Expedited Program Change Requests
Approved by University Curriculum Council
March 15, 2016

PASSED
BY
UNIVERSITY
CURRICULUM
COUNCIL

3/15/2016
DATE

INITIAL
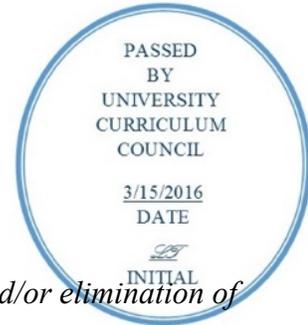
New program proposals and proposals for suspension, inactivation, and/or elimination of programs are not eligible for expedited review.

As directed by the *Resolution to Establish Guidelines for Expediting Curricular Changes* passed by University Curriculum Council on November 24, 2015, the Programs Committee (PC) outlines the following programmatic changes that DO NOT require approval of PC or UCC.

Because we expect departments/schools to ensure that standards of disciplinary excellence and programmatic needs are met and colleges to ensure college needs and resources have been appropriately anticipated and planned for, proposals must have been thoroughly vetted by two levels of review before being presented to the PC for consideration for expedited review. This requirement may make proposals from units without the traditional department and college structure, such as the Voinovich School and International Studies, ineligible for expedited review.

Additionally, proposed changes must meet all the criteria listed below to be considered for an expedited process.

- No impact on programs, schools, or departments outside the originating college. It is the responsibility of the college to facilitate inter-departmental communication and collaboration.
- No change in total credit hour requirements.
- No impact on student's ability for timely completion of program.
- No conflict with existing University requirements, such as residency or general education requirements.
- Needing no additional approvals due to external policy bodies such as accreditors or the Ohio Department of Higher Education.

Examples of typical program change requests which DO NOT require approval of UCC and therefore are eligible for expedited processing:

- Re-arranging of course groupings (electives or requirements) with no overall change in total hours and no negative impact on student ability to complete the program.
- Addition and deletion of courses within a program where all changes are within the program's home college.
- Program name changes, unless proposed terminology is similar to that being used by other areas of the university.

- Creation of program codes for things that are not really programs (special student populations, e.g. University College Summer Transition Students; students completing two simultaneous tracks in MEd).

Instructions for Requesting Expedited Review

Upon approval at the college level, when the College Curriculum Committee (CCC) believes the proposed changes to be eligible for expedited review, they may request such by adding the note, "EXPEDITED PROCESSING REQUESTED", in the discussion tab of OCEAN.

Process for Expedited Requests

Requests for expedited review will be considered before distribution of the next Programs Committee agenda by the Programs Committee chair or designee and a representative from the registrar's office. If approved, the proposal will be added to next available UCC agenda for documentation and notification purposes only. No review at Programs Committee will take place and no voting or multiple readings at UCC will be necessary.

Review of this Process

In addition to making any needed improvements to this process and criteria, the Programs Committee will perform a full review of the success of this process and report to UCC no later than two years after enactment.