66

RECEIVED
SEP 21 2010
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 Nutrition and Exercise Physiology

1. CHECK PROPOSED CHANGES.

*☐ Change department/program name *from* _____ *to* _____
*☐ New degree or program *in* _____
*☒ Change name of degree *from* MS Exercise Science *to* MS Nutrition and Exercise Physiology
*☐ 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 Fall 2011

Kathryn F. Meier, PhD	509-358-7631	kmeier@wsu.edu
Contact Person	**Contact Phone No.**	**Contact email**

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

4. SIGN AND DATE APPROVALS.

Kathryn F. Meier 9/15/10 _____
Chair Signature/date 9/15/10 | 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/ROPubs/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 ¼ 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 ¼ 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.

Rationale for name change from "MS Exercise Science" to "MS Nutrition and Exercise Physiology"

The MS Exercise Science curriculum was revised (as approved by the Faculty Senate in May 2010) to reflect the integrated nature of the consolidated academic unit. Coursework for the revised degree includes both exercise physiology and nutrition. In some cases, the two subject areas are integrated within the same course. The name "Nutrition and Exercise Physiology" (NEP) was developed by the faculty to best depict the dual academic emphases of our unit. We are requesting a change in degree name to accurately reflect the nature of the MS program, and to facilitate marketing of the degree.

Following consolidation of the NEP academic unit in 2007, the faculty is particularly eager for the degree name to reflect the integrated nature of the degree program. The six students currently enrolled in the degree program also support the proposed name change.

Thank you very much for your consideration of this request.