

**DEGREE/PROGRAM CHANGE  
FORM C  
Form Number: C2819**

**Fields marked with \* are required**

<b>Name of Initiator:</b> Ann Elizabeth Jarvis	<b>Faculty Contact</b> Jon Saatvedt	<b>Department</b> Business & Applied Technologies
<b>Initiator's Title</b> Chairperson: Gallup Branch	<b>Administrative Contact</b> Ann Jarvis	<b>Branch</b> Gallup
<b>Email:</b> <a href="mailto:aejarvis@unm.edu">aejarvis@unm.edu</a>	<b>Admin Email</b> aejarvis@unm.edu	<b>Date:</b> 12-01-2020
<b>Phone Number:</b> 505 863-7617	<b>Admin Phone</b> 505-863-7617	

Associated Forms exist? Yes

**Proposed effective term**

Semester   Year

**Course Information**

Select Appropriate Program

Name of New or Existing Program

Select Category   Degree Type

Select Action

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)

☐ **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)

The UNM Gallup Campus has created a new certificate program of study - Processing Technology. This request is for a subject code - PTEC - to be created for this program. As of this writing, all required Forms B and C have been routed and approved within the workflow process.

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)

☐ **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)