

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C2412**

Fields marked with * are required

Name of Initiator: Laura Musselwhite **Email:** lmusselwhite@unm.edu **Phone Number:** 505 925-8601
Date: 11-02-2018

Associated Forms exist?	<input type="text" value="Yes"/>	Initiator's Title	Dean: Valencia County Branch
Faculty Contact	Laura Musselwhite	Administrative Contact	Laura Musselwhite
Department	Academic Affairs	Admin Email	lmusselwhite@unm.edu
Branch	Valencia (AGD)	Admin Phone	925-8601

Proposed effective term

Semester	<input type="text" value="Fall"/>	Year	<input type="text" value="2019"/>
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Course Information

Select Appropriate Program	<input type="text" value="Undergraduate Degree Program"/>
Name of New or Existing Program	CERT Business Administration (VA)
Select Category	<input type="text" value="Certificate"/>
Degree Type	Certificate
Select Action	<input type="text" value="Revision"/>

Exact Title and Requirements as they should appear in the catalog. If there is a change, upload current and proposed requirements.
See current catalog for format within the respective college (upload a doc/pdf file)

[2018 Business Administration Cert Program Change Draft 2.docx](#)

☐ **Does this change affect other departmental program/branch campuses? If yes, indicate below.**

Reason(s) for Request (enter text below or upload a doc/pdf file)

[Rationale-1.docx](#)

Upload a document that includes justification for the program, impact on long-range planning, detailed budget analysis and faculty workload implications.(upload a doc/pdf file)

[Justification for Form C Changes Related to Core Curriculum Reduction.docx](#)

☐ **Are you proposing a new undergraduate degree or new undergraduate certificate? If yes, upload the following documents.**

Upload a two-page Executive Summary authorized by Associate Provost. (upload a doc/pdf file)

Upload memo from Associate Provost authorizing go-ahead to full proposal. (upload a doc/pdf file)