

**REGULAR MEETING**  
**Wednesday, February 5, 2020, 3:10 p.m.**  
**BARGE 412**  
**Minutes**

Meeting called to order at 3:11 p.m.

**ROLL CALL All senators, or their alternates were present except:** Timothy Beng, Peter Dittmer, Vanessa Hunt, Kim Jones, Jackie Krause, Michel O'Brien, Mark Oursland, Nelson Pichardo, Carrie Rehkopf, and Darci Snowden

**GUESTS:** Rose Spodobalski-Brower, Phil & Patricia Garrison, Dan Martin, Aaron Brown, Gail Mackin, Kandee Cleary, Kevin Archer, Duane Dowd, Jill Clark, Micholas Mejia, Mickael Candelina, Alejandro Alcantar, Bernadette Jungblut, Veronica Corral Acevedo, Becky Pearson, Sydney Thompson, Duane Dowd, and Jill Hernandez

**CHANGES TO AND APPROVAL OF AGENDA** - Approved

**MOTION NO. 19-23(Approved):** APPROVAL OF MINUTES of January 15, 2020

**COMMUNICATIONS** - Confidentiality in Reporting Sexual Misconduct for Students at CWU brochure, Memo from Philip & Patricia Garrison regarding APOYO, and copy of a letter sent to Gregg Heinselman regarding APOYO.

**SENATE CHAIR REPORT** – Chair Szeliga reported that the next Board of Trustees (BOT) meeting will be in Des Moines. The Executive Committee (EC) will have opportunity to meet with the BOT prior to their regular meeting. If faculty are interested in providing public comment, you must sign up 3 days in advance. The RCM/ABB model proposed changes were sent out and are available online. Feedback is requested by February 20th. November 1st is when the proposals are due for next year. Amy Claridge will be stepping down from the EC this spring. There will be a vacancy for CEPS beginning spring quarter. There will be some shuffling on EC this year as there are several whose terms will end.

**FACULTY ISSUES** – Chair Szeliga reported on the faculty issues brought up at past meeting. There were two issues brought up about the layout of stage for graduations and a request for help with a theatre curriculum proposal. Lauren Zeutenhorst indicated she is willing to come to talk about graduation. EC will work to schedule a presentation for an upcoming meeting. The EC is working on the theatre proposal.

Senator Erdman yielded the floor to Patricia Garrison. Patricia indicated they are responding to Gregg Heinselman's decision to not renew the APOYO lease on the CWU campus. This decision is overturning decisions of past three presidents, and countless deans. Patricia said that Dean Heinselman indicates FISH can take them in, but there are problems with this arrangement. The Dean is violating the current MOA by not recruiting students. She indicated he will not tell them how many CWU students need to be volunteering at APOYO. Dean Heinselman has said that by hosting APOYO he is gifting state resources and that he is not bound by the MOA of past deans. The strategic plan talks about community. APOYO has been at Central since 1999.

Senator Dormady expressed discomfort with the freight train of Open Educational Resources (OER) and will be sending additional information about their concerns to the EC.

**STUDENT REPORT** - Nicholas reported that this weekend students traveled to Olympia to talk with Legislators. They were able to meet with the Lt Governor. They also met with thirty different representatives. The day went smoothly and students had fun. Nicholas indicated it was a great professional development and learning experience. Last week the ASCWU passed a resolution to maintain a space for the APOYO food bank. Many students use the resource and is a volunteer opportunity. There are students who struggle during college, and have utilized that this resource to provide them with food, clothes and items they need to live. We have PUSH pantries, but often they are empty. They held a tobacco free forum and students are for having a tobacco free campus. There will be another forum on March 9 from 7-8 p.m. Last week ASCWU spoke with students at the Westside/Eastside centers. They need more representation. Fifty percent of CWU students come from the areas the centers are partnered with. The students indicate they would like more representation and resources that are needed for students at the Centers. ASCWU spoke with the alumni foundation at their meeting in Sammamish.

**OLD BUSINESS** - None

## **REPORTS/ACTION ITEMS**

### **SENATE COMMITTEES:**

#### **Bylaws and Faculty Code Committee**

**Motion 19-19(Second Reading):** Recommends amending the Faculty Code, Section IV. E. as outlined in Exhibit A. .

#### **Academic Affairs Committee**

**Motion No. 19-24(Approved):** Recommends amending CWUP 5-90-050(6) and CWUR 2-90-050(6) Commencement Participation as outlined in Exhibit B. . -

**Motion No. 19-25(Approved):** Recommends amending CWUP 5-90-040(27) Incompletes & (28) InProgress (IP) and CWUR 2-90-040 (27) Incompletes & (28) InProgress (IP) as outlined in Exhibit C.

**Motion No. 19-26(Approved):** Recommends amending CWUP 5-90-040(40)15 Syllabi as outlined in Exhibit C.

**Motion No. 19-27(Approved):** Recommends amending CWUP 5-90-040(6), (7), (9), (19), (34) graduate studies related policy as outlined in Exhibit C.

**Motion No. 19-28(Approved):** Recommends adding CWUP 5-90-070(4) Individual Studies Graduate Programs as outlined in Exhibit D.

**Motion No. 19-29(Approved as amended):** Recommends adding School of Graduate Studies and Research Policy CWUP 5-130-010, CWUP 5-130-020, CWUP 5-130-030, CWUP 5-130-040, CWUP 5-130-050, CWUP 5-130-060, CWUR 2-130-020, and renumbering CWUP 5-130-070 as outlined in Exhibit E.

**Motion 19-29a(Approved):** Senator Pinkart moved to amend Motion 19-29 CWUP 5-130-050(1) to read: "The graduate faculty serve as teachers and mentors, as well as active researchers and artists".

**Budget & Planning Committee** - Written report.

**Curriculum Committee**

**Motion No. 19-30(Approved):** Recommend approving the Mathematics: Middle-Level Education, BA to increase credits and continue to be the 75 credit for a BA as outlined in Exhibit F. To meet the new culminating experience requirement.

**Motion No. 19-31(Withdrawn):** Recommend approving the Mathematics: Secondary Education, BA to increase credits and continue to be the 75 credit for a BA as outlined in Exhibit G.

**Motion No. 19-32(Approved):** Recommend approval of a new BS in Entrepreneurship as outlined in Exhibit H.

**Motion No. 19-33(Approved):** Recommend approval of a new Type B Certificate – Tasting Room Management as outlined in Exhibit I.

Michael Goerger reported that the committee will be establishing deadlines within the next few weeks and hope to have tentative deadlines for the following year. English is developing a new approach of offering ENG 101 that would stretch over two quarters. That proposal is currently in Curriculog and will be on curriculum log soon. The General Education program change is at their step. Currently waiting on final approval on some of the proposals.

**Faculty Legislative Representative** - Written report

**PRESIDENT** – President Gaudino reported that Friday is the last day for bills to come out of committee in Olympia. There are bills that are poorly written but with good intention. The Lt Governor bill that would require a single application for all public universities. All institutions have very different requirements and at CWU faculty determine the admission requirements. Would have to a form that would fit everyone. All the data would go into Olympia and would be parsed out to each of the universities. The bill requires institutions to join the Common App, which is a commercial application process. Common App would receive all the fees and puts a surcharge on top of that, which would cost perspective students more. All six of the universities are opposing it. Central has the simplest application and lowest application fee. Central waives the fee in certain situations and would not have this flexibility under this bill. They have completed the search for the VP Enrollment Management and Josh Hibbard was offered the position. Provost search have had three candidates on campus. The fourth will be here next week. They have all indicated a start date in early summer.

**PROVOST** – Provost Frank will be speaking this Friday to the Foundation Board. She has 30 minutes to talk. She wants them to understand more about the ASL mission, goals, and values. Central is working on a feasibility and readiness study to see about launching a major capital campaign. This would be a \$100-150 million capital campaign. Success of the process will be in the planning. Central has been doubling our giving every year for the past four years. The Provost has held a town hall regarding the Centers. The town hall was well attended with approximately 100 people, which included faculty, students and staff. Provost Frank indicated that the inclement weather policy has turned into a revision of an existing policy on emergency closures. It went to Provost Council and there was nothing about the Centers in the policy. This is being worked on now. They are working on putting all of the strategic plans and putting them into one document. Still in rough draft, but will show the trustees at their meeting later this month. She indicated she will present this at a

future Senate meeting if there is interest. Provost Frank has met with Education faculty and is working with them to realize their goal of bring them back to the top of their reputation. They have been very responsive to those conversations. She met with some of the Japanese students.

**CHAIR-ELECT** – Chair-Elect Delgado reported there will be an Open EC meeting February 12 from 3:00-4:00 p.m. Faculty Friday will be on February 28 from 5:00 – 7:00 p.m.

**NEW BUSINESS** - None

Meeting was adjourned at 4:25 p.m.

# Exhibit A

## Section IV. FACULTY SENATE

### E. Assigned Time and Workload Units for Senate Offices and Activities

1. Workload units associated with Senate offices and activities are based on: 30 hours of time spent in meetings and in preparation for meetings = 1 workload unit. It is acknowledged that units assigned reflect an annual average that faculty may reasonably expect over a three-year term.

#### 2. Senate Chair

a. The Senate chair shall be relieved of thirty-six (36) workload units of teaching for the academic year to perform their duties. The department in which the chair teaches shall receive compensatory funds from the Senate.

b. The chair assumes certain duties and responsibilities in the summer, for which a stipend ~~is~~ 8-14 WLU (based on need and budget considerations) ~~is~~ are negotiated with the president.

#### 3. Senate Chair-Elect

The Senate chair-elect shall be relieved of eighteen (18) workload units of teaching for the academic year to perform their duties. The department in which the chair-elect teaches shall receive compensatory funds from the Senate.

a. The chair-elect assumes certain duties and responsibilities in the summer, for which the Senate Chair assigns 1 WLU.

#### 4. Senate Past Chair

The Senate past chair shall be relieved of eighteen (18) workload units of teaching for the academic year to perform their duties. The department in which the past chair teaches shall receive compensatory funds from the Senate.

a. The past chair assumes certain duties and responsibilities in the summer, for which 4-7 WLU (based on need and budget considerations) are negotiated with the president.

#### 5. Executive Committee Member

Executive Committee members who are not the chair, chair-elect or past chair shall receive six (6) service workload units, three (3) of which shall be reimbursed by the Senate.

a. Members of the EC assume certain duties and responsibilities in the summer, for which the Senate Chair assigns 1 WLU.

## **Exhibit B**

**Policy & Procedure Number: 5-90-050(6)**

**New      Revision X**

**Title:** Commencement Participation

**Summary:** The commencement participation policy and procedure are being revised to clarify and streamline the process through which teacher candidates finishing student teaching in Fall quarter can participate in spring commencement.

## CWUP 5-90-50

### (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 participate in the spring graduation ceremony.

(B) Students must ~~submit to the registrar~~ register online for the a commencement ceremony participation form prior to the published commencement participation deadline.

(C) Students anticipating graduation the summer quarter following commencement exercises may participate in the graduation ceremony on a space available basis.

(D) 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. Published acknowledgment of the degree will not take place until the degree is conferred.

€ 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. Petitions must be submitted to registrar services on or before the graduation application deadline for summer quarter may register to participate in the spring commencement ceremony.~~

(F) All honors recognition for summer quarter and fall candidates will be published the following spring.

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

(H) Exceptions to commencement procedures are ~~approved~~ processed by the commencement committee.

## CWUR 2-90-050

### (6) Commencement Participation

(A) (See 5-90-050)

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

(C) (See 5-90-050)

(D) Students must apply through MyCWU or by using the form from registrar services.

(E) ~~Students submitting a petition must include a rationale and obtain approval from their major advisor, department chair, and dean. Approved petitions must be submitted to 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 5-90-050)

(G) (See 5-90-050)

(H) (See 5-90-050)

*[11/28/2018: Responsibility: Faculty Senate; Authority: Provost/VP for Academic & Student Life; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 02/20/2019; Approved by: James L. Gaudino, President]*



## Exhibit C

**Policy & Procedure Number: CWUP 5-90-040 & CWUR 2-90-040**

**New Revision X**

**Title:** Academic and General Regulations

### **Summary:**

CWUP 5-90-040(25) & (26) and CWUR 2-90-040 (25) & (26) These policy and procedure revisions clarify the definitions of the Incomplete and InProgress grades with reference to their bearing on financial aid. The changes standardize definitions across policy areas in order to ensure that students who receive I and IP grades continue to be eligible for financial aid.

CWUP 5-90-040(37) This change is being made in order to bring CWU Policy into compliance with recent changes to state law and recommendations from the Sexual Misconduct Task Force. Under this change, faculty will be required to include information about CWU's policy on sexual misconduct in their syllabi.

CWUP 5-90-040 (6), (7)(C), (9), (19)(D), (34) The addition of this language is part of a larger effort to translate graduate studies internal rules and practices into university policies and procedures.

There are also changes throughout the documents to update some section titles, renumbering and to add policy or procedure hyperlinks.

## **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 registrar is responsible for initiating and developing the calendar incorporating review and comments by the office of human resources, athletic director, academic department chairs' organization (ADCO), provost's council, and faculty senate. ([See CWUR 2-90-040\(1\)](#))

(2) Academic Appeal ([See CWUR 2-90-040\(2\)](#))

(A) Students are responsible for achieving and maintaining the standards of academic performance and excellence which are established by their instructors and for complying with all relevant policies, standards, rules, and requirements which are formulated by the university and the university's academic units. At the same time, students have protection, through orderly procedures, against arbitrary or capricious actions or decisions by academic offices. No individual shall be penalized or retaliated against in any way by the university community for his or her participation in this complaint procedure.

(B) Purpose of the Board of Academic Appeals (Board) and Academic Standing Committee (ASC) is to provide for fair and impartial hearing of academic grievances involving students, faculty, staff, and administrators. The Board serves as the final hearing body for the university in the matter of academic grievances. 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 and academic standards committee is final.

The academic appeals policy is established by the faculty senate and is administered by the dean of student success. 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 board of trustees.

Revised 6/82; Faculty Senate approval 6/2/82; Board of Trustees approved 6/18/82

(3) Academic Advising and Orientation

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

(C) Pre-major or major advising will be required for all students the quarter after they have obtained 45 credits and the quarter after they have obtained 90 credits, and implemented using a service indicator on a student's MyCWU account.

(D) All undeclared students will be required to indicate their intended major on MyCWU every quarter before they register.

(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 registrar services. 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 Registrar Services 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 registrar services 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 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 registrar services approval. Approval for priority registration is not intended to be based on major only. Individual students may not apply directly to 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.

(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 peremptory withdrawals. The provost or designee may authorize dismissal in these cases after reviewing records presented to 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(22)).

#### (14) Hardship Withdrawals

(A) Withdrawals will be granted only for reasons of hardship after the sixth week of instruction. Petitions must be submitted to registrar services. Registrar Services 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 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 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 registrar.

(C) Registrar Services 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 registrar services or their center office as soon as possible to complete the appropriate withdrawal process, and to submit a copy of the federal activation orders.

**(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.

[06/18]

**(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 ~~S~~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 ~~master's-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 S or U grading).

(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 change of schedule period.

(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) 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.

#### (21) 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.

[06/18]

#### (22) 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.

#### (23) Honor Roll

(A) Undergraduates who achieve a grade point average of 3.5 or higher will be named to the honor roll.

(B) To be eligible, a student must complete a minimum of 12 graded credits in the quarter earned.

(C) Post-baccalaureate students are not eligible for the honor roll.

#### (24) Academic Dishonesty

(A) Academic dishonesty is defined in the Student Conduct Code (II.B).

#### (25) Grade Appeals

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

#### (26) 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)

#### (27) 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 ~~has had been making satisfactory progress as of the uncontested withdrawal date. Satisfactorily completed a sufficient portion of it and can be expected to finish without having a re-enroll in it.~~

#### (28) 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 Flight Technology, International Studies, and Cooperative 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 registrar services within one calendar year, the "IP" will automatically be changed to "F" by registrar services.

(29) 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.

(30) No Grade Reported (NR)

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

(31) 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 registrar services, and applicable fee must be submitted to Registrar Services.

(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.

(32) 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 registrar services 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.

(33) Undergraduate Scholastic Standards

(A) Academic standards are established by the faculty. The dean of student success has responsibility for implementing these standards.

(B) A student's academic standing appears on the quarterly grade report. Following are standard designations of academic standing:

1. Good Standing: A student is in good standing when both the quarterly and cumulative grade point averages (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 2.0.3. Academic Probation: A student who has been on academic warning will be placed on academic probation if either the quarterly or cumulative GPA for the previous quarter is below 2.0.4. Academic Suspension: A student who has been on academic probation will be placed on academic suspension if the GPA for the previous quarter is below 2.0.

A. If the GPA for the previous quarter is 2.0 or above, but the cumulative GPA remains below 2.0, the student will remain on academic probation.

B. If previous quarter GPA is below 2.0, immediately after grade reports are prepared, the dean of student success reviews the academic files of all suspended students. A letter will be sent to the student informing him/her of one of the following three decisions:

1. The student may be allowed to register for one more quarter with an academic standing of probation.

2. The student may be allowed to submit a petition presenting evidence of circumstances beyond the student's control which adversely affected the student's performance during the preceding quarter(s). If the petition presents convincing evidence of such extenuating circumstances, the student will be referred to the academic standing committee. The committee will hear the student's case and may decide to allow the student to enroll for one more quarter on academic probation.

3. The student may be denied enrollment for up to one year, following which a written petition for readmission must be presented to the dean of student success. Readmission is not guaranteed.

#### (34) 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, after one quarter of probation, the student fails to raise her or his cumulative grade point average to 3.0 or above, the student will be withdrawn from the university. A student on probation may not proceed with a culminating experience.

#### (35) 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 registrar services and published in print and on-line catalogues and available department advising material.

### (36) Academic Forgiveness

(A) An undergraduate student may petition 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 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.

### (37) Class Attendance and Participation

(A) Instructors may require regular class attendance.

(B) The first day of the quarter is the first day of instruction listed in the university calendar. An instructor may drop a student from the class by notifying registrar services if the student has failed to attend the class by the end of the third day of the quarter or the first class meeting if the class does not meet during the first three days of the quarter.

(C) A student who does not meet course prerequisites may be required to drop from the course.

(D) 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. In cases where an absence meets the guidelines in CWUP 5-90-040(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. The written documentation will serve as verification of the agreement.

(E) 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.

(F) 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)

#### (38) 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.

#### (39) 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 registrar services 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 has more than two examinations scheduled on the same day or two examinations scheduled at the same time, any one of his/her 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.

[02/18]

#### (40) 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\(22\)](#) and [CWUR 2-90-040\(22\)](#).
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. [Religious Holiday Statement, pending approve]

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."

[06/18]

#### (41) 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.

#### (42) 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 English 101 and Math 101 and above upon entering as first year students. Students with deficiencies in English usage/reading or computation must correct them prior to enrolling in Eng 101 or Math 101 and above, respectively.
2. Once accepted, international students may be evaluated by the ESL staff to determine whether additional English-as-a-second-language course work will be required during attendance.

#### (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.



### (43) 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(40)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.

*[Responsibility: Faculty Senate; Authority: Provost/VP for Academic & Student Life;  
Reviewed/Endorsed by Academic & Student Life Council 03/15/2016; Cabinet/UPAC;  
Review/Effective Date: 04/06/2016; 04/19/2017; 02/21/2018; Approved by: James L. Gaudino,  
President]*

## **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. Registrar Services 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 Appeal ([See CWUP 5-90-040](#))

(A) Academic Grievances

1. Academic grievances are defined as the following:

- a. A claim by the student that an assigned grade is the result of arbitrary, capricious application of otherwise valid standards of academic evaluation; or
- b. A claim by the student that the standards for evaluation are arbitrary, capricious; or
- c. A claim by the student that the instructor has taken an arbitrary, capricious action which adversely affects the student's academic progress; or
- d. A claim by the student that a university department, program, or office has made a decision not in keeping with university policy or taken an arbitrary, capricious action which adversely affect the student's academic progress.

2. A student wishing to pursue an academic grievance must use the procedures outlined in CWUR 5-90-040(3). The emphasis of the procedure is on informal resolution of the grievance.

(B) Time Limit on Filing Complaint

1. The students must ask for a hearing of the grievance 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 grievance.

2. When any party to the grievance 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 grievance.

(C) Procedures Preliminary to Petitioning the Board of Academic Appeals for a Hearing (PAC approved 6/26/03)

1. The student shall first attempt to resolve the grievance with the instructor. Within fifteen (15) working days of the contact by the student, the instructor and the student shall make a good faith effort to resolve the grievance. 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 grievance.

2. If resolution is not achieved between the student and instructor, the student must ask the department chair or administrative supervisor to resolve the grievance. Within ten (10) working days of the contact by the student, the department chair shall meet with both parties to clarify the grievance and attempt to resolve it. If the grievance 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 ten (10) working days of that attempted resolution.

3. If a resolution is not achieved at the department chair level, and the student wishes to continue the grievance process, the student must present the grievance to the dean of the college or administrative supervisor within fifteen (15) working days of the department chair's decision.

4. Within fifteen (15) working days of contact by the student, the dean, or administrative supervisor shall investigate the grievance and attempt to affect a mutually agreeable solution. If such a solution cannot be reached, the dean shall weigh the facts and any evidence or testimony. The dean will send a written recommendation which states his/her reasoning in the matter to the student and instructor, or designee, within ten (10) working days of having concluded the hearing. Within ten (10) working days, both instructor, and student must notify the dean of the college or administrative supervisor in writing of their acceptance or rejection of the recommendation.

5. If the dean's recommendation is not acceptable to either the student or instructor, either party may petition for a hearing of the grievance before the Board of Academic Appeals. The petition must be filed with the dean of student success within ten (10) working days of receipt of the recommendation of the dean or administrative supervisor.

(D) Procedures for Petitioning the Board of Academic Appeals for a Hearing (PAC approved 6/26/03)

1. A grievance before the board is heard as if the matter has not been heard previously.

2. A student may withdraw the petition for a hearing at any time by notifying the board in writing through the office of the dean of student success.

3. The parties to the grievance will be provided with the rules governing the board of academic appeals by the Dean of student success.

4. The office of the dean of student success will provide the student with appropriate forms for filing a complaint, assign an advisor to the student, and accept the completed forms from the student after the student has consulted with the advisor.

5. Within ten (10) working days of the filing of the student's petition(after the student's non-acceptance of the college dean's recommendation), the office of the Dean of student success will provide the instructor with a copy of forms and materials prepared by the students and the name of an advisor for the instructor.

6. Within fifteen (15) working days of their receiving the petition, the person against whom the complaint has been lodged must file a written response to the complaint with the board chair and the student through the office of the dean of student success.

7. When steps 3-6 above have been completed, the office of the dean of student success shall arrange for a hearing panel, and notify the parties involved of the time and place for the hearing.

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

9. If, without prior notice, either party to the grievance 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 student, the instructor, the student's advisor, the instructor's advisor, witnesses, and a representative from the office of the dean of student success.

The record will be retained for a period of three 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 grievance 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 grievance 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 grievance 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 grievance 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 grievance. 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. The student and the instructor shall not face each other.

8. The dean of student success, or his/her designee, 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 grievance 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 grievance 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 grievance 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 grievance 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 grievance 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 106-120 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, will send to registrar services 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 will be notified by registrar services 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, will notify registrar services 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 Board of Academic Appeals and Academic standing in writing of the decision and the suspension will be withdrawn. If the Board finds against the student, the Dean of student success, or his/her designee, will notify registrar services 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 or his/her 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 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 or his/her designee will be responsible for the administrative affairs of the Board of Academic Appeals. The records of the board will be housed in the office of the dean of student success. All requests for a formal hearing of academic grievances will be filed with the dean of student success or his/her designee, and it will be the dean's or his/her 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 Dean of student success, or his/her 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) Advisors for the Parties

1. The dean of student success or his/her designee will appoint upon request advisors to both parties to assist them in filing and responding to a complaint.

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

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

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 Board of Academic 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  
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, especially the registrar services 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, with a copy of notification sent to the dean of student success and registrar services.

(C) The dean of student success 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 registrar services.

(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) ~~To submit an incomplete grade~~ the instructor must submit a grade of "I" on the [SAFARI MyCWU](#) roster, ~~must fill in the Comment 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, Incomplete procedures and Report of Incomplete (ROI) forms are available from the department offices as well as from registrar services.~~

~~(B) Registrar services 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. The instructor will designate what the student must do to complete the course. The instructor will inform the department chair of the incomplete, the work that remains to be done, and the deadline for satisfactorily completing that work.~~

~~(C) In cases where the instructor has requested a specific completion date earlier than one year, if the work is not completed within one (1) calendar year by the date which was communicated to the student and the chair, then the instructor should submit the change of grade form to convert the "I" to an appropriately earned grade from the last day of the quarter in which the "I" was received, registrar services will automatically convert the "I" to an "F". The instructor may request an extension from registrar services.~~

~~(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.~~

(D) ~~When~~ 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.

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

(F) If due to extenuating circumstances the work cannot be completed within one calendar year from the last day of the quarter in which the "I" was received, the instructor will notify registrar services of the new agreed upon completion date as soon as possible.

(28) In Progress (IP)

(A) ~~All uses of the~~ Courses for which an "IP" grade is intended must be submitted to and approved by the ~~Registrar~~ registrar.

(B) A letter grade is issued when the course is completed (preferably before the end of the subsequent term) and recorded by registrar services, upon receipt of the Change of Grade form submitted by the instructor.

~~(C) If a grade is not submitted to registrar services within one calendar year the "IP" will automatically be changed to "F" by Registrar Services.~~ The instructor may request an extension from ~~Registrar registrar Services~~ services, if due to extenuating circumstances, the work cannot be completed within one calendar year from the last day of the quarter in which the "IP" was received.

(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 ~~Registrar~~ registrar.

(30) No Grade Reported (NR)

(A) "NR" is issued by registrar services.

(B) "NR" will remain on record until ~~Registrar-registrar Services~~ services, working with the instructor, department chair or dean, will determine, when possible, an appropriate grade change.

(31) Course Challenge (Credit by Examination) 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 registrar services.
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  
No procedures

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

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

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

(37) Class Attendance and Participation (See CWUP 5-90-040)  
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.

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

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

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

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

(42) 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

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

(44) Academic and General Regulations  
(See CWUP 5-90-040)

(45) 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 registrar services. All other changes may be approved and processed by university center or online advising staff as appropriate

[Responsibility: Faculty Senate; Authority: Provost/VP for Academic & Student Life;  
Reviewed/Endorsed by Academic & Student Life Council 03/15/2016; Cabinet/UPAC;  
Review/Effective Date: 04/06/2016; 4/17/2019; Approved by: James L. Gaudino, President]

## **Exhibit D**

**Policy & Procedure Number: 5-90-070(6)**

**New                      Revision X**

**Title:** Interdisciplinary Programs

**Summary:** As part of a larger effort to translate graduate studies internal rules and practices into university policies and procedures, this addition to the interdisciplinary programs policy outlines the purpose of graduate individual studies programs.

## 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.

### (4) Individual Studies Graduate Programs

Individual studies graduate degree programs are intended to allow highly motivated students to pursue an interdisciplinary course of study combining coursework from more than one discipline, where no such formal graduate degree program is in place. Individual Studies certificates are prohibited. Final approval of all Individual Studies programs resides with the School of Graduate Studies and Research dean and the chair of the Academic Standards Committee of the Graduate Council.

*[Responsibility: Faculty Senate; Authority: Provost/VP for Academic & Student Life; Reviewed/Endorsed by Provost's Council 01/16/2018; Cabinet/UPAC; Review/Effective Date: 08/17/2011; 02/21/2018; Approved by: James L. Gaudino, President]*

## **Exhibit E**

**Policy & Procedure Number: 5-130 & 2-130-020**

**New X      Revision X**

**Title:** School of Graduate Studies and Research Policy

**Summary:** Existing graduate studies rules outlined in graduate school internal documents are being translated to official policies and procedures. The policies reflect current practice and been approved by the Graduate Council.

## **CWUP 5-130 School of Graduate Studies and Research (SGSR) Policy School of Graduate Studies and Research (SGSR) Policy**

### CWUP 5-130-010 – Definitions

#### (1) Definition of a Graduate Student

A graduate student is anyone formally admitted to graduate study through the School of Graduate Studies and Research and who is officially enrolled in a graduate program.

#### (2) Definition of a Post-Baccalaureate Student

Post-baccalaureate students are individuals who already have earned a bachelor's degree from a regionally accredited four-year institution and are not seeking a graduate degree. Post-baccalaureate students who are not admitted to the School of Graduate Studies and Research are not considered graduate students.

### CWUP 5-130-020 Graduate Student Application and Admissions Information

Individuals seeking admission to a graduate program must apply and provide the appropriate application materials to the School of Graduate Studies and Research (SGSR) for review by the academic program. The SGSR coordinates the graduate admissions process for all campuses and academic programs. Academic programs may have higher entrance requirements than the SGSR. The academic program may make a recommendation for an admissions decision to the dean of the SGSR who makes the final decision for admissions to the graduate program.

#### (1) Application Files

##### (A) Applicants must submit the following materials to SGSR:

1. A completed application for graduate admission
2. A written statement of educational and professional objectives
3. Three letters of recommendation written by professors or others capable of assessing an individual's potential for success in a graduate program
4. Official transcripts from all universities and colleges attended
5. A non-refundable application fee
6. Additional admission materials may be required by academic programs
7. Additional admission materials may be required for international students.

#### (2) International Applicants

International applicants have additional admission requirements that may include, but are not limited to: language proficiency, financial status, and official transcript translations.

##### (A) English Proficiency Documentation and Criteria

Proficiency in English is required for graduate study at Central Washington University. Therefore, every applicant whose native language is not English must demonstrate English language proficiency (ELP). Proficiency can be demonstrated in one of the following four ways:

1. A bachelor's, master's, or doctoral degree from a regionally accredited institution in the United States where English is the medium of instruction.
2. A bachelor's, master's, or doctoral degree from an institution in Australia, the Bahamas, Canada, Ireland, Jamaica, Kenya, New Zealand, Singapore, Trinidad and Tobago, or the United Kingdom where English is the medium of instruction. While enrolled at the degree-granting school, the student must be in residence on campus.
3. Official documentation from the applicant's undergraduate degree-granting institution (if the institution is in a country other than those listed in #2 above) verifying that all instruction is in English. A minimum of three years of enrollment at the undergraduate institution is required. Documentation must be presented



to the School of Graduate Studies and Research; credential service reports are not acceptable. Acceptable documentation must be one of the following:

- a. Official or attested letter from the undergraduate college, university registrar, or Controller of Examinations office.
- b. Official transcripts, attested mark sheets or degree statements, are also accepted if English is stated as the medium of instruction.
4. Official English Language Test Score (sent to Central Washington University via testing center):
  - a. TOEFL or equivalent (check with SGSR for additional accepted tests)
  - b. Minimum Required Score: 79 iBT (except English programs)
  - c. Minimum Required Score: 88 iBT (English Programs)
5. Applicants using TOEFL test scores must submit official scores via Educational Testing Service, using Central Washington University's institution code 4044. An offer of admission cannot be extended prior to the receipt of official scores.
6. An applicant who does not meet the minimum required score will not be considered admissible by the School of Graduate Studies and Research. The SGSR does not offer conditional admissions to students who have not yet met the minimum English Language Proficiency (ELP) requirement.
7. An applicant who has attained the minimum required score or higher has satisfied the SGSR's ELP requirement.
8. Test scores are valid for two years and must be valid on the date the application is submitted.

#### (B) Financial Documentation

All international students must provide adequate financial documentation before an admission decision can be made and an I-20 issued.

#### Documentation includes:

1. A Confidential Financial Statement (CFS) signed by the student and by the person who will be sponsoring the student financially.
2. A current bank statement in the name of the student's sponsor or the student. The statement must be dated and no older than three months, must be original, in English or translated to English. The bank statement must show that the account holder has at least the total cost for one academic year available.

#### (C) International Academic Transcripts

Foreign university transcripts must be official and accompanied by a degree certificate. Copies will not be accepted. A CWU International Credentials Evaluator reviews and evaluates all transcripts and certificates. If the Evaluator is unable to verify the degree an applicant may be requested to supply an evaluation from a CWU approved agency. There are additional and/or different requirements for Chinese, Indian, Nigerian, and Pakistani applicants. Additional transcript information may be found on the SGSR website.

#### (3) Application for Graduate Certificates

Applicants to a certificate program must meet the minimum requirements for admission into the SGSR. Academic certificate programs may have higher entrance requirements than the SGSR.

#### (4) Application Deadlines

(A) The priority deadlines for submitting all application materials are as follows:

1. February 1 for fall quarter
2. April 1 for summer quarter
3. October 1 for winter quarter
4. January 1 for spring quarter

Individual programs may request an alternate deadline to be approved by the SGSR dean. The SGSR dean will evaluate requests for specific deadlines with the appropriate college dean(s), program department chair(s), and program director(s)/coordinator(s). Once deadlines are approved and published for the admission quarter, there will be no exceptions for late applications.

#### (5) Online Graduate Degree Admission

Central Washington University has authorization and/or exemption to deliver fully online degree programs to students. Due to federal regulations, CWU must be authorized to deliver instruction to each state. A list of authorized states may be found on the online learning website. If an applicant resides in a state not listed, the applicant is ineligible for admission into a fully online degree program offered at CWU.

#### (6) Admission Decisions

(A) Initial admissions decisions to the SGSR are based upon a combination of factors.

(B) These factors include, but are not limited to:

1. grade point average
2. letters of recommendation from professors or others able to critically assess an applicant's ability to succeed in a graduate program
3. a written statement of purpose
4. standardized test scores (if applicable),
5. academic preparation for work in the proposed field,
6. and the applicant's interests as matched with those of faculty in the program to which and individual applies.

(C) Individual graduate programs may have additional admission criteria.

#### (7) Types of Admission for Graduate Studies

CWU distinguishes four types of admission for graduate students: full, probationary, conditional, and deferred.

##### (A) Full Admission

To be eligible for full admission, an applicant must have earned a bachelor's degree from a regionally accredited four-year college or university in the U.S. or the equivalent from an institution abroad. The applicant must demonstrate, in the opinion of the faculty and the dean of the SGSR, the ability to successfully complete a graduate degree. The applicant must also have achieved at least a 3.0 (B) average in all coursework attempted during the last 90 quarter hours (60 semester hours) of study.

##### (B) Probationary Admission

An applicant who does not meet the minimum GPA admissions requirements, but who shows promise of success in a graduate program, may be considered for admission. An individual may be admitted on probationary status, based on departmental recommendations and a favorable review by the dean of the SGSR. If admitted, the applicant is placed on probation for one quarter, during which time the student must complete graduate level coursework approved by the academic program. A grade point average of 3.0 (B) or more is required in this probationary period. Upon meeting this requirement and with the favorable recommendation of the department, the student will be fully admitted and allowed to continue toward candidacy for a degree. If the student is unable to achieve a 3.0 GPA, the student will be removed from the program and dismissed from the SGSR.

##### (C) Conditional Admission

An applicant may be conditionally admitted to a graduate program when he or she does not fully meet admission requirements. Typically, such individuals lack certain field-related experiences and/or required background knowledge. An applicant may also be admitted to this category pending receipt of the official transcript(s) indicating completion of the bachelor's degree. The academic program will notify the student in writing of what conditions must be met or how to obtain the missing experience or knowledge. A conditionally admitted student will achieve regular status when the condition has been satisfied and the admitting department recommends advancement to regular status.

#### (D) Deferred Admission

If a department and the SGSR wish to admit an applicant to a program that has no space available for a particular quarter, a deferred admission may be offered. The quarter for which admission is deferred will be negotiated between the applicant and the department. If both agree, the applicant will be asked to accept or decline in writing the deferred admission, which will be valid for up to one year from the term in which the person was to have matriculated. If the applicant agrees to defer admission, no new application or application fee will be required. The student will be expected to pay the non-refundable confirmation deposit and to obtain the approval of the academic department and the dean of the SGSR concerning the quarter in which he or she wishes to enroll.

An applicant who has been admitted to graduate study, but who wishes to defer matriculation to a subsequent quarter, may do so with the written authorization of the academic department and the SGSR. Such a deferment will be valid for up to one year from the term in which the student was to have matriculated. If the department is unable or unwilling to provide this authorization, the applicant will be obliged to reapply for admission, pay the admission application fee, and provide additional documents as needed.

#### (8) On-Leave Status

Students seeking to interrupt their studies may do so with the approval of the department chair(s), but must pay a non-refundable fee for registration as an on-leave student. This fee covers four successive academic quarters beginning with fall quarter. Students whose graduate program runs throughout the academic year will be assessed an on-leave fee every fall quarter. Students whose program meets primarily in the summer months will be assessed the on-leave fee at the beginning of summer quarter. While on leave, graduate students retain library privileges.

### CWUP 5-130-030 Funding Opportunities for Prospective and Current Graduate Students

#### (1) Assistantships

(A) The university offers a number of assistantships during the academic year to beginning and continuing graduate students. Graduate assistantships are available in each graduate program. Typically graduate assistants teach, serve as research assistants, and/or perform university service functions.

(B) To qualify for an assistantship, applicants must:

1. be fully admitted to a master's degree program and be registered for at least 10 credits (of these, at least 5 credits must be numbered 501 or higher unless an approved Course of Study form has been completed at the commencement of the contract period
2. be recommended for the position by the department where the appointee would be assigned; and
3. demonstrate a high level of professional and academic promise.

(C) The priority deadline for an assistantship application is February 1.

(D) Full-time assistantships require an average of 20 hours of service per week and enrollment in at least 10, but not more than 14, credit hours per quarter, and a minimum grade point average of 3.0 each quarter. All graduate assistantship appointments are made with a formal written contract letter from the dean of the SGSR.

(D) Specific information concerning waiver authority for assistantships is located at CWUP 2-20-090.11.B.

#### (2) Waiver of Tuition and Fees for Graduate Students

(A) Per CWUR 2-20-090 the university is authorized to award tuition and state mandated fee waivers within fiscal and legislative limitations. Waivers are given in accordance with either: (1) standards established by the university, or (2) directives of the state legislature. This policy is established for the purpose of directing the actions of university officials in awarding waivers.

(B) CWUR 2-20-090 provides specifics of tuition waivers and fees relevant to graduate students under the categories including but not limited to:

1. Need-based tuition waivers
2. New graduate student merit awards
3. College/departmental awards
4. Non-resident graduate waivers
5. International student waivers

### (3) Grants and Awards for Graduate Students

The graduate school provides competitive award programs to help graduate students with research and creative activities. Items funded include but are not limited to supplies, equipment, and non-retroactive travel designed to assist students with completing their culminating experience. Awards also provide a stipend paid during the summer to assist students in their research for their culminating experience.

### (4) Graduate Student Travel Award Program

Funding for reimbursement of travel expenses is available for graduate students who are presenting research or creative work from September 1 through June 30 each academic year. Students who are co-presenting the same research or creative work at the same venue with another CWU graduate student(s) must split the award equally between all co-presenters who apply for funding.

### (5) Additional Financial Aid

Financial aid, including scholarships specific to graduate students, is available through the university from federal and state funds for students demonstrating financial need. Applications for financial aid are obtained from the Office of Financial Aid.

## CWUP 5-130-040 Transfer Credit for Graduate Degree Programs

(1) Courses taken prior to formal admission to a CWU graduate degree program may be considered for transfer to a CWU graduate degree program provided that the criteria below are met. The university reserves the right to determine the acceptability of transfer credit from any institution. All transfer credits must come from accredited institutions.

(A) A total of 15 graduate quarter credits may be applied to a CWU degree, of which no more than 9 quarter credits (6 semester credits) may be from institutions offering graduate degrees other than CWU. A total of 20 quarter credits (13.33 semester credits) may be applied to a CWU educational specialist degree. Additional transfer credits may be applied toward degree for those programs of study arising from formal degree articulation agreements between CWU and other institutions of higher learning. For Graduate Certificates, no more than 6 quarter credits (4 semester credits) can be applied from either CWU or other institutions.

(B) Credits used to fulfill requirements for another master's degree, either at CWU or elsewhere, will not be transferred towards a CWU master's degree.

(C) Credits accepted in transfer must be part of an institution's regular graduate degree programs.

(D) In cases where courses sought for transfer generate both undergraduate and graduate credit, students receiving transfer credit are expected to have elected the course(s) at the graduate level and thus have completed more qualitatively and quantitatively than those who have taken the course(s) for undergraduate credit.

(E) Credit sought for transfer must be graded "B" or higher and must have been completed no more than six years before the date of the student's graduate certificate or master's degree program completion. The cumulative grade point average is computed for grades earned at CWU as a graduate student at CWU.

(F) All credits intended for transfer must be recommended for approval by the departmental/program head as a part of the official course of study filed with the SGSR. Before transfer credit can be considered

part of a graduate student's program, an official transcript from the institution from which the credit is to be transferred must be received by the SGSR.

(G) Credit for short courses, attendance at conferences, brokered courses, workshops, and pass-fail courses are normally not accepted in transfer.

(H) Credit from any non-accredited institution or accredited institution not approved for graduate study will not be accepted for transfer.

(I) Credit obtained within the state of Washington from an institution whose main campus is outside of the state will be considered for transfer only by special petition to the dean of the School of Graduate Studies and Research.

#### CWUP 5-130-050 Graduate Faculty and Graduate Council

##### (1) Graduate Faculty

The graduate faculty are serve as professors, teachers and mentors, as well as active researchers and artists. Only a regular member of the graduate faculty may serve as chair of a graduate committee. Under unusual circumstances, and with the written recommendation of a graduate student's home department or program and the approval of the dean of the SGSR, an associate member of the graduate faculty may serve as co-chair of a student's graduate committee. The associate member will serve as co-chair along with a regular member of the graduate faculty.

##### (2) Graduate Council

The Graduate Council is the faculty council that is responsible for proposing policy in an advisory capacity to the SGSR in terms of the academic standards of graduate programs, the curriculum offered by the graduate programs, procedures governing who may be part of the graduate faculty, minimum admission standards for students to the graduate school, and other issues that relate to faculty governance of the graduate programs.

#### CWUP 5-130-060 Graduation Requirements for Graduate Degrees

##### (1) Program Credits Required

A graduate student must complete at least 45 quarter credits at the 400-level or above level. Some academic program require additional credits at this level. At least 25 of the total required credits for the degree must be numbered 501 or above.

Some academic departments restrict the number of credits below the 500 level and the number of layered courses. The university's regulations for layered courses is described in CWUP 5-50-020. Graduate students must take layered courses at the 500 level or higher.

At least 30 credits must be on a graded scale (not S or U). Credit/no credit courses will not be counted toward a master's degree or graduate certificate at CWU.

Credit must be separate and distinct from credit applied toward any other degree. No more than 15 quarter credits completed at CWU before the quarter of formal admission will be accepted on the official course of study for the master's degree, although the academic department and the SGSR reserve the right to limit the use of such credit or the acceptance of such credit.

##### (2) Credits from Extension, Workshops, and Correspondence Activity

No more than a combined maximum of 8 credits of workshop courses (591) may be applied toward a graduate degree. Courses numbered 491 are not applicable to graduate degree credit. Credits earned in correspondence courses are not applicable to any graduate degree.

##### (3) Professional Development Graduate Credit

Professional development courses (CWU 500 courses) and continuing education courses cannot be counted toward a graduate degree.

#### (4) Course of Study for Graduate Degrees

The official course of study reflects the courses and credit needed to meet requirements for the graduate degree. Unless revisions are approved by the department chair or graduate coordinator and the dean of the SGSR, the student must complete satisfactorily or be currently enrolled for all credit specified before advancement to candidacy or before the degree award will be processed.

A course of study must be filed before a graduate student has completed 25 quarter credits leading to the graduate degree; however, it may be required prior to that for financial aid purposes, by a degree program or for a certificate program. The approved form must be on file before submitting a Graduate Committee and Culminating Experience Option Approval Form.

#### (5) Course of Study for Graduate Certificates

University CWUP 5-50-090 defines graduate certificates as Type D. A student who is enrolled in a graduate certificate program is required to submit a proposed course of study form for a graduate certificate to the SGSR for final review and approval. This form lists the courses proposed by the student to fulfill the total credit requirement for a certificate. A student should submit the form to the SGSR shortly after admission to the certificate program (for certificates that can be completed in less than three quarters) or in the quarter when at least half of the total credit requirement for the certificate is expected to be met.

The program of study leading to a graduate certificate must satisfy the following conditions:

(A) The following courses cannot be applied to a certificate: 500, 595, 598, 689, and 700.

1. Any course applied to a previously earned degree of any type at any institution cannot be applied to meet the credit requirements of a graduate certificate program.

2. At least two thirds of the total credit requirement must be earned at Central Washington University.

3. Only one 400 level course can be included in the certificate program. The student must earn a B or above in this course in order for it to count towards the student's course of study.

4. A student may be co-enrolled in two certificate programs if approved by the Program Coordinator(s) and department Chair(s).

5. If approved by the Program Coordinator, department Chair, and Dean of SGSR, all credits earned with a grade of B or above in a CWU graduate certificate program may be used towards a master's degree program.

6. All requirements for a graduate certificate (including courses completed at another college or university) must be started and completed within three years. If the student continues on to a master's program, students are expected to complete all requirements for the master's degree within six years from the date of first enrollment.

7. Any divergence by the certificate curriculum from these requirements must be approved by the dean of SGSR.

#### (6) Culminating Experiences

##### (A) Culminating Experience Types

The student's graduate committee will approve the culminating experience type before work begins and the Graduate Committee and Culminating Experience Option Approval Form is filed with the SGSR (CWUP – 9-50). All students pursuing a graduate degree must demonstrate scholarly proficiency by satisfactorily completing one or more of the following culminating experience(s):

1. a thesis;
2. an applied project;
3. a creative or studio project;
4. a portfolio review;
5. a comprehensive written examination; and/or

## 6. an oral exam.

### (B) Thesis

#### 1. Thesis Definition

A thesis is the written product of the systematic study of a significant problem. It clearly identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The graduate student is expected to work closely with the thesis committee chair and committee in the conception, design, and execution of the thesis. Normally, an oral defense of thesis will be required.

#### 2. Thesis Regulations

Theses must conform to standards described in the thesis regulations that are available on the SGSR's website. All theses are required to be uploaded into the Graduate Student Hub Canvas Site for an originality report review, revisions and final posting. All theses will be uploaded to ScholarWorks at the CWU library once approved by the SGSR unless an exception is requested by the student and committee chair.

#### 3. Thesis Final Examinations

If applicable, the permit for scheduling a thesis final examination, approved by the committee, must be filed in the SGSR at least three weeks in advance of the examination. The final examination must be scheduled during normal working hours, Monday through Friday, when the university is in session (not between quarters). Final examinations are conducted by the candidate's committee and are open to the faculty and the general public. The committee alone shall decide upon the merit of the candidate's performance. Final assessment of the examination will be reported on a satisfactory/unsatisfactory basis. The candidate shall pass the examination if two-thirds of the official graduate faculty committee members so indicate. In the event of an unsatisfactory final examination, a second examination may be scheduled upon the endorsement of the major department chair and with the approval of the dean of SGSR for the subsequent quarter with at least two months intervening.

All degree requirements must be completed within the same or next quarter from the exam date. Failure to complete remaining requirements by the end of the next quarter will result in requiring the final examination to be retaken.

### (C) Applied Project, Creative Project, Studio Project and/or Portfolio Review

A project or portfolio review is a significant undertaking of a pursuit appropriate to the fine arts, applied arts or to professional fields. It must be original and show independent thinking; appropriate form and organization; and a rationale. A project reflects applied field research or creative effort, often suited to the student's individual and/or professional goals and allows application of technical skills and knowledge with a practical emphasis. Students completing this culminating experience still require a graduate committee and may require a written product and/or a formal oral defense, at the discretion of the academic program.

Individual programs may have specific requirements for project/portfolio review guidelines and information. Programs must have their current guidelines on file with the SGSR.

### (D) Comprehensive Exam and/or Oral Exam

A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination provide evidence of independent thinking, appropriate organization, critical analysis, and accuracy of documentation. An oral defense of the exam may be required.

Students completing this culminating experience still require a graduate committee.

Individual programs may have specific requirements. Programs must have their current guidelines on file with the SGSR.



#### (E) Graduate Committee and Culminating Experience Option Approval

Every student, no matter the culminating experience, must have a graduate committee of at least three graduate faculty members as defined within CWUP 9-60-020 Graduate Faculty. Interdisciplinary membership is strongly recommended. In some departments, a student may choose her/his committee in consultation with an advisor; in others, the chair or graduate coordinator assigns graduate committees. The student must submit a Graduate Committee and Culminating Experience Option Approval Form to the School of Graduate Studies and Research once a graduate committee has been chosen and before the culminating experience has started. If approved, the committee becomes the student's official advisory committee and the graduate committee chair is generally the student's advisor.

#### (7) Final Folder Evaluation/Application for Graduation

All graduate students must request a Final Folder Evaluation/Application for Graduation no later than the first week of their anticipated final quarter. This review will evaluate candidacy requirements.

#### (8) Advancement to Candidacy

A student becomes eligible for advancement to candidacy for a graduate degree upon fulfillment of the following requirements:

(A) Completion of the course requirements as set forth in the course of study;

(B) Completion of the culminating experience and, if applicable, the passing of an oral and/or written examination deemed necessary by the major department;

(C) Attainment of a cumulative grade point average of 3.0 (B) or higher for all courses taken since admission to the graduate program and all work included in the course of study;

(D) Completion of additional departmental requirements, e.g., proficiency in a foreign language; and

(E) Fulfillment of the statute of time limitation (six years) requirement.

Advancement to candidacy and, if applicable, final thesis defense, oral examination and/or written examination scheduling will not be permitted except during the final quarter.

#### (9) Final Quarter Enrollment Requirement

A student admitted to a graduate degree program must be registered for a minimum of two (2) credits at the university during the quarter the degree is conferred. Enrollment for this purpose should be completed during the usual early registration or regular registration periods to ensure degree conferral if requirements are met.

A student who has requested a final folder evaluation/application for graduation for a particular quarter but who does not complete the requirements for degree conferral by the published deadline will not earn their degree. The student will be required to register for another quarter and request an additional final folder evaluation/application for graduation.

#### (10) Scholastic Requirements for Graduation

In order to graduate, students must have achieved a cumulative grade point average of at least a 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.

#### (11) Maximum Time Limit to Degree Completion

All courses used toward degree completion in the student's course of study, including courses transferred in from other institutions must have been completed within six years of the date of graduate degree conferral. Exceptions must have the approval of the Program Coordinator and the SGSR dean. If a degree program is not completed during the six-year period from the quarter for which a student was admitted, the student must reapply to the university. If readmitted, only those credits graded B or higher and completed no more than six years from the date of the student's program completion may be counted toward the degree.



(12) Second Graduate Degrees

Students seeking a second graduate degree must be admitted to the second program in accordance with admission regulations (Reference CWUP Graduate Admissions policy) and must complete an approved course of study (of at least 45 credits) distinct from the courses offered for the first graduate degree.

## **CWUP 5-130-040 070 Responsible Conduct of Research Training**

(1) Purpose: This policy is intended to help sensitize the university research community to the wide range of ethical and professional issues that must be considered to ensure a climate of research integrity and to ensure compliance with National Science Foundation (NSF) and the National Institutes of Health (NIH) regulations requiring all undergraduates, graduate students, and postdoctoral researchers supported by NSF or NIH funds to complete training in the responsible and ethical conduct of research (RCR).

(2) Policy Statement: In adherence to section 7009 of the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) Act (42 U.S.C. 18620-1), Central Washington University requires education in RCR for all undergraduates, graduate students, and postdoctoral researchers supported by NSF or NIH funds. Graduate Studies and Research is responsible for coordinating, developing, implementing, and tracking appropriate RCR training and oversight for undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF or NIH funding. RCR training for faculty supported by NSF, NIH, and other funding agencies is strongly encouraged though not required.

*[Responsibility: Dean Graduate Studies; Authority: Provost/VP for Academic & Student Life; Reviewed/Endorsed by: Provost's Council 7-12-11/Cabinet; Review/Effective Date: 8-17-11; Approved by: James L. Gaudino, President]*

### CWUR 2-130-020 Graduate Student Application and Admissions Information

Individuals seeking admission to a graduate program must first apply and be admitted to the School of Graduate Studies and Research (SGSR). The SGSR then forwards applications to the specific academic program. Academic programs may have higher decision factors than those for entrance to the SGSR. The academic program then recommends an admission decision to the dean of the SGSR who makes the final decision of admissions to the graduate program.

## Exhibit F

### Mathematics: Middle-Level Education, BA

#### Prerequisites Credits: 10

Students must complete Math 130 and Math 154 before being admitted to the major. Students with appropriate placement scores may test out of the classes.

MATH 130 Finite Mathematics (5)

MATH 154 Pre-Calculus Mathematics II (5)

#### Required Courses Credits: ~~41~~ 42

MATH 164 Foundations of Arithmetic (5)

MATH 170 Intuitive Calculus (5)

MATH 211 Statistical Concepts and Methods (5)

MATH 226 Mathematics for Teachers: Geometry and Measurement (4)

MATH 232 Discrete Modeling for Middle-level Teachers (4)

MATH 306 Middle-level Mathematics Standards Review (3)

MATH 316 Mathematics for Teachers: Proportional Reasoning and Algebra (4)

MATH 405 Probability and Statistics for Teachers (4)

MATH 406 Algebra for Teachers (4)

MATH 456 Geometry for Teachers (4)

#### Total Credits: ~~51~~ 52

#### STEM Teaching Program Credits: 44-50 (or Professional Education Program)

STEM Teaching Program

Professional Education Program

#### Total Credits: ~~95-101~~ 96-102

## Exhibit G

# Mathematics: Secondary Education, BA

### Required Courses

MATH 172 Calculus I (5)  
MATH 173 Calculus II (5)  
MATH 260 Sets and Logic (5)  
MATH 265 Linear Algebra I (4)  
MATH 272 Multivariable Calculus I (5)  
MATH 273 Multivariable Calculus II (5)  
MATH 290 The Habits of Mind of Mathematical Thinkers (3)  
MATH 314 Probability and Statistics (5)  
MATH 321 Math WEST-E Prep (3)  
MATH 332 Discrete Models (4)  
MATH 355 College Geometry I (4)  
MATH 360 Algebraic Structures I (3)  
MATH 361 Algebraic Structures II (3)  
MATH 376 Differential Equations I (3)  
~~MATH 290 The Habits of Mind of Mathematical Thinkers (3)~~  
MATH 430 Introduction to Theory of Numbers (3)  
MATH 455 College Geometry II (3)

Total Credits: ~~61~~ 63

### STEM Teaching Program Credits: 44-50 (or Professional Education Program)

STEM Teaching Program

Professional Education Program

Total Credits: ~~105-111~~ 107-113

## Exhibit H

### Entrepreneurship Major, BS

#### Pre-Admission Requirements (14 credits)

**Students must earn a grade of C+ or higher in each course for full admission into the major.**

ENTP 287 Applied Product Development (5)

ENTP 300 Principles of Entrepreneurship (4)

MGT 200 Essential Skills for Business Professionals (5)

#### Required Courses (30 - 40 credits)

ACCT 301 Accounting Skills for Non-Accounting Majors (5)

OR

ACCT 251 Financial Accounting (5)

AND

ACCT 252 Managerial Accounting (5)

BUS 241 Legal Environment of Business (5)

BUS 492 Applied Leadership (2-5)

ENTP 289 Business Plan Development (3)

OR

ENTP 487 Entrepreneurism and Small Business Management (5)

ENTP 489 Entrepreneurship & Business Development Capstone (4)

ENTP 493 Entrepreneur Apprenticeship (2)

Must be taken three times (6 total credits) - recommended to be taken in consecutive quarters

MKT 360 Principles of Marketing (5)

OR

MKT 362 Essential Marketing Concepts (5)

#### Electives (select 12 credits)

**Students must complete a minimum of 12 credits from the elective list, or courses by approval of the Entrepreneurship Program Director, Chair of the Management & Marketing Department, or designee.**

BUS 343 Intro to Business Development (4)

ECON 406 Business Analytics (5)

ECON 426 Economic Research (5)

ENTP 288 Intellectual Property and Prototype Development for Products and Services (3)

MKT 376 Foundations of Digital Marketing (5)

MKT 476 Advanced Digital Marketing (5)

Other (by program/dept approval)

#### Total Credits: (56-66)

## Exhibit I

# Tasting Room Management – Type B Certificate

### Required Courses Credits:16

WINE 304 Wine Marketing and Branding (4)  
WINE 332 Social Media Theory and Practice (4)  
WINE 353 Tasting Room Management (4)  
WINE 404 Wine Law and Winery Compliance (4)

**Type B - Collaborative Undergraduate Certificate Programs: Programs that admit both matriculating students and non-matriculating students and offer a set of courses that includes regular course offerings appearing in the CWU catalog and administered by CWU Colleges are classified as "Collaborative Certificate Programs." These programs are developed, taught, and offered by academic departments housed in colleges in cooperation with the office of continuing education.**

## **Reports**

### **Faculty Senate Report Budget and Planning Committee February 5, 2020**

BPC met with Provost Franken in December to share budget priorities and concerns, and we plan to meet with her again this month. We are currently engaged in drafting a SWOT analysis of current budget model, and in summarizing faculty responses to the budget model survey (2016-2019). In accordance with recent changes to the Faculty Code about college budget committees, BPC requested updates from the academic deans. We plan to meet with the Strategic Planning Update Process group to consider the place of the budget in CWU's strategic plan. As part of this feedback, we have discussed CWU and Washington degree-seeking undergraduate enrollment forecasts and the role of College in the High School at CWU. The proposed budget model changes from PBAC are now available, and BPC is now reviewing these in order to provide specific feedback.

As always, please feel free to contact one of us if you have budget-related questions or concerns.

Respectfully submitted,

Roxanne Easley, Chair



LEARN. DO. LIVE.

TO: Faculty Senate  
FROM: Bret Smith, Faculty Legislative Representative  
DATE: February 5, 2020  
RE: Faculty Legislative Representative update

Dear colleagues,

The speed and intensity of the short session this year is pretty remarkable, with over a thousand bills seeing daylight, moving (or not) through committees, toward potential floor votes by the first cutoff date of February 7.

The Council of Faculty has identified a few bills and issues that we are supporting through testimony, signing in 'pro' during committee, and in face-to-face meetings with legislators.

- [HB 1755](#) Allowing regional universities to offer doctoral degrees in education.

This bill would allow WWU, CWU, and EWU to offer the Ed.D degree if they so choose. This is in response for the demand for this degree across the state among K-12 school administrators. This bill stalled last year.

- [HB 1363](#) and [SB 5504](#) Concerning state agency access to peer-reviewed journals.

This also carries over from last year. Sen. Warnick, from our 13<sup>th</sup> district, is prime sponsor. This grew out of a lot of work last year to address the unsustainable situation with rising costs of peer-reviewed journals. We've worked hard to develop a strong coalition of ag/forestry, universities, state librarian, WLA, and the Secretary of State's office. The bill would fund a study of strategies to leverage multi-agency purchasing power to reduce costs.

- [SB 6425](#) Establishing the American Indian cultural studies grant

This would be a last-dollar grant (scholarship) for students pursuing degrees in areas important to the preservation and transmission of Native cultures.

- [HB 1079](#) Adding a faculty member to the board of regents of the research universities.



This also carried over from last year. While not directly pertinent to CWU faculty, I think this bill represents our attitude toward shared governance.

There are many other issues and bills that we've been watching, and in most cases want to 'wait and see' if our testimony or pro/con position will be effective. Some of these topics are:

- Creation of a state-wide common admissions application
- Investigating a 'guaranteed admission' policy (we signed in "other" on this one and raised some concerns in committee)
- Increased transparency in expected costs of attendance
- Making dual-credit available to 9<sup>th</sup> graders
- Technical fixes to the B&O tax increase to fund higher education
- Investigating and reporting sexual misconduct (Title IX and hiring)

In the longer term, we are hoping to meet with the Washington Student Achievement Council to discuss ways we can encourage the increase of State Work-Study funding as part of student affordability. This hasn't recovered from the 'great recession' and we feel that this is an important program and a great multiplier of impact per dollar.

I met with members of the Washington Association of Colleges of Teacher Education (WACTE) during their Hill Day on January 29, and shared our views on the edTPA assessment required during student teaching. There is a bill to eliminate this requirement, but it doesn't look like it will likely move forward this session. WACTE is studying alternatives, and we hope for a solution next year. We feel the implementation of this national assessment has proven to be a poor fit for our programs for many reasons.

On a lighter 'note,' CWU music student Aaron Rausch was the winner of a contest sponsored by our music department and the public affairs network TVW (our own C-SPAN) to compose new theme music for their 25<sup>th</sup> anniversary celebration. This will be highlighted at the anniversary gala on February 13 in Olympia—our local legislators will be in attendance and will surely be reminded of our wonderful Wildcat students' achievements and potential.

Please feel free to call (1548) or email ([Bret.Smith@cwu.edu](mailto:Bret.Smith@cwu.edu)) with questions or comments. It's an honor to represent you.

Bret