



HLC Accreditation Evidence Document

Title: UNM Core Curriculum

Office of Origin: Office of Academic Affairs

Description: Information, provided by the Office of University Advisement, on the Core Curriculum functional within the university. Also included is a FAQ on the Common Course Numbering system (CCN).

Date: 2018



UNNM

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[Office of University Advisement](#)

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UNM Core Curriculum

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The University adopted a revised Core Curriculum as of Fall 2003 which all undergraduate students must complete as part of their baccalaureate program. The Core consists of several groups of courses designed to enhance each student's academic capabilities. Its goal is to give all students at the University a grounding in the broad knowledge and intellectual values obtained in a liberal arts education and to assure that graduates have a shared academic experience. The required courses encourage intellectual development in seven areas of study: writing and communication, social and behavioral sciences, mathematical reasoning, scientific methods in the physical and natural sciences, the humanities, the fine arts, and languages. The Core consists of lower-division courses which develop these skills and abilities, and students are strongly encouraged to complete the Core early in their college careers. Individual student substitutions should be minimal and are discouraged. Except where noted (see "Alternative Credit Options" in the Undergraduate Admissions section of the Catalog), students may apply AP or CLEP credit to the Core requirements.

Departments and colleges may restrict student choices within the Core to meet departmental and college degree requirements. A grade of C (not C-) is required in all courses used to fulfill the requirements of the Core Curriculum. Courses taken CR/NC can be applied to the core, subject to general University and individual college and department regulations on the number of credit hours that can be taken CR/NC and the applicability of courses taken CR/NC to the individual degree.

The University recognizes, however, that the highly structured nature of many degree programs and the presence of numerous transfer and non-traditional students requires flexibility on its part. Transfer and re-entering students receive advising in the college and department to which they are admitted in order to establish an appropriate program which meets their needs and the aims of the Core. Where degree program requirements are so structured that a student's total academic program credit hours would be increased by taking a Core course in a particular Core area, a department may approve a blanket substitution of a course in a particular Core area for all students pursuing an undergraduate degree in that particular program. Approval of substitutions or exceptions is handled on a department and college basis.

The basic Core Curriculum requires approximately 37 credit hours of courses in seven areas of study.

Common course Numbering (CCN)

CCN refers to Common Course Numbering. State legislation passed in 2017 requires that lower-division courses (formerly 100- and 200-level) share common subject codes and four-digit numbers from institution to institution when it can be determined that the courses have 80% student learning outcomes in common. The goal of CCN is to improve ease of transfer. [FAQ](#)

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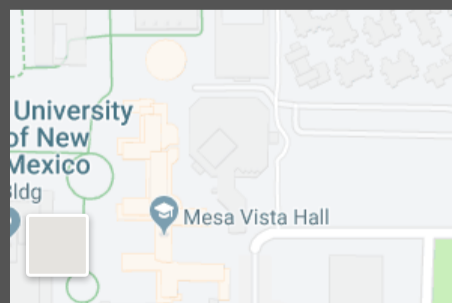
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COMMON COURSE NUMBERS FAQ

What is CCN?

CCN refers to Common Course Numbering. State legislation passed in 2017 requires that lower-division courses (formerly 100- and 200-level) share common subject codes and four-digit numbers from institution to institution when it can be determined that the courses have 80% student learning outcomes in common. The goal of CCN is to improve ease of transfer.

How will prospective transfer students be notified of these positive changes?

Students currently enrolled in a New Mexico institution of higher education are being informed by their respective institutions. The changes do not affect out-of-state students.

How can we communicate the changes to outside agencies that fund students and require progress to degree documentation?

The CCN team is considering ways to communicate the changes to those that work closely with UNM.

How do we make sure we educate students in advance so they are familiar with the changes before Fall 2019 registration?

There are plans to provide materials that will prepare students before Fall 2019 registration begins.

Do faculty know of the changes?

The Associate Provost for Curriculum and Assessment has met with College deans and department chairs and has held two workshops to review the process. The Faculty Senate Curriculum Committee has been engaged in the process. Additionally, a brief on the project was sent out on October 25 to the All-Faculty listserv, a follow-up message was sent to colleges, and a webpage on CCN for faculty is on the registrar's site. Additionally, the [Daily Lobo](#) published an article about Common Course Numbering on October 29, 2019. There are plans to continue to hold workshops and to continue to release updates.

Will there be a mix of old and new course numbering on transfer records and current students based on when courses were taken?

How will CCN affect transcripts of current students?

Students will see a mix of old and new course numbers and titles. The current numbers and titles will appear for courses taken through Summer 2019. Courses taken from Fall 2019 onward will have the new numbers. There will be a key in official and unofficial transcripts that explains the switch to new numbers beginning Fall 2019.

When will I start seeing the four (4) digit course number on my transcript?

The new course numbers and prefixes will start appearing for Fall 2019 courses onward.

Will current students' transcripts show prior work with the old course name and code?

Yes, any course work prior to Fall 2019 will continue to be displayed with the original course number and prefix.

Will the CCN be incorporated into the degree audits?

The Articulation Team has begun to update the course numbers that will appear on courses taken Fall 2019 onward. The current numbers will remain in the audits for courses taken before Fall 2019.

Will both numbers be in the degree audit?

Courses taken prior to Fall 2019 will display the original CCN and those taken Fall 2019 forward will display the new numbers.

Will reports and systems like auto admit to a degree program be revised to look for both three (3) and four (4) digit course numbering?

The CCN team has begun to work with IT to adjust this process as well as other processes that rely on checking completed course work.

Can the degree audit systems pick up and highlight repeat courses?

The degree audit software does not have an ability to highlight repeated courses; however, repeated courses will appear in the bottom portion of the audit.

Will the registration system recognize the three (3) digit course number as a pre-requisite for the four (4) digit course?

The registration system will check for pre- and co-requisites using the old and new course numbers. For example, if a student registers for Psychology's Statistical Principals course (PSY200/PSYC 2510), the system will look for both PSY 105 and PSYC 110 as the pre-requisites. Testing will take place prior to going live and to ensure that both numbers will be recognized.

Will the four (4) digit course number need to be used for degree audit exception requests?

The four (4) digit and prefix should be used Fall 2019 forward when referring to exceptions. Advisors may also need to note the pre-Fall 2019 course by the old number that is on transfer work so that the articulation team can easily find the course on the student's transcript.

We currently accept some 200 level courses from community colleges for 300 level credit. Will that be changing?

Current practices for these types of practices should not change.

Will the Transfer Equivalencies System (TES) keep an archive of the old system?

Yes, an archive will be kept and it currently records inactive courses for all institutions

How soon will Transfer Equivalencies System TES reflect the new numbers?

Work cannot begin on changing the numbers until Fall 2019. It may take up to two years to complete the updates.

Will the current core sheet be revised to include both old and new numbers?

The Office of Advising Strategies will be archiving and keeping a record of the core curriculum sheet with the pre-Fall 2019 numbers. Another version of the core curriculum sheet with the post-Fall 2019 numbers can be created.

Will there be extra support or tools for advisement to prevent the pre-requisite issues experienced when departments have changed course numbers in the past?

The CCN team is working on ways to prevent registration problems.

How can we help advisors so that advising sessions are not spent solely on explaining the new numbering system?

A marketing plan for informing students of the changes will help get information out before Fall 2019 advising sessions.

Can advisors see sample transcripts, audits, schedules of classes before we go live with the changes, so that we can be prepared for student questions?

Yes, the CCN team wants to be transparent in the process and does not want any members of the UNM community to be surprised with how the new numbers will look in these systems.

Can faculty include the old name/number along with the new name/number on their syllabus to help students understand that they may have already taken the course?

The Associate Provost for Curriculum and Assessment sends out syllabi guides before the beginning of each semester. She will include a suggestion to include both old and new numbers in the Fall 2019 syllabi.

Can Banner help alert students that they are registered for a duplicate course?

The University's Common Course Numbering team is looking into options for alerting students that they have already received credit under a different course name and number.

Will both numbers be in the schedule of classes for the two-year period?

No, both numbers will only appear in the catalog.

Can registration systems help message to students that they have already taken a particular course, especially if students are not familiar with the change in code/title/subject.

The current registration system is not able to create alerts, but the CCN team is exploring ways to raise students' awareness of the importance of looking for duplicate courses.

What can be in place to prevent students from repeating a course, simply because they do not recognize the new course name and number as one they have successfully taken in the past.

The Office of Advising Strategies will be reaching out to students who have registered for duplicate courses.

Will special exceptions to degree requirements disappear with these changes?

The School of Engineering allows MGMT 190 to satisfy the Fine Arts Core, does this change impact those type of exceptions?

Special exceptions should remain the same for the 2019-20 academic year.

What will happen to courses that are offered by multiple departments (i.e. AOA)?

The Also Offered As courses (referred to by HED as cross listed) were eliminated by HED for the 100 and 200 level, thus UNM eliminated them as well. Every subject code has a CCN topics course so the department can use the topics course for cross listing at a section level basis. AOA courses at the upper division level will remain the same.

The associate level only courses are not currently indicated on the crosswalk. Will it be in the future?

The associate level courses are under discussion and the crosswalk should be finalized in a year.

When will the crosswalk be finalized?

The crosswalk will never be finalized. At this time, it is being updated frequently but ultimately HED will review courses quarterly thus it will be updated at least four (4) times a year.

There are “duplicate course” notations on the crosswalk. What will become of those courses?

Those notations should disappear by January. The notation was internal and used for cleaning up the list.

Will upper division courses also change to four (4) digits?

New Mexico 4-year institutions have not made any decisions to move to a four (4) digit model. UNM does not have any plans for moving in this direction, because if HED requires a common course in the future, we would need to re-number upper division courses again.

If upper division courses retain a three (3) digit model, will they appear to be a lower level than those with four (4) digits?

A key will be added to transcripts to explain both course number models.

We have not accepted associate level only courses for a baccalaureate degree, is that going to change?

There are no changes to the current policy.

Will students be allowed to change their catalog year if the new requirements work to their benefit?

Decisions about catalog year should be similar to past changes in curriculum, where students have been allowed to decide which catalog is to their benefit. Keep in mind that students are not allowed to straddle catalogs.

Some courses previously offered as 300 level appear to be shifting to 200 level (e.g. Abnormal Psychology). Does that mean that Branch campuses will now be able to offer those courses?

Yes, Branch campuses will be free to offer courses that will change to a 200 level.

How will topics courses be handled?

Each subject was given a topics course number for the 100 and 200 level. Upper division topics courses will remain the same.