

MAJOR CURRICULAR CHANGE FORM – NEW or RESTORED COURSE

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:

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 Instructions for New/Restore Course Requests:

- 1) **Log in** using your WSU network ID and password.
- 2) **Effective Date:** Enter the date (term/year) the course would first be offered. 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.
 - 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) **Course Information:**
 - a) **New/Restore: Check** if requesting a **new** course or to **restore** a previously dropped course.
 - i) **Temporary:** Check if also requesting temporary status for the course. A new course may be offered one term on a temporary basis. Course requests submitted after suggested deadlines may wish to request temporary status while pursuing permanent status. Both new course and temporary course should be checked on the form.

- b) **Course Subject and Number:** Pick the subject from the pick-list drop-down menu. If crosslisted, this would be the “parent” subject. **Enter** the course number for the course.
- c) **Crosslisting:** Is this course crosslisted? Yes or No. **If Yes:**
- i) **Please note:** Departments submitting new 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.
 - ii) **Pick** the crosslist “child” subject, and insert the course number **if different**. Provide all that apply.
 - iii) **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.**
 - iv) **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)**.”
- d) **Conjoint: Check** if this is a conjoint course.
- i) **IMPORTANT Note:** Conjoint courses 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) **Also**, 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.
- e) **Title:** Enter the course title.
- f) **Prerequisite:** Enter the prerequisite(s), if any, for the course.
- i) **All prerequisites** are fully enforced at the time of registration. For questions about prerequisites, contact Becky Bitter at bitter@wsu.edu or 335-4766.
 - ii) **Graduate courses** cannot list undergraduate courses as prerequisites. However, a recommended preparation phrase can be added to the end of the course description if wishing to recommend undergraduate courses in preparation for the graduate course. 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.
- g) **Description:** Enter the 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 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 listed as part of the course description in order to be approved for the special course fee.
 - (2) **Credit not granted for both 4XX and 5XX**”. This phrase is used for conjoint courses.
 - (3) **“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.

- h) **Course credits:** To figure the total credits for the course, use the format provided on the form after answering the variable credit question. 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". <http://catalog.wsu.edu/Catalog/Content/SummaryofAcademicPolicies.pdf>.
- i) **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.
- i) **Variable Credit:** Check Yes or no, then follow the format provided to calculate course credits.
- i) **If this is a variable credit course**, provide the **minimum** and the **maximum** credit hours for **both** the lecture component and the non-lecture component based on the ratios listed.
- j) **Repeat Credit: Check** if this course is repeatable, then list the maximum cumulative credits that may be earned for this course.
- k) **Special Grading: Check** this box only if the course grading is NOT the standard letter grading, then pick the specialty grading from the drop-down menu that applies.
- l) **Cooperative with UI: Check** if this applies to this course. The phrase "**Cooperative: Open to UI Degree-seeking student**" will be added to the end of the course description.
- (1) **IMPORTANT Note:** Departments are expected to communicate with the respective UI departments on new courses that will have cooperative designation prior to submitting courses for Faculty Senate approval.
- 5) **Writing in the Major [M] designation:** Writing in the Major [M] requests for courses are first approved by the All University Writing Committee, then reviewed by the Catalog Subcommittee. 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. If there is no approval from the All-University Writing Committee for the [M] status, the request will first be routed to the All University Writing Committee for [M] approval before being processed by the Catalog Subcommittee. For more information, please contact the Writing Program at 335-7959.
- 6) **University Common Requirements (UCORE) designation:** Requests for a UCORE designation for a course must first be approved by the UCORE Committee, then reviewed by the Catalog Subcommittee.
- a) **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 new courses.
- i) **Use the UCORE form for the new course request** as directed at the UCORE instructions.
- ii) **Upload all supporting documentation through the UCORE SharePoint site** as instructed.
- iii) **Use the rationale statement to provide any additional requests for the new course** not addressed by UCORE form.
- (1) **For example:** Whether or not the department is requesting Temporary Status and for which term and year while the process is being completed.
- b) **It is the department's responsibility to follow up the UCORE progress.** Whoever uploads the original request at the UCORE SharePoint site is the designated department contact and will receive the communications from the UCORE Committee (UC). Make sure they are aware of this so they can pass on any requests for revisions from the UC and keep the course progressing through the process.
- 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 as a new/restore course at the same time.
- 7) **Special Course Fee:** The Catalog Subcommittee cannot process Special Course fee requests. If seeking a 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 Then submit the new/restore course curricular change form for the new course request. Please note the approval of the special course fee in your rationale statement.

8) **Supporting Documentation:**

- a) **A rationale statement must be uploaded** providing the justification for establishing or restoring a course.
- b) **A complete syllabus for new/restored course** 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.

9) **Department Contact:** Provide the department contact information the Catalog Subcommittee representative will use to contact department, if needed. List the course instructor, if different.

10) **Chair(s) and Dean(s) Contact information:** Provide contact name and email for both the department chair and the college dean information, as well as any additional chairs and or deans as needed to obtain signatory approval. Without this information the form will not go through.

11) **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, a supporting documentation.
- b) An automatic email will also be sent to the submitter listing the summary of the request made.

12) **Once E-mail approval is 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)

Board of Regents

Northwest Commission on Colleges and Universities

(NWCCU) [Degrees only]