

## Curriculum Guide: Program Form

The Program form is used to add or revise degrees, certificates, and minors.

- [Submitting a new program form](#)
- [Revising an existing program](#)
- [Retiring an existing program](#)
- [Additional resources](#)

### Submitting a new program form

- 1 **Prepare an executive summary:**  
It must include a brief summary of the first seven elements listed for the full proposal, namely: program description, evidence of need, program content, evaluation and assessment, required resources, projected enrollment and costs, and additional information (as appropriate). Save your executive summary as a PDF or Word document.

Note: an executive summary is not required for new minors, dual degree, or shared credit programs.

- 2 **Start a new program 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 *Programs*, then select the plus sign icon (+) to start a new program form.



My Dashboard



Action List



Courses



Programs

+ New Program

3	<p><b>Fill out all required fields:</b> Required fields are marked with an asterisk (*).</p>	<div> <div>Campus *</div> <div>Main Campus</div> </div>
4	<p><b>Proposal information:</b> The sponsor is the faculty or staff member who is proposing the course or program. If you are the sponsor, enter your own name here. Occasionally, reviewers may contact the sponsor with questions about the proposal.</p> <p><i>Note: College and Department selections are used to drive workflow; if proposing a program that will be administered by multiple departments select <b>Interdepartmental Shared Credit and Dual Degrees</b> for both College and Department. You'll specify which departments will approve the request in another section of the form.</i></p>	<div> <div> <div>Proposal Information</div> <div> <div> <div>Sponsoring faculty/staff member *</div> <div>The sponsor is the faculty or staff member who is proposing the course or program. If you are the sponsor, enter your own name here.</div> <div>Test User</div> </div> <div> <div>Sponsoring faculty/staff email *</div> <div>This information is required so that reviewers may contact the sponsor if they have questions. If you are the sponsor, enter your email here.</div> <div>test@unm.edu</div> </div> </div> </div> <div> <div> <div>College *</div> <div>Note: if program is administered by multiple departments, select "Interdepartmental Shared Credit and Dual Degrees".</div> <div></div> </div> <div> <div>Department *</div> <div>Note: if program is administered by multiple departments, select "Interdepartmental Shared Credit and Dual Degrees".</div> <div></div> </div> <div> <div>Campus *</div> <div>Main Campus</div> </div> </div> </div>
5	<p><b>Proposed Effective Term and Year:</b> Select the effective term you'd like the new program to go into effect. Please ensure you have selected a realistic amount of time for your program to reach full approval. New degree approval make take 1 to 1½ years.</p>	<div> <div>Effective Term and Year</div> <div> <div>Proposed Effective Term and Year *</div> <div> <div>Fall</div> <div>2024</div> </div> </div> </div>
6	<p><b>Justification:</b> 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.</p>	<div> <div>Justification</div> <div> <div>Program Justification *</div> <div>Please provide a brief justification of your request.</div> <div> <div>This new certificate will meet workforce needs. The certificate will prepare students for a career in underwater basket weaving, an in-demand profession in New Mexico.</div> </div> </div> </div>

7

**Program Category and Level:**

These fields collect basic information about the program and will be displayed in the Catalog. Do not use abbreviations in the Degree, Minor, or Certificate Name field.

*Note: CIP Code is required for new degrees and certificates; you will not be required to specify the CIP code when proposing a new minor.*

**Program Category and Level****Program Category \***

Please select a category:

Program ▼

**Program Level \***

Please select this program's level:

Undergraduate ▼

**Degree, Minor, or Certificate Name \***

Bachelor of Science in T


**Degree Type \***

If you don't see the degree type you need, please email [curric@unm.edu](mailto:curric@unm.edu) so the Registrar's Office can add the degree type to the choices below.

Bachelor of Science **Degree/Certificate Level \***


Undergraduate ▼

**CIP Code \* ?**

 Click [here](#) for more CIP Code information. CIP is only required when proposing new programs.

09.0903

**CIP Title \* ?**

 Click [here](#) for more CIP Code information

Advertising

8

**Composition of new program:**

This field is utilized to collect information required by the Higher Learning Commission. Enter the number of credits in each category of courses. Categories are defined as follows:

*Existing courses:* courses from existing inventory of UNM courses, without changes.

*Revised:* course is being revised for new program.

*New courses:* courses developed for the new program that haven't been offered at UNM previously.

Contact the Accreditation Manager ([accred@unm.edu](mailto:accred@unm.edu)) for assistance with this section.

**New program courses****Composition of new program**

Please indicate total number of credit hours in each of the following categories (note: calculated total must equal the total number of credit hours required for the program). This question is required for Higher Learning Commission documentation. If you have questions about this section, please contact the University Accreditation Program Manager ([accred@unm.edu](mailto:accred@unm.edu)). Categories are defined as follows. Existing courses: courses from existing inventory of UNM courses, without changes. Revised: course is being revised for new program. New courses: courses developed for the new program that haven't been offered at UNM previously.

Existing courses	Revised courses	New Courses	Total Credits
90	15	15	120

9

**Pre-proposal:** Upload your executive summary and provide a summary of efforts to check for duplication of existing programs. If applicable, upload copies of documentation with other departments regarding duplication.

Leave the Approval field blank.

*Note: reviewers may use the comment feature to provide feedback on your proposal. You'll receive an email when a comment is made. To avoid delays, please monitor your email for comment notifications and respond to comments in a timely manner.*

#### Pre-proposal Executive Summary \* ?

The executive summary should be limited to a strict maximum of two pages. It must include a brief summary of the first seven elements listed for the full proposal, namely: program description, evidence of need, program content, evaluation and assessment, required resources, projected enrollment and costs, and additional information (as appropriate).

[\\_executive\\_summary.docx](#) 

ADD FILE

#### Program Duplication \*

New programs should not duplicate existing ones. Please describe below how you've determined whether or not your program duplicates the content of any existing UNM programs.

Edit
Insert
Format

B
I
S
U

Normal

I reviewed the catalog and did not find any similar programs. Additionally, I contacted the chairs of the American Studies and Biology departments. Please see attached correspondence confirming this program does not duplicate their offerings.

#### Correspondence

If appropriate, upload copies of correspondence with other departments or branches regarding duplication (multiple files may be uploaded).

[\\_correspondence.docx](#) 

ADD FILE

AG Anna Gay

Today at 4:00 PM

**Catalog & Curriculum** Comments allow reviewers to give feedback.

+ Add someone to the conversation

You'll reply directly in the program form.

Reply

Cancel

10

**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

TEST 517C - Test Course II: Advanced  
Test (3) | Draft 

Select any associated program forms that exist

11

**Shared Credit and Dual Degree information:** Using the typeahead menus, add the corresponding degrees and their college/department affiliation. If the program is administered by two different departments (e.g. B.S. in Mechanical Engineering and B.B.A. Business Admin) make sure “Interdepartmental Shared Credit and Dual Degrees” is selected in the first section of the form (Proposal Information). This ensures both departments review the program form.

#### Interdepartmental Program \*

Is this an interdepartmental shared credit or dual degree program?

☒ Yes

☐ No

#### Program

Please add each corresponding dual degree program.

Add Program

#### Department

Please select the appropriate departments to review this form.

#### College 1

Please select

#### Program

Add Program

#### Department

#### College

12

**Catalog information:** Fill out the Program Description exactly as you would like it to appear in the catalog. Formatting options like headings, bold, italics, and hyperlinks can be used where appropriate. *Do not list required courses here.* Required courses will be collected in another area of the form.

Use the hyperlink tool when sharing websites. Headings can be created as needed using the formatting tools.

Headings are not required but are helpful for dividing long sections of text.

#### Program Description \*

Edit ▾ Insert ▾ Format ▾

**B**

*I*

~~S~~

U

☰

☰

🔗

Normal ▾

<>

Normal

Information about the program goes here. Use the hyperlink tool to [add links](#).

### Use headings as needed

Headings are not required but are helpful for dividing long sections of text.

### Use proper hierarchy

When using headings, hierarchy should go from higher (Heading 1) to lower (Heading 2, 3, 4 etc.)

# Heading 1

## Heading 2

### Heading 3

#### Heading 4

#### Heading 5

#### Heading 6

**Catalog information (continued):**

Admissions Requirements and Graduation Requirements are optional fields, if these fields are not applicable you may leave them blank.

**Admissions Requirements**

Edit ▾

Insert ▾

Format ▾

**B***I*~~S~~U

☰ ▾

☷ ▾

🔗

Normal ▾

↶

↷

🖼️

&lt;&gt;

Admissions requirements go here. If not applicable, leave this section blank.

**Graduation Requirements**

Describe all graduation requirements here. If there are multiple levels of organization within graduation requirements (e.g. program, emphasis, concentration, or plan-specific requirements) please use headings to label sections accordingly.

Edit ▾

Insert ▾

Format ▾

**B***I*~~S~~U

☰ ▾

☷ ▾

🔗

Normal ▾

↶

↷

🖼️

📊 ▾

&lt;&gt;

Graduation requirements go here. If not applicable, leave this section blank.

13

**Professional Credential/**

**Licensure:** These fields are used to collect information for federally mandated licensure disclosures. If you have any questions about how to fill out this section of the form, contact [saracompliance@unm.edu](mailto:saracompliance@unm.edu).

**Professional Credential/Licensure Program Information**

These fields are used to collect information for federally mandated licensure disclosures. If you have any questions about how to fill out this section of the form, contact [saracompliance@unm.edu](mailto:saracompliance@unm.edu).

**License/Certification associated with program \***

Is this program designed or advertised to meet educational requirements for a specific professional license or certification that is required for an occupation?



Yes



No

**Licensure Information \***

Is this program:



Pre-licensure



Post-licensure



Both Pre- and Post- licensure

**Professional Credential/Licensure (continued):** If associated with a credential or license, select the appropriate states where the program has been determined to meet/not meet licensure requirements.

Provide the contact information for each state or national licensing board (Name, website, licensure requirements).

**Licensure requirements met in the following states:**

UNM has determined that the program curriculum meets the educational requirements for professional licensure in the following states. Select all that apply. Type to search for the appropriate states.

New Mexico 

**Licensure requirements not met in the following states:**

UNM has determined that the program curriculum DOES NOT meet the educational requirements for professional licensure in the following states. Select all that apply. Type to search for the appropriate states.

Arizona 

**Licensure requirements undetermined in the following states:**




UNM has NOT DETERMINED whether the program curriculum meets the educational requirements for professional licensure in the following states. Select all that apply. Type to search for the appropriate states.





Colorado  Nebraska  Hawaii  California 

**State or Regional Licensure Information**

Please provide the following information for each state or regional board: 1) Name of the board. 2) Board's website URL. 3) Describe all state or regional requirements for licensure (Training requirements, Experience requirements, Exam requirements, Other requirements).

Edit ▾Insert ▾Format ▾

**B** *I* ~~S~~ U   

Normal ▾    

<>

Board Name

[Website](#)

Requirements:

- Requirement 1
- Requirement 2
- etc

**Degree Requirements:** Use the rules builder tool in this section to build the list of required courses to complete the degree, minor, or certificate.

Rules can be configured in countless combinations, so only the most common rules are shown here. For a detailed tutorial on the Rule Builder Tutorial, visit the [Registrar's Resources page](#).

Use the course selection tool to add linked courses. This ensures that the program record will get updated automatically if the course(s) in the program are revised (e.g. change title, credits).

Avoid typing lists of courses as free form text - the Registrar's Office will send back forms that do not utilize the course selection tool. Courses in free text will not update automatically if course record is revised.

Additional requirements that are not based on completing courses (e.g. Comprehensive exam, thesis defense) may be entered as a free form text rule.

### Requirements \*

The degree requirements outlined below should include major hours and additional requirements needed to earn the total degree hours. Additional requirements may include minors, electives, concentrations, second majors, and General Education. Note: degree plan course sequencing should not be defined here; instead that information should be maintained in advising documents.

☐ Use Rule Categories

Complete ALL of the following ▾

All of A, B, C

Update Logic

A Complete ▾ selected course(s) ▾

+ ...

Complete the following:

Courses

TEST 512 - Test Kualu Course

TEST 514 - Test Course I (3)

TEST 515 - Test Course II (3)

B Earned ▾ minimum number of credits from ▾

+ ...

selected subject codes and range ▾

Earned at least 21 credits from

Subjects

TEST

499

300

C Free form text ▾

+ ...

Non-course requirements can be entered as free form text.

Grand Total Credits: 27



15

**Concentrations and emphases:**

Indicate here whether or not concentrations or emphases will be required to complete the degree. New concentrations are created using the *Concentration Form*. Once the form is approved, the concentration name and requirements will display within the program record.

Emphases, also known as tracks and interests, will not appear on transcripts or diplomas. Indicate whether or not an emphasis is required.

Emphases are created in the program form. If the program offers emphases, use the rules tool to add emphases. To enter the name of the emphasis, click into the white text entry box at the top of the rule box. Use the plus sign icon (+) in the rules section to add additional emphases. Use the rules tool to add course and other requirements.

**Concentrations****Program Concentrations**

Note: this is a view-only field; to add/revise a concentration, please use the concentrations form. The following concentrations are associated with this program:

Code	Title
<b>Concentration Required *</b> <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	

**Emphases**

Emphases, also known as tracks and interests, will not appear on transcripts or diplomas.

**Emphasis required \***

- ☒ Yes  
☐ No  
☐ N/A

**Emphasis Hours**

**Emphasis Rules**

⚙️ + ▾

Complete ALL of the following ▾ All of A ↻ Update Logic

A Complete ▾ minimum number of courses from ▾ selected subject codes and range ▾ + ⋮

Complete at least  courses from

-  TEST 🗑️

16

**Sample degree plan:**

A Sample Degree Plan must be submitted for new baccalaureate, undergraduate degrees. Outline a sample sequence of courses that a student could follow to complete the degree in 4 years.

*Degree plans are not displayed in the Catalog.*

**Sample Degree Plan****Sample Degree Plan Upload**

Please upload a sample 4-year degree plan.

17 **Learning outcomes:** (certificates and degrees only). List the program learning outcomes. This information will be shared with UNM's Office of Assessment when your program form is approved.

### Program Learning Outcomes

#### Learning Outcomes \*

Please list the learning outcomes below

Edit ▾ Insert ▾ Format ▾

**B**

*I*

~~S~~

U

☰ ▾

☰ ▾

🔗

Normal ▾

- Learning outcome 1
- Learning outcome 2
- Learning outcome 3
- etc.

18 **Review and submit:** When you are satisfied with your program 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. To see where your program is in workflow, click the triangle icon next to *Workflow Status* in the *Proposal Information* panel.

You'll receive an email notification when your proposal is approved.

↩ 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

**Full proposal and final revisions (new degrees and certificates only):** After your pre-proposal is approved you'll receive an email notification.

Click the *View Program* button in the email to open your proposal, then click *Edit*. Upload a full proposal and finalize the program form.

**This is your last opportunity to revise the program before it's published in the Catalog.** Please check your catalog information and degree requirements carefully to ensure they are accurate.

Once you are satisfied with your proposal, select *Leave Edit Mode* then click *Approve*. Your proposal will now flow through the remaining curriculum workflow steps. You'll receive an email when the proposal reaches full approval.

Current Workflow Step: I

[View  
Program](#)



[Edit](#)



[Comments](#)

1

#### File uploads

##### Proposal File Upload ?

Attach the full program proposal here. Visit the Registrar's Resources page to view more detailed instructions for creating a new program proposal.

[ADD FILE](#)



[Approve](#)



[Send Back](#)



[Deny](#)

## Revising an existing program

- 1 **Locate the program record:**  
Login to [Kuali](#) with your UNM netID and password. Select *Curriculum*.

Navigate to *My Dashboard* on the left side of the screen. Click on *Programs*, then type the name of the program into the search bar. Click on the name of the program to open the record, then choose *Propose Changes* from the right side menu.

The screenshot displays the Kuali system interface. At the top, the UNM logo and 'THE UNIVERSITY OF NEW MEXICO' are visible. A sidebar menu on the left includes 'My Dashboard', 'Action List', 'Courses', and 'Programs'. Below the menu is a search bar containing the text 'Program'. A table lists programs with columns for 'Code', 'Title', and 'Description'. The first row shows 'TEST PROGRAM' with the title 'Test UG Program for Kuali Training' and a description 'This is a test program. The purpose of this request is to show users how to make changes to a progra...'. Below the table, a green bar indicates the current selection: 'Current | Fall 2022 — Indefinite'. A dropdown menu is open, showing options: 'Edit', 'View Original Proposal', 'Propose Changes' (highlighted in yellow), 'Duplicate', and 'Delete'.

Code	Title	Description
TEST PROGRAM	Test UG Program for Kuali Training	This is a test program. The purpose of this request is to show users how to make changes to a progra...

- 2 **Fill out all required fields:**  
Required fields are marked with an asterisk (\*). Required fields include: proposal information, effective term, justification. Additional fields may be required depending on the nature of your request.

The screenshot shows a form field labeled 'Campus \*'. The dropdown menu is open, displaying 'Main Campus' as the selected option.

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. 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  
Program Category and Level  
Associated Forms  
Shared Credit and Dual Degree information

### Changes

✓ Sponsoring faculty/s...	✕	^
✓ Sponsoring faculty/s...	✕	
✓ Program Description	✕	
✓ Requirements	✕	
✓ Licensure requierem...	✕	▼





4 **Review and submit:** When you are satisfied with your program 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 status. To see where your program is in workflow, click the triangle icon next to *Workflow Status* in the *Proposal Information* panel.

You'll receive an email notification when your proposal is approved.

 **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

## Retiring an existing program

- 1 **Locate the program record:**  
Login to [Kuali](#) with your UNM netID and password. Select *Curriculum*.

Navigate to *My Dashboard* on the left side of the screen. Click on *Programs*, then type the name of the program into the search bar. Click on the name of the program to open the record, then choose *Propose Changes* from the right side menu.



My Dashboard

Action List

Courses

Programs

Program

Code

Title

Description

TEST  
PROGRAM

Test UG  
Program for  
Kuali Training

This is a test program. The purpose of this request is to show users how to make changes to a progra...

Current | Fall 2022 — Indefinite

Edit

View Original Proposal

Propose Changes

Duplicate

Delete






- 2 **Change program status:** Toggle from *Active* to *Retired*.

### Proposal Information

Status

Retired

Warning: All versions that start after the retired version will be deleted.

3	<p><b>Fill out all required fields:</b> Required fields are marked with an asterisk (*). Required fields include: proposal information, effective term, justification.</p> <p>If students are currently enrolled in the program, address teach out plan in the justification field.</p>	<p><b>Program Justification *</b> Please provide a brief justification of your request. If proposing a new program, please describe efforts to determine if the proposed program duplicates any existing ones. Where appropriate, include copies of correspondence with other departments in the file upload section below.</p> <div> <p>Describe reasons for retiring program. Describe teach out plan if students are currently enrolled in the program.</p> </div>
4	<p><b>Review and submit:</b> When you are satisfied with your program proposal, select <i>Leave Edit Mode</i> at the top right corner of the page to view a preview.</p> <p>You'll receive an email notification when your proposal is approved.</p>	<div>  </div> <hr/> <div>  <a href="#">Edit</a>   <a href="#">Delete Proposal</a>   <a href="#">Sharing</a>   <a href="#">Comments</a> 0 </div>

## Additional Resources

- [Registrar's Faculty and Staff Resources page](#)
- [Office of Graduate Studies new program guidance](#)