

Washington State University
MAJOR CURRICULAR CHANGE FORM - - COURSE
(Submit original signed form and ten copies to the Registrar's Office, zip 1035.)

Future Effective Date: _____ ☐ New course ☐ Temporary course ☐ Drop service course
(effective date cannot be retroactive) ☐ There is a course fee associated with this course (see instructions)

- ☐ Variable credit _____ ☐ Repeat credit (cumulative maximum _____ hours)
☐ Increase credit (former credit _____) ☐ Lecture-lab ratio (former ratio _____)
☐ Number (former number _____) ☐ Prefix (former prefix _____)
☐ Crosslisting (between WSU departments) ☐ Cooperative listing (UI prefix and number _____)
(Must have both departmental signatures) taught by: WSU ☐ UI ☐ jointly taught ☐
☐ Conjoint listing (400/500) ☐ S, F grading
☐ Request to meet Writing in the Major [M] requirement **(Must have All-University Writing Committee Approval)**
☐ Request to meet GER in _____ **(Must have GenEd Committee Approval)** ☐ Fulfills GER lab (L) requirement
☐ Professional course **(Pharmacy & Vet Med only)** ☐ Graduate credit **(professional programs only)**
☐ Other (please list request) _____

_____ course prefix

_____ course no.

_____ title

credit	lecture hrs per week	lab hrs per week	studio hrs per week	prerequisite

Description (**20 words or less**) _____

Instructor: _____ Phone number: _____ Email: _____
Contact: _____ Phone number: _____ Email: _____
Campus Zip Code: _____

- Please attach rationale for your request, a current and complete syllabus, and explain how this impacts other units in Pullman and other branches (if applicable).
- Secure all required signatures and provide 10 copies to the Registrar's Office.

_____ Chair/date

_____ Dean/date

_____ General Education Com/date

_____ Chair (if crosslisted/interdisciplinary)*

_____ Dean (if crosslisted/interdisciplinary) *

_____ Graduate Studies Com/date

_____ All-University Writing Com/date

_____ Academic Affairs Com/date

_____ Senate/date

***If the proposed change impacts or involves collaboration with other units, use the additional signature lines provided for each impacted unit and college.**

COURSE REQUEST INSTRUCTIONS

(do not include these instructions with your proposal)

Definitions, policies, and additional procedures can be found in the *Educational Policies and Procedures Manual* (available at <http://facsen.wsu.edu/eppm/>). For submission deadlines and forms, refer to www.ronet.wsu.edu/ROPubs/. Please submit changes at least 9 months before effective date.

The original copy must be signed by all participating chairs and deans. Send the signed original and ten copies to Lisa Devine, Registrar's Office, French 346, ZIP 1035. Requests are routed to the General Education Office or All-University Writing Committee (if appropriate), Catalog Subcommittee, Academic Affairs Committee and/or Graduate Studies Committee, and Faculty Senate. Upon final approval by the Senate, a copy of the form is returned to the department.

General Education Courses

If you are requesting the course to fulfill a general education requirement, please see <http://gened.wsu.edu/> for additional information.

Writing in the Major Courses

If you are requesting the course to fulfill the writing in the major requirement, please see <http://www.writingprogram.wsu.edu/units/WID/auwc/> for additional information.

Course Fee Requests

If you are requesting a special course fee you need to follow the procedures found in the Business Policies and Procedures Manual (BPPM):

http://www.wsu.edu/~forms/HTML/BPPM/30_Finance/30.95_Special_Course_Fees.htm

PROCEDURE:

Submit requests for courses by checking the appropriate box(es) on the "Major Change Form—Courses". Include a rationale for the request and attach justification for changes to existing courses. For all requests, submit a **current and complete** syllabus for the course as is described below.

Note the following for lecture/lab/studio courses, crosslisted courses, conjoint courses, cooperative courses, or request to change course prefix or number:

- **Lecture/Lab or Lecture/Studio Courses:** Course proposals requesting a **lecture/lab** or **lecture/studio** component must be identified by filling out the lecture hrs/lab hrs/studio hrs per week and should follow guidelines for contact hours as outlined in the university online catalog at the following link <http://catalog.wsu.edu/Catalog/Content/SummaryofAcademicPolicies.pdf> and found under the heading "Credit".
- **Crosslisted/Interdisciplinary Courses:** Course proposals requesting crosslisting between departments must identify the course which is to be the owner of the course (i.e., the parent department), on the form, by noting that course *first*. For example, on the form, Anth 200/ CAC 119 would indicate that Anthropology is the parent department. **Note that all department chairs and deans must sign the form.**
- **Conjoint Courses:** Courses requesting an undergraduate, 400-level, and a graduate, 500-level counterpart, must follow the criteria described in the *Educational Policies and Procedures Manual* <http://facsen.wsu.edu/eppm/>. The request must describe how the additional work required of graduate students will provide additional depth in several of the areas covered in the course, and describe how the course will provide for significant time for graduate students to interact with the instructor.
- **Cooperative courses taught by UI:** For cooperative courses taught at the University of Idaho, which are to be offered to WSU students, the review process is simplified. Submit two copies of the major change form to the Registrar's Office. Course title, credit hours, and description must match the UI catalog description. Refer to the *Educational Policies and Procedures Manual* under Cooperative Courses for further information.

- **Changes to course numbers or prefixes:** Course proposals requesting changes to course prefixes or numbers **must be substantive** in order to be considered for approval since these changes affect the accuracy of a student's advising, catalog, degree audit, and transfer articulation information and take time to implement.
- **Prerequisites:** Generally 200-, 300- and 400-level courses should have prerequisite(s). All 500-level courses must have a prerequisite. Beginning in Fall 2012, all prerequisites will be fully enforced at the time of registration.

SYLLABUS CHECKLIST:

For guidance in completing your syllabus please see vpue.wsu.edu/policies/ for a syllabus guide and an example of a good syllabus.

NOTE: It is the departmental responsibility to coordinate all approved course changes with the scheduling area within the Registrar's Office for inclusion in the schedule of classes

<http://www.schedules.wsu.edu/Schedules/Apps/HomePage.ASP> .

Routing for Review and Approval. Requests are routed to the Catalog Subcommittee, the Academic Affairs Committee and/or Graduate Studies Committee, and the Faculty Senate. Upon final approval by the Senate, a copy of the Major Curriculum Change Form will be returned to the department.