CCN course (#4), or REMOVE a course from the CCN and UNM catalogs (#5).*

## *3. Regardless of what action you propose, a Form A or B must be created in curriculum workflow, and this form uploaded to that Form A or B.*

## *4. Only one action per this form please!*

## 1. Faculty Contact Information (required)

|  |  |
| --- | --- |
| Name: |  |
| Department: |  |
| Email: |  |

|  |  |
| --- | --- |
| Prefix: |  |
| Number: |  |
| Suffix: |  |
| Title: |  |
| Number of credits: |  |

## 2. HED CCN Course ADOPTION (Form B). Review HED Course Information from: HED Course Catalog <https://hed.state.nm.us/resources-for-schools/public_schools/nm-course-numbering-system>. Adopting a CCN adopts course subject, number, title, description and SLOs to the UNM catalog.

## 3a. Add UNIQUE HED CCN Course (Form B). Review HED Course Information from both catalog and matrix: <https://hed.state.nm.us/resources-for-schools/public_schools/nm-course-numbering-system>. Your proposed course must be distinct from courses in the HED catalog and matrix.

|  |  |
| --- | --- |
| Proposed Prefix: |  |
| Proposed Number: |  |
| Proposed Suffix (e.g. Lab, Combined lab/lecture): |  |
| Proposed Title: |  |
| Number of credits: |  |

**3b. UNIQUE CCN course (must complete #3a): Description and Student Learning Outcomes**

**Course Description (required):**

**A. List all common course student learning outcomes for the course.**

Common Course Student Learning Outcomes: these are the student learning outcomes shared by courses with the same four-digit lower-division course number across multiple higher education institutions in New Mexico. A course may be "unique" to UNM, but it must still be assigned a common course number and the course description and SLOs must be listed with the NMHED. The UNM Assistant Registrar helps faculty register courses in common course numbering.

**Student Learning Outcomes (required):**

## B. Institution-specific Student Learning Outcomes

List all institution-specific Student Learning Outcomes that are common to all course sections offered at the institutions regardless of instructor.

Tip for Success: New Mexico Curriculum and Articulation Committee interprets NMHED statute on General Education as limiting institution-specific SLOs to no more than 20% of the total SLOs. So, if there are 10 total SLOs, 8 could be common course numbering SLOs and 2 could be UNM-specific SLOs.

## Institution-specific Student Learning Outcomes (not required):

**4. CHANGE an HED CCN course (Form A).**

**To change a current CCN course that is also in the UNM catalog, you must review the HED Course Matrix, here:** [**https://hed.state.nm.us/resources-for-schools/public\_schools/nm-course-numbering-system**](https://hed.state.nm.us/resources-for-schools/public_schools/nm-course-numbering-system)**.**

You are reviewing for other institutions that offer the course you wish to change. You must have prior agreement to your proposed changes from each institution offering the course. Those agreements must be uploaded to the Form A, as well as this form. HED will not consider changes without these agreements. After receiving agreements, fill out the table below and upload to the Form A.

If the course is unique to UNM, that is, no other institution on the matrix is listed as offering the course, then proceed to fill out the table below:

**Current CCN course information: Proposed changes:**

|  |  |
| --- | --- |
| Prefix/Number/Suffix: |  |
| Title: |  |
| Description: |  |
| SLOs: |  |

**5. Remove a UNM course from our catalog and HED CCN course catalog (Form A).**

|  |  |
| --- | --- |
| Prefix: |  |
| Number: |  |
| Suffix: |  |
| Title: |  |
| Reason for removal: |  |