



## Fast Track Form

College: \_\_\_\_\_

Department: \_\_\_\_\_

Effective Date: \_\_\_\_\_

To be used for consequent and non-substantive changes to the catalog. See instructions that follow:

Copy in the space below the section of the catalog that needs to be altered, showing all changes in red. Use the strike-out feature to indicate text that should be deleted.

Please give below reason for making the change.

List all courses and curricula affected by this request. Submit request for other changes **concurrently** with this request.


Other departments or units affected by this action. Supply additional information, if needed, on a separate sheet.


Department or unit

Chair or unit head signature (plus date)

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Support	Not Support

**Signatures constitute approval.** Signatures by the department chair and courses and curricula committee chairs certify that the proposal was discussed and approved by a majority of the voting members of the department or committee.

_____ Department Chair	_____ Date	_____ Campus Courses and Curricula Chair	_____ Date
_____ College Courses and Curricula Chair	_____ Date	_____ Graduate Dean (Courses numbered 4000-7999)	_____ Date
_____ College Dean	_____ Date	_____ Provost	_____ Date

**Submit one signed copy to the Office of Academic Affairs and one electronic copy to [uccc@uno.edu](mailto:uccc@uno.edu).**

## When to use the Fast Track Form:

When changes are made to the catalog, the action may necessitate other actions because the catalog is heavily cross-referenced. Often, these changes are uncontroversial once the decision is made to accept a proposal concerning another course.

Examples of issues that can be resolved with Fast Track Form:

- Removing or changing prerequisites and repeat course limits.
- Removing from lists of prerequisites and curricula a reference to a course that has been deleted.
- Similar to the above, changing a reference to a course in a curriculum when a course has been dropped when there is an obvious substitute.
- Changing a reference to a course that has been renumbered.
- Changing a curriculum when the credit load of a course has been changed.
- Correcting a misspelling or a problem with grammar or punctuation in a catalog description.

The University Courses and Curriculum Committee and Graduate Council (if applicable) will review all Fast Track proposals and may request a more detailed proposal if they feel that justification is required.

## Instructions for the Fast Track Form:

- The key is to communicate to the Registrar in a precise fashion what is to be changed and what the catalog should look like after the change.
- Please use strikethrough and red font color to identify content that should be deleted.
- Please use red font color to identify content that should be added.

## Examples:

### **CHEM 2025 Quantitative Analysis Laboratory**

**3 cr.**

Offered each semester. Prerequisites: CHEM 1028 or CHEM 1008 and credit or concurrent registration in CHEM 2117 or permission of department. Explorations of quantitative analysis with emphasis on separation procedures, chromatography, and spectroscopy. One hour of lecture and six hours of laboratory.

Taken from the Bachelors of Science in Psychology

<sup>1</sup>Elective hours of Psychology must include six courses, meeting the following criteria: at least one course from each group; three additional courses chosen from at least two different groups; and at least three of the six courses must be at the 4000 level.

1. Psychology 2110, 2120, 2130, 2200, 4100, 4600
2. Psychology 2380, 2400, 4310, 4510, 4530, 4550, 4700
3. Psychology 2320, 2340, 4320, 4330, 4340, 4350, 4365

<sup>2</sup>This constitutes a college degree requirement and students must choose among Biological Sciences 1071, 1073, 1081, and 1083; Chemistry 1017, 1018, and ~~1023~~1007 and 1008; Physics 1031, 1032, 1033, and 1034; Physics 1061, 1062, 1063 and 1065. Biological Sciences sequence is recommended.