Department/Subject _____ Program/curriculum) _____

Program Title _____

Check all actions applicable to the proposed change. Use a separate form for each program.
Type(s) of Change(s)
1. ☐ Change in requirements for admission to program/major
2. ☐ Change in requirements for major/minor
3. ☐ NEW program (See www.wichita.edu/curriculumforms for additional instructions and form for new program/major)
4. ☐ NEW certificate program (See www.wichita.edu/curriculumforms for additional instructions and form for new certificate program)
5. ☐ Other (describe)

Routing Determination
6. ☐ This change affects students and/or programs in other colleges.
7. ☐ This change/addition involves graduate programs/courses numbered 500 or above.
8. ☐ This change involves an applied learning or research experience proposal (Note: *Attach* completed **Strategic Planning Applied Learning or Research Experience Form**).

Please complete the following, where appropriate:
9. These changes are effective: Semester _____ Year _____
Unless otherwise indicated, the old information will be removed from the next printed catalog.

10. (A) Describe and (B) justify the change and its place in the department's and/or college's overall curriculum plan.

11. (A) Do the involved courses replace, resemble, overlap, or substitute for courses in other departments and/or colleges? (B) What is the effect of this action on other departments and/or colleges and their students? (You are responsible for consulting with departments whose programs may be affected by your action.)   ☐ Letters of support from affected departments/colleges are attached   ☐ Not Applicable

12. Aside from reassignment of current faculty and changes in current course rotation, what additional resources and personnel are required? (You are responsible for consulting with coordinator of collection development of the library, director of media resources, and director of computing when additional library holdings, electronic/telecommunications, and computer resources are required.) ☐ Letters of support from affected division are attached   ☐ Not Applicable

13. Catalog Description to appear in the WSU Catalog. (*Attach all current program requirements and proposed program requirements.)*

14. Content Coverage and/or Major Topics. Attach a sample and/or other relevant documents as appropriate (new program or certificate proposal, program requirements, etc.).

Please attach additional documents as necessary.

Wichita State University Curriculum Change Form
Routing Sheet

A. Date initiated by faculty: _____ **B.** Program Name: _____

Date	**Signature**	**Approval*** (Check as appropriate)	**Level**

C. _____ Disapproved ☐ / Approved ☐ Department Curriculum Committee (if no committee exists, faculty member signs)

D. _____ Disapproved ☐ / Approved ☐ Department Chairs

E. _____ Disapproved ☐ / Approved ☐ College Curriculum Committee

F. _____ Disapproved ☐ / Approved ☐ College Dean (*A copy to be sent to the SGA Academic Committee for comment if deemed necessary – Return copy to Provost*)

Send to WSU-VPAA office to assure proper routing:

G. _____ Disapproved ☐ / Approved ☐ General Education Committee (for all General Education courses) (*GE courses much also be accompanied by a GE Form*)

H. _____ Disapproved ☐ / Approved ☐ Graduate Council (*for Graduate programs and Graduate applied learning/research experiences*)

I. _____ Disapproved ☐ / Approved ☐ Graduate Dean (for all courses numbered 500 or above, new graduate degree programs and graduate applied learning/research experiences)

J. _____ Disapproved ☐ / Approved ☐ Academic Affairs Committee (for changes affecting Students in more than one college, new UG degree programs, and UG applied learning/research experiences)

K. _____ Disapproved ☐ / Approved ☐ Faculty Senate (for new undergraduate degree programs)

L. _____ Disapproved ☐ / Approved ☐ Provost and Senior Vice President (or designee)

☐ Reviewed and Approved by KBOR on: _____

☐ Review for Gainful Employment; Final Determination: ☐ YES ☐ NO Date: _____

M. Copies of signed original (curriculum change form, course outline and routing sheet) sent by Provost to:

Department Chair: _____ Dean: _____

N. Provost sends signed originals to Registrar: _____

O. Copies of signed original (curriculum change form, course outline and routing sheet) for all courses are sent by the Register to the Catalog Editor.

*All changes that are not approved are to be returned to the department chair and faculty with comment and with notification to the appropriate college dean(s).

Comments:

University Curriculum Change

The university curriculum change process reflects the University's traditional commitment to two concepts: (1) that the curriculum is a primary concern of the faculty from which changes are to be initiated; and (2) that department and college curriculum committees play an essential role, along with the various levels of academic administration, in curriculum development, approval, and implementation.

A separate form is available for course changes, program changes and new course creation. All changes for university programs listed in the WSU Undergraduate Catalog and WSU Graduate Catalog must be submitted on this form. The process typically originates with department faculty and proceeds through the college. Where college policy requires, additional steps may be added to the process. In cases where programs from more than one college are affected, the proposals will be sent to the Academic Affairs Committee before approval by the office of the Provost. When appropriate other governing committees such as the General Education Committee or Graduate School will review proposed changes before routing the request for change to the office of the Provost.

Faculty is required to note the effect of change on students and/or programs in other departments and/or colleges on the University Curriculum Change Form. In order to facilitate the discussion between departments and/or colleges, agendas for each College Curriculum Committee meeting will be forwarded to the deans of all colleges and to the Coordinator of Collection Development of the library. Electronic posting is encouraged.

Cross-Listed Changes

All courses, which are cross-listed, must proceed through both departments and/or colleges before they will be approved centrally.

Steps in the Change Process

1. Perceive need for change.
2. Determine level and type of change(s).
3. Seek information required on form. If requesting a new course number or changing a course number, contact the Registrar to ensure the number has never been used in academic history.
4. Fill out University Curriculum Change Form.
5. Include syllabus when appropriate. Make sure to follow sample syllabus (including course objectives; definition of a credit hour; disability services statement; and academic honesty policy). Visit http://bit.ly/wsubbhelp for syllabus templates and syllabus statements (See Blackboard/Support/Faculty Development).
6. Department faculty and/or Department Curriculum Committee discuss, review, and if approved, forward to the Department Chair. The change then proceeds through the College Curriculum Committee, the College Dean, (if deemed necessary, the SGA for comment to the Provost only), then the Provost to assure routing to: the General Education Committee (General Education Courses only), the Graduate Dean and/or Graduate School (for courses numbered 500 and above; final faculty approval of new graduate programs), the Academic Affairs Committee (for courses affecting students and/or programs in more than one college; new undergraduate programs), the Faculty Senate for final faculty approval of new undergraduate programs, or directly to the Provost.

   If, at any point, the change is not approved, the form will be returned to the Department Chair and faculty with comments.

   If the Provost finds that the curriculum change form has been inappropriately routed, the Provost will forward the form to the appropriate place.
   If the Provost does not approve the change(s), the materials may be returned to any previous program or committee with notification to the appropriate faculty and college dean(s).
   If the Provost approves, the original is forwarded to Registrar to record and save. Copies are sent to the College Dean as notification and the Department Chair for implementation.

7. The Registrar records the change, scans/files the original, and sends signed copies to the Catalog Editor.

COURSE NUMBERING GUIDELINES

COURSE LEVEL: Follow the definitions from the KBOR Policy manual (reproduced with WSU additions below)

COURSE NUMBERING SYSTEM

a. In order to maintain a common system of classification of academic information for all Regents Institutions, course levels are to be identified by the first digit catalog course number as Follows:

000-099	Remedial/no credit courses. Non-remedial Zero credit-hour courses should be numbered above 100
100-299	Lower division undergraduate designed as Freshman-Sophomore courses.
300-499	Upper division, undergraduate. Designed for Juniors and Seniors. Freshmen and Sophomores may be admitted if they meet the prerequisites.
500-699	Upper division, undergraduate. Primarily for Juniors and Seniors, with enrollment of less than 50% master's students. Syllabi should include different expectation for graduate students in the course. A discerning higher level of performance is expected from graduate students, with the nature of this differential performance set by the professor. If graduate students are not allowed in the course the prerequisite section should restrict their enrollment.
700-799	Graduates and upper division. For master's students, primarily with enrollment of less than 50% undergraduates.
800-899	Designed primarily for master's students.
900-999	Designed primarily for doctoral students.

Master's = Courses and thesis for masters students who will ordinarily have accumulated from 1 through 30 graduate hours, and students enrolled in professional schools (Law, Veterinary Medicine, M.D., Architecture, etc)

Doctoral = Courses for specialists and Doctoral students who will ordinarily have completed greater than 30 hours of graduate work.

Numbers usually reserved for CO-OP courses: 281, 481 and 781

Numbers usually reserved for workshops: 150, 250, 350, 550 and 750
(Some departments are using 750-755)

Alphabetic suffixes to course numbers are assigned by the Registrar's Office when needed to differentiate between different titles for the same root course - workshops and special topics courses are good examples.

Cross-listed courses: courses that are listed in two or more departments should, when possible, use the same course number in each department.

A sequence of courses: Each successive course in a set of courses that is normally taken in a prescribed sequence, should have a higher number than the one preceding it.