



Catalog & Curriculum Office

ACC E-Forms Instructions Manual

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ACC Curricular E-Forms Instructions

All ACC curricular E-forms are considered part of the ACC approval process. The Registrar's & Catalog Offices will finalize the Banner input of forms after final approval by ACC and the Faculty Senate.

Programs of Study proposals – New, Revised, Cancelled, Moratorium, Change in Location – all require HECB approval or notification, where applicable.

Please note that the HECB section details may change again in 9 months or whenever/whatever happens at state-level with HECB.

CURRENT 2011-12 ACC E-FORMS

- **Request for New Course**
This form includes requests for Permanent Courses, Temporary Courses (X97) and Study Abroad Courses (X37). This form includes built-in details and criteria to be completed for GUR or FYE Courses.
- **Request for Course Revision or Cancellation**
This form includes requests to revise or cancel permanent courses. This form includes built-in details and criteria to be completed for GUR or FYE courses that are being revised or cancelled.
- **Request for New Program of Study**
This form includes requests for a New Major, Minor, Masters, Certificate (WWU Certificate [non-degree] and State Issued Certificate Preparation [non-degree]), Teaching Additional Endorsement
- **Request for Revision or Cancellation or Moratorium of Program of Study**
This form includes requests for a Major, Minor, Masters, Certificate (WWU Certificate [non-degree] and State Issued Certificate Preparation [non-degree]), Teaching Additional Endorsement revisions, cancellations or programs being placed in moratorium).

WHERE TO FIND THE FORMS ON THE WEB

The ACC E-Forms are located at the [ADMCS Web Forms Website](#)

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ACC CATALOG & CURRICULUM NOTES

Important Notes regarding the newly revised ACC Curriculum Forms

- Use a 'Request for New Course' Form to create a New Permanent Course, or an x97 Temporary course, or an X37 Study Abroad Course.
- X97 courses may be offered only up to three times with the same details as approved by the College. To curb illegal creation to X97 courses in Banner Schedule with different details, X97 courses will be created on a term basis only.
- WWU Faculty-led Study Abroad courses use the department subject rubric and the x37 numbering. Please contact Liz Partolan-Fray, Director, International Programs and Exchanges (IPE) Office prior to initiating any X37 courses, to receive the appropriate paperwork and documentation required by IPE office for processing faculty-led study abroad courses.
- When renumbering an existing course, use the 'Request for Course Revision or Cancellation' form to cancel the former course, AND, create the new course number using the 'Request for New Course' indicating the equivalency and repeatability details. This extra step will ensure that we are recording all the appropriate course details in Banner for the new course number, including grade mode, schedule type, repeatability and equivalency. The 'Request for Course Revision or Cancellation' form no longer has the course number change as an option.
- For GUR courses that are cross-listed – both departments need to approve the appropriate course paperwork for College Curriculum and CUE Committees approvals. The same process applies to any revisions or cancellations of cross-listed GUR courses.
- For Combined Major/Minor offerings (within a college or between other colleges):
 - ✓ First discuss and agree on the major/minor requirements so that the catalog copy recorded in either academic unit is the same format and all the required course details are exactly the same.
 - ✓ After all the departments/programs have agreed on the requirements, the department who is proposing the combined major should complete the appropriate forms and paperwork and submit to the 'other department' for approval and then submitted to the respective college for approval.
 - ✓ For a combined major between two different colleges, route the same original e-form to the next college for approval. This step will help us to ensure that both departments, whether in the same college or different colleges, are reviewing and approving the exact same curricular details, using one e-form only.
 - ✓ Following these procedures will greatly assist us to encode CAPP accurately, and in a timely fashion.

To better assist departments and programs who wish to create new majors, minors, degrees, certificate or endorsement programs, we encourage you to first contact the Registrar, David Brunner, or the Catalog and Curriculum Coordinator, Lisa Zuzarte, so that we can problem solve any concerns or issues before hand and in a timely manner to meet ACC approval, HECB approvals and notifications, and catalog publication deadlines.

Additionally, this first step is particularly important for the creation of new rubrics, major codes, converting current courses to new courses with a different rubric, or renumbering courses in a department to accommodate the need for new course numbers in a sequential manner.

Explanation of commonly used terminology and definitions in the ACC E-Forms

Course Description: Course descriptions should be brief and concise. Include repeatability with maximum amount of credits, and S/U grading if applicable.

Repeatability: Include repeatability with maximum amount of credits in the course description.

Prerequisite(s): A student is only allowed to register for the course if the pre-req has been taken in a previous quarter.

Prerequisite(s) with concurrency: Prerequisite with concurrency: allows the student to register for the pre-req course and the main course, in the same quarter, if the student has not taken the pre-req course previously.

Co-requisite: A student must be registered for the course indicated as a co-req and the main course in the same quarter. The student must enter the CRN for both the co-req course and main course at the same time when registering.

Change To Copy: Change To copy should indicate changes made; additions should be underlined and deletions should be shown with strikethrough.

 Click on this icon to transfer 'Change To' copy to 'FINAL COPY'.

Example of Model rationale in the GUR section:

(Model GUR Course Proposal Rationale: Sample text for a Communication GUR, Block C course):

Focuses on developing the concepts and skills needed to convey ideas in a range of written contexts including how to develop a strong claim, incorporate evidence, and adhere to the conventions of written academic discourse.

- Note how this sample rationale points specifically to the catalogue description of the Communication GUR. All GUR course proposal rationales need to have this same kind of pointed connection to the ACC approved language for the relevant GUR category.

Course Outcomes - Identify/list student learning outcomes and goals. Articulate what students will know and be able to do after completion of the course.

Briefly explain how outcomes will be assessed - Identify how student learning outcomes will be assessed. This should include your evaluation methods (e.g., exams, research paper, community service project) and the relative weight of each in the assessment of learning.

Collegial Communication - List other entities (e.g., Departments, Programs) that could be affected by the proposal. Departments or colleges affected by these changes **MUST** be notified and agreement with the changes must be obtained before sending the form forward. Send the form to each person/entity identified and receive comments **PRIOR** to submitting to the Curriculum Council. If a department or college has been notified and has not responded, please note that in this field.

Cross-Listed Courses: For the purposes of the **Catalog** – a course is considered a cross-listed course if it is equivalent and 'also offered' as another course with a different rubric or number. A student who takes a cross-listed course may not receive credit for the other course or receive credit twice. The course level and course descriptions should be the same. The grade mode should be the same except in the case of Fairhaven course offerings which are S/U graded.

The two departments cross-listing two different courses each need to complete a 'Request for New Course' form and seek approval from their curricular committees. Upon final ACC approval, the Catalog office will build the equivalency details in Banner.

In Banner Schedule – CRNs are 'cross-listed' when courses are 'linked' together e.g. a 400-level and a 500-level course offered at the same time and place in any given quarter. There is no equivalency between the 400-level course and the 500-level course.

Major: All majors must attain final ACC and HECB approvals before they can be listed in the University Catalog and offered at either Main or Off-Campus sites.

Major degree types include: BA, BAE, BFA, BMUS, BS

Minor: All minors must attain final ACC approval before they can be listed in the University Catalog and offered at either Main or Off-Campus sites.

Masters: All masters must attain final ACC and HECB approvals before they can be listed in the University Catalog and offered at either Main or Off-Campus sites.

Master degree types include: MA, MBA, MEd, MIT, MMUS, MPAcc, MS

Certificates: All certificates must attain final ACC approval before they can be listed in the University Catalog and offered at either Main Campus, Off-Campus sites, or both.

There are two kinds of certificate offerings at Western – WWU Certificate (Non-Degree) and State Issued Certificate Preparation (Non-Degree).

Undergraduate Program Certificates less than 45 credits – no approval required from HECB.

Master Program Certificates less than 36 credits – no approval required from HECB

Additional Teaching Endorsement: All additional endorsements must attain final ACC approval before they can be listed in the University Catalog. Additional teaching endorsement curriculum leads to an endorsement but is not delivered through a major.

HECB – (Washington State) Higher Education Coordinating Board

NWCCU – Northwest Commission on Colleges and Universities

REQUEST FOR NEW COURSE

Prior to proposing a New Course, or an X97 (temporary course) or X37 (study abroad course) – please contact the Catalog Coordinator to verify that the proposed course number is available.

1. Open up the ACC E-form:

- Enter Submitter Details
- Enter Course Rubric e.g. ENG, then tab
- Enter Course Number e.g. 101, then tab
- Enter Credits, then tab
- Enter the Academic Department, then tab
- Enter Begin Term. Permanent courses always begin Fall quarter. Temporary Courses (X97) and Study Abroad Courses (X37) – enter the specific begin term e.g. 201140
- Select course type: Permanent Course, Temporary Course (X97), or Study Abroad Course (X37). Only one option is available per e-form

2. Complete details in Section A: Course Title, Description, Rationale and Outcomes:

- Enter title of Course, then tab
- Enter the Transcript Title of the course (limit of up to 30 characters), then tab
- Type in the Catalog Description. Please avoid lengthy course descriptions. Descriptions should be brief and concise. Include 'S/U grading' text as part of course description, for those courses proposed with S/U grading. If this course will be equivalent to another course, include the details in the course description, e.g. 'Also offered as ESTU 120'. Enter course repeatability details as part of the course description, e.g. 'Repeatable up to 10 credits'. **Writing Proficiency details are not included in course descriptions.**
- Complete rationale for course, then tab
- Course Outcomes – Identify/list student learning outcomes and goals. Articulate what students will know and be able to do after completion of the course.
- Complete course outcomes, then tab
- Complete section on how outcomes will be assessed: Briefly explain how outcomes will be assessed - Identify how student learning outcomes will be assessed. This should include your evaluation methods (e.g., exams, research paper, community service project) and the relative weight of each in the assessment of learning, then tab

3. Complete details in Section B: Impact on Resources:

- Complete details on equipment needs, then tab
- Complete details on Personnel needs, then tab
- Complete details on Library needs, then tab
- Complete details on Proposed Fees, then tab. Remember to complete the appropriate course fee forms for new fees being proposed for the new course.

4. Complete details in Section C: Collegial Communication: Other departments in college agreement:

- **REQUIRED:** Complete the first question in this section:
'Have faculty in the department/program been notified and approve this proposal?'
- Select appropriate button for approval by other departments/programs in the college
- Typically most new course proposals will have collegial impact if they are to be cross-listed/equivalent to other courses, or if they have pre-req courses offered by other departments/colleges.
- List other entities (e.g., Departments, Programs) that could be affected by the proposal. Departments or colleges affected by these proposals **MUST** be notified and agreement with the proposals must be obtained prior to sending the form forward for final college approval.
- Enter contact person and details in the comment box. You will route this e-form to the appropriate department/program chair for comment and confirmation of course form details. Examples of comments can include course equivalency details or if course will be team taught by different faculty from different departments/programs, or if the new course proposal has pre-req courses offered by other departments.

- Send the form to each person/entity identified and receive comments PRIOR to submitting to the Curriculum Council. If a department or college has been notified and has not responded, please note that in this field.

5. Complete details in Section C: **Other College or Program Agreement:**

- Select appropriate button for approval by other department/programs in other colleges
- Typically most new course proposals will have other collegial impact if they are to be cross-listed/equivalent to other courses, or if they have pre-req courses offered by other departments/colleges.
- List other entities (e.g., Departments, Programs) that could be affected by the proposal. Departments or colleges affected by these proposals MUST be notified and agreement with the proposals must be obtained prior to sending the form forward for final college approval.
- Enter contact person and details in the comment box. Examples of comments can include course equivalency details or if course is team taught by different faculty from different departments/programs or if the new course proposal has pre-req courses offered by other departments.
- Send the form to each person/entity identified and receive comments PRIOR to submitting to the Curriculum Council. If a department or college has been notified and has not responded, please note that in this field.

6. Complete details in Section D: **Course Details:**

- Complete Course Repeatability details. List maximum credits of repeatability. Tab.
- Select Grade mode, then tab.
- Select Schedule type and enter total number of contact hours per week.
- Select Course Site: Main or Off-Campus. List Off-Campus Location where possible, then tab
- Check if course is a requirement for a specific program of study and list details
- If applicable provide a list of major/minor/master/college/program codes for course restrictions for registration purposes
- Check if course is an Elective and list specific program of study
- Check if course is a General Elective or a FIG

7. Complete details in Section D: **Pre-requisite Details:**

- **Prerequisite(s)** – List courses required prior to student registering for main course
- **Prerequisite(s) with concurrency** – List courses required by student that can be taken in the same quarter of main course offering, or could have been taken previously.
- **Co-requisite(s)** – List courses required by student to be taken in the same quarter as the main course offering. These co-req courses cannot be taken previously or later.
- **Acceptable MATH or other equivalent courses** (e.g. HNRS. MATH placement tests, or AP Courses etc.) List these courses in the text box, include acceptable test scores and if concurrency is allowed or not.
- **Check if pre-reqs are to be enforced or not for Registration purposes.** When you build your Schedule for new courses, please request Troy Ragsdale to enforce or not pre-reqs for registration. The pre-req Text details appear in the E-Catalog and Classfinder as approved by curricular minutes and ACC. **The Catalog office does not edit pre-req text details per quarter or CRN to accommodate enrollment in sections.** By default all pre-req courses are coded with a C- minimum passing grade for registration, unless the course is a Teacher Ed course, or has been approved by ACC to have pre-req courses with passing grades of higher than C-.
- Complete rationale for prerequisite(s) and co-requisite(s).

8. Complete details in Section E: **Miscellaneous:**

- Select if proposed course has been offered as another number in your department or another department or program. List course rubric, number and date of offering. Select if new proposed course is equivalent to previous course offering. These important details assist the Catalog and Registrar's offices in building course equivalency and repeatability details in Banner.
- **If yes – send the most recent set of student evaluations to the College.**

9. Select if new proposed course will also be offered as a GUR course:

- If yes – complete the GUR CATEGORY details
- Use the Example of model rationale provided below when explaining how the proposed course meets the catalog description for the specified GUR category:

(Model GUR Course Proposal Rationale: Sample text for a Communication GUR, Block C course):

Focuses on developing the concepts and skills needed to convey ideas in a range of written contexts including how to develop a strong claim, incorporate evidence, and adhere to the conventions of written academic discourse.

- Note how this sample rationale points specifically to the catalogue description of the Communication GUR. All GUR course proposal rationales need to have this same kind of pointed connection to the ACC approved language for the relevant GUR category.
- If course proposal is not a GUR – skip to FYE section and completely accordingly.
- If you are the designated CUE committee member to comment on the GUR proposal request – please comment and check the 'approved', 'not approved' or 'tabled' button.

10. Select if new proposed course will also be offered as an FYE course:

- If yes – complete the FYE CATEGORY details
- If no – proceed to route the form to the next approver
- If you are the designated CUE committee member to comment on the FYE proposal request – please comment and check the approved, not approved or tabled button.

CAREFULLY PROOF YOUR FORM

11. E-Form Approval Process:

- Submitter emails e-form to Department Chair/Program Director
- Department approves new course proposal or sends back to submitter for correction
- Upon final department approval – Department Chair/Program Director forwards e-form to College Curricular Committee
- New course proposal is reviewed by College Curriculum Committee. If approved College Curriculum committee notes the date of the respective Curriculum Committee meeting date on the e-form and forwards the e-form to other College or Curriculum Committees, if applicable (e.g. CUE, TCCC, Graduate Council). If additional approval is not required by other curricular committees – the College forwards the e-form to the Catalog Coordinator

12. FINAL APPROVAL OF ACC FORM:

- **After your ACC form has been approved by ACC (via curricular Minutes) and the Faculty Senate, the Catalog and Curriculum Coordinator will enter the details in Banner Catalog for the effective term/catalog year and lock the E-Form.**
- **The locked E-Form will automatically be sent to the original submitter of the form**


REQUEST FOR COURSE REVISION or CANCELLATION

Conduct a catalog search to determine if your course revision proposal will impact any other courses/departments/programs in your college or other colleges. Your course revision proposal could impact the credits of a program of study, the pre-reqs for a specific course, or the equivalency with another course, and the demand and access for the course.

1. Open up the ACC E-form:


- Enter Submitter Details
- Enter Course Rubric e.g. ENG
- Enter Course Number e.g. 101, then hit 'Tab'. This action will result in an automatic fill-in of the current catalog course details.
BE SURE TO CHECK THAT YOU HAVE ENTERED THE CORRECT RUBRIC/SUBJECT and COURSE NUMBER, as you will not be able to edit it after the automatic fill-in, and will have to create a new e-form.
- Select if you are proposing a course cancellation or a course revision.
- Complete the details for the **Reason for Cancellation or Revision**.
- If you are proposing a course revision complete the details on the **Impact on Resources**, then tab. If you are completing a course cancellation skip the rest of the questions and forward the e-form to the next approver.
- If you are completing a course revision proposal – check all the fields of revision types. Course number changes are not considered course revisions, and is not an option on the course revision form. You will need to do a course cancellation of the current course number and then a proposal of a new course number.

2. Complete details in Section A: Course Title

- The current Title automatically appears in the yellow box, so tab to the next box which is the Change to text box
- Edit the current title by using ~~strike through~~ to cancel text, and underline to add text, using the Word Doc tools.
- Enter the Revised Title, and then hit the  icon. The Final Course Title will be transferred to the text box.
- Enter the New Revised Transcript Title (up to 30 characters, including spaces, commas, etc.), then tab

3. Complete details in Section B: Course Details

The current catalog course description will appear in the Present Text box. Tab to the 'Change to' text box.

- Edit the current course description by using ~~strike through~~ to cancel text, and underline to add text, using the Word Doc tools. Please avoid lengthy course descriptions. Descriptions should be concise. Include 'S/U grading' text as part of course description, for those courses being revised to S/U grade mode. If this course will now be equivalent to another course, include the details in the course description, e.g. 'Also offered as ESTU 120'. . Enter course repeatability details as part of the course description, e.g. 'Repeatable up to 10 credits'. **Writing Proficiency details are not included in course descriptions.**
- Next click on the  button. This action will transfer all your edits to the FINAL COPY.

4. Complete details in Section B: Pre-requisite Details:

- **Prerequisite(s)** – List courses required prior to student registering for main course
- **Prerequisite(s) with concurrency** – List courses required by student that can be taken in the same quarter of main course offering, or could have been taken previously.
- **Co-requisite(s)** – List courses required by student to be taken in the same quarter as the main course offering. These co-req courses cannot be taken previously or later.
- **Acceptable MATH or other equivalent courses** (e.g. HNRS. MATH placement tests, or AP Courses etc.) List these courses in the text box, include acceptable test scores and if concurrency is allowed or not.

- **Check if pre-reqs are to be enforced or not for Registration purposes.** When you build your Schedule for new courses, please request Troy Ragsdale to enforce or not pre-reqs for registration. The pre-req Text details appear in the E-Catalog and Classfinder as approved by curricular minutes and ACC. **The Catalog office does not edit pre-req text details per quarter or CRN to accommodate enrollment in sections.** By default all pre-req courses are coded with a C- minimum passing grade for registration, unless the course is a Teacher Ed course, or has been approved by ACC to have pre-req courses with passing grades of higher than C-.
- Complete rationale for prerequisite(s) and co-requisite(s).

5. Complete details in Section C: Collegial Communication: other departments in college agreement:

- **REQUIRED:** Complete the first question in this section:
'Have faculty in the department/program been notified and approve this change?'
- **Remember to conduct a catalog search to determine if your course revision proposal will impact any other courses/departments/programs in your college or other colleges. Your course revision proposal could impact the credits of a program of study, the pre-reqs for a specific course, or the equivalency with another course, and the demand and access for the course.**
- Select appropriate button for approval by other departments/programs in the college
- List other entities (e.g., Departments, Programs) that could be affected by the proposal. Departments or colleges affected by these changes **MUST** be notified and agreement with the changes must be obtained before sending the form forward. Send the form to each person/entity identified and receive comments **PRIOR** to submitting to the Curriculum Council. If a department or college has been notified and has not responded, please note that in this field.
- Enter contact person and details in the comment box. You will route this e-form to the appropriate department/program chair for comment and confirmation of course form details. Examples of comments can include course equivalency details or if course will be team taught by different faculty from different departments/programs.
- Using the ACC guidelines, determine if course revision is an **Expedited Change** or not. If YES – proceed to the bottom of the form to approve and submit form.
NOTE: The Expedited Change option will be available when ACC finalizes the definition and expedited process.

6. Complete details for Section D: Other College or Program Agreement (to be completed if course revision is not an expedited change):

- Conduct an e-catalog search to determine if your course revision proposal will impact any other courses/departments/programs in other colleges or programs.
- Select appropriate button for approval by other department/programs in other colleges
- Enter contact person and details in the comment box. Examples of comments can include course equivalency details or if course are team taught by different faculty from different departments/programs. You will route this e-form to the appropriate department/program chair for comment and confirmation of course form details.

7. Complete details in Section E: GUR Course Revision

- Select if course being revised is also a GUR course
- If course proposal is not a GUR – skip to FYE section and completely accordingly.
- If yes, complete the section on the GUR details
- Use the Example of model rationale when explaining how the proposed course meets the catalog description for the specified GUR category
- If you are the designated CUE committee member to comment on the GUR proposal request – please comment and check the 'approved', 'not approved' or 'tabled' button.

8. Complete details in Section F: FYE Course Revision

- Select if course being revised is also an FYE course
- If yes – complete the FYE CATEGORY details
- If no – proceed to route the form to the next approver
- If you are the designated CUE committee member to comment on the GUR proposal request – please comment and check the 'approved', 'not approved' or 'tabled' button.

CAREFULLY PROOF YOUR FORM

9. E-Form Approval Process:

- Submitter emails e-form to Department Chair/Program Director
- Department approves course revision or cancellation proposal or sends back to submitter for correction
- Upon final department approval – Department Chair/Program Director forwards e-form to College Curricular Committee
- Course Revision or Cancellation proposal is reviewed by College Curriculum Committee.
- **FOR EXPEDITED APPROVALS: Currently this option is not active and will default to 'NO'**
- **FOR REGULAR APPROVALS:** If approved by the College Curriculum committee the e-form is forwarded to other College or Curriculum Committees, if applicable, (e.g. CUE, TCCC, Graduate Council). If additional approval is not required by other curricular committees – the College forwards the e-form to the Catalog Coordinator.

10. FINAL APPROVAL OF ACC FORM:

- **After your ACC form has been approved by ACC (via curricular Minutes) and the Faculty Senate, the Catalog and Curriculum Coordinator will enter the details in Banner Catalog and lock the E-Form.**
- **The locked E-Form will automatically be sent to the original submitter of the form.**

HOW TO COMPLETE A REQUEST FOR A NEW PROGRAM OF STUDY

(includes Major, Minor, Master, Additional Teaching Endorsement or Certificate)

REQUEST FOR NEW PROGRAM OF STUDY

1. Open up the ACC E-form:

- Enter Submitter Details
- Enter Program Title (as will appear in the Catalog and submitted to HECB), then tab
- Enter Transcript Title (as will appear on student's transcript, up to 30 characters, including spaces, commas, etc.), then tab

2. Complete details in Section A: Type of Program:

- Select if new program being proposed is a Major, Minor, Master, Teaching Additional Endorsement or Certificate.

3. Complete details in Section B: Program Details:

- List the **total number of credits** for the program; if a range – list the range.
- List very clearly the **Program description or introduction**.
- List the **Admission and Declaration** process.
- **Grade Requirements:** By default the minimum grade requirements for programs is C- unless the program is a Teacher Ed program or has special ACC permission to require a passing grade of higher than C-.
- List the Program Requirements: Clearly list the required course sequence, field experiences etc.
- List all NEW Courses specifically developed for this program. Submit the appropriate request form for each new course, along with this form to the appropriate curricular committee.
- Select the Program Site

4. Complete details in Section C: Impact on Resources:

- Complete details on Equipment needs, then tab
- Complete details on Personnel needs, then tab
- Complete details on Library needs, then tab
- Complete details on Proposed Fees, then tab. Remember to complete the appropriate course fee forms for new fees being proposed for the new course.

Note: Once program of study has been approved by ACC, final HEC Board approval is required before Catalog changes can be made and program of study is offered by the academic program at Main or Off-Campus sites.

5. Complete details in Section D: Collegial Communication:

- **REQUIRED:** Complete the first question in this section:
'Have faculty in the department/program been notified and approve this proposal?'

Select appropriate button for approval by other departments/programs in the college.

When courses from other departments or programs are listed as a 'requirement' or 'elective', this could have an impact on the demand and access of those courses.

- List other entities (e.g., Departments, Programs) that could be affected by the proposal. Departments or colleges affected by these changes **MUST** be notified and agreement with the changes must be obtained before sending the form forward. Send the form to each person/entity identified and receive comments **PRIOR** to submitting to the Curriculum Council. If a department or college has been notified and has not responded, please note that in this field.
- Enter contact person and details in the comment box. You will route this e-form to the appropriate department/program chair for comment and confirmation of course form details. Examples of comments can include advisor contact details or if a course will be team taught by different faculty from different departments/programs.

Select appropriate button for approval by other department/programs in other colleges

- Enter contact person and details in the comment box. Examples of comments can include advisor contact details equivalency details or if a course will be team taught by different faculty from different departments/programs. You will route this e-form to the appropriate department/program chair for comment and confirmation of course form details.

CAREFULLY PROOF YOUR FORM

NOTE ON SECTION E: HECB Notification and Final Approval Status:

- This section will be completed by the Provost's Office/Bev Jones and the Catalog Coordinator.
- When final HECB approval is confirmed by the Provost's Office – the Catalog & Other Administrative offices will create the appropriate program and major codes. Financial Aid will be notified.

6. E-Form Approval Process:

- Submitter emails e-form to Department Chair/Program Director
- Department approves new program of study proposal or sends back to submitter for correction
- Upon final department approval – Department Chair/Program Director forwards e-form to College Curricular Committee
- New program of study proposal is reviewed by College Curriculum Committee. If approved College Curriculum committee forwards the e-form to other College or Curriculum Committees, if applicable, (e.g. CUE, TCCC, Graduate Council). If additional approval is not required by other curricular committees – the College forwards the e-form to the Catalog Coordinator

7. FINAL APPROVAL OF ACC FORM:

- **After your ACC form has been approved by ACC (via curricular Minutes) and the Faculty Senate, the Catalog and Curriculum Coordinator will enter the details in the University Catalog for the effective catalog year and lock the E-Form.**
- **The locked E-Form will automatically be sent to the original submitter of the form.**

Useful details regarding Program of Study Proposals

Major: All majors must attain final ACC and HECB approvals before they can be listed in the University Catalog and offered at either Main or Off-Campus sites.

Major degree types include: BA, BAE, BFA, BMUS, BS

Minor: All minors must attain final ACC approval before they can be listed in the University Catalog and offered at either Main or Off-Campus sites.

Masters: All masters must attain final ACC and HECB approvals before they can be listed in the University Catalog and offered at either Main or Off-Campus sites.

Master degree types include: MA, MBA, MEd, MIT, MMUS, MPAcc, MS

Certificates: All certificates must attain final ACC approval before they can be listed in the University Catalog and offered at either Main Campus, Off-Campus sites, or both.

There are two kinds of certificate offerings at Western – WWU Certificate (Non-Degree) and State Issued Certificate Preparation (Non-Degree).

Undergraduate Program Certificates less than 45 credits – no approval required from HECB.

Master Program Certificates less than 36 credits – no approval required from HECB

Additional Teaching Endorsement: All additional endorsements must attain final ACC approval before they can be listed in the University Catalog. Additional teaching endorsement curriculum leads to an endorsement but is not delivered through a major.

HECB – (Washington State) Higher Education Coordinating Board

NWCCU – Northwest Commission on Colleges and Universities

HOW TO COMPLETE A REQUEST FOR REVISION, OR CANCELLATION, OR MORATORIUM OF PROGRAM OF STUDY

REQUEST FOR REVISION or CANCELLATION or MORATORIUM of PROGRAM OF STUDY

Conduct a catalog search to determine if your program revision proposal will impact any courses/departments/programs in your college or other colleges; and if your program is a combined program/interdisciplinary program offering. Your program revision proposal could impact the credits of a combined/interdisciplinary program of study, the pre-reqs for a specific course, or the equivalency with another course, and the demand and access for other courses.

1. Open up the ACC E-form:

- Enter Submitter Details
- Enter Current Program Title as appears in the Catalog, then tab

2. Complete details in Section A: Type of Program:

- Select program type
- Select if program is being cancelled, revised or placed in moratorium
- Complete the details for the Reason for Cancellation, Revision or Moratorium

3. Complete details in Section B: Impact on Resources:

- Complete details on Equipment needs, then tab
- Complete details on Personnel needs, then tab
- Complete details on Library needs, then tab
- Complete details on Proposed Fees, then tab. Remember to complete the appropriate course fee forms for new fees being proposed for any new courses added to the program of study.


4. Complete details in Section C: Collegial Communication: Other departments in College approval

- **REQUIRED:** Complete the first question in this section:
'Have faculty in the department/program been notified and approve this proposed change?'
- Select appropriate button for **approval by other departments/programs in your college**
- List other entities (e.g., Departments, Programs) that could be affected by the proposal. Departments or colleges affected by these changes **MUST** be notified and agreement with the changes must be obtained before sending the form forward. Send the form to each person/entity identified and receive comments **PRIOR** to submitting to the Curriculum Council. If a department or college has been notified and has not responded, please note that in this field.
- Enter contact person and details in the comment box. You will route **this same e-form** to the appropriate department/program chair for comment and confirmation of course form details. Examples of comments can include advisor contact details or if a course will be team taught by different faculty from different departments/programs.

5. Complete details in Section D: Collegial Communication: Other College or Program Agreement

- Select appropriate button for **approval by other department/programs in other colleges**
- Enter contact person and details in the comment box. Examples of comments can include advisor contact details equivalency details or if a course will be team taught by different faculty from different departments/programs. You will route this e-form to the appropriate department/program chair for comment and confirmation of course form details.

6. Complete details in Section E: Present Program Title:

- Copy Present Program Title as it appears in the Catalog, then tab
- Copy Present Program Title as it appears in the Catalog, then Edit the current title by using **striketrough** to cancel text, and **underline** to add text, using the Word Doc tools.
- Click on the  icon. The Final Program Title will be transferred to the text box.
- Enter the New Revised Transcript Title (up to 30 characters, including spaces, commas, etc.), then tab

7. Complete details in Section F: Catalog Details:

- Copy and Paste current program details from the E-Catalog into the Present Text Box Field.
Next – clean up this text box section by deleting extra spaces and unnecessary text.
- Copy and Paste current program details **from the Present Text box field into the 'Change to' Text Box.** It is extremely important that you copy the 'cleaned up' text from the Present Text box field and paste into the Change to text box. Do not paste directly from the e-catalog into the Change to text box. If you do this step any other way you will receive an error message when you submit your e-form.
- In the 'Change to' text box, Edit the current program details by using ~~strikethrough~~ to cancel text, and underline to add text, using the Word Doc tools.
- Next click on the button. This action will transfer all your edits to the FINAL COPY.

8. CATALOG TEXT FOR PROGRAMS BEING PLACED IN MORATORIUM

Use the sample text for your disclaimer message to appear after the title of the program, prior to the program requirements for programs being placed in Moratorium. (There is no need to copy all the program details if no other curricular revisions are being proposed, aside from placing the program in moratorium):

Audiology Minor (in Moratorium): This program is not currently accepting new students. For further information contact the Communication Sciences & Disorders Department, Western Washington University, 516 High St., Bellingham, WA 98225-9171, 360-650-3885, department email address.

CAREFULLY PROOF YOUR FORM

NOTE ON SECTION F: HECB Notification and Final Approval Status:

- This section will be completed by the Provost's Office/Bev Jones.
- When final HECB approval is confirmed by the Provost's Office – the Catalog & Other Administrative offices will create the appropriate program/major codes. Financial Aid will be notified.

9. E-Form Approval Process:

- Submitter emails e-form to Department Chair/Program Director
- Department approves proposed program curricular action or sends back to submitter for correction
- Upon final department approval – Department Chair/Program Director forwards e-form to College Curricular Committee
- If approved College Curriculum committee forwards the e-form to other College or Curriculum Committees, if applicable, (e.g. CUE, TCCC, Graduate Council). If additional approval is not required by other curricular committees – the College forwards the e-form to the Catalog Coordinator

10. FINAL APPROVAL OF ACC FORM:

- **After your ACC form has been approved by ACC (via curricular Minutes) and the Faculty Senate, the Catalog and Curriculum Coordinator will enter the details in Banner Catalog and lock the E-Form.**
- **The locked E-Form will automatically be sent to the original submitter of the form.**

NOTE: HECB is notified of significant program revisions, including program titles, cancellations, and programs being placed in moratorium.

HECB/ADDITIONAL NOTES ON HOW TO PROPOSE AND CREATE AN NEW MAJOR, MINOR, MASTER, TEACHING ADDITIONAL ENDORSEMENT OR CERTIFICATE PROGRAM

1. Department/Faculty work on new program proposal:

- Faculty member discusses with Department/other related departments new program proposal.
- Faculty and Department reviews required appropriate ACC paperwork:

<https://esign.wvu.edu/admcs/forms/?deptID=1021>

- Department works with Provost's Office / Bev Jones regarding HECB guidelines/policies and relevant paperwork:

<http://www.hecb.wa.gov/AboutOurSystem/MaintainingStandards/InvestmentsNeeds/ProgramApproval>

HECB Policies and Procedures web site:

<http://www.hecb.wa.gov/about-our-system/ensuring-quality/investments-and-needs/program-approval/policies-procedures>

Please note:

- **In general, the HECB review process requires at least nine (9) months for a new degree program.** While the entire process will take nine months, the departmental/college/ACC review and initial HECB notification of intent (NOI) can overlap to a certain extent.
- In addition, moving an existing academic program to a new location requires at least 45 days for HECB review/approval.
- Given the various options, issues and situations, it would be best if the department/college involved could discuss with the Provost's Office (Bev Jones) potential HECB timelines so that there are no misunderstandings.
- Bev Jones will contact Clara Capron (Financial Aid) if there is a desire for students enrolled in new endorsement or certificate programs to be eligible for Financial Aid.

2. Curricular & Approval Process:

- Faculty proposal to department/s programs involved
- Department completes appropriate ACC e-forms
- Submits to College Curricular committee and other related committees if applicable – GRAD & TCCC
- ACC review and approval.
- HECB submission (through the Provost's Office) and approval for effective academic/catalog year

Please note:

- Select the appropriate Certificate type offering: WWU Certificate (non-degree) or State Issued Certificate Preparation(non-degree)
- Undergraduate Program Certificates less than 45 credit – no approval required from HECB
- Master Program Certificates less than 36 credit – no approval required from HECB
- HECB must be informed of any title changes or CIP code changes
- HECB must be informed when discontinuing a program
- HECB must be informed of substantive changes, including degree or certificate programs, and any that are planned for the following year. When in doubt please contact the Provost's Office/Bev Jones

3. Required Approvals:

1. Final ACC approval
2. Final HECB decision/approval
3. Bev Jones informs Catalog Coordinator final status of HECB decision for e-form details/notification.
4. Catalog Office 'locks' appropriate curricular e-forms after HECB confirmation from Provost's Office/Bev Jones.
5. Catalog Office confirms approval and notifies Financial Aid.
6. Registrar's Offices (Systems' and CAPP) create program and major codes, program descriptions, CIP codes, etc., after confirmation of financial aid eligibility.
7. Specific codes are created in Banner for Undergrad, Grad, Minor, Certificate, Main, Off-Campus and other extension offerings.
8. Major restriction codes need to be updated in all related Banner areas.

HECB NOTES ON HOW TO REVISE AN EXISTING MAJOR, MINOR, MASTER, TEACHING ADDITIONAL ENDORSEMENT OR CERTIFICATE

Curricular & Approval Process:

1. Faculty proposes revision to department/s programs involved
2. Department completes appropriate ACC e-forms
3. Submits to College Curricular committee and other related committees if applicable – GRAD, TCCC,
4. Contact the Provost's Office / Bev Jones to discuss how HECB will be notified.
5. Final ACC approval
6. Final HECB decision/approval, if necessary
7. Bev Jones informs Catalog Coordinator final status of HECB decision for e-form details/notification.
8. Catalog Office 'locks' appropriate curricular e-forms after HECB confirmation from Provost's Office/Bev Jones.
9. Catalog Office confirms approval and notifies Financial Aid Office.
10. Registrar's Offices (Systems' and CAPP) create program and major codes, program descriptions, CIP codes, etc., after confirmation of financial aid eligibility.
11. Specific codes are created in Banner for Undergrad, Grad, Minor, Certificate, Main, Off-Campus and other extension offerings.
12. Major restriction codes need to be updated in all related Banner areas.

Please note:

- Select the appropriate Certificate type offering: WWU Certificate (non-degree) or State Issued Certificate Preparation(non-degree)
- Undergraduate Program Certificates less than 45 credit – no approval required from HECB
- Master Program Certificates less than 36 credit – no approval required from HECB
- In general, according to current HECB guidelines, WWU is free to add to delete options or concentrations from existing majors. We can add a concentration to an existing major as long as the concentration to be added constitutes less than one-half of the total credits needed for the upper division major. IF it constitutes more than one-half of the total credits, we may need to submit a new program proposal.
- Although we may not need HECB approval (if less than one-half total credits), we will want to notify the HECB and NWCCU of these changes
- HECB and NWCCU must be informed of any title changes or CIP code changes
- HECB and NWCCU must be informed when discontinuing a program
- HECB and NWCCU must be informed of substantive changes, including degree or certificate programs, and any that are planned for the following year.

HECB – (Washington State) Higher Education Coordinating Board

NWCCU – Northwest Commission on Colleges and Universities

HECB NOTES ON HOW TO PROPOSE AN EXISTING MAJOR, MINOR, MASTER,
TEACHING ADDITIONAL ENDORSEMENT OR CERTIFICATE AS AN
OFF-CAMPUS/EXTENSION PROGRAM.

All Off-Campus/Extension Program offerings must be approved by the Department & College, (Grad School, TCCC, and HECB where applicable) with final ACC approval before such program offerings are made available for Off-Campus/Extension site offerings.

Curricular & Approval Process:

1. Faculty proposes Off-Campus program offering to department/s programs involved
2. Department completes appropriate ACC e-forms
3. Submits to College Curricular committee and other related committees if applicable – GRAD, TCCC,
4. Lois Longwood is the EESP contact for Off-Campus and Extension Program offerings.
5. Bev Jones reviews proposal for Off-Campus offering to determine how HECB will be informed.
6. Final ACC approval
7. Final HECB decision/approval
8. Bev Jones informs Catalog Coordinator final status of HECB decision for e-form details/notification.
9. Catalog Office 'locks' appropriate curricular e-forms after HECB confirmation from Provost's Office/Bev Jones
10. Catalog Office confirms approval and notifies Financial Aid Office.
11. Registrar's Offices (Systems' and CAPP) create program and major codes, program descriptions, CIP codes, etc., after confirmation of financial aid eligibility.
12. Specific codes are created in Banner for Undergrad, Grad, Minor, Certificate, Main, Off-Campus and other extension offerings.
13. Major restriction codes need to be updated in all related Banner areas.

HOW TO PLACE AN EXISTING MAJOR, MINOR, MASTER, TEACHING ENDORSEMENT OR CERTIFICATE PROGRAM IN MORATORIUM (Including Main and Off-Campus Programs)

“Due to current and unprecedented budget concerns, departments may determine to place programs in Moratorium for next year and beyond”. **Moratorium is defined as a temporary hold or suspension of a program with the intent to restore or cancel the program after a period of 1-3 years.**

In response to what may be a significant change in Western’s budget over the next few months, a curriculum protocol for placing programs in Moratorium has been developed. For administrative tracking purposes and to ensure an accurate university catalog as well as fulfilling our responsibilities to HECB and accrediting agencies it is imperative that departments follow the protocol. The Registrar’s Office will track the dates/specific term the programs have been placed in Moratorium and will notify departments when the *three-year mark* is near. Departments will then need to determine to restore programs in Moratorium, officially cancel them, or petition ACC for another option. Programs that are being considered for cancellation now or after a period of Moratorium are to follow the regular ACC curricular approval processes and catalog deadlines.

APPROVED BY ACC: February 29, 2011

Protocol Steps for Placing Programs in Moratorium ~ AY 2011-12 and beyond:

1. Department determines Program needs to be placed in Moratorium. There will be *no ACC approval deadlines* imposed on programs but Moratorium should be determined for a specific quarter, and noted as such on the E-form.
2. Department fills out ACC E-form: ‘Request for Revision or Cancellation or Moratorium of Program of Study’
3. In the “*change to*” column on the form – Department includes full title of the program – copied from the current E-Catalog. *No other program requirements details need to be included on the form.*
4. After Title of Program – the following sample text should be included (as an example):

Audiology Minor (in Moratorium): This program is not currently accepting new students. For further information contact the Communication Sciences & Disorders Department, Western Washington University, 516 High St., Bellingham, WA 98225-9171, 360-650-3885, department email address.

5. Department chair approves E-form and forwards to College
6. College approves E-form and forwards to Catalog Coordinator (and TCCC and Grad Council or other department for combined or joint offerings, where applicable)
7. Catalog Coordinator informs the Provost’s Office/Bev Jones and updates E-catalog accordingly.
8. **Moratorium curricular actions are recorded in College Curricular Minutes and forwarded to ACC.**

Additional Notes:

- **Every year the Registrar’s/Catalog Office will provide the Provost’s Office a report of all Programs that are ‘active but in moratorium’ (AM), with the effective term.**
- **These details are forwarded to HECB and NWCCU**
- **Departments and programs are responsible for monitoring the effective term dates and reviewing the status of their programs in moratorium prior to the 3-year mark.**
- **Departments and programs will need to officially cancel a program or seek special permission to continue to place a program in moratorium for more than 3 years.**

1. Approving and Processing the ACC E-forms:

Request for New Course and Revision or Cancellation of a Course E-Forms

- Once the Curricular committee approves a new course proposal at its meeting, determine if the proposal is also a GUR/FYE. If yes - forward the e-form to the CUE committee
grp.fs.ACC.CUE@wwu.edu
- If the proposal is a teacher education course offering the e-form should be forwarded to TCCC
Emily Sasnett – Emily.Sasnett@wwu.edu
- If the proposal is an X37 (Faculty-led Study Abroad) course the e-form should be forwarded to IPAC together with the Faculty Led Study Abroad Proposal Packet:
Liz Partolan-Fray – Liz.Partolan.Fray@wwu.edu
- If the course proposal is a 500-level or above – the e-form should be forwarded to the Graduate Council
Michael Barr – Michael.Barr@wwu.edu
- If the course proposal requires collegial communication from another college –the e-form should be forwarded to the appropriate college/program curricular committee
- If the course proposal is not a GUR/FYE, Teacher Ed course or Graduate level course, or does not require other collegial approval – the e-form should be forwarded to the Catalog Coordinator
Lisa Zuzarte – Lisa.Zuzarte@wwu.edu

Request for a New Program of Study or Revision, Cancellation or Moratorium of a Program of Study E-forms

- Once the Curricular committee approves a new program of study or a revision or cancellation or moratorium of a program of study determine if the proposal also requires other collegial or curricular committee approval
- If the program of study is a teacher education program the e-form should be forwarded to TCCC
Emily Sasnett - Emily.Sasnett@wwu.edu
- If the program of study is of Graduate level – the e-form should be forwarded to the Graduate Council
Michael Barr - Michael.Barr@wwu.edu
- If the program of study requires collegial communication from another college (as in combined/interdisciplinary program offerings –the e-form should be forwarded to the appropriate college/program curricular committee
- If the program of study is not a Teacher Ed program or Graduate level, or does not require other collegial approval – the e-form should be forwarded to the Catalog Coordinator
Lisa Zuzarte - Lisa.Zuzarte@wwu.edu

NOTE:

ALL ACC E-forms must be forwarded to the respective committees/individuals in a timely manner. Failure to do so results in incomplete curricular proposals. The Catalog and CAPP offices review each ACC e-form prior to ACC meetings and it is imperative that your e-forms are forwarded soon after committee approvals.

2. Creating Curricular Minutes:

- Use the template provided in the ACC Handbook (see Appendix 4 in printed handbook copy) to create accurate curricular minutes
- Follow the guidelines and ensure that all pertinent curricular information is listed in the Minutes. Proof your minutes and make sure that text and details copied from the E-forms are accurately reflected in the Minutes.
- Forward 35 copies (3-hole punched, printed double-sided) of Approved Curricular Minutes to the Faculty Senate office to be approved by ACC as soon as the Minutes are approved.
- Curricular approvals are time-sensitive so it is important to develop a process that ensures you forward the ACC E-forms and Minutes to respective areas in a timely manner.

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ACC Meeting Dates
 First Day of Class
 Holidays
 Breaks

| Curricular Approval Deadlines for 2012-13 Catalog | |
|---|-------------------|
| <p align="center">Call For Catalog Copy 2012-13</p> <p align="center"><i>Copy is available electronically for academic and administrative units to begin making edits to their catalog copy as approved by ACC</i></p> | September 1, 2011 |
| Graduate Council - Curriculum Submission | November 15, 2011 |
| Teacher Curriculum and Certificate Council - Curriculum Submission | January 12, 2012 |
| Committee on Undergraduate Education - Curriculum Submission | January 12, 2012 |
| <p align="center">Final ACC and Catalog Curriculum Approval</p> <p align="center"><i>For consideration for the Feb. 14, 2012 ACC Meeting, please ensure that 35 copies (collated, stapled and 3-hole punched) of your minutes are received by the Faculty Senate Office by February 7, 2012.</i></p> | February 14, 2012 |
| <p align="center">Catalog Copy Due to Curriculum Office</p> <p align="center"><i>Final catalog copy sent electronically to the Catalog Coordinator with all the edits and changes listed as approved by all curricula committees and ACC.</i></p> | March 1, 2012 |