

# COLLEGE OF ARTS AND SCIENCES

## Process for Curriculum Changes

2019-2020

**PURPOSE:** To assist faculty and staff in understanding the process for curriculum change and to facilitate effective coordination of curricular decisions.

### RESPONSIBILITIES

1. It is the department's responsibility to ensure that proper forms, documentation, and all required permissions and/or statements of support are obtained prior to submitting a request. Please, check WSU's procedures at <http://curriculumchange.registrar.wsu.edu/curricular-change-process/>
2. Detailed instructions for completing curricular change forms can be found at <http://curriculum.registrar.wsu.edu/> WSU login information required for submissions.
3. If you wish to send requests in advance for feedback, or if you have any questions, please contact Samantha Swindell (Associate Dean for Curriculum, Assessment ,and Instruction) at [sswindell@wsu.edu](mailto:sswindell@wsu.edu), 5-3715; Ana M. Rodríguez-Vivaldi (Associate Dean for Student Affairs and Global Education) at [amrodriguez@wsu.edu](mailto:amrodriguez@wsu.edu), 5-6877; or Amanda Senter at [senter5@wsu.edu](mailto:senter5@wsu.edu), 5-4581.

### PROCEDURE

**Prior to submission:** Given the new online submission procedure, all necessary materials need to be provided by the department at the time of submission in order for the CAS Dean's office to be able to confirm approval or not. These materials can be added as files under supporting documentation at the time of submission, and may include:

1. Proper documentation to support proposed changes.
  - a. Include reason for request, justification for changes, and where required, a complete course outline or syllabus.
2. The CAS Dean's office requires an enhanced justification that includes:
  - a. An explicit statement regarding the impact of the proposal on faculty load and unit resources. Address the potential impact this change may have on department resources, positive or negative, and if negative, what will be done to address that issue.
  - b. A clear statement on the strategic impact; that is, how does the request strengthen priority areas within the department and/or college? Frame your justification with reference to the departmental, college, and/or WSU strategic goals.
  - c. If the proposed change has the potential to effect on other units (including those on other WSU campuses), a statement indicating that those units have been consulted and an articulation of the decision reached during those discussions. For urban campuses, and depending on your program, please consult with your department's representative on campus and/or the CAS representative:

WSU-Everett: **Haijun Li** ([lih@math.wsu.edu](mailto:lih@math.wsu.edu))

WSU-Spokane: **Daryll B. DeWald** ([daryll.dewald@wsu.edu](mailto:daryll.dewald@wsu.edu))

WSU- Tri Cities: **Paul Strand** ([pstrand@wsu.edu](mailto:pstrand@wsu.edu))  
WSU-Vancouver: **Pavithra Narayanan** ([pavitraa@wsu.edu](mailto:pavitraa@wsu.edu))

You should include additional documentation if the proposed change impacts or involves collaboration with other units on campus or other sites in the WSU-system. The department must consult with those units to assess and confirm their ability to incorporate the change, and make sure they have some way to support this approval.

**Submission phase:**

**Step 1:** Use the proper form (Major Curricular Change Form – add/restore course; Major Curricular Change Form – revise existing course; Major Curricular Change Form – requirements; Minor Curriculum Change Form) available at <http://curriculumchange.registrar.wsu.edu/forms-and-instructions/>

**Step 2:** Check all appropriate box(es) on the Change Form and submit justifications for each change.

**Step 3:** Be sure the syllabus, if required, has all of the necessary (and up to date!) statements (disability, academic honesty, safety), as well as learning outcomes that relate not just to the course, but to the university’s learning goals/outcomes. See new syllabus template at: <http://vpue.wsu.edu/policies/>

**Step 3:** Identify all necessary recipients for approval of the request.

**Registrar’s Office Curricular Change Deadlines:**

New Course Proposals for Summer 2020:	due by October 1, 2019
New Course Proposals for Fall 2020:	due by October 1, 2019
Degree Requirement Change Proposals for 2020-21	due by October 1, 2019
New Course Proposals for Spring 2021:	due by February 1, 2020

**Minor Curricular Change Requests:** Minor Curricular Change requests can be submitted at any time. However, in order to ensure adequate time to process changes, it is recommended that changes be submitted at least 6 weeks prior to the start of priority registration.

**UCORE:** The deadline for Fall submissions is October 15th of the prior year for courses offered in Fall and February 15 of the prior year for courses offered in Spring. New courses requesting a UCORE designator should be submitted no later than October/February 1st. Regarding UCORE submissions: These courses go from the UCORE committee through CSC to Faculty Senate. If you are just requesting to add an attribute to an existing course, it does not take as long as a new course submission, but we would still suggest you get the proposal in early. You want to have that attribute in place when students are planning their schedule. For more information on UCORE submissions and requirements, go to <http://ugr.wsu.edu/faculty/UCORE.html> or <https://ucore.wsu.edu/faculty/proposing-courses/>

**Degree Approval Timelines & Phases**

When a full proposal is received by the Provost’s Office within the first two weeks of the semester, every effort will be made to complete the approval process within that semester. Incomplete proposals or delays in responding to questions raised at any point in the process will significantly delay review and approval. This is a two-fold process (Provost’s phase and Faculty Senate Phase). Please go to <https://provost.wsu.edu/degree-approval-timeline/> for more information on the process.