

MAJOR CHANGE FORM – REVISE REQUIREMENTS

Major Curriculum Change requests are broken out into 4 separate forms, each with its own link. Please make sure the appropriate link has been chosen.

- **New or Restore Course form:** <https://registrar.wsu.edu/forms/new-restore-course/>
- **Major Course Revision form:** <https://registrar.wsu.edu/forms/course-revision/>
- **New Requirement form:** <https://registrar.wsu.edu/forms/major-curricular-change-form-requirements-new/>
- **Requirement Revisions form:** <https://registrar.wsu.edu/forms/major-curricular-change-form-requirements-revise/>

Important Notes:

This form is for curriculum revisions regarding **plans, sub-plans, 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: Persons not acquainted with your particular curriculum will be evaluating the request and clarity will ensure faster action.

Saving Work by using “**Save Form**” button at bottom of form: When needing to step away, work in progress can be saved without submitting, with the following considerations:

- For each form link: Once saved, cannot start another request for the same link until the current request has been completed and submitted. When opening the link after saving, the information in progress will appear on the form for current un-submitted request.
- A separate form link for another curriculum change category (see first paragraph) can be opened and worked on while saving work in progress on another form link.

PROCEDURE FOR ALL REQUESTS:

- 1) **Log in** using your WSU network ID and password.
- 2) **Future Effective Date:** Enter the date (Fall /year) the revised requirement would be effective once approved. This must be a future Fall term.
 - a) **Deadlines for receiving curriculum revision requests:**
 - i) **Deadline for Fall term effective date:** October 1st of the year prior to the requested Fall term effective date for the revised requirement. **Forms, rationale statements and documentation, and chair and dean approval emails must all be received by the deadline.** Submissions will be accepted after the deadline but may not receive Faculty Senate approval in time for the requested effective date.
 - ii) To ensure completion of the approval process for the requested term effective date, approval for this form from the Chair and Dean/Associate Dean should be received no later than the deadline date. Please consider your departmental and college timelines when submitting proposals.
- 3) **Fill out the form** as prompted: There are many types of revisions included in this form, each with its own set of information and prompts.
 - a) **Note:** If, when a box is checked, no further prompts are provided, then supporting documentation must be used to show the changes being requested. See instructions for supporting documentation.

- b) **Step-by-Step instructions for each type of requirements revisions** are provided below.
- 4) **Supporting Documentation:** Documentation is required for all Major Curricular Change requests. Supporting documentation includes a rationale statement and must also include either a catalog copy for undergraduate/professional or a copy of the current and proposed requirements for graduate requests.
- a) **Rationale Statement:** A rationale statement must be uploaded explaining the reasons for each request marked on the form, and any impacts to departments or colleges in Pullman, and other campuses if applicable.
- b) **Undergraduate copy:** Copy and paste current catalog copy of the requirement into a word document. Strike through any deletions and underline any additions. Upload the copy with the revisions intact.
- i) **Revising a schedule of studies (4-yr plan) for multiple campuses:** Please note that revisions can be made to adapt a schedule of studies (4-year plan) to accommodate different campuses, but the requirements must be the same for all campuses. For example, you cannot require Math 106 on one campus and Math 107 on another. However, you can amend the schedule of studies (4-year plan) to require Math 106 or Math 107.
- c) **Graduate Copy:** Please contact the Programs Supervisor of the Graduate School for a copy of your most recent requirements. Copy and paste these requirements into a word document. Strike through any deletions and underline any additions.
- i) **Please note that requirements must be the same for all campuses.** For example, you cannot require Math 534 on one campus and Math 535 on another. However, you can require Math 534 or Math 535.
- d) **Uploading Documentation:**
- i) Go to the “**Choose file to upload**” at the bottom of this section and click on “**Browse**”. Choose the file to be attached and hit “**open**”. This will attach the document to the form.
- ii) **To add more documents:** Go to “Choose file to upload” and click on the link “Add additional documents”. This will bring up another “Choose file to upload” Browse button. Continue as before.
- (1) This can be done as many times as needed to upload all supporting documentation desired.
- 5) **Department Contact:** Provide the department contact information the Catalog Subcommittee representative will use to contact department, if necessary. List the course instructor, if different.
- 6) **Chair(s) and Dean(s) Contact information:** Provide contact name and email for both the department chair and the college dean, as well as any additional chairs and or deans as needed to obtain signatory approval. Form cannot be submitted without this information.
- 7) **When Submitted:**
- a) Automatic emails will be sent to the chair(s) and dean(s) requesting approval response email be sent to curriculum.submit@wsu.edu. The email will include a summary of the request, and supporting documentation.
- b) An automatic email will also be sent to the submitter listing the summary of the request made.
- 8) **Once E-mail approvals are received** from chair(s) and dean(s) offices, if there are no errors in the submissions, the curriculum change request will be assigned a Catalog Subcommittee (CSC) number and put on the CSC agenda to begin the review and approval process.

NOTE: It is the department’s 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/>
- **Follow-up** on other areas in the catalog affected by the approved change such as schedules of studies and prerequisites.

Step-by-Step Instructions for Individual Types of Revisions Listed on Revise Requirements Form

Revise Undergraduate/Professional Plan (major) or Undergraduate Sub-Plan (Option):

- 1) **Department:** Select the department from the drop-down menu that the plan is under.
- 2) **Degree:** Enter the degree the plan/sub-plan is under.
- 3) **Plan name:** List the plan or sub-plan name as it appears in the catalog.
- 4) **Revisions requested - Choose one or more** of the following options by checking the appropriate boxes then following the prompts.
 - a) **Revise name: If checked,** list the new title requested for the plan or sub-plan.
 - b) **Revise certification requirements or Revise graduation requirements. If checked,** see Supporting Documentation instructions above for how to provide the changes being requested.
 - c) **Drop Plan or Drop Sub-Plan:** Check this box if the department no longer wishes to offer this plan in the future.
 - i) **The effective date on the form** should indicate when the plan will enter teach-out phase and the program will be dropped from the catalog and no longer be available to future students.

Revise Minors, Undergraduate Certificates, or Professional Certificates:

- 1) **Department:** Select the department from the drop-down menu that the minor or certificate is under.
- 2) **Minor or Certificate Title:** List the name for the minor or certificate as it currently appears in the catalog.
- 3) **Revisions requested - Choose one or more** of the following options by checking the appropriate boxes then following the prompts.
 - a) **Revise name: If checked,** list the new title requested for the minor or certificate.
 - b) **Revise minor or certificate requirements: If checked,** see Supporting Documentation instructions above for how to provide the changes being requested.
 - c) **Drop Minor or Certificate:** Check this box if the department no longer wishes to offer the minor or certificate in the future.

Revise Graduate Plan (major):

- 1) **Department:** Select the department from the drop-down menu that the plan is under.
- 2) **Degree:** List the degree program the plan is under.
- 3) **Plan name:** List the plan name as it is currently titled. Please include "Thesis" or "Non-Thesis" if appropriate.
- 4) **Revisions requested - Choose one or more** of the following options by checking the appropriate boxes then following the prompts.
 - a) **Revise name: If checked,** list the new title requested for the plan. Include "Thesis" or "Non-Thesis" as needed.
 - b) **Revise plan requirements. If checked,** see Supporting Documentation instructions above for how to provide the changes being requested.
 - c) **Drop Plan:** Check this box if the department no longer wishes to offer this plan in the future.
 - i) **The effective date on the form** should indicate when the plan will enter teach-out phase and the program will be dropped from the catalog and no longer be available to future students.

Revise Graduate Certificate:

- 1) **Department:** Select the department from the drop-down menu that the certificate is under.
- 2) **Certificate Title:** List the name for the certificate as it is currently titled.
- 3) **Revisions requested - Choose one or more** of the following options by checking the appropriate boxes then following the prompts.
 - a) **Revise name: If checked,** list the new title requested for the certificate.

- b) **Revise certificate requirements. If checked**, see Supporting Documentation instructions above for how to provide the changes being requested.
- c) **Drop Certificate**: Check this box if the department no longer wishes to offer the certificate in the future.

Extend Undergraduate/ Professional Plan to Another Campus:

A plan (major) may be extended to another campus only if the program (degree) already exists on that campus. Extending degrees must go through the Office of the Provost.

- 1) **Plan Name**: List the plan or sub-plan name as it appears in the catalog.
- 2) **Campus**: Check all that apply
- 3) **Revise Requirements Box** - If the requirements for the undergraduate/professional plan are also being revised – select this box. Plan requirements must be the same for all campuses. Please see additional information under Supporting Documentation in 4) above.

Extend Minor or Certificate to Another Campus:

A minor or certificate may be extended to another campus if courses are available to meet the requirements.

- 1) **Plan Name**: List the minor or certificate title as it currently appears in the catalog.
- 2) **Campus**: Check all that apply
- 3) **Revise Requirements Box** – If the requirements for the minor or certificate are also being revised – select this box. Minor or certificate requirements must be the same for all campuses. Please see additional information under Supporting Documentation in 4) above.

Extend Graduate Plan to Another Campus:

- 1) **Plan Name**: List the plan name as it is currently titled. Please include “Thesis” or “Non-Thesis” if appropriate.
- 2) **Campus**: Check all that apply
- 3) **Revise Requirements Box** - If the requirements for the graduate plan are also being revised – select this box. Plan requirements must be the same for all campuses. Please see additional information under Supporting Documentation in 4) above.

Extend graduate Certificate to Another Campus:

A graduate certificate may be extended to another campus if courses are available to meet the requirements.

- 1) **Plan Name**: List the name for the certificate as it is currently titled.
- 2) **Campus**: Check all that apply
- 3) **Revise Requirements Box** - If the requirements for the graduate certificate are also being revised – select this box. Certificate requirements must be the same for all campuses. Please see additional information under Supporting Documentation in 4) above.

Progression for Curriculum Review and Approval Process:

Special committees as needed: UCORE Committee; Writing in the Major [M], Special Course Fees; Health Sciences Committee;

Catalog Subcommittee (CSC);

Academic Affairs Committee (AAC) (undergraduate and professional curriculum) **or**

Graduate Studies Committee (GSC) (graduate curriculum items);

Faculty Senate (FacSen)

Board of Regents

Northwest Commission on Colleges and Universities

(NWCCU) [Degrees only]

Catalog Subcommittee Notes: Information on the progress and completion of each major curricular change item received by the Registrar's Office is noted each Friday in the Catalog Subcommittee Notes, which are posted on the Faculty Senate website and in the RO Publications at the beginning of the following week. Upon final approval by the Senate, a copy of the Major Curriculum Change Form will be returned to the department.

August 2016/bls