22 Curricular Change Policies and Processes

22.1 Major curricular changes

22.1.1 Policy

As provided by the Faculty Senate constitution, the Catalog Subcommittee (CSC) considers all major curricular changes for the undergraduate, graduate, and professional health sciences programs. The committee submits undergraduate recommendations to the Academic Affairs Committee (AAC), graduate recommendations to the Graduate Studies Committee (GSC), and for curriculum in the professional health sciences (medicine, pharmacy, and veterinary medicine), recommendations are submitted to the Professional Health Science Committee (PHSC). AAC, GSC, and PHSC make recommendations to the Faculty Senate. The Faculty Senate approves all curricular changes by vote. Minor changes are sent as informational items to the Faculty Senate.

Academic policies are reviewed by the appropriate committees and forwarded to the Faculty Senate.

All graduate major curricular changes and course work 500-level and above are considered by the Graduate Studies Committee as regular agenda items. Major curricular change petitions for 500-level professional courses requesting graduate credit are routed through the catalog subcommittee to the academic affairs committee for consideration and recommendation to the Faculty Senate, exclusive of graduate credit. The decision as to whether or not the courses are acceptable for graduate credit is made solely by the graduate studies committee, and the graduate school will inform the department of action pertaining to graduate credit.

Actions of the Faculty Senate are reported to the president, to the board of regents, and to the NWCCU (if appropriate) for final approval.

Changes become effective the fall semester subsequent to their adoption by the Faculty Senate (senate, 1972; catalog subcommittee, 1982; EPPM 1996; updated by registrar 2018).

22.1.1.2 Definitions

The following are considered major curricular changes:

- Establishment of a new degree, major, minor, or certificate.
- Change in certification requirements for major, minor or certificate.
- Change in graduation requirements for degree, major, minor, or certificate.
- Course to obtain UCORE status.
- Change in grading type.
- Change or drop service course.
- Restoration of course previously dropped.
- Initiation of new course.
- Establish conjoint listing.
- Change in course number.
- Change in course subject.
- Credit change: increase, variable, or repeat.
- Change in credit/contact hour (lecture-laboratory-studio-ensemble) ratio.

22.1.1.3 Procedures

Major curricular changes are normally initiated from the faculty and chair of an academic unit, or through the cooperative efforts of deans, directors, or chancellors.

22.1.2 New Degrees and Extending Existing Degrees

Proposals to establish new degrees, or to extend an existing degree to another campus are reviewed initially by the Provost....

22.1.2.1 Full Degree Review

The following types of change

22.1.2.2 Fast Track Eligible

The following types of changes are eligible to be...

- Renaming academic units, departments, or colleges
- Extending existing degree to other campuses
- Adding courses or options to an existing major that does not represent a greater than 25% change in the number of credits to that major
- Combining two programs to create a new program and where the two programs have been previously approved

22.1.3 Major curricular changes – Requirements

To add a new major to an existing degree requires the submission of the new requirements major curricular change form. Supporting documentation must include a rationale statement and requirements for completion. The graduation requirements for majors must be shown as a four-year schedule of studies. Requirements for minors and certificates may be submitted in paragraph form. Requirements must include all university requirements and specific coursework. References to a department or website for a list of approved courses are not allowed.
To add a new major or option to an existing degree requires the submission of the new requirements major curricular change form. Supporting documentation must include a rationale statement and requirements for completion. The graduation requirements for majors must be shown as a four-year schedule of studies. Requirements for minors and certificates may be submitted in paragraph form. Requirements must include all university requirements and specific coursework. References to a department or website for a list of approved courses are not allowed.

Changes to requirements for majors, minors, or certificates and the like requires the submission of the revise requirements major curricular change form. Supporting documentation must include a rationale statement and include the current requirements modified to show the requested changes.

New and revised requirements become effective the fall semester subsequent to their adoption by the Faculty Senate.

22.1.4 Major curricular changes – Courses

Requests for new or restored courses require the submission of the new or restore course major curricular change form. Requests for revisions to an existing course require the submission of the revise course major curricular change form or a minor curricular change form, depending on the change being proposed. Supporting documentation must include a rationale statement and a course syllabus.

22.1.4.1 Course levels

1. Consideration should be given to the year in which the students are normally expected to take the course when determining the placement of the course in the curriculum.
2. Skills courses not requiring prerequisites should be set at the lowest number.
3. Introductory courses should be given as low a number as can be permitted in view of the maturity required of the students.
4. Upper-division courses should be classified depending upon the maturity required to handle the subject matter, or on their position in a sequential pattern of course work.
5. In general, 400-level courses should require a synthesis of a student's knowledge.

22.1.4.2 Course numbering

- Courses numbered below 100 do not carry university credit.
- 100-199 inclusive are lower-division courses normally taken by freshmen.
- 200-299 inclusive are lower-division courses normally taken by sophomores.
- 300-399 inclusive are upper-division courses normally taken by juniors and seniors.
- 400-498 inclusive are upper-division courses normally taken by juniors and seniors. Courses numbered 499 special problems are for undergraduates only. UCORE caps courses are numbered 400-498.
- 500-599 inclusive are primarily for graduate students or students in specific professional programs (e.g., pharmacy). Qualified seniors may take graduate courses for graduate credit with the approval of the graduate school.
- Courses numbered 600-800 have as a prerequisite regular student status in the graduate school:
  - 700 (for master's degree with thesis).
  - 701 (for master's independent Capstone project and/or examination).
  - 702 (for master's degree without thesis).
  - 800 (for doctorate degree).

22.1.4.3 Uniform listing of courses

Courses numbered 499, 600, 700, 701, 702, and 800 are to be uniformly listed throughout the catalog:

- 499 Special Problems V 1-4 May be repeated for credit. Independent study conducted under the jurisdiction of an approving faculty member; may include independent research studies in technical or specialized problems; selection and analysis of specified readings; development of a creative project; or field experiences. S, F grading.
- 600 Special Projects or Independent Study V 1-18 May be repeated for credit. Independent study, special projects, and/or internships. Students must have graduate degree-seeking status and should check with their major advisor before enrolling in 600 credit, which cannot be used toward the core graded credits required for a graduate degree. S, F grading.
- 700 Master's Research, Thesis, and/or Examination V 1-18 May be repeated for credit. Independent research and advanced study for students working on their master's research, thesis and/or final examination. Students must have graduate degree-seeking status and should check with their major advisor/committee chair before enrolling for 700 credit. S, U grading.
- 701 Master's Independent Capstone Project and/or Examination V 1-6 May be repeated for credit. Course Prerequisite: May be specified as appropriate. Capstone project or final examination for professional master's degree under the Graduate School. The credits will include a balloted evaluation of the student's completion of the program's capstone/examination requirements by the program's graduate faculty. Students must have graduate degree-seeking status and obtain approval from their major advisor/committee chair before enrolling for 701 credit. S, U grading.

Updated February 2020

- 702 Master's Special Problems, Directed Study, and/or Examination V 1-18 May be repeated for credit. Independent research in special problems, directed study, and/or examination credit for students in a non-thesis master's degree program. Students must have graduate degree-seeking status and should check with their major advisor/committee chair before enrolling for 702 credit. S, U grading.
- 800 Doctoral Research, Dissertation, and/or Examination V 1-18 May be repeated for credit. Course Prerequisite: Admitted to the English PhD program. Independent research and advanced study for students working on their doctoral research, dissertation and/or final examination. Students must have graduate degree-seeking status and should check with their major advisor/committee chair before enrolling for 800 credit. S, U grading.

22.1.4.4 Titles

Course titles should be as brief as possible and avoid confusion with or duplication of other course titles. The course title abbreviation (which appears on the student's transcript) is limited to 30 characters including spaces. Phrases such as "introduction to..." and "survey in..." should be avoided.

22.1.4.5 Prerequisites
When applicable, prerequisites are listed in the catalog with the specific course subject and number. Prerequisites may be levels of competence or courses which a student must have completed. For example, calculus (MATH 171) requires a prerequisite of pre-calculus (MATH 106 and 108), meaning that the student may not enroll in 171 until successfully completing MATH 106 and 108. Prerequisites may require a specified major, or the standing a student must have achieved before enrolling for a specific course (e.g., junior standing).

All prerequisites shall be satisfactorily completed before the student may register in a course. At the time of registration for an upcoming term, in-progress enrollment counts toward meeting prerequisites. If after grades are entered a prerequisite is no longer met, the course is dropped from the student’s enrollment.

Recommended preparation may be listed, but is advisory only, and will not preclude enrollment in the course.

Questions concerning prerequisites should be referred to the instructor of the course. The instructor may waive the prerequisite in the case of a student who has demonstrated competence or who has had academic experience equivalent to that represented by the prerequisite. However, no student may have the prerequisite waived if the academic unit deems the waiver inappropriate.

22.1.4.6 Repeat credit

Courses approved for repeat credit are repeatable through reenrollment a subsequent semester or summer session. Students may not enroll in multiple sections of repeatable courses in the same semester, except in the case of Special Topics courses when each section has a unique topic, or in the case where the class section is taught in shorter time periods within the semester.

Departments requesting repeat credit must indicate the maximum allowable credit in each course, e.g., “may be repeated for credit; cumulative maximum 6 hours.”

See Rule 34 for additional information about the restrictions and limitations for students who wish to repeat courses.

22.1.4.7 Variable credit

Courses approved for variable credit within the semester (indicated with a “V” in the catalog, e.g., V 1-3) allow the department to teach a course, for example, for 2 credits to one group of students, and 3 credits to another during the same semester. Note: one student may not enroll in two sections of the same course during the same semester; if the course is repeatable for credit, see repeat credit.

22.1.4.8 Course descriptions

Course descriptions should be brief and descriptive. Descriptions containing words such as “a study of,” “introduction to,” or “fundamentals of,” should be avoided. Following the course description are notations deemed useful to students and advisors, e.g., “credit not granted for both CHEM 106 and 116.” The Catalog Editor may apply editorial conventions to standardize descriptions.

22.2

22.3 Major curricular change form instructions

Changes in academic policy, unless otherwise stated, become effective the fall semester subsequent to their adoption by the Faculty Senate. (senate, 3/9/72)

22.3.1 Completion of major curricular change form

Major curricular change forms are submitted electronically. Forms and detailed instructions can be found at www.curriculumchange.registrar.WSU.edu. All requested information should be provided and supporting documentation should be uploaded. Submitter must identify chair and dean. Submissions will be routed to chair and dean prior to consideration by the catalog subcommittee.

The signatures of the department chair and dean are required for all major curricular changes. To establish or drop crosslisted or inter-disciplinary courses, the signatures of all cognizant department chairs and deans are required.

22.3.2 Processing

Changes initiated from the administrative level, e.g., council of deans, the provost and executive vice president, or the president, should be submitted to the steering committee of the Faculty Senate. The steering committee is responsible to see that the appropriate senate committees investigate the proposal, giving deans, directors, chairs, faculty, and students an opportunity for timely and effective consideration and input. Except for the early coordination efforts of the steering committee, follow the current curriculum change procedures. In rare cases where the steering committee, together with the central administration, determines that review by the senate, or departmental faculty is deemed unnecessary or inadvisable, due to special circumstance, the steering committee must report to the senate and inform the university community of the change being made. (Faculty Senate 2/21/85)

1. The administrative officer of the academic unit reviews the proposal and initiates the electronic curricular change process.
2. The chair and dean (or designate) receive a copy of the electronic submission and review the material for quality, clarity, and conformity to policy and procedures, and electronically indicate approval.
3. The secretary for the catalog subcommittee (assistant registrar) checks material for conformity to regulations, style, and policies.

Major changes are referred to the catalog subcommittee.
1. The catalog subcommittee reviews and recommends to academic affairs committee, graduate studies committee, or professional health science committee those major changes which have been approved.
2. When material is found unacceptable by the catalog subcommittee, the department will be notified in writing of the committee’s reasons for the disapproval of the request. The unit involved may appeal by submitting in writing additional information about the request that directly addresses the committee’s concerns. The department chair may be requested to meet with the committee to present additional information.

(Catalog Subcommittee 4/22/81)

22.4 Minor curricular changes

22.4.1 Policy

Minor curricular changes are presented as information items to the Faculty Senate. They are processed through the Registrar’s Office. In the case where the requested changes do not appear to be editorial, the catalog editor may request that the department submit the request as a major change.

22.4.2 Definitions

The following items are defined as minor curricular changes:

- Editorial changes in course title.
- Reduction of credit.
- Addition or changes in prerequisites.
- Rewording course description which does not substantially alter the course content.
- Dropping a non-service course.
- Dropping the “writing in the major” status.
- Changing the crosslisted offerings for an existing course, or changing which department is the parent for the crosslisting.
- Adding UI Cooperative status

22.4.3 Procedure

Minor curricular changes submitted on a minor curricular change form available online at http://curriculumchange.registrar.wsu.edu/.

22.5 Minor curricular change form instructions

Completion of minor curricular change form

1. Indicate the course subject and number.
2. Check the appropriate box for the proposed changes.
3. Complete all information applicable to course changes, including the effective date of the change.
4. Obtain the signatures of the department chair and dean.
5. Changes involving crosslisted courses must have the signatures of all cognizant department chairs and deans.

22.5.1 Routing

1. Administrative officer of academic unit submits the material to the Registrar’s Office through the appropriate dean.
2. The editor may submit minor changes in course material to the catalog subcommittee for its review and advice. The editor also informs the committee of minor changes that relate to specific major change petitions.
3. The editor approves minor changes for inclusion in the catalog and circulates the minor change bulletin to all deans and chairs each semester.

22.6 Curriculum approval timetable

<table>
<thead>
<tr>
<th>Undergraduate Education Committee</th>
<th>Meeting dates (fall &amp; spring only)</th>
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<tbody>
<tr>
<td>reviews requests for UCORE courses and curriculum.</td>
<td>(meets every two weeks)</td>
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<table>
<thead>
<tr>
<th>All-University Writing Committee</th>
<th></th>
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<tbody>
<tr>
<td>reviews requests for writing in the major [M] courses.</td>
<td></td>
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<tr>
<td>Committee</td>
<td>Frequency</td>
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<tr>
<td>-----------------------------------------------</td>
<td>------------------------------------------------</td>
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<tr>
<td>Catalog subcommittee (CSC)</td>
<td>Beginning second week of fall (meets weekly)</td>
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<tr>
<td>- reviews all curriculum change requests.</td>
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<tr>
<td>Academic affairs committee (AAC)</td>
<td>Beginning mid-September (meets every two weeks)</td>
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<tr>
<td>- reviews undergraduate and professional curriculum</td>
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<td>- requests that have been approved by CSC.</td>
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<tr>
<td>Graduate Studies Committee (GSC)</td>
<td>Meets periodically</td>
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<tr>
<td>- reviews graduate curriculum (including conjoint courses).</td>
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<tr>
<td>Professional Health Sciences Committee (PHSC)</td>
<td>Meets as needed</td>
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<tr>
<td>- reviews curriculum for medicine, pharmacy, and veterinary medicine.</td>
<td></td>
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<tr>
<td>Faculty Senate</td>
<td>(fall) Typically meets 4 times (spring) typically meets 6 times</td>
</tr>
<tr>
<td>- reviews all curricular changes that have been approved through the other committees.</td>
<td></td>
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<tr>
<td>note: approval process takes two meetings—at the first meeting the changes are on the agenda as a discussion item; at the next meeting the changes are voted on.</td>
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**Routing Chart for Curricular Changes**

* For new degrees, degree extensions, and organization changes, proposals are submitted to the Provost’s Office prior to the review by the committees listed here. Approved proposals of this type are sent from the Faculty Senate to the Board of Regents and/or NWCCU—WSU’s accrediting body—depending on the type of request.*