

RE: For Social Science OTM Reviews

To Whom it May Concern,

Expedited submissions require an abbreviated TM submission form and a “Memorandum of Change”. To ensure that your course gets a good review you must make sure that the form is completed in detail, including all book information requested. The letter of detail must contain the following information:

1. The letter should be addressed to the Social Science OTM Review Committee
2. The letter should detail how the revised course will still comply with the TM guidelines
3. The letter must detail any changes that are being made in the course, for example:
 - if new information is added state specifically what is being added
 - if information is being deleted state specifically what information is being deleted
 - If more time will be spent on topics, spell out on which topics and in as much detail as possible how that time will be spent on said topics
4. Be sure to include the old and the new syllabus
5. Do not submit letters stating that the course is basically the same, with more time being spent on selected topics.

Insufficient information will result in the course being disapproved. All disapproved courses must then be resubmitted for full review.