

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

Sponsoring Faculty Member Proposing a New Course or Significant Course Change

Name:
Department:
Program:
Course Number:

This expedited form may only be used for minor course changes, including title changes, changes to prerequisites or corequisites, course drops, change in teaching modality, or in the case of technical catalog errors. Changes to course descriptions, classification, or other major changes must be submitted via the full course proposal form. 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.

Separate forms are required for each course.

A. Course Details

Is this change a course drop? No Yes (if yes, complete only #1 below for Section A and complete Sections B and C below)

1. Course Prefix, Number and Title (if changing from current, provide both proposed and current prefix, number and title; enter n/a if no changes are proposed):

2. Prerequisites (if changing from current, provide both proposed and current prerequisites; include restrictions such as “department consent” or “for admitted students in X program only”; enter n/a if none are required; note that if an initial credential course has fieldwork hours and is regulated by the CTC, the following statement must be included in the prerequisites: “Students must have a valid Certificate of Clearance and proof of a negative TB test to begin fieldwork hours in this course.” Other fieldwork courses regulated by the CTC should list “Certificate of Consent required” as applicable: enter n/a if none are required):

3. Corequisites (if changing from current, provide both proposed and current co-requisites; enter n/a if none are required):

4. Prerequisites/corequisites (*if changing from current, provide both proposed and current prerequisites/corequisites [in cases when a course can be either/or]; enter n/a if none are required*):

5. Provide details of technical errors or other minor changes (provide both proposed and the current catalog language in error; *enter n/a if not applicable*):

6. Will the course modality be changed? **No** **Yes**

If yes, to which modalities (include all that are approved)?

Face-to-Face Hybrid Online – Synchronous Online –Asynchronous Hyflex

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

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

- Your department chair (required)
- Impacted CED faculty and/or program coordinators
- Impacted CED department chairs
- Impacted CSULB department chairs or faculty