Washington State University

MAJOR CHANGE FORM – REQUIREMENTS

NOTE: If proposing a new program (degree) or extending, moving, consolidating, eliminating or renaming an existing program (degree), these proposals must first go through the Provost’s Office review process. Please do not use this form. Please contact the Provost’s Office for directions on processing program (degree) proposals.

SUBMITTING PROPOSAL – Follow the steps on form, then:
☐ Submit one electronic copy of complete packet of signed form/rationale statement/supporting documentation and/or edits to wsu.curriculum@wsu.edu.
☐ Send the original stapled packet PLUS 10 stapled copies of packet to the Registrar’s Office, campus mail code 1035.

Department Name: School of Biological Sciences

1. Check proposed changes:
☐ New Plan (Major) in _____________________________ CIP# ______.
☐ Change name of Plan (Major) from _____________________________ to _____________________________.
☐ Revise certification requirements for the Plan (Major) in _____________________________.
☐ Revise Plan (Major) requirements in M.S. Plant Biology _____________________________.
☐ Drop Plan (Major) in _____________________________.

☐ New Sub-Plan (Option) in _____________________________ CIP# ______.
☐ Change name of Sub-Plan (Option) from _____________________________ to _____________________________.
☐ Revise requirements for the Sub-Plan (Option) in _____________________________.
☐ Drop Sub-Plan (Option) in _____________________________.

☐ New Minor in _____________________________ CIP# ______.
☐ Change name of Minor from _____________________________ to _____________________________.
☐ Revise Minor requirements in _____________________________.
☐ Drop Minor in _____________________________.

☐ New Certificate in _____________________________ CIP# ______.
☐ Change name of Certificate from _____________________________ to _____________________________.
☐ Revise Certificate requirements in _____________________________.
☐ Drop Certificate in _____________________________.
☐ Other _____________________________

2. Effective Date: Fall 2016 (Effective date must be for future fall term.) Submission deadline is Oct 1st.
NOTE: Items received after deadlines may be put to the back of the line or forwarded to the following year. Please submit on time.

Contact: Justine Rupp
Phone number: 335-8649
Email: ruppj@wsu.edu
Campus mail code: 6414

3. PLEASE ATTACH A RATIONALE STATEMENT giving the reasons for each request marked above, and explaining how this impacts other units in Pullman and other campuses (if applicable).

4. PROVIDE SUPPORTING DOCUMENTATION AND/OR CURRENT CATALOG COPY with edit marks showing requested changes.

5. SIGN AND DATE APPROVALS.

Chair Signature/date _____________________________
Dean Signature/date _____________________________
CSC Date _____________________________

Chair Signature/date _____________________________
Dean Signature/date _____________________________
AAC or GSC Date _____________________________
Senate Date _____________________________