

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/ROPub/Apps/HomePage.ASP> for this form.

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

Department Name _____

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 _____

Effective term/year _____

Contact Person	Contact Phone No.	Contact email

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

4. SIGN AND DATE APPROVALS.

Chair Signature/date _____

Dean Signature/date _____

General Education Com/date _____

Catalog Subcom/date _____

Academic Affairs Com/date _____

Graduate Studies Com/date _____

Senate/Date _____

CURRICULAR REQUEST INSTRUCTIONS

Definitions, policies, and additional procedures can be found in the *Educational Policies and Procedures Manual* at <http://facsen.wsu.edu/eppm/>

For submission deadlines and forms, refer to <https://www.ronet.wsu.edu/ROPub/ Apps/HomePage.ASP>

Please remember that persons not acquainted with the curriculum will be evaluating the request and that clarity will ensure faster action.

PROCEDURE FOR ALL REQUESTS:

To submit curricular requests, check the appropriate box on the “Major Change Form—Requirements” sheet, obtain the chair and dean signatures, and attach appropriate materials, as detailed below. Send the signed original and **ten** copies to Lisa Devine, Registrar’s Office, French 346, ZIP 1035.

FOR NEW DEGREES, PROGRAMS:

1. Requests for new degrees must follow the Higher Education Coordinating (HEC) Board Guidelines provided in the *Educational Policies and Procedures Manual* (available at <http://facsen.wsu.edu/eppm/>).
2. The rationale for new degrees includes, but is not limited to, a description and rationale justifying the request, a cost analysis (added cost or savings), facility needs, faculty/staff arrangements, enrollment data, and recommendations from a study committee or accrediting body.
3. Consult the Faculty Senate Office for further information.

FOR NEW MAJORS, OPTIONS, MINORS, AND UNDERGRADUATE CERTIFICATES:

1. Include a rationale describing the need for the proposal. The rationale may include projected enrollment data, cost analysis, facility needs, faculty/staff arrangements, and study committee or accreditation recommendations, as appropriate.
2. For new majors or options, include a semester-by-semester sequence of studies for inclusion in the catalog. The sequence must include GERs as well as courses in the major. NOTE: If approved, the catalog editor will request a word document of the sequence of studies.
3. For undergraduate certificates, see guidelines below.

FOR CHANGES TO EXISTING MAJORS, OPTIONS, MINORS, AND UNDERGRADUATE CERTIFICATES:

1. Include a rationale describing the need for the proposed change.
2. Show the change requested by attaching a copy of the current requirements as are listed in the catalog and editing the copy to show proposed changes.

NOTE: If approved, the catalog editor will request a word document of the changes.

Routing for Review and Approval. Requests are routed to the Catalog Subcommittee, the Academic Affairs Committee and/or Graduate Studies Committee, and the Faculty Senate. Upon final approval by the Senate, a copy of the Major Curriculum Change Form will be returned to the department. In the case of major program changes, changes will be submitted by the Senate to the President, the Higher Education Coordinating (HEC) Board, and to the Board of Regents for final approval.

GUIDELINES FOR OFFICIALLY RECORDED UNDERGRADUATE CERTIFICATES

An “officially recorded undergraduate certificate” is a document issued by WSU, displaying the WSU seal and president’s signature, that may be issued to students who have completed a course of study that meets the guidelines outlined below and has been approved by the Faculty Senate. Officially recorded undergraduate certificates also will be documented on the academic transcript.

Guidelines

- 3.1. Admission standards: Any currently enrolled undergraduate or graduate degree-seeking student is automatically eligible to enroll in any undergraduate certificate program. Other students must meet the existing admission standards for non-degree seeking students.
- 3.2. Credit hours
 - 3.2.1. Absolute number: minimum 15 credit hours/certificate, with the exact number specified by the Department or Program offering the certificate.
 - 3.2.2. Transfer credits: The maximum number of credit hours earned at other institutions that may apply towards a particular WSU certificate shall not exceed $\frac{1}{4}$ of the total number of credit hours required for the certificate. Acceptance of particular courses from other institutions for WSU certificate credit will be at the discretion of the Department or Program offering the certificate.
- 3.3. Pass/Fail option: The number of credit hours that may be taken for a Pass/Fail (or S/F) grade shall not exceed $\frac{1}{4}$ of the total number of credit hours required for the certificate. The minimum number of letter-graded (A, B, C, D, F) credit hours for any undergraduate certificate shall be 12.
- 3.4. GPA requirement for completion: The minimum cumulative GPA based on all graded coursework required to earn the certificate is 2.0. Courses may be repeated according to the existing rules for undergraduate degree programs.

Preparation of a undergraduate certificate proposal shall include:

- Description of the certificate’s emphasis or scope of study, and rationale for offering it
- Justification for the particular number of credit hours and courses proposed
- Only courses that have already been approved via the usual process

Accumulation of credits towards undergraduate degree: Credit hours earned in a WSU undergraduate certificate program may be applied toward a WSU undergraduate degree as general elective credit. Particular courses may also fulfill specific requirements of particular degree programs if they are required for that degree program.

Documentation on the transcript: Successful completion of a certificate program will be noted on the official academic transcript. The notation will include the total number of credit hours required by the certificate program.

Administrative costs: Students pay \$50 for the official undergraduate certificate, which is billed to the student’s account.

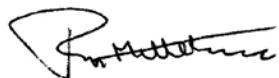
Changes initiated from administrative levels are routed to the Senate Steering Committee and referred to the appropriate departments and committees for review and evaluation.

September 10, 2010

To Whom It May Concern:

The WSU School of Economic Sciences currently offers a Master of Arts (MA) in Applied Economics. The Faculty in SES have concluded that the current curriculum content required in the Masters program warrants a Master of Science designation rather than a Master of Arts designation. Furthermore, this master's degree program is offered cooperatively with the University of Idaho Department of Agricultural Economics and Rural Sociology, and the curriculum offered and the requirements for graduation for the WSU and University of Idaho degrees are identical. The title change from Master of Arts in Applied Economics to a Master of Science in Applied Economics is being requested in order to be more consistent with both the curricular content of the current masters program and the title of the master's degree in our cooperating department at the University of Idaho. This is a request for a title change only. No curricular change is associated with this request.

Sincerely,



Ron Mittelhammer
Director