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SEP 06 2013  
WSU REGISTRAR

Washington State University  
MAJOR CHANGE FORM -- REQUIREMENTS  
(Submit original signed form and **TEN** copies to the Registrar's Office, zip 1035.)  
See <https://www.ronet.wsu.edu/ROPubs/Apps/HomePage.ASP> for this form

\*Submit an additional copy to the Faculty Senate Office, French Administration 338, zip 1038.

Department Name Program in Nutrition and Exercise Physiology

1. CHECK PROPOSED CHANGES.

- \*  Change department/program name from \_\_\_\_\_ to \_\_\_\_\_
- \*  New degree or program in \_\_\_\_\_
- \*  Change name of degree from \_\_\_\_\_ to \_\_\_\_\_
- \*  Drop degree or program in \_\_\_\_\_
- \*  Extend existing degree or program to \_\_\_\_\_ campus
- New Major in \_\_\_\_\_
- Change name of Major from \_\_\_\_\_ to \_\_\_\_\_
- Revise Major requirements in \_\_\_\_\_
- Drop Major in \_\_\_\_\_
- Revise certification requirements for the Major in \_\_\_\_\_
- New Option in \_\_\_\_\_
- Revise requirements for the Option in \_\_\_\_\_
- Drop Option in \_\_\_\_\_
- New Minor in \_\_\_\_\_
- Revise Minor requirements in \_\_\_\_\_
- Drop Minor in \_\_\_\_\_
- New Undergraduate Certificate in \_\_\_\_\_
- Revise Undergraduate Certificate requirements in \_\_\_\_\_
- Drop Undergraduate Certificate in \_\_\_\_\_
- Other Close PhD NEP in Pullman (retain in Spokane)

Effective term/year Spring 2014

<u>Kathryn Meier</u>	<u>509-358-7631</u>	<u>kmeier@wsu.edu</u>
<b>Contact Person</b>	<b>Contact Phone No.</b>	<b>Contact email</b>

2. GIVE REASONS FOR EACH REQUEST MARKED ABOVE. (Attach additional paper if necessary; see reverse side.)

(please see attached)

4. SIGN AND DATE APPROVALS.

[Signature] 9/4/13  
Chair Signature/date

[Signature] 9/5/13  
Dean Signature/date

\_\_\_\_\_  
General Education Com/date

\_\_\_\_\_  
Catalog Subcom/date

\_\_\_\_\_  
Academic Affairs Com/date

\_\_\_\_\_  
Graduate Studies Com/date

\_\_\_\_\_  
Senate/Date

**Rationale for closing the PhD NEP in Pullman:**

The PhD NEP program, which was approved several years ago, is run from the Spokane campus. Apparently it is listed as being in both Pullman and Spokane, likely because all graduate programs have been officially managed from Pullman. All of the participating faculty members and students will be in Spokane as of Spring 2014, and there is no longer any need for the program to be co-listed in Pullman.

## Schmidtlein, Barb

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**From:** Lambeth, Suzanne Terese  
**Sent:** Thursday, October 03, 2013 10:29 AM  
**To:** Schmidtlein, Barb  
**Subject:** RE: NEP program move

It is just to close the program. I just had requested confirmation that we could proceed. The move to Spokane is not at issue. I think she just miswrote it in her email.

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**From:** Schmidtlein, Barb  
**Sent:** Thursday, October 03, 2013 9:41 AM  
**To:** Lambeth, Suzanne Terese  
**Subject:** RE: NEP program move

I am confused. The NEP request was only to close the NEP program in Pullman - "officially" (but to retain the program in Spokane). It has been operating in Spokane for years. So was this never officially moved to Spokane? Should I change the information in the data base to "extend NEP to Spokane" and to "close NEP in Pullman" like what was done for Pharmaceutical Sciences?

I thought we were requesting from the Provost's Office the permission to close the program in Pullman. But I don't suppose we need the Provost's Office to close a program.

Let me know what to do. As it is listed now, it is just to close the NEP program on the Pullman campus.

*Sincerely,*

*Barb*

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**From:** Lambeth, Suzanne Terese  
**Sent:** Thursday, October 03, 2013 9:06 AM  
**To:** Schmidtlein, Barb  
**Subject:** FW: NEP program move

fyi

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**From:** Sherman, Jane  
**Sent:** Thursday, October 03, 2013 6:25 AM  
**To:** Lambeth, Suzanne Terese  
**Subject:** Re: NEP program move

Suzanne -- the NEP move has been approved by the provost and is ready to move forward.

I'll be meeting with the Grad School and others early next week, and after that will have a more organized process for how you get the information you need more smoothly.

Waiting for that meeting has also been the reason for delays in getting back to you about the name changes.

Thank you for staying on top of this and making sure it's working as it should.

-- Jane

Sent from my iPhone

On Oct 2, 2013, at 5:42 PM, "Lambeth, Suzanne Terese" <[slambeth@wsu.edu](mailto:slambeth@wsu.edu)> wrote:

Jane,

Can you update me as to where we are in this process?

Thank you.

Suzanne

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**From:** Sturko, Patricia Ann  
**Sent:** Friday, September 20, 2013 3:04 PM  
**To:** Sherman, Jane; Wack, Mary  
**Cc:** Lambeth, Suzanne Terese  
**Subject:** RE: NEP program move

Jane,

This simple template makes a lot of sense and keys in on the important points: reason for discontinuation and plans to help current students finish their degree.

Thanks,

Pat

Patricia A. Sturko, Ph.D.  
Associate Dean, Graduate School  
IIDP Coordinator  
[psturko@wsu.edu](mailto:psturko@wsu.edu)  
509-335-7718

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**From:** Sherman, Jane  
**Sent:** Friday, September 20, 2013 2:19 PM  
**To:** Wack, Mary; Sturko, Patricia Ann  
**Cc:** Lambeth, Suzanne Terese  
**Subject:** RE: NEP program move

All –

The MS and PhD NEP are programs that have been approved for – and, presumably, offered at – more than one location. So discontinuing the program at one of those locations should not be as onerous as moving a program entirely from one location to another. At least, I haven't seen the same kind of angst from NWCCU over discontinuations.

I had drafted – but not yet used -- a discontinuation NOI template, which I had been thinking would be sufficient information for the provost's office, and would be attached to the registrar's major change form for the Faculty Senate process. No full proposal.

What do you think?

-- Jane

Jane C Sherman  
Vice Provost for Academic Policy and Evaluation  
Washington State University  
410 11<sup>th</sup> Avenue SE, Suite 102  
Olympia WA 98501  
360.534.2322

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**From:** Wack, Mary  
**Sent:** Friday, September 20, 2013 11:23 AM  
**To:** Sherman, Jane  
**Cc:** Lambeth, Suzanne Terese  
**Subject:** FW: NEP program move

Jane,

Here's one to connect with Suzanne on.

Mary

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**From:** Sturko, Patricia Ann  
**Sent:** Wednesday, September 18, 2013 3:23 PM  
**To:** Wack, Mary  
**Cc:** Saligumba-Graham, Jenny Virginia  
**Subject:** RE: NEP program move

Mary,

This came out of my discussion with Kay regarding moving the PharmSci program to Pullman. I let Kay Meier know that the MS and PhD in NEP was still active in Pullman in our student information system, and if she wanted to officially close the Pullman programs but retain the Spokane programs, she need to submit the paperwork. I don't know what paperwork is appropriate for officially closing a program in Pullman. It is my understanding that they will no longer recruit students into the Pullman programs, so we suggested that the paperwork be submitted to close the PhD and MS in NEP at Pullman, as they are still active in the student information system. The Spokane MS and PhD in NEP programs will stay active in the system.

If somewhere along the line we missed the paperwork to close the Pullman NEP programs, please let us know.

Thanks

Pat

Patricia A. Sturko, Ph.D.  
Associate Dean, Graduate School  
IIDP Coordinator  
[psturko@wsu.edu](mailto:psturko@wsu.edu)  
509-335-7718

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**From:** Wack, Mary  
**Sent:** Wednesday, September 18, 2013 2:05 PM  
**To:** Sturko, Patricia Ann  
**Subject:** NEP program move

Hi Pat,

The Registrar's point person for curricular matters, Suzanne Lambeth (she staffs Catalog Subcommittee), got a proposal from Nutrition and Exercise Physiology to close the Ph.D program in Pullman and retain it in Spokane. Jane Sherman hasn't heard of this proposal; I wanted to check with the Grad School before getting back to Suzanne on next steps for the program. Have you guys been working with them on this?

Thanks,  
Mary

Dr. Mary Wack  
Vice Provost for Undergraduate Education  
Washington State University  
509-335-8044 [mwack@wsu.edu](mailto:mwack@wsu.edu)