



**Wichita State University**  
**University Curriculum Change Form**  
*(To be used for course, curriculum, and program changes)*

Department \_\_\_\_\_ Course # (affected or proposed) \_\_\_\_\_ Course Title \_\_\_\_\_ Credit: \_\_\_\_\_

**Check all actions applicable to the proposed change. Use a separate form for each course.**

**Type(s) of Change(s)**

- |   |   |
|---|---|
| 1. <input type="checkbox"/> New course                                | 6. <input type="checkbox"/> Change in prerequisites                   |
| 2. <input type="checkbox"/> Experimental course seeking course status | 7. <input type="checkbox"/> Change in course description              |
| 3. <input type="checkbox"/> Change in course number                   | 8. <input type="checkbox"/> Deletion of course                        |
| 4. <input type="checkbox"/> Change in course title                    | 9. <input type="checkbox"/> Change in requirements for major or minor |
| 5. <input type="checkbox"/> Change in number of credit hours          | 10. <input type="checkbox"/> Other (describe)                         |

**Routing Determination**

- 11.  This change affects students and/or programs in other colleges.
- 12.  This course is cross-listed. (Requires Change Form from both departments).
- 13.  This is a general education course.
- 14.  This course is numbered 500 or above.

**Please complete the following, where appropriate:**

- 15. If this course replaces an existing course, which course does it replace? \_\_\_\_\_
- 16. These changes are effective: Semester \_\_\_\_\_ Year \_\_\_\_\_
- 17. At what point do you want the old course off the books (if applicable)? Semester \_\_\_\_\_ Year \_\_\_\_\_

18. (A) Describe and (B) justify the change and its place in the department's overall curriculum plan.

19. List the courses that require this course as a prerequisite \_\_\_\_\_

20. What was the total enrollment figure for this class for the each of the last three times it was offered? What percentage of the students in each semester were majors in your department?

	Sem _____ Yr _____	Sem _____ Yr _____	Sem _____ Yr _____
Enrollment Numbers	_____	_____	_____
Percentage of Departmental Majors	_____	_____	_____

21. (A) Do these 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. Attach letters of support from affected departments/colleges).

22. 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 head of collections management of the library, director of media resources, and director of computing when additional library holdings, electronic /telecommunications, and computer resources are required. Attach letters from each affected division.)

23. Catalog Description with Prerequisites to appear in the WSU Catalog.

24. Content Coverage and/or Major Topics. Attach a sample and/or tentative course syllabus if appropriate.

**Please attach additional documents as necessary.**



**Wichita State University  
University Curriculum Change Form  
Routing Sheet**

A. Date initiated by faculty \_\_\_\_\_

B. \_\_\_\_\_  
Dept. Course Number and Name

Date	Signature	Approval* (Check as appropriate)	Level
C. _____	_____	<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved	Department Curriculum Committee (if no committee exists, faculty member signs)
D. _____	_____	<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved	Department Chair
E. _____	_____	<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved	College Curriculum Committee
F. _____	_____	<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved	College Dean ( <b><i>A copy to be sent to the SGA Academic Committee for comment - Return copy to Academic VP</i></b> )
G. _____	_____	<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved	General Education Committee (for all General Education courses) ( <i>GE courses must also be accompanied by a GE Form</i> )
H. _____	_____	<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved	Graduate Council (for select graduate courses)
I. _____	_____	<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved	Graduate Dean (for all courses numbered 500 or above)
J. _____	_____	<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved	University Curriculum Committee (for all courses affecting students and/or programs in more than One College)
K. _____	_____	<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved	Provost and Vice President for Academic Affairs and Research
<p>L. Copies of signed original (curriculum change form, course outline, and routing sheet) sent by Provost and Vice President for Academic Affairs and Research to:</p> <p style="margin-left: 40px;">Department Chair _____ Dean _____</p>			
<p>M. Provost and Vice President for Academic Affairs and Research sends signed originals to Assistant Registrar. Reviews _____ Records Assistant Registrar</p>			
<p>N. Copies of signed originals (curriculum change form, course outline and routing sheet) for all courses are sent by the Assistant Registrar to the University Publications.</p>			
<p>O. Copies of signed originals (curriculum change form, course outline, and routing sheet) for all courses are sent by the Assistant Registrar to the Catalog editor.</p>			

\*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:

## **Wichita State University 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.

This form is to be used for all course, curriculum, and program changes. All changes for university courses listed in the WSU Undergraduate Catalog and WSU Graduate Bulletin 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 University Curriculum Committee before approval by the office of the Provost and Vice President for Academic Affairs and Research. 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 and Vice President for Academic Affairs and Research.

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 (21). 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 Head of Collections Management 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.
4. Fill out University Curriculum Change Form.
5. 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, (the SGA for comment to the Provost and Vice President for Academic Affairs and Research only), the General Education Committee (General Education Courses only), the Graduate Dean and/or Graduate School (for courses numbered 500 and above), the University Curriculum Committee (for courses affecting students and/or programs in more than one college), or goes directly to the Provost and Vice President for Academic Affairs and Research.

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 and Vice President for Academic Affairs and Research finds that the curriculum change form has been inappropriately routed, the Provost and Vice President for Academic Affairs and Research will forward the form to the appropriate place.

If the Provost and Vice President for Academic Affairs and Research 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 and Vice President for Academic Affairs and Research approves, the original is forwarded to Assistant Registrar to record and save. Copies are sent to the College Dean as notification and the Department Chair for implementation.

6. The Assistant Registrar deletes or records the course, 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 below)

### 2. 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	No credit courses
100-299	Lower division undergraduate designed as Freshman-Sophomore courses.
300-499	Primarily 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% Graduate I students.
700-799	Graduates and upper division. For Graduate I students, primarily with enrollment of less than 50% undergraduates.
800-899	Designed primarily for Graduate I students.
900-999	Designed primarily for Graduate II students.

Grad I = 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)

Grad II = 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.

General Education courses: none of the General Education course numbers have a G or Q suffix any longer.

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.