

MAJOR CHANGE FORM - REQUIREMENTS

FOR PROPOSALS REGARDING PLANS (MAJORS), SUB-PLANS (OPTIONS), MINORS, AND CERTIFICATES



NOTE: If proposing a **new** program (degree) or **extending, moving, consolidating, eliminating or renaming** an existing program (degree), these proposals must first go through the Provost's Office review process. **Please do not use this form.** Please contact the Provost's Office for directions on processing program (degree) proposals.

Definitions, policies, and additional procedures can be found in the *Educational Policies and Procedures Manual* at <http://facsen.wsu.edu/eppm/>.

For submission deadlines and forms, refer to <https://www.ronet.wsu.edu/ROPubs/Apps/HomePage.ASP>.

Please remember that persons not acquainted with your particular curriculum will be evaluating the request and clarity will ensure faster action.

PROCEDURE FOR ALL REQUESTS:

- **Follow the 5 steps on the form:** Check applicable boxes, attach rationale statement, provide supporting documents, and send form and packet for approval signatures of chairs and deans.
- **Make 10 stapled copies of complete original packet of signed form/rationale statement/supporting documentation and edits.**
- **Send the original stapled packet PLUS 10 stapled copies to the Registrar's Office,** campus mail code 1035.
- **Submit one electronic copy** of complete packet to wsu.curriculum@wsu.edu.

Progression for Review and Approval: Requests are routed to Catalog Subcommittee, Academic Affairs Committee or Graduate Studies Committee, and 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. In the case of major program changes, changes will be submitted by the Senate to the President, the Washington Student Achievement Council (WSAC) and to the Board of Regents for final approval.

INDIVIDUAL INSTRUCTIONS:

FOR REVISIONS/CHANGES to existing plans (majors), sub-plans (options), minors, and certificates:

1. **Check the applicable box for change requested.** List the title of item to be changed in blank provided.
2. **List the Effective Date for fall term when this change will first be offered.** Requirement changes are effective for the following fall terms. They cannot be retroactive.
3. **Attach a rationale statement** describing the need for the proposed change. If applicable, it should also explain how this impacts other units in Pullman and other campuses.
4. **Show the change requested** by providing a copy of the current requirements as listed in the catalog and editing the copy to show proposed changes. Use the following guideline:
 - a. Please go to <http://catalog.wsu.edu>, choose "WSU Catalog", then "Academic Units". Find your unit in the drop-down list, then find the item to be changed and copy it from the catalog into a Word document.
 - b. Show changes requested by using ~~strikethroughs~~ to show text to be removed, and underline new text being added to the item. Please leave the old text in place.
 - c. Please provide the edited document with the ~~strikethroughs~~ and underlines intact as part of the package.
 - d. If you have questions about providing this documentation, please contact Barb Schmidlein at bschmidlein@wsu.edu, or 509-335-5583.

FOR NEW PLANS (Majors), SUB-PLANS (Options), MINORS, and CERTIFICATES:

1. **Check the applicable box** and list the title of new item being requested.
 - a) Please **provide a 6-digit CIP code** (e.g. 01.0100) for this item.
 - b) The CIP code is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. The CIP is also requested in various ad hoc reports and grant proposals. To find a CIP code for a new plan or sub-plan, go to: <http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>. If you have questions about obtaining a CIP number, please contact Barb Schmidtlein at bschmidtlein@wsu.edu, or 509-335-5583.
2. **List the Effective Date for the future fall term when this request will first be offered.**
3. **Provide a rationale statement** describing the need for the proposal. The rationale may include projected enrollment data, cost analysis, facility needs, faculty/staff arrangements, and study committee or accreditation recommendations, as appropriate. If applicable, it should also explain how this impacts other units in Pullman and other campuses.
4. **Provide a catalog description** of the new plan, sub-plan, minor or certificate:
 - For new Undergraduate and Professional Plans or Sub-plans, include a term-by-term schedule of studies (4-year plan) for publication in the catalog. The sequence must include all degree requirements, including University-wide requirements, as well as courses in the plan or sub-plan. University-wide requirements include 120 credit minimum for plan/sub-plan, which includes 40 upper-division credits, UCORE courses, and Writing in the Major courses, and the completion of the Writing Portfolio before the third year.
 - For new Graduate Plans include student learning outcomes, plan assessment, plan requirements including curriculum (required and elective courses, course delivery method), and resource (faculty, curriculum) assessment.
 - For new Minors, include a catalog-ready description of the minor for publication in the catalog.
 - For Certificates: See “Certificates” under “Guidelines” in the *Educational Policies and Procedures Manual*, which can be found at the Faculty Senate website: <http://facsen.wsu.edu/eppm/>. Include a catalog-ready description of the certificate for publication in the catalog.