

CHAPTER III ACADEMIC DEGREES AND CURRICULA

REVIEW AND APPROVAL OF NEW DEGREE PROGRAMS

Graduate Education

(Senate 2/28/91, revised according to HECB Guidelines 1995, 2006, and 2009)

In accordance with the Higher Education Coordinating Board (HECB) Guidelines (September 2005), steps for the review and approval of new graduate degree programs at Washington State University have been outlined as follows. By HECB definition, new programs include all new graduate degree programs and the extension of existing graduate degree programs throughout the WSU multicampus system or via distance education.

These HECB Guidelines call for "preapproval" of WSU's proposals and stipulate that **only** those degree proposals awarded preliminary approval will be reviewed for full approval. For those degree proposals not yet pre-approved, the College and Department/Program should notify the Graduate School as soon as possible of new degree proposals and complete the Preliminary Notice of Intent (PNOI) as required by HECB. For more information, please contact the Graduate School.

Undergraduate Education

(Faculty Senate 10/20/9, revised according to HECB Guidelines 1995, 2006, and 2009)

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These HECB Guidelines call for preapproval of WSU's proposals and stipulate that **only** those degree proposals awarded preliminary approval will be reviewed. For those degree proposals not yet pre-approved, the college and department/program should notify the Provost and Executive Vice President's office as soon as possible of new degree proposals and complete the Preliminary Notice of Intent (PNOI) as required by HECB.

Forms for proposing new or extending existing programs can be found at <http://facsen.wsu.edu/proposals/>. For more information, please contact the Provost and Executive Vice President's office.

Internal Administrative Review Of Full Proposals for New Programs; New Locations or New Delivery Media for Existing Programs; New Departments or Schools

1. Proposals should be conceived and reviewed within the context of the Strategic Plans of the University, the proposing college(s), and department(s). Although they may originate at any campus, proposals are normally developed and reviewed within a departmental or school and college context.
2. During the development process, wide consultation needs to occur to ensure that other potentially affected departments or colleges are informed and supportive, and that possible synergies are exploited.

3. The College, Department(s) or School then prepares a proposal using the template found at http://facsen.wsu.edu/new_proposal_template (new programs) or the Major Curricular Change Form plus narrative (new schools/departments).
4. Next, the Dean of the College and, if not a Pullman program, the Chancellor of the Campus, communicates college and campus approval -- and *commitment of resources identified at those levels* -- by electronically forwarding the proposal to the Provost and Executive Vice President's Office (wmb@wsu.edu; cc: shermanj@energy.wsu.edu; grimes@wsu.edu).
5. Proposals received in the Provost and Executive Vice President's Office by November 1 and by April 1 of each academic year will be reviewed by the Provost and Executive Vice President and -- for graduate programs -- the Graduate School and forwarded to the Faculty Senate Office before the end of that semester.
6. The Provost and Executive Vice President's Office will share the proposal with the Director of Libraries and the Budget Director, who will forward their approval electronically back to the Provost and Executive Vice President's Office.
7. The Provost and Executive Vice President then reviews the proposal for the extent to which it enhances the institution in terms of consistency with strategic plans, quality, responsiveness, and fiscal responsibility and then electronically forwards the proposal to the Faculty Senate Office.
8. The Faculty Senate Office directs the proposal through the appropriate committees and then to the full Faculty Senate for action.
9. As appropriate, the Provost and Executive Vice President's office will forward the full proposal (for a new program) or the Notification of Intent (format below -- for extending an existing program) to the Higher Education Coordinating Board, the other Public Baccalaureate Institutions, and to the Board of Regents.

The Provost and Executive Vice President's Office will notify the college and department when all approvals are completed.

ESTABLISHMENT OF A SPECIAL PROGRAM/INTERDEPARTMENTAL CURRICULA

Areas of knowledge and research activity which, although they relate closely to established curricular patterns, may fall outside the competence of single departments and even single colleges. It is important that the university recognize these areas and neither reject them nor limit them simply because they do not fit conventional, time-honored patterns and structures. A random, uncritical acceptance of special programs, however, could well endanger both the programs and the established system of which they should be a part. Special programs are defined as programs which envisage (1) an individual budget, (2) an administrative officer, and (3) a set of courses (perhaps with a newly designated prefix) leading to a degree.

In developing interdepartmental and intercollege programs of study, the interested faculties or their representatives should meet to determine the courses which are to comprise the total program and the faculty member who is to administrate the program. Each curricular program should be made the responsibility of a committee. The administrative officer and the complexion of the committee should be determined upon the following bases: (1) the subject matter of the courses in the program and their preponderance, (2) the teaching time required of the faculties involved, (3) the source of teaching assistants involved, (4) the source of facilities provided, (5) the interests of the students. These determinations are to be made through free and full discussions of the faculties involved.

The consideration for such special programs will be based on the following set of criteria:

1. Because special programs are proposed on the assumption that their content, equipment, faculty, and research needs go beyond the competence of a single department, it should be required of all such programs that they be truly interdepartmental and usually "intercollege."

They should demonstrate the need to draw on faculty competencies from various departments and colleges. It is undesirable educational policy to encourage and approve special status for programs which can succeed within an existing department. Faculty in special programs are required to maintain a departmental affiliation.

2. Special programs should be established only for those studies that are generally consistent with the university's educational aims. Proposals for special programs should show clearly the reasons for the suggested level of the program. The relationship of the special study to undergraduate training should be clear, and unconventional offerings themselves should not become the sole argument for graduate level designation.
3. Special programs should show clear lines of authority within the present administrative structure of departments and colleges. Care should be taken lest the number of special programs become disruptive of departmental integrity. Although the notion of a special program should not shift from a grounding in a philosophy of educational necessity to a device for seeking independence by way of a new department, under certain circumstances coherent bodies of knowledge may be developed through special programs into departmental status.
4. When special programs are proposed in areas which have a history of providing a particular service to the institution, it would seem good policy to inquire into the effect of the proposed program on the service function, and to make the satisfactory disposition of the service function a condition of approval.
5. The effects of new expenditures for special programs on established programs of the institution must be carefully considered when a program is submitted for approval.

Proposals for new special programs should have the approval of all staffs involved and the cognizant dean(s) and will follow the normal routing procedure set for new degree proposals.

STATEMENT OF INSTITUTIONAL RESPONSIBILITY TO CURRENT STUDENTS WHEN AN ACADEMIC PROGRAM OR DEGREE IS DISCONTINUED

(Faculty Senate 3/31/83)

As a general rule, undergraduate students who are certified majors or graduate degree candidates can assume that a degree will be granted if they maintain continuous enrollment and meet all requirements as listed in Academic Regulations, Rules 114-118. However, because of serious reductions in financial support, loss of faculty, or for other significant reasons, the university may, from time to time, find it necessary to discontinue a degree program. When this occurs, further admission into the degree program will be frozen effective with the official action dropping the degree, and every effort will be made to allow currently enrolled majors and graduate degree candidates to complete their degrees within a reasonable period of time. To facilitate this process, department and program chairs (or the appropriate dean) have the obligation to provide for the individual needs of these students, e.g., (1) students may be encouraged to complete their requirements in similar or related degree tracks; (2) although General Education Requirements (GERs) and the minimum total hours for the degree may never be waived, the

student's major department/program may waive or substitute departmental degree requirements (approval of the Graduate School required for graduate students); (3) undergraduate students may be allowed to complete remaining requirements at another institution under Academic Regulations, rule 114(a). Graduate students may be allowed to take courses or conduct research at another institution when approved by the student's graduate committee and the Graduate School. In all cases, all financial obligations are the responsibility of the individual student involved, except as otherwise noted in the *Washington State University Catalog* or the *Graduate Studies Bulletin*.

CERTIFICATION

(Faculty Senate 5/4/95)

An undergraduate may certify an academic major upon completion of 24 semester hours with the approval of the Director of the Center for Advising and Career Development (CACD) and the appropriate department head. The student initiates the certification procedure in the CACD at WSU Pullman or in the Registration Office or Office of Student Services at WSU Spokane, WSU Tri-Cities, or WSU Vancouver. Students acquire the signatures of the academic adviser and the department chair, and return the signed documents to the initiating office at the respective campuses. Certified majors who wish to transfer to another academic major do so by requesting, from the Registrar's Office, a "Change of Major" card, and obtaining the approval and signatures of the department heads of the former major and the new major.

Students who satisfy the minimum university requirements plus any departmental core requirements with a 2.0 cumulative g.p.a. are qualified for certification except in those departments which are impacted or must meet special certification standards. [Departmental requests for purposes of meeting requirements of external accrediting agencies follow the guidelines on "Criteria and Procedures for Selecting Majors in a Limited Program." Submit criteria for procedures through the dean to the Catalog Subcommittee.]

Departments and programs designated as "impacted" or those units directed to raise certification standards by external or accrediting agencies may require more than the minimum 30 hours for certification and a g.p.a. higher than the minimum 2.0. Academic units may also require completion of one or more specific courses prior to certification. Units must include in their certification requirements a mechanism whereby qualified transfer students can be certified upon admission. *This mechanism must include provisions whereby transfer students currently enrolled in required prerequisite courses at their home institution will be evaluated following completion of these courses and whereby students can complete the required courses by the end of the sophomore year.* These requirements for immediate certification may include standards more rigorous than the minimum requirements, but prior enrollment per se at WSU cannot be a condition for certification of transfer students.

All such additional requirements must be approved through regular committee channels including the Faculty Senate.

1. Decertification

Once certified, a student cannot be decertified by the department unless the student becomes academically deficient under Academic Regulations, Rules 37, 38, or 39. Student decertified under these rules may be recertified according to the provisions of Rule 56.

2. Limited Certification

The limiting of certification in a degree program is a serious decision which should be approved only when no alternatives to limiting the program can be identified. If the faculty of a program determine that it is necessary to limit the number of majors, they must submit

to the dean: (1) a request to limit certification, and (2) criteria and procedures to be used to select students as majors. Guidelines for such requests are outlined below.

3. Request to Limit Certification

a. Analysis of the Situation by the Unit Requesting Limitation.

An analysis of the ability of the department/program to accommodate students is to be made. In each of the categories listed below, the analysis should indicate the limit in number of certified majors which can be handled as a result of described resource limitations as they exist at the time of the analysis. This limit will likely be different for each category. For example, if a program does not have laboratories, there would be no limit on the number of certified majors based on a laboratory space limitation. This analysis will assist administrators in evaluating the situation and in identifying ways to enable additional students to certify.

(1) Staff Limitations.

This limitation should consider FTEs (including TAs), and the requirements for courses (e.g., service, required, elective, graduate) research, and faculty service. To the extent that technicians and secretaries are affected by the numbers of undergraduates, information regarding those staff positions should be included.

(2) Equipment and Operating Funds Limitation.

For programs in which equipment and/or operating funds are important, the analysis will describe the certification limitation based on equipment and/or funding levels and how that limitation is determined.

(3) Space Limitations.

When laboratories or other specialized spaces are a part of the program, the analysis should indicate the certification limit based upon currently available spaces. This analysis should include scheduling for the spaces. If the classroom space is a concern, it should be mentioned.

(4) Other Considerations.

Procedures which may be designed to evaluate the quality of the applicant, but which may also result in reducing the number of students certified (e.g., portfolio, music audition, "core" courses, specified test scores) must be accompanied by a justification for the criteria selected and the evaluative procedure.

(5) Effects of Limitation.

Effects on other programs in the university must be analyzed and discussed. The analysis must include:

- (a) An estimate of the number of prospective majors who will be turned away.
 - (b) An estimate of the number of nonmajors whose academic programs require courses in the unit instituting the certification limit.
 - (c) Identification of other academic units that might be expected to certify or enroll the students turned away from the limiting department (e.g., SALC, General Studies, related academic disciplines).
- b. Approval by the Faculty and Department/Program Chair.

The analysis and request to limit will be approved by the faculty of department/program and by the chair.

- c. Approval by the Dean.

The analysis and request to limit must be endorsed by the appropriate dean with the statement that no adjustments can be made at the college level to relieve the conditions which caused the limitation. The dean submits the endorsement with the Criteria and Procedures (outlined below) to the Catalog Subcommittee for approval through regular committee channels including the Faculty Senate.

4. Criteria and Procedures for Selecting Majors in a Limited Program

Academic units requesting approval to limit certification in a program must establish criteria and procedures to be used in the selection of students who will be approved for certification into the program, in consultation with the Director of the Student Advising and Learning Center. Such criteria and procedures must conform to the following guidelines and be approved by the appropriate dean, the Catalog Subcommittee, the Academic Affairs Committee, and the Faculty Senate.

- a. Criteria must include more than one of the following: cumulative g.p.a.; grades in selected courses; letters of recommendation; personal interviews; appropriate work experience; portfolio of applicant's work; other; and be published in official university publications before implementation (e.g., time schedules, *Catalog Supplement*, *WSU Catalog*).
- b. Requests for changes in criteria for certification must be submitted to the Director of the Center for Advising and Career Development for review and comments prior to submission to the appropriate dean for endorsement. The request for a change will then be submitted to the Catalog Subcommittee for approval through regular committee channels including the Faculty Senate.
- c. Approved criteria and procedures may not be implemented until the tenth day of fall semester following the publication of the catalog or in odd-numbered years.
- d. The procedures must provide for students already making satisfactory progress toward certification who would be disadvantaged by the implementation of the new criteria and procedures.
- e. Appeal procedures must be provided for applicants who are not accepted for certification.
- f. Academic units with a limited program must provide for the knowledgeable advising of CACD students interested in the program.

- g. Information about certification limitations must be included in recruitment and admission literature. To assure consistency and coverage of such information, all statements to be published or used in correspondence must be reviewed by the Director of Admissions prior to the application of approved procedures.
- h. Policies must be developed to address the problem of recertification (Academic Regulations, Rule 56). It should be made clear whether certified students who become deficient and are dropped by the department may return to the department with a 2.0 g.p.a. or whether they must reenter the competition with all new applicants.
- i. Detailed written instructions concerning certification procedures must be available to interested students through department/program and administrative offices (e.g., Admissions, SALC).

FOUR YEAR DEGREE AGREEMENT

(Faculty Senate 2/29/96)

A four-year degree agreement is available to any first-time freshman entering WSU who meets the necessary conditions (including being prepared, maintaining adequate progress and good academic standing, seeking and following academic advice) and chooses a four-year degree program. Each student is responsible to continue to meet the necessary conditions in order for the agreement to remain valid. On its part WSU is responsible to provide adequate advising, available courses, and options for completion.

MINORS AND SECOND MAJORS

(Faculty Senate 5/23/74)

Departments may petition for a minor or second major by submitting the proposed schedule of studies or list of requirements to the Catalog Subcommittee. The requirements for a second major should be the same as those for a major (excluding GERs). A minor should consist of a minimum of 16 semester hours, half of which must be upper-division. (Also see Academic Regulations, Rules 53 and 54.)

GUIDELINES FOR OFFICIALLY RECORDED UNDERGRADUATE CERTIFICATES

1. Rationale: Many Departments and Programs at Washington State University (WSU) have found it useful to group undergraduate course offerings within a single department or across several departments under the heading of a “certificate.” Such certificates generally represent a body of coursework that demonstrates proficiency in a subset of skills or knowledge that have useful application in a variety of professions. Currently, certificates are informally recognized within a Department or Program simply with the issuance of a document that recognizes a student’s participation in a number of specified educational experiences. Because there is increasing interest among faculty at WSU in developing certificates as an alternative to degrees, particularly in the more applied academic areas and in curricula designed for distance delivery, the Academic Affairs Committee (AAC) was asked to develop university-wide guidelines for officially recorded undergraduate certificates. As noted in the recently approved guidelines for certificates at the graduate level, it is important for the academic integrity of all WSU Departments and Programs that informal certificates of attendance are distinguished from more formal certificates of academic achievement. Thus, for *official recognition* of certificate completion, the AAC recommends that Departments and Programs develop new certificates or reconfigure existing certificates to conform to the following guidelines for Officially Recorded Undergraduate Certificates. These guidelines are designed to assure that students have a sustained educational experience in undergraduate courses that may be applied toward, but are not in themselves sufficient for, completion of a degree.

Students who successfully complete requirements for an Officially Recorded Undergraduate Certificate may apply to have their participation recorded on their transcript.

2. Definition: An “officially recorded undergraduate certificate” is a document issued by WSU, displaying the WSU seal and president’s signature, that may be issued to students who have completed a course of study that meets the guidelines outlined below and has been approved by the Faculty Senate. Officially recorded undergraduate certificates also can be documented on the academic transcript. Unofficial certificates may not be placed on transcripts and will not carry the official WSU logo.

3. Guidelines

3.1. Admission standards: Any currently enrolled undergraduate or graduate degree-seeking student is automatically eligible to enroll in any undergraduate certificate program. Other students must meet the existing admission standards for non-degree seeking students.

3.2. Credit hours

3.2.1. Absolute number: minimum 15 credit hours/certificate, with the exact number specified by the Department or Program offering the certificate.

3.2.2. Transfer credits: The maximum number of credit hours earned at other institutions that may apply towards a particular WSU certificate shall not exceed $\frac{1}{4}$ of the total number of credit hours required for the certificate. Acceptance of particular courses from other institutions for WSU certificate credit will be at the discretion of the Department or Program offering the certificate.

3.3. Pass/Fail option: The number of credit hours that may be taken for a Pass/Fail (or S/F) grade shall not exceed $\frac{1}{4}$ of the total number of credit hours required for the certificate. The minimum number of letter-graded (A, B, C, D, F) credit hours for any undergraduate certificate shall be 12.

3.4. GPA requirement for completion: The minimum cumulative GPA based on all graded coursework required to earn the certificate is 2.0. Courses may be repeated according to the existing rules for undergraduate degree programs.

4. Accumulation of credits towards undergraduate degree: Credit hours earned in a WSU undergraduate certificate program may be applied toward a WSU undergraduate degree as general elective credit. Particular courses may also fulfill specific requirements of particular degree programs if they are required for that degree program.

5. Documentation on the transcript: Successful completion of a certificate program may be noted on the official academic transcript. The notation will include the total number of credit hours required by the certificate program.

6. Preparation of a undergraduate certificate proposal shall include:

- Description of the certificate’s emphasis or scope of study, and rationale for offering it
- Justification for the particular number of credit hours and courses proposed
- Only courses that have already been approved via the usual process

7. Administrative costs: Currently, Departments and Programs handle the costs of tracking students’ progress toward certificate completion, and issuing the certificates. Ultimately, it may be most efficient to integrate this administrative process into that already conducted by the registrar’s office for tracking

GER and major requirements for each student. However, the cost of adding this capability to the DARs report and transcript, maintaining the system as certificate programs are added and changed, and generating the certificates is currently prohibitive. Thus the AAC, in consultation with the registrar's office, recommends that each Department/Program track students' progress in each of the certificate programs it offers, and submit a list of students who have earned each certificate to the registrar's office each semester. In this case, the registrar's office would add certificate notations to transcripts and generate the certificates; the cost of adding these capabilities is estimated to be \$50/certificate. It is recommended that students wishing to have a certificate issued to them and to have the notation appear on their transcript pay this fee.

GUIDELINES FOR OFFICIAL GRADUATE CERTIFICATES

To qualify as a formal graduate certificate program the program must conform to existing Graduate School policies outlined for master's degree programs including the following:

1. Graduate certificate programs must have admissions standards that are similar to related graduate degree programs. This includes standardized testing (e.g. GRE, GMAT), prerequisite or foundation coursework, or any other admission requirement appropriate to the classes included in the programs.
2. Graduate certificate programs must use approved undergraduate or graduate coursework, with no more than one-third of the coursework being at the undergraduate level.
3. Students must be admitted to the Graduate School (as UND-G, NADC, or regular graduate student status) have completed all appropriate prerequisite classes to take graduate coursework.
4. Per Graduate School policy, students pursuing a graduate certificate may only accumulate 6-to-9 credits (depending on degree) toward a graduate degree. If a special certificate status is created, students under this status may accumulate only 6-to-9 credits toward a graduate degree.
5. There is assessment of student learning. Any course graded S/F cannot be used toward major or supporting work for any master's program.
6. Requirements regarding critical mass would apply.
7. The program must have a GPA requirement for completion and coursework must be graded. The academic standards must conform to Graduate School policy.

TO-DO LISTS FOR COMPLETION OF UNDERGRADUATE DEGREES

The process of certifying the graduation requirements for each undergraduate student requires action by the student, the Registrar's Office and the student's department. Depending on the student's postsecondary enrollment date, students may be cleared for graduation through a manual process or by the automated Degree Audit Reporting System (DARS). The following steps outline the details of the process.

1. When the student has completed 70 semester credit hours the student completes an undergraduate degree application form. The form is completed and signed by the chair or adviser for the degree program being completed. The student pays the graduation fee and submits the form to the Registrar's Office. The graduation date indicated on the form by the student remains in effect unless the student submits a request to change the graduation date to the Registrar's Office.

2. The Registrar's Office completes the General Education Requirements portion of the "Preliminary To-Do List", either on the manual form or on the DARS report, and sends it to the student's major department.
3. The major department will fill out the departmental requirements on the bottom of the manual "Preliminary To-Do List" or will check requirements and make any necessary exceptions if using DARS.
4. The major department will separate the manual "Preliminary To-Do List" (white copy only) from the "Final To-Do List" and give it, or a copy of the DARS report, along with the transcript copy and instruction sheet to the student AS SOON AS POSSIBLE AFTER RECEIVING IT FROM THE REGISTRAR.
5. The remainder of the manual "To-Do List" form will be retained by the major department for updating the departmental requirements as such requirements are met.
6. Petitions to waive or substitute general education requirements are reviewed by the General Education Office. Petitions concerning the additional sciences and arts requirements must be filed with the Dean's Office. Students must contact the Registrar's Office for appropriate forms for such a waiver or substitution.
7. As soon as possible after the student has enrolled in their final semester, and their performance during the previous semester is known, the major department will specify on the manual "Final To-Do List" any departmental requirements that remain. These should include the student's current enrollment and deficient major grade points, if any, required to meet the 2.00 GPA minimum. Departments within the Colleges of Sciences and Liberal Arts must also indicate the status of the Foreign Language requirement.
8. The major department will retain the "Preliminary To-Do List" portion (yellow copy) and return ALL THREE COPIES of the manual "Final To-Do List" to the Registrar's Office.
9. The Registrar's Office will complete the "Final To-Do List" and send one copy to the student, one to the major department, and keep one for the final check.
10. In the case of manual degree clearing, departmental changes occurring after the department has sent the "Final To-Do List" back to the Registrar's Office will be made on the waiver or substitution cards. Cards are available from the Registrar's Office. Students being cleared through DARS will have waivers, substitutions, or exceptions entered by the department for departmental requirements.

The "Final To-Do List" serves as an official contract with the student for completion of the undergraduate degree. At the end of the semester previously designated by the student for graduation, the Registrar's Office checks for the completion of requirements listed on the "Final To-Do List." Students are informed by letter of any requirements which have not been met. The department receives a copy of the letter in order to confirm the remaining graduation requirements.