Curriculum Change Requests to Curriculum Committee
Procedures and Guidelines

Process for Submitting Curriculum Change Requests:

1. Develop curriculum proposals. Departments need to discuss and approve the course/program changes BEFORE submission to Curriculum Committee.

2. Submit all course/program changes, including the “Signature Page,” to the Curriculum Committee secretary in Academic Records by the deadline: Monday, October 17, 2016. For continuity and processing ease, please submit all changes at one time.

Submission Process

a. Print and attain appropriate signatures on the “Signature Page” and submit with all course/program changes.

b. Copy course/program descriptions from the current online bulletin and paste them in a Word document. Please Note: There is a different process for topics/workshop proposals (See section “g” below).

c. Change all font color to black. Since the online bulletin uses a tan/brown font color at times, it is difficult to read items that are highlighted.

d. Highlight deletions in light gray and additions in light green. (See example* below)

e. Save document in Word format with your department name in the title.

f. E-mail the Word document to the Curriculum Committee Secretary in Academic Records.

g. The Topics/Workshop Course Proposal form is located on the WWU webpage: http://www.wallawalla.edu/fileadmin/user_upload/forms/Topics_Workshop_Course_Proposal.pdf

EXAMPLE:

Mechanical Engineering Concentration (37 43 credits)

Required Courses:

ENGR 324 Materials and Processes in Manufacturing 2
ENGR 333 Thermodynamics and Thermal Systems 4
ENGR 352 Feedback and Control Systems 4 10
ENGR 461 Kinematics 4
ENGR 462 Machine Robot Design 4
ENGR ME Electives 8
CPTR, ENGR, MATH Technical Electives 6
Total Credit Hours: 32 38

*Please Note: The changes above are only an example. The School of Engineering did not submit these curriculum changes.
3. Once submitted, curriculum proposals are reviewed by the Curriculum Committee at the next available weekly meeting. **Please Note: The chair/dean or department designee needs to be present at the meeting to present and discuss their department’s proposals.**

4. During the meeting with Curriculum Committee, the chair/dean may be asked a series of questions regarding their proposals (see “Questions Asked by Curriculum Committee” document). The questions are intended to make sure all changes are polished and produce a quality course/program.

5. If the Curriculum Committee has additional questions regarding the proposal, a committee representative will be in contact with the chair/dean or department designee.

6. If the Curriculum Committee votes more changes to the proposal are necessary, the chair/dean will need to take the proposal back to his/her department for re-evaluation and approval.

7. If the Curriculum Committee votes to approve the course/program proposal, it will then be sent on to University Senate for a cycle of 2 readings.

8. Once approved by University Senate, the course/program will be updated in the undergraduate bulletin, guidebook, and online class schedule for the next academic school year. **Please Note:** Class schedules for the following year are finalized in March.