

## **Levels of Approval Needed for Changing “Curriculum”**

(Major Requirement Sheets, Catalog, PeopleSoft, Mapper)

### **With Dept. and Dean’s Approval--**

#### **Associate Academic Vice President for Curriculum may:**

- Correct “curriculum” manifestations to match approved curriculum change
- Change course descriptions and names
- Make courses inactive or reactivated
- Make other editorial changes
- Reduce the prerequisites

#### **GE Committee will need to review and authorize acceptance for GE credit for:**

- New courses that wish to count as GE elective classes
- Changes in credits to courses that are GE classes
- Adding prerequisites to courses that are GE classes

#### **Curriculum Council may give final approval for: (for all classes)**

- New courses
- Changes in credits or the level of a class (e.g. 300 level to 200 level)
- Adding prerequisites
- Course sequence being modified on current Major and Minor Requirement Sheets (e.g. what classes are required to graduate with that particular major)

#### **Curriculum Council will review and make recommendations on:**

- New majors, minors, certificates, and tracks

#### **Deans’ Council will review and make recommendations on: (and will hear appeals on other decisions)**

- New majors, minors, certificates, and tracks

#### **President’s Council will need to approve:**

- New programs or new majors

#### **The Board will need to approve:**

- New programs or new majors (and WSCUC will receive a substantive change proposal)

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Curriculum Change Desired	Signature/Approval Needed						
	Dept	Dean	AAVP	GE	CC	DC	PC
Course Description	X	X	X				
Course Name	X	X	X				
Course Number	X	X	X				
Course Credits	X	X			X		
Course Credits within GE Curriculum	X	X		X	X		
Course Fees	X	X	X				
Course Level (e.g. 200 to 300)	X	X			X		
Course Frequency	X	X	X				
Errors, Correcting of	X	X	X				
MRS – Editorial Changes to	X	X	X				
MRS – Revise Classes Required for Major	X	X			X		
New Course	X	X			X		
New Elective Course within GE Curriculum	X	X		X			
New Minor or Certificate or Major Track	X	X			X	X	X
New Program or New Major	X	X			X	X	X**
Prerequisite – Adding	X	X			X		
Prerequisite – Reducing	X	X	X				
Status – from active to inactive or vice versa	X	X	X				

\*Any additional items, please contact the AAVP for Curriculum

\*\* WSCUC will also receive a substantive change proposal for new majors and changes to the major that exceed 25% of the curriculum changing.