

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

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

“Save Form” button at bottom of form: Work in progress can be saved without submitting, with the following considerations:

- For each form link: Once saved, another request for the same link cannot be started 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 modified while saving work in progress on another form link.

PROCEDURE FOR ALL REQUESTS TYPES:

- 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. Requirements changes become effective only in Fall terms.
 - a) **Deadline for Fall term effective date:** October 1st prior to the requested Fall term effective date for the revised requirement. **All forms, rationale statements and documentation, and chair and dean approval emails must be received by the deadline.** Submissions accepted after the deadline may not receive Faculty Senate approval in time for the requested effective date.
 - b) To ensure completion of the approval process for the requested term effective date, approval from the Chair/Program Director and Dean/Associate Dean should be received no later than the deadline date. Please consider department 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:** Supporting documentation must show the changes being requested. Strike through any deletions and underline any additions in the documents. See instructions for supporting documentation.
 - b) **Step-by-Step instructions for each type of requirements revision** are provided below beginning on page 2.

- 4) **Supporting Documentation:** Documentation is required for all Major Curricular Change requests, as described below.
 - a) **Rationale Statement:** Upload a rationale statement that explains the reasons for each requested change marked on the form, and describes anticipated impacts to departments or colleges in Pullman, and other campuses, if applicable.
 - b) **Undergraduate copy:** Copy and paste current catalog copy of the requirements into a word document. Strike through any deletions and underline any additions. Upload the copy with the revisions intact.
 - i) **Note: Revising a schedule of studies (4-yr plan) for multiple campuses:** Please note that revisions can accommodate multiple campuses, but requirements must be the same for all campuses. For example, a plan cannot require Math 106 on one campus and Math 107 on another. However, the schedule of studies (4-year plan) can be amended to require Math 106 or Math 107.
 - c) **Graduate Copy:** Please contact the Program's Supervisor of the Graduate School for a copy of current 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** but can be adapted for multiple campuses. For example, a plan cannot require Math 534 on one campus and Math 535 on another. However, the plan can be amended to require Math 534 or Math 535.
 - d) **Uploading Documentation:**
 - i) Go to **"Choose file to upload"** at the bottom of this section and click on **"Browse"**. Choose the file to be attached and click **"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.
- 5) **Department Contact:** Provide department contact information the Catalog Subcommittee representative will use to contact department, if necessary.
- 6) **Chair/Director(s) and Dean/Assistant Dean(s) Contact information:** Provide contact name and email for both the department chair or program director and the college dean, as well as any additional chairs and or deans needed to obtain signatory approval. The form cannot be submitted without this information.
- 7) **When Submitted:**
 - a) Automatic emails will be sent to the chair(s) and dean(s), which will include a summary of the request and the supporting documentation. The emails will request a response be sent back to curriculum.submit@wsu.edu letting the Registrar's Office know if they approve the request or not.
 - b) An automatic email will also be sent to the submitter listing the summary of the request made.
- 8) **Once email approvals are received** from chair(s) and dean(s) offices, assuming there are no errors in the submission, 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/>
- **Monitor and address** 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 supervises the plan.
- 2) **Degree:** Enter the degree the plan/sub-plan is under.
- 3) **Plan name:** List the plan or sub-plan name as it currently 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 documentation for requested changes.
- c) **Drop Plan or Drop Sub-Plan**: Check this box if the department will discontinue this plan in the future.
 - i) **The effective date**: Indicate when the plan would enter teach-out phase. The program will be dropped from the catalog and no longer be available to future students at that time.

Revise Minors, Undergraduate Certificates, or Professional Certificates:

- 1) **Department**: Select the supervising department from the drop-down menu.
- 2) **Minor or Certificate Title**: List the name for the minor or certificate as it currently appears in the catalog.
- 3) **Requested revisions: Choose one or more** by checking the appropriate boxes, then following the prompts.
 - a) **Revise name: If checked**, list the new title for the minor or certificate.
 - b) **Revise minor or certificate requirements: If checked**, see Supporting Documentation instructions above for how to provide documentation for requested changes.
 - c) **Drop Minor or Certificate**: Check this box if the department will discontinue the minor or certificate in the future.

Revise Graduate Plan (Use a separate form for each plan. Example: M.S. and Ph.D. are separate plans):

- 1) **Department**: Select the supervising department from the drop-down menu.
- 2) **Degree**: List the degree the plan is under.
- 3) **Plan name**: List the current plan name. Please include “Thesis” or “Non-Thesis” if appropriate.
- 4) **Requested revisions: Choose one or more** 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 documentation for requested changes.
 - c) **Drop Plan**: Check this box if the department will discontinue this plan in the future.
 - i) **The effective date**: Indicate when plan would enter teach-out phase. The program will be dropped from the catalog and no longer be available to future students at that time.

Revise Graduate Certificate:

- 1) **Department**: Select the supervising department from the drop-down menu.
- 2) **Certificate Title**: List certificate’s current name.
- 3) **Requested revisions: Choose one or more** 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 documentation for changes being requested.
 - c) **Drop Certificate**: Check this box if the department will discontinue 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 currently appears in the catalog.
- 2) **Campus**: Check all that apply
- 3) **Revise Requirements Box**: Select this box if the requirements for the undergraduate/professional plan are also being revised. Plan requirements must be the same for all campuses. Please see additional information in 4)b)i) above under Supporting Documentation.

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 current minor or certificate title.
- 2) **Campus:** Check all that apply
- 3) **Revise Requirements Box:** Select this box if the requirements are also being revised for the minor or certificate. Minor or certificate requirements must be the same for all campuses. Please see additional information in 4)b)i) above under Supporting Documentation.

Extend Graduate Plan to Another Campus: A plan under a degree may be extended to another campus only if the program (degree) already exists on that campus. Extending degrees requires Office of the Provost approval.

- 1) **Plan Name:** List current plan name. 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 in 4)b)i) above under Supporting Documentation.

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 current name for the certificate.
- 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 in 4)b)i) above under Supporting Documentation.

Progression for Curriculum Review and Approval Process:

Catalog Subcommittee (CSC);

Academic Affairs Committee (AAC)

Professional Health Sciences Committee (PHSC), or

Graduate Studies Committee (GSC);

Faculty Senate (FacSen) [For most requests, can begin publicizing once approved].

Board of Regents (BOR)

Northwest Commission on Colleges and Universities (NWCCU)

[Degrees only, if needed]

Catalog Subcommittee Tracking Notes and Reports to Deans: Information on the progress and completion of each major curricular change item received by the Registrar’s Office is noted each Friday in 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 Faculty Senate, a report will be sent to the Deans summarizing the status of curriculum change approvals for each department.