

When to Use EZ Forms

90C EZ and 91A EZ

These forms are meant to decrease time for approval of course changes and program changes when changes are minor. Information below outlines when the forms should be used.

Course Changes (90C EZ)

- This form may only be used to make changes to existing courses.
- Use this form for the following changes:
 - Course title (as long as there are no changes to course content)
 - Maximum accumulation of credit allowed for the course – the EZ form should only be used to change the maximum accumulation of credit allowed for the course if the course is allowed for repeatable credit already.
 - Grade type (e.g. letter grade to pass/fail)
 - Schedule type (e.g. lecture, laboratory, clinical, studio, etc.)
 - Co-requisite course requirements (a letter of collation is required when the co-requisite course affects another department or program)
 - Catalog Description (**when there are no changes to the course content**)
 - Prerequisite and/or minimum grade/test score (a letter of collation is required when the prerequisite affects another department or program). Prerequisite changes that may use the 90C EZ include changes to:
 - prerequisite courses when the course and the prerequisite are both offered by the same department.
 - clarify to “allow concurrency” on prerequisite requirements.
 - add minimum grade requirements on prerequisites that are not higher than a C.
 - align prerequisites and degree attributes for cross-listed courses.
 - replace prerequisites that have been eliminated, are no longer offered, or to replace with an equivalent course.
 - Make changes to the “Consent Required” restriction

Program Changes (91A EZ)

- This form may only be used to make changes to existing programs.
- Use this form for the following changes:
 - Program elective or course requirements including:
 - Modifying elective lists (a letter of collation is required when the elective is in a different department than the program)
 - Reducing open elective requirements that does not result in a change to the total credit hours of the program
 - Replacing courses that have been changed (e.g. PHYS 211 to PHYS 151)
 - Undergraduate program admission or entrance requirements when the revisions do not change the existing minimum requirements, including:
 - Adding an option for Direct Entry of Freshman
 - Adding an option for Direct Entry of Transfer Students