

NEW MEXICO HIGHER EDUCATION DEPARTMENT



TO: Presidents, Members of Governing Boards, Chief Academic Officers

FROM: Dr. Beverlee J. McClure, Cabinet Secretary, NMHED

DATE: April 11, 2007

RE: New Program Approval Guidelines

The New Mexico Higher Education Department has written and approved a set of guidelines for approval of new undergraduate and graduate degree programs. These guidelines will go into effect on **July 1, 2007**.

The undergraduate program guidelines include processes that have been in place for years but were not in a written format. Some of the information that is now required may be more extensive for some undergraduate programs. It includes information that NMHED is being asked to provide to various legislative bodies to justify the creation of new programs and to demonstrate that we are minimizing duplication.

On March 30, 2007 the revisions to the administrative code for the approval of new graduate program, NMAC 5.5.2 were approved. The guidelines for graduate programs include information provided in NMAC 5.5.2 and parallel the requirements of that administrative code.

A new requirement for both undergraduate and graduate program proposals is that NMHED be notified nine months to a year in advance of the date in which the institution plans to offer the program. The *Notice of Intent* form should be sent to NMHED as soon as the planning process for that program begins. This will help the Department plan a timely review of your program so that it does not negatively impact your implementation date.

If you have any questions, please contact Dr. Maggie George at maggie.george@state.nm.us or Paul Landrum at paul.landrum@state.nm.us.