Process for Expedited Review Including Course Inventory Creation and Match Submission

**Convert Course(s)**
- Required course data:
  - Course Title
  - Transcript ID
  - Start Term/Year
  - Credit Hours
  - Catalog Description
  - Instruction Goals or Objectives
  - Description of Assessment
- Required Attachments:
  - New Syllabus
  - Memo verifying the course went through a full curriculum review
  - Old Syllabus (blank document if not available)

**Create a Match**
- Expedited Review if:
  - Previous match was approved
  - Contains only converted courses
  - In an expedited eligible subject area

**Fill In Match Data**
- Start date
- Notate as expedited
- Submit to OBR
  - Check submission materials for completion
  - Verify Eligibility for Expedited Review

**Faculty Panel Lead**
- Approved
- Partial Panel Review
  - Disapproved or Pending
  - Returned for rework and full review