

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C2020**

Fields marked with * are required

Name of Initiator: Roberta Vigil **Email:** greggy@unm.edu **Phone Number:** 575-737-6224 **Date:** 01-13-2017

Associated Forms exist? Yes Initiator's Title Taos-Sr Instrctnl Svcs Assoc: Taos Branch
Faculty Contact Joel Whitehead Administrative Contact Roberta Vigil
Department Instruction Admin Email greggy@unm.edu
Branch Taos Admin Phone 575-737-6224

Proposed effective term

Semester Spring Year 2017

Course Information

Select Appropriate Program Undergraduate Degree Program
Name of New or Existing Program CERT Business Computer Program (TA)
Select Category Certificate Degree Type
Select Action Name Change

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)

[2016-2017 certificate in business computers-11 copy.pdf](#)

[UNM Taos Proposed Changes 2017-2018 certificate in business computers-3 copy 3.pdf](#)

☐ **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)

Requesting a name change because the certificate name was entered incorrectly. The name of the existing program should be "Business Computer Certificate", not "Business Computer Programming Certificate". ***CERT-BCP-TA*** ***REGISTRAR NOTE: CHANGE CERT NAME TO "Business Computers" AS VERIFIED BY INITIATOR***

[Rationale Business Computers cert 10.23.16 copy 2.pdf](#)

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)

[Buisness Computers Justification of Program copy.pdf](#)

☐ **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)