

Submission dates for Curricular Change Forms for 2012 - 2014 Catalog

SAGE – October 7

MSE – October 14

CHSS – October 21

ALL NEW PROGRAMS – October 28

AT – January 6

HWPS – January 13

BIT – January 20

All forms are available for download under **Curriculum Change Review Process (CCC)** at http://www.cnm.edu/depts/academicaffairs/AA_key_processes.php

Checklist of items for submission:

____ Create a list of any discrepancies between 2009-2011 printed catalog and 2011-2012 electronic catalog and send to Academic Curriculum Coordinator Elsie Hall ehall16@cnm.edu

____ Complete **Curriculum Course Form** –For each new or changed course or course sequence, describe the proposed changes and the justifications for those changes. Send completed form with dean's approval to Enrollment Services (epadilla@cnm.edu) and to Financial Aid (lcarrillo@cnm.edu) and to Distance Learning Administrative Director if courses have DL option(s) included (agramstad@cnm.edu) by submission due date listed above.

____ Complete **Curriculum Program /Term by Term Form** – For each change in program description, program proficiency levels, or term by term sequence, describe the proposed changes and the justifications for those changes. Send program description forms to Enrollment Services (epadilla@cnm.edu) and to Financial Aid (lcarrillo@cnm.edu) by submission due date listed above.

____ Complete a **Summary Sheet** of Changes and Additions. Send to CCC chair (robinr@cnm.edu) by submission due date listed above.

NEW PROGRAMS FOR 2012-2014 CATALOG

____ Complete **Assessment Plan Worksheet**. Send (robinr@cnm.edu)

____ Contact CCC chair for additional information (robinr@cnm.edu)

Please contact your school's CCC reps or CCC Chair robinr@cnm.edu or Academic Curriculum Coordinator ehall16@cnm.edu for help, information, clarification, or if you have any difficulties with any of the forms.