

Two additions to EPPM 22.2: Major curricular change form instructions (the new course review process and the new requirements process)

22.2.3 New and Revised Courses Submission Process

Policy Statement

All new and revised course proposals must follow the established submission process, including documentation requirements, approval workflows, and adherence to deadlines. Courses seeking University Common Requirements (UCORE) designation must follow a separate approval process through the [UCORE Committee](#). Following UCORE approval, the course is submitted to Faculty Senate via the Registrar's Office.

Procedures

1. Submission Process

- Proposals for courses NOT requesting UCORE designations must be submitted via the [New or Revised Course](#) form
- Required documentation includes:
 - A **rationale statement** that justifies the need for the course or revision.
 - A **published syllabus** that is accessible via Canvas and formatted using the template described in the Knowledge Base (KB): [Canvas Syllabus Sandbox Space](#).
- Proposals for courses requesting [UCORE](#) designations must be submitted to the [UCORE site](#) directly.

2. Effective Dates and Deadlines

- Monthly Review Bulletins:
 - Proposals are added to the monthly Course Review Bulletins, each with a two-week feedback period.
 - Deadlines for feedback are specified on the [Course Review Site](#), ensuring timely action.

- Late Submissions:
 - Courses submitted after the deadline for the final Course Review Bulletin (CRB) are reviewed by the Catalog Subcommittee. If approved, such courses may be granted temporary status for one term and must undergo the standard review process for permanent approval in the following academic year.

3. Proposal Types

- **New Courses:**
 - For courses not currently in the WSU catalog.
- **Revised Courses:**
 - Eligible revisions include:
 1. Changes to Subject or catalog number.
 2. Credit hour adjustments.
 3. Changes to repeat credit ([Academic Regulation 34c](#)) or grading type ([Academic Regulation 90](#)).
 4. Addition, removal, or revision of designations (e.g., Writing in the Major [M], Graduate Capstone [GRADCAPS]).

4. Special Requests and Pre-Approvals

- **Writing in the Major [M]:**
 - Proposals for [M] courses must be submitted via the [New or Revised Course](#) form.
 - Proposal must include the [\[M\] Course Form](#).
 - Upon submission of the form to the Registrar's Office, courses seeking [M] designation are reviewed by the [All-University Writing Committee](#) before appearing on the Course Review Bulletin.
- **UCORE Designation:**
 - Courses seeking UCORE designation are first reviewed by the [UCORE Committee](#).
- **Special Course Fees:**

- Follow procedures outlined in the [Business Policies and Procedures Manual 30.95](#) before submission.

5. Review and Approval Process

- Proposals are published on the [Course Review Site](#) for a two-week university-wide review period.
- Once approved by the Faculty Senate, courses are added to the catalog.

6. Follow-Up Responsibilities

- Departments are responsible for coordinating approved changes with the Registrar's Office for scheduling and catalog updates.

Note: Courses seeking UCORE designation must follow the UCORE Committee's separate review and approval process.

Contact Information:

For questions, email the Registrar's Office at wsu.curriculum@wsu.edu

22.2.4 New and Revised Academic Requirements Process

Purpose

To define the process for adding, revising, or discontinuing academic plans, subplans, certificates, and other requirements, ensuring compliance with institutional policies and Faculty Senate governance.

Policy Statement

Proposals for new and revised academic requirements are submitted electronically to the Office of the Registrar. After initial processing, proposals are distributed to the Academic Affairs Committee (AAC), Graduate Studies Committee (GSC), or Professional Health Sciences Committee (PHSC) for review before full Senate consideration.

Procedures

1. Submission Process

- Academic units submit proposals via the designated [forms on the Office of the Registrar's website](#).
- Required documentation includes a rationale statement and any supporting materials, such as program descriptions or justifications for revisions.
- Contact information for department chairs and deans must be provided to facilitate the approval process.

2. Types of Proposals

a. New Requirements:

- Additions include:
 - Undergraduate or Professional Plans.
 - Undergraduate Subplans or Minors.
 - Undergraduate, Graduate, or Professional Certificates.
 - Graduate Plans or Specializations.

b. Revised Requirements:

- Revisions include:

- Modifying existing Undergraduate, Graduate, or Professional plans, subplans, or certificates.
- Extending plans, subplans, or certificates to additional campuses.
- Changing the status of plans, subplans, or certificates (e.g., moratorium, suspension, or discontinuation).
- Reactivating plans, subplans, or certificates placed in moratorium or suspension.
- Revise CIP ([Classification of Instructional Programs](#)) codes.

3. Approval Workflow

- **Registrar Processing:**
 - The Office of the Registrar collects submissions and submits them to the Faculty Senate.
- **Faculty Senate Committee Review:**
 - Proposals are routed to AAC, GSC, or PHSC, depending on the academic level or area.
 - The Catalog Subcommittee reviews undergraduate proposals for conformity for inclusion in the WSU Catalog.
 - All committees review proposals for alignment with institutional and curricular standards.
- **Faculty Senate Approval:**
 - AAC, GSC, or PHSC submit recommendations to the Faculty Senate for final discussion and approval.

4. Follow-Up Responsibilities

- Academic units are responsible for ensuring approved changes are reflected in catalogs, program guides, and promotional materials.

Exclusions

Proposals to create or extend degree programs must adhere to the procedures outlined in EPPM 22.1.2, which governs major curricular changes for degree offerings.

Contact Information:

For assistance, email the Registrar's Office at wsu.curriculum@wsu.edu