

##### Expedited Change Proposal

**Form E Expedited Change Proposal** is used for expedited change requests. Form E is intended for minor changes to courses or programs such as changes in course or program descriptions, changes in prerequisites, or changes to titles. Form E cannot be used to make changes in program or course outcomes, changes to credits, or the addition of courses to programs, etc., where course or program assessment results are needed to inform decisions.

**Proposal Date:** *Please select the date this proposal was developed.*

**Course/Program Title:** *Enter the full program name or current course title.*

**Summary of Change(s):**

|  |  |
| --- | --- |
| *Enter a descriptive title to summarize the proposed change. This form is used for changes which do not substantively impact student learning outcomes, examples may include revisions to program name, course title, the course rubric (e.g. INTD to BIOL), course number at same level (e.g. 110 to 125), editorial description changes, course deletions which do not affect program outcomes, or program deletions.* | *Enter a brief description of the proposed change here.* |

**Faculty:** *Faculty member responsible for preparing this form and presenting proposal at CC meeting.*

**School:** *School or College this course originates from.*

**Upcoming Semester this change is to be effective:** *Select a future semester.*

**Minimum GPA Required for Graduation:** *Minimum PROGRAM GPA.*

**Other GPA Requirements:** *Other GPA requirements.*

**Catalog changes:** *List all catalog changes needed if this proposal is approved.**Identify programs impacted, or impact to certificates, other requirements, general education, etc.*

**Expedited Review:**

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| *Expedited review allows a reduced burden of proof or documentation for changes which are NOT deemed to be substantive or which do NOT impact student learning outcomes for courses or programs. Proposals which do not meet this guideline must be resubmitted on Form A or D as appropriate to the change(s).* |

**1. Proposed Change:**

|  |  |
| --- | --- |
| **CURRENT** | **PROPOSED** (mark all changes) |
| *Enter the complete current information:*  *Enter the current information* | *Enter the complete proposed information.*  *Enter the proposed information Highlight all changes (e.g., strike-through, bold, italics, etc.).* |

**2. Rationale for Change:**

|  |  |
| --- | --- |
| **a) Item to be Changed**  *Provide a narrative describing the reason or rationale for the proposed change.* | *Describe the reason or rationale for the changes.* |

**3. Degree Audit:**

Submit, as a Word document, the complete degree audit for the new program. *Include requirements of the program, cognates, general education requirements, minor-if any, graduation requirements, the semester the audit becomes effective for students, and the audit revision date. The degree audit filename should be descriptive of the program name and include the effective date if approved, e.g. BA\_Chemistry\_PP\_Audit\_F12.doc.*

1. **Course Fees:**

|  |  |
| --- | --- |
| *List any fees associated with this course or program, indicate if there are changes to those fees, and provide the rationale for any changes.* | *Enter information on fees* |

**RECORD OF ACTION -** Proposal for: *Enter the name for this change.*

This form must be submitted to the Registrar’s Office following school approval and concurrence of the dean. The Registrar’s Office will distribute for the Curriculum Committee. An approved signed copy will be returned to the School with the original kept in the Registrar’s Office, after final approval.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Date | **For** | **Opposed** | **Abstained** | **Absent** |
| **Departmental (Advisory) Vote:** | *Date* | *for* | *opposed* | *abstain* | *absent* |
| **School Faculty Vote:** | *Date* | *for* | *opposed* | *abstain* | *absent* |
| **College Dean’s Approval:** |  | Signed: | | | |
| **Curriculum Committee Vote:** |  |  |  |  |  |
| **Provost:** |  | Signed: | | | |