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| **HOW-TO: Complete a FAST TRACK Plan Change Proposal** |
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| **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. Academic Plan Name: | 2. Enter the academic plan name included in the proposed plan change. |
| 3. Emphasis: | 3. If applicable, enter the academic plan emphasis(es) included in the proposed plan change. |
| 4. Current catalog display in this column. Cut and paste 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 changes, to differentiate from what is not changing, and change font to **~~Bold Red with strikethrough~~** for what is being deleted. | 4. 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 Academic Description, Career Tab, Overview Tab, and Details Tab requisites is entered in **BOLD BLACK** type. Text that is being removed from the current Academic Description, Career Tab, Overview Tab, and Details Tab requisites is entered in **~~BOLD RED with STRIKETHROUGH~~**. |
| 5. Justification for Fast Track plan changes: | 5. Enter the justification for the proposed plan changes. |
| 6. Will this proposal impact other plans, sub plans, or course offerings, etc.? Yes [ ]   No [ ]   If yes, list and include evidence of notification to and/or response from each impacted  academic unit as necessary | 6. When applicable, describe impacts on other academic units (departments). Refer to the information entered in Question 4 – Details Tab, and identify any courses being added or deleted that are offered by another academic unit (department). If determined that there may be impacts to other academic units (departments), describe and include evidence the impacted academic units (departments) have been notified and support the proposal. |
| 7. A major is differentiated from another major by required course commonality: 18\* units of the required coursework to complete the major must be unique, (i.e. not common or not dual use as a required element in another major), to that major. Does this plan have 18\* units of unique required credit? Yes [ ]   No [ ] \* If there are not 18 units unique, the program will need to justify why the major is not conforming to this requirement in one of two ways:1. The distinctiveness of the degree program must be evident through a well-articulated (1) Degree Program Purpose, (2) Degree Program Learning Outcomes, and (3) explanation for why the specified curriculum requirements are necessary for students to achieve the Degree Program Student Learning Outcomes as illustrated in the program’s Curriculum Map/ Matrix and narrative describing the design of the degree program curriculum.
2. Degree programs can prohibit students from earning dual majors/dual degrees if the dual majors/dual degrees do not conform to this requirement.  A prohibiting policy must be documented in the academic catalog for both majors/degrees.
 | **Answer 7-10 for Undergraduate Plans only:**Answer only the questions that are applicable to the type plan included in the proposal. Select the appropriate check box depending on whether the plan adheres to the University’s curriculum definitions (see [*Undergraduate Curricular Definitions*](https://policy.nau.edu/policy/policy.aspx?num=100201)). If NO, address the non-compliance and justify why the proposal should be approved.  |
| 8. An emphasis is differentiated from another emphasis by required course commonality: 15 units  of the required coursework to complete the emphasis must be unique, (i.e. not common or not  dual use as a required element in another emphasis), to that emphasis. Do the emphases  each have 15 units of unique required credit? Yes [ ]   No [ ]  |
| 9. An undergraduate certificate is differentiated from another certificate by required course  commonality: 12 units of the required coursework to complete the certificate must be unique  (i.e. not common or not dual use as a required element in another certificate), to that certificate.  Does this certificate have 12 units of unique required credit? Yes [ ]    No [ ]  |
| 10. A minor is differentiated from another minor by required course commonality: 12 units of  the required coursework to complete the minor must be unique, (i.e. not common or not dual  use as a required element in another minor), to that minor. Does this minor have 12 units of  unique required credit? Yes [ ]  No [ ]  |
| 11.Graduate degrees are differentiated from one another by required curriculum and course  commonality: at least 12 units of required coursework to complete the degree must be unique  (i.e. not common or for dual use as a required element in another degree).  Does this degree contain at least 12 unique units of required credit? Yes [ ]    No [ ]  | **Answer 11-14 for Graduate Plans only:**Answer only the questions that are applicable to the type plan included in the proposal. Select the appropriate check box depending on whether the plan adheres to the University’s curriculum definitions (see [*Graduate Curricular Definitions*](https://policy.nau.edu/policy/policy.aspx?num=100205)*)*. If NO, address the non-compliance and justify why the proposal should be approved.  |
| 12. Emphases within a Graduate degree are differentiated by required curriculum and course  commonality: at least 9 units of required coursework to complete the emphasis must be unique  (i.e. not common or not dual use as a required element in another emphasis).  Do emphases contain at least 9 unique units of required credit? Yes [ ]    No [ ]  |
| 13. If this is a non-thesis plan, does it require a minimum of 24 units of formal graded coursework?  Yes [ ]    No [ ]  If no, explain why this proposal should be approved. |
| 14. If this is a thesis plan, does it require a minimum of 18 units of formal graded coursework?  Yes [ ]  No [ ]  If no, explain why this proposal should be approved. |