



Curricula Committee: Internal Routing Form for Curricula Changes

Initiator Name and Date:
Program Name/Course Number:

1. Division Chair

FORM A: Existing course, minor change

Required Documentation:
-Justification for change

FORM B: New course request

Required Documentation:
-Justification for change
-Syllabus: Should meet Faculty Senate Curricula Committee requirements

FORM C: Degree/Program change

Required Documentation:
-Justification for change
-Side-by-side Program Comparison (new and old)
-Needs Analysis

Division Chair Signature and Date: Confirms all required documentation is complete and relevant area faculty have been apprised of the need for change.

2. Dean of Instruction Memo: Confirms appropriateness of change and reviews the impact on the institution (Budget, Information Technology, Facilities, Registrar).

Signature and Date: _____

3. UNM-Gallup Curricula Committee:

Approve. Signature and Date: _____

Disapprove (justification memo required).

Signature and Date: _____

4. UNM-Gallup Faculty Assembly:

Approve. Signature and Date: _____

Disapprove (justification memo required).

Signature and Date: _____

5. Once approved by UNM-Gallup Faculty Assembly, the relevant Division Chair will enter the change into Quali. Any curricular changes that do not follow the above process will be denied at the Dean's level in Quali and sent back to the Division Chair.