

Guidelines and Procedures for Curricular Proposals

1. Proposals for new graduate degree programs and new graduate courses (numbered as 500 or 600) made by the curriculum committee of a division, Faculty Senate Curriculum Committee, or an administrator must be submitted to the Faculty Senate Graduate Studies Committee.
2. In addition, the following proposed curricular changes must also be submitted to the Faculty Senate Graduate Studies Committee:
 - a. Change of required courses in graduate programs;
 - b. Addition or deletion of a 400/500 or 600 course;
 - c. Addition or deletion of a graduate program;
 - d. Change in course number from 500 to 600 or vice versa;
 - e. Change in graduate level course credit hours;
 - f. Change in course name if the new name is quite similar to a course already offered in the university;
 - g. Change in course description if the new course description is substantially quite similar to that of a course already offered in the university; and
 - h. Change in course content or description when the course is a prerequisite or precursor to another course or program; and

The Graduate Studies Committee excludes review of the following:

- a. Change in course name when change of name reflects revised course content;
 - b. Change in course description when description of course reflects revised course content; and
 - c. Change in course number if not a change from 500 to 600 or vice versa.
3. Material to be reviewed by the committee must be submitted to the chair of the committee two weeks prior to the next meeting date. The chair shall disseminate the material to committee members no later than ten days prior to the next meeting. The chair will call special meetings of the committee; however, 10 days notice of matters to be discussed will still be required.
4. Material submitted shall include:
 - a. The Route Sheet for Permanent Course Change or a Request for New Major/Minor or Program Change as included in the Faculty Handbook, including all necessary signatures (forms online at <http://www.wou.edu/president/facultysenate/curriculum/>);
 - b. Complete information as to course numbers, descriptions and course credit hours; and
 - c. A statement of the potential effect of the proposed change upon university curriculum.
5. A divisional or departmental representative may be asked to attend the committee meeting to present the proposal.

6. The committee shall review the proposal. Committee recommendations will be written on a Route Sheet that will be signed and dated by the committee chair. The proposal and Route Sheet will be forwarded to the Senate Executive Committee, which may return the proposal to its faculty sponsor if major revisions are recommended, may recommend review by the full Senate prior to approval, or may approve and forward the proposal to the respective College dean. If the course is a 400/500 level course, the committee chair will forward the proposal to the Faculty Senate Curriculum Committee for review of the undergraduate content if the Faculty Senate Curriculum Committee has not previously approved the proposal. The committee shall respond in a timely manner but reserves the right to postpone decision on a curricular matter until the next regularly scheduled meeting or, upon approval of a majority of the members, at a special session of the committee.
7. The committee shall meet monthly on a regularly scheduled basis from September through May.

The Graduate Studies Committee reviews curricular matters from a university-wide perspective. The committee is always open to discussing curricular matters with administration, faculty, and students and will offer guidance and clarification whenever possible.