

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 choose the appropriate link.

- **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:** 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 Information:

1. **Requests for any of the following** must first be approved by appropriate committees or departments prior to going through the Faculty Senate approval process.
 - a. **Writing in the Major [M] designation:** Requests for [M] status should be initiated through the Major Curriculum Change form. The Registrar's Office will forward the proposal to the University Writing Committee for review and approval prior to advancing through the Senate process. Please upload the writing in the major rubric along with example syllabus and rationale statement.
 - b. **[University Common Requirements [UCORE] designation:** If seeking a UCORE designation on a new course request, you will not use this form. Please visit <https://ucore.wsu.edu/> under "For Faculty and Advisors" for information on proposing a UCORE course, then follow the instructions listed there for new courses.
 - i. **Be aware** there is a separate form for proposing a new UCORE capstone [CAPS] course.
 - ii. **Note:** If there are major change requests not addressed with the form (example: temporary course status), please include the information in the rationale statement for the UCORE proposal.
 - iii. **Once the course is approved for a 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 simultaneously following the UCORE process.
 - c. **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) at the following link <https://policies.wsu.edu/prf/index/manuals/30-00-contents/30-95-special-course-fees/> When approved, 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. Course proposals can be considered before the approval of the course fee, but the rationale should indicate the impact on the course offering if the course fee is not approved.
2. **Save Form button** at bottom of form: Work in progress can be saved without submitting, with the following considerations:
 - a. 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 the current un-submitted request.
 - b. 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.

Step-by-Step Instructions for form for New/Restore Course Requests:

1. **Log in** using your WSU network ID and password.
2. **Future Effective Date:** Enter the date (term/year) the course would first be offered. This must be a future term.
 - a. **Deadlines for curriculum requests:** To ensure completion of the approval process, 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.
 - i. **Deadline for Fall term effective date:** October 1st of the year prior to effective date.
 - ii. **Deadline for Spring term effective date:** February 1st of the year prior to the effective date.
 - b. **All forms, rationale statements, and documentation, and chair/dean approval emails must be received by the respective deadlines.** Submissions accepted after the deadline may not receive Faculty Senate approval in time for the requested effective date.
3. **Course Typically Offered:** Provide the terms when the course will 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 in MyWSU.
4. **Course Information:**
 - a. **New/Restore:** Indicate whether request is to adopt a **new** course or to **restore** a previously offered course.
 - i. **Temporary:** A new course may be offered for a single term on a temporary basis. (Note: Temporary status may be implemented more quickly than permanent status. After deadlines, submitters may request temporary status while simultaneously 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 drop-down menu. Enter the proposed course number. Note: Requests for new subjects cannot be made with this form.
 - c. **Crosslisting:** Is a crosslisted course? Check Yes or No. **If Yes:**
 - i. **Please note:** The submitting Department requesting the new/restored course is assumed to be the owner of the course (i.e., the parent academic unit), and the initial course subject/number entered is considered to be the parent course. If this is not the case, please stop, and ask the parent department to submit this request.
 - ii. **Pick** the crosslist “child” subject from the drop-down menu, and insert the course number. 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. 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:** Is this a conjoint course? **Check** Yes or No. **If Yes:**
 - i. **IMPORTANT Note:** Conjoint courses must meet Graduate School guidelines, see: <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 consult the catalog to ensure both numbers are available when requesting conjoint status.**
 - iv. **Rationale Statement for conjoints:** Conjoint requests must describe in the rationale statement how 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 or required preparation phrase can be added to the end of the course description (see g) i) (3) below).
- 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 space 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 field trip, this phrase must be included in the course description in order to be approved for the special course fee (See “Special Course Fee” information on pg. 1).
 - 2. **“Credit not granted for both 4XX and 5XX.”** 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.”**. (used with a graduate course for undergraduate preparation courses, which cannot be listed as prereqs for the graduate course—see f) ii) above)
- h. **Course Credits:** Answer the variable credit question first, then follow the format. Once the hours have been picked for each section, the credits will be automatically calculated for the course based on the combined hours listed for both lecture and non-lecture components.
 - i. **Lecture (no need to check this box for non-lecture courses):** Enter the number of lecture credit hours for the course.
 - 1. **Lecture-only course:** The “No non-lecture component” button must also be selected in the non-lecture section.
 - 2.
 - ii. **Studio/Lab/Ensemble Non-lecture component:** Select the appropriate non-lecture component then enter the number of hours per week needed for component according to the formula. The credits will automatically be calculated for the course based on this information.
 - iii. **Variable Credit:** 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 (if applicable) based on the formula listed.
 - iv. If more help is needed for definitions and contact hours, follow the guidelines for contact hours as outlined in the catalog under Academic Regulation 27: Credit Definition.
- i. **Repeat Credit: Check** if this course is repeatable, then list the maximum cumulative credits that may be earned for this course.
- j. **Grading Type:** Select the appropriate grading type for this course.
- k. **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 responsible for communicating with the respective UI departments regarding new courses that will have cooperative designation prior to submitting courses for Faculty Senate approval.

5. **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 <https://vpue.wsu.edu/policies/> for a syllabus guide and sample 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 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.
6. **Department Contact:** Provide the department contact information the Catalog Subcommittee representative will use to contact department, if needed. List the course instructor, if different.
7. **Chair/Director(s) and Dean(s) Contact information:** Provide contact name and email for both the department chair or program director and the college dean information, as well as any additional chairs and or deans as needed to obtain signatory approval, such as for crosslisted courses. The form cannot be submitted without this information.
8. **When Submitted:**
 - a. Automatic emails are sent to the chair(s) and dean(s) requesting their approval to curriculum.submit@wsu.edu. Emails 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.
 - c. **Once email approvals are received** from chair(s) and dean(s), 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.
 - d. **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 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 verification of the Major Curriculum Change will be returned to the department.

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.

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Progression for Curriculum Review and Approval Process for courses:

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