Curriculum Guide: Other Forms
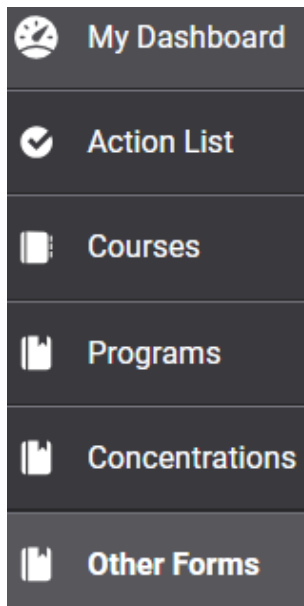
- [General Instructions](#)
- [Policies (Catalog)](#)
- [Department/College information pages (Catalog)](#)
- [Department name changes](#)

- [Course fees](#)
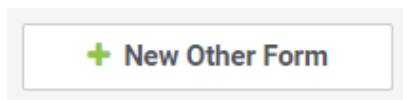- [New subject codes](#)
- [Branch course adoption](#)

General instructions: Each of the above forms is accessed in the same way. Log in to Kuali with your UNM net ID and password. Select *Curriculum,* then click *Other Forms* on the left side menu.

My Dashboard
Action List
Courses
Programs
Concentrations
Other Forms

Use the search tool to verify whether or not a record already exists. **Before submitting a new form, always check for an existing record.** *This prevents duplicate, potentially conflicting forms from being approved.*

Q PHED fee

Code	Title
PHED1310	PHED fitness testing course

If no record exists, click *New Other Form* to submit a new request. Select the appropriate request type. A different set of questions will be displayed for each request type.
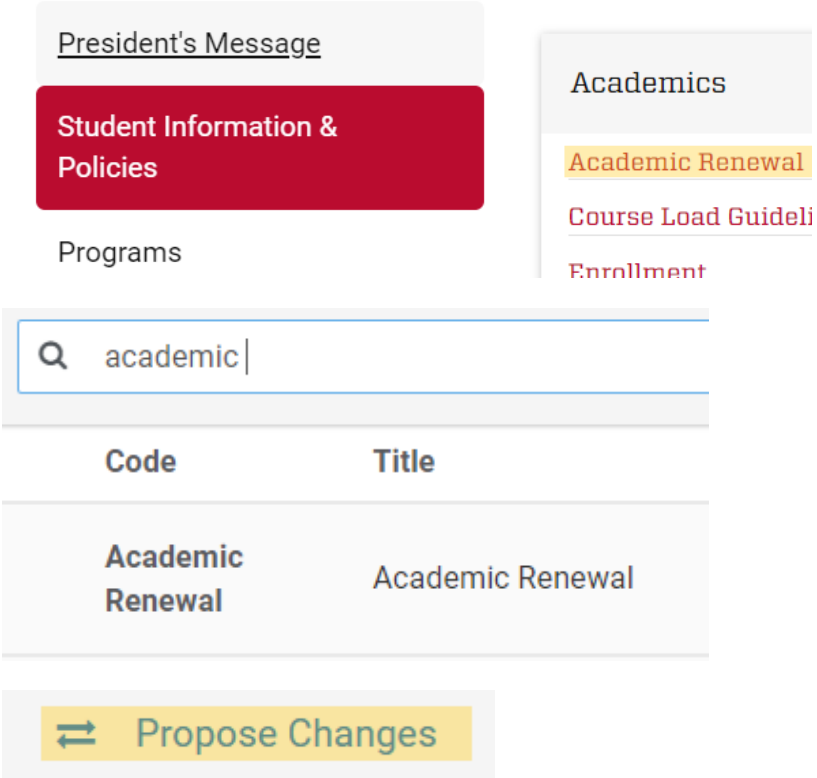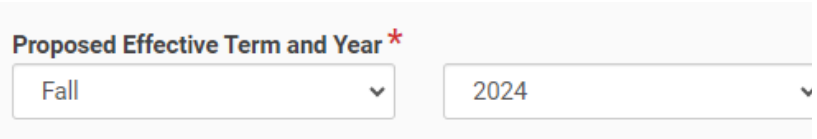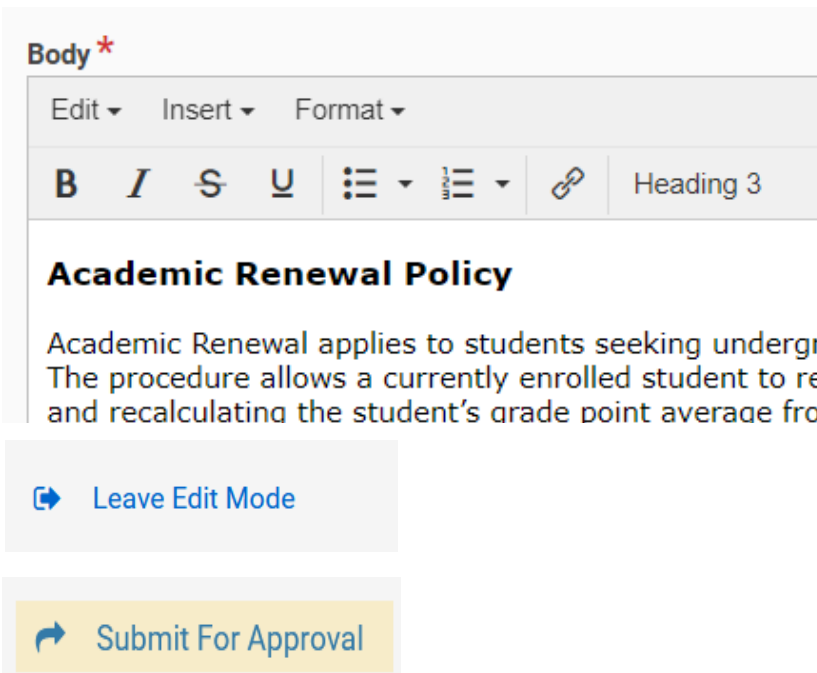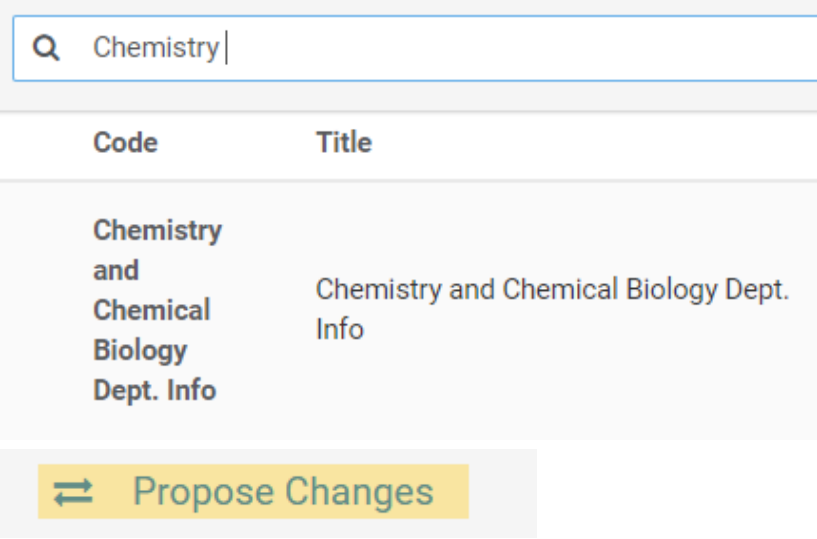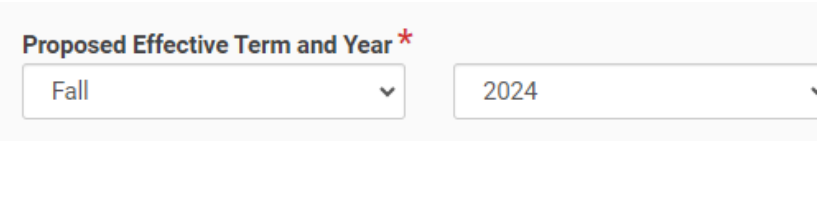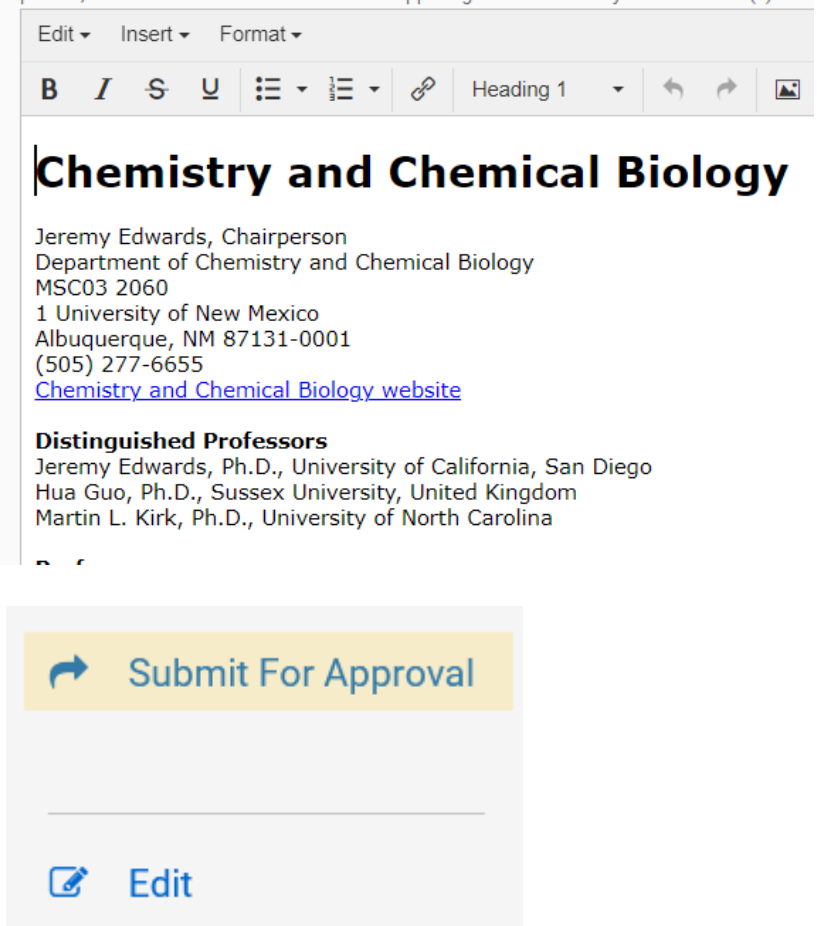
+ New Other Form

Type of Request *

- ○ Add or Revise Policy
- ○ Department Name Change
- ○ Course Fees
- ○ Branch Course Adoption
- ○ New Subject Code
- ○ Revise Department/College Information

Policies

1	**Search for policy:** Policies are the items listed in the *Student Information & Policies* section of the Catalog. The title of the policy in the curriculum system will be the same as the policy title in the Catalog. Type the title of the policy into the search bar then click the title. Next, select *Propose Changes.* *Note: if proposing a new policy follow the steps listed in General Instructions on page 1.*	President's Message **Student Information & Policies** Programs Academics Academic Renewal Course Load Guideli Enrollment Q academic Code Title Academic Renewal Academic Renewal ⇄ Propose Changes
2	**Select Effective term:** Policy revisions must have an effective term of Fall to align with the catalog year.	Proposed Effective Term and Year * Fall ⌄ 2024 ⌄
3	**Revise policy text:** Use the text editor tool to make the appropriate changes. Once you are satisfied with your changes, select *Leave Edit Mode*. Kuali will display a preview of the policy changes. Select *Edit* if you'd like to make additional changes. If not, click *Submit for Approval.* Once approved, you'll receive an email notification and the changes will be published in the appropriate Catalog year.	Body * Edit ▾ Insert ▾ Format ▾ **B** *I* S̶ U̲ ☰▾ ☰▾ 🔗 Heading 3 **Academic Renewal Policy** Academic Renewal applies to students seeking undergr The procedure allows a currently enrolled student to re and recalculating the student's grade point average fro ➡ Leave Edit Mode ➡ Submit For Approval
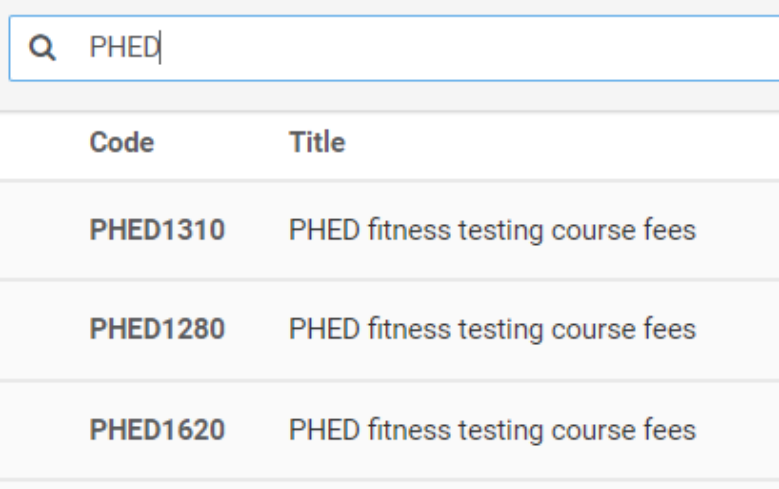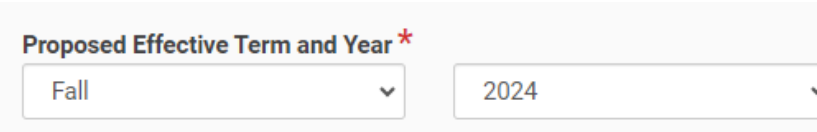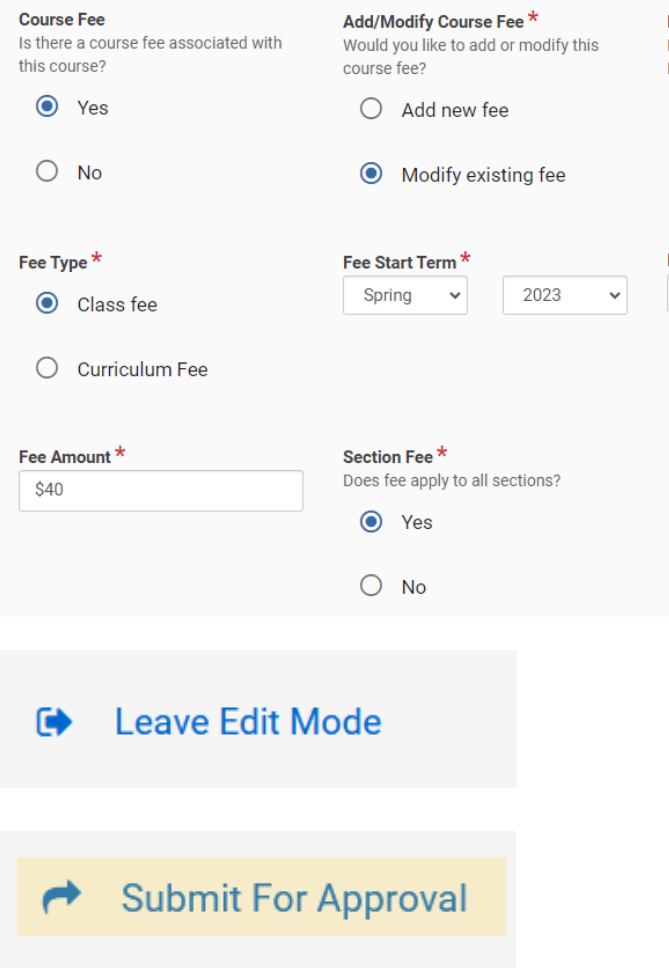
Department/College Information pages

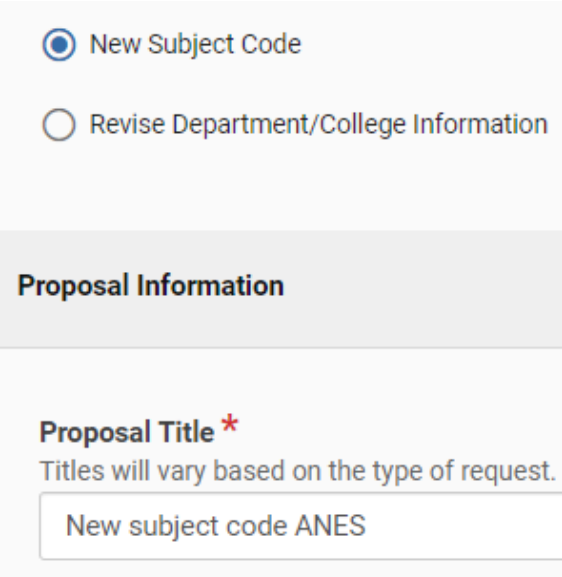|		
1	**Search for current record:** Use search tool to locate the current records for the department or college information page. Next, select *Propose Changes.*	Q Chemistry **Code** **Title** Chemistry and Chemical Biology Dept. Info Chemistry and Chemical Biology Dept. Info ⇄ Propose Changes
2	**Select Effective term:** Changes to information pages may be submitted twice per year, once in for the Fall term and once for Spring term.	Proposed Effective Term and Year * Fall ⌄ 2024 ⌄
3	**Revise text:** Use the text editor tool to make the appropriate changes. Once you are satisfied with your changes, select *Leave Edit Mode*. Kuali will display a preview of the policy changes. Select *Edit* if you'd like to make additional changes. If not, click *Submit for Approval.* Once approved, you'll receive an email notification and the changes will be published in the Catalog at the start of the appropriate term.	Edit ▾ Insert ▾ Format ▾ **B** *I* S̶ U̲ ☰ ▾ ☰ ▾ 🔗 Heading 1 ▾ ↶ ↷ 🖼 # Chemistry and Chemical Biology Jeremy Edwards, Chairperson Department of Chemistry and Chemical Biology MSC03 2060 1 University of New Mexico Albuquerque, NM 87131-0001 (505) 277-6655 Chemistry and Chemical Biology website **Distinguished Professors** Jeremy Edwards, Ph.D., University of California, San Diego Hua Guo, Ph.D., Sussex University, United Kingdom Martin L. Kirk, Ph.D., University of North Carolina ➔ Submit For Approval ✎ Edit

Department name changes

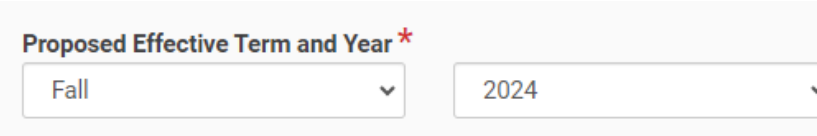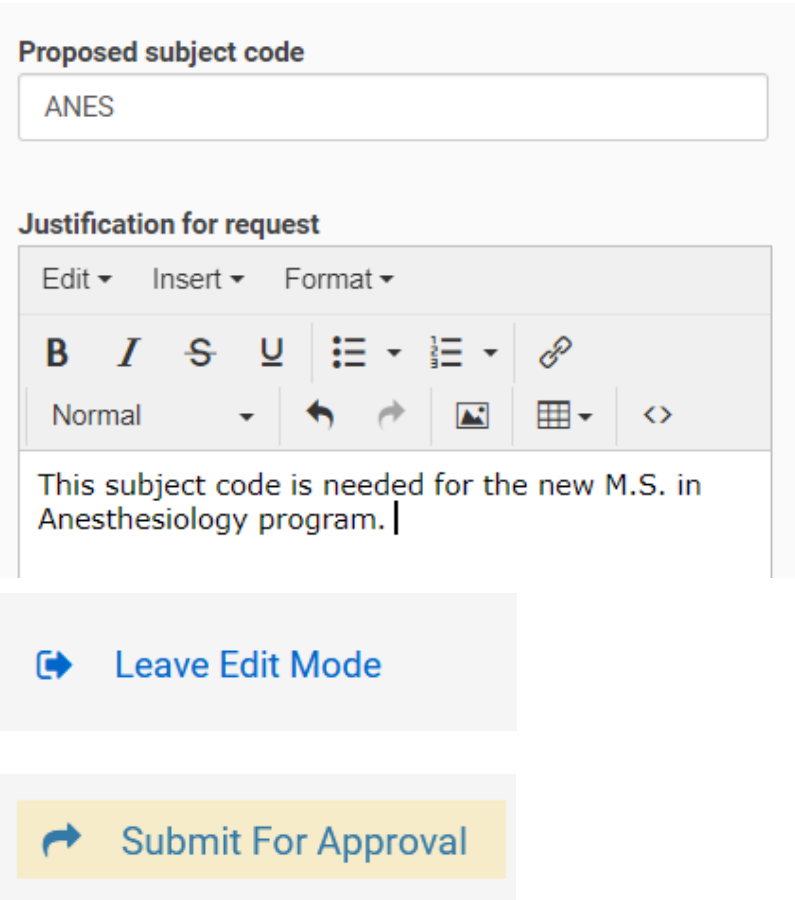|		
1	**Start a new form:** Select *New Other Form*, then choose *Department Name Change* as type of request.	**Type of Request** * ○ Add or Revise Policy ○ Department Name Change ○ Course Fees ○ Branch Course Adoption ○ New Subject Code ○ Revise Department/College Information
2	**Select Effective term:** Department name changes should start in a Fall term to align with the start of the Catalog year.	**Proposed Effective Term and Year** * Fall ⌄ 2024 ⌄
3	**Fill out required fields:** Give the proposal a short title (e.g. Dept. of Public Admin name change). Fill in the proposed new name for the department, then upload a departmental memo which justifies the request. Next select *Leave Edit Mode*, then click *Submit for Approval.* Once approved, you'll receive an email notification and the changes will be published in the Catalog at the start of the appropriate term.	**Department Name Change Request** **Proposed name** School of Public Service and Leadership **Department name change documentation** • Justification Name Change SPA 102522.pdf ➡ **Leave Edit Mode** ➡ **Submit For Approval**

Course fees *Note: for assistance with course fee forms contact the Provost's Budget Office 505.277.8126*

1	**Search for current record:** Use the search tool to verify whether or nor a course fee record already exists in Kuali. If no record exists, select *New Other Form*. If a record already exists, open the current fee record then select *Propose Changes*.	**Q PHED** **Code** **Title** **PHED1310** PHED fitness testing course fees **PHED1280** PHED fitness testing course fees **PHED1620** PHED fitness testing course fees
2	**Select Effective term:** choose the start term for the new or revised fee.	**Proposed Effective Term and Year** * Fall ⌄ 2024 ⌄
3	**Fill out required fields:** If the course is new and the related course form is still under review, select *New Course*. If the course has already been approved, select *Existing Course*. Input the course subject code and number. Depending on whether the course is new or existing, different fields will display. Fill out all required fields, upload a sample fee budget and departmental memo, and select the appropriate campus. When you've completed all the required fields, click *Leave Edit Mode* then select *Submit for Approval*. Once approved, you'll receive an email notification.	**Course Fee** Is there a course fee associated with this course? ◉ Yes ◯ No **Add/Modify Course Fee** * Would you like to add or modify this course fee? ◯ Add new fee ◉ Modify existing fee **Fee Type** * ◉ Class fee ◯ Curriculum Fee **Fee Start Term** * Spring ⌄ 2023 ⌄ **Fee Amount** * $40 **Section Fee** * Does fee apply to all sections? ◉ Yes ◯ No ➦ **Leave Edit Mode** ➥ **Submit For Approval**

1	**Start a new form:** Click *New Other Form* then select New *Subject Code* as the request type. Give the proposal a short title (e.g. New Subject code ANES).	◉ New Subject Code ◯ Revise Department/College Information **Proposal Information** **Proposal Title** * Titles will vary based on the type of request. New subject code ANES
2	**Select Effective term:** choose the term you'd like to start utilizing the new subject code.	Proposed Effective Term and Year * Fall 2024
3	**Fill out required fields:** Enter the new subject code and provide a brief justification for your request. When you've completed all the required fields, click *Leave Edit Mode* then select *Submit for Approval*. Once approved, you'll receive an email notification.	Proposed subject code ANES Justification for request Edit ▾ Insert ▾ Format ▾ B I S U ≔ ▾ ≔ ▾ 🔗 Normal ▾ ↶ ↷ 🖼 ⊞ ▾ <> This subject code is needed for the new M.S. in Anesthesiology program. ➡ **Leave Edit Mode** ➡ **Submit For Approval**

Branch Course Adoption

1	**Start a new form:** Click *New Other Form* then select New *Subject Code* as the request type. Give the proposal a short title (e.g. Adopt MATH2115 at Taos).	◉ Branch Course Adoption ○ New Subject Code ○ Revise Department/College Information **Proposal Information** **Proposal Title** * Titles will vary based on the type of request. Enter the Catalog title or, for other requests, use 3-5 words that describe the request (e.g. PHRM 699 fee). Adopt MATH2115 at Taos
2	**Select Effective term:** choose the term you'd like the course to start appearing in your Catalog.	**Proposed Effective Term and Year** * Fall ⌄ 2024 ⌄
3	**Enter Course Information:** Type the subject code and course number. Select the appropriate Branch and indicate whether or not the branch has HED approval to offer courses in that CIP code. If *No* is selected, the Registrar's Office will submit an application to HED for your branch to offer courses under that CIP code. When you've completed all the required fields, click *Leave Edit Mode* then select *Submit for Approval*. Once approved, you'll receive an email notification.	**Subject code and course number** * Type to search, then click to select the course. MATH2115 - Math for Middle School Teachers 🗑 **Branch Course Adoption** **Branch Information** * **CIP Code** **CIP Code Approval** * Which branch is adopting the course? 270101 Does this branch have approval to offer courses in this CIP? Taos ⌄ ○ Yes ◉ No ➡ Leave Edit Mode ➡ Submit For Approval