**College of Education (CED) EXPEDITED Program Change Proposal Form and Guide**

**Sponsoring Faculty Member Proposing a Program Change**

Name:

Department:

Program:

Email:

***This expedited form may only be used for minor program changes, such as changes to admissions requirements, corrections of minor typos and errors, dropping a course, or adding a new course. While drafting a proposal, check with the College Curriculum Committee Chair if you are uncertain whether a proposed change requires the full or expedited proposal.***

***Prior to Department Curriculum Committee review, consultations with impacted parties must be conducted, the proposed changes must be entered into*** [***Curriculog***](https://csulb.curriculog.com/) ***and the university Curriculum Office must complete the technical review.\****

**** Check box if Curriculog technical review is complete

**\**If submission occurs between November 1 and April 1 when Curriculog is offline, proposer must submit after April 1 for technical review and department/college approvals via Curriculog.***

***With the exception of the rationale, Curriculog only requires submission of elements of the curriculum proposal that will appear in the University Catalog, whereas the Department/College approval process requires additional documentation. See the*** [***College of Education Overview: Steps in the Curriculum Process***](http://www.csulb.edu/college-of-education/college-governance/curriculum-guidelines-and-proposals) ***document for more detail.***

**A.** **Program Title**

**B. List Minor Changes to Program** (*i.e., changes to admission requirements, courses to be added or dropped, plus any other minor changes*):

***Submit a PDF of current program Catalog copy with your proposal.***

**C**. **Program Change Rationale** *(in no more than 1 paragraph, provide a clear rationale for the proposed program change(s). This rationale must be the same as what is entered into Curriculog.)*

**D.** **Documentation of Consultation** *(attach documentation from the following impacted parties where applicable)*:

* Your department chair (required)
* Relevant lead advisor (required; i.e., the Liberal Studies Lead Advisor, Associate Director of TPAC, Director of Graduate Studies Office or Associate Director of Doctoral Program)
* Impacted CED faculty and/or program coordinators
* Impacted CED department chairs
* Impacted CSULB department chairs or faculty