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

ROLES & RESPONSIBILITIES: It is the department’s responsibility to ensure that proper forms, documentation, and all required signatures are obtained prior to submitting a request to the Dean.

PROCEDURE:

Step 1: Obtain 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) at http://registrar.wsu.edu/ropubs Specific instructions accompany the forms found on the Registrar’s Office Publications website.

Step 2: The form MUST be typed. Use one form per course change request.

Step 3: Check all appropriate boxes on the Change Form.

Step 4: Provide proper documentation to support change. Include reason for request, justification for changes, and where required, a complete course outline or syllabus. Please note that the CAS Dean’s office requires an enhanced justification that includes:

1) An explicit statement regarding the impact of the proposal on faculty load and unit resources
2) 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. This additional information will help inform decisions by the CAS Dean and by the Chancellors of urban campuses, who have budget authority for their respective campuses. (See Notes 1 and 2 below).

Step 5: 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 6: Obtain department chair or director signature. If the proposed change impacts or involves collaboration with other units, use the additional signature lines provided for each impacted unit and College. Send to CAS first before sending to another College Dean for signature. Please, allow additional time for routing.

Step 7: Send the completed change form/package with original signatures to the CAS Dean’s Office to obtain approval and signature. Deadline for submissions to CAS is Monday, September 14th (for fall) or Friday, January 15th (for spring). If requests are received after these dates, there is no guarantee that they will be processed and returned to the department before the Registrar’s deadline.

Registrar’s Office Curricular Change Deadlines:

- New Course Proposals for Summer 2016: due by October 1, 2015
- New Course Proposals for Fall 2016: due by October 1, 2015
- Degree Requirement Change Proposals for 2016-17: due by October 1, 2015
- New Course Proposals for Spring 2017: due by February 1, 2016
UCORE submissions:

- These courses don’t have a specific deadline, but they still have to go from the UCORE committee through CSC to Faculty Senate. If you are just requesting to add an attribute to an existing course, it doesn’t take as long, 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.
- New courses should be submitted by the deadlines above. It can be done concurrently. http://ugr.wsu.edu/Documents/Major%20Change%20Form-NewRestoreCourse%20INSTRUCTIONS.pdf
- For information on UCORE requirements or submissions, go to http://ugr.wsu.edu/faculty/UCORE.html or http://ugr.wsu.edu/faculty/SharePointInstructions.html

Step 8: Approved requests will be returned to the departments (the dean’s office will make and retain a copy for our records only). Departments should then submit one electronic copy of complete packet to wsu.curriculum@wsu.edu, and make the additional copies requested by the registrar’s office (one for minor changes, 10 for major changes) and forward these and the original to the Registrar’s Office (campus mail code 1035) no later than the October 1st/February 1st deadline.

If there is a problem (something is missing, or confusing, or the form is handwritten, not typed), the requests will be returned for revision. If you wish to send requests in advance, Ana María Rodríguez-Vivaldi will be happy to review and give feedback. For questions, please contact Ana María amrodriguez@wsu.edu, 5-6877 or Amanda Arebalo senter5@wsu.edu, 5-4581.

NOTE 1: If submitting a Curriculum Change for Requirements, all courses involved in the requirement change MUST be approved prior to OR accompany the submission, and relevant documentation MUST be included in package.

Be as concise as possible when indicating a change. Please make sure that you explain the “before” and “after” for all requested changes and provide the new copy needed for the catalog by cutting, pasting, and marking corrections on the old copy. This is especially relevant to new degree programs and changes in major requirements. Be sure that all courses are included, UCOREs are met, and hours add up. Submissions of new degree programs have other additional requirements. For more information on the “Process for the Creation, Consolidation, New Location, Renaming or Elimination of Degree Programs,” go to: https://provost.wsu.edu/procedures/degree-approval/

NOTE 2: The Dean’s office will review all major changes through a resource lens. That is, all course and programs of study are viewed as connecting to faculty members and faculty lines. Curricular and program proposals should be considered requests for resources. The anticipated need for, or shifting of, resources must be identified and disclosed with each proposal. Connections should be made between each request and departmental and college-level priorities and areas of focus. All new proposals must be contextualized within a resource framework (thus, simply stating that a particular faculty member has the expertise to teach a course or would like to teach a course is not sufficient justification for a new offering).

Curricular matters should likewise be viewed through the lens of the University and our college. We continue to anticipate some contraction in the faculty pool while enrollments continue to grow into the foreseeable future, with a need for more concentrated and focused effort. Consequently, highly specialized topics might best be taught under a Special Topics number rather than through a permanent new course.

Service to existing undergraduate majors and/or graduate degrees will likely represent areas of priority consideration. Questions regarding how a new course/program service a degree or whether there are adequate faculty for the delivery of a particular degree may be asked.