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| **HOW-TO: Complete a FAST TRACK Course Change Proposal** | | |
| |  | | --- | | **Refer to** [*Fast Track Policy*](http://nau.edu/Provost/OCLDAA/_Forms/Fast-Track-and-Consent-Agenda-Items/) **for eligibility.** | | | Confirm if the proposal is eligible for Fast Track (see [*Fast Track Policy*](http://nau.edu/Provost/OCLDAA/_Forms/Fast-Track-and-Consent-Agenda-Items/)*).* The fast-track process is intended to expedite the processing of faculty-initiated curricula proposals for catalog inclusion. The fast-track process is different from the regular curricular process in that it only requires academic unit chair and associate dean approval. |
| 1. College and Academic Unit:: | | 1. Enter the name of the college and the academic unit (department) that is submitting the proposal. |
| 2. Course subject and number:  [*See upper and lower division undergraduate course definitions****.***](http://nau.edu/uploadedFiles/Administrative/Provost/ACLD/_Forms/Criteria%20for%20Upper-Lower%20Division%20Courses.doc) | | 2. Enter the course subject (prefix) and number. |
| 3. Current catalog display in this column. Cut and paste the course’s title, description, requisites and units from the current on-line academic catalog \* [*http://catalog.nau.edu/Catalog/*](http://catalog.nau.edu/Catalog/)*.* | Show the proposed changes in this column **Bold** the proposed changes in this column to differentiate from what is not changing, and **~~Bold with strikethrough~~**what is being deleted. | 3. Illustrate the proposed catalog changes. Copy and paste the current catalog text on the left side. Also, copy and paste the current catalog text on the right side and add the proposed changes to the catalog text. Text that is being added to the current subject, number\*, title, course description, and pre/co requisites is entered in **BOLD BLACK** type. Text that is being removed from the current subject, number\*, title, course description, and pre/co requisites is entered in **~~BOLD RED with STRIKETHROUGH~~**.  \*For help determining whether an undergraduate course should be proposed as an upper or lower-division course; see [*upper and lower division undergraduate course definitions*](http://nau.edu/uploadedFiles/Administrative/Provost/ACLD/_Forms/Criteria%20for%20Upper-Lower%20Division%20Courses.doc).  Please note; once a course number has been used at any time in the past it is no longer available for a new course. To confirm whether a particular number is available for a new course, contact your Curriculum Process Associate ([Scott.Galland@nau.edu](mailto:scott.galland@nau.edu) or [Jenny.Scott@nau.edu](mailto:Jenny.Scott@0nau.edu)) |
| \*if there has been a previously approved curriculum change since the last catalog year, please copy the approved text from the proposal form into this field. | |
| 4. Justification for Fast Track course changes: | | 4. Complete the justification for the proposed course changes. |
| **IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING**   |  |  |  | | --- | --- | --- | | **CURRENT** | | **PROPOSED** | | Repeat for additional units in same term:  Yes  No | Repeat for additional units same term:  Yes  No | | | Repeat max number of units in same term: | Repeat max number of units in same term: | | | Instruction Mode:  In person\*  Online  Blended\*  \*Where offered?  FLGMTN  Other | Instruction Mode:  In person\*  Online  Blended\*  \*Where offered?  FLGMTN  Other | | | Incomplete option:  incomplete (I)  in progress (IP) | Incomplete option:  incomplete (I)  in progress (IP) | | | Experiential Learning Component:  Yes  No | Experiential Learning Component:  Yes  No | | | Terms Offered:  Fall  Winter  Spring  Summer  Other | Terms Offered:  Fall  Winter  Spring  Summer  Other | | | | Complete the CURRENT and PROPOSED fields **ONLY for the fast-track criteria that are changing**; otherwise, leave blank. |
| 5. Is this course in any plan (major, minor, or certificate) or sub plan (emphasis)? Yes  No  If yes, list and include evidence of notification to and/or response from each impacted  academic unit as necessary. | | 5.   * Search for all plans that include this course in the requirements using the “Plans including Specific Courses” query in Enterprise Reporting (Document List > Public Folders > LOUIE-Student Reports > Course Management > Curriculum). * If this course is found in a plan then select the YES check box. If not, select the NO check box. * If YES, list the academic units (departments) and plans which contain this course.   If the plan is in a department other than the owning department; include evidence that they have been notified of the change. If there are potential impacts to their plan, a letter of support of the proposed changes is required. |
| 6. Is there a related plan change proposal being submitted? Yes  No  If no, explain. | | 6. If any of the plans listed in Question 5 need to be updated to reflect the proposed course change, then select the YES check box, and list the plans. For example, a course pre requisite change might require a revision to the plan requirements. Complete the related [*new plan*](http://nau.edu/Curriculum-and-Assessment/_Forms/Curricular-Forms/NewPlan/), [*plan change*](http://nau.edu/Curriculum-and-Assessment/_Forms/Curricular-Forms/PlanChange/)or[*fast track plan change*](http://nau.edu/Curriculum-and-Assessment/_Forms/Curricular-Forms/FTPlanChange/)\* for each impacted plan.  \*Confirm if the proposal is eligible for Fast Track (see [*Fast Track Policy*](http://nau.edu/Provost/OCLDAA/_Forms/Fast-Track-and-Consent-Agenda-Items/)). |
| 7. Will you be requesting a new or changing a current course fee? Yes  No  If yes, please refer to: [*http://nau.edu/Registrar/Faculty-Resources/Course-Fees/*](http://nau.edu/Registrar/Faculty-Resources/Course-Fees/) | | 7. Select the appropriate check box if requesting a new or changing course fee. If yes, follow ([*http://nau.edu/Registrar/Faculty-Resources/Course-Fees/*](http://nau.edu/Registrar/Faculty-Resources/Course-Fees/)) for additional information. |
| 8. Do you want to remove the Liberal Studies or Diversity designation?   Yes  No  If yes, select all that apply.   Liberal Studies    Diversity     Both | | **Answer 8 for Undergraduate Courses only:**  Select the appropriate check box if proposing to remove the current Liberal Studies or Diversity approval. If yes, select the appropriate check box to indicate which or both. |
| 9. Is this course listed in the [*Course Equivalency Guide*](https://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/ByInst?inst=NAU)?                              Yes  No | | **Answer 9 for Undergraduate Courses only:**  Select the appropriate check box if this course is included in the Course Equivalency Guide (see [*Course Equivalency Guide*](https://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/ByInst?inst=NAU)). The Course Equivalency Guide (CEG) displays how courses transfer to NAU from an Arizona Community College. |