

MAJOR CURRICULAR CHANGE FORM – COURSE REVISIONS

(Do not include these instructions with your proposal.)

Requests may be submitted to add a new or restore a previously existing course, or to revise an existing course. Each has its own form. Please be sure to submit the correct form and follow the instructions for that form. For submission deadlines and forms, refer to www.ronet.wsu.edu/ROPubs/ under “Forms”.

Important to note: If the curricular change proposal includes any of the following three requests, the request must first be routed to other committees or departments for approval as specified below, before being routed to the Catalog Subcommittee.

- Request to meet **Writing in the Major** [M] requirement: For more information, please contact the Writing Program or visit <http://writingprogram.wsu.edu> and follow the instructions for requesting approval for [M] status. If there is no approval signature and date from the All-University Writing Committee for the [M] status on the curriculum change form, the request will first be routed for [M] approval before being processed by the Catalog Subcommittee.
- Request to meet **University Common Requirements (UCORE)**: If **only** requesting the course fulfill a UCORE requirement, do not use this form. Please see <http://ugr.wsu.edu/> under "Faculty" for information on how to submit a UCORE course request. Use a curricular change form only if, in addition to the UCORE request, a major curricular change is being requested. Add the completed curricular change form to the UCORE documents and upload all to the UCORE SharePoint site, following the UCORE procedure. The Catalog Subcommittee will review all requests at the same time once the UCORE Committee has completed its process.
- Request for a **Special Course Fee**: This form is not needed if the only change requested is the addition of a special course fee. Follow the procedures found in the WSU Business Policies and Procedures Manual (BPPM). http://www.wsu.edu/~forms/HTML/BPPM/30_Finance/30.95_Special_Course_Fees.htm. Otherwise, course fee requests should be submitted as instructed above prior to curricular change requests. Check the box for Special Course Fee and note the approval of the special course fee in your statement.

Step-by-Step Procedures

Note: Cooperative Course requests or changes are now done on a Minor Change Form. See RO Publications for the form.

1. **Effective Date:** Enter the date (term/year) the revised course would be effective and available. This must be a future date. Deadlines: For a fall term effective date, the curricular change form and packet must be received by October 1st of the previous year, and for a spring or summer term effective date, it must be received by March 1st of the previous year.
2. **Course Typically Offered:** Provide the terms when the course is to be typically offered, e.g., ‘Fall, Spring’; ‘All’; ‘Even Year Summer’, etc. Be sure to include urban/global campus information, if different. This information will be available for students’ use in the “My Planner” tool in zzusis.
3. **Current Course description:** Enter the current information for the course as it now appears in the catalog: current subject (include crosslisting subjects if applicable), course number (crosslisting course number, only if different), title, credits, lecture/lab ratio, and current prerequisites, if applicable. No need to list the current course description as this will be obtained directly from the catalog.
4. **Requested Changes:** Check all boxes that apply and list the new information being requested on the blanks provided, if applicable. **Please note the following:**
 - a. **Changes to Course Numbers or Subjects:** Course proposals requesting changes to course subjects or numbers **must be substantive** in order to be considered for approval since these changes affect other catalog entries, the accuracy of a student’s advising report, and transfer articulation information.

- b. **Lecture/Lab or Lecture/Studio Courses:** Course proposals requesting a **lecture** and **non-lecture** component must be identified by filling out the lecture hrs /lab hrs or lecture hrs/studio hrs per week section of the form and should follow guidelines for contact hours as outlined in the university online catalog at the following link, under the heading "Credit".
<http://catalog.wsu.edu/Catalog/Content/SummaryofAcademicPolicies.pdf>
 - c. **Add or Change a Crosslisting:** Course proposals requesting crosslisting between departments must identify the department which is to be the owner of the course (i.e., the parent department), on the form, by noting that course **first**. For example, on the form, Anth 200/ CAC 119 would indicate that Anthropology is the parent department. If the proposed change impacts or involves collaboration with other units, use the additional signature lines provided for each impacted unit and college.
 - d. **Conjoint Courses:** Courses requesting an undergraduate (400-level) and a graduate (500-level) counterpart must follow the criteria described in the *Educational Policies and Procedures Manual* <http://facsen.wsu.edu/eppm/> . The request must describe in the rationale statement how the additional 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. **(PLEASE NOTE: A CONJOINT [CAPS] COURSE IS NOT PERMITTED.)**
 - e. **Title, Prerequisite, Description, and/or Credit Reduction changes only:** Please use a **Minor Curricular Change Form** if these are the only items being revised, unless the course content is being significantly altered.
Otherwise:
 - i. **Course descriptions:** Please limit revised descriptions to 200 characters.
 - ii. **Prerequisites:** All prerequisites are fully enforced at the time of registration. For questions about prerequisites, contact Becky Bitter at bitter@wsu.edu or 335-4766.
5. **Please provide the contact information for the Catalog Subcommittee.** If the department contact is not the instructor, please list the instructor also.
 6. **Attach a rationale statement** providing the justification for changes to existing courses. Explain how this impacts other units in Pullman and other campuses (if applicable).
 7. **Attach a complete syllabus for the proposed revised course.** Please see <http://vpue.wsu.edu/policies/> for a syllabus guide and an example of a good syllabus.
 8. **Obtain dated signatures from all appropriate chairs and deans** on change form.
 9. **Make 10 copies, stapled, of the packet of signed and dated form, rationale statement, and syllabus.**
 10. **Submit one electronic copy of complete packet** to wsu.curriculum@wsu.edu.
 11. **Send the original stapled packet and the 10 stapled copies to the Registrar's Office**, campus mail code 1035.

Progression for Review and Approval: Special committees as needed; Catalog Subcommittee; Academic Affairs Committee or Graduate Studies Committee; and then to Faculty Senate. Information on the progress and completion of each major curricular change item received by the Registrar's Office is noted in the Catalog Subcommittee Notes, which are posted on the Faculty Senate website and in the RO Publications. Upon final approval by the Senate, a copy of the Major Curriculum Change Form will be returned to the department.

NOTE:

- **It is the departmental 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/Schedules/Apps/HomePage.ASP>.
- **It is also the department's responsibility to follow-up** on other areas in the catalog affected by the approved change such as schedules of studies and prerequisites.