

# MAJOR CURRICULAR CHANGE FORM – COURSE REVISIONS

Major Curriculum Change requests are broken out into 4 separate forms, each with its own link. Please make sure to 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:**

**Minor course revisions may be done directly on a Minor Change Form** and do not require committee reviews when no major changes are requested:

- **Title, prerequisite, and/or minor description revisions.** No significant changes to course.
- **Decreasing credits, or repeat credits.**
- **Removing and dropping a crosslist.**
- **Dropping a conjoint listing and dropping the undergrad or grad course counterpart being removed.** If keeping both parts, will need to use this major change form to make the request to drop the conjoint listing.
- **Dropping UCORE or [M] designators**
- **Cooperative course:** Adding or removing the cooperative course phrase.
- **Dropping a non-service course**

**Requests for any of the following** must first be routed to the appropriate committees or departments for approval. See Step-by-Step Instructions for more information and procedures.

- **Writing in the Major [M]** designation requests
- **University Common Requirements (UCORE)** designation requests.
- **Special Course Fee** requests

**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.

## **Step-by-Step Procedures for Major Course Revisions**

- 1) **Log in** using your WSU network ID and password.
- 2) **Future Effective Date:** Enter the date (term/year) the revised course would be effective and available once approved. This must be a future date.
  - a) **Deadlines for curriculum requests:** 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. proposals. Submissions will be accepted after the deadline but may not receive Faculty Senate approval in time for the requested effective date.
    - i) **Deadline for Fall term effective date:** October 1st of the year prior to the requested Fall term effective date for the revised course,
    - ii) **Deadline for Spring term effective date:** February 1st of the prior year for the Spring term effective date.

- b) **Forms, rationale statements and documentation, and chair and dean approval emails must all be received by the respective deadlines.** Submissions will be accepted after the deadline but may not receive Faculty Senate approval in time for the requested effective date.
- 3) **Course Typically Offered:** Provide the terms when the course would typically be offered, if known. (e.g., Fall, Spring, and/or Summer; and whether for All Years, Even Years, or Odd Years). This information will be available for students' use in the "My Planner" tool in zzusis.
- 4) **Current Course Information:** Pick the current course subject from the drop-down menu, list the current course number, and indicate whether or not this is a crosslisted course.
- 5) **Requested Revisions:** Check all boxes that apply and provide the requested information. **Please note the following:**
- a) **Changes to Course Subjects or Numbers:** Course proposals requesting changes to course subjects or numbers **must be substantive** in order to be considered for approval since these changes affect other catalog entries, a student's advising report, and transfer articulation information.
- i) **Revise Subject:** Pick the revised course subject from the drop-down menu
- ii) **Revise Course Number:** Enter the revised course number.
- b) **Revise Credit:** To revise credits for the course, use the format provided on the form after answering the variable credit question.
- i) **Provide the credit revision for the course.** The total credits for the course will be automatically calculated based on the credit hours listed for the lecture and non-lecture components. Follow guidelines for contact hours as outlined in the university online catalog at the following link, under the heading "Credit". See <http://catalog.wsu.edu/Catalog/Content/SummaryofAcademicPolicies.pdf>.
- ii) **Note: If this is a lecture only course,** only need to check "Lecture" and provided the revised credits. HOWEVER, should one of the non-lab radial buttons get picked, be sure to go back and pick "No non-lecture component", so it is apparent that the course is a lecture only course.
- c) **Add/Revise/Remove Repeat Credit:**
- i) **New repeat credit: List the maximum cumulative credits** that may be earned for this course if requesting repeat credit for the first time, **or provide the revised** maximum cumulative credits for a repeatable course to change the hours limit. .
- ii) **Remove repeat credit:** Check this box if wishing to discontinue offering this course as a repeatable course.
- iii) **Remove cumulative maximum hours requirement:** Check this box if wishing remove the limits on the number of time the course may be repeated.
- d) **Revise Grading:** Pick grading change being requested from the drop-down menu.
- e) **Add/Revise Crosslisting: Note:** Departments submitting course proposals requesting crosslisting between departments are assumed to be the owner of the course (i.e., the parent department), and the listed initial course subject/number is considered to be the parent course information.
- i) **Pick** the crosslist "child" subject from the drop-down menu, and insert the course number **if different**. Provide all that apply.
- ii) **Child course approvals:** If the proposed crosslisting impacts or involves collaboration with other units, use the additional chair/dean approval lines that appear at the bottom of this form to provide contact information. **Approval emails are needed from each contact for each impacted unit and college.** See "Dean and Chair Approval" section below.
- iii) **The crosslist phrase** will be added to the end of the course description. The courses are listed with the parent subject/number first, followed by the child subject(s)/ number(s) in alpha order. Example: **"(Crosslisted course offered as PARENT SUBJECT XXX, CHILDSUBJ A XXX, CHILDSUBJ B XXX)."**
- f) **Add Conjoint:**
- i) Courses requesting an undergraduate (400-level) and a graduate (500-level) counterpart **must meet** Graduate School guidelines which can be found at the following links:

<https://gradschool.wsu.edu/chapter-three-e/> and follow the criteria in the Educational Policies and Procedures Manual <http://facsen.wsu.edu/eppm>.

- ii) **PLEASE NOTE: A CONJOINT [CAPS] COURSE IS NOT PERMITTED.**
  - iii) Undergraduate and graduate course numbers MUST have the same last two digits. Example: 435/535. **Please make sure both numbers are available when requesting conjoint status.**
  - iv) **Rationale Statement:** Conjoint requests 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.
- g) **Revise Title:** Enter the revised title being requested.
- h) **Revise Prerequisites:**
- i) 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.
  - ii) **Graduate courses** cannot list undergraduate courses as prerequisites. However, a recommended preparation phrase or required preparation phrase can be added to the end of the course description if wishing to recommend or require undergraduate courses in preparation for the graduate course. See "Revise Description". Example: "Recommended preparation: UNDRGRD XXX, UNDRGRD YYY." Or, if they need to be required: "Required preparation must include UNDRGRD XXX, UNDRGRD YYY." can be added to the end of the course description.
- i) **Revise Catalog Description:** Enter the revised course catalog 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.
- i) Specialty phrases that can be added to the end of the course description, if applicable, include:
    - (1) **"Field trip required"**.
      - (a) If a field trip is a required part of a course, the course description must include this phrase, as well as the details of when and where the trip will take place.
      - (b) If requesting a special course fee for a trip associated with the course, this phrase must be included in the course description in order to be approved for the fee.
    - (2) **"Credit not granted for both 4XX and 5XX"**. This phrase is used for conjoint courses.
    - (3) **"Credit not granted for THIS XXX and THAT ZZZ"**, used for course equivalents.
    - (4) **"Recommended preparation: X, Y, Z" or "Required preparation must include X, Y, Z"**. These are often used with graduate a course for undergraduate preparation courses, which cannot be listed as prereqs for the graduate course.
  - j) **Other:** Use this box to request a course revision not otherwise listed on the form. See "Important Notes: Minor Course Changes" above before using this box. It may be a minor curriculum change.
- 6) **Writing in the Major [M] designation:** If seeking the Writing in the Major [M] requirement on an existing course, please first visit <http://writingprogram.wsu.edu> and follow the instructions for requesting approval for [M] status. Once approved, please provide a copy of the approved Writing in the Major form when uploading documents for Catalog Subcommittee. For more information, please contact the Writing Program at 335-7959. Note: If the approval form is not included, this request will be routed to the Writing Committee and will held pending approval before being reviewed by the Catalog Subcommittee.
- 7) **University Common Requirements (UCORE) designation:** Request to meet University Common Requirements (UCORE): If seeking a UCORE designation or change in UCORE designator on an existing course, you will not use this form. First, please see <http://ugr.wsu.edu/> under "For Faculty" for information on how to submit a UCORE course request, then follow the instructions listed there for conversion course (GER to UCORE, or a change in UCORE) or for Established course (Courses without previous GER or UCORE).
- a) Note: The UCORE form can be used to indicate any additional minor course revision requests (title, prerequisite, or description revisions) by checking the appropriate minor change boxes.

- b) If any additional major course revisions are also being requested, it is important that they be included and described in the rationale statement for changes to the course.
- c) Once the course is approved for the UCORE designator by the UCORE Committee, the course will be assigned to the Catalog Subcommittee for processing. The Catalog Subcommittee will review the course for both UCORE designator and for other course revisions at the same time following the UCORE process.
- 8) **Special Course Fee:** The Catalog Subcommittee cannot process Special Course fee requests. If seeking a Special Course Fee or a revision to an existing special course fee, first follow the procedures found in the WSU Business Policies and Procedures Manual (BPPM). [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) If no other course revisions are being requested, no Catalog Subcommittee review is required. For additional major revisions being requested, submit the course revisions curricular change form following the approval of the special course fee. Please notate the approval of the special course fee in your rationale statement.
- 9) **Supporting Documentation:**
- a) **A rationale statement must be uploaded** providing the justification the requested revisions.
- b) **A revised syllabus incorporating the requested changes** must also be uploaded with the form and rationale statement. Please see <http://vpue.wsu.edu/policies/> for a syllabus guide and an example of a good syllabus.
- c) **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.
- 10) **Department Contact:** Provide the department contact information the Catalog Subcommittee representative will use to contact department, if necessary. List the course instructor, if different.
- 11) **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.
- 12) **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](mailto:curriculum.submit@wsu.edu). The email will include a summary of the request, a supporting documentation.
- b) An automatic email will also be sent to the submitter listing the summary of the request made.
- 13) **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.

**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.

**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)** [For most requests, can begin publicizing once approved].

**Board of Regents**

**Northwest Commission on Colleges and Universities**  
(NWCCU) [Degrees only, if needed]

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