

CLA PROCESS FOR CURRICULUM CHANGES

PURPOSE: To assist faculty & staff in understanding the process for Curriculum changes. To set the precedent for establishing changes & produce effective communication within the college and university that will benefit the forward movement of the college and university.

ROLES & RESPONSIBILITIES: It is the department's responsibility to ensure that proper forms, documentation & all signatures are obtained prior to the request of approval and required signature from the Dean's office. The Dean's office will make copies and forward to correct office(s).

PROCEDURE:

Step 1: Obtain the proper form

Go to www.ronet.wsu.edu/ROPubs

Step 2: The form **MUST** be typed.

Step 3: Check all appropriate box(es) on the Change Form.

Step 4: Provide proper documentation to support change. (Include reason for request, justification for changes and a complete course outline or syllabus)

*****NOTE: Specific explanation of each request can be found on instructions from website attached to form.**

Step 5: Obtain department chair signature.

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

Step 6: Please include the CLA checklist attached with each of your change forms.

Step 7: Provided steps 1-6 have been completed, send to CLA-Dean's Office to obtain approval and signature.

*****PLEASE DO NOT MAKE ADDITIONAL COPIES.** The Dean's Office will produce the appropriate number of copies to go forward to the Office of the Registrar, a copy will be sent to the department, and a copy will be kept in the Dean's Office files.

NOTES

- *If submitting a Curriculum Change for Requirement, you MUST have*
 - a) *Any/All courses involved in the requirement change approved prior to the submission*
 - b) *Relevant documentation MUST be included in package.*
- *Be as concise as possible when indicating a change. Please make sure that you explain the "before" & "after" for all requested changes. This is especially relevant to new degree programs. Be sure that all courses are included, GERs are met, and hours add up to the claimed total, etc.*
- *Changes should only be made when REALLY necessary. (i.e. Renumbering courses for the purpose of listing the sequence in a different order or grouping courses in a particular area creates a great deal of work for DARS, the degree program, and degree programs from other departments using any of the courses that change number.*

Attached are copies of the various forms along with their specific instructions as outlined from the website.