

REGULAR MEETING
Wednesday, November 01, 2023, 3:10 p.m.
Draft Minutes

Meeting called to order at 3:10 pm

All Senators were present except: Eric Cheney, Cesar Garcia, Thomas Long, Tim Melbourne, Kate Reynolds, Don Wattam

Guests: Christina Denison, Sathy Rajendran, Matthew Worrall, Arturo Torres, Sydney Thompson, Gabriel Genzel, Christina Bistricean, Charles Johnson, Joy Fuqua, Marilyn Levine, Eric Foch, Jason Knirck, Yoshiko Takahashi

CHANGES TO AND APPROVAL OF AGENDA Approved

MOTION NO. 23-05(Approved): APPROVAL OF MINUTES of October 4, 2023

COMMUNICATIONS

DEPARTMENT NAME CHANGE – Philosophy & Religious Studies This presentation will be rescheduled to a future Faculty Senate meeting.

SENATE CHAIR REPORT -

Week 7 is here, and it holds great significance for many students who are working hard to overcome the challenges of fall quarter, particularly for our new CWU students. I am grateful for the dedication and effort you put into fostering connections and creating environments that engage students with their peers and in their academic journey, making CWU feel like a second home to them. You make a significant difference in the lives of students, and I thank you.

As we enter the cold, flu, RSV, and COVID season, please take note of the recent email of best classroom practices from UFC President Kara Gabriel, Interim Provost Kurt Kirstein, and me. Working with various stakeholders across campus we created recommendations to help faculty when working with students who appear to be ill or might need to miss class and recommendations and limitations relative to masking. Thank you to President Wohlpart, Professor Dion Rivera, Assistant Attorney General Melissa Nelson, Kara, and Kurt for working on this important guidance. If you have questions please reach out to Kurt, Kara, or me.

Faculty Senate committees are busy working on their charges and have already put forward policy updates, thank you to those on the committees and the work to get motions submitted. There are also many university-wide committees that the faculty have representation on; The Culture of Respect Leadership Council, the NWCCU Accreditation Visit Preparation Committee, the Civitas Advising Group, the University Strategic Plan Team, The Shared Governance Group, and the Provost Search. Thank you to those who are representing faculty and continuing our goal of shared governance.

In reference to committees, we presently have several open positions. Ensuring quorum is imperative for addressing charges, and this challenge is currently being faced by several committees. In accordance with our policy, in cases where we are unable to fill a committee from one college, we will extend the opportunity to other colleges. We kindly request that you remind your faculty members and encourage them to apply.

Please be advised that the next senate meeting date breaks with our usual pattern. Our next senate meeting will be November 29th, not the first Wednesday in December. This is to avoid scheduling senate during finals week.

Like always, if you have faculty questions, concerns or comments please reach out to your EC representative, me, or come to Open EC, which is the Wednesday following faculty senate.

FACULTY ISSUES

Here are some updates to faculty concerns that were brought forward at the October 4th senate meeting:

Senators Vajda and Bisgard brought up a concern about lights in Samuelson offices and classrooms. After our meeting, President Wohlpart reached out to Joel Klucking about the issues in Samuelson and Joel promptly responded. The flickering lights in the *classrooms* of Samuelson is a known problem due to incorrect wiring by the contractor. Facilities has been fixing the ones that flicker based on work order requests to make sure the failing ones are corrected first, and there is a plan to get to all of them before they fail. Until then please submit work order requests to identify the ones that need fixing first. A technician is looking into the office lights being on 24/7 to resolve the issue.

Senator Reynolds brought up a concern about Black Hall being hot all the time. We were advised that facilities would be sending someone to Black Hall to investigate the environmental controls, particularly on the second floor. Again, if it continues to be an issue, please submit a facilities workorder.

New Issues

Senator Dormady reported that a colleague was recently part of a gender wage gap. While this is being dealt with by the union, all faculty should be dealt with in an equitable way and we should support and provide education about gender wage gap. As CWU moves toward being a Hispanic Servicing Institution (HSI) it is important that we have faculty who are representative of our students. Senator Dormady suggested creating an Ad Hoc committee to look at how CWU could move some of our Hispanic and Latina NTT faculty into tenure track lines. Senator Dormady asked to recognize Dr. Marilyn Levine to present some faculty issues.

Marilyn Levine expressed a couple of concerns. First is the situation with the website. It is well known that students judge institutions by their websites. Most students do not go beyond two to three clicks. By not having information about faculty and staff, the students can't find the appropriate individuals to receive help. The exception is the front page and they appreciate the addition of the cost of tuition. In general, navigating this site is a tortuous endeavor. Without directories for faculty and staff, there is no way for an incoming or currently matriculated student to know who they need to look for unless they know the name.

The other concern brought forward is about the lack of women leaders in administration at CWU. There have been several women leaders who have left the institution and this is discouraging to other faculty. Dr. Levine suggested the Faculty Senate request a conversation with President Wohlpart to discuss the issue and ascertain the vision for women leaders. We now have three out of the four academic deans who are male, as well as a number of the executive leadership team. Senior leadership needs to work better to understand why we lost these valuable women of our community and how can we do better in the future.

Senator Bartlett indicated that the temperatures in Samuelson are too hot. They have contacted Facilities and things were good for a couple of weeks, but the temperatures have gone back up.

Senator Lewis also expressed concerns for the new website. We rolled out a skeletal website right before the quarter started. The department chair has been working with administration to correct some of the issues and there should be resources made available to help fix the issues. Pages are also colonized by administration news articles. This has been a huge mistake that needs to be acknowledged. Serious effort and work needs to be done with departments to find out the issues and provide resources. Every college should have a dedicated webmaster. We needed a new website, but this was rolled out with too many issues and hurt the ability for students to learn about CWU.

STUDENT REPORT – Charles Johnson reported that the ASCWU General Assembly will be Monday, November 6, from 3:00-5:00 p.m. SURC Ballroom. Universities across Washington state attended the WSA General Assembly October 21-22 at CWU. The group is working together to formulate the legislative agenda for the year. ASCWU members will be attending the HACU conference for young Hispanic leaders across the professional field and higher education. It helps foster professional growth and networking opportunities. They hold workshops and resources for current and uprisng Hispanic Serving Institutions. One of the topics ASCWU is working on is a dining student employee grievance. Wellingtons Wildfire was October 20th and well attended. There were 88 students at the Haunted Halloween Party. ASCWU Student Senate still has vacancies for a senator-at-large, College of the Sciences and the College of Business.

OLD BUSINESS - None

REPORTS/ACTION ITEMS

SENATE COMMITTEES:

Executive Committee

Motion No. 23-06(Approved): Ratify 2023-2024 committee nominees as outlined in Exhibit A.

Motion No. 23-07(Approved): Endorse 2025-2026 academic calendar as outlined in Exhibit B. Dormady – Is it at some point moving back the schedule to what we did during COVID.

Academic Affairs Committee

Motion No. 23-08(as amended Approved): Recommends amending CWUP 5-90-040 (38) Academic Forgiveness as outlined in Exhibit C.

Motion No. 23-08a(Approved) Senator Bartlett moved to amend A.2 Bartlett to read: The student earned at least one course grade below a C- at CWU.

Motion No 23-09(Referred back to committee): Recommends amending CWUP 5-90 and CWUR 2-90 for clerical and name changes as outlined in Exhibit D.

Antiracism, Diversity, and Inclusivity Committee – No report

Bylaws and Faculty Code Committee – See written report

Budget and Planning Committee – See written report

PRESIDENT – President Wolhpart met with the Executive Committee to discuss the process for the Provost search. The position description has been circulated to the Executive Committee and UFC and the feedback has been incorporated. They have differentiated the two roles between Provost and the Executive Vice President for Academic Affairs. The posting went live today and will be up through November 27th. There will be open forums, as well as forums meeting with ADCO, Executive Committee, and deans. Dr. Kris De Welde will be providing a report in December. Work is starting on the 25-27 biennium budget requests for both operating and capital.

PROVOST – No report

CHAIR-ELECT – Chair-Elect Klosterman reported that there will be an Open EC meeting next Wednesday, November 8th from 3:00 – 4:00 p.m. in the Grupe Center. All faculty may attend. Faculty Lunch Friday will be this Friday at 12:00. Distinguished Faculty nomination are due December 1st.

NEW BUSINESS - None

Meeting was adjourned at 4:10 p.m.

Exhibit A

Committee	Faculty Member	Department	Term
Antiracism, Diversity, & Inclusivity Committee			
1 CEPS faculty vacancy	Vacant		11/1/23 – 6/14/26
1 CB faculty vacancy	Vacant		11/1/23 – 6/14/25
Budget and Planning Committee			
1 CEPS faculty vacancy	Vacant		11/1/23 – 6/14/26
Bylaws and Faculty Code			
1 faculty senator vacancy	Kyung Hee Im	Art + Design	11/1/23 – 6/14/26
Curriculum Committee			
2 CAH faculty vacancies	Vacant		11/1/23 – 6/14/25
			11/1/23 – 6/14/26
1 CB faculty vacancy	Fabio Ambrosio	Accounting	11/1/23 – 6/14/26
Evaluation and Assessment Committee			
1 CAH faculty vacancy	Junyuan Chen	World Languages & Cultures	11/1/23 – 6/14/26
General Education Committee			
1 LIB faculty vacancy	Vacant		11/1/23 - 6/14/26
1 CB faculty vacancy	Vacant		11/1/23 - 6/14/24

Exhibit B

FALL 2025 Proposed UNIVERSITY ACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this calendar may be subject to change. If you have any questions, contact Office of the Registrar at 509-963-3001.

REGISTRATION AND CLASSES

April 28	Registration Assignment	Log into MyCWU to view enrollment appointment for web registration
April 28	Schedule Goes Live	View in MyCWU
April 28	Advising Begins	FALL 2025 advising
May 12	Registration Begins	For continuing students (<i>During the assigned enrollment appointment</i>)
August 1	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
September 10	Leave of Absence	Students not attending FALL quarter must submit request
Sept 19-Oct 6 until midnight	CWU Payment Plan - Open Enrollment Period	Students may split their quarter charges in three payments instead of one. A \$50 enrollment fee applies.
September 24	CLASSES BEGIN	First day of classes for FALL
September 30	Change of Schedule Period Ends and Audit Deadline	Add/Drop classes- <i>Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed. Deadline to declare audit grading basis.</i>
September 30	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
Oct. 1-7	\$25 Late Registration Fee	Instructor signature required to enroll
October 7	\$75 Fee - Unpaid Tuition and Fees	A \$75 late fee will be assessed on unpaid tuition-and-course-fee balances. Student has 100 percent tuition liability.
Oct. 8 -Nov. 4	\$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
October 23	\$125 Fee-Unpaid Tuition and Fees	A \$125 late fee will be assessed on unpaid tuition-and-course-fee balances. Student has 100 percent tuition liability.
Nov. 5-Dec. 5	\$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
November 10	Credit/No Credit	Deadline to declare credit/no credit
November 10	Registration for WINTER	See WINTER 2026 calendar
November 11	Veterans Day Holiday	No classes/administrative offices closed
November 26-28	Thanksgiving and Native American Heritage Day Holiday Recess	No classes/administrative offices open November 26 No classes/administrative offices closed November 27-28
December 5	Course Challenge Form Deadline	Deadline to submit course challenge forms to Office of the Registrar
December 5	Classes End	Last day of class instruction
December 8	Study Day	Study Day
December 9-12	FINAL EXAMS	See exam schedule
December 12	End of Quarter	End of Quarter (last day of finals)
December 16	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
54	Instructional Days per Quarter	Includes final exams and study days

WITHDRAWAL DEADLINES

GRADUATION DEADLINES

Oct. 23	Deadline for 50 percent reduction with complete withdrawal	July 4	Deadline to apply for baccalaureate degree for FALL 2025
Nov. 10	Uncontested withdrawal period deadline	Sept. 24-30	Master's degree final folder check for FALL needs to be requested during first week of classes
Dec. 5	Hardship withdrawal petition deadline	Oct. 3	Deadline to apply for baccalaureate degree for WINTER 2026
Dec. 5	Complete university withdrawal	Nov. 21	Complete the final "Turnitin" check. All forms submitted and fees paid for FALL graduation for Thesis Option Students
		Dec. 12	Complete all master's degree requirements for FALL graduation

WINTER 2026 Proposed UNIVERSITY ACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this calendar may be subject to change. If you have any questions, contact Office of the Registrar at 509-963-3001.

REGISTRATION AND CLASSES

October 27	Registration Assignment	Log into MyCWU to view enrollment appointment for web registration
October 27	Schedule Goes Live	View in MyCWU
October 27	Advising Begins	WINTER advising
November 10	Registration Begins	For continuing students (<i>During the assigned enrollment appointment</i>)
December 15	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
December 23	Leave of Absence	Students not attending WINTER quarter must submit request
January 1-18 until midnight	CWU Payment Plan - Open Enrollment Period	Students may split their quarter charges in three payments instead of one. A \$50 enrollment fee applies.
January 6	CLASSES BEGIN	First day of classes for WINTER
January 12	Change of Schedule Period Ends and Audit Deadline	Add/Drop classes- <i>Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed. Deadline to declare audit grading basis.</i>
January 12	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
January 13-20	\$25 Late Registration Fee	Instructor signature required to enroll
January 19	Martin Luther King Jr. Holiday	No classes/administrative offices closed
January 20	\$75 Fee - Unpaid Tuition and Fees	A \$75 late fee will be assessed on unpaid tuition-and-course- fee balances. Student has 100 percent tuition liability.
Jan. 21-Feb. 17	\$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
February 4	\$125 Fee -Unpaid Tuition and Fees	A \$125 late fee will be assessed on unpaid tuition-and-course- fee balances. Student has 100 percent tuition liability.
February 16	Presidents Day Holiday	No classes/administrative offices closed
February 17	Registration for SPRING	See SPRING 2026 Calendar
Feb. 18-Mar. 13	\$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
February 20	Credit/No Credit	Deadline to declare credit/no credit
March 13	Course Challenge Form Deadline	Deadline to submit course challenge forms to Office of the Registrar
March 13	Classes End	Last day of class instruction
March 16	Study Day	Study Day
March 17-20	FINAL EXAMS	See exam schedule
March 20	End of Quarter	End of Quarter (last day of finals)
March 24	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
52	Instructional Days per Quarter	Includes final exams and study days

WITHDRAWAL DEADLINES

GRADUATION DEADLINES

Feb. 4	Deadline for 50 percent reduction with complete withdrawal	Oct. 3	Deadline to apply for baccalaureate degree for WINTER 2026
Feb. 20	Uncontested withdrawal period deadline	Jan. 6-12	Master's degree final folder check for WINTER needs to be requested during first week of classes
March 13	Hardship withdrawal petition deadline	Jan. 16	Deadline to apply for baccalaureate degree for SPRING 2026
March 13	Complete university withdrawal	March 6	Complete the final "Turnitin" check. All forms submitted and fees paid for WINTER graduation for Thesis Option Students
		March 20	Complete all master's degree requirements for WINTER graduation

SPRING 2026 Proposed UNIVERSITY ACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this calendar may be subject to change. If you have any questions, contact Office of the Registrar at 509-963-3001.

REGISTRATION AND CLASSES

February 2	Registration Assignment	Log into MyCWU to view enrollment appointment for web registration
February 2	Schedule Goes Live	View in MyCWU
February 2	Advising Begins	SPRING advising
February 16	Registration Begins	For continuing students (<i>During the assigned enrollment appointment</i>)
March 17	Leave of Absence	Students not attending SPRING quarter must submit request
March 23	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
Mar. 26-Apr. 12 until midnight	CWU Payment Plan - Open Enrollment Period	Students may split their quarter charges in three payments instead of one. A \$50 enrollment fee applies.
March 31	CLASSES BEGIN	First day of classes for SPRING
April 6	Change of Schedule Period Ends and Audit Deadline	Add/Drop classes-Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed. Deadline to declare audit grading basis.
April 6	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
April 7-13	\$25 Late Registration Fee	Instructor signature required to enroll
April 13	\$75 Fee - Unpaid Tuition and Fees	A \$75 late fee will be assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
April 14-May 11	\$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
April 29	\$125 Fee -Unpaid Tuition and Fees	A \$125 late fee will be assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
May 4	Registration for SUMMER	See SUMMER 2026 Calendar (Schedule goes live April 21)
May 11	Registration for FALL	See FALL 2026 Calendar (Schedule goes live April 28)
May 12-Jun 5	\$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
May 15	Credit/No Credit	Deadline to declare credit/no credit
May 20-21	SOURCE Days	Instructional days - Research projects
May 25	Memorial Day Holiday	No classes/administrative offices closed
June 5	Course Challenge Form Deadline	Deadline to submit course challenge forms to Office of the Registrar
June 5	Classes End	Last day of class instruction
June 7	COMMENCEMENT	Commencement Ceremonies - Kent
June 8	Study Day	Study Day
June 9-12	FINAL EXAMS	See exam schedule
June 12	End of Quarter	End of Quarter (last day of finals)
June 12	Masters Hooding Ceremony and Commencement	Masters Commencement Ceremony - Ellensburg
June 13	COMMENCEMENT	Commencement Ceremonies - Ellensburg
June 16	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
53	Instructional Days per Quarter	Includes final exams and study days

WITHDRAWAL DEADLINES

GRADUATION DEADLINES

April 29	Deadline for 50 percent reduction with complete withdrawal	Jan. 16	Deadline to apply for baccalaureate degree for SPRING 2026
May 15	Uncontested withdrawal period deadline	Mar. 31- Apr. 6	Master's degree final folder check for SPRING needs to be requested during first week of classes
June 5	Hardship withdrawal petition deadline	April 10	Deadline to apply for baccalaureate degree for SUMMER 2026
June 5	Complete university withdrawal	May 29	Complete the final "Turnitin" check. All forms submitted and fees paid for SPRING graduation for Thesis Option Students
		June 12	Complete all master's degree requirements for SPRING graduation

SUMMER SESSION 2026 Proposed UNIVERSITY ACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this calendar may be subject to change. If you have any questions, contact Office of the Registrar at 509-963-3001.

REGISTRATION AND CLASSES

April 20	Schedule Goes Live	View in MyCWU
April 20	Advising Begins	SUMMER advising
May 4	Registration Begins/Open Enrollment	Summer Session
June 17-30 until midnight	CWU Payment Plan - Open Enrollment Period	Students may split their quarter charges in three payments instead of one. A \$50 enrollment fee applies.
June 19	Juneteenth Day Holiday	No classes/administrative offices closed
June 22	CLASSES BEGIN	Classes begin for six-week and full session
June 24	Change of Schedule Period Ends	Add/Drop classes-Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed.
June 24	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
June 25-Jul 1	\$25 Late Registration Fee Six-week Session and Full Session	Instructor signature required to enroll
July 2-17	\$50 Late Registration Fee Six-week Session	Instructor and Department Chair signatures required to enroll
July 2-30	\$50 Late Registration Fee Full Session	Instructor and Department Chair signatures required to enroll
July 3	Independence Day Holiday (Observed)	No classes/administrative offices closed
July 6	\$75 Fee - Unpaid Tuition and Fees	\$75 fee will be assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
July 20-31	\$75 Late Registration Fee Six-week Session	Instructor and Department Chair signatures required to enroll
July 22	\$125 Fee -Unpaid Tuition and Fees	\$125 fee assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
July 31-Aug. 21	\$75 Late Registration Fee Full Session	Instructor and Department Chair signatures required to enroll
July 31	Six-week Session Classes End	Last day of class instruction for six-week session
August 4	Grades Due Six-week Session	10:00 p.m. deadline for instructors to submit grades via MyCWU
August 21	Full Session Classes End	Last day of class instruction for full session
August 25	Grades Due Full Session	10:00 p.m. deadline for instructors to submit grades via MyCWU

WITHDRAWAL DEADLINES

GRADUATION DEADLINES

July 17	Uncontested withdrawal period deadline for six-week session	Aug. 14	Complete university withdrawal for full session
July 21	Deadline for 50 percent reduction with complete withdrawal six-week session	April 10	Deadline to apply for baccalaureate degree for SUMMER 2026
July 24	Hardship withdrawal petition deadline for six-week session	June 22-26	Master's degree final folder check for SUMMER needs to be requested during first week of classes
July 24	Complete university withdrawal for six-week session	July 3	Deadline to apply for baccalaureate degree for FALL 2026
July 31	Uncontested withdrawal period deadline for full session	Aug. 7	Complete the final "Turnitin" check. All forms submitted and fees paid for SUMMER graduation for Thesis Option Students
July 31	Deadline for 50 percent reduction with complete withdrawal full session	Aug. 21	Complete all master's degree requirements for SUMMER graduation
Aug. 14	Hardship withdrawal petition deadline for full session		

Exhibit C

Bylaw/Code/Policy or Procedure Section

Title of Section: CWUP 5-90-040 (38), Academic Forgiveness

New **Revision**

Summary of changes and/or additions:

Existing policy under CWUP 5-90-040 (38) (B)

The policy presented here modifies existing policy regarding Academic Forgiveness, which provides an opportunity for students who have attended, but did not graduate from, CWU to have low grades removed from their GPA calculation when they return after an absence of at least five years. The goal of the policy revisions is to make the process of obtaining academic forgiveness less onerous, while maintaining core requirements.

Rationale for changes and/or additions:

- Existing policy requires returning students to earn at least 45 credits with a GPA of at least 3.0 before applying for Academic Forgiveness. The revised policy allows students to apply upon being readmitted to CWU.
- The existing requirement that the overall GPA at the time when the student left CWU was below 2.0 has been changed to “earned course grades below C- at CWU.”
- The existing policy eliminates all previously earned grades from the GPA calculation. The revised policy eliminates only grades below C- from the calculation.
- Charge AAC23-24.01, “Can courses with a grade of D be used towards the 180-credit graduation requirement if those courses have been denoted as forgiven through the academic forgiveness process?”

(B) 2. Above clarifies that passing grades will be used towards the 180-credit graduation requirement.

(38) Academic Forgiveness

Academic forgiveness is a policy which applies to an undergraduate student with poor academic performance from earlier CWU attendance. The goal of this policy is to lighten the burden of poor prior performance.

(A) An undergraduate student may petition the office of the registrar in writing for academic forgiveness; it will be approved if all of the following criteria are met:

1. The student seeks to returned after an absence of at least five years.

~~2. The student's CWU cumulative GPA at the time of leaving CWU was below 2.0. The student earned course grades below a C- at CWU.~~

~~3. The student has earned at least a 3.0 GPA in at least 45 credits since returning. A petition for academic forgiveness has not been previously granted.~~

~~(B) If academic forgiveness is granted, the previous credits and grades will remain on the student's transcript, but will not be used in the calculation of the cumulative GPA, and the student will be in good standing. If academic forgiveness is granted, all grades earned at CWU prior to returning that are lower than a C- (specifically D+, D, D-, F grades) shall be coded for Academic Forgiveness by the Registrar so that they do not count towards the student's cumulative GPA.~~

1. Only the grades earned since returning to CWU will be used in computing the cumulative GPA.

2. While not counting towards calculating GPA courses with a grade of D- or higher will be used towards the 180-credit graduation requirement. All credits earned will be applied as specified in CWUP 5-90-050(1)(A),

(C) The student may request a review of the office of the registrar's decision by the Board of Academic Appeals.

(D) A petition for academic forgiveness may be granted only once.

(E) Unless academic forgiveness is granted, the (GPA) will include all CWU grades for all courses.

(F)The forgiveness policy does not extend to calculating GPA of majors or to honors.

Exhibit D

Bylaw/Code/Policy or Procedure Section

Title of Section: CWUP 5-90 and CWUR 2-90

New **Revision X**

Summary of changes and/or additions:

Updating changes to department names and reporting lines as well as some clerical modifications.

CWUP 5-90 General Academic Policy

CWUP 5-90-010 Academic Policy

- (1) Academic policy will be established and monitored by the ~~Faculty-faculty Senate-senate Academic-academic Affairs affairs Committee-committee~~ (AAC).
- (2) The AAC shall be concerned with the study and improvement of academic standards, academic policies and regulations, and academic organizational structures. The committee shall review and recommend changes to academic policy (5-90 of the CWU Policies and Procedures manuals). It shall perform other duties as maybe requested by or approved by the ~~Faculty-faculty Senate-senate Executive-executive Committee-committee~~.
- (3) All academic policies that change the requirements for degree conferral should follow the catalog deadlines for the next academic year and go in effect the fall quarter following publication of the official electronic catalog.
- (4) Policy changes to degree requirement(s) are not retroactive; the student is bound to the catalog the student became matriculated into, and to the catalog the student was admitted to the major program(s).
- (5) The AAC works closely with the ~~Dean of Student Success~~ vice president of student engagement & success, the ~~pProvost cCouncil~~, office of the rRegistrar, ~~dDirector of Admissions~~ admissions, and others as appropriate.
- (6) When questions of interpretation of academic policy arise, the AAC will consult with appropriate stakeholders and make recommendations to the ~~Faculty-faculty Senate-senate Executive-executive Committee-committee~~.

CWUP 5-90-020 Undergraduate Admission

(1) Admission

(A) Applicants must submit an application for admission.

(B) Applicants must pay a non-refundable application processing fee. Application fee waivers may be granted by the ~~Office-office~~ of Admissions admissions.

(C) For initial admission, applicants must meet minimum standards as established by the State (see [RCW 28B.77.020\(7\)\(a\)](#)) and CWU (see CWUP 5-90-020(2)). The ~~Academic-academic Affairs-affairs Committee-committee~~ may recommend more stringent standards as well as standards for automatic admission. Standards for initial admission will be established by the ~~Academic-academic Affairs-affairs Committee-committee~~ of the ~~Faculty-faculty Senate-senate~~ in consultation with the ~~Dean of Student Success and the Associate Vice President for Admissions and Enrollment~~ vice president of student engagement and success. Adherence to established standards of admission will be monitored by the ~~Academic-academic Affairs-affairs Committee-committee~~.

(2) First Year Applicants

(A) First Year applicants are either:

1. Those who will graduate from high school and enroll the summer or fall immediately following high school graduation, regardless of number of college credits earned while in high school through Running Start, College in the High School, Advanced Placement (AP), International Baccalaureate (IB), etc. or

2. Those who have earned fewer than 40 quarter hour college credits from an accredited two-or four-year college or university after high school graduation.

(B) First year applicants who meet the following Admissions criteria will be considered for admission. Note: ACT/SAT scores are not required.

1. The minimum level of preparation in the College Academic Distribution Requirements (CADR) course subject areas as defined by the Washington Student Achievement Council (as per [RCW 28B.77.020\(7\)\(a\)](#)).

2. At least a 2.00 cumulative grade point average (GPA) in all high school and any applicable college work.

a. Applicants with a 3.00 cumulative GPA or higher who have satisfied the State of Washington CADR requirements will be admitted. A personal statement is not required.

b. Applicants with a 2.00–2.99 cumulative GPA who have satisfied the CADR requirements will be evaluated through the comprehensive review process that considers factors such as a personal statement, grade trends, and the rigor of the courses completed. A personal statement is required.

(C) Students denied admissions may submit an appeal. Appeals are reviewed as per [CWUR 2-90-020\(8\)](#) Admissions Appeals.

(D) First year applicants deficient in any of the CADR areas up to, but not exceeding 3 Distribution Requirements, may be considered through the alternate admissions standards (CWUP 5-90-020(6)). Students considered for admission through the alternate admissions standards will be subject to the comprehensive review process and are required to submit a personal statement.

(3) Transfer Applicants

(A) Applicants who have completed a transferable associate's degree from an accredited post-secondary institution will be admitted as space allows. The [office of the registrar's office](#) determines which out-of-state degrees are transferrable. Students may petition the [office of the registrar's office](#) to have their associate degree reviewed.

(B) Applicants without a transferable associate's degree, but with at least 40 quarter (27 semester) transferrable credits from an accredited post-secondary institution may be admitted as space allows provided they have at least a 2.50 cumulative GPA in transferable courses is lower than 2.50 will be evaluated through the comprehensive review process (see CWUP 5-90-020(7)). A personal statement will be required.

(C) Applicants with fewer than 40 quarter (27 semester) transferable credits will be considered for admission if they also meet the first-year requirements. (See CWUP 5-90-020(2)(B))

(D) Students with a cumulative transfer GPA below a 2.00 may be admitted through the comprehensive review process (see CWUP 5-90-020(7)). For students with a cumulative transfer GPA of less than 2.00, college-level credits earned below a 2.00 may be disregarded for admissions purposes only, provided the work was completed at least four years before the time of enrollment at CWU. Application of this policy is contingent upon both evidence of extenuating circumstances and evidence of future academic success.

(4) Applicants Without High School Diplomas (including alternatively graduated applicants).

(A) Applicants who have not earned a high school diploma may be offered admission to the university under the alternative admissions process outlined in CWUP 5-90-020(6).

(5) International Students

(A) International students must meet the following minimum requirements for admission purposes:

1. Evidence of completion of the academic course work and national examinations that would qualify them to apply to colleges and universities in their native country.

2. Normally, if English is not the first language, competency in English demonstrated in one of the following ways:

a. Test of English as a Foreign Language (TOEFL) minimum score of 525 paper-based, 195 computer-based and 71 internet-based

b. International English Language Testing System (IELTS) minimum score of 6.0

c. Completing two English department approved composition courses each with minimum grade of 3.0 or equivalent rating from a regionally accredited U.S. college, university, or an approved university partner.

3. If English is the first language, the foreign language requirement for the Bachelor of Arts degree can be fulfilled by completing the basic skills foreign language requirement, passing the CLEP®, passing a foreign language course challenge exam, or obtaining approval from the Chair of World Languages.

4. Applicants transferring from U.S. institutions must have a minimum grade point average in transferable courses as established by the ~~Academic Affairs Committee~~ or DTA associate degree from an accredited Washington State community college (or approved out-of-state associate degree).

5. Adequate financial support for the student's intended studies. Financial support will be judged based on applicant's confidential financial statement and a current bank letter or guaranteed source of funding.

6. If all of the above conditions are met, the student is recommended for admissions by the international admissions counselors, and the ~~Office of International Studies~~ and ~~Programs~~ may issue the INS certificate of eligibility for F-1 status (Form 1-20).

(B) Exceptions to the above admissions requirements must be approved by the admissions review committee in consultation with the ~~Assistant Vice President~~ of ~~International Studies~~ and ~~Programs~~.

(6) Alternative Admissions

(A) Applicants who do not meet admission criteria in CWUP 5-90-020(2)(B) may be considered for admission by the ~~Admissions Review Committee~~ through an alternative admissions pathway. Such applicants include, but are not limited to, applicants who have been home-schooled; persons who are 18 or older and have neither completed high school nor 40 credits of college work elsewhere but have earned the GED; applicants deemed deficient in high school course requirements; and applicants who are 25 or older who have poor academic histories and who have not attended school recently. Applicants considered through the alternative admissions pathway will be subject to the comprehensive review process and are required to submit a personal statement.

(B) Applicants without an associate degree must satisfy the foreign language admission requirement prior to completing a total of 135 credits.

(7) Comprehensive Review

(A) Under certain situations, a comprehensive review of an applicant's academic performance may be performed to ascertain whether the applicant has a high likelihood of success at CWU. A comprehensive review may include the following aspects, high school grade trends, rigor of coursework in an applicant's senior year of high school, or a personal statement.

(8) Admissions Appeals

(A) Appeals to admissions decisions are occasionally granted for students in unusual situations who demonstrate potential for success at CWU.

CWUP 5-90-030 Acceptance of Transfer Credit

(1) Transfer Credit

(A) In general, it is the university's policy to accept credits earned through college and university-level courses at institutions fully accredited by their respective regional accrediting association.

(B) A student may transfer no more than 135 credits, including a maximum of 105 lower division credits to be applied to the 180-credit minimum toward graduation. Test credits (Advanced Placement, Cambridge, International Baccalaureate, College Level Examination Program), military credits, and non-traditional credit contributes to the 105 lower division credit limit.

(C) Only official transcripts and official test score results will be used to evaluate credits for degree requirements.

(D) No more than 45 total quarter credits through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge, ~~Military-military~~ or other sources of non-traditional credit may apply toward graduation requirements.

(E) Students who would like to petition their transfer equivalency may request a substitution through their academic department for major/minor requirements or file a general education petition through office of the registrar ~~services~~.

(2) Transfer Credit from Four-Year Institutions

(A) A student may transfer no more than 135 credits, including a maximum of 105 lower division credits to be applied to the 180-credit minimum toward graduation.

(B) Students who transfer from a regionally-accredited four-year institution after completing the general education at their prior four-year institution, will not be required to complete the CWU general education requirement. Students must submit evidence of prior general education completion to the office of the registrar ~~services~~ upon admission.

(3) Transfer Credit from Community Colleges

(A) The university will accept a maximum of 105 community college credits. Course work exceeding that amount may be used to satisfy specific ~~requirements~~requirements, but no additional credits will be accepted.

(B) A student cannot earn an associate degree and bachelor degree in the same quarter.

(C) Associate of arts degrees from a college accredited by the Northwest Commission on Colleges and Universities in the state of Washington approved by the Intercollege Relations Commission (ICRC) as a direct transfer agreement (DTA) associate degree with a cumulative grade point average of at least 2.00 will have satisfied the general education and the foreign language requirements of a bachelor's degree.

(D) Associate of science transfer degrees (AS-T Track 1 or 2) with a cumulative grade point average of at least 2.00 which are part of direct transfer agreements between CWU and Washington community colleges must meet additional general education requirements for a CWU bachelor's ~~degree, but~~degree but will not be required to complete the foreign language requirement. ([See CWUR 2-90-030\(2\)\(D\)](#))

(E) Associate degrees that are not part of the direct transfer agreement, such as applied career and technical degrees, will not automatically satisfy the general education requirements at CWU.

(F) Academic transfer associate degrees with a cumulative grade point average of at least 2.00 from an accredited college outside the state of Washington may meet the general education and foreign language requirement of a bachelor's degree. Review of the content/distribution of the associate degree is completed by a office of the registrar ~~services~~-designee and recommended approval by the general education committee.

(G) Transfer students with an Associate of Applied Science degree who enter a Bachelor of Applied Science program will be considered to have met the foreign language requirements for graduation.

(4) Other Forms of Credit

Other Forms of Credit: e.g. Advanced Placement (AP); College Level Examination Program (CLEP); International Baccalaureate (IB); Cambridge International.

By policy, undergraduate elective credit is granted by the university for scores of three (3) or higher on the Advanced Placement Exam and for scores of four (4) or higher on Standard-Level and Higher-Level IB Exams.

Determination of the specific course credit awarded for AP, IB, and Cambridge coursework is made by the appropriate academic department or program. Credit is granted according to the evidence-based assessment of published student learning outcomes from the course for which credit is sought. A list of transfer credit equivalencies is kept by the [office of the registrar](#), reviewed by biennially, and published in the CWU course catalog. Should a specific CWU or general education course equivalency not be granted, students may request a written rationale for such decision.

Acceptance criteria and processes for advanced placement considered by CWU are as follows:

(A) Advanced Placement Credit. The University will grant, at a minimum, elective credit for College Board Advanced Placement (AP) exams completed with a score of three (3) or higher. Credit for advanced placement is recorded with a grade of S (satisfactory). Students must request that their official AP test scores be sent to [the office of the registrar services at CWUCentral](#). Standards of acceptance of AP credit will be established by appropriate academic departments or program and listed in the official catalog.

(B) College Level Examination Program (CLEP). Students will be awarded college-level quarter credits with a grade of S for each score at the 40th percentile or greater on the College Level Examination Program (CLEP) humanities, social science/history and natural sciences examinations. These credits will meet the general education requirements in the appropriate areas. Students may also be awarded credit for subject examinations as determined by appropriate academic departments at the time of application for credit.

(C) International Baccalaureate. Central recognizes the International Baccalaureate (IB) program as a coherent and challenging course of study and responds individually to each participant's IB transcript for award of college credit. The university will grant, at a minimum, elective credit for International Baccalaureate (IB) higher level exams completed with a score of four (4) or higher. Standards for acceptance for specific course of IB credit will be established by the appropriate academic departments and listed in the official catalog. CWU recognizes the International Baccalaureate Diploma and awards up to 45 quarter credits (30 semester credits). With the receipt of a Diploma, credit will be awarded for 3 courses (15 quarter credits) and distributed evenly among the three general education breadth or knowledge areas. These credits will not be applied to lab or writing courses. An additional 30 quarter credits (20 semester credits) may be awarded in the areas of the students' higher level subject exams with a score of 4 or higher.

(D) Cambridge International, Pearsons (Edexcel), Assessment and Qualifications Alliance and Oxford Cambridge and RSA (OCR). Once students have submitted the original exam certificate directly from the exam agency, they will be awarded up to 15 quarter credits for each A-level exam with a passing grade. Up to 7.5 quarter credits will be granted for each AS-level exam with a passing grade. A satisfactory (S) grade will be posted for A-level or AS-level exams.

(E) Military Credit

1. Matriculated students seeking to use [Veterans-veterans Affairs](#) [eEducational](#) benefits must submit official military transcripts (Joint Services Transcript or Community College of the Air Force) for evaluation.

2. Students may receive up to 30 credits, counted toward the 45 credits described in CWUP 5-90-030(1)(D), for completion of military educational experiences as recommended by the [aAmerican cCouncil on eEducation](#). Basic training and [mMilitary oOccupational sSpecialty](#) courses are excluded.

3. Military credit recommendations that are direct equivalents to CWU course offering may be articulated to that specific course with departmental approval. If direct course equivalents do not exist, elective credit will be awarded when possible.

4. Defense Activity for Non-Traditional Education Support (DANTES). Credit for DANTES Subject Standardized Tests (DSSTs) will be awarded for college-level academic subjects using the minimum score and credit amount as recommended by the American Council on Education and approved by the academic department.

(F) Credit will be accepted from non-U.S. institutions of higher education when:

(1) Linked to CWU either by a bilateral or consortial agreement or verified by the office of the registrar services as a legitimate, recognized institution of higher education (tertiary level) within a particular country, if the student has received a passing grade recognized by the institution, and

(2) When an official record or transcript has been received by the university.

(G) Credit will not be granted for:

1. College or universities not regionally accredited;

2. Non-credit courses and workshops;

3. Developmental or college preparatory courses;

4. Sectarian religious studies;

5. Vocational/technical courses.

Consideration for an exception to CWUP 5-90-030(4)(G) 1, 4, or 5 may be made by written petition to the dean of the appropriate college after the student has earned a minimum of 45 credits at Central with a cumulative GPA of at least 2.5.

(5) Reverse Transfer Agreement

(A) Students transferring to Central Washington University from a Washington state community or technical college (WA CTC) before earning a WA CTC associate's degree will be able to apply academic credits they earn at CWU toward completion of an associate degree from their former WA CTC.

i. The decision to pursue a reverse transfer rests solely with the student.

ii. It is the responsibility of the student to notify their WA CTC of their intent to apply for a reverse transfer and to send their CWU transcripts to their WA CTC in order to earn the associate's degree.

iii. It is the responsibility of the student to provide CWU with a transcript from their WA CTC upon conferral of their WA CTC associate's degree.

(B) Eligibility

1. Eligible students are all students who, prior to transferring to CWU, have earned at least 60 transferable quarter credits, including 30 or more credits completed at one or more WA CTC.

2. The CWU office of the registrar will electronically notify eligible transfer students that they qualify to pursue reverse transfer after their first quarter of enrollment at CWU.

CWUP 5-90-040 Academic and General Regulations

(1) Calendar - The university calendar will be established and approved annually by the Provost and the President's Cabinet. The office of the registrar is responsible for initiating and developing the calendar incorporating review and

comments by the ~~o~~Office of ~~h~~Human ~~r~~Resources, ~~a~~Athletic ~~d~~Director, ~~a~~Academic ~~d~~Department ~~c~~Chairs' ~~o~~Organization (ADCO), ~~p~~Provost's ~~c~~Council, and ~~f~~Faculty ~~s~~Senate. (See CWUR 2-90-040(1))

(2) Academic Appeal (See CWUR 2-90-040(2))

(A) The academic appeals policy is established by the faculty senate and is administered by the deans of ~~student~~ ~~sueeess~~undergraduate studies and graduate studies. The structure and procedures of the board of academic appeals may be amended by the faculty senate at any time with the approval of the university policy advisory council.

(B) Definition of Academic Appeals

1. The purpose of an academic appeal is to provide students with a safeguard against an arbitrary or capricious academic decision, while respecting the academic responsibility of faculty.

2. Arbitrary or capricious practices are considered to be those practices in which:

a. A determination is made on some basis other than academic performance, or

b. A determination is made on the basis of program/course of study standards different from those which were applied to other students, or

c. A determination is made by a substantial, unreasonable, and unannounced departure from the articulated standards for the program/course of study.

(C) There are three (3) categories for academic appeals.

1. Academic Petition

An academic petition is designed to address arbitrary or capricious practices in academic decisions other than a course grade. These decisions may relate to admission to a program/course of study or dismissal from a program/course of study when the decision is not made on the basis of student conduct.

a. Colleges, departments, and programs are responsible for establishing, maintaining, and communicating academic and professional standards.

b. Students are responsible for achieving and maintaining the academic and professional standards set by colleagues, departments, and programs.

2. Determination of Academic Dishonesty Appeal

a. Students who feel that an instructor's determination of academic dishonesty was arbitrary or capricious may appeal the determination. Such appeals will follow the procedure outlined in CWUR 2-90-040(2) Appeals.

3. Course Grade Appeal

a. A course grade appeal shall be confined to charges of capricious or arbitrary action toward an individual student and may not involve a challenge of an instructor's grading standard. It is incumbent on the student to substantiate the claim that his or her final grade represents arbitrary or capricious practice based on one of the following:

i. the assignment of a final course grade to a student on some basis other than performance in the course, or

ii. the assignment of a final course grade to a student by resorting to standards different from those which were applied to other students in that course, or

iii. the assignment of a final course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.

3. Faculty are responsible for establishing clear grading standards, policies, rules, and requirements and maintaining those throughout the term.

4. Students are responsible for:

a. achieving and maintaining the standards of academic performance and excellence as defined by their instructors.

b. complying with all relevant policies, standards, rules, and requirements that are formulated by the university and university's academic units.

(D) The Board of Academic Appeals

1. The purpose of the board of academic appeals (Board) is to provide for fair and impartial hearing of academic appeals involving students, faculty, staff, and administrators. The Board serves as the final hearing body for the university in the matter of academic appeals. The Board may direct the university to change an academic decision affecting the student and specify the content of that change. The decision of the board of academic appeals is final.

2. The academic appeals policy is established by the faculty senate and is administered by the deans of ~~student success~~ undergraduate studies or dean of graduate studies, depending on the student. The structure and procedures of the board of academic appeals may be amended by the faculty senate at any time with the approval of the university policy advisory council.

3. Appeals must comply with the time limits specified in CWUR 2-90-040 or the right to appeal is forfeited. Reasonable exceptions to the deadlines may be made by the chair of the Board or designee.

4. No individual shall be penalized or retaliated against in any way by the university community for his or her participation in an appeal procedure.

(3) Academic Advising

(A) All students are expected to seek, and the university will provide, appropriate advising resources. These resources may include (but are not limited to) specific faculty advisors, special program advisors, career development counselors, advising seminars, advising workshops, and advising publications.

(B) The academic advising council is responsible for establishing and maintaining required advising practices and procedures. The academic advising council will work with other university stakeholders to assess the impact of required advising on student enrollment, retention, and success.

1. Required advising will occur according to check points that determine when a necessary connection between a student and an advisor should occur. At a minimum, required advising should happen at the following check points:

a. Incoming First-Year Student Advising: All new incoming first-year students (students with fewer than 45 credits earned) will have required advising before they enroll for their first quarter at CWU.

b. Current First-Year Student Advising: All current first-year students (students with fewer than 45 credits earned) will have required advising every quarter.

c. Transfer Student Advising: All transfer students (students with at least 45 credits earned) will have required advising before they enroll in their second quarter at CWU.

d. Undeclared Student Advising: All students with 75 credits or more and who have not declared a major will have required advising every quarter.

e. Graduation Preparation Advising: All students will have required advising the quarter after they earn 120 credits.

(C) Colleges, departments, and programs (including the general education program) may define their own additional required advising check points.

(D) Students on academic warning or probation, or who are otherwise considered to be in academic jeopardy may have required advising checkpoints assigned to them.

(E) A major or pre-major advisor will be assigned at the point at which a student is admitted into a major or pre-major program.

(4) Admission to Major

(A) Students are required to apply for admission to the program in which they want to major. Completed forms are to be submitted to the department office which administers the major.

(B) Students who have not been admitted to a major or pre-major prior to accumulating 75 credits will have holds placed on their registration.

1. Transfer students who enter with 100 or more credits are expected to submit an application for a major or pre-major to the major department before their second quarter at CWU.

2. Requests for waivers to this policy may be approved by a CWU advisor and submitted to the office of the registrar. Such waivers will be granted only for a single quarter.

(C) Departments with major requirements that prohibit being admitted to a major at 100 credits or sooner must request pre-major codes from the office of the registrar and establish pre-major advising.

(D) Students who are admitted to majors that contain fewer than 60 credits must also be admitted to a minor.

(5) Registration

Procedures for registration will be established by office of the registrar with the approval of the provost.

(A) Wait List.

1. Establishment of the course wait list is at the discretion of the instructor. Instructors may use their own waitlist or use the procedure established by the office of the registrar.

2. The wait list and auto enroll will be frozen after the second day of the change of schedule period.

(B) Priority registration may be extended to students in university programs based on office of the registrar approval. Approval for priority registration is not intended to be based on major only. Individual students may not apply directly to the office of the registrar for priority registration.

(6) Continuous Registration for Graduate Students

All graduate students, including students in attendance only during summer quarter, must satisfy the continuous registration requirement each fall quarter or summer to maintain active status. A student may register as a full-time, part-time, or as an on-leave student to satisfy the requirement. Failure to maintain continuous registration will be taken by the university to signify the student's resignation from the program. Students who resign and later wish to resume study

toward a degree must reapply for admission and complete all steps outlined for graduate admission. Readmission cannot be guaranteed.

(7) Course Numbering and Class Standing

(A) Courses are numbered from 100 through 700. Courses numbered 100 are pre-collegiate, and credits earned in such courses are not accepted toward meeting degree requirements. Undergraduate courses are numbered 101 through 499, and graduate courses are numbered 501 and above. Courses numbered 500 are professional development courses and are not accepted toward meeting degree requirements.

(B) A student's class standing is determined by the number of credits earned and accepted upon transfer.

(C) Graduate-level credit is given for all courses at CWU numbered at the 501 level and above. Graduate courses numbered 501 and above are typically restricted to students who have earned a bachelor's degree and who have formally been admitted to a graduate program of the university. Some courses may also require competitive admission to a specific departmental graduate program.

(8) Undergraduate Student Study Load

(A) Full-time or part-time student status is determined by the number of credits for which a student is registered. Full-time status is 12 or more credits in any quarter.

(B) Loads of 19 or 20 credits are considered overload and must be approved by the major advisor and major department chair (in the case of students who have been admitted to majors or pre-major status) or by the director of academic advising services (in the case of students without declared majors).

(C) Loads in excess of 20 credits must be approved by the major advisor, major department chair, and the appropriate dean or, in the case of undeclared majors, the academic advisor and the director of academic advising services and the provost.

(D) Students participating in activities which require "normal/satisfactory progress" must be registered for and successfully complete 12 or more credits per quarter. Criteria for successful completion may be established by the department supervising the activities.

(E) Students on academic probation may not carry loads in excess of 15 credits.

(F) A cumulative GPA of 2.8 or higher is required for students seeking an overload. Exceptions may be approved by the major department chair or the director of academic advising services; in the case of students without declared majors.

(9) Graduate Student Study Load

Full-time or part-time student status is determined by the number of credits for which a student is registered. Full-time status for a graduate student is 10 or more credits in any quarter.

The normal course load for graduate students not holding a graduate assistantship is 10-16 credits per quarter, and 10-14 for those with assistantships. Graduate assistants taking over 14 credits must have approval from the school of graduate studies and research dean. For a graduate student not holding an assistantship, a study load of 17-19 credits may be approved by the program's chair(s). Loads above 19 credits are not normally permitted. Exceptions may be made only by the school of graduate studies and research dean.

(10) Concurrent Enrollment

(A) Credit for work taken while simultaneously enrolled at CWU and other educational institutions will be accepted on transfer to Central.

(B) Any student who has obtained an F-1 visa from CWU must obtain permission from the Director of International Programs or designee prior to enrolling in any other institution.

(11) Auditing a Course

(A) CWU students eligible to enroll in a course for credit may enroll as an auditor, provided space is available and permission is secured from the instructor prior to registration.

(B) CWU students may not convert an audited class to credit unless they retake the class for credit.

(C) Auditors are assessed full tuition for audited courses.

(D) Instructors may not compel auditors to write papers or take examinations, but may insist upon other appropriate course requirements.

(E) Instructors may request of the college dean that auditors be officially withdrawn from the course if these requirements are not met.

(F) CWU students receive neither credit nor grades for audited courses.

(G) Course participation requirements are set by the faculty member responsible for the course.

(12) University Catalog

(A) The official electronic catalog (OEC) is the university's compilation for all curricula. The OEC serves as the basis for major, minor, and program requirements for the degree audit system for that academic year. The OEC includes all the changes which met the appropriate deadlines for approval the previous academic year.

(B) Undergraduate catalogs are valid for five years. A student should expect to complete general education requirements as listed in the OEC current at the time of first enrollment at either CWU or a community college in the state of Washington (provided he or she transfers directly to CWU from the community college and has not attended another four-year institution). The student should also expect to meet the specific requirements of the departments for majors and minors in the OEC current at the time he or she is accepted by the department into the major or minor program.

Students admitted into the early transfer admission+ program who formally declare and are admitted to a major or minor should also expect to meet the specific requirements of the departments for majors and minors in the OEC current at the time they are accepted by the department.

(C) If the student does not enroll for two or more consecutive quarters at CWU (excluding summer) without a leave of absence, he or she must reactivate his or her major status. Reactivation must be done with the concurrence of the department and in accordance with department and OEC requirements current at the time.

(D) Department chairs will notify students that they are bound by the major requirements which became effective with the fall OEC for the academic year in which they are accepted into their major.

(E) Graduate students admitted to a master's degree program may use either the catalog they are admitted under or the current one.

(13) Peremptory Withdrawal from a Course

(A) Peremptory withdrawals will not be permitted after the first six weeks of instruction.

(Faculty Senate approved 5/28/03, Academic Affairs approved 8/8/03).

Students who withdraw after the drop-add period from 25% or more of the coursework for which they have registered for two or more quarters each academic year are considered as exercising excessive preemptory withdrawals. The Provost or designee may authorize dismissal in these cases after reviewing records presented to the office of the registrar. Students who have been dismissed under this policy may not enroll for courses without submitting an approved plan of study signed by an academic advisor. To continue enrollment the student must satisfactorily complete all credits enrolled during the first quarter of readmission. Students who do not meet this requirement will not be allowed to register for one calendar year.

(B) In circumstances when academic dishonesty is confirmed, a W may be replaced with a letter grade (see CWUP 5-90-040(24)).

(14) Hardship Withdrawals

(A) Withdrawals will be granted only for reasons of hardship after the sixth week of instruction. Petitions must be submitted to office of the registrar. The office of the registrar has final approval. (FS approved 5/28/03; AAC approved 8/8/03)

(B) The student must contact the course instructor and obtain his or her signature on the hardship withdrawal petition. The signature serves merely to acknowledge the petition and implies neither support nor rejection of the request.

(C) The office of the registrar may consult with the course instructor when evaluating a petition for hardship withdrawals, and will notify the instructor if the hardship withdrawal has been approved.

(D) Hardship withdrawals from individual courses will not be permitted during or after the final examination period.

(E) Conversions of incompletes to withdrawals must be petitioned as if they were hardship withdrawals; i.e., they may be effected only upon petition to the office of the registrar.

(F) Withdrawals will not be included in calculating grade point averages.

(15) Withdrawal from the University

(A) A student may withdraw from the university by reason of illness or other extenuating circumstances at any time prior to finals week.

(B) A student may not withdraw from the university during finals week except with approval of the office of the registrar.

(C) The office of the registrar will notify affected faculty members when a student has withdrawn from the university.

(D) Students who plan to leave the university must complete the official withdrawal form. Failure to do so may result in failing grades.

(16) Withdrawal from the University Due to Military Exigency

(A) Students who have been called into active military service of the United States will be eligible for withdrawal from the university or the granting of credit. The policy does not apply to National Guard or Reserve soldiers required to attend their two-week annual training requirements.

(B) Students who must withdraw from the university during the first third of the quarter will be granted a total university withdrawal (W). Tuition and fees may be refunded.

(C) Students who must withdraw from the university during the second third of the quarter may request either an uncontested withdrawal (+W) or an Incomplete (I) in each course with specified deadline for completion to be determined

by the dean in consultation with the instructor or a total university withdrawal from all courses (W). Students who are granted an Incomplete for classes must pay tuition and fees for those classes.

(D) Students who must withdraw from the university during the last third of the quarter may request an uncontested withdrawal (+W) or an incomplete (I) or credit if the coursework is satisfactory, to be determined by the dean in consultation with the instructor or a total university withdrawal from all courses (W). Students who are granted an Incomplete for classes or receive credit for classes must pay tuition and fees for those classes.

(E) If credit is awarded, the instructor must determine either a letter grade or a satisfactory (S), as requested by the student, for each course, depending upon the quality of the student’s work as determined by the instructor.

(F) If credit is received and the course(s) fulfill(s) all requirements for the baccalaureate degree, the degree will be awarded.

(G) In all circumstances, students will be expected to attend classes up to fifteen (15) calendar days prior to the reporting date as specified in federal activation orders (National Guard and Reserves) or the Office of the Governor in the case of National Guard called up for state emergency.

(H) Students need to contact office of the registrar or their center office as soon as possible to complete the appropriate withdrawal process, and to submit a copy of the federal activation orders. As long as the university receives the proper notification, the student will not need to reapply for admission when he/she is ready to return to CWU.

(17) Grading Policies and Regulations

(A) "Grade points" are assigned to each grade as follows:

Letter Grade	GPA Credit	Transcript Explanation	Definition of letter grade/ Policy Statement
A	4.0	Excellent	Meets all objectives of the course and fulfills all requirements; performs at a level that reflects excellence
A-	3.7		
B+	3.3	Good	Meets all objectives of the course and fulfills all requirements; performs at a high level
B	3.0		
B-	2.7		
C+	2.3	Satisfactory	Meets all objectives of the course and fulfills all requirements; performs at a satisfactory level
C	2.0		
C-	1.7		
D+	1.3	Marginal Pass	Makes progress toward meeting the course objectives; fulfills course requirements at a substandard level
D	1.0		
D-	0.7		
F	0.0	Failure	Fails to meet the course objectives; does not fulfill course requirements

(B) No “grade points” are assigned for the following symbols:

- CR Credit (see CWUP 5-90-040(17))
- NC No Credit (see CWUP 5-90-040(17))
- S Satisfactory (see CWUP 5-90-040(18))
- U Unsatisfactory (see CWUP 5-90-040(18))
- AU Audit (see CWUP 5-90-040(9))
- W Complete withdrawal from the university. (see CWUP 5-90-040(13))

- +W Uncontested withdrawal from a course. (see CWUP 5-90-040(11))
- HW Hardship withdrawal from a course. (see CWUP 5-90-040(12))
- I Incomplete (see CWUP 5-90-040(25))
- IP In Progress (see CWUP 5-90-040(26))
- NR No grade reported. (see CWUP 5-90-040(28))
- NS No show. (see CWUP 5-90-040(27))

(C) Financial Aid may be affected by certain grades and/or grading symbols. It is incumbent upon students to be aware of the impact of all grades on their Financial Aid. Financial Aid information policies are available from the Financial Aid Office.

(D) Grading policy is the responsibility of individual instructors as long as students are notified of that policy at the outset of a course and the policy is applied consistently within a course.

(E) Departments may establish grading standards and policies which guide the grading by individual instructors. Any such policy must be course-specific and not instructor-specific, must be applied uniformly for all sections of the course, and must be in existence prior to the first day of instruction of the quarter in which the course is offered.

(18) Grade Point Average

Grade point averages will be calculated by dividing grade points earned by the credit hours attempted.

Only work attempted at Central will be included in the computation except in the GPA for major, minor, and professional education programs in which case grades earned in all allowed courses are used. Credits earned at other institutions are accepted in meeting degree requirements according to the limits described under bachelor's degree requirements.

(19) Credit/No Credit Option - Students may use the credit/no credit option as a way to explore academic areas of interest without affecting their grade point average

(A) Undergraduate students, except for first year students and students on academic probation, may select one course per quarter under the credit/no credit option. The credit/no credit option is distinct from courses graded on satisfactory/unsatisfactory basis.

(B) The credit/no credit option may only be applied to undergraduate free electives. The option does not apply to graduate degree requirements.

(C) A maximum of 15 credits earned in credit/no credit courses may be allowed toward the 180 required for the bachelor's degree.

(D) Graduate students may take advantage of the credit/no credit option as a way to explore academic areas in which they are interested. Credit/no credit courses will not be counted toward graduate degrees nor will they be computed in the graduate grade point average. Students are allowed to select one class per quarter for a credit/no credit grade. The credit/no credit option is distinct from courses graded on a satisfactory/unsatisfactory (S or U) basis (see CWUP 5-90-040(20)).

(E) Courses taken beyond the 15-credit maximum as credit/no credit will be converted to a grade.

(F) The grade recorded on the student's transcript will be "CR" if the course grade is C- or above. If below C-, the entry will be "NC."

(G) Instructors will not be informed which students are taking a course for credit/no credit. A grade will be given as in any other course.

(H) Students must designate a course as credit/no credit by the end of the 7th week of instruction. For students enrolling in 6-9 week summer courses, credit/no credit must be designated by the withdrawal deadline. Intensive courses whose dates do not correspond to the academic term in which they are scheduled must have specific withdrawal deadlines.

(I) Courses taken on a graded basis may not be repeated on a credit/no credit basis.

(J) Credits earned under the credit/no credit option are not included in computing grade point averages.

(20) Emergency Pass/Fail (EP/EF) Grades

(1) In the event of a major university emergency, the provost, in consultation with the faculty senate executive committee, may authorize the conditions of use for the grades defined below for undergraduate courses only.

(A) Instructors shall submit course grades as usual.

(B) Students may elect EP/EF conversions on a course-by-course basis.

(C) Upon such election, letter grades of C- or better shall be converted to a passing grade of EP; grades of D+ or lower shall be converted to EF.

(D) Students will have 3 days after the date on which final grades are due to choose to retain the assigned letter grade or to choose an EP/EF grade. This choice will be available on a course-by-course basis.

(E) Students who receive an Incomplete (I) grade during a term when the EP/EF grade option was in effect may request an EP/EF grade. The request must be made within 3 days of the date final grades are due within the term when the I grade was converted to a final grade.

(F) If a grade was automatically converted from an I to an F as per [CWUR 2-90-040\(27\)\(C\)](#), the grade is not eligible for the Emergency Fail option.

(G) Credits earned with a grade of EP/EF are not included in the computation of grade point averages.

(H) Credits earned with a grade of EP shall count toward program-specific passing requirements and general education requirements. Moreover, a grade of EP shall satisfy the prerequisites of subsequent courses.

(I) Transcripts that show a grade of EP/EF shall include a statement indicating that a state of campus emergency existed during the quarter in which the grade was posted.

(J) Credentialing for some programs/scholarships may require students to select the graded option. Students should consult with their major advisor before choosing the EP/EF grade.

(2) The authorization of EP/EF grades will be in effect for a specified term as designated by the provost in consultation with the faculty senate executive committee.

(3) Any additional term where this option will be used requires a separate authorization as described in CWUP 5-90-040(20)(1).

(21) Satisfactory/Unsatisfactory Courses

(A) Courses for which there are no performance evaluations required for entrance, progress, or completion, and for which attendance is the basis for evaluation are graded S/U.

(B) Courses graded satisfactory/unsatisfactory and the conditions under which they will be so graded must be so identified in the course description in the catalog.

(22) Statute of Limitations on Grade Changes

All types of grade changes require the instructor's signature and a justification. Grade changes, beyond one week after grades are due, require both instructor and chair/program director signatures. Any request for a grade change after one quarter also requires the dean's signature. If the instructor is not available, the chair or program director shall be the instructor's designee. A request for a grade change after one year or after graduation must be submitted to the academic dean for approval/denial. No grade change will be allowed after two years from the date the original grade was issued.

(23) Grade Reports

A report of the student's individual final grades assigned in courses will be made available to each student at the end of each quarter.

Instructors are encouraged to provide summative feedback to each student in the first half of the quarter. Students are encouraged to contact their instructors for feedback at any time throughout the quarter.

(24) Honor Roll

(A) Undergraduates, post-baccalaureate, and non-matriculated students who achieve a grade point average of 3.5 or higher will be named to the quarterly honor roll.

(B) To be eligible, a student must complete a minimum of 10 A-F graded college-level credits in the quarter earned; developmental courses are not calculated in the quarterly GPA.

(25) Academic Dishonesty

(A) Academic dishonesty is defined in the Washington Administrative Code ([WAC 106-125-20](#)) Prohibited Student Conduct.

(B) Faculty who suspect students of academic dishonesty must follow the procedure outlined in [CWUR 2-90-040\(24\)](#).

(C) Students found responsible of academic dishonesty violations in a course will be prohibited from completing an SEOI for the course.

(D) Withdrawing from a course does not excuse academic dishonesty. In circumstances when academic dishonesty is confirmed, a W can be replaced by a letter grade ([see CWUP 5-90-040\(13\)](#)).

[02/21] [06/22]

(26) Grade Appeals

Grades may be appealed according to the academic grievance policy published in CWU policies and procedures.

(27) Repetition of Courses

(A) Some courses are approved for repetition with credit awarded each time the course is taken and passed. Such approval is indicated in the course description in the university catalog.

(B) Full tuition is assessed for all repeated courses.

(C) Other Central Washington University courses may be repeated under the following conditions:

1. Students are allowed to take a course a second time. Students attempting to take the same course a third time may do so only with permission of the course instructor and the department chair. Unless otherwise designated as repeatable, courses may not be taken more than three times without permission of the dean of the college and department chair.

2. Credit will be awarded only once including credit for transfer courses that are repeated at Central.

3. When a course is repeated, only the last grade earned will be used in the computation of the cumulative and major grade point averages. All grades will remain in the student's official records.

(D) Any CWU course repeated at another institution and approved by the department:

1. Can be transferred in for CWU credit.

2. Will be used in calculating both the CWU and the transfer GPA.

(FS approved 5/28/03, AAC approved 8/8/03)

(28) Incompletes

(A) "I" is used at the instructor's discretion when the student was not able to complete the course by the end of the term, but had been making satisfactory progress as of the uncontested withdrawal date.

(29) In Progress (IP)

(A) For undergraduate students, "IP" is used when the student was participating in the course, but not able to be evaluated by the end of the term, usually because instruction is not yet completed. "IP" is used for special circumstances within programs such as ~~F~~light ~~f~~light ~~t~~Technology, ~~i~~International ~~s~~Studies, and ~~c~~Cooperative ~~e~~Education.

(B) For graduate students, "IP" is used for thesis, project study, and organization development courses that normally extend beyond a single term.

(C) If a grade is not submitted to office of the registrar within one calendar year, the "IP" will automatically be changed to "F" by the office of the registrar.

(30) No Show (NS)

(A) "NS" is only used when the student has never attended a single class. If the student has attended even one class, a "NS" may not be issued.

(31) No Grade Reported (NR)

(A) "NR" is used when no grade has been reported to the office of the registrar by the instructor.

(32) Prior Learning Assessment

(A) Under certain circumstances the university may award credit based on course challenges and other prior learning assessments. Matriculated students, enrolled in one or more course, may challenge any course which appears on the current course challenge list. A prior learning assessment or a course challenge application form, available in the office of the registrar, and applicable fee must be submitted to the office of the registrar.

(B) Credits earned by course challenge or prior learning assessment will not be allowed toward meeting the residence study requirements by the university.

(C) Graduate students who have been admitted to a graduate program must obtain permission from the dean for graduate studies and research, their advisor, and the course instructor for course challenge.

(33) Course Substitutions

(A) Students may petition the degree granting department chair if they wish to substitute courses within degree requirements. The course(s) used for substitution must satisfy the programmatic goals and objectives of the department as

determined by the dean and the department chair. The substituted course(s) credits may not reduce the total required credits.

(B) Blanket Substitutions

1. A blanket substitution is used when a required course, or group of courses, is/are no longer being taught (i.e., placed on reserve, no instructor to teach, etc.) and a replacement course, or group of courses, is/are needed to fulfill the student's program requirement(s) during the academic year.

2. Blanket substitutions may be determined by the department chair, an academic program director, or college dean, where appropriate, for a course substitution meeting a program requirement. Requests will be submitted to the office of the registrar or designee. Blanket substitutions may be effective for no more than one academic year and will be deactivated the end of summer term of the requested year. Curriculum change(s) must be made if continuance is required.

(34) Undergraduate Scholastic Standards

(A) Academic standards are established by the faculty.

(35) Academic Standing

(A) A student's academic standing appears on the quarterly grade report. There are four designations of academic standing:

1. Good Standing: A student is in good standing when both the most recent quarterly grade point average (GPA) and the cumulative GPA are 2.0 or higher.

2. Academic Warning: A student who has been in good standing will be placed on academic warning when the GPA for the previous quarter is below 2.0. Students on academic warning whose quarterly GPA is 2.0 or higher, but whose cumulative GPA is below 2.0, will remain on academic warning. Students on academic probation whose quarterly GPA is 2.0 or higher will be placed on academic warning.

A. Students on academic warning will have required advising and shall develop an academic improvement plan in consultation with an academic advisor.

B. Students on academic warning may not enroll in more than 18 credits and may be advised to reduce their course loads.

3. Academic Probation: A student will be placed on academic probation if their quarterly GPA is below 2.0 for two consecutive quarters and their overall GPA is below 2.0.

A. Students on academic probation will have required advising and shall revise their academic improvement plan in consultation with an academic advisor.

B. Students on academic probation may not enroll in more than 18 credits and may be advised to reduce their course loads.

4. Academic Suspension: A student will be placed on academic suspension for up to one academic year if their quarterly GPA is below 2.0 while the student is on academic probation.

A. The academic files of all suspended students will be reviewed and students that have been placed on academic suspension will be denied enrollment for one academic year.

B. Students may appeal the suspension by presenting evidence of circumstances beyond the student's control, which adversely affected the student's performance during the preceding quarter(s). The appeal will be reviewed by the academic standing committee, which makes a final determination regarding the length of suspension.

1. A student who successfully appeals their suspension will stay on academic probation and enroll in class.

C. A student on academic suspension must apply for readmission to the university. Readmission to the university is not guaranteed and is contingent on demonstrating the ability to succeed at CWU.

1. A student will be placed on academic warning upon returning to CWU from academic suspension.

(36) Graduate Scholastic Standards

Students may not receive a graduate degree if their cumulative grade point average is below 3.0. The cumulative grade point average is calculated using all courses taken after admission into a graduate program, whether part of the approved course of study or not. Grades for all courses included on the course of study must average at least 3.0 (B). Credit will not be accepted for courses on the approved course of study form in which a grade lower than “C” is earned.

Any graduate student in a master’s program whose cumulative grade point average falls below 3.0 at the end of any quarter will be placed on academic probation for the next academic quarter. While on probation, a student may not hold a graduate assistantship or a nonresident tuition waiver fellowship. If, above, the student will be withdrawn from the university. A student on probation may not proceed with a culminating experience.

(37) Course Requirement Overlap

(A) Courses that satisfy the basic skills and/or breadth requirements may also be applied toward major, specialization, minor or certificate requirements (or as noted in CWUP 5-50-030), unless disallowed by the department. However, credit hours for each course will be counted only once toward the minimum 180 credit hour graduation requirement. (See CWUP 5-90-050)

(B) Departments shall establish policy guidelines regarding the multiple use of a single course toward satisfying major, specialization, minor or certificate requirements (or as noted in CWUP 5-50-030). These policy guidelines shall be maintained on file with the office of the registrar and published in print and on-line catalogues and available department advising material.

(38) Academic Forgiveness

(A) An undergraduate student may petition the office of the registrar in writing for academic forgiveness if all of the following criteria are met:

1. The student returned after an absence of at least five years.
2. The student’s CWU cumulative GPA at the time of leaving CWU was below 2.0.
3. The student has earned at least a 3.0 GPA in at least 45 credits since returning.

(B) If academic forgiveness is granted, the previous credits and grades will remain on the student's transcript, but will not be used in the calculation of the cumulative GPA, and the student will be in good standing. Only the grades earned since returning to CWU will be used in computing the cumulative GPA.

(C) The student may request a review of the office of the registrar’s decision by the bBoard of aAcademic aAppeals.

(D) A petition for academic forgiveness may be granted only once.

(E) Unless academic forgiveness is granted, the (GPA) will include all CWU grades for all courses.

(F)The forgiveness policy does not extend to calculating GPA of majors or to honors.

(39) Class Attendance

(A) Instructors may require regular class attendance. Students in face-to-face classes are expected to attend the first meeting of the term. Students who fail to attend, login or make previous arrangement with the instructor or department will be dropped for non-attendance.

(B) The drop for non-attendance date shall be defined as the third day of instruction during a regular quarter, or the second day of instruction during the summer session. If the first class meeting occurs after the drop for non-attendance date, then the first class meeting date shall be the drop for non-attendance date. Intensive courses whose dates do not correspond to the academic term in which they are scheduled will have course-specific deadlines for academic and financial responsibility.

(C) Non-attendance does not relieve the student of academic and financial responsibility associated with enrollment as detailed on the academic calendar. Students who enroll or register after the third day of instruction are responsible for academic and tuition liability.

(D) A student who is enrolled in a class but did not successfully complete all of the course prerequisites the previous quarter and who does not have instructor permission will be dropped from the course before the last day of the change of schedule period.

(E) In compliance with [RCW 28B.137.010](#), educational institutions must accommodate student absences to allow students to take holidays for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization, so the students' grades are not adversely affected by the absences.

(1) Faculty members must reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course or program.

(2) "Reasonably accommodate" means coordinating with the student on scheduling examinations or other activities necessary for completion of the course or program and includes rescheduling examinations or activities or offering different times for examinations or activities. Students seeking reasonable accommodations under this policy must provide written notice to the faculty, within the first two weeks of the beginning of the course, of the specific dates the student requests accommodations regarding examinations or other activities.

(3) [RCW 28B.137.010](#) requires course or program syllabi to include either this policy or a link to the policy.

(4) Students may not be required to pay any fees for seeking reasonable accommodations under this policy.

(5) Students who feel that this policy has not been fairly implemented may appeal to the [Dean of Student Success in the Office of the Provost](#).

(6) Instructors are not required to offer makeup work for missed classes, including those missed during the Change of Class Schedule period or university-approved activities, regardless of student course enrollment status.

(F) In cases where an absence meets the guidelines in CWUP 5-90-040(37)(F), instructors are strongly encouraged to work with the student to make arrangements to avoid academic penalties due to absences. The student is responsible for obtaining written documentation from the faculty member defining any alternative accommodations for missed assignments. Sponsors of university-approved activities requiring absence from campus will prepare and sign an official list of the names of those students who plan to be absent. It is each student's responsibility to present a copy of the official list to the appropriate instructors and make arrangements prior to the absence. Members of the university community directing or arranging such activities must adhere to the following guidelines:

1. Scheduling of such activities shall not overlap with official final examination periods;

2. Scheduling of such activities shall not require an absence of more than three (3) consecutive class days;
3. Scheduling of such activities shall be announced to the students far enough in advance for them to plan to fulfill course requirements;
4. Responsibility for seeking an exception to these guidelines lies with the sponsor and not with the student(s)

(40) Last Week of Classroom Instruction

(A) During the last week of classroom instruction, faculty may give no tests worth more than a total of 20% of a course grade, excluding summer quarter.

(B) Graded assignments, such as papers and projects, due during the last week of classes must be indicated on the instructor's syllabus.

(41) Final Examinations

(A) Currently, the final examination week for each term spans four days from the Tuesday through the Friday immediately following the last week of instruction. The Monday following the last week of instruction is designated as a study day for students and no exams may be scheduled on that day.

Examinations on the Ellensburg campus are established according to class schedules in order to avoid, where possible, conflicts resulting from simultaneous examination periods. Examinations at the university centers are scheduled by the university centers typically at the time the class has been taught. Final exam schedules are posted to the student MyCWU schedules by the 30th day of the quarter.

1. Final exam weeks are a part of the academic year/university calendar days, as established in the catalog.
2. During final exam week, a final examination or culminating experience (i.e., an "authentic assessment" which could be, but is not limited to, formal presentations, poster sessions, writing tasks, or portfolio reviews) is expected for each course taught as dictated by the nature of the course material and/or learner outcomes.
3. Faculty and students are required to conform to the final examination schedules published by the office of the registrar on the Ellensburg campus or determined by the university centers unless:
 - a. a faculty member's responsibilities require an alternative examination date and time.
 - b. on the Ellensburg campus, in the event that a student can demonstrate that he/she/they has more than two examinations scheduled on the same day or two examinations scheduled at the same time, any one of his/her/their instructors is authorized to excuse the student from the regularly scheduled examination and give a final examination to the student during an alternative time during finals week. In cases in which alternative arrangements cannot be made, students shall refer the matter to the department chairs in consultation with the appropriate instructor.
 - c. at the university centers, in the event that a student has two examinations scheduled at the same time, any one of their instructors is authorized to excuse the student from the regularly scheduled examination and give a final examination to the student during an alternative time during finals week, including Monday of finals week. In cases of difficulty in arriving at a solution, students shall refer the matter to the department chairs in consultation with the appropriate instructor.
4. If a faculty member is required to be away from campus due to a faculty development opportunity or leave as delineated by the Central Washington University and UFC Agreement, changes to an instructor's exam date and time must be made at the earliest possible date and approved by the department chair. Moreover, it is the responsibility of that faculty, with approval from the chair, to arrange a suitable alternative that will accommodate all students.

5. Faculty must have grades submitted by no later than 10:00 p.m. on the Tuesday after final examination week.

(42) Syllabi

(A) By choosing to enroll in a course, students are obliged to accept and follow the stipulations and standards of performance and conduct formulated in the syllabus. Syllabi function to ensure that instructors maintain their courses in good order and take actions against those who disrupt the learning environment. Instructors will provide each student with a written or electronic syllabus at the beginning of a course. The syllabus must contain the following information:

1. Title, time, and location of the course;
2. Name, contact information, and office hours of instructor;
3. Objectives of course, expected student learning outcomes and method of assessment;
4. Any special conditions or requirements associated with the course (e.g. hybrid instruction, field trips);
5. Required books and materials;
6. Criteria for determinance of final grade;
7. Instructor's policy on students' attendance and absence;
8. Tentative dates for major assignments and examinations;
9. Instructor's policy on late work, make-up, extra credit, and other issues unique to the class.
10. Instructor's policy on academic dishonesty. It is recommended that reference be made to CWUP 5-90-040(24) and CWUR 2-90-040(24).
11. Instructor's policy on student conduct. It is recommended that reference be made to the policy on expectations of student conduct in the Washington Administrative Code (see [WAC 106-125-020](#)). Any expectations that go beyond what is stated in [WAC 106-125-020](#) should be included in the syllabus.
12. A statement consistent with the university's commitment to diversity, such as:
"CWU expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events."
13. A disability statement, such as:
Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any obstacles to learning, contact Disability Services to discuss a range of available options. Student Disability Services is located in Hogue 126. Call (509) 963-2214 or email ds@cwu.edu for more information.
14. [RCW 28B.137.010](#) requires course syllabi to include a link to CWUP 5-90-040(34) regarding reasonable accommodation for religious holidays and a statement explaining the policy, such as:
"University Policy, CWUP 5-90-040(37), provides for reasonable accommodation of student absences for religious holidays in accordance with RCW 28B.137.010. Students seeking reasonable accommodations under this policy must provide written notice to their instructors within the first two weeks of class specifying the dates for which religious accommodations are requested. Contact the [Dean of Office of Student Engagement and Success](#) at (509) 963-1515 for further information."

15. A statement consistent with the university's position on sexual misconduct, clarifying the instructor's role as a mandatory reporter, and providing information about confidential reporting, such as:

“Central Washington University is committed to providing all community members with a learning and work environment that is free from sexual harassment and assault. Students have options for getting help if they have experienced sexual assault, relationship violence, and sexual harassment, or stalking. Information can be found at <http://www.cwu.edu/wecare> and in CWUP 2-35-050: Sexual Harassment. Faculty are required to report information regarding sexual misconduct or related crimes.”

“Students may speak to someone confidentially by contacting the CWU Wellness Center, 509-963-3213, or the CWU Student Counseling Clinic, 509-963-1391.”

(43) Athletic Participation

Central Washington University may elect to abide by academic standards established by outside athletic organizations or agencies as long as they meet or exceed university standards.

(44) Required Student Participation in Assessment Activities

(A) Assessment of students - As part of the continual evaluation and pursuit of excellence in ongoing programs, students are required to participate in assessment activities at several points during their academic careers.

1. Students will be assessed for placement into Academic Writing I and Quantitative Reasoning upon entering as new students. Assessment for placement should be completed prior to enrollment. Any student not assessed for placement prior to enrollment shall be assessed during their first quarter.

2. Students will be assessed for placement into courses that require a specific skill set or proficiency level (e.g. mathematics or foreign languages).

3. Students enrolling in programs that require auditions/evaluations must follow department requirements.

(B) Assessment of Programs

1. Students will participate in an assessment of intended student outcomes of the general education program.

2. Students will participate in all required assessments prior to graduation.

(45) Student Bereavement Leave

In the event that a student experiences a death of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below.

Upon notification of the absence and proper documentation, each faculty member shall excuse the student from class according to this policy and provide an opportunity to complete missed exams, quizzes, and other required work. Ultimately, the student is responsible for all material covered in class and must consult with each individual professor as soon as they return to complete any required work.

(A) Excused Absences

1. Immediate Family and Relatives. Students shall be eligible for up to five (5) consecutive days (not including weekends or holidays) or excused absence in the event of a death of a spouse, domestic partner, parent, child, grandparent, grandchild or sibling.

2. Other. In the event that a death occurs to a family member or friend that is not specifically covered by 5-90-040(43)A.1, students can communicate the circumstances to individual faculty to determine on a case by case basis if it is covered by this policy.

(46) Developmental and Foundational Course Requirements

Students who do not place into Academic Writing I or Quantitative Reasoning or higher, must enroll and complete all necessary developmental course work within the first four (4) terms, including summer, for which they are enrolled at Central.

Students are required to enroll and complete foundational course work (Academic Writing I and Quantitative Reasoning or higher) within the first six (6) terms for which they are enrolled at Central.

Exceptions to these requirements may be made pending consultation with the student's advisor and approval by the college dean or the [dean of Student Success office of undergraduate studies](#) for undeclared majors.

(47) Student Service Campus

(A) For tuition/fees to be properly charged and for assessment purposes, it is imperative that student service campus information be correct within the student information system by the end of the change of schedule period as published in the official academic calendar. Students may take courses at any campus, online, or through a combination of multiple instructional sites. A service campus is the location that a student will be taking the majority of classes or be receiving most of their support services during the fall, winter, and spring terms. The service campus is the campus to which the student was admitted unless an authorized campus change request has been processed by the office of the registrar or a university center.

(B) During the summer session, Ellensburg service campus fees will only be assessed when a student is taking one or more courses on the Ellensburg campus. Students who are not automatically assessed Ellensburg service campus fees may choose to pay them in order to access services provided on the Ellensburg campus.

(48) Student Evaluation of Instruction (SEOI)

(A) Role of SEOIs in Evaluation of Teaching

SEOIs are one factor in the evaluation and assessment of faculty teaching effectiveness. Conclusions (formative or summative) based on SEOIs must be made with extreme care. Faculty should be encouraged to experiment with new teaching methods and should not be punished for methods that are in development. These guidelines are intended to ensure that SEOIs are used appropriately and consistently.

1. It is inappropriate for any department or unit to specify an absolute numerical threshold that determines effective or excellent teaching.

2. SEOI data are primarily intended for formative assessment. Formative assessment can inform and support instruction to improve learning and teaching.

3. Limited summative conclusions can be based on SEOI data. Any such conclusions should be based on long-term patterns and/or trends and not rely on isolated examples. Summative assessment of teaching based on SEOI written comments to open-ended questions should reflect recurring ideas or themes present throughout the review period. SEOIs with low response rates do not show long-term patterns or trends, either positive or negative. Those evaluating should recognize that research shows gender and racial biases impact patterns in SEOIs.

4. Faculty are encouraged to include in their personal statement examples of actions taken based on their SEOIs.

5. Grade incentives (e.g., extra credit or grade drops) for SEOI completion are prohibited. Grade incentives may include, but are not limited to, extra credit and grade drops.

6. SEOIs will be made available to faculty one (1) week after grades are due.

(B) Administration of SEOIs

It is the department's responsibility to pick an appropriate form for each course with five (5) or more students enrolled).

1. If no form is chosen, the default for non-online courses will be Form A. Online courses will default to Form W.

2. If a class has four (4) or fewer students, no SEOI is assigned, with the exception of classes combined for SEOI purposes. SEOIs can only be combined for sections within a course with the same instructor.

3. If a class has five (5) or more students enrolled and the class is numbered X9X, the department must choose a form type. Choosing no form is an option. If no response is received, the default is Form A.

4. If a class has five (5) or more students enrolled, and the class is not X9X, the department must choose a form type. The default is Form A.

CWUP 5-90-050 Graduation Requirements for Bachelor's Degrees

Students are eligible for award of a bachelor's degree if they fulfill the following requirements established by the faculty:

(1) Credits

(A) A minimum of 180 quarter credits is required. Students who have accumulated more than 210 credits will be notified prior to registration that they must submit graduation applications or develop graduation plans or a hold will be placed on their registration. Students must develop graduation plans working with an academic advisor. Individual plans must be approved both by the advisor and the major department chair and submitted to the office of the registrar before this hold can be removed.

(B) A minimum of 60 credits of upper division study (courses numbered 300 and 400) is required. Students must be enrolled at CWU for at least three quarters and earn a minimum of 45 credits.

(C) Credits earned through industrial or military experience or through prior learning assessment or course challenge may not be used to meet residency requirements.

(D) Transfer students must earn from CWU a minimum of 10 credits in the major and, if a minor is declared, 10 credits in the minor.

(E) Students who have accumulated 210 or more credits and intend to complete a double major or double degree, and have not yet completed either program, must meet with both department advisors and submit one graduation plan signed by both department chairs and both major advisors to the office of the registrar. This also applies to double majors in different colleges. If one major has been completed, only the advisor and the department chair for the uncompleted major need to review and sign the petition.

(F) Students who have accumulated 210 or more credits and intend to include one or more minors in their academic plan are required to obtain the approvals of their major and minor advisor.

(G) Up to 45 credits may be counted from course challenge or other prior learning assessments.

(2) Scholastic Requirements for Graduation

(A) Graduation and graduation with honors are based on cumulative credits and grade-point averages earned at the time the degree is awarded.

(B) In order to graduate, students must have achieved a cumulative grade-point average of at least 2.0 (C) in courses taken at Central Washington University.

(C) Students must also have achieved a cumulative grade point average of at least 2.25 in the major and 2.00 in the minor field of study. All courses fulfilling the major and minor requirements, including courses accepted in transfer, are used in computing the major and minor grade point average.

Specific degree and professional certification programs may have more stringent degree requirements than those specified above.

(3) Degree Components

(A) The general education program must be completed as defined in the university catalog.

(B) Students transferring from Washington State community colleges holding the appropriate academic transfer associate degree will have satisfied the general education program and foreign language requirements. (See CWUP 5-90-030(2))

(C) Completion of all requirements for a major as specified by the appropriate department is required.

(D) Exceptions in majors, minors, and teacher preparation programs must be approved by the appropriate department chair and school dean or designee.

(E) Completion of a minor is required when the major contains fewer than 60 credits. In that case the total credits of major and minor must total to at least 60 credits.

(F) Successful demonstration of writing and computational skills is required for graduation.

(G) Students who enter Central Washington University with 45 or fewer credits must complete UNIV 101 Student Success Seminar. Students must enroll in UNIV 101 during their first quarter at CWU.

(H) The university requires that students complete either two years of the same foreign-language, Native American language, or American Sign Language in high school, or one year of college-level foreign language. If this requirement was completed prior to enrollment at the University, the student must submit official transcripts to the Office of Admissions.

If foreign language has not been satisfied prior to enrollment, then the student must take one year of foreign language before graduating from the university.

Students seeking an exception to CWUP 5-90-050(2)(G), may satisfy the foreign language exit requirement by passing the CLEP® test or passing a foreign language course challenge exam. The foreign language requirement may, under special circumstances, be fulfilled in alternate ways as determined and approved by the chair of the dDepartment of wWorld Ianguages and cCultures or designee, in consultation with the office of the registrar. International students who attend a primary or secondary school, where the majority of instruction was not in English, for a minimum of one year prior to enrolling at CWU are exempt from the foreign language graduation requirement.

(4) Professional Education

All professional education programs require completion of professional education competencies in addition to completion of major requirements.

(5) Application for Graduation

(A) Application for the bachelor's degree must be filed by the established deadline during the quarter prior to the quarter at the end of which the student expects to graduate.

(B) Exceptions to university graduation requirements must be petitioned to the office of the registrar. Approval of exceptions must be obtained from the general education committee, department or program chair, and responsible dean where appropriate.

(C) Final responsibility for meeting graduation requirements and deadline dates resides with the student.

(6) Commencement Participation

(A) Students who have met graduation requirements during the current academic year, summer through winter quarters, and those expecting to meet the requirements during the current spring may register to participate in the spring graduation ceremony. Registration must be completed by the commencement ceremony deadline.

(B) Candidates for summer graduation who wish to participate in the spring commencement ceremony prior to issuance of a degree must submit an application for graduation prior to the spring quarter deadline.

(C) Candidates who are completing student teaching or a full-time internship in the following fall may petition the commencement committee with the approval of the major advisor and dean to participate in spring commencement. Students must apply for fall graduation and petitions must be submitted to the commencement committee by the graduation application deadline for summer quarter.

(D) Students participating in commencement exercises must wear commencement regalia approved by the commencement committee.

(E) Exceptions to commencement procedures must be approved by the commencement committee.

(7) Graduation with Distinction

(A) Baccalaureate honors are awarded to recipients of a first bachelor's degree as matriculated student, according to the following cumulative GPA:

3.500 to 3.699 – cum laude

3.700 to 3.899 - magna cum laude

3.900 to 4.000 - summa cum laude

The cum laude, magna cum laude, and summa cum laude honor will be noted on the recipient's diploma and university transcript.

(8) Other distinctions:

(A) President's Scholars: President's Scholars are those students who, in the current academic year, have cumulative GPA's in the top 1% of their respective school or college class. GPA is calculated by existing university policy.

(B) Dean's Scholars: Dean's scholars are those students who, in the current academic year, have a cumulative GPA in the top 5% of their respective school or college class (but not including the top 1%). GPA is calculated by existing university policy. Eligible individual study majors will be determined by the Provost or designee.

(C) The following conditions must be met in order to be considered for graduation with distinction:

1. At least forty-five (45) of the credits required for the degree must be earned at Central Washington University in courses taken on the A-F graded basis.

2. Credits earned by course challenge, CLEP® and other national examinations, military experiences or courses, prior learning assessments, non-college courses and industrial experience will not be allowed toward the 45 credits required for eligibility.

3. Honors shall be based on the GPA of all A-F graded college-level credits earned at Central.

(D) For commencement purposes, the office of the registrar will calculate the top percentage for declared graduates based on the end-of-winter quarter data for spring, summer, and eligible fall graduation candidates.

(E) Final determination of honors will be based on final grades the term the degree is conferred.

(9) Concurrent Baccalaureate Degrees

(A) A student may be awarded more than one baccalaureate degree (B.A., B.A. Ed., B.F.A., B.MUS, B.S., B.A.S.) at the same time provided that requirements of both the degree programs have been completed.

(B) Double majors within the same baccalaureate program do not constitute separate baccalaureate degrees except in cases where the second degree requires 60 or more credits that do not satisfy any degree requirements of the first degree.

(C) In disciplines offering multiple baccalaureate degrees with identical or similar names, e.g., B.A. and B.S. in Biology, only one degree will be awarded. Exceptions to this policy require approval by the department chair and the appropriate dean.

(10) Second Baccalaureate Degree

(A) Qualified students seeking second baccalaureate degrees are admitted to post-baccalaureate status; this does not mean, however, that they are enrolled in an "advanced degree program."

(B) To receive a second baccalaureate degree, students must complete:

1. all degree requirements not satisfied by the previous degree, and
2. a minimum of 45 quarter credits from Central.

(C) Second baccalaureate degree students must be matriculated and accepted into a degree or certificate program by the time they have earned 25 credits beyond their last degree. Once a degree objective has been declared, second baccalaureate students must develop graduation plans with academic advisors. Academic department chairs may grant extensions beyond the 25-credit limit.

(D) Second baccalaureate degree students follow regulations applicable to undergraduates.

(E) Second baccalaureate degree students may request from the department that any requirement of a minor be satisfied by the initial bachelor's degree earned provided that the requirements of the minor were completed in prior course work.

CWUP 5-90-060 Consultation on the Creation, Reorganization, or Renaming of Academic Units

(1) Initiation of a proposal to create, reorganize, or rename an academic unit or units.

(A) This policy applies to the creation or reorganization of units that affect the delivery of academic programs, and to renaming of all academic units. Academic units include but are not limited to colleges, schools, and academic departments. For instance, this policy applies to proposals for the creation of new academic colleges or schools; reorganization of existing academic colleges or departments including the shifting of departments or programs from one college/school/department to another; the partial or complete merger of two or more departments; creation of new departments; dissolution of departments; and changes of college, school and department names.

(2) Principles guiding consultation on the creation, reorganization, or renaming of academic units.

(A) The organization of academic units should support the mission and strategic plan of the university. Although the administration maintains management rights in cases of establishment, modification, or reorganization of programs (CBA Article 3.23), Central Washington University is dedicated to shared governance and recognizes the importance of faculty consultation in academic decision making. Therefore, all proposals should formally solicit and consider the input of the affected faculty and other academic staff.

(B) Proposal initiators should actively solicit feedback from affected faculty, staff, and students in the preliminary planning stages of proposals, and should give these groups notice, information, and time to enable them to evaluate those proposals and make their concerns known.

(C) In extreme cases (e.g., financial exigency as defined in the CBA Article 25 or other financial crisis), the university may decide to reduce or discontinue academic programs. In this eventuality, the Provost should consult with the affected groups to the greatest extent possible following the process outlined in this policy.

(3) Preparing a proposal for consultation on a creation, reorganization, or renaming of an academic unit.

(A) The proposal initiator should work with the Faculty Senate Executive Committee and Provost, in consultation with the office of the registrar and information services representative, to consider the degree of impact of the proposed change and determine the level of detail required in the proposal. The initiator should then complete a proposal template, as applicable, with details about the following items:

1. Description of the recommended change.
2. Rationale for the recommended change.
3. Goals and objectives of the proposed change.
4. Method for evaluating achievement of goals and objectives.
5. Relation of the change to the mission and strategic plan of the university.
6. Impacts on academic programs across the university.
7. Impacts on students, faculty, staff, and facilities.
8. Impacts on quality of degree programs, student retention, and graduation rates.
9. Impacts on non-academic units, external constituents, and accreditation.
10. Impacts on shared governance, including tenure/promotion/review processes.
11. Before and after organizational chart for all units affected.
12. Cost/benefit analysis, including financial and non-financial resources.
13. Implementation plan and timeline.
14. Documentation of consultation with the affected deans, faculty, staff, and students.

(B) In cases of renaming of academic units, responses to items 3, 9, 10, 11, and 12 may be omitted.

(4) Review process for proposals to create, reorganize, or rename academic units.

(A) The proposal initiator should work with the Faculty Senate Executive Committee and Provost to establish a review process for consultation on the proposal as outlined in CWUR 2-90-060(4).

(5) Provost Council

(B) The timeline for review for each level will be no more than one month, ideally with an overall timeline of not more than six months (not including breaks/holidays, or Summer quarter). In cases of significant reorganization and with the approval of both the Faculty Senate Executive Committee and Provost, the timeline at each review level may be extended beyond a month in order to consult appropriately with stakeholders.

(C) Reviewers at each stage will have access to the full proposal, with any modifications, as well as all comments from previous levels of review. Revisions to the proposal may and should occur during the process based on feedback from each level of review. However, attempts should be made to bring any substantive changes back to prior levels for further review. A full record of the review process and feedback (including vote counts and comments about the merits and weaknesses of the proposal) from each level of consultation will be provided to the President and Board of Trustees for final decision-making.

CWUP 5-90-070 Interdisciplinary Programs

Interdisciplinary programs are typically created to provide varying perspectives on an area of study, combining expertise across departmental and/or college boundaries. These programs provide benefits to students and faculty that include, but are not limited to:

1. Allowing students and faculty to explore, create, and integrate knowledge that extends the traditional disciplinary boundaries.
2. Responding to student interests and learning needs demonstrated through repeated individual studies or general studies curricula.
3. Creating programs that respond to areas of societal need.
4. Unifying related areas of academic excellence and/or faculty interest.
5. Fostering communication, collaboration and problem solving across departments.

(1) Governance structure

Program Charter

(A) Each program will establish a charter. The charter will:

1. Define the mission and objectives of the program.
2. Establish residence of the program according to the program residence policy [\(5-50-100\(3\)\)](#).
3. Address issues particular to the administration of each program in the context of this policy, as needed.
4. Create procedure for electing program leadership.
5. Define the duties of the program leadership and the number of workload units for overseeing the program.
6. Define the criteria for program faculty and affiliate faculty.

(B) The charter will be reviewed for currency every three years or more frequently as needed by the program faculty and dean of the college of program residence.

(2) Program Leadership

Eligibility, selection, and term of service.

(A) The leadership must be a member of the program faculty.

(B) The election is approved, and the leadership appointed by the dean of the college of residence.

(C) The program leadership will get workload units overseeing the program. The number of units will be determined and approved in consultation with the Dean of the college of residence.

(3) Line of authority - The dean of the college in which the program resides is the chief budgetary and oversight officer for the program. Program leadership report to the dean of the college of program residence.

CWUR 2-90 Academic Affairs Procedures

CWUR 2-90-020 Undergraduate Admission

(1) Admission Policy Endorsement

(A) First Year applicants must arrange to have official copies of all high school and college transcripts sent to the Office of Admissions. Applicants must also arrange to have official copies of documents verifying test scores or other credit related items (e.g., SAT/ACT scores, College Board Advanced Placement scores, CLEP® credits, military transcriptions, etc.) sent to the Office of Admissions if they wish to have such credit test scores or other considered for posting to their Central Washington University transcript.

(B) Applicants must follow published deadlines. After university deadlines have passed, the university may admit applicants on a space-available basis.

(2) First Year Applicants

(See CWUP 5-90-020)

~~No procedures~~

(3) Transfer Applicants

(A) Applicants who have earned the Direct Transfer Agreement (DTA) degree from an accredited Washington State community college (or approved out-of-state associate degree) will receive priority consideration for admission.

(B) Transfer applicants with an associate degree from an accredited community college (as delineated in the DTA) will have fulfilled the general education requirements and the foreign language graduation requirements (CWUP 5-90-040(6)).

(C) Transfer applicants without an associate degree must satisfy the foreign language -graduation requirement prior to completing a total of 135 credits.

(4) Applicants Without High School Diplomas (or alternatively graduated applicants).

(A) Students may be admitted based on their test of general education development (GED) scores or their ACT, SAT, COMPASS, or other standardized test scores, and personal essay statement.

(B) Other alternative admission criteria

1. College in the High School programs, such as Running Start and Cornerstone, administered through the office of continuing education provide high school students the opportunity to take CWU college courses on their high school campus during regular school hours.

2. College in the High School courses must be academic in nature and at the 100-200 level. All courses must follow approved CWU syllabi (CWUP 5-90-040(37)) and use textbooks approved by the department chair or chair designee.

3. Academic departments will assess all classes included in the College in the High School programs. For all courses taught as part of the program, teachers are required to administer the university's Student Evaluation of Instruction (SEOI) or alternative assessment approved by the department chair.

(C) Applicants may also be required to complete supplement information and/or meet with admissions counselors.

(D) Applicants in this category are considered according to the alternative admission process. (See CWUP 5-90-020(6))

(5) International Students

(A) International students must submit the university's international student application for admission with a non-refundable application processing fee.

(B) Applicants must submit official transcripts from all secondary schools and colleges evaluated by one of the two agencies listed below or the CWU transcript evaluator. Transcripts must have a complete course-by-course evaluation. The completed evaluation must be submitted to CWU with a copy (original or photocopy) of the transcript. If the original transcript is not written in English, a certified English translation must also be submitted.

1. Foundation for International Services (FIS), Inc. (Note FIS provides a CWU-specific application and evaluation.)
2. World Education Services (WES).
3. CWU Transcript Evaluator

(C) Examination results, such as general certificate of education, ordinary and advanced level scores, West African school certificate, Hong Kong certificate of education or advanced level certificate, etc., should be sent directly from the testing center in charge of administering the examinations. Personal student papers, copies, or attested copies are not normally accepted for admission or evaluation purposes.

(6) Alternative Admissions

(A) Minimum alternative admission requirements are established by the Washington Student Achievement Council (WSAC). No more than 15% of first year students who are offered admission may fall under the alternative admissions standard. Additional alternative admissions criteria may be established by the [aAcademic aAffairs cCommittee](#) in consultation with the Associate Vice President for Enrollment Management. The comprehensive review process looks first at cognitive, then non-cognitive factors:

1. The cognitive score for first year applicants is designed to predict first-year academic performance. It evaluates quality of the coursework, senior year course schedule, HS cumulative GPA, grade trends, test scores, and completion of core course subject requirements. For transfer students, the cognitive score evaluates cumulative college GPA, quality of coursework, basic skills completion, preparation for the major, and grade trends.
2. Non-cognitive factors are all other factors that may affect a person's ability to perform to their fullest potential. This includes, but is not limited to, traits such as positive self-concept; realistic self-appraisal; understanding and navigating systems; long-range goal planning; successful leadership experience; demonstrated community service; and special talents, skills and/or acquired knowledge.

(B) The Admissions Review Committee may request personal essay statements; updated transcripts; test scores; letters of recommendation; or other supporting documents.

(C) Students who are admitted through the alternative admissions process may either be admitted regularly, or with conditions as recommended by the [aAdmissions rReview cCommittee](#) or [dDirector of aAdmissions](#). Conditions may include:

1. Taking courses during first year of study to address missing core requirements.
2. Requirement to participate in intensive academic support programs, such as the Student Transitions and Academic Resources Program (STAR), Student Support Services, or the College Assistance Migrant Program (CAMP).
3. Admission on Warning or Probationary status.
4. Meeting regularly with an academic advisor.

(7) Leaves of Absence

(A) Undergraduate and post-baccalaureate students who do not enroll for consecutive academic quarters (exclusive of summer), and are planning to take two quarters off, must reapply for admission. However, if students meet the criteria below, they may be granted a leave of absence, which means that they do not have to reapply for re-admission their returning quarter and that they may register early for classes as continuing students at the designated time.

The application for leave of absence must be submitted to [office of the Registrar Services](#) at least two weeks prior to the term for which the student is seeking leave.

Leaves will be approved only if attending consecutive quarters would present an exceptional hardship or loss of opportunity.

Students may be granted for up to two quarters at a time. Additional consecutive quarters must be petitioned separately.

(B) Graduate students need to contact the school of graduate studies for leave of absence information.

(8) Admissions Appeals

(A) Applicants who wish to appeal an admissions decision must contact the CWU Office of Admissions for instructions on the Admission Appeal Process and associated deadlines. An Admissions Appeals Committee will meet regularly to review completed files for appeal, which must include a letter from the applicant explaining the reason(s) for the appeal, along with other supporting documents, such as letters of recommendation speaking to the applicant's ability to succeed in college.

(9) Readmission of Former Students

(A) Eligibility for readmission will be based on performance at Central Washington University as well as on additional college-level work.

(B) Students must arrange for transcripts of the additional work to be sent to the [Office of Admissions](#) if they have attended college elsewhere during their absence.

(10) Readmission of Former Students Due to Military Exigency

(A) If military commitments prevent students from registration, requests for extensions will be considered. Should a course required for graduation or a course as part of a required sequence be closed, every effort will be made to accommodate the student. Requests for accommodations should be directed to the appropriate college dean.

(B) Should students called to active military service earn college credit while on active duty, they shall not be considered transfer students for readmission purposes, but the transfer of said credits is subject to acceptance of transfer credit as outlined in CWUP 5-90-030.

(C) As long as the university receives the proper notification, the student will not need to reapply for admission when he/she is ready to return to CWU.

(11) Provisional Enrollment

No procedures

(12) Offer of Admission

(A) Students offered admission to the university must confirm their intention to enroll by paying a nonrefundable Enrollment Confirmation Deposit (ECD) before they can begin the orientation, registration, and advising process. An ECD waiver process is available for students with economic hardship.

(B) Students who choose not to accept offers of admission must notify the Office of Admission in writing.

(C) The university may withdraw an offer of admission if, between the time of application and the quarter of intended enrollment, an applicant's academic work results in not meeting the requirements for admission. In this case, the ECD will be refunded.

(D) The university will not withdraw an offer of admission until after May 1. After that date applicants who have not paid the ECD may be denied admission if space is not available.

(13) Applicants for Non-matriculated Status

(A) Non-matriculated students do not need to go through the regular admissions process but apply through the office of the Registrar Services, and will be allowed to register on a space-available basis.

(B) Credits earned when in non-matriculated status may not be used to satisfy degree or certificate requirements unless the student matriculates, in which case a maximum of 45 credits may be applied unless they have been enrolled in a special program such as Running Start or Cornerstone.

(C) A student who is under active suspension from the university will not be permitted to register in non-matriculated status.

(D) Non-matriculated students are not eligible for most financial aid, veteran's benefits, credit evaluations, or other services regularly provided for matriculated students unless they are enrolled in a College in the High School program.

(14) High School Enrichment Program

Students who have not yet graduated from high school may be allowed to enroll as non-matriculated students for courses that they need to advance academically, provided that such academic opportunities are not readily available to them elsewhere.

To be eligible for the High School Enrichment Program, students must have demonstrated superior academic performance or preparation in the area of study for which they are applying. High School Enrichment Program applicants must submit official copies of their high school transcript. Some courses may require that the student submit ACT, SAT, or COMPASS scores in order to qualify for placement into those courses. In addition, they must complete the High School Enrichment application that is available from office of the Registrar Services, and obtain the approval of their high school principal, and the course instructor.

(15) Running Start

(Procedures to be developed for on-campus and in-the-high-school offerings.)

CWUR 2-90-030 Acceptance of Transfer Credit

(1) Transfer Credit from Four-Year Institutions

(A) Transfer course equivalents to university courses apply toward the baccalaureate degree exactly as do the CWU courses for which they are being articulated, equivalency is established by the appropriate academic department chairs. Once established, transfer course equivalencies will be maintained by office of the registrar services and articulated in the same manner for all students, other transfer courses that have not been established as exact equivalents may also be allowed in the degree program with approval from the appropriate academic department chair and, as appropriate, college dean.

(B) Transfer credit is not normally awarded for the following types of study or course work:

1. Courses taken at colleges or universities that are not regionally accredited;

2. Non-credit courses and workshops;
3. Remedial or college preparatory courses;
4. Sectarian religious studies; and
5. Career and technical education courses not taught at CWU.

(C) Colleges that operate on a semester basis (i.e., divide the academic year into two parts, exclusive of summer) give semester credits, Equivalent quarter credits are semester credits multiplied by one and half,

(2) Transfer Credit from Community Colleges

(A) Transfer course equivalents to university courses apply toward the baccalaureate degree exactly as do the CWU courses for which they are being articulated. Equivalency is established by the appropriate academic department chairs. Once established, transfer course equivalencies will be maintained by office of the registrar services and articulated in the same manner for all students, other transfer courses that have not been established as exact equivalents may also be allowed in the degree program with approval from the appropriate academic department chair and, as appropriate, college dean.

(B) Transferable academic associate of arts degrees with a cumulative grade point average of at least 2.00, as determined by office of the registrar services and approved by the General Education Committee, from a college accredited by the Northwest Commission on Colleges and Universities will meet the general education requirements. Transferable academic associate of arts degrees within Washington State must be approved by the Joint Transfer Council (JTC), applied career, and technical education degrees cannot be used to satisfy the general education requirements.

(C) After initial enrollment at CWU, transfer students without a transferable associate degree from a Washington State community college wishing to complete such a degree must complete it a minimum of one quarter prior to earning their bachelor degree.

(D) Students who enter with an associate of science transfer (AS-T Track 1 or 2) degree with a cumulative grade point average of at least 2.00 must complete the following additional requirements to meet the general education requirements:

1. Academic Writing II

2. Three additional general education courses chosen from the Individual and Society, Community Culture and Citizenship, Global Dynamics, Creative Expression, or Humanities knowledge areas.

a. Students may only take one course per knowledge area.

b. Student may take courses from the same department or interdisciplinary program in no more than two knowledge areas.

(3) Other Forms of Credit

Due to Northwest Commission of Colleges and University accreditation standards, other forms of credit are limited to a maximum of 45 credit hours of which no more than 30 may be military credits.

(A) Students may receive credit or advanced placement, or both, depending upon the scores achieved in the college entrance examination board advanced placement (AP) test, Credit or placement on the basis of AP test scores will be established by the appropriate individual academic departments.

(B) Credits for successful completion of College-Level Examination Program® (CLEP®) tests will be accepted in accordance with procedures established by the Academic Affairs Committee.

1. Students will be awarded five college-level quarter credits for each score at the 50th percentile on the CLEP® humanities, social science/history, and natural sciences examinations. These credits will meet the general education requirements in the appropriate academic areas.

2. Students may also be awarded credit for subject examinations as determined by appropriate academic departments at the time of application for credit.

(C) Credit for completing individual areas of study within the international baccalaureate program may be accepted. Individual students must petition the ~~office of the Registrar services~~ Registrar for review of their program of study and examination scores. Standards for acceptance will be established by the appropriate academic departments.

(D) Credit will be accepted from non-U.S. institutions of higher education:

1. linked to CWU either by a bilateral or consortial agreement or

2. certified by the CWU office of international studies and programs as a legitimate, recognized institution of higher education (tertiary level) within a particular country, if the student has received a passing grade recognized by the institution, and

3. when an official record or transcript has been received by the university.

(E) Upon submission of the Joint Services Transcript (JST), matriculated students may receive up to 30 elective credits for completion of military schools as recommended by the American Council on Education. Military credits that are used as general elective credits cannot be used to substitute for major or minor requirements.

(5) Students will be notified after completing 30 credits at CWU that they are eligible to utilize the Reverse Transfer Agreement to earn an associate degree at the appropriate community or technical college.

CWUR 2-90-040 Academic and General Regulations

(1) Calendar (See CWUP 5-90-040)

(A) Following are procedures to follow in setting the university calendar:

1. Office of the Registrar originates a proposed schedule.

2. The draft is forwarded by September 30 to human resources for holiday schedule review.

3. The draft is forwarded by October 15 to the athletic director for review.

4. The calendar draft is forwarded by October 15 to the provost's council for review.

a. The ADCO chair reviews the schedule with the department chairs.

b. The faculty senate chair reviews the schedule with the faculty senate.

5. The provost's council completes its review of the university calendar by December 1.

6. The provost submits the calendar to the president's cabinet for approval.

(B) The university calendar process should begin eighteen months before the effective date of a new university catalog. To complete the process in a timely manner, the calendar process should begin in the month of September.

(2) Academic Appeals (See CWUP 5-90-040)

(A) Academic Petitions

1. Procedure Preliminary to Petition

a. Filing a petition to the board of academic appeals for a hearing:

- i. A student who wishes to appeal a decision affecting their status in a program must contact the department chair within twenty (20) working days of that decision.
- ii. Within ten (10) working days of the contact by the student, the department chair shall meet with both parties to clarify the petition and attempt to resolve it.
- iii. If a resolution is not achieved at the department chair level, and the student wishes to continue the petition process, the student must present the petition to the dean of the college or administrative supervisor within five (5) working days of the department chair's decision.
- iv. Within ten (10) working days of the contact by the student, the dean or administrative supervisor shall investigate the petition and attempt to affect a mutually agreeable solution. If such a solution cannot be reached, the dean shall have five (5) working days to weigh the fact and any evidence or testimony and send their decision to the relevant parties. Within five (5) working days of receipt of the dean's decision, both department chair, and student must notify the dean of the college or administrative supervisor in writing of their acceptance or rejection of the recommendation. Failure to provide this notification shall be construed as acceptance of the dean's decision.

(B) Time Limit on Filing Appeals

1. The students must ask for a hearing of the appeal before the Board of Academic Appeals within one academic quarter after determination of the grade of the course in question, or within one quarter after completion of the incomplete work, or in cases involving administrative actions after the fact, such as removal of incompletes, etc., one academic quarter after the administrative deadline for completion of such actions (in the case of spring quarter, by the end of the following fall quarter). The board may suspend this rule in exceptional circumstances, such as, but not limited to, extended illness, sabbatical leave, etc., of one or both parties to the appeal.
2. When any party to the appeal chooses not to attend the scheduled hearing, the board will conduct the hearing with the resources available to it and render a decision resolving the appeal.

(C) Course Grade Appeals

Procedures Preliminary to Course Grade Appeal.

1. The student shall first attempt to resolve the issue with the instructor. Within ten (10) working days of the contact by the student, the instructor and the student shall make a good faith effort to resolve the grade appeal. Should the instructor be on extended leave or no longer employed by the university, the department chair (or administrative supervisor in cases not involving academic departments) shall act for the instructor. The board may suspend this rule in the case of exceptional circumstances; e.g., extended illness, sabbatical leaves, etc., of one or both parties to the grade appeal.
2. If resolution is not achieved between the student and instructor, the student must ask the department chair or administrative supervisor to resolve the grade appeal. Within ten (10) working days of the contact by the student, the department chair shall meet with both parties to clarify the grade appeal and attempt to resolve it. If the grade appeal is not resolved to the satisfaction of both parties, the department chair or administrative supervisor shall forward a written statement of his or her reasoning in the matter to the dean of the college and to the student within five (5) working days of that attempted resolution.
3. The chair or designee shall submit a change of grade form if their decision necessitates a grade change.

4. If a resolution is not achieved at the department chair level, and the student wishes to continue the grade appeal process, the student must present the grade appeal to the dean of the college or administrative supervisor within five (5) working days of the department chair's decision.

5. Within ten (10) working days of contact by the student, the dean, or administrative supervisor shall investigate the grade appeal and attempt to affect a mutually agreeable solution. If such a solution cannot be reached, the dean shall have five (5) working days to weigh the facts and any evidence or testimony and send their decision to the relevant parties. Within five (5) working days of receipt of the dean's decision, both department chair, and student must notify the dean of the college or administrative supervisor in writing of their acceptance or rejection of the recommendation. Failure to provide this notification shall be construed as acceptance of the dean's decision.

6. The dean, or designee, shall submit a change of grade form if their decision necessitates a grade change.

(D) Procedures for filing an Academic Appeal to the Board of Academic Appeals for a Hearing)

1. An appeal before the board is heard as if the matter has not been heard previously.

2. A student may withdraw the appeal for a hearing at any time by notifying the board in writing through the office of the dean of ~~student success~~ the dean of undergraduate studies or dean of graduate studies, depending on the student.

3. The parties to the appeal will be provided with the rules governing the board of academic appeals by the dean of ~~student success~~ undergraduate studies or dean of graduate studies, depending on the student. The Board will assign a hearing advisor to each party. The role of the hearing advisor is defined in CWUR 2-90-040 (K).

4. The office of the dean of ~~student success~~ undergraduate studies or dean of graduate studies, depending on the student will provide the student with appropriate forms for filing an appeal.

5. The following steps ensure that the student and the faculty member both have the opportunity to view and respond to each other's materials before the Board hearing takes place:

a. The student has ten (10) working days to complete the forms and return them to the dean of ~~student success~~ undergraduate studies or dean of graduate studies, depending on the student.

b. Within five (5) working days of the receiving the student's forms and materials, the office of the dean of ~~student success~~ undergraduate studies or dean of graduate studies, depending on the student will provide the involved parties with copies of all those forms and materials prepared by the student.

c. Within ten (10) working days of their receiving the appeal, the faculty member against whom the complaint has been lodged must file a written response with the board chair and the student through the office of the dean of ~~student success~~ undergraduate studies or dean of graduate studies, depending on the student.

d. Within five (5) working days of receiving the faculty member's response, the office of the ~~student success~~ dean of undergraduate studies or dean of graduate studies, depending on the student, will provide that response to the student.

e. Within ten (10) working days of receiving the faculty member's response the student can provide a rebuttal to the office of ~~student success~~ the dean of undergraduate studies or dean of graduate studies, depending on the student.

f. When steps a-e above have been completed, the office of the dean of ~~student success~~ undergraduate studies or dean of graduate studies, depending on the student shall arrange for a hearing panel, and notify the parties involved of the time and place for the hearing.

7. Other interested persons may, upon request of one of the parties to the appeal or upon the request of the hearing panel, submit in writing any observations or relevant information to the instructor, student and hearing panel.

8. If, without prior notice, either party to the appeal does not appear at the scheduled hearing and does not present evidence that uncontrollable circumstances have prevented an appearance, it will be assumed that the party has nothing to add to the evidence already made available to the board.

(E) Board Proceedings

1. The hearing shall be closed to all but the members of the hearing panel, the involved parties and hearing advisors, witnesses, and a representative from the office of the dean of ~~student success~~undergraduate studies or dean of graduate studies, depending on the student.

The record will be retained for a period of six years. The material will be regarded as confidential. Copies of the record or any part thereof will be made available to the parties to the appeal by the records request process through the business services and contracts office. The cost will be borne by the party making the request.

2. The board may:

- a. administer oaths and affirmations, examine witnesses, and receive evidence;
- b. require witnesses to appear upon the request of any party to the appeal or upon its own motion;
- c. take or cause depositions to be taken;
- d. regulate the course of the hearing;
- e. hold conferences for the settlement or simplification of the issues with the consent of the parties;
- f. dispose of procedural requests or similar matters;
- g. make decisions or proposals for decisions; and
- h. take any other action authorized by this procedure.

3. All testimony will be sworn.

4. Both parties to the appeal have the right to advice from a third party of his or her choosing during the hearing of the grievance. Either party may ask for a recess.

5. Both parties to the appeal have the right to question the other party as well as any witness involved in the hearing.

6. Members of the hearing panel may question both parties and witnesses. Questions must be germane to the issues of the appeal. The board chair will rule on such matters.

7. The hearing will be held in a physical space that is isolated acoustically from its surroundings and large enough to comfortably accommodate all participants to the hearing. The student and instructor shall be seated across from the hearing panel and separated by the advisors and representative of the office of the dean of ~~student success~~undergraduate studies or dean of graduate studies, depending on the student. The student and the instructor shall not face each other.

8. The dean ~~of student success, or his/her designee~~or their designee, of undergraduate studies or dean of graduate studies, depending on the student, shall facilitate the hearing, take responsibility for electronically recording the hearing, and oversee the various stipulations contained in policy and/or procedures.

(F) Decision of the Board

1. Decisions of the board are based on a majority vote of the hearing panel appointed for the hearing, and shall be based exclusively on the evidence and on matters officially noted.
2. The decision and reasons for the decision will be reported in writing to both parties involved in the matter, to the officials who reviewed the appeal, and to appropriate authorities mentioned in the disposition of the decision. Minority opinions may be included in the report.
3. Parties to the appeal will be notified in writing of the decision of the board no later than five (5) working days after conclusion of the hearing.

(G) Power of the Board of Academic Appeals

1. The board may reject the petition or grade appeal after due consideration.
2. In cases involving grade changes or change in class status, the board may order a grade changed or a change in class status.
3. In cases or aspects of cases determined by the board to involve procedural problems, the board may make recommendations for adjustments to any of the parties to the appeal and/or to the appropriate authority.
4. In cases involving conduct, the board may take one or more of the following actions depending on the seriousness of the case as determined by the board:
 - a. The board may issue a no contact or no trespass order to prevent continued or subsequent actions with respect to the specific situation in question.
 - b. The board may reprimand one or more of the parties to the appeal and/or lodge the reprimand with the appropriate authority.
 - c. The board may submit to the proper authority a recommendation for disciplinary action for any party to the appeal in accordance with provisions of the Central Washington University and United Faculty of Central Washington University Collective Bargaining Agreement and/or the Student Conduct Code ([Chapter 106-125 WAC](#)).

(H) Procedures for Implementing Grade Changes and Withholding Suspension

1. If the board decides a grade should be changed, the dean ~~of student success, or his/her designee or their designee of undergraduate studies or dean of graduate studies, depending on the student,~~ will send to office of the registrar a copy of the decision authorizing and directing that the grade on the student's official record be changed. The student, the instructor, and the dean of ~~student success, or his/her designee~~undergraduate studies or dean of graduate studies, depending on the student, will be notified by office of the ~~r~~registrar when the change has been accomplished.
2. If the grade in question has resulted in the suspension of the student the dean ~~of student success, or his/her designee or their designee of undergraduate studies or dean of graduate studies,~~ will notify the office of the registrar to withhold suspension pending outcome of the hearing. If the Board finds in favor of the student such that suspension is no longer a consideration, the board chair will notify the ~~b~~Board of ~~a~~Academic ~~a~~Appeals and ~~A~~ademic ~~a~~ademic standing in writing of the decision and the suspension will be withdrawn. If the Board finds against the student, the ~~Dean~~dean of ~~student success~~undergraduate studies or dean of graduate studies, or ~~his/her~~their designee, will notify office of the registrar accordingly in writing, and the student will be withdrawn from the university or be subject to such action as the board deems appropriate, and the student's fee will be returned according to university fee return policy.

(I) Membership of the Board of Academic Appeals

1. The board shall be made up of fifteen (15) members: seven (7) faculty and eight (8) students.

2. Faculty members of the board will be chosen by the faculty senate from among faculty who are not members of the university's administration. The definition of "faculty member" will be that which is used in the Central Washington University and United Faculty of Central Washington University Collective Bargaining Agreement.

3. Student members of the board will be chosen by the Associated Students of Central Washington University Student Government (ASCWU SG) from students who are not members of the ASCWU SG. The definition of "student" will be that used in determining membership in the Associated Students of Central Washington University as indicated by the constitution.

4. The term of office for faculty members will be three years with staggered terms. Faculty members may be appointed to serve subsequent three-year terms. Students may serve up to three years at the discretion of the ASCWU SG.

5. The board chair shall be appointed yearly by the dean of ~~student success~~undergraduate studies or dean of graduate studies or ~~his/her~~their designee. The chair shall preside at all meetings and hearings before the board and be responsible for all business of the board.

6. Hearings before the board and judgments by the board will be conducted and rendered by the hearing panel made up of the board chair or ~~his/her~~their designee, two faculty and two student members of the board. The board can elect a pro tem chair from among the board members to act as a hearing panel chair. The student and instructor shall be notified about the content of the hearing panel five (5) working days before the hearing and may request a change in the panel within one (1) working day after that notification. The board chair shall decide if changes to the hearing panel are warranted and, if so, shall make those changes.

(J) Administrative Affairs of the Board of Academic Appeals

The dean of ~~student success~~undergraduate studies or dean of graduate studies or ~~his/her~~their designee will be responsible for the administrative affairs of the ~~b~~Board of ~~a~~Academic ~~a~~Appeals. The records of the board will be housed in the office of the dean of ~~student success~~undergraduate studies or dean of graduate studies. All requests for a formal hearing of academic appeals will be filed with the dean of ~~student success~~of undergraduate or dean of graduate studies or ~~his/her~~their designee, and it will be the dean's or ~~his/her~~their designee's responsibility to advise students on the functioning of the board; to verify and insure that required procedures preliminary to, during, incidental to, and following formal hearings are adhered to; and to call the board into session. After a complaint has been filed and verified, the ~~d~~Dean of ~~student success~~undergraduate studies or dean of graduate studies, or ~~his/her~~their designee, shall notify all parties to the complaint; to call for evidence and ensure safekeeping of said evidence; to keep and maintain the records of board correspondence, transactions, hearings, decisions, etc., and to implement the decisions and directives for the board.

(K) Hearing Advisors for the Parties

1. Hearing Advisors will be drawn from existing members of the board of academic appeals. The dean of ~~student success~~undergraduate studies or dean of graduate studies or their designee will select hearing advisors that do not have a conflict of interest regarding the particulars of the case. If a hearing advisor determines that they have a conflict of interest, they should inform the dean of ~~student success~~undergraduate studies or dean of graduate studies, depending on the student and request to be removed from their role as hearing advisor.

2. The responsibilities of the hearing advisors are exclusively as follows:

a. To ensure that all informal prerequisites as specified in Section V of rules governing the ~~b~~Board of ~~a~~Academic ~~a~~Appeals have been completed by the complainant;

b. To assist the complainant in properly completing or replying to the complaint form; and

c. To make recommendations concerning presentation of necessary information to the ~~b~~Board of ~~a~~Academic ~~a~~Appeals (i.e., complaint form, letters of correspondence between parties, documents, witnesses, etc.).

(3) Academic Advising and Orientation
(See CWUP 5-90-040)

(4) Admission to Major
(See CWUP 5-90-040)

(5) Registration
(See CWUP 5-90-040)

(6) Continuous Registration for Graduate Students
(See CWUP 5-90-040)

(7) Course Numbering and Class Standing

(A) Lower Division courses are delineated as:
First Year level - 101 through 199
Sophomore level - 200 through 299

(B) Upper Division courses are delineated as:
Junior level - 300 through 399
Senior level - 400 through 499

(C) Cumulative credits required for each class level are:
First Year - 0-44.9
Sophomore - 45-89.9
Junior - 90-134.9
Senior - 135 or more

(C) Students may enroll in courses one year level ahead of their present current status unless otherwise specified in the course description.

(D) Seniors may enroll in graduate level courses (501 and above) with the approval of both the instructor of the course and the department chair of the department offering the graduate course. Those wishing to designate the course for graduate credit must obtain approval from the dean of graduate studies ~~and research~~.

(8) Undergraduate Student Study Load
(See CWUP 5-90-040)
~~No procedures~~

(9) Graduate Student Study Load
(See CWUP 5-90-040)

(10) Concurrent Enrollment
(See CWUP 5-90-040)

(11) Auditing a Course
(See CWUP 5-90-040)

(12) University Catalog
(See CWUP 5-90-040)

(13) Preemptory Withdrawal from a Course
(See CWUP 5-90-040)

(14) Hardship Withdrawals

(See CWUP 5-90-040)

(15) Withdrawal from the University

(See CWUP 5-90-040)

(16) Withdrawal from the University Due to Military Exigency

(See CWUP 5-90-040)

(17) Grading Policies and Regulations

(See CWUP 5-90-040)

(18) Grade Point Average

(See CWUP 5-90-040)

(19) Credit/No Credit Option

(See CWUP 5-90-040)

(20) Satisfactory/Unsatisfactory Courses

(See CWUP 5-90-040)

(21) Statute of Limitations on Grade Changes

(See CWUP 5-90-040)

(22) Grade Reports

(See CWUP 5-90-040)

(23) Honor Roll

(See CWUP 5-90-040)

(24) Academic Dishonesty (See CWUP 5-90-040)

(A) Students accused of academic dishonesty will have an opportunity to meet with the course instructor and department chair to discuss the accusation and confirm or deny its correctness. If academic dishonesty is confirmed to the satisfaction of the instructor and department chair, the instructor and/or department chair should immediately contact the ~~dean of student success~~office of student rights and responsibilities, ~~and especially~~ the office of the registrar and the associate dean of student living.

(B) The student will be notified in writing by the instructor and/or department chair of pending action from the ~~dean of student success~~office of student rights and responsibilities, with a copy of notification sent to the ~~dean of student success~~office of student rights and responsibilities and office of the registrar.

(C) The ~~dean of student success~~office of student rights and responsibilities will investigate the case both as a violation of academic honesty and as a violation of the student code and report findings to the student, instructor, and office of registrar.

(D) If academic dishonesty is confirmed, the instructor may issue a failing grade for the specific assignment and/or for the course.

(E) Withdrawing from a course does not excuse academic dishonesty. In circumstances when academic dishonesty is confirmed, a W can be replaced by a letter grade (see CWUP 5-90-040(11)).

(25) Grade Appeals

(See CWUP 5-90-040)

(26) Repetition of Courses
(See CWUP 5-90-040)

(27) Incompletes (See CWUP 5-90-040)

(A) The instructor must submit a grade of “I” on the [SAFARI-MyCWU](#) roster, must fill in the [cComment](#) field (under Incomplete Detail), stating what a student must do to complete a course, and set a specific date up to one calendar year for the completion of the course work. The instructor may not alter the Lapse to Grade field.

1. If faculty are unable to enter grades on [SAFARI-MyCWU](#), Incomplete procedures and Report of Incomplete (ROI) forms are available from the department offices as well as from office of the registrar.

(B) Office of the Registrar will send notification of Incomplete to the student, based on the information in the comment field or the information provided on the ROI if the instructor did not enter the “I” directly on SAFARI.

(C) If the work is not completed within one (1) calendar year from the last day of the quarter in which the “I” was received, office of the registrar will automatically convert the “I” to an “F”. The instructor may request an extension from office of the registrar.

(E) It is the student’s responsibility to contact the professor and make arrangements to complete the course.

(E) To earn a grade, a student must complete the work for the course as prescribed by the instructor by the indicated date on the Lapse Deadline.

(F) If a student satisfactorily completes the prescribed work within the indicated period, the instructor must file a Change of Grade form by the end of the quarter in which the work was completed.

(G) Students may not re-register for a course in which they receive a grade of incomplete.

(28) In Progress (IP)

(A) All uses of the “IP” grade must be submitted to and approved by the office of the registrar.

(B) A letter grade is issued when the course is completed and recorded by office of the registrar, upon receipt of the Change of Grade form submitted by the instructor.

(C) If a grade is not submitted to [the office of the registrar services](#) within one calendar year the “IP” will automatically be changed to “F” by [the office of the rRegistrar-Services](#). The instructor may request an extension from office of the registrar.

(29) No Show (NS)

(A) “NS” is submitted by the instructor any time after the change of schedule deadline and must be approved by the [office of the rRegistrar](#).

(30) No Grade Reported (NR)

(A) “NR” is issued by office of the registrar.

(B) “NR” will remain on record until office of the registrar, working with the instructor, department chair or dean, will determine, when possible, an appropriate grade change.

(31) Prior Learning Assessment

(A) Course Challenge

The following rules apply:

1. Special courses such as “individual study,” “special topics,” “cooperative education,” and “seminars” may not be challenged for credit.
2. A list of department-approved courses which may be challenged will be maintained by office of the registrar.
3. The challenge is conducted according to procedures established by the departments.
4. The result of the course challenge is recorded as “S” or “U” on the transcript and is not used in computing grade point average.
5. The application to challenge a course will be denied if:
 - a. credit for the course has been received previously at this or another college,
 - b. the course was previously failed,
 - c. the student previously withdrew from the course,
 - d. the course was previously unsatisfactorily challenged,
 - e. the course was previously audited or,
 - f. registration was canceled.

(32) Course Substitutions

(See CWUP 5-90-040)

(33) Undergraduate Scholastic Standards

Academic Standards. The academic deans are responsible for implementing academic standards.

(34) Academic Standing

(A) College advising offices and other advising structures will develop processes for requiring advising and creating academic improvement plans relevant to their students’ needs.

1. (See CWUP 5-90-040(35))

2. The office of the registrar will inform students and their professional/faculty advisors when they enter academic warning.

3. The office of the registrar will inform students and their professional/faculty advisors when they enter academic probation.

4. (See CWUP 5-90-040(35))

A. The dean of student success will review the files of all students entering academic suspension and inform each student and their professional/faculty advisors of their suspension status.

B. Students appealing suspension will follow the process established by the dean of student success. The academic standing committee will review suspension appeals before the beginning of the subsequent quarter.

C. (See CWUP 5-90-040(35))

D. Students must meet with a professional/faculty advisor to develop an academic improvement plan after being readmitted.

(35) Graduate Scholastic Standards
(See CWUP 5-90-040)

(36) Course Requirement Overlap
(See CWUP 5-90-040)

(37) Academic Forgiveness
(See CWUP 5-90-040)

(38) Class Attendance and Participation
Students should obtain written documentation from the faculty member via email correspondence, letter, or any other form of written communication on whether absences in the course will be approved, stating which absences will be approved, and defining any accommodations for missed assignments. The written documentation will serve as verification of the agreement.

(39) Last Week of Classroom Instruction
(See CWUP 5-90-040)

(40) Final Examinations
(See CWUP 5-90-040)

(41) Syllabi
(See CWUP 5-90-040)

(42) Athletic Participation
(See CWUP 5-90-040)

(43) Required Student Participation in Assessment Activities

(A) First year students will satisfy all required placement assessment activities before or during the first-year orientation session.

(B) First-year students admitted after all orientation programs, and international students, will satisfy all required placement assessment activities before they register for their second quarter.

(C) Transfer students will satisfy all required placement assessment activities before they register for their third quarter

(44) Student Bereavement Leave
(See CWUP 5-90-040)

(45) Developmental and Foundational Course Requirements
(See CWUP 5-90-040)

(46) Student Service Campus
Students who would like to change their service campus must complete a campus change request form. Any change involving the Ellensburg campus must be approved and processed by office of the registrar. All other changes may be approved and processed by university center or online advising staff as appropriate.

(47) Student Evaluation of Instruction (SEOI)
(See CWUP 5-90-040)

CWUR 2-90-050 Graduation Requirements for Bachelor's Degrees

(1) Credits

(see CWUP 5-90-050)

(2) Scholastic Requirements for Graduation

(see CWUP 5-90-050)

(3) Degree Components

(see CWUP 5-90-050)

(4) Professional Education

(see CWUP 5-90-050)

(5) Application for Graduation

(see CWUP 5-90-050)

(6) Commencement Participation

(A) (see CWUP 5-90-050)

(B) Students will be sent commencement information and have the ability to register online.

(C) (see CWUP 5-90-050)

(D) Students must apply through MyCWU or by using the form from [the office of the registrar services](#).

(E) Candidates who are completing student teaching or a full-time internship in the following fall may register to participate in the spring commencement ceremony. Students must apply for graduation by the application deadline for summer quarter graduation and register for commencement by the registration deadline for the spring commencement ceremony.

(F) (see CWUP 5-90-050)

(G) (see CWUP 5-90-050)

(H) (see CWUP 5-90-050)

(7) Graduation with Distinction

(see CWUP 5-90-050)

(8) Other Distinctions

(see CWUP 5-90-050)

(9) Concurrent Baccalaureate Degrees

(see CWUP 5-90-050)

(10) Second Baccalaureate Degree
(see CWUP 5-90-050)

CWUR 2-90-060 Review Process for Proposals to Create, Reorganize, or Rename and Academic Unit or Units

(1) Initiation of a proposal to create, reorganize, or rename an academic unit or units.

See CWUP 5-90-060

(2) Principles guiding consultation on the creation, reorganization, or renaming of academic units.

See CWUP 5-90-060

(3) Preparing a proposal for consultation on a creation, reorganization, or renaming of an academic unit.

See CWUP 5-90-060

(4) Review process for proposals to create, reorganize, or rename on academic unit or units.

(A) The review process will include documentation of feedback from the following groups, in the order presented:

1. All faculty (as defined in faculty code section I.A.1.a) and staff within affected academic units.

2. All affected dean(s).

3. Faculty Senate and ~~a~~Academic ~~d~~Department ~~c~~Chairs ~~o~~Organization (ADCO) concurrently, and (if applicable) student academic senate.

4. Additional groups as identified by the faculty senate executive committee or the provost, including, but not limited to, facilities management, the office of the registrar, office of information services, faculty senate budget and planning committee, or faculty senate curriculum committee.

(5) Provost Council

See CWUP 5-90-060

Department Name Change Handout

PROPOSAL TEMPLATE TO RENAME ACADEMIC DEPARTMENT PER CWUP 5-90-060

1. **Description of the recommended change:** Change the name of the Department of Philosophy & Religious Studies to the Department of Philosophy & Comparative Religion
2. **Rationale for the recommended change:** The Religious Studies major and minor received approval in 2021-22 to change their names to Comparative Religion. This department name change would reflect that new designation and make it align with the program changes. The name Comparative Religion more accurately describes what the program offers and allows us to better distinguish ourselves from programs that are theological or ministerial in their approach and content.
3. NA
4. **Method for evaluating achievement of goals and objectives:** Greater visibility on and off campus. Surveys of current and incoming students on appropriateness and appeal of new name.
5. **Relation of the change to the mission and strategic plan of the university:** Increase the visibility of the department within the state, emphasizing the unique nature of the Comparative Religion program and its value to the regional community and related constituencies.
6. **Impacts on academic programs across the university.** None
7. **Impacts on faculty, students, and staff.** Students will be able to point to the objective, comparative nature of their study of world religions. The name change again deemphasizes theological studies and allows students and faculty to more accurately represent their studies and research.
8. **Impacts on quality of degree programs, student retention, and graduation rates.** No impact is expected on quality of the programs, and retention and graduation rates should remain unchanged.
9. NA
10. NA
11. NA
12. NA
13. **Implementation plan and timeline.** As noted the degree programs related to the Comparative Religion curriculum have already been approved and implemented. Work has begun on informally advertising ourselves as the Comparative Religion program, and implementation of the department name change can occur as soon as final approval is received. Once that happens, we will begin making changes to promotional literature, websites, etc. A very short turn around for each of these is anticipated.

REPORTS

Bylaws and Faculty Code Committee Report November 1, 2023

Charge #	Timeline	Charge/task	Progress	Action
BFCC23-24.01	Fall	Review of Bylaws for all committee titles and abbreviations.	Finalizing review of Code and Bylaws. BFCC anticipates submission to EC for review by 11/1/23.	In progress.
BFCC23-24.02	Fall	Clarify Bylaws, Section VII D. Senate Hearing, 1. (corresponds to Code IV. F.4)	Finalizing language for Code and Bylaws. BFCC anticipates submission to EC for review by 11/1/23	In progress.
BFCC23-24.03	Fall	Consult with Evaluation and Assessment Committee regarding whether or not Associate Deans should be added to faculty assessment of deans.	N/A	Not started.
BFCC23-24.04	Winter	Research and identify potential conflicts of interest related to department chairs being senators and consider updating bylaws.	N/A	Not started.
BFCC23-24.05	Winter	Rework Code, Section II. 2. College Budget Committees. Review for consistency with the new budget model. Specifically, what is the role of the BPC with the new model? (Section IV. D. 1. f. – BPC duties).	N/A	Not started.

BFCC23-24.06	Winter	Review CBA and update Faculty Code for alignment. Consider updating faculty code to directly reference the CBA when appropriate for reduced BFCC code updates and clarifying the governing body (i.e. Faculty Senate or UFC) for clearer faculty direction.	N/A	Not started.
BFCC23-24.07	Winter	Consider the benefits and drawbacks of adding Non-Tenure Track (NTT) faculty as permanent members of Faculty Senate standing committees. Make recommendations as appropriate.	BFCC has started its investigation. Consultation with UFC president to determine any potential issues with bargaining has been completed.	In progress.

Additional Information

BFCC met four times this month (10/9, 10/16, 10/23, and 10/30). The committee has focused on checking for inconsistencies in committee titles and abbreviations in Code and Bylaws (BFCC23-24.01). Additionally, the committee worked on clarifying the Senate Hearing language for Code and Bylaws (BFCC23-24.02). The committee anticipates these two motions will be presented at the November 29 Senate meeting.

**Budget and Planning Committee Report
November 1, 2023**

Charge #	Timeline	Charge/task	Progress	Action
BPC23-24.01	Fall	Review the Budget Development Task Force Tuition Waiver Group Recommendation for Changes to Tuition Waiver Policy and Use waiver report and make policy recommendations.	Discussed the Budget Development Task Force Tuition Waiver Group Recommendation for Changes to Tuition Waiver Policy and developed a set of questions to ask a representative of the group. Invited representatives of the group to the next BPC meeting.	In progress
BPC23-24.02	Fall	Invite Joel Klucking or another representative from Finance & Administration on results of feedback from town hall meetings and the next steps of the Values Based Budgeting Model at CWU.	Met with Joel Klucking to get an update on current budget conditions for the fall and discussed some of the aspects of this charge.	In progress
BPC23-24.03	Fall	Maintain regular communication processes with college budget committees.		Not started
BPC23-24.04	Fall	Consult with and consider coordination with Shared Governance Joint Sensemaking Group		Not started
BPC23-24.05	Continuous	Continue to take an active role in the budget governance process and push for greater clarity in the various roles in the process	Met with Joel Klucking to get an update on current budget conditions for the fall and discussed some of the aspects of this charge.	In progress

BPC23-24.06	Winter	Review Policy and Procedures on the role of President's Budget Advisory Council and the other budget-related committees across campus and make recommendations for updates.	Distributed draft policies and procedures and discussed a timeline for providing feedback.	In progress
BPC23-24.07	Winter	Review budget calendar as proposed by financial services (or that office) and make recommendations of concerns.		Not started
BPC23-24.08	Winter	Continue monitoring the budgetary implications for faculty of the University mission and vision, as well as the development of the University strategic plan. Provide recommendations as appropriate.	Discussed budget model implementation with Joel Klucking during our first meeting of the quarter.	In progress
BPC23-24.08 (2)	Winter	Continue monitoring implementation of the budget model at Central as it impacts programs, departments, and colleges. Disseminate findings to administrators and faculty as appropriate.	Discussed budget model implementation with Joel Klucking during our first meeting of the quarter.	In progress

BPC23-24.09	Winter	Explore budgetary implications of CWU organizational changes and make recommendations as appropriate.		Not started
BPC23-24.10	Spring	Review committee procedures manual through an equity lens, including committee functions, processes, and membership.		Not started
BPC23-24.11	Spring	Review committee procedures manual and update as required.		Not started

Additional Information