**Academic Affairs Committee
New Major/Minor & Certificate Program Proposal Cover Sheet**

**Program Title**: Click or tap here to enter text.

 **Degree:**  **(e.g., BA, BS, MA, MS, Cert)** Click or tap here to enter text.

**Major**: Click or tap here to enter text.

**Minor**: Click or tap here to enter text.

 **Emphasis/Concentration**: Click or tap here to enter text.

**Department/Discipline**: Click or tap here to enter text.

 **School/College**: Click or tap here to enter text.

**Other programs affected by these changes**:
Click or tap here to enter text.

**Have these programs been notified of the changes?** **YES** [ ]  **NO** [ ]   **N/A** [ ]

**Contact Person**: Click or tap here to enter text. **Department**: Click or tap here to enter text.

**Email**: Click or tap here to enter text. **Phone**: Click or tap here to enter text.

**Discipline vote**: **Yes** **No** **Abstain**

**Department vote**: **Yes** **No** **Abstain**

**Reviewed**: **Department Chair, BSW or MSW Coordinator** **Date**

 **Print Name**

Reviewed by:
 **School or College Dean** **Date**

 **Print Name**

 Approve Deny
 **Chair, Academic Affairs** **Date**

 **Print Name**

 Approve Deny \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Chair, Faculty Senate Date**

 **Print Name**

Approve Deny
 **Vice President for Academic Affairs** **Date**

 **Print Name**

**Forwarded to President and Board of Regents for consideration on**
 **Date**

Approve Deny
 **Chair, Board of Regents**  **Date**

 **Print Name**

**Undergraduate Programs Only**

**Sent to the Office of the Vice President for Academic Affairs**:
 **Date**

**Office of the VPAA sent to the Office of the Registrar**:
 **Date**

**Received by** **Office of the Registrar**:
 **Date**

**Reviewed by Office of the Registrar:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Date**

Banner Updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Date**

Catalog Updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Date**

**Office of the Registrar distributed to the following parties**:
 **Date**

**CC:** Posted to the Academic Affairs Committee Shared Drive
Vice President for Academic Affairs
Chair, AAC
School or College Dean
Department Chair/BSW or MSW Coordinator
Contact Person

**Graduate Programs Only**

Approve Deny
 **Chair, Council of Graduate Deans** **Date**

**Print Name**

Approve Deny
 **Chair, Academic Council in Higher Education** **Date**

 **Print Name**
 Approve Deny
 **Representative, Higher Education Department** **Date**

 **Print Name**

**Sent to the Office of the Vice President for Academic Affairs**:
 **Date**

**Office of the VPAA sent to the Office of the Registrar**:
 **Date**

**Received by Office of the Registrar**:
 **Date**

**Reviewed by Office of the Registrar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date**

Banner Updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Date**

Catalog Updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Date**

**Office of the Registrar distributed to the following parties**:
 **Date**

**CC:** Posted to the Academic Affairs Committee Shared Drive
Vice President for Academic Affairs
Chair, AAC
Graduate Dean (Graduate Programs Only)
School or College Dean
Department Chair/BSW or MSW Coordinator
Contact Person

**GUIDELINES FOR NEW AND/OR REVISED
ACADEMIC MAJORS/MINORS/CERTIFICATE PROGRAMS**

**Information to be submitted as an attachment:**

I. Program Description
A. Academic Purpose
B. Objectives
C. Outcomes Assessment

II. Curriculum
A. Existing Courses
B. New Courses (New Course Proposal Forms and Syllabi must be attached.)

III. Need for Program
A. Relationship to NMHU Mission
B. Relationship to other NMHU Programs
C. Relationship to other programs offered at other New Mexico Universities
D. Opportunities for Advanced Degrees
E. Opportunities for Employment
F. Other

IV. Resource Requirements
A. Existing Faculty
B. New Faculty
C. Library (Complete the below checklist.)

Library resources the program would require:

New books. (yes/no) If yes, please list specific titles on a separate page:

New journal subscriptions. (yes/no) If yes, please list specific titles on a separate page:

New research databases. (yes/no) If yes, please list specific titles on a separate page:

Graduate Programs Only:

The new program would have a thesis option. (yes/no)

The new program would have a professional paper option. (yes/no)

Consulted with Donnelly Library (yes/no)

Librarian consulted:

Comments:

 D. Equipment
E. Budget
F. Other

V. Other
A. Enrollment Projections
B. Implementation Date
C. Letters of Support
D. Accreditation Options
E. Other