Washington State University
MAJOR CHANGE FORM − REQUIREMENTS

NOTE: If proposing a **new** program (degree) or **extending, moving, consolidating, eliminating or renaming** an existing program (degree), these proposals <u>must first go through the Provost's Office review process</u>. Please do not use this form. Please contact the Provost's Office for directions on processing program (degree) proposals.

SUBMITTING PROPOSAL – Follow the steps on form, then:

☐ **Submit one electronic copy of complete packet of signed form/rationale statement/supporting documentation and/or edits** to wsu.curriculum@wsu.edu.

☐ Send the **original stapled packet** <u>PLUS</u> **10 stapled copies** of packet to the **Registrar's Office,** campus mail code 1035.

Department Name _____

1. **Check proposed changes:**

   ☐ New Plan (Major) *in* _____ CIP#___._____
   ☐ Change name of Plan (Major) *from* _____ *to* _____
   ☐ Revise certification requirements for the Plan (Major) *in* _____
   ☐ Revise Plan (Major) requirements *in* _____
   ☐ Drop Plan (Major) *in* _____

   ☐ New Sub-Plan (Option) *in* _____ CIP#___._____
   ☐ Change name of Sub-Plan (Option) from _____ *to* _____
   ☐ Revise requirements for the Sub-Plan (Option) *in* _____
   ☐ Drop Sub-Plan (Option) *in* _____

   ☐ New Minor *in* _____ CIP#___._____
   ☐ Change name of Minor from _____ *to* _____
   ☐ Revise Minor requirements *in* _____
   ☐ Drop Minor *in* _____

   ☐ New Certificate *in* _____ CIP#___._____
   ☐ Change name of Certificate from _____ *to* _____
   ☐ Revise Certificate requirements *in* _____
   ☐ Drop Certificate *in* _____

   ☐ Other _____

2. **Effective Date: Fall** _____ (Effective date must be for future fall term.) *Submission deadline is Oct 1st*.
   NOTE: Items received after deadlines may be put to the back of the line or forwarded to the following year. Please submit on time.

Contact: _____ Phone number: _____
Email: _____ Campus mail code: _____

---

3. **PLEASE ATTACH A RATIONALE STATEMENT** giving the reasons for each request marked above, and explaining how this impacts other units in Pullman and other campuses (if applicable).

4. **PROVIDE SUPPORTING DOCUMENTATION AND/OR CURRENT CATALOG COPY with edit marks showing requested changes.**

5. **SIGN AND DATE APPROVALS.**

_____	_____	_____
Chair Signature/date	Dean Signature/date	CSC Date

_____	_____	_____	_____
Chair Signature/date	Dean Signature/date	AAC or GSC Date	Senate Date