# APPENDIX A

## PROPOSED FAST TRACK PROCESS CHECKLIST

<table>
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<th>Submitted by:</th>
<th>Date:</th>
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To be used by Faculties when preparing Fast Track Course Proposals and submitted together with Fast Track Course Proposal.

- Considered and approved by FEC (date of meeting: __/__/__ (Resolution:…….)
- Considered and approved by FACULTY (date of meeting: __/__/__ (Resolution: ……)
- Quality Assurance Report written by FEC and signed by FEC Chair: to include the following
  - Quality of the course (refer to ECAC guidelines)
  - Compliance with University objectives, mission and educational policies
- Course Approval Form completed (and New Subject forms if required)
- Dean’s approval sought and Dean’s Certification received. Dean’s Certification memo to:
  - provide a statement of the reasons why fast-tracking is of benefit to the University (see under Criteria 3.1) and why the proposal cannot be processed via the standard Committee approval process;
  - identify and address the specific fast-track criteria (see under Criteria3.2) met by the proposal;
  - report on the steps taken to ensure adequate quality assurance (eg FEC quality review attached to the proposal);
  - outline consultation process;
  - certify compliance with the course approval guidelines (as provided in the Course Approval Application form).

## DOCUMENTS FOR FAST TRACK COURSE PROPOSAL

1. Dean’s Certification memo
2. FEC Quality Assurance report
3. Course Approval Form
4. New Subject Approval forms (if required)