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 Ph.D. Plan 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: [Signature]
Dean Signature/date: [Signature]
CSC Date: [Date]

AAC or GSC Date
Senate Date