

MAJOR CHANGE FORM – NEW 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 new curriculum requirements: 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, 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 Procedure for All Requests:

- 1) **Log in** using your WSU network ID and password.
- 2) **Future Effective Date:** Enter the date (Fall /year) the new 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 of the year prior to the requested Fall term effective date for the new 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 of the request from both the Chair/Director and Dean/Associate Dean should be received no later than the deadline date. Please consider your department and college timelines when submitting proposals.
- 3) **New Requirement:** Choose the type new curriculum requirement from the drop-down menu.
 - a) **Department:** Select the supervising department from the drop-down menu.
 - i) **If interdisciplinary,** choose the department that will be administering the new requirement.

- b) **Degree:** For plans or subplans, enter the degree program the new requirement is under. (Examples: B.S. in Chemistry; M.S. in Chemistry; Ph.D. in Chemistry)
 - c) **New Requirement Title:** Enter the title of the new plan, sub-plan, minor, or certificate. Be sure to include “Thesis” or “Non-Thesis” as applicable
 - d) **CIP (Classification of Instructional Programs) Code:**
 - i) **Please provide a 6-digit CIP code (example: 01.0100) for this item,** required for all new academic degrees, plans, sub-plans, minors, and certificates.
 - ii) **[CIP Code finder](#):** Use this search tool to look up/verify CIP code.
 - iii) **CIP Information:** The CIP code is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys, databases, and for scholarships. The CIP is also requested in various ad hoc reports and grant proposals. If you have questions about obtaining a CIP number, please contact Barb Schmidlein at bschmidlein@wsu.edu or 509-335-5583.
 - e) **Campus:** Indicate campus(es) where the new requirement will be offered.
- 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 request marked on the form, and describes any impacts to departments or colleges in Pullman, and other campuses if applicable.
 - b) **Provide a catalog description and supporting information** for the new plan, sub-plan, minor or certificate as follows:
 - i) **Undergraduate or 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 2 Writing in the Major [M] courses, and the completion of the Writing Portfolio before the third year.
 - (1) **Please note:** A schedule of studies (4-year plan) can be adapted to accommodate different campuses, but the 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, a plan can require Math 106 or Math 107.
 - ii) **Graduate Plans:** Include student learning outcomes, plan assessment, plan requirements including curriculum (required and elective courses, course delivery method), and resource (faculty, curriculum) assessment.
 - (1) **Please note that requirements must be the same for all campuses.** For example, a plan cannot require Math 534 on one campus and Math 535 on another. However, a plan can require Math 534 or Math 535.
 - iii) **Minors:** Include a catalog-ready description of the minor. Requires a minimum of 16 credits.
 - iv) **Certificates:** Include a catalog-ready description of the certificate. See “Certificates” under “Guidelines” in the *Educational Policies and Procedures Manual*, on the Faculty Senate website: <http://facsen.wsu.edu/eppm/>, or Academic Rule 119. Requires a minimum of 15 credits.
 - c) **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 the department contact information the Catalog Subcommittee representative will use to contact department, if necessary.

- 6) **Chair/Director(s) and Dean/Associate 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 as 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 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/>
- **Monitor and address** other areas in the catalog affected by the approved change such as schedules of studies and prerequisites.

Catalog Subcommittee 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.

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]