## OTHER ACTION PROPOSAL FORM

|  |  |
| --- | --- |
| ACADEMIC AREA: | SELECT YOUR ACADEMIC AREA |
| PROGRAM: | SELECT YOUR PROGRAM |
| PROPOSEd by: | click here to tYPE IN NAME OF FACULTY MEMBER SUBMITTING PROPOSAL |
| PRESENTER: | click here to tYPE IN NAME OF FACULTY MEMBER presenTING PROPOSAL |
| SUBMISSION DATE:  | CLICK HERE TO SELECT THE DATE OF SUBMISSION |

### SECTION I

**PROPOSED ACTION: CHECK ALL THAT APPLY**







CLICK HERE TO ENTER TEXT IF “OTHER”

**EXPLAIN THE NATURE OF THE ACTION:**

Click here to enter text

### SECTION II

**PROVIDE JUSTIFICATION FOR CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION):**

Click here to enter text

**nOTE:** Changes for the Fall 2014 Term must be submitted by the January 2014 deadline and approved no later than the February 2014 Curriculum Committee meeting prior to the start of the next academic year. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate dean as well as the Vice President, Academic Affairs to begin in either the spring or summer term.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**

SELECT EFFECTIVE TERM

TYPE IN TERM IF “EXCEPTION” AND OBTAIN BOTH SIGNATURES BELOW OR TYPE “NA”

**oRDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:**

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:

SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:

**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA



**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 PLEASE SELECT TODAY’S DATE

**DEAN ENDORSEMENT:**

 PLEASE SELECT TODAY’S DATE

**DEANS’ COUNCIL Review – verified by:**

 PLEASE SELECT TODAY’S DATE

**FOR CURRICULUM COMMITTEE MEETING DATE:** select meeting date

Completed curriculum proposals must be uploaded to the dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission for Proposals* document available in the document manager in the MyEdisonState Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents