

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](#) 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](#) 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