

## MAJOR AND MINOR CURRICULAR CHANGES

### ACADEMIC POLICIES/REGULATIONS

Changes to the existing academic policies of Washington State University are routed to the Academic Affairs Committee/Graduate Studies Committee, as applicable (see procedure for major curricular changes, p.104). Such proposals may be submitted by memorandum accompanied by supporting documentation. Changes in academic policy, unless otherwise stated, become effective the fall semester subsequent to their adoption by the Faculty Senate.

### MAJOR CURRICULAR CHANGES

Changes to the existing curricula at Washington State University are categorized as major curricular changes or minor curricular changes. The following items are defined as major curricular changes. Changes of this nature must be submitted on a Major Curricular Change Form available from the Registrar's Office or on line at [www.ronet.wsu.edu/ropubs/](http://www.ronet.wsu.edu/ropubs/).

1. New departments, programs, degrees, majors, curricula, or options.
2. Dropping departments, programs, degrees, majors, curricula, or options.
3. Substantial changes in current departments, programs, degrees, majors, curricula, or options.
4. Change in name of departments and programs (including course prefix) or degrees.
5. Establishment or change of certification requirements.
6. Change in graduation requirements.
7. New or change to majors or minors.
8. Course to meet General Education Requirements (GER) for Graduation. (See p.113).
9. S, F grading.
10. Change or drop service course.
11. Restoration of course being dropped because of no enrollment for four years.
12. New courses: permanent, temporary, Cooperative University of Idaho, Intercollegiate Center for Nursing Education (Spokane and Yakima), WSU Spokane, WSU Tri-Cities, WSU Vancouver, Extended Academic Programs, Summer Session, Seattle Center for Hotel and Restaurant Administration, Study Abroad.
13. Establish or delete a crosslisting with another department.
14. Establish conjoint listing.
15. Change in course number to a different level: 100-200 (lower-division); 300-400 (upper-division); 500-800 (graduate).
16. Credit: increase, variable, or repeat.
17. Change in credit/contact hour (lecture-laboratory-studio-ensemble) ratio.

### Minors and Second Majors

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.) (*Senate 5/23/74*)

## Restoration

Courses with no record of enrollment for a period extending over four academic years shall be dropped from the *Catalog*. The Catalog Subcommittee will notify departments of such courses one semester prior to the effective date of such dropping. Departments wishing to retain such courses must petition for "Restoration" using the Major Curricular Change Form (accompanied by a complete course outline) through normal channels. Justification for restoring such courses must also accompany the petition. Courses for which restoration is being requested a second time will normally not be restored.

A petition for restoration for a cooperative course taught at the University of Idaho must be accompanied by a statement including enrollment data or verification that the course has been taught at Idaho during the past four years. In addition, the WSU department will review the Idaho course to determine that the course content is unchanged from the original approval, and that the course content does not overlap with existing WSU course offerings. (*Catalog Subcommittee 3/5/86*)

The Faculty Senate eliminated 400g courses effective fall 1997.

## Titles

All 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 permanent record) is limited to 12 characters including spaces. Phrases such as "Introduction to. . ." and "Survey in. . ." should be avoided.

## Special Topics

Topics courses allow a department or program to offer a variety of specialized topics within a specific area without requesting temporary course approval. Examples of this type of course are **Soc 391 Special Topics in Sociology** or **Engl 495 Topics in English**. Requests for such courses are submitted as new courses on the Major Curricular Change Form. A list of possible course titles and sample outlines should accompany the request.

Once established, the department has the option of changing the course title each semester from "topics in \_\_\_\_\_" to a title which reflects the specific subject matter taught. If the title is specified, it will appear on the student's permanent record. A student who enrolls in a "topics" course during a subsequent semester (if the course is approved for repeat credit) can therefore have the specific content denoted on the transcript for each enrollment.

To change the title, the chair must submit a Minor Curricular Change Form to the Catalog Editor requesting the title change at least 10 days prior to the effective date of the change. *Only one title per semester, per course may be submitted.* Multiple section of that course, if any, will have the same title. Title changes are approved on a one semester basis. Students are limited to one enrollment only per topics course per semester or summer session. (NOTE: Summer is considered one session from the beginning of the pre-sessions to the end of the late sessions.) The above procedures do not imply that specific titles may be submitted for seminars, or for 499 or 600 Special Problems courses.

## Prerequisites

When applicable, prerequisites are listed in the catalog with the specific course prefix and number, preceded by the abbreviation: *prereq*. Prerequisites may be levels of competence, or courses which a student must have completed, or the standing a student must have achieved before enrolling for a specific course. For example, Calculus (Math 171) requires a *prereq* of Pre-calculus (Math 107 and 108),

meaning that the student may not enroll for Math 171 until successfully completing Math 107 and 108. Prereqs may also be general as: one semester of chemistry or concurrent enrollment. (See Bio S 103.) Concurrent enrollment is indicated by the symbol *c//*. Prereqs may include a level of expertise or a specified major, e.g., students may not enroll in Spanish 324 without first being fluent in Spanish, or students may not enroll in an advanced seminar before achieving senior standing in the major.

Recommended prerequisites are listed, as well, preceded by the abbreviation: *rec*.

Questions concerning prerequisites should be referred to the instructor of the course. Students who have not met all prerequisites may be excluded from the course, or the instructor may waive prerequisites based on demonstrated competence or equivalent academic experience.

### **Course Descriptions**

Each course description shall be limited to 20 words or less. Descriptions containing words such as "A study of. . .," "Introduction to. . .," or "Fundamentals of. . ." should be avoided. Repetition of the specific title within the course description should be avoided.

Following the course description, but not counted within the 20 word restriction, are notations deemed useful to students and advisers, e.g., taught on alternate year basis (*a/y*), taught summer only (*SS*), Idaho cooperative course, conjoint listing, and credit restrictions, e.g., "Credit not granted for both FSHN 120 and 220."

## **MAJOR CURRICULAR CHANGES--PROCEDURES**

### **Committee Procedures**

Major curricular changes are normally initiated from the faculty and chair of a program or department or through the cooperative efforts of deans or directors of their respective units.

As provided by the Faculty Senate Constitution, the Catalog Subcommittee considers all major curricular changes and submits recommendations to the Academic Affairs Committee (AAC) and Graduate Studies Committee (GSC). AAC and GSC make recommendations to the Faculty Senate.

### **Major Program Changes**

For substantial changes such as the creation or discontinuation of an academic department or program, curricula, degree, major, or degree requirements, complete information must be provided in memo form and attached to the Major Curricular Change Form. This includes but is not limited to a full description and reasons for the proposed change, cost analysis (added cost or savings), facility needs, faculty/staff arrangements, enrollment data, and special considerations. Study committee and/or accreditation recommendations should also accompany the proposal when applicable. (See additional details in Chapter II for departments or schools and Chapter III for degree programs.)

Changes initiated from the administrative level, e.g., Council of Academic 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.

## Temporary Courses

### *Procedure*

1. The administrative officer of an academic unit submits a Major Curricular Change Form, to the appropriate dean checking the "Temporary Course" box, and attaching a course outline.
2. The dean submits the petition to the Catalog Subcommittee.
3. After approval by the Catalog Subcommittee, a notice of petition is circulated to all deans and chairs. Suggestions and objections concerning the course may be filed with the Catalog Subcommittee during the ensuing 14-day period.
4. At the close of the circulation period, if objections are received, the petitions and responses are returned to the Catalog Subcommittee. With approval of the Catalog Subcommittee, or if no objections are received, the petition and related documents are referred to the Vice Provost for Academic Affairs for final action.

### *Rules and Regulations*

1. Petitions should reach the Catalog Subcommittee at least four weeks in advance of the time the course is to be offered.
2. The subject matter should be appropriate to the university and to the level and credit hours taught.
3. To avoid temporarily overloading the faculty, the Provost and Executive Vice President may require departments to drop a course from the time schedule offerings prior to final approval of a temporary course.
4. If the course is to be offered for graduate credit, approval for such credit must be given by the Dean of the Graduate School.
5. A course may be taught only once on a temporary basis. A subsequent request to offer the course (on a temporary or permanent basis) must be made on a Major Curricular Change Form, following procedures outlined in this manual for new courses. Forms available at [www.ronet.wsu.edu/ropubs/](http://www.ronet.wsu.edu/ropubs/)

## 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*)

### **Completion of Major Curricular Change Form**

Section 1. Check the appropriate box and complete all requested information.

**Major Program Changes.** For substantial changes such as the creation or discontinuation of an academic department or program, curricula, degree, major, or degree requirement, use the Major Curricular Change Form as the cover sheet; designate the type of change and include the required signatures. Attach complete documentation in memo form (see below).

Section 2. Complete all information applicable to course changes.

Section 3. Provide a rationale for each request.

Section 4. Attach additional material.

**Major Program Changes.** For substantial changes such as the creation or discontinuation of an academic department or program, curricula, degree, major, or degree requirement, complete information must be provided in memo form. This includes but is not limited to a full description

and reasons for the proposed change, cost analysis (added cost or savings), facility needs, faculty/staff arrangements, enrollment data, and special considerations. Study committee and/or accreditation recommendations should also accompany the proposal when applicable.

**Course Changes.** Complete course outlines are required for all new and temporary courses, conjoint listed courses, request for graduate credit for a 400-level course, change in number from lower-division to upper-division or vice versa, course restoration, change in lecture-laboratory ratio, and request for GER status (to meet General Education Requirements for graduation). The outline must include course content, objectives, instructional methodology, basis for evaluation, and text(s). A request for new "topics" course should include a list of possible course titles, with a sample outline attached to each request.

Additional materials are required for requests involving expansion, internships, conjoint courses, crosslisted courses, and other special types of courses and programs (see index for specific references).

#### Section 5. Obtain necessary signatures

The signatures of the department chair and dean are required for all major curricular changes. To establish or drop cross-listed or inter-disciplinary courses, the signatures of all cognizant department chairs and deans are required. In addition, the signature of the appropriate administrative officer is required for courses offered through Distance Degree Programs, WSU Tri-Cities, WSU Spokane, WSU Vancouver, and Study Abroad.

#### Processing

The following processing instructions and routing chart assume the major curricular change is initiated from the faculty and chair of a program or department or through cooperative efforts of deans and directors of their respective units.

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 and signs the Major Curricular Change Form and submits the faculty recommendations to the appropriate dean.
2. The dean reviews the material for quality, clarity, and conformity to policy and procedures, signs the Major Curricular Change Form, and submits the material to the Catalog Editor (Registrar).
3. The Editor of the Catalog checks material for conformity to regulations, style, and policies and acts on minor changes on an editorial basis. Major changes are referred to the Catalog Subcommittee.

4. The Catalog Subcommittee reviews and recommends to Academic Affairs Committee or Graduate Studies Committee those major changes which have been approved.
5. 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*)
6.
  - a. Academic policies which are not exclusively graduate and undergraduate major curricular changes are considered by the Academic Affairs Committee as regular agenda items.
  - b. All graduate major curricular changes and course work 500-level and above are considered by the Graduate Studies Committee as regular agenda items.
  - c. Preliminary proposals for new degree programs and majors will be submitted to the Higher Education Coordinating Board (HECB) early in the planning stages. This procedure will provide for consulting with the HECB staff at various stages of the proposal review and avoid prolonging delays in implementation of new degrees and majors (see pp. 31 or 35). (*Faculty Senate 2/16/84*)
  - d. 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.
7. Academic Affairs Committee and Graduate Studies Committee make recommendations to the Faculty Senate.
8. Actions of the Faculty Senate are reported to the President, the Higher Education Coordinating Board (if appropriate), and to the Board of Regents for final approval.

## **MINOR CURRICULAR CHANGES**

The following items are defined as minor curricular changes. Changes of this nature must be submitted on a Minor Curricular Change Form available from the Registrar's Office or at [www.ronet.wsu.edu/ropubs](http://www.ronet.wsu.edu/ropubs). Print on yellow paper and submit to the Registrar's.

1. Change in course number within same level (100-200; 300-400; 500-800).
2. Editorial changes in course title.
3. Reduction of credit.
4. Addition or changes in prerequisites.
5. Rewording course description which does not substantially alter the course content.
6. Dropping a non-service course.

## **MINOR CURRICULAR CHANGE FORM INSTRUCTIONS**

### **Completion of Minor Curricular Change Form**

1. Indicate the course prefix 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. Provide a rationale for each request.

5. Obtaining the signatures of the department chair and dean are required for all minor curricular changes. Changes involving crosslisted courses must have the signatures of all cognizant department chairs and deans.

**Routing**

1. Administrative officer of academic unit submits the material to the Editor of the Catalog 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.