**Instructions**

If you would like to remove a course from the New Mexico Common Course Numbering System (NMCCNS):

1. List the New Mexico Common Course Name and Number from which you would like your institution’s course removed.
2. Removed courses will be given a unique number consistent with the NMCCNS, unless the course will no longer be offered.
3. Chief Academic Officer or designee submits this form and any required supporting materials for the course to articulation.transf@state.nm.us as a **single** **pdf**.

|  |  |
| --- | --- |
| **Contact Information** |  |
| Name and Title of Contact Person  | Name and Title |
| Email of Contact Person | Email |
| Submitting Institution | Name of HEI |
| Chief Academic Officer  | Name |

|  |  |
| --- | --- |
| **Current** |  |
| New Mexico Common Course Number  | New Mexico Common Name |
|  | Click here to enter text. |

Will this course continue to be taught at your institution? If yes, please attach a syllabus.

[ ]  Yes [ ]  No

[ ]  Syllabus attached

This course has been reviewed and approved by the institution’s Academic Affairs to be removed from the Common Course Numbering System.

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Signature of Chief Academic Officer Date

**HED Internal Use Only**

Presented to NMCAC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved or Denied

Reason for denial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_