

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 **strikethrough** 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 ~~strickthrough~~ 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 and Catalog Coordinator.
- 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

9. 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.**

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