

## MAJOR CURRICULAR CHANGE FORM – NEW or RESTORED COURSE (Do not include these instructions with your proposal.)

Requests may be submitted to add a new or restore a previously existing course, or to revise an existing course. Each has its own form. Please be sure to submit the correct form and follow the instructions for that form. For submission deadlines and forms, refer to [www.ronet.wsu.edu/ROPubs/](http://www.ronet.wsu.edu/ROPubs/) under “Forms”.

**Important to note:** If the curricular change proposal includes any of the following requests, the change proposal must first be routed to the committees or departments for approval as specified below, before being routed to the Catalog Subcommittee.

- Request to meet **Writing in the Major [M]** requirement: For more information, please contact the Writing Program or visit <http://writingprogram.wsu.edu> and follow the instructions for requesting approval for [M] status. If there is no approval signature and date from the All-University Writing Committee for the [M] status on the curriculum change form, the request will first be routed for [M] approval before being processed by the Catalog Subcommittee.
- Request to meet **University Common Requirements (UCORE)**: Please see <http://ugr.wsu.edu/> under "For Faculty" for information on how to submit a UCORE course request and follow the instructions listed there for new courses. Before uploading paperwork to the UCORE SharePoint site, fill out this Major Curricular Change form for a new or restored course, along with a rationale statement, and include it with the UCORE paperwork and course syllabus. Upload all the paperwork together to the UCORE website with the UCORE form and UCORE statement on top. The Catalog Subcommittee will review the course for both UCORE designator and new/restore course at the same time once the UCORE Committee has completed its process.
- Request for a **Special Course Fee**: Follow the procedures found in the WSU Business Policies and Procedures Manual (BPPM). Do this first before submitting a curricular change request to the Catalog Subcommittee. Please note the approval of the special course fee in your statement. [http://www.wsu.edu/~forms/HTML/BPPM/30\\_Finance/30.95\\_Special\\_Course\\_Fees.htm](http://www.wsu.edu/~forms/HTML/BPPM/30_Finance/30.95_Special_Course_Fees.htm).

### Step-by-Step Procedures

1. **Effective Date:** Enter the date (term/year) the course would be effective and available. This must be a future date. Deadlines: For a fall term effective date, the curricular change form and packet must be received by October 1<sup>st</sup> of the previous year, and for a spring or summer term effective date, it must be received by March 1<sup>st</sup> of the previous year.
2. **Course Typically Offered:** Provide the terms when the course is to be typically offered, e.g., ‘Fall, Spring’; ‘All’; ‘Even Year Summer’, etc. Be sure to include urban/global campus information, if different. This information will be available for students’ use in the “My Planner” tool in zzusis.
3. **Course Information:**
  - a. **Check** if requesting a **new** course or to **restore** a previously dropped course. Check if also requesting temporary status for the course.
  - b. **Enter the information for the proposed course:** subject (prefix) (include crosslisting subjects if applicable), course number (crosslisting course number, only if different), title, credits, lecture/lab ratio, prerequisites, if applicable, and course description. **Note:** The catalog description is used to describe the course in the catalog to prospective students. Please do not use this for course justification. Please limit description to 200 characters.
  - c. **Lecture/Lab or Lecture/Studio Courses:** Course proposals requesting a **lecture** and **non-lecture** component must be identified by filling out the lecture hrs /lab hrs or lecture hrs/studio hrs per week section of the form and should follow guidelines for contact hours as outlined in the university online catalog at the following link, under the heading “Credit”. <http://catalog.wsu.edu/Catalog/Content/SummaryofAcademicPolicies.pdf>.
  - d. **Prerequisites:** All prerequisites are fully enforced at the time of registration. For questions about prerequisites, contact Becky Bitter at [bitter@wsu.edu](mailto:bitter@wsu.edu) or 335-4766.

4. **Check all additional attributes being requested** for the course. **Note** the following:
  - a. **Crosslisting:** Course proposals requesting crosslisting between departments must identify the department which is to be the owner of the course (i.e., the parent department), on the form, by noting that course ***first***. For example, on the form, Anth 200/ CAC 119 would indicate that Anthropology is the parent department. If the proposed crosslisting impacts or involves collaboration with other units, use the additional signature lines provided for each impacted unit and college.
  - b. **Conjoint Courses:** Courses requesting an undergraduate (400-level) and a graduate (500-level) counterpart must follow the criteria described in the *Educational Policies and Procedures Manual* <http://facsen.wsu.edu/eppm/> . The request must describe in the rationale statement how the additional work required of graduate students will provide additional depth in several of the areas covered in the course and describe how the course will provide for significant time for graduate students to interact with the instructor. **(PLEASE NOTE: A CONJOINT [CAPS] COURSE IS NOT PERMITTED.)**
  - c. **Cooperative Courses:** Check if this course is to be a cooperative course with the University of Idaho. The phrase, "Cooperative: Open to UI degree-seeking students," will be added to the course description.
5. **Please provide the contact information for the Catalog Subcommittee.** If the department contact is not the instructor, please list the instructor also.
6. **A rationale statement must be included** providing the justification for establishing or restoring a course.
7. **A complete syllabus for new/restored course** must also accompany the form and rationale statement. Please see <http://vpue.wsu.edu/policies/> for a syllabus guide and an example of a good syllabus.
8. **Obtain dated signatures from all appropriate chairs and deans** on change form.
9. **Make 10 stapled copies of the packet of signed and dated form, rationale statement, and syllabus.**
10. **Submit one electronic copy** of complete packet (Word document preferred) to [wsu.curriculum@wsu.edu](mailto:wsu.curriculum@wsu.edu).
11. **Send original stapled packet and the 10 stapled copies to the Registrar's Office**, campus mail code 1035.

**Progression for Review and Approval:** Special committees as needed; Catalog Subcommittee; Academic Affairs Committee or Graduate Studies Committee; and then to Faculty Senate. Information on the progress and completion of each major curricular change item received by the Registrar's Office is noted in the Catalog Subcommittee Notes, which are posted on the Faculty Senate website and in the RO Publications. Upon final approval by the Senate, a copy of the Major Curriculum Change Form will be returned to the department.

**NOTE:**

- **It is the departmental responsibility to coordinate** all approved course changes with the scheduling area within the Registrar's Office for inclusion in the schedule of classes <http://www.schedules.wsu.edu/> .
- **It is also the department's responsibility to follow-up** on other areas in the catalog affected by the approved change such as schedules of studies and prerequisites.