

Expedited program change for 120-credit hour and first-year experience

The Senate recently passed two changes that will impact the four-year plans and curriculum sheets for YSU programs. In order to accurately reflect the various ways programs are addressing these changes, the Senate leadership has created an expedited process. Any major that is not represented in the expedited process will be required to complete the full process review next year. All applications for the expedited process must be sent electronically to ysuacademicprograms@gmail.com by **April 11, 2016**, so that they can be organized and presented to the full Senate during the May meeting. The information on this form will be used by various campus offices that are charged with managing information about our programs. This form applies only to changes for 120 credit hour and FYE. Any other changes to programs must follow the normal process outlined by the Senate.

Step 1: Identify your program's information

Name of program _____

Department _____

Chair _____

Name and email of person completing form _____

Step 2: Indicate if the program changed to 120 credit hours (select one)

_____ This program is now at 120 credit hours. Indicate how the reduction was achieved:

_____ This program is exempted from the 120-credit hour reduction. Indicate the reason for exemption:

Step 3: Document your program's first-year-experience requirement:

Indicate below how this major will accommodate the first-year experience requirement.

Step 4: Provide supporting materials

- An updated curriculum sheet that reflects the 120-credit hour (if applicable) and FYE
- An updated four-year plan that reflects the 120-credit hour (if applicable) and FYE

Step 5: Submit materials

Email this completed form and the two supporting items (Step 4) to the Academic Programs Committee at ysuacademicprograms@gmail.com. Questions about the process can be directed to Mary Beth Earnhardt at mearnhardt@ysu.edu.

Step 6: Review the language in the YSU undergraduate bulletin

Use the .pdf file that is available online. Other versions may have discrepancies. If these changes conflict with information in the bulletin language, report the necessary changes to your department chair before the end of the semester.