

# MAJOR CURRICULAR CHANGE FORM – COURSE REVISIONS

Major Curriculum Change requests are broken out into 4 separate forms, each with its own link. Please make sure to select the appropriate link.

- **New or Restore Course form:** <https://curriculumchange.registrar.wsu.edu/forms-and-instructions/new-restore-course/>
- **Major Course Revision form:** <https://curriculumchange.registrar.wsu.edu/forms-and-instructions/course-revision/>
- **New Requirement form:** [curriculumchange.registrar.wsu.edu/forms-and-instructions/major-curricular-change-form-requirements-new/](https://curriculumchange.registrar.wsu.edu/forms-and-instructions/major-curricular-change-form-requirements-new/)
- **Requirement Revisions form:** <https://curriculumchange.registrar.wsu.edu/forms-and-instructions/major-curricular-change-form-requirements-revise/>

## Important Notes:

1. **The following course revisions may be requested with a Minor Curricular Change Form** and do not require committee reviews when no major changes are requested:
  - **Title, prerequisite, and/or minor description revisions** (no significant changes to course);
  - **Decreasing credits, or repeat credits**
  - **Adding or removing and dropping a crosslist to a course**
  - **Dropping a conjoint listing and dropping the undergrad or grad course counterpart being removed** (if keeping both parts, use this major change form to request to dropping the conjoint listing)
  - **Dropping an [M] designator.**
  - **Cooperative course** (adding or removing the cooperative course phrase)
  - **Dropping a non-service course.**
2. **Save Form button** at bottom of form: Work in progress can be saved without submitting, with the following considerations:
  - a. For each form link: Once saved, another request for the same link cannot be started until the current request has been completed and submitted. When opening the link after saving, information in progress will appear on the form for the current un-submitted request.
  - b. A separate form link for another curriculum change category (see first paragraph) can be opened and modified while saving work in progress on another form link.
3. **Requests for any of the following** must first be approved by appropriate committees or departments prior to going through the Faculty Senate approval process.
  - a. **Writing in the Major [M] designation:** Requests for [M] status should be initiated through the Major Curriculum Change form. The Registrar's Office will forward the proposal to the University Writing Committee for review and approval prior to advancing through the Senate process. Please upload the writing in the major rubric along with example syllabus and rationale statement.
  - b. **[University Common Requirements [UCORE] designation:** If requesting UCORE designation for an existing course, you will not use this form. Please visit <https://ucore.wsu.edu/> under "For Faculty and Advisors" for information on UCORE courses, then follow the instructions listed there.
    - i. **Be aware** there is a separate form for proposing a UCORE capstone [CAPS] course.
    - ii. **Note:** If there are major change requests not addressed with the form (example: temporary course status), please include the information in the rationale statement for the UCORE proposal.
    - iii. **Once the course is approved for UCORE designation** by the UCORE Committee, the course will be assigned to the Catalog Subcommittee for processing. The Catalog Subcommittee will review the course following the UCORE process.

- c. **Special Course Fee:** The Catalog Subcommittee cannot process Special Course fee requests. If seeking a Special Course Fee, first follow the procedures found in the WSU Business Policies and Procedures Manual (BPPM) at the following link <https://policies.wsu.edu/prf/index/manuals/30-00-contents/30-95-special-course-fees/> When approved, submit the new/restore course curricular change form for the new course request. Please note the approval of the special course fee in your rationale statement. Course proposals can be considered before the approval of the course fee, but the rationale should indicate the impact on the course offering if the course fee is not approved.

### **Step-by-Step Procedures for Major Course Revisions**

1. **Log in** using your WSU network ID and password.
2. **Future Effective Date:** Enter the date (term/year) the course would first be offered. This must be a future term.
  - a. **Deadlines for curriculum requests:** To ensure completion of the approval process, approval of the request from both the Chair/Director and Dean/Associate Dean should be received no later than the deadline date listed below. Please consider your department and college timelines when submitting proposals.
    - i. **Deadline for Fall term effective date:** October 1st of the year prior to effective date.
    - ii. **Deadline for Spring term effective date:** February 1st of the year prior to the effective date.
  - b. **All forms, rationale statements and documentation, and chair and dean approval emails must be received by the respective deadlines.** Submissions accepted after the deadline may not receive Faculty Senate approval in time for the requested effective date.
3. **Course Typically Offered:** Provide the terms when the course will typically be offered, if known. (e.g., Fall, Spring, and/or Summer; and whether for All Years, Even Years, or Odd Years). This information will be available for students in MyWSU.
4. **Current Course Information:** Pick the current course subject from the drop-down menu, list the current course number, and indicate whether this is a crosslisted course. Placement of courses the catalog is based on this information.
5. **Requested Revisions:** Check all boxes that apply and provide the requested information. **Please note the following:**
  - a. **Revise Course Subjects and/or Numbers:** Course proposals requesting changes to course subjects or numbers **must be substantive** to be considered for approval, since these changes affect other catalog entries, student-advising reports, and transfer articulation information.
    - i. **Revise Subject:** Pick the revised course subject from the drop-down menu
    - ii. **Revise Course Number:** Enter the revised course number.
  - b. **Revise Credit:** To revise credits for the course, answer the variable credit question, and follow the prompts.
    - i. **Lecture (no need to check this box for non-lecture courses):** Provide the number of lecture credits for the revised course. For a variable credit course, provide the minimum and maximum number of credits that can be earned in one term.
    - ii. **Studio, Lab, or Ensemble hours (required field if Revise Credit box is checked):** If the course has a non-lecture component or is a non-lecture course, check which component applies, then provide the number of hours per week needed for that component. The credit equivalents are provided for each. Check “No non-lecture component” for lecture-only courses.
    - iii. **Total Credits:** Course credits will be automatically calculated based on the combined hours of lecture and non-lecture components listed. Follow guidelines for contact hours as outlined in Academic Regulation number 27: Credit Definition.
  - c. **Add/Revise/Remove Repeat Credit:**
    - i. **Add/Revise repeat credits:** Check this if adding a new repeat credit attribute to a course, or if revising the existing repeat credits for a course.
      1. **List the new or revised maximum cumulative credits** that may be earned.
      2. **No cumulative maximum credit:** Check this when making a course

repeatable and there is no cumulative maximum credit requirement.

- ii. **Remove cumulative maximum credits requirement:** Check this box if requesting to remove the limit on the number of times the course may be repeated.
  - iii. **Remove repeat credit:** Check this box if requesting to discontinue offering this course as a repeatable course.
  - d. **Revise Grading: If revising the grading,** Pick the grading type for the revised course.
  - e. **Add Conjoint:**
    - i. Courses requesting undergraduate (400-level) and graduate (500-level) counterparts **must meet** Graduate School guidelines which can be found at the following links: <https://gradschool.wsu.edu/chapter-three-e/> and follow the criteria in the Educational Policies and Procedures Manual <https://facsen.wsu.edu/eppm>.
    - ii. **PLEASE NOTE: A CONJOINT [CAPS] COURSE IS NOT PERMITTED.**
    - iii. Undergraduate and graduate course numbers **MUST** have the same last two digits. Example: 435/535. **Please consult the catalog to ensure both numbers are available when requesting conjoint status.**
    - iv. **Rationale Statement:** Conjoint requests must describe in the rationale statement how the 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.
  - f. **Revise Title:** Enter the revised title.
  - g. **Revise Prerequisites:**
    - i. All prerequisites are fully enforced at the time of registration. For questions about prerequisites, contact Becky Bitter at [bitter@wsu.edu](mailto:bitter@wsu.edu) or 335-4766.
    - ii. **Graduate courses** cannot list undergraduate courses as prerequisites. However, a recommended preparation phrase or required preparation phrase can be added to the end of the course description (see h) i) (4) below).
  - h. **Revise Catalog Description: Enter** the revised course catalog description. **Note:** The catalog description is used to describe the course in the catalog to prospective students. Please do not use this space for course justification.
    - i. Specialty phrases that can be added to the end of the course description, if applicable, include:
      1. **“Field trip required”.**
        - a. If a field trip is a required part of a course, the course description must include this phrase, as well as the details of when and where the trip will take place.
        - b. If requesting a special course fee for a field trip, this phrase must be included in the course description in order to be approved for the special course fee (See “Special Course Fee” information on pg. 1).
      2. **“Credit not granted for both 4XX and 5XX.”** used for conjoint courses.
      3. **“Credit not granted for THIS XXX and THAT ZZZ.”** used for course equivalents.
      4. **“Recommended preparation: X, Y, Z”** or **“Required preparation must include X, Y, Z”.** These are often used with a graduate course for undergraduate preparation courses, which cannot be listed as prereqs for the graduate course (see g) ii) above).
    - i. **Other:** Use this box to request a course revision not otherwise listed on the form. See “Important Notes: Minor Course Changes” above before using this box. The request may be a minor curriculum change.
6. **Supporting Documentation:**
- a. **A rationale statement must be uploaded** providing justification for the requested revisions.
  - b. **A revised syllabus incorporating the requested changes** must also be uploaded with the form and rationale statement. Please see <https://vpue.wsu.edu/policies/> for a syllabus guide and sample syllabus.
  - c. **Uploading Documentation:**

- i. Go to the “**Choose file to upload**” at the bottom of this section and click on “**Browse**”. Choose the file to be attached and click “**open**”. This will attach the document to the form.
  - ii. **To add more documents:** Go to “Choose file to upload” and click on the link “Add additional documents”. This will bring up another “Choose file to upload” Browse button. Continue as before.
    1. This can be done as many times as needed to upload all supporting documentation.
7. **Department Contact:** Provide department contact information the Catalog Subcommittee representative will use to contact department, if necessary. List the course instructor, if different.
  8. **Chair/Director(s) and Dean(s) Contact information:** Provide contact name and email for both the department chair or program director and the college dean, as well as any additional chairs/directors and or deans needed to obtain signatory approval. The form cannot be submitted without this information.
  9. **When Submitted:**
    - a. Automatic emails are sent to the chair(s)/director(s) and dean(s) requesting their approval to [curriculum.submit@wsu.edu](mailto:curriculum.submit@wsu.edu). Emails will include a summary of the request and supporting documentation.
    - b. An automatic email will also be sent to the submitter listing the summary of the request made.
  10. **Once email approvals are received** from chair(s) and dean(s), assuming there are no errors in the submission, the curriculum change request will be assigned a Catalog Subcommittee (CSC) number and put on the CSC agenda to begin the review and approval process.

**NOTE: It is the department’s 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/>
- **Monitor and address** other areas in the catalog affected by the approved change, such as schedules of studies and course prerequisites.

**Catalog Subcommittee Notes:** Information on the progress and completion of each major curricular change item received by the Registrar’s Office is noted each Friday in Catalog Subcommittee Notes, which are posted on the Faculty Senate website and in the RO Publications at the beginning of the following week.

**Progression for Curriculum Review and Approval Process for courses:**

**Special committees as needed:** UCORE Committee; Writing in the Major [M], Special Course Fees;  
**Catalog Subcommittee (CSC);**  
**Academic Affairs Committee (AAC)**  
**Professional Health Sciences Committee (PHSC), or**  
**Graduate Studies Committee (GSC);**  
**Faculty Senate (FacSen)** [For most requests, can begin publicizing once approved].  
**Board of Regents**