History, Mission, Shared Values and Strategic Emphases

History
Central Washington University is one of six state-supported institutions offering baccalaureate and graduate degrees. The university has its own governing board, the Board of Trustees, with eight members appointed by the governor and approved by the state legislature. Established in 1890 as Washington State Normal School by the first legislature to fulfill the intent of the Federal Statehood Enabling Act for the establishment and maintenance of its various institutions of higher education, it became Central Washington College of Education in 1937, Central Washington State College in 1961, and Central Washington University in 1977.

Mission Statement
Central Washington University’s mission is to prepare students for responsible citizenship, responsible stewardship of the earth, and enlightened and productive lives. Faculty, staff, students, and alumni serve as an intellectual resource to assist central Washington, the state, and the region in solving human and environmental problems.

Qualified faculty and staff create a community that encourages and supports the emotional, personal, and professional growth of students from a variety of backgrounds. The university works with community colleges to establish centers throughout the state and employs technology to extend the reach of its educational programs.

The university community values teaching as the vehicle to inspire intellectual depth and breadth, to encourage lifelong learning, and to enhance the opportunities of its students. The faculty develop and strengthen bachelor’s and master’s degree programs in the arts, sciences, and humanities; in teacher education; in business; in the social services; and in technological specializations. A strong liberal arts foundation; applied emphases; opportunities for undergraduate research, creative expression, and international study; and close working relationships between students and faculty are hallmarks of the undergraduate experience. Graduate programs develop partnerships between faculty and students to extend scholarship to important areas of research and practice.

Vision
Central Washington University will be respected nationally for outstanding academic programs, global sensitivity and engagement, and a stimulating intellectual community that prepares students for lifelong learning and a diverse and changing world.

Core Values
As a community of scholars, we are committed to:
- Each student’s greatest good.
- Excellence achieved through a diversity of ideas and people.
- A rigorous curriculum and outstanding teaching.
- Intellectual inquiry, exploration, and application.
- A supportive university community.

Strategic Goals
Goal I. Provide for an outstanding academic and student life on the Ellensburg campus.
Goal II. Provide for an outstanding academic and student life at the university centers.
Goal III. Develop a diversified funding base to support our academic and student programs.
Goal IV. Build mutually beneficial partnerships with industry, professional groups, institutions, and the communities surrounding our campus locations.
Goal V. Strengthen the university’s position as a leader in the field of education.
Goal VI. Create and sustain productive, civil, and pleasant campuses and workplaces.
ACCREDITATION AND MEMBERSHIP

The university is accredited by the Commission on Colleges and Universities of the Northwest Association of Schools and Colleges and Universities (NASC). Some programs have been accredited by specialized accrediting associations, including the Technology Accreditation Commission of the Accreditation Board for Engineering Technology (TAC/ABET) *, the American Chemical Society (Committee on Professional Training) (ACS), the American Council for Construction Education (ACCE), the American Dietetics Association, the American Medical Association Committee on Allied Health Education (CAHEA) and Accreditation, the International Association for Management Education (AACSB), the National Association of Schools of Music (NASM), the National Collegiate Athletic Association (NCAA), the National Council for Accreditation of Teacher Education (NCATE), the National Recreation and Park Association, and the U.S. Government Printing Office Federal Depository Library Program (U.S. GPO/FLP).

The university holds membership in all of the major international, national, regional, and state academic associations. Please contact the provost’s office for a complete list.

*111 Market Place, Suite 1050, Telephone (410) 347-7700.

EQUAL OPPORTUNITY POLICIES AND PRACTICES

Central Washington University’s policies and practices affirm and actively promote the rights of all individuals to equal opportunity in education and employment without regard to their race, color, religion, national origin, sex, sexual orientation, age, marital status, disability or status as disabled or Vietnam era veterans. The University administers an affirmative action program for employment purposes and complies with applicable federal, state, and local laws, regulations, and executive orders. Policy statements on affirmative action, gender equity, sexual harassment and discrimination grievance procedures are located in Appendix A. The person responsible for institutional compliance with various federal and state laws and institutional policies dealing with discrimination is Nancy E. Howard, Director, Office for Equal Opportunity, Barge Hall 211, (509) 963-2209 or TDD (509) 963-2207.

STUDENT ACADEMIC SUPPORT

Academic Advising Center

The University’s Advising Center provides entering freshmen, continuing students, and transfer students with advising resources. These resources include (but are not limited to) specific faculty advisors, special program advisors, advising seminars, advising workshops, and advising publications. General Education advising is available at the Academic Advising Center located in Bouillon 206.

Students are also encouraged to seek advice from various faculty concerning specific areas of interest or from faculty who serve as general advisors. Advisors are also listed in the quarterly schedule of classes.

The Advising Center provides specialized advising for ethnic minority students. The multi-cultural advisor can also assist with time management and study skill development; arrange for free tutoring and peer advising; and recommend academic, employment, and professional opportunities.

The Advising Center also manages UNIV 101, a required course for entering freshmen that assists students with learning about the university’s policies and procedures, selecting a major department, advising for general education, and other forms of support. Final responsibility for meeting graduation requirements resides with the student.

Career Services

Career Services is a comprehensive career counseling and resource center designed to engage students as active participants in their career development from freshman through alum. The central purpose of Career Services is to help students prepare for academic and career success. We strive to serve the needs of the individual and create career-related programs and services that are responsive and accessible to our students and community.

Career Services is comprised of Career Counseling, Cooperative Education and Career Employment.

Career Counseling. Career Services offers advising to students deciding on a major or graduate program. Counselors assist students with personal inventories, values clarification, online assessments, resume and cover letter review, interviewing skills, and successful internship and job search strategies. Students and alumni experiencing career transition are welcome to meet with a career counselor.

All students are strongly advised to register online with Career Services at www.cwucareer.com. Registration allows students to view job and internship vacancies, sign up for interviews and register for events. Employers are able to review student resumes online. There is no fee for this service.

Experienced counselors are available Monday through Friday 8 a.m. to 5 p.m. in Barge 202 on the Ellensburg campus. The CWU-Lynnwood and CWU-SeaTac centers also offer counseling services.

Cooperative Education. The CWU Co-op/Internship program is an opportunity for students to complement their academic preparation with direct practical work experience. Students are enrolled in Cooperative Education by completing the credit-bearing learning agreement that requires specific learning objectives and activities unique to the student’s experience. The learning agreement is facilitated by a faculty advisor.

The work experience cooperatively links undergraduate and graduate students’ academic programs with their career goals and interests through paid or unpaid employment. Internships are vital for students to see if they have made the right career choice. Successful internships substantially improve the students’ opportunities for career employment upon graduation. Students may enroll in Cooperative Education any quarter after their freshman year providing they are in good academic standing. Students may be eligible to participate in more than one co-op. Career counselors, the CS Web site and faculty advisors help students locate internships.

International internships are offered in conjunction with Career Services and International Studies. Please see the appendix for specific internship process requirements.

Career Employment. Career Employment, located in Barge, assists graduating seniors and alumni in locating and securing jobs. Career Employment provides on-campus interviews with businesses, government agencies, non-profit organizations, school districts and the military. Educational placement files are managed by this office.

Workshops are offered on resume writing, interviewing skills, placement file preparation, internships and finding jobs in a competitive market. Many books, videos and handouts are available from our extensive Career Library.

Career Employment presents career events like Career Quest that bring together students and employers. Other yearly events include the Majors Fair, P.A.C.E.S., A.C.E.S.S, the Construction Management Career Fair and the Education Fair. Details are explained on the www.cwucareer.com Web site.

This department offers a two-credit Career Exploration Class, OCED 110, designed to assist students in researching and assessing their career goals through career-related inventories, guest speakers, and a career project. This course is offered each quarter.
Center for Student Empowerment

The Empowerment Center, located in the Samuelson Union Building (SUB) 218, offers programs and services that support the affective and cognitive development of students in the out-of-classroom setting. The Empowerment Center strives to empower students to reach their full potential both academically and personally by facilitating various types of learning opportunities focusing on gender, violence prevention, non-traditional and commuter student issues. We are proud of our collaborative efforts with CWU academic and University departments as well as the local Ellensburg community.

Some examples of our programming would be Feminism and Masculinity panels, Women History Month, Operations E.L.F., White Ribbon Campaign, Women’s Achievement Celebration, Self-Defense Workshops and Creating Family Rituals. Additionally, the Center provides information and referral regarding campus resources. “GOT Questions? We’ve GOT Answers!” “Come feel what it’s like to be EMPOWERED!”

Educational Opportunity Center (EOC)

Deciding where to go to college, figuring out how to pay for it, and completing all the necessary forms is complicated. The CWU-EOC is set up to help students gather the necessary information to make good decisions about their future educational plans, and think clearly through the available options. The CWU-EOC is available principally to help low-income adults, who are the first in their family to attend college, work through the admission process. For further information, call (509) 574-6895.

Office of Continuing Education (CE)

The Office of Continuing Education is dedicated to creating and cultivating lifelong learning in myriad forms. Offerings include the following:

- **Professional Development** experiences—both credit and non-credit—for practicing professionals in business, education, government and industry.

- **Vocational-Technical Teacher Preparation Courses**—designed for individuals preparing to teach based on occupational experience.

- **Certificate Programs** for those working or preparing to work in a variety of applied fields.

- **Life Enrichment Programs** for learners of all ages.

**Special and Experimental Academic Programs** which are designed to address the needs of new audiences—both matriculating and non-matriculating students.

**Community Service Programs** which serve both the University and the community at large.

**Consulting Services** are offered in cooperation with the Organization Development Center. Services are provided to organizations, institutions, and agencies needing professional assistance in the accomplishment of their mission. All programming and services offered through CE are self-supporting and thus are not state-funded.

For more information about our programs, contact the CE at (509) 963-1504 or visit our Web page at http://www.cwu.edu/~contedhp.

**Honor Societies**

Nine national honor societies maintain chapters at the University.

Alpha Epsilon Rho is the national honor society for broadcasting. Founded in 1943, for the purpose of emphasizing superior scholarship and creative participation in telecommunication production and activity, it prepares its members for roles as responsible telecommunicators. Membership in Alpha Epsilon Rho is open to undergraduate and graduate students who are making the study of electronic media studies one of their major studies of interest, and who meet high standards of scholarship.

The national honor society of Phi Kappa Phi has as its primary objective the recognition and encouragement of superior scholarship in all academic disciplines. Membership is open to undergraduate students, graduate students, and faculty members by invitation and election based on superior scholarship. New members are inducted each spring.

The honor society in education, Kappa Delta Pi, has as its purpose to encourage high professional, intellectual and personal standards, and recognize and honor outstanding achievement in the study of education. Membership is open to undergraduate students, graduate students, and faculty by invitation. New members are inducted quarterly.

The primary mission of the Library is to support the mission and goals of the University, particularly in its commitment to teaching as the means to facilitate learning. To this end, the university libraries utilize the best available technologies to provide access and delivery of print, digital, and micro-format information, media and audio-visual equipment services to the Ellensburg campus and university centers. Circulation services, the library catalog (CATTRAX), and borrowing from other regional college and university libraries through the Orbis Cascade Alliance (ORCA), are available through research, to recognize exceptional research achievements, and to publicize research in business education. Membership is open to business educators who meet scholastic criteria and exhibit a commitment to research in business education.

Pi Sigma Alpha (Mu Lambda Chapter) is CWU’s honor society for students of political science. This is a national honorary first organized in 1920, with more than 300 chapters throughout the country. Membership is based upon scholastic achievement and a genuine interest in the understanding of politics and political issues.

Phi Sigma Tau is the international honor society in philosophy. Its purpose is to recognize and encourage excellence in philosophic scholarship among students and faculty. Central’s local chapter (Washington Alpha) meets periodically to discuss philosophic issues in a spirit of friendship and conviviality. Membership is based on scholastic attainments.

Psi Chi is the national honor society in psychology, founded in 1929 for the purpose of encouraging, stimulating, and maintaining scholarship in, and advancing the science of psychology. Membership is open to graduate and undergraduate men and women who are making the study of psychology one of their major interests and who meet the minimum qualifications. Psi Chi is an affiliate of the American Psychological Association and a member of the Association of College Honor Societies.

Sigma Pi Sigma is the national physics honor society. It was founded in 1921, and now has over 400 chapters nationwide. It is a member of the Association of College Honor Societies and is affiliated with the American Institute of Physics and with the American Association for the Advancement of Science. Membership is open to undergraduate and graduate students and faculty members. Students elected to membership must maintain high standards of general scholarship and outstanding achievement in physics. Besides providing an incentive for all physics students to rise to excellence, the society also encourages physics interest and science literacy in the general public.

**Library (University)**

The primary mission of the Library is to support the mission and goals of the University, particularly in its commitment to teaching as the means to facilitate learning. To this end, the university libraries utilize the best available technologies to provide access and delivery of print, digital, and micro-format information, media and audio-visual equipment services to the Ellensburg campus and university centers. Circulation services, the library catalog (CATTRAX), and borrowing from other regional college and university libraries through the Orbis Cascade Alliance (ORCA), are available.
online at http://www.lib.cwu.edu/. Also available electronically are access and delivery of information, via interlibrary loan for materials not found in the library collection, as well as services for those at the university centers.

Library personnel are available to give assistance with reference, research, and the location of materials. Individual orientation tours are conducted at the beginning of each quarter, and bibliographic instruction sessions are given upon request throughout the year.

The Library contains more than 500,000 books, 600,000 government documents, 88,000 maps, 11,000 audio recordings, and 7,000 titles of projected media. In addition, the catalog provides access to thousands of Web-based publications and sites. Around-the-clock Web-based access is provided to the full text of over 9,000 journals, magazines, and newspapers. A micro-format collection and subscriptions to more than 1,000 current journal print titles are available to all users on the main campus.

Library faculty and staff are available to provide personal service upon request in the Reference, Serials, Documents, Music, Circulation and Media Circulation departments. Many group study areas and a computer lab are available to users who visit the main library in Ellensburg. Internet connectivity for personal laptops is available on each floor of the library and laptops are available for checkout by students. The Library’s services and collections support quality education to students, foster their intellectual, social, and ethical development, and show students how to locate, use, and evaluate information to equip them for independent, lifelong learning.

McNair Scholars Program

The McNair Program is a federal TRIO program that prepares low-income, first generation college students and students from groups underrepresented in graduate education for doctoral study. Services include research opportunities, summer internships, seminars, academic counseling and assistance in securing admission and financial aid for graduate programs. Students with a cumulative GPA above 3.0 and who meet eligibility requirements are admitted into the program as juniors and paired with faculty mentors. They are provided with a living expense stipend while they perform a summer undergraduate research project in the summer between junior and senior years. The program also provides some funding for teaching internships as well as educational expenses such as materials and travel to conferences and graduate schools.

Student Support Services

Student Support Services (SSS) is a federally funded TRIO program under the auspices of the Department of Education. SSS, as defined by the Department of Education, provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. Students who are first generation, low income or who have a disability are eligible for the program on a first come first served basis and may participate in the program throughout their undergraduate enrollment at CWU’s Ellensburg campus. The program may also provide grant aid to current SSS participants who are receiving Federal Pell Grants. The goal of SSS is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next.

Academic Achievement Programs: Tutoring and Supplemental Instruction (SI)

Individual tutorial assistance is provided for students participating in Student Support Services, McNair Scholars Program and Multicultural Advising Program.

Supplemental Instruction provides student-led, out-of-class study sessions designed to teach students critical thinking, problem-solving, and organizational skills that will enable them to master abstract and complex material. Supplemental Instruction is offered in several classes each quarter and is open to any student enrolled in those classes.

Summer Session

Formal admission to Central as a degree-seeking student is not required for summer study. Enrollment is open to all students, including non-residents. Summer tuition rates for non-resident students is the same as those rates charged to residents.

Summer Session offers a valuable opportunity to expand or accelerate your educational objectives in a relaxed atmosphere. It allows non-degree seeking students an opportunity to pursue new ideas, develop new skills and enhance their personal knowledge.

Courses are offered during a nine-week session, a six-week session and two four-and one-half-week sessions. Special short workshops and seminars for teachers comprise a summer professional development institute. Summer Session courses are offered on a self-support basis. For information about Summer Session, contact Registrar Services at (509) 963-3001.

Testing Services Center

The office of Testing Services Center provides evaluation and testing services to entering students, continuing students, and for graduates. The Center administers approximately 25 different standardized tests. Information and bulletins are available through the office located in Bouillion 125, or call (509) 963-1847.

The tests administered for CWU admittance and placement of freshmen are the GED, ACT, SAT, TOEFL, and Compass. The CLEP is also used to award credit to entering freshmen and adults. The Center also provides testing support for departments, including major entrance tests (such as the WEST-B) and classroom tests. Professor’s multiple choice tests are also processed as a service to each department on campus. SEOIs (Student Evaluation of Instructors) are processed through Testing Services. Testing for English as a second or other language is available for students and faculty.

The tests offered that enable a student to apply for graduate school are the GRE, GMAT, LSAT, MAT, and TOEFL. The NCLEX (National Council Licensure Exam) is also offered to nurses who have finished their course of study and want to be licensed by the state.

Testing services is a Prometric ETS/CBT site and a Prometric IT (Information Technology) testing site. The Information Technology Web site is www.2test.com and the MOUS Test Web site is www.mous.net. A student can sign up for a test with Testing Services online or call for a toll free telephone number.

The Testing Center administers personal development assessments useful to students interested in learning about themselves such as the Myers-Briggs Type Indicator and the Strong Interest Inventory.

University Centers

The University operates degree centers at Steilacoom, Lynnwood, SeaTac, Yakima, Wenatchee and Moses Lake, where bachelor’s degrees, master’s degrees and upper-division courses are offered and designed to meet the needs of place- and time-bound students. Approved degree programs being offered include:

LYNNWOOD

Degree Programs

B.S. Accounting
B.S. Business Administration
B.S. General Studies: Social Science
B.A. Law & Justice
Master of Professional Accountancy

Minors

Business Administration
Economics
Law & Justice
Personal Computer Applications
Psychology

Certificates

Supply Chain Management
Initial Principal’s Certificate
MOSES LAKE
Courses Leading to a Degree:
Accounting courses leading to a B.S.
Business Administration courses leading to a B.S.

SEATAC
Degree Programs
B.S. Accounting
B.S. Business Administration
B.S. General Studies: Social Science
B.A.Ed. Elementary Education/Early Childhood Education
B.A. Law & Justice
M.S. Engineering Technology
M.Ed. Master Teacher

Minors
Business Administration
Law & Justice
Personal Computer Applications Psychology

Certificate
Initial Principal’s Certificate
Law & Justice Certificate Program
Supply Chain Management

STEILACOOM
Degree Programs
B.S. Electronic Engineering Technology (Puyallup)
B.A. Law & Justice

Minors
Law & Justice
Psychology
Mathematics

WENATCHEE
Degree Programs
B.A.Ed. Elementary Education
M.Ed. Master Teacher

Courses Leading to a Degree
Accounting courses
Business Administration courses

Minors
Special Education
Teaching English as a Second Language

Certificates
Initial Principal’s Certificate

YAKIMA
Degree Program
B.A. Law & Justice
B.A.Ed. Elementary Education
M.Ed. Master Teacher

Courses Leading to a Degree
Accounting courses
Business Administration courses

Minor
Law & Justice

For more information about the University Centers, contact Margaret Badgley, Assistant to the Provost for University Centers and Community College Relations.
Phone: (509) 963-1407
E-mail: badgleym@cwu.edu

STUDENT LIFE

Campus Life
Campus Life provides a wide variety of extracurricular, co-curricular, and curricular activities for the students of Central Washington University through an assortment of student activities. Various musical groups, speakers, and comedians are provided through programming in Club Central. The Papa John’s Coffeehouse program hosts local poets, musicians, dancers and artists in the SUB Pit for noon and evening entertainment. The Current Issues Program brings speakers, forums, and panel discussions on diverse topics. Special Events programs include Homecoming and Parents Weekend, Wildcat Week, Festival of the Arts, and C.E.L. Leadership Program. Non-traditional student services offers a lounge and features special holiday social and support programs throughout the year.

Associated Students of CWU
The Associated Students of Central Washington University (ASCWU) is the student government board advised by the Director of Campus Life. Executive responsibility is vested in seven members of the Board of Directors and the Director of Campus Life. The board members are elected by the student body to serve as policy development officers. The ASCWU is an integral part of the total decision-making process of CWU because it is a vehicle from which students may share different views. Also included in this area is advisement and support for university student clubs, averaging 80 clubs per year. An important service component of the ASCWU features programs such as Service Learning and Volunteer Center, and service and learning opportunities extended to Central students interested in volunteering as a means to augment their educational experience with community service projects and involvement.

Preschool/Daycare Program
Campus Life provides a Preschool/Daycare program that is licensed for 40 children aged 2 to 8. It is located in the Brooklane Village Multi-Purpose Center. Children may attend two to five days per week, Monday through Friday. The program consists of learning activities, especially designed for small children, including music, stories, physical activities, language, science and math experiences, games, puzzles, blocks and dramatic play. Hours of operation follow the university calendar. Call 963-1744 for information, Fax 963-1124.

Recreation/Intramural Program
The Recreation/Intramural area consists of an Intramural Sports Program designed to provide opportunities for all members of the university to participate in women’s, men’s and co-ed team sports. Outdoor Programs are designed to answer the needs of CWU students in their desire for outdoor recreation and leisure-time programs. Special events include assistance with major events such as Parents Weekend and Preview Week; The Tent-n-Tube rental shop provides a variety of outdoor recreation equipment at reasonable prices to students, staff, faculty and alumni of CWU; Ticketmaster, which can be used for buying tickets to major concerts and sporting events; Kids-N-Things day camp, a summer quarter day-camp developed for children, ages 5-13, of students, staff and faculty; and Co-Recreation, which makes available the gym and PE facilities for student use. Equipment checkout, the weight room and the racquetball courts are also made available through this program. After-School Kids Program offers an alternative for students with dependents by providing supervision after school hours.

Samuelson Union Building
The Samuelson Union Building (SUB) is the community center of the University, serving all members of the “college family.” The SUB represents a building, organizations, and programs. It provides services, facilities and educational, cultural, and recreational programs that enhance the quality of college life.

The SUB houses the following offices and departments: ASCWU, Campus Life, Caesar Chavez Theatre, Central Café & Espresso Bar, Club Central nightclub, Wildcat Wellness Center, Ballroom, Diversity Center, Games Room, Information Booth, K-CWU Radio, Non-Traditional Student Lounge, Publicity Center, Scheduling Center, Tent n Tube/Ticketmaster, University Recreation and Intramurals, and University Store. It also has 14 meeting rooms, and the SUB “Pit” entertainment center.

Dining Services
The CWU Dining Department is dedicated to customer satisfaction. Our mission is to provide exceptional dining services to the campus community. NUTRITION is emphasized throughout the program as the foundation for a healthy lifestyle. All students living in the residence halls are required to select a meal plan. The plans are set up as a debit account with prepaid dining dollars for purchasing meals or snacks at any campus dining location. Students living off-campus may also purchase an off-campus meal plan or open a pre-paid campus debit account for the convenience of dining and buying beverages and snacks on campus. All the meal plans offer flexibility, convenience, fun and value!

The services offered by the dining department include all-you-can-eat and a la carte dining, a convenience store, and espresso bars. Dining locations on campus are offered at Holmes Dining Center,
Tunstall Commons, Samuelson Union Building and the Depot Deli in Green Hall (located next to the Student Village Apartments on the north side of campus).

Several special events are offered annually to enrich your campus experience. Events include the Welcome Back Barbecue in downtown Ellensburg on the first day of class, a holiday season buffet dinner in November, a seafood buffet extravaganza in January, ethnic celebration dinners during spring quarter and the year-ending Student Appreciation Barbecue. The total campus community is invited to share in the fun and learning each event provides.

Dining Services is one of the largest employers on campus and annually hires between 300 to 400 students on a part-time basis (work study positions are available). If you are interested in joining our team or have questions about the dining options available at Central Washington University, please call (509) 963-1591 or contact us via e-mail on our Web page http://dining.cwu.edu.

Dining Services is a proud member of the National Association of College and University Food Services and active supporter of the academic mission of the University through participation in many out-of-classroom events and activities held throughout campus.

Disability Support Services (DSS)

Disability Support Services (DSS) facilitates access to university programs, activities and services for students with disabilities. Utilizing documentation of disability and information obtained in consultation with the student, DSS staff assesses the affects of a student’s disability on his/her ability to access the educational process and identifies reasonable academic adjustments/adaptations. In addition, DSS staff works to sensitize university faculty and staff to the needs of students with disabilities and helps students obtain the materials, equipment, and assistance necessary to successfully pursue their education. Students wishing to request disability accommodations are responsible for initiating contact with DSS.

While appropriate accommodations are determined for each student on an individual basis, following are examples of the types of accommodations available: textbooks and academic materials in accessible formats (audio cassette, large print, braille), alternative examination procedures, sign language interpreters, tape recorded lectures, note taking assistance, early registration, priority snow removal, special classroom furniture, adaptive technology, assistance with library research, and temporary disability parking permits.

Financial Aid

Each year approximately 75 percent of CWU students receive financial aid. To be eligible for aid a student must be a U.S. citizen, a permanent resident, or eligible non-citizen.

Financial aid is available to matriculated students seeking a degree or certification in an eligible program. Most financial aid programs require a minimum of half-time enrollment, which is six (6) credits at the undergraduate level and five (5) credits at the graduate level. Students who have a first baccalaureate degree and are not admitted to a Master’s program will be classified as a post baccalaureate student. Post baccalaureate students are eligible for federal loans at the upper-division undergraduate level.

Students must apply and be accepted for admission to the university (matriculated) to receive financial aid. Students and their families must complete a Free Application for Federal Financial Aid (FAFSA). Paper copies are available in the Financial Aid Office and at most high schools or libraries. The Web version is available at www.fafsa.ed.gov.

The application should be submitted to the federal processor as soon as possible after Jan. 1. March 1 is the cutoff date for priority consideration for limited gift aid. Accurate preparation of the FAFSA and timely response to all requests for additional information or documentation are critical.

Students who have been admitted to the university and have listed Central Washington University Title IV code #003771 on their FAFSA will have a Student Financial Aid File delivered to the university electronically. Once that file has been reviewed and verified, the student will receive an award letter. The award letter will indicate the student’s budget, the federally determined expected family contribution, and an offer of aid including the type and amount. If you wish to reduce or cancel the amount of your loan, you must indicate the changes on the form provided, sign it, and return it to the financial aid office immediately. Loans are disbursed quarterly in equal amounts. If you have not already signed a master promissory note, you may sign electronically at http://denote.ed.gov.

Students are expected to maintain “good academic standing” while receiving financial aid. A minimum cumulative GPA of 2.0 is required for undergraduates after two year attendance; post-baccalaureates are required to maintain a 2.0 cumulative GPA; and a minimum cumulative GPA of 3.0 is required for graduate students. Financial aid recipients are required to make reasonable progress toward a degree with a maximum time-frame to complete the first baccalaureate. A student must complete a quarterly minimum of 6 credits (undergraduate) or 5 credits (graduate) to maintain eligibility. Students are required to meet an annual credits completion requirement based on the funded enrollment status. For example, an undergraduate student who receives aid as a full-time student for the academic year, will be required to complete 36 credits, 27 if funded at three-quarter time, and 18 if funded at half-time. Graduate students are expected to complete 30 credits if funded at full-time, 21 at three-quarter time, and 15 at half-time. Repeat courses, audit, credit-by-examination, grades of incomplete, failure, no show, or withdrawal do not meet the annual earned credit requirement. A copy of the Satisfactory Progress Standards for Financial Aid will be sent with the award notice. Additional copies are available in the Financial Aid Office.

Additional financial aid information is available in the Financial Aid Office, Barge 115, the Student Employment Office, Barge 103, the Financial Aid Resource Room, Barge 102, and through the financial aid offices at each University Center, at (509) 963-1611, finaid@cwu.edu, or on the CWU financial aid homepage http://www.cwu.edu/~finaid/

Residential Services

Housing Services and Residence Life provide well-maintained housing facilities with an emphasis on student development as part of the University’s academic environment, and works to augment classroom instruction with a learning environment that is supportive of students’ educational goals, personal and interpersonal growth, and cultural awareness.

Programs such as Orientations, Wildcat Welcome Weekend and Wildcat Connections are part of New Student Programs. CWU is a residential university with most students living on or near campus. The residence halls and apartments can house 3,000 students. CWU’s residence halls offer students a variety of quality living experiences and options.

The residences are within a few minutes walk of any classroom, library, or dining hall, which offers considerable convenience and flexibility to students’ daily lives. Residence hall staff provides crisis intervention and educational, cultural, social, and community services programs; as well as coordinating behavioral problem-solving interventions in cooperation with the Office of the Vice President for Student Affairs and Enrollment Management. The residence halls offer a diverse selection of communities and environments. The residence halls, which house 35 to 255 occupants, offer programs and environments to enhance and complement classroom experiences. Furniture, basic FM-TV cable service, Internet hookup, basic telephone service, utilities and coin-operated laundry facilities are also provided.
Many halls have their own pool table, piano, or ping-pong table. All residence halls are smoke free.

Students majoring or minoring in Education, Natural Sciences, Flight Technology, or Music may request a residence hall offering a living-learning enrichment opportunity. Hall staff and faculty from these departments collaborate to provide residents educational and social activities that integrate their field of study, enhancing their residence hall living experience.

Computer labs and fitness centers staffed with trained attendants are available to all students at various convenient locations throughout the campus. Exercise equipment includes free and universal weights, exercise bikes, stair climbers, cross-country ski machines and sound systems.

In the belief that the University is a total learning experience, Central requires all freshmen who are single and under twenty (20) years of age to live on-campus, in the residence halls, for one academic year. Running Start students under twenty (20) years of age and single, regardless of class standing, must also fulfill the Live-In Requirement.

Central Washington University changed its procedure for student alcohol violations involving underage drinking. Underage drinking is a violation of Washington State law as well as the CWU Student Judicial Code governing the behavioral conduct of students. The University has a comprehensive alcohol education and prevention program. Parental notification is one part of CWU’s comprehensive sanctioning procedure for underage alcohol use.

CWU also maintains 493 apartments (studio, one, two, or three bedrooms) designed for single students and students with families. The apartment complexes offer activities for residents that focus on the needs and priorities of their residents. Single student complexes feature programs and facilities that assist students in developing healthy, independent lifestyles. These programs might include wellness, self-defense, cultural awareness, lifestyle planning, career planning, and recreation. The communities in the family-student apartment complexes enjoy programming and activities tailored for the needs and interests of families and older students. Many activities for children and families are presented, such as: holiday events, child safety awareness programs, domestic violence programs, and career planning.

At different times of the year, demands for apartments may exceed availability; for this reason, waiting lists are provided. Applications are accepted from students who have not been officially accepted for admission to CWU, but who plan to attend classes during the dates listed on their application forms. To be eligible for apartment housing, one must be currently enrolled in and must maintain at least 12 credit hours of coursework. Students who are required to live in residence halls are not eligible to live in the apartments. Each tenant is required to sign a lease, which provides for renting an apartment on a month-to-month basis. Written notice must be given at least 30 days prior to vacating an apartment. Pets are not allowed in any area of CWU housing.

Orientation: New students with less than 45 credits, and all students who participated in Running Start, are required to attend an on-campus orientation and registration program. For students starting Fall quarter, this program takes place on a variety of dates in June and July. For Winter quarter students it takes place in December and for Spring quarter students it takes place in March. New Ellensburg campus students with 45 or more credits are urged to attend the transfer orientation. Orientation for transfer students coming Fall quarter takes place in July. For those students coming for Winter or Spring quarter the orientations take place in December and March respectively. Students attending a campus other than Ellensburg need to contact the appropriate center for information about their orientation and registration programs.

Students who do not participate in early registration may register for classes at the beginning of each quarter.

Scholarships

Scholarships are gifts of money, which do not have to be repaid. Central Washington University’s Scholarship Office (Ellensburg Campus, Barge Hall Room 102) makes available the most recent scholarship application information at the Web site www.cwu.edu/~scholar.

Scholarship eligibility is based on a variety of criteria including but not limited to academic proficiency, specialized talent, community service, leadership, and financial need. College and Departmental Selection Committees as well as the Financial Aid Office select scholarship recipients. To be fully considered for all scholarship opportunities students should complete the FAFSA (Free Application for Federal Student Aid, www.fafsa.ed.gov) and any College or Departmental scholarship applications for which the student is eligible that are available in the Student Scholarship Office. In addition, students with talent in Athletics, Art, Music, and/or Theatre should contact the department(s) directly for specific audition or exhibition opportunities. Prospective students should check the scholarship Web site (www.cwu.edu/~scholar) for the Merit Based Scholarship application and applicable deadline. Most institutional merit aid is awarded to meritorious students who submit a FAFSA (Need is not always a criteria.)

Community Sponsored Scholarships include scholarships and awards for which the recipients are chosen by organizations outside the university. Each organization establishes its own eligibility criteria and application process. Information on many of these organizations can be found at the scholarship Web site (www.cwu.edu/~scholar) or by contacting the organizations directly. Recipients are to inform the CWU Financial Aid Office if they are receiving an award from a community organization.

Checks should be made payable to “Central Washington University” for the benefit of “student’s name and identification number and sent to the CWU Financial Aid Office, 400 E. 8th Avenue, Ellensburg, WA 98926-7495.

Scholarships are considered an educational funding source and may change a student’s eligibility in other State or Federal aid programs.

Student Employment

CWU hires over 2,000 students to work on campus each academic year. Work allows students to meet a portion of their college expenses and gain valuable work experience. The Office of Student Employment posts notices for on-campus and off-campus job openings on the bulletin board on first floor Barge Hall and on the student employment Web site. Summer job opportunities are also posted. Visit the Student Employment Office home page at: cwu.edu/~seo for additional information, and to view the on-line job board. Please visit the financial aid office regarding work-study opportunities. Students must submit a tutorial request to be considered for work study. See the Web page for details.

Student Health/Medical, Counseling and Wellness Center

A staff of professionals offers a variety of medical, psychological and wellness services for CWU students. Students who are registered for six or more credits are required to pay a mandatory health and counseling charge and are eligible for services. There may be additional charges for specific services, and all students are encouraged to check with the center regarding fees and charges each year. Always call for an appointment.

Services are offered at the Health and Counseling Center Building. Hours are from 8 a.m. to 5 p.m. Monday through Friday; and 7 a.m. Monday and Thursday by appointment only. The Center is closed on holidays and during breaks. Health/medical services are also available on Saturdays from
9 a.m. - 1 p.m. except during breaks and surrounding holidays. Summer hours are 9 a.m. - 3 p.m. when classes are in session.

Health (963-1881) A complete out-patient, on campus facility is available to registered students. Service is provided by the medical staff, which consists of a family practice physician, certified physicians assistants, certified nurse practitioner, nurses, and laboratory x-ray technicians.

The staff provide routine and urgent-care services, which include: direct care of medical problems such as illness, injuries and infections such as colds, flu, and sexually transmitted diseases; routine physical examinations, sports physicals, pap smears, pregnancy testing; and diagnostic laboratory tests and x-rays. In keeping with the educational mission of the University, special emphasis is placed on education regarding treatment and prevention of illness.

Medical appointments are taken by phone from 7:30 a.m. to 4:30 p.m. Students are encouraged to make their appointments as early as possible for the best selection of appointment times.

Emergency medical services are available at the Kittitas Valley Community Hospital Emergency Room when the Center is not open. Emergency room costs are at the student’s expense. A university-sponsored student accident and health insurance plan is available and recommended to help defray medical costs.

Counseling (963-1391) The counseling staff consists of psychologists and masters-level counselors who function primarily as generalists, but each also has areas of expertise and interest. In keeping with the role of the university as a center for education, the service includes predoctoral interns who work under the supervision of the senior staff.

Services offered include personal counseling and group counseling for issues such as relationship difficulties, anxiety, or depression; help with study skills and career decisions; groups on a variety of topics such as eating disorders, depression, attention deficit/hyperactive disorder, special educational needs, and other areas of counseling need; laboratory x-ray technicians.

Wellness Center (963-3213): the Wildcat Wellness Center is located in Sue Lombard, Suite 111-113. Services and programs delivered through the Wellness Center include: Alcohol/drug screenings and prevention; “Prime For Life” (OCTAA) classes; Peer Education Programs, phone 963-3234; Safe-Ride/Escort Program, phone 963-1897; sexual assault/harassment prevention and response coordination; lifestyle management; health education and referral services.

Sexual Assault Response Coordinator: This service is provided by the Director of the Wellness Center. Students may call 963-3214 and leave a confidential message and/or drop by the Wellness Center at Sue Lombard Hall,111-113. Services include: confidential counseling, referral, advocacy, information and crisis response for victims, survivors and significant others.

The Students for an Assault Free Environment (SAFE) peer education program is sponsored by the Wellness Center and advised by the Wellness Center’s Health Educator. They can be reached by phoning 963-3213.

Veterans Affairs

The Office of Veterans Affairs is located in Mitchell Hall. Students wishing to receive education benefits from the Department of Veterans Affairs must contact the Veterans Affairs Office. Notification is NOT automatically sent to the DVA when a veteran or other eligible person enrolls. Central Washington University’s programs of study are approved by the Higher Education Coordinating Board’s State Approving Agency (HECB/SAA) for the enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. code.

UNIVERSITY SERVICES

Archival Services

The Archives program, through its Central Washington historical collection of public records, manuscripts and photos, offers both undergraduate and graduate students an opportunity for primary archival research on local and regional topics. The collection is designed to preserve selected evidential materials of historical importance and seeks to encourage original research in the humanities and the social sciences. The History Department facilitates archival research in northwest and local history through History 301, 395 and 496. The regional branch of the State Archives helps researchers utilize its collections, while the State Archives in Olympia loans collections to the regional archives and affords opportunities for archival training and internships. Moreover, for the general public, Central’s regional archives seeks to serve a broad clientele, including: public officials from city, county and state government seeking help on archival records retention; personnel from libraries, museums, local historical societies and private archival collections in need of advice on archival techniques; private citizens and local groups interested in historical architectural preservation in central Washington.

Center for Spatial Information

The CWU Center for Spatial Information (CSI) was established in 1999. CSI encourages, supports and coordinates research project opportunities for students and faculty using hardware and software technologies that gather and analyze “spatial” information to solve problems in the social sciences, natural sciences and business. Geographic Information Systems (GIS), high-precision Global Positioning System (GPS), ground-penetrating radar, precision conventional laser surveying, digital microscopy, and satellite image processing are some of the spatial technologies used by CWU faculty and students.

Major cooperating facilities and projects currently include the Pacific Northwest Geodetic Array (PANGA) GPS Data Analysis Facility, monitoring the movement of the earth’s crustal plates in California, Idaho, Montana, Nevada, Washington and Oregon; and the GIS Laboratory (in Lind Hall) where a variety of undergraduate and graduate GIS courses are taught and numerous large and small research projects conducted using state of the art computing systems. Typical GIS applications include projects in archaeology, field biology, geology, natural resource studies, and urban planning. CSI's responsible for carrying out the mission of the Department of Agriculture GIS Program for spatial technology education and transfer to local governments, through the Washington Office at CWU, one of seven national GISP centers.

CSI encourages creative, interdisciplinary uses of spatial technology, and actively works with the private and government sectors to identify problems to which CWU personnel and equipment can provide effective solutions. CSI's homepage is: www.cwu.edu/~csi.

Central Washington Archaeological Survey

The Central Washington Archaeological Survey (CWAS), with offices in Farrell Hall, is a research and public service office that is part of the Department of Anthropology. An advisory board which includes the Dean of Graduate Studies and Research, the Dean of the College of the Sciences and the Chair of the Department of Anthropology and Museum Studies, provides direction and support for CWAS activities. CWAS conducts archaeological investigations in the central counties of the state and promotes public involvement in the identification and protection of regional archaeological resources. Closely integrated with academic programs in anthropology, CWAS involves faculty and students in research projects funded through external grants and
contracts. CWAS cooperates with state and federal agencies, Native American tribes and nations, professional archaeologists throughout the state, and state and local archaeological societies to study and preserve Central Washington’s archaeological resources.

**Geographic Information Systems Laboratory**

The CWU Geographic Information Systems (GIS) laboratory supports computer hardware/software systems for analysis of spatial data (maps, aerial photos, landscape images, digital terrain data, etc.). The laboratory provides an excellent teaching and research facility for faculty and students from a variety of fields, including anthropology, archaeology, biology, geography, geology, land-use planning, resource management and sociology. In addition, the laboratory offers contract and consultation services to public and private agencies concerned with GIS applications. The laboratory is located in Lind Hall.

Additional information can be found at 

http://www.cwu.edu/~gis/

**Information Technology Services**

Central Washington University’s multi-platform, distributed computing environment provides continuous computing power, access and services through a high speed fiber backbone from anywhere on the Ellensburg campus as well as from its university centers via dedicated T-1 lines. Students, faculty and staff use contemporary computing resources on client server platforms, centralized computers, special purpose labs, and the Internet.

Faculty and students have easy access to contemporary hardware and software in 33 general purpose and discipline specific computer labs spread throughout all of the major academic buildings on campus. Virtually every dorm room is equipped with an Ethernet connection providing free Internet services for those students who bring computers to campus. Students who opt to live off campus can take advantage of free modem connections. In all cases, they can access their e-mail and centrally maintained file services directly via Internet connections.

The Information Technology Services department (ITS) provides student computer lab management services; telephone services to the Ellensburg campus and its centers; networking and computer operations and services; maintenance and repair of university-owned computers; coordination of new purchases; desktop support; help desk services; and applications development and maintenance. ITS staff members work closely with all segments of the university to ensure that information technology is broadly developed, acquired, used and available to all students, faculty and staff. ITS information is available on the Web at www.cwu.edu/~cts and can be contacted at 509-963-2333.

**Public Safety and Police Services**

Business Phone: (509) 963-2959  
After Hours Non Emergency: (509) 925-8534  
Emergency Phone: 911  
Fax: (509) 963-2994

Central Washington University’s Police Agency operates 24 hours a day, 365 days a year and is a general authority state police force. The department employs 12 armed police officers who are fully commissioned by the state of Washington and have the same arrest and investigative authority as other law enforcement officers in the state. All of the officers are graduates of the Washington State Criminal Justice Training Commissions Basic Academy, and each has numerous hours of annual specialized police training. The majority of the officers hold B.A. degrees in Law and Justice or a related field of study. The department has the primary responsibility for law enforcement on Central’s campus and works closely with all other law enforcement agencies. Commissioned officers patrol the campus 24 hours a day with emphasis on crime prevention and education. In addition to the commissioned officers, the department employs two parking enforcement officers, a secretarial staff, a switchboard operator, and student employees. The department encourages the reporting of all crimes.

Each year the officers conduct between 60 and 75 crime prevention programs for the University community, with the majority held in the residence halls for the benefit of the student population. These programs include Personal Safety, Rape Awareness and Prevention, Operation I.D., Bicycle Registration, Drug and Alcohol Use/Abuse, and related crime prevention techniques.

Outdoor emergency telephones have been installed at the entrances to residence halls, while other strategically located “blue light” emergency telephones are installed throughout campus. Each phone has an emergency button which is a direct line to the KITTCOM Dispatch Center.

University police officers respond to all campus emergency calls placed through the KITTCOM Dispatch Center.
General Information
Central Washington University offers admission to qualified students as they apply. All applicants must submit a completed CWU or Washington State Uniform Application for admission along with a nonrefundable processing fee of $35 in the form of a check or money order. For fall quarter, the Office of Admissions responds to applications soon after December 1 for students who apply before November 15 and within a few weeks for those who apply later. After sufficient students have been offered admission to satisfy enrollment limits, the University may limit offers of admission to only the most highly qualified applicants. Early confirmation of intention to enroll (no later than May 1 for fall quarter) is important for timely notification concerning advising, skills testing, and registration.

First-Year Applicants
First-year applicants (students currently enrolled in high school or high school graduates who have earned fewer than 40 college credits) must send official copies of all high school and college transcripts as well as ACT or SAT scores to the Office of Admissions.

First-year applicants are automatically offered admission if they meet a minimum admissions index, which is determined by a formula that weights high school GPA and standardized test scores in a ratio of approximately 3:1. The formula was developed by the Higher Education Coordinating Board of the State of Washington and is a reliable predictor of academic success. Prior to the beginning of school each fall, Washington state high school counselors are mailed information concerning the admission process and minimum admission index for the following year; this information is also available through the Office of Admissions.

First-year applicants must also complete a core course of studies in high school as prescribed by the Higher Education Coordinating Board (HECB). Central Washington University recommends that students take additional courses to prepare them for university level work.

Below are the required core courses:

**Required**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Years Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 years</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 years, including algebra, geometry, advanced algebra/ trigonometry</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 years, including U.S. history &amp; government</td>
</tr>
<tr>
<td>Science</td>
<td>2 years, including 1 year of laboratory science (biology, chemistry or physics)</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2 years of a single foreign language</td>
</tr>
<tr>
<td>Fine &amp; Performing Arts</td>
<td>1 year of art or music or an additional year of any of the above categories</td>
</tr>
</tbody>
</table>

Running Start
Students who have participated in the Running Start program must meet both first-year and transfer minimum requirements, and must submit either ACT or SAT scores and official copies of all academic transcripts. Running Start students are eligible for all first-year scholarships and must live on-campus for one calendar year regardless of the number of college credits earned.

Homeschool Applicants
Admissions applications for Homeschool students are evaluated on an individual basis. Students will be required to submit ACT or SAT scores, as well as any high school, homeschool, or college transcripts available. In addition, they may be asked to submit additional information or essays.

Transfer Applicants
Transfer students who have earned 40 or more college credits must send official copies of all college transcripts to the Office of Admissions. Each year, the University establishes a minimum cumulative GPA for automatic offer of admission. Transfer applicants who do not meet this minimum will be considered for alternative admission if their GPA is above 2.0. Students who have earned transferable Associate of Arts degrees or Associate of Science degrees from accredited Washington state community colleges will receive priority consideration for admission.

Alternative Admissions
Central Washington University recognizes that many factors affect grades and test scores; therefore, applicants who have marginal admission indexes are invited to include with their applications any statements or information that they believe will more fully define their potential for academic success.

Students who are 18 or older and have neither completed high school nor 40 credits of college level work elsewhere may be considered for admission if they have earned General Education Development (GED) certificates.

Students 25 or older who have poor academic histories and have not attended school recently are also eligible for alternative admission.

All applicants for alternative admission must submit ACT or SAT scores. Applicants may also be required to complete supplemental application forms, present and analyze their academic histories and goals, and / or meet with representatives of the Office of Admissions.

International Students
Central Washington University welcomes qualified students from other countries. Students demonstrating the greatest potential for success at the university level may be admitted after a thorough review and evaluation of the entire academic background.

Because educational systems vary widely around the world, there is no single, uniform admission requirement for international students; however, they must meet the following minimum requirements for admission purposes:

1. Completion of the academic coursework and national examinations necessary to satisfy admission requirements to colleges and universities in their native country.
2. Adequate financial support, verified by the Confidential Financial Statement form and a current bank letter or scholarship award.
3. If English is not the first language, competency in English must be demonstrated through a score of 525 or higher on the Test of English as a Foreign Language (TOEFL), or a score of 195 on the computer-based TOEFL, or transferable English composition courses which would meet the general education writing requirement (3.0 GPA). Students may also satisfy the language competency requirement through recommendation from the UESL program at CWU. Competency in English is required before an I-20 is issued.
4. International students transferring from
U.S. institutions must have a minimum grade point average of 2.50 in transferable courses and meet the academic requirements for college entrance in their native country.

In addition to submitting the University’s International Student Application for Admission and the $35 application fee, students must send official transcripts directly to the Office of Admissions from all secondary schools and colleges attended. Examination results, such as General Certificate of Education, Ordinary and Advanced Level scores, West African School Certificate, Hong Kong Certificate of Education or Advanced Level Certificate, etc., should be sent directly from the Testing Center in charge of administering the examinations. Personal student papers, photostats, or attested copies are not accepted for admission or evaluation purposes. All documents should be sent well in advance (90 days) of the quarter for which the applicant seeks admission.

International Student Concurrent Enrollment

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.

Leave of Absence

Students who do not enroll for consecutive academic quarters (exclusive of summer) must reapply for admission. However, if students meet the criteria below, they may be granted a leave of absence, which means that they do not have to reapply for the following quarter and that they may preregister for classes as continuing students:

1. The Application for Leave of Absence must be submitted to the Registrar’s Office on or before the last day of the quarter (including summer) prior to the quarter for which the student is seeking leave.
2. Leaves will be approved only if attending consecutive quarters would present an exceptional hardship or loss of opportunity.
3. Students seeking leave for more than one quarter must apply each quarter for the following quarter.

Readmission of Former Students

Students who interrupt their studies for one or more quarters at CWU (excluding summer) must reapply for admission to the University and pay the admission fee. Eligibility for readmission will be based on performance at CWU as well as on additional college-level coursework. Former students must send official transcripts of the additional work to the Office of Admissions if they have attended college elsewhere during their absence.

Confirmation of Admission

Students who are offered admission to the University must confirm their intention to enroll by paying a nonrefundable $55 confirmation fee before they can begin the orientation, registration, and advising process. The University will not withdraw an offer of admission until after May 1; after that time students who have not confirmed may be denied admission if enrollment limits have been reached. Students who choose not to accept offers of admission must notify the Office of Admission in writing.

An offer of admission is only valid for the academic quarter indicated in the acceptance letter. A student who chooses not to accept an offer of admission may reapply for a subsequent quarter.

Withdrawal of Offer of Admission

Offers of admission may be withdrawn if a student’s academic work between the time of application and the quarter for which the student has applied results in the student not meeting the minimum requirements for automatic admission or other requirements in the offer of admission. If an offer of admission is withdrawn, then the Office of Admissions will refund the confirmation fee.

Applicants for Nonmatriculated Status

Students who are not seeking degrees or certificates may be allowed to enroll in courses as nonmatriculated students. These students do not need to go through the regular admissions process but should apply through the Office of the Registrar and may be allowed to register on a space-available basis. Credits earned as a nonmatriculated student may not be used to satisfy degree or certificate requirements unless the student applies and is accepted as a matriculated student*, in which case a maximum of 45 credits may be applied.

Students who have previously attended Central Washington University as matriculated students and have not obtained a degree and students who have applied and been rejected for undergraduate matriculated status will not be allowed to enroll as nonmatriculated students.

Nonmatriculated students are not eligible for most financial aid, veteran’s benefits, credit evaluations, or other services regularly provided for matriculated students.

*Exception may be made for non-matriculants in collaborative certificate programs.

High School Enrichment Program

Students who have not yet graduated from high school may be allowed to enroll as nonmatriculated students for courses that they need to advance academically, provided that such academic opportunities are not readily available to them elsewhere. To be eligible for the High School Enrichment Program, students must have demonstrated superior academic performance or preparation in the area of study for which they are applying. High School Enrichment applicants must explain in writing their reasons for wanting to attend specific courses at the University and offer arguments for their potentials to succeed. They must also meet with the Director of Admissions and have the approval of their high school principal and the course professor.

Campus Visit

Prospective students, their relatives, and friends may visit the University through the Sampler Program. There is a nominal charge to participate in this program, which enables visitors to spend a night in a residence hall, eat three meals in the cafeteria, tour campus, and hear presentations by Admissions, Housing, and Student Affairs and Enrollment Management. Sampler staff also arrange for individual meetings with faculty. Sampler visits are available on selected dates throughout the academic year. Scheduled tours of campus are available Monday-Friday. Please call 1-866-CWU-4-YOU (1-866-298-4968).
Transfer Credit

In general, it is the University’s policy to accept credits earned at institutions fully accredited by their respective regional accrediting association. A student may transfer no more than 135 credits, including a maximum of 90 credits from community colleges. Credits are evaluated toward meeting degree requirements by the Office of the Registrar based upon official transcripts.

Transfer courses equivalent to CWU courses will apply toward the baccalaureate degree. Other transfer courses that are not exact equivalents may also be accepted and allowed as general electives in the degree program with approval.

Credits earned at institutions which are not fully accredited by a regional accrediting association are not accepted. Consideration for exception to this policy may be made by written petition to the Dean of the appropriate college after demonstrating success at the University by earning a minimum of 45 credits with a cumulative GPA of at least 2.5.

The University endorses the Policy on Inter-College Transfer and Articulation Among Washington Public Colleges and Universities published by the Higher Education Coordinating Board. The policy deals with the rights and responsibilities of transfer students and the review and appeal process in transfer credit disputes. For more detailed information, contact Registrar Services.

The University will accept a maximum of 90 community college credits. Additional coursework which exceeds that amount may be used to meet specific requirements, but additional credits will not be allowed. Credits earned in courses numbered 100 and above are generally accepted for provided the courses require university-level study. Credits earned in lower division courses (normally numbered 100/200) will not be allowed toward meeting upper-division credit requirements.

Academic Associate degrees which are part of direct transfer agreements between the University and Washington community colleges will meet the general education requirements of a bachelor’s degree. Community colleges offer several kinds of Associate degrees, therefore, students who plan to transfer to the University should check with their counselors to make sure they are enrolled in the appropriate degree program. Students who earned the AA degree prior to the date of direct transfer agreement between the University and individual community colleges may petition the Provost or his designee for acceptance of their degree to meet general education requirements.

Associate of Science degrees with transfer agreements between the University and Washington Community Colleges will meet the general education requirements of a bachelor’s degree when students complete additional coursework at the University. Transfer students without a transferable associate degree from a Washington state community college wishing to complete such a degree must complete it by the time they have completed 45 credits or one calendar year, whichever comes later, after initial enrollment at Central in order for the AA degree to satisfy the general education requirements at Central Washington University.

Academic transfer associate of arts degrees from a college or university outside Washington state accredited by the Northwest Association of Schools and Colleges will meet the general education requirements of a bachelor’s degree.

Advanced Placement Credit

Students may receive credit or advanced placement, or both, depending upon the scores achieved in the College Entrance Examination Board Advanced Placement Test (AP). Students must request that their AP test scores be sent to the Registrar’s Office at Central.

Scores of 3 or better on Advanced Placement Examination will be awarded as free electives for departments without specific policy.

<table>
<thead>
<tr>
<th>Department</th>
<th>AP Score</th>
<th>CWU Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>3, 4, 5</td>
<td>Department Electives.</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>Credit for BIOL 101.</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>Credit for any two of BIOL 101, 110, 111, 112.</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3, 4</td>
<td>Credit for either HIST 102 or HIST 103.</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>5</td>
<td>Credit for CHEM 181, 181.1; credit awarded upon successful completion of CHEM 182.</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>3, 4</td>
<td>Credit for CHEM 181, 181.1, 182, 182.1; credit for both courses awarded upon successful completion of CHEM 183 and CHEM 183.1.</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>5</td>
<td>Credit for C S 110.</td>
</tr>
<tr>
<td>Economics</td>
<td></td>
<td>Credit for C S 110, 111.</td>
</tr>
<tr>
<td>Micro Economics</td>
<td>3</td>
<td>Credit for CHEM 181, 181.1, 182, 182.1, 183, 183.1.</td>
</tr>
<tr>
<td>Macro Economics</td>
<td>3</td>
<td>Credit for CHEM 181, 181.1, 182, 182.1, 183, 183.1.</td>
</tr>
<tr>
<td>English</td>
<td></td>
<td>Credit for EN 101.</td>
</tr>
<tr>
<td>German</td>
<td>3, 4, 5</td>
<td>Credit for EN 105.</td>
</tr>
<tr>
<td>Foreign</td>
<td>3</td>
<td>Credit for 251.</td>
</tr>
<tr>
<td>Languages (all)</td>
<td>4</td>
<td>Credit for CHEM 181, 181.1, 182, 182.1; credit awarded upon successful completion of CHEM 183 and CHEM 183.1.</td>
</tr>
<tr>
<td>Maximum 15 total cr.</td>
<td>5</td>
<td>Credit for CHEM 181, 181.1, 182, 182.1, 183, 183.1.</td>
</tr>
<tr>
<td>U.S. History</td>
<td>3</td>
<td>Credit for CHEM 181, 181.1, 182, 182.1, 183, 183.1.</td>
</tr>
<tr>
<td>European History</td>
<td>3</td>
<td>Credit for CHEM 181, 181.1, 182, 182.1, 183, 183.1.</td>
</tr>
<tr>
<td>European History</td>
<td>4, 5</td>
<td>Credit for HIST 143 and HIST 144.</td>
</tr>
<tr>
<td>Mathematics AB</td>
<td>3, 4, 5</td>
<td>Credit for HIST 143 or HIST 144.</td>
</tr>
<tr>
<td>Mathematics BC</td>
<td>3, 4, 5</td>
<td>Credit for either HIST 102 or 103.</td>
</tr>
<tr>
<td>Math Statistics</td>
<td>3, 4, 5</td>
<td>Credit for either HIST 102 or HIST 103 with exemption for majors in the other. (Majors will be required to take an additional 5 credits of upper-division U.S. History.)</td>
</tr>
<tr>
<td>Music</td>
<td>3, 4, 5</td>
<td>Credit for either HIST 102 or HIST 103 with exemption for majors in the other. (Majors will be required to take an additional 5 credits of upper division non-Western history.)</td>
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<tr>
<td>Physics B</td>
<td>4, 5</td>
<td>Credit for Math 172.1.</td>
</tr>
<tr>
<td>Physics C</td>
<td>4, 5</td>
<td>Credit for Math 172.1 and 172.2.</td>
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<td>Mechanics</td>
<td>4, 5</td>
<td>Credit for Math 311.</td>
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<tr>
<td>Electricity and</td>
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<td>Exemption from PHYS 111, 111.1, 112, 112.1, 113, 113.1.</td>
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<tr>
<td>Magnetism</td>
<td>4, 5</td>
<td>Exemption from PHYS 182, 182.1.</td>
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<td>Exemption from PHYS 181, 181.1, 3 Dept. Electives.</td>
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<td>Psychology</td>
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Other Forms of Credit

The University recognizes college credit from a number of sources, including Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Military Service and Correspondence. Up to 45 quarter credits can be earned from these programs.

College Level Examination Program (CLEP)

Students will be awarded five college-level quarter credits for each score at the 50th percentile on the CLEP Humanities, Social Science/History, and Natural Sciences examinations. These credits will meet the General Education requirements in the appropriate areas. Students may also be awarded credit for Subject examinations as determined by appropriate academic departments at the time of application for credit.

No more than 45 total quarter credits through CLEP or other sources of non-traditional credit may apply to graduation. Other sources of non-traditional credit include Advanced Placement (AP), International Baccalaureate (IB), military education experience or correspondence credit. CLEP credit is not awarded for English.

International Baccalaureate (IB)

Central Washington University recognizes the International Baccalaureate Program as a coherent, challenging course of study and responds individually to each participant’s international baccalaureate transcript for award of college credit. Students may be awarded credit for completing individual areas of study within the program. IB students should submit transcripts to the Office of the Registrar who will review their program of study and examination scores with the appropriate department chair.

Non-U.S. College/University Credit

Credit will be accepted from non-U.S. institutions of higher education when (1) it has been earned at an institution linked to CWU either by a bilateral or consortial (e.g., ISEP) agreement, or when an institution has been certified by the CWU Office of International Studies and Programs as a legitimate, recognized institution of higher education (tertiary level) within a particular country, and (2) the student has received a passing grade recognized by the institution, and (3) an official record or transcript has been received by the University.

Credit for Military Service

Upon submission of the DD214 or DD295, matriculated students may receive up to 30 lower division elective credits for completion of military schools as recommended by the American Council on Education.

Degrees Offered

Central Washington University offers the following undergraduate degrees.
- Bachelor of Arts
- Bachelor of Arts in Education
- Bachelor of Fine Arts
- Bachelor of Music
- Bachelor of Science

Students wishing to earn a B.A., B.F.A, B.MUS., or B.S. degree must complete (1) the general education program; (2) a concentration of at least 60 credits which may be satisfied by a specified major, or a specified major and minor, or a specified major and courses in other fields as prescribed by the major department; (3) electives in sufficient quantity to bring the total quarter credits to 180; and (4) other degree requirements as specified. Major fields of study are listed below. Minor concentrations are offered in many fields.

Students wishing to earn a B.A.Ed. degree must complete (1) the general education program; (2) a major in Early Childhood Education, Elementary Education or Special Education and minors, when appropriate; (3) the professional education foundation courses; (4) 180 total quarter credits; and (5) other general degree requirements as listed under the College of Education and Professional Studies section in this catalog.

Please note that a major in Early Childhood Education requires a minor in Elementary Education. Other majors may select any university minor; however, students are strongly encouraged to select an endorsable teaching minor.

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### College Level Examination Program

| Test Scores for Central Washington University at the 50th Percentile or Above. |
|---------------------------------|---------------------------------|
| **Percentile** | **Score** | **CWU Area of Credits Awarded** |
| Humanities | 50h | 50 | Literature & the Humanities |
| Natural Sciences | 50h | 50 | Fundamental Disciplines of Physical & Biological Sciences |
| Social Science & History | 50h | 50 | Perspectives on the Cultures & Experiences of the US |
| Chemistry | B grade | 63 | Chemistry 181, 181.1 |
| History US I | 50h | 57 | History 143 |
| History US II | 50h | 54 | History 144 |
| Western Civilization I | 50h | 50 | History 101 |
| Western Civilization II | 50h | 50 | History 102 or 103 |
| Calculus w/Elem.Funct. | 50h | 50 | Math 172.1 & Math 172.2 |
| Intro to Psychology | 50h | 50 | Psychology 101 |
| Human Growth & Devel | 50h | 50 | Psychology 314 |
| Intro Ed. Psychology | 50h | 50 | Psychology 315 |
| Intro to Sociology | 50h | 50 | Sociology 107 |
| Info Systems & Computer Applications | 50h | 50 | Computer Science 101 |

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<th><strong>Level I</strong></th>
<th><strong>Level II</strong></th>
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<tbody>
<tr>
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<td>French Language</td>
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<tr>
<td>Accounting</td>
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<tr>
<td>Anthropology</td>
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<tr>
<td>Art</td>
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<td>Art: Graphic Design</td>
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<td>Art: Studio Art</td>
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<td>Biology</td>
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<td>Business Education</td>
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<td>Chemistry</td>
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<td>Economics</td>
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<td>Economics: Managerial</td>
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<td>Certificate Programs Offered</td>
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<td>Initial Principal’s Residency Teaching</td>
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<td>Library Media–All Levels</td>
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<td>Continuing Principal’s Residency Teaching</td>
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<td>Industrial Safety and Health</td>
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<td>Reading Resource Specialist</td>
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<tr>
<td>Law and Justice</td>
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<td>School Counselor</td>
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<td>- Law Enforcement</td>
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<td>School Psychologist</td>
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<td>- Corrections</td>
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<td>- Pre-Law</td>
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<td>Traffic Safety Education</td>
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<td>- Pre-Law</td>
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<td>Vocational Family and Consumer Science Education</td>
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General tuition and fee rates are established by the state legislature and miscellaneous fees are set by the CWU Board of Trustees. Tuition for 2003-2004 was not available at press time, therefore, the following rates are for 2002-2003. Refer to the on-line version of the catalog for updates. All fees are subject to change without notice.

Undergraduate and post-baccalaureate students registering for 10-18 credits:
Quarterly Tuition Fees for Residents of the State of Washington $1,141.
Quarterly Tuition Fees for Nonresidents of the State of Washington $3,804.

Undergraduate and post-baccalaureate students registering for nine credits or less:
Resident - for each credit $114.10 Minimum of $228.20.
Nonresident - for each credit $380.40 Minimum of $760.80.

Graduate (Master’s Degree) students registering for 10-18 credits:
Resident Graduate - $1,714.
Nonresident Graduate - $5,221.

Graduate (Master’s Degree) students registering for nine credits or less:
Resident Graduate - for each credit $171.40 Minimum of $342.80.
Nonresident Graduate - for each credit $522.10 Minimum of $1044.20.

Students registering for more than 18 credits:
Undergraduate and post-baccalaureate,
Resident - for each credit $101.
Nonresident - for each credit $367.
Resident Graduate - for each credit $159.
Nonresident Graduate - for each credit $510.

Continuing Education
Tuition and Fees
All courses taught through the Office of Continuing Education are self-supporting. The waiver for Southeast Asia veterans, university staff and senior citizens does not apply. Full fee-paying students must make additional payments at the rate established for each continuing education course in which they enroll.

Resident and Nonresident Status
Washington state law concerning resident classification for tuition and fee purposes, RCW 28B.15.012 et seq., requires that a student "(a)(i) have established a bona fide domicile in the state of Washington, primarily for purposes other than educational, for at least one year immediately prior to the beginning of the quarter for which he or she registers at the University, and (ii) be financially independent, or (b) be a dependent student, one or both of whose parents or legal guardians have maintained a bona fide domicile in the state of Washington for at least one year prior to the beginning of the quarter for which the student registers at the University." The term “domicile” denotes a person’s true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.

Any change of residency status for a given quarter must be based on written evidence provided by the student on a residency classification questionnaire or before the first day of class of the quarter for which a change of residency is sought. Questionnaires are available through the Office of Admissions. The burden of proof in all cases rests with the student.

In accordance with RCW 28B.15.014, certain nonresidents are exempted from paying nonresident tuition and fees. To be eligible for such an exemption, a nonresident student must provide documented evidence that he or she resides in the state of Washington, and (a) holds a graduate school appointment, designated as such by the University, involving not less than 20 hours per week; (b) is employed for an academic department in support of the instructional or research programs involving not less than 20 hours per week; or (c) is a faculty member, classified staff member, administratively exempt employee holding not less than a half-time appointment, or dependent child of such a person.

Out-of-state applicants. To qualify as a Washington state resident, a student must be a U.S. citizen or have permanent resident (resident alien) status. A student must also be either independent and have established a permanent home in the state of Washington for purposes other than education at least 12 months prior to enrollment. Verification will be requested. The spouse or dependent of a person who is on active military duty, stationed in Washington, can be classified as a resident by submitting proof of military assignment. A student cannot qualify as a Washington resident if s/he (or parent, in the case of a dependent) has attended college as a resident of another state within a year prior to enrollment; has received financial assistance from another state, including reciprocity awards, within a year prior to enrollment; or possesses a current out-of-state driver’s license, vehicle registration or other document which gives evidence of being domiciled in another state. For further information, contact the Office of Admissions at (509) 963-3001.

All residency questions should be directed to the Office of Admissions. Residency requirements are subject to legislative change.

Senior Citizens
Senior citizens are encouraged to take advantage of the large variety of courses offered at the University. Persons 60 years of age or older may register as an auditor the first day of class on a space-available basis with permission of instructor. The fee is $5 for a maximum of two courses, not to exceed six credits. Any person utilizing this provision taking more than six credits must pay an additional $25 tuition charge. Credits may not be applied toward meeting requirements for any degree or for increments on any wage or salary scale.

Southeast Asian Veterans
Chapter 306- Laws of the State of Washington, 1989, RCW 28B.15.620 may provide a special exemption from the 1977 increase in tuition and fees for persons who (a) have served in the Southeast Asia theater of operation, (b) between a period commencing August 5, 1964, and ending May 7, 1975, and (c) who qualify as a resident student under R.C.W.28B.15.012. For further information, contact the Veteran Affairs Office.
Employee Tuition Waiver

The University offers educational benefits for CWU personnel, members of Washington State National Guard, and state employees. Eligible employees must hold appointment to a half-time or more position and have attained permanent status. For purposes of this section, half-time staff shall include all permanent employees who are employed on a 20 hour-per-week basis, including employees scheduled for 20 hours per week for more than six months per year on an instructional-year basis. Contracted faculty and exempt employees who are employed half-time or more for a period of at least six months are eligible for these educational benefits.

Faculty who are hired on a quarter-to-quarter basis become eligible beginning with the second consecutive quarter of half-time or more employment. For the purposes of this section, employment of faculty in spring quarter and the following fall quarter may constitute consecutive employment.

Employees who are not eligible for the tuition and fee waiver are: faculty on courtesy appointments; retired faculty, staff, and exempt personnel; and undergraduate and graduate assistants, associates, or others holding positions with student status. An employee who has met university admission requirements and filed proof of eligibility with the Office of the Registrar no less than 15 working days prior to the beginning of each academic term may take up to eight credit hours of coursework for a nominal fee each quarter (summer excluded). Enrollment is subject to space availability only. Enrollment in a closed or wait-listed course under this waiver is prohibited. Consult the educational benefits policy for CWU staff, state employees, and National Guard members for specifics.

Tuition Refund Schedule

A continuing student will receive 100 percent of tuition and fees if a complete withdrawal from the University occurs prior to the sixth day of the quarter.

A student will receive 50 percent of tuition and fees if a complete withdrawal from the University occurs on or after the sixth day of the quarter and within 30 calendar days of the beginning of the quarter.

There is no refund of tuition and fees if withdrawal from the University occurs after the 30th calendar day of the quarter.

There is no refund for individual class withdrawals after the change of schedule period.

Tuition and fees may be refunded to students unable to complete coursework as a result of being called to active duty in the Armed Forces of the United States.

Miscellaneous Fee Schedule

Fees are subject to change for the 2003-2004 academic year.

Application For Admission Fee. $35.

Background Check Fee. In order to participate in certain programs/majors a student must arrange for and obtain a criminal background check from the appropriate law enforcement agency. Information regarding the process, requirements, and costs can be obtained through the department offering the program/major.

Confirmation of Acceptance of Admission Fee. $55.

Athletic Fee. $35 mandatory fee per quarter for all students. Students with less than 10 credits will be assessed $3.50 per credit.

Health and Counseling Fee. $60 per quarter for all campus-based students enrolled for six or more credit hours. $25 for five or more credit hours during summer session.

Technology Fee. $25 mandatory fee for all students. Students with less than 10 credits will be assessed $2.50 per credit.

Audit Fee (without credit). A student enrolling in a course as an auditor is charged regular fees.

Breakage Fee. Students enrolled in certain courses are required to pay for any equipment they break. Fees are variable according to the item broken.

Credit by Examination Fee. Students applying to challenge a course will be assessed a nonrefundable fee of $15 per credit, with a minimum of $30 per course challenge.

Graduation Fees. The fee for a non-teaching baccalaureate degree is $25. The fee for a teaching baccalaureate degree is $52. An additional $10 will be assessed for concurrent degrees. The fee for degree reapplication is $15. (Note: Traditional commencement regalia is available through the University Bookstore. Arrangements should be made by May 1.)

Transcript Fee. $5 for each copy. $15 for on demand, express mail or FAX copies. All fees are due in advance.

Health and Accident Insurance. Group insurance is optional. An additional premium will allow student dependents to be covered by medical facilities other than the student health center, which is reserved for student use only. For further information, inquire at the Cashier’s Office.

Safe Ride Fee. $3 per quarter. No fee for Summer Session.

Student-in-Training (Liability) Insurance. In order to register for certain courses, a student must arrange for individual student-in-training (liability) insurance purchased either through the CWU business office or through some other agency. Information regarding types of coverage available may be obtained from the Department Chair or Program Director.

International Studies Application Fee. A fee not to exceed $150 per student per quarter for students participating in study abroad or exchange programs.

Master’s Thesis Binding Fee. Students submitting a thesis as part of the requirements for the Master’s degree pay a fee of $60 for binding of three copies of their thesis. Two copies are deposited in the library and one copy is given to the student. Students not wishing a copy for themselves will be assessed $40. Any students wanting more than one copy for themselves must make their own binding arrangements for the extra copies.

Parking. Students using the university’s parking facilities must purchase a campus parking permit.

Supply and Equipment Fees. Students enrolling in certain courses are charged for supplies and equipment not furnished as part of the course.

Late Fee. Students failing to pay their tuition in full by the published deadline are assessed a $50 late fee.

Late Registration Fee. Students will be charged a $25 per course for registration from the sixth through the tenth day of instruction; a $50 fee per course for the eleventh day through the thirtieth day of instruction; and $75 per course after the thirtieth day. Permission to add courses will still require signature of the instructor and dean after the tenth day of classes.

Reinstatement Fee. Students who are cancelled on the 30th day of the quarter for tuition non-payment will be assessed a $75 reinstatement fee if reinstatement is granted.

Registration Confirmation Fee. $50. This fee is required of all students without full financial aid who wish to preregister. The fee will be applied toward the students tuition. Students failing to attend will forfeit $50.

Financial Obligation

Admission to or registration with the University, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the University. Payment received from students will be applied in the following priority: 1) oldest charge; 2) tuition and course fees; 3) housing and dining charges; 4) other charges.

Registration, by telephone or in-person, obligates students for payment of all tuition and fees. If tuition is not paid by the due date, students will be assessed a $50 late fee and be liable for any other reasonable collection costs and charges.
Academic Advising

All students are expected to seek, and the University is expected to 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. General Education advising is available at the Academic Advising Center located in Bouillon Hall 206.

Faculty advisors are responsible for providing general education, as well as major program advising. Students are also encouraged to seek advice from various faculty concerning specific areas of interest or from faculty who serve as general advisors. Advisors are listed in the quarterly class schedule also. The Advising Center also provides specialized advising for non-traditional students. The non-traditional designation can be because of age (25 or older) or self identified based on family or other circumstances. If you believe yourself to be non-traditional, you are encouraged to contact the advisor in the Advising Center who is specialized in non-traditional student issues.

The Advising Center provides specialized advising for ethnic minority students. The multi-cultural advisor can assist with time management and study skill development; arrange for free tutoring and peer advising; and recommend academic, employment, and professional opportunities.

Continuing freshmen are required to meet with their UNIV 101 instructor or departmental advisor during advising week. Advising week takes place the week prior to early registration. During this meeting the student and advisor will discuss the appropriateness of the student’s schedule in obtaining their career and academic goals. It is strongly suggested that all other continuing students also meet with their advisors during advising week.

Admission to Major

As a student progresses, identification with a major program of studies becomes necessary for effective advising. Students are required to apply for admission to the program in which they want to major. Application forms are available in department offices. After completing the form, students should submit it to the department office which administers the major. A major or pre-major advisor will be assigned by the major department at the time a student is admitted into a major or pre-major program.

Students who have earned 100 or more credits and who have not applied and been admitted to a major or pre-major will not be permitted to register for classes until they submit a completed report of pre-major advising to the Office of the Registrar indicating that they have discussed a major with a faculty advisor. Otherwise, students who have not been admitted to a major or pre-major prior to 100 credits will be given last priority during preregistration.

If a student does not enroll for two or more consecutive quarters at Central Washington University (excluding summer), he or she will be required to reactivate his or her major status. Reactivation must be done with the concurrence of the department and in accordance with department and the Online Electronic Catalog (OEC) requirements current at the time of readmission. Students 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.

Registration

Currently enrolled students preregister for courses by using the university telephone registration system. Web registration will be available in May, 2004.

Registration for new and readmitted students, and continuing students who did not preregister, begins the first day of each academic quarter. Students may change their schedule during the designated change of schedule period. Students are encouraged to use the telephone registration system to complete all registration transactions.

Registration, in-person or by telephone, obligates students for payment of all tuition and fees. If tuition is not paid by the due date, students will be liable for a late fee and for any other reasonable collection costs and charges.

Consult the quarterly schedule of classes to determine exact dates for preregistration, registration, tuition deadlines, and the change of schedule period.

Academic Credit

The rule for determining academic credit is: one credit represents a total time commitment of three hours each week of the quarter. A regular load of 15 credits requires 45 hours of work per week. The total time includes that spent in class, studying, conference with instructor, writing, laboratory, exercises or any other activity required of students. A minimum of 180 credits is required for a degree.

Colleges which operate on a semester basis (i.e., divide the academic year into two parts, exclusive of summer) give semester credits. Quarter credits multiplied by two-thirds equal semester credits. Semester credits multiplied by one-and-one-half equal quarter credits.

Course Numbering and Class Standing

Courses are numbered sequentially from 100 through 700. Those 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.

Lower Division

Freshman ................. 101 through 199
Sophomore ............. 200 through 299

Upper Division

Junior ..................... 300 through 399
Senior ..................... 400 through 499

Students may enroll in courses one year ahead of their present status except when otherwise specified in the course description. A student’s class standing is determined by the number of credits earned and/or accepted upon transfer. The following table lists the credits required for each class:

Freshman .................. 0-44.9
Sophomore ............... 45-89.9
Junior .................... 90-134.9
Senior ..................... 135 or more

Students holding bachelor’s degrees are considered graduate students whether or not they are admitted to a graduate degree program. Satisfying graduation requirements depends not only on the number of credits completed (a minimum of 180) but also on completion of all other degree requirements.

Student Study Load

Full-time and part-time students are determined by the number of credits for which they register. Full-time undergraduate is 12 credits or more. Three-quarter time undergraduate is 9-11 credits. One-half time undergraduate is 6-8 credits. Full-time graduate is 10 or more credits. One-half time graduate is 5-6 credits.

Undergraduate:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Standard undergraduate load</td>
</tr>
<tr>
<td>18</td>
<td>19-20 credits - Major Advisor and Major Department Chair approval required, or Advising Center for undeclared majors.</td>
</tr>
<tr>
<td>21</td>
<td>Over 21 credits - Major Advisor and Major Department Chair approval as well as the appropriate College Dean.</td>
</tr>
<tr>
<td>2.8</td>
<td>A 2.8 or higher cumulative GPA is</td>
</tr>
</tbody>
</table>
recommended for students seeking an overload.

Graduate:
- 15 credits - Normal Graduate load
- 16 credits or less - No permission required
- 17-19 credits - Major Department Chair or Dean approval required
- 20 or more credits - Graduate Dean's approval required

Proficiency Requirements
Students will be assessed for placement into ENG 101 and MATH 101 and above upon entering CWU as freshmen. Students with deficiencies in English usage/reading or mathematical computation must correct them prior to enrolling in ENG 101 or MATH 101 and above, respectively.

Seniors in Graduate Courses
Seniors may enroll in graduate level courses (501 and above) with the approval of both the instructor of the course and the Department Chair. Credit earned in these courses may meet undergraduate or graduate program requirements, but not both. Students wishing to designate the course for graduate credit must obtain approval from the Dean of Graduate Studies and Research.

Auditing a Course
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. To receive credit for an audited class, students must enroll for credit in and repeat the same course in a subsequent quarter. Students are assessed full tuition for audited courses. Instructors may not compel auditors to write papers or take examinations, but may insist upon other course requirements. Instructors may request of the college dean that auditors be officially withdrawn from the course if these requirements are not met. Students receive neither credit nor grades for audited courses.

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

Concurrent Enrollment
Credit for work taken while simultaneously enrolled at CWU and other educational institutions may be transferred to Central. 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.

The University Catalog:
Choices and Limitations
The official Online Electronic Catalog (OEC) is the University's compilation for all curriculum. Undergraduate catalogs are valid for five years. A student should expect to complete General Education requirements as listed in the Online Electronic Catalog current at the time of first enrollment at either Central Washington University 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.

Graduate students admitted to the Master's degree program may use the catalog they are admitted under or the current one.

Withdrawal From a Course
A limited number of uncontested (peremptory) withdrawals from individual courses will be permitted from the sixth day of the quarter through the end of the sixth week of instruction according to the following schedule:

<table>
<thead>
<tr>
<th>No. of credits earned at time of course withdrawal</th>
<th>No. of uncontested course withdrawals permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-44.9</td>
<td>2</td>
</tr>
<tr>
<td>45-89.9</td>
<td>1</td>
</tr>
<tr>
<td>90-134.9</td>
<td>1</td>
</tr>
<tr>
<td>135-179.9</td>
<td>1</td>
</tr>
<tr>
<td>180-224.9</td>
<td>1</td>
</tr>
<tr>
<td>etc.</td>
<td>1</td>
</tr>
</tbody>
</table>

One uncontested withdrawal will be permitted for each 45 credits after 180 credits. This applies to all students regardless of enrollment classification. Transfer credits will be included in the calculation for eligibility for uncontested withdrawal. Peremptory withdrawals will be noted on the student's transcript with a "W". Unused withdrawal allocations will not be cumulative. Class rosters will reflect the W for students who have used their peremptory withdrawal.

Withdrawals after the sixth week of instruction or when the allotted peremptory withdrawals have been used, will be granted only for reasons of hardship and then only upon written petition to and written approval by the Registrar. The student must contact the course instructor and obtain the faculty member's signature on the hardship withdrawal petition. The signature serves merely to acknowledge the petition and implies neither support nor rejection of the request. The Registrar may consult with affected faculty when evaluating a petition and will notify the instructor if the hardship withdrawal has been approved. Hardship withdrawals will be noted on the student's transcript with an "HW" (hardship withdrawal). Hardship withdrawals from individual courses will not be permitted during or after the final examination period.

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. Withdrawals will not be included in calculating grade point averages.

There are no tuition refunds in cases of withdrawal from individual courses.

Withdrawal From the University
Due to Military Exigency
Students who have been called into military service of the United States due to a national emergency will be eligible for withdrawal from the University or the granting of credit. The policy does not apply to regular National Guard or Reserve duty or to annual active-duty requirements.

- Students who must withdraw from the University during the first third of the quarter will be granted a total university withdrawal (W).
- 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 must withdraw from the University during the last third of the quarter may request an uncontested withdrawal (+W) or an incomplete (I) if 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). Withdrawals granted by this policy do not count toward the uncontested withdrawal limitations per CWU policy. If credit is awarded, the instructors must report either a letter grade or a satisfactory (S) for each course depending upon the quality of the student’s work. If credit is received and the course(s) complete(s) all requirements for the baccalaureate degree, the degree will be awarded.

• In all circumstances, students will be expected to attend classes up to fifteen (15) calendar days prior to induction.

• Students need to contact Registrar Services or their center office as soon as possible to complete the appropriate paperwork, and to submit a copy of the Federal Activation Orders.

Grading Policies and Regulations

“Grade Points” are assigned to each grade as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

A “C” grade indicates that a student has made substantial progress toward meeting the objectives of the course and has fulfilled the requirements of the course. The grades above “C” are used for those students who have demonstrated some degree of superiority. The highest grade, “A”, is reserved for those students who have excelled in every phase of the course. The “B+” grade is for students whose work is superior but does not warrant the special distinctiveness of the “A”. The “D” is a grade for those students who have made progress toward meeting the objectives of the course but who have fulfilled the requirements only in a substandard manner. The “F” is reserved for students who have failed to meet or have accomplished so few of the requirements of the course that they are not entitled to credit.

The following symbols are also used. No “grade points” are assigned.

- S: Satisfactory
- U: Unsatisfactory
- AU: Audit
- W: Indicates a complete withdrawal from the University.
- +W: Indicates an uncontested withdrawal from a course.
- HW: Indicates a hardship withdrawal from a course.
- I: An “I” means the student was not able to complete the course by the end of the term, but has satisfactorily completed a sufficient portion of it and can be expected to finish without having to re-enroll in it. The instructor will designate what a student must do to complete the course, and set a specific date up to one calendar year for the completion of the coursework. It is the student’s responsibility to contact the professor and make arrangements to complete the course. If the work is not completed, the Registrar’s office will automatically convert the “I” to an “F”.
- IP: In Progress - A grade is issued when the course is completed. IP is primarily for graduate thesis, project study and Organization Development courses.
- INC: Incomplete extended beyond normal limit. Frozen upon program completion.
- NR: No grade reported.
- NS: No show. No evidence that the student has ever attended class.
- Z: Undergraduate in progress. A grade is issued when the course is completed. Course must have prior approval before posting the “Z” grade.

Grade Point Average

Grade point averages are calculated by dividing grade points earned by the credit hours attempted. Here is a typical example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Grade Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mus 104</td>
<td>3</td>
<td>C+</td>
<td>(2.3 x 3) 6.9</td>
</tr>
<tr>
<td>Hist 143</td>
<td>5</td>
<td>B-</td>
<td>(2.7 x 5) 13.5</td>
</tr>
<tr>
<td>Psych 300</td>
<td>5</td>
<td>C</td>
<td>(2.0 x 5) 10.0</td>
</tr>
<tr>
<td>Com 207</td>
<td>4</td>
<td>B</td>
<td>(3.0 x 4) 12.0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>17</strong></td>
<td></td>
<td><strong>42.4</strong></td>
</tr>
</tbody>
</table>

Dividing 42.4 by 17 gives a grade point average of 2.49. In computing cumulative grade point averages, only work attempted at Central will be included in the computation, with the following exception: cumulative grade point average for students in the Teacher Preparation Program will include all coursework from all colleges attended. Within the major, minor and professional education option, 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.

Credit/No Credit Option

Students are urged to use the credit/no credit option as a way to explore academic areas of interest. Students, except for first quarter freshmen and students on academic probation, may select one course per quarter under this option. Courses taken to meet major, minor, general education, or professional education sequence cannot be taken under the credit/no credit option. A maximum of 15 credits earned in credit/no credit courses may be allowed toward the 180 required for the Bachelor’s degree. Courses taken beyond the 15 credit maximum as credit/no credit will be converted to a grade.

Students can designate the course as credit/no credit during registration or by the end of the sixth week of instruction. Courses may not be repeated on a credit/no credit basis.

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

The credit/no credit option is distinctive from courses graded on satisfactory/unsatisfactory basis. Credit/no credit courses will not be allowed toward Master’s degree requirements.

New courses for which there are no performance evaluations required for entrance, progress, or completion, and for which attendance is the basis for evaluation, will be graded S/U. 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.

Statute of Limitations on Grade Changes

Grade changes may be filed until the end of the quarter following the one in which they were recorded. Spring quarter grades may be changed until the end of the fall quarter.

Grade Reports

A report of the final grades assigned in courses will be available online at the end of each quarter.
Honor Roll
Undergraduates who achieve a grade point average of 3.5 or higher will be named to the honor roll. To be eligible, a student must complete a minimum of 12 graded credits in the quarter earned. Post-baccalaureate students are not eligible for the honor roll.

Grade Appeal Procedure
Students who believe they have been improperly graded should first attempt to resolve the matter with the instructor. If resolution is not achieved, the student may appeal the grievance to the Department Chair. Failing resolution at that level, the grievance may be submitted to the college Dean. Finally, if the grievance is not resolved at the Dean level, the student may petition for a hearing with the board of academic appeals. For details, contact the Office of the Vice President for Student Affairs and Enrollment Management.

Repetition of Courses
Some CWU 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. Full tuition is assessed for all repeated courses. Other courses may be repeated under the following conditions:
- 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 dean of the college and department chair.
- Credit will be awarded only once, including credit for transfer courses that are repeated at Central.
- 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 record.

Any CWU course repeated at another institution is subject to the following requirements:
- It cannot be transferred in for CWU credit.
- Its grade will not be used in calculating either the CWU or the transfer GPA.
- Under exceptional circumstances, it may be used to waive major or program requirements with permission of the department chair or the program certification officer.

Incomplete Grades
An "I" means the student was not able to complete the course by the end of the term, but has satisfactorily completed a sufficient portion of it and can be expected to finish without having to re-enroll in it. The instructor will designate what a student must do to complete the course, and set a specific date up to one calendar year for the completion of the coursework. It is the student's responsibility to contact the professor and make arrangements to complete the course. If the work is not completed, the Registrar's office will automatically convert the "I" to an "F".

All incomplete changes exceeding the one calendar year limit, including extensions, must be submitted to Registrar Services for approval.

Students may not re-register for a course in which they received a grade of incomplete. If a student re-registers in an incomplete through his/her own initiative, and the student remains registered in the course beyond the sixth day of the quarter, no refund will be given. The action, although usually unintentional, simulates an actual course repeat in which full fees are assessed.

Scholastic Standards
Academic standards are established by the faculty. The Vice President for Student Affairs and Enrollment Management has responsibility for implementing these standards. A student's academic standing appears on the quarterly grade report. Questions about academic standing should be directed to the Office of Student Affairs and Enrollment Management (Bouillon 204).

Good Standing: A student is in good standing when both the quarterly and cumulative grade point averages (GPA) are 2.0 or higher.
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.
Academic Probation: A student who has been on academic warning will be placed on academic probation if either the quarterly or cumulative GPA is below 2.0.
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. 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.

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

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.

The student may be denied enrollment for one year, following which a written petition for readmission must be presented to the Vice President for Student Affairs and Enrollment Management. Readmission, however, is not guaranteed.

A letter will be sent to the student informing him/her of the Vice President's decision.

Academic Forgiveness
An undergraduate student may petition the Registrar in writing for academic forgiveness if all of the following criteria are met:
- The student returned to CWU after an absence of at least five years.
- The student’s CWU cumulative GPA at the time of leaving CWU was below 2.0.
- The student has earned at least a 3.0 GPA in at least 45 credits since returning to CWU.

If academic forgiveness is granted, the previous credits and grades at CWU 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 CWU cumulative GPA.

The student may request a review of the Registrar's decision by the Board of Academic Appeals and Academic Standing. A petition for academic forgiveness may be granted only once. Unless academic forgiveness is granted, the GPA at CWU will include all CWU grades for all courses. The forgiveness policy does not extend to calculating GPA of major or to honors.

Class Attendance and Participation
Instructors may require regular class attendance. 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 the Registrar 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.
A student who does not meet course prerequisites may be required to drop the course. Instructors are not required to offer makeup work for absences.

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 for the absence. Instructors are encouraged to make accommodations.

Members of the university community directing or arranging such activities must adhere to the following guidelines:

- Scheduling of such activities shall not overlap with official final examination periods.
- Scheduling of such activities shall not require an absence of more than three (3) consecutive class days.
- Scheduling of such activities shall be announced to the students far enough in advance for them to plan to fulfill course requirements.
- If an exception to these guidelines is needed, the sponsor of the activity will contact instructors to determine whether or not participation in the activity will negatively affect the student's performance or grade.
- Seeking permission for an exception lies with the sponsor and not with the student(s).

Athletic Participation

Central Washington University Athletics is governed by the rules of the NCAA Division II and the Great Northwest Athletic Conference. Further information on those rules is available through the Athletic Office, or the office of the Faculty Athletics Representative. University academic requirements for participation require the student athlete to meet the requirements of those athletics organizations as well as:

- Maintain a 2.00 accumulative grade point average at all times
- Be in good academic standing at all times
- Effective Fall 2000, all incoming freshmen and transfer students must complete Health Education 205, Drugs and Sport, by the end of their third year (or junior status) in order to remain eligible for participation in varsity sports.

Course Challenge

(Credit By Examination)

Under certain circumstances, the University may award credit or waive requirements based on course challenges or prior learning experience. Matriculated students, enrolled on a full-time basis, may challenge any course which appears on the current course challenge list. The following rules apply:

- A course challenge application form, available in the Office of the Registrar, must be completed.
- A fee of $15 per credit, with a minimum of $30 per course, must be paid.
- The challenge is conducted according to procedures established by the departments.
- The result of the course challenge is recorded as "S" or "U" on the transcript and is not used in computing grade point average.
- The application to challenge a course will be denied if credit for the course has been received previously at this or another college, the course was previously failed, the student previously withdrew from the course, the course was previously unsatisfactorily challenged, audited or if registration was canceled.
- Credit by examination will not be allowed toward meeting the residence requirements by the University.
- Graduate students who have been admitted to a graduate program must obtain permission from the Dean of Graduate Studies and Research, their advisor and the course instructor for course challenge.

Course Challenge List

Special courses such as "Individual Study," "Special Topics," "Cooperative Education," "Workshops" and "Seminars" may not be challenged for credit.

Accounting: all undergraduate courses.
Aerospace Studies: no courses are offered for challenge.
Administrative Management: all undergraduate courses.
Allied Health Sciences: some courses may be challenged with approval.
Anthropology: all undergraduate courses with chair's approval.
Art: all undergraduate courses with chair's approval except 101.
Biological Sciences: all undergraduate courses except laboratory courses.
Business Administration: all undergraduate courses.
Business Education: all undergraduate courses except 420, 425, 426, 445.
Chemistry: all undergraduate courses except laboratory courses.
Computer Sciences: all undergraduate courses with chair's approval.
Early Childhood Education: no courses are offered for challenge.
Economics: all undergraduate courses.
Education: all undergraduate courses with chair's approval.
English: no courses are offered for challenge.
Environmental Studies: no courses are offered for challenge.
Ethic Studies: all undergraduate courses with chair's approval.

Flight Technology: all courses with departmental approval.
Foreign Languages: all undergraduate courses with chair's approval.
Geography: no courses are offered for challenge.
Geology: no courses are offered for challenge.
Health, Human Performance and Recreation: all undergraduate courses.
Health Education: all undergraduate courses.
History: 101, 102, 103, 143, 144.
Humanities: 101, 102, 103.
Industrial and Engineering Technology: all undergraduate courses with chair's approval.
Law and Justice: all undergraduate courses with director's approval.
Leisure Services: no courses are offered for challenge.
Marketing Education: all undergraduate courses except 331, 445.
Mathematics: all undergraduate courses numbered above 170.
Military Science: all 100 and 200 level courses.
Music: all undergraduate courses except applied lessons, class lessons, and performing groups.
Philosophy: all undergraduate courses.
Physics: no courses are offered for challenge.
Political Science: no courses are offered for challenge.
Psychology: all undergraduate courses with chair's approval.
Recreation and Tourism: no courses are offered for challenge.
Religious Studies: all undergraduate courses.
Safety Education: no courses are offered for challenge.
Social Science: no courses are offered for challenge.
Sociology: all undergraduate courses with chair's approval.

Course Substitutions

Students may petition the appropriate department chair if they wish to substitute courses within degree requirements. Course substitutions may not contravene general university policy.

Academic Appeal

The student should be aware that procedures have been established to hear complaints regarding academic matters. The Board of Academic Appeals exists to guarantee due process for academic grievances involving students, faculty, staff, and administrators. The Academic Appeals policy is established by the Faculty Senate and is administered by the Vice President for Student Affairs and Enrollment Management.
Required Participation in Assessment Activities
Students are required to participate in assessment activities at several points during their academic careers. They will be assessed for placement into English 101 and Math 101 and above upon entering CWU as freshmen. Students with deficiencies in English usage/reading or computation must correct them prior to enrolling in ENG 101 or MATH 101 and above respectively.

Once accepted, international students may be evaluated by the ESL staff to determine whether additional English-as-a-second-language coursework will be required during attendance at CWU.

Students will be tested for proficiency in English usage, reading, and computation after the student has completed 90 credits but prior to accumulating 110 credits. Departments may establish their own requirements as long as they meet or exceed University standards. Departments may also require students with deficiencies to correct them before being accepted into the major.

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

End-of-major assessments are required prior to graduation.

Graduation Requirements
Students are eligible for award of a bachelor’s degree if they are in good standing and fulfill the following requirements established by the faculty:

Credits
• A minimum of 180 quarter credits is required. Students should note, however, that some bachelor’s degrees have requirements in excess of 180 credits. Central allows a maximum of 135 quarter (90 semester) credits to transfer from any combination of regionally accredited institutions, including no more than 90 quarter (60 semester) credits from two-year community colleges. Additional course work which exceeds this amount, may be used to meet specific requirements but additional credits will not be allowed to count toward the 180 credit requirement for graduation.
• A minimum of 60 credits of upper division study is required. (These are earned in courses numbered 300 and above.) Credits earned in study at the lower division (courses numbered 100-290) will not be allowed toward meeting this requirement.
• Students must study on the University campus or at an established University center at least three quarters and earn a minimum of 45 credits. Credits earned through industrial or military experience, or through credit by examination may not be used to meet residency requirements.
• No more that forty-five (45) total quarter credits through CLEP or other sources of non-traditional credit may apply to graduation.
• Transfer students must earn from CWU a minimum of 10 credits in the major and, if a minor is declared, 5 credits in the minor.

Degree Components
• The complete education program must be completed as defined in the university catalog.
• Students transferring from Washington state community colleges holding the appropriate academic transfer associate degree will have met the general education program requirements.
• Completion of all requirements for a major as specified by the appropriate department is required.
• Completion of a minor is required when the major contains fewer than 60 credits.
• Foreign Language: students seeking the Bachelor of Arts (B.A.) degree must complete one year college/university study of a single foreign language or two years high school study of a single foreign language.
• Professional Education: all professional education programs require completion of professional education courses in addition to completion of major requirements.

Scholastic Requirements
Graduation and graduation with honors are based on credits and grade-point averages earned at the time the degree is awarded. Once a degree is awarded the academic record is frozen. Changes in grades made after the award of the degree have no effect on the degree. Final responsibility for meeting graduation requirements resides with the student.
• In order to graduate, students must have achieved a cumulative grade-point average of at least 2.0 in courses taken at Central Washington University.
• Students must also have achieved a cumulative grade point average of at least 2.25 in the major field of study. All courses fulfilling the major requirements, including courses accepted in transfer, are used in computing the major grade point average.
• Specific degree and professional certification programs may have more stringent degree requirements than those specified above.

Teacher Preparation Program
• Cumulative grade-point average of at least 3.0 for the last 45 graded credits, OR an overall (all colleges attended) cumulative grade-point average of 3.0.
• Grade-point average of at least 2.5 for major, minor and professional education sequence.

Application for Graduation
Degrees are not automatically awarded when requirements are completed. It is the responsibility of the student to make application in the registration office. Application for the bachelor’s degree must be filed by the second Friday of the quarter preceding the quarter in which the degree is to be received. Complete instructions and deadlines are available in registrar services and through center offices.

Exceptions to university graduation requirements must be petitioned to the Registrar. Approval of exceptions must be obtained from the general education committee, department or program chair and responsible dean where appropriate. Exceptions in majors or minors and teacher education programs must be approved by the appropriate department chair and college dean or designee. Final responsibility for meeting graduation requirements resides with the student.

Commencement Participation
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 quarter may participate in the spring graduation ceremony.

Application for graduation or receipt of a degree does not automatically qualify a student for commencement participation. Students must submit to registrar services a commencement participation form prior to the published commencement participation deadline.

Students anticipating graduation the summer quarter following commencement exercises may participate in the graduation ceremony on a space-available basis. 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 and complete degree requirements by the end of summer quarter. Published acknowledgment of the degree will not take place until the degree is conferred. All honors recognition for summer quarter candidates will be published the following spring.

Students participating in commencement exercises must wear commencement regalia approved by the Registrar. Exceptions to
Graduation with Distinction
Baccalaureate honors are awarded to recipients of a first Bachelor’s degree according to the following standards:
- 3.5 to 3.69 - cum laude
- 3.7 to 3.89 - magna cum laude
- 3.9 to 4.00 - summa cum laude
Cum laude, magna cum laude, and summa cum laude will be noted on the recipient’s diploma and university transcript.

Other distinctions
President’s Scholars are those students who, in the current academic year, have cumulative GPA’s in the top 1 percent of their respective college class. GPA is calculated by existing University policy.
Dean’s Scholars are those students who, in the current academic year, have cumulative GPA’s in the top 5 percent of their respective college class (but not including the top 1 percent). GPA is calculated by existing University policy.

NOTE: Individual study majors will be computed with the College of Arts and Humanities majors.

Other requirements for graduation with distinction include:
• At least seventy-five (75) of the credits required for the degree must be earned at Central Washington University with a minimum of 60 credits in courses taken on the A-F graded basis.
• Credits earned by course challenge, CLEP and other national examinations, military experiences or courses, non-college courses and industrial experience will not be allowed toward the 75 credits required for eligibility.
• Honors shall be based on the GPA of all credits earned at Central as well as transfer credits accepted by CWU.

The Registrar will calculate the top percentage for declared graduates based on the end of winter quarter data. Final determination of honors will be made after spring quarter graduation when all grades are recorded.

Students completing degree requirements during the summer who are permitted to participate in the preceding spring quarter commencement will not be eligible for honors recognition until the following spring commencement ceremony.

Concurrent Baccalaureate Degrees
A student may be awarded more than one baccalaureate degree (B.A., B.F.A., B.A. Ed., B.MUS, B.S.) at the same time provided that requirements of both the degree programs have been completed. Double majors within the same baccalaureate program do not constitute separate baccalaureate degrees.

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

Second Baccalaureate Degree
Qualified students seeking second baccalaureate degrees must apply for admission to the university to earn a different type of undergraduate degree associated with a different major. Qualified students are admitted to graduate status; this does not mean, however, that they are enrolled in an “advanced degree program.” To receive a second baccalaureate degree, students must complete: (1) all degree requirements not satisfied by the previous degree, and (2) a minimum of 45 quarter credits from Central. Second baccalaureate degree students follow regulations applicable to undergraduates; however, they are not eligible for university honors.

Central Washington University reserves the right to review a post-baccalaureate student’s transfer work to determine fulfillment of requirements.
MISSION, RATIONALE, AND
STUDENT OUTCOMES

The General Education Program offers undergraduate students a liberal arts education in order to cultivate thoughtful and responsible persons and citizens, to prepare them for the world of work, and to teach them to pursue knowledge for its own sake. In order to accomplish those broad goals, the General Education Program seeks to promote effective reasoning, broad and deep learning, and the inclination to inquire.

Effective Reasoning
A comprehensive liberal education helps students to develop their abilities to recognize and to think clearly about important issues and questions. The ability to think clearly involves fluency in reading, writing, and oral communication, as well as mastery of the basic principles of logical, mathematical, and scientific reasoning.

Broad and Deep Learning
A liberally educated person should possess a rich and broad fund of meaningful knowledge as well as the ability to compare and integrate new or different areas of knowledge in fruitful ways. To that end, the general education curriculum imparts a broad understanding of the various liberal arts and sciences and the ways that those arts and sciences evolve. In much the same way, the curriculum aims to foster an appreciation of diversity as a rich source of new ideas and opportunities for learning. Through such studies, students may comprehend the interconnectedness of knowledge and the importance of integrating knowledge gained from disparate parts of the curriculum.

The Inclination to Inquire
An education in the liberal arts fosters a student’s commitment to seek out and acquire important knowledge and skills, both for their intrinsic value and for the good they contribute to our common and individual lives. For this reason, a disposition to ask incisive and insightful questions is perhaps the surest sign of a liberally educated mind.

The general education requirement offers a basic knowledge of mathematics and the natural sciences, including laboratory experience, intermediate knowledge of at least one foreign language, the study of the humanities, the political, philosophical, and cultural history of world civilizations, and the foundations and principles of American society.

This mission statement is informed by the standards promulgated by the American Academy for Liberal Education and by CWU’s Mission Statement.

General Education Program

Goals
1. Students will become thoughtful and responsible members of society and stewards of the earth.
2. Students will respect diversity of background, experience, and belief, and will value the different perspectives that this diversity brings.
3. Students will achieve fluency in reading, writing, oral communication, and information technology.
4. Students will master the basic principles of logical, mathematical, and scientific reasoning.
5. Students will develop an appreciation of the breadth and depth of scientific and humanistic knowledge.
6. Students will develop a sense of the interconnectedness of knowledge.
7. Students will integrate knowledge from diverse fields of study in order to solve real-world problems.
8. Students will become aware of the manifold ways that knowledge evolves.
9. Students will develop a disposition to ask incisive and insightful questions.

All courses taken to satisfy general education requirements must be taken for a letter grade.

BREADTH REQUIREMENT

I. ARTS AND HUMANITIES

Students must take at least one course from each of the three groups. No more than one class from a single department may be counted toward this requirement.

Literature and the Humanities
A grade of C- or better is required in ENG 101 before taking any of the courses in this category.

ENG 105(W) The Literary Imagination: An Introduction to Literature (4)
ENG 247(W) Multicultural Literature (4)
HUM 101(W) Exploring Cultures in the Ancient World (5)
HUM 102(W) Exploring Cultures from 16th Through 19th Centuries (5)
HUM 103(W) Exploring Cultures in Modern & Contemporary Societies (5)

The Aesthetic Experience

ART 101 Introduction to Western Art (5)
ART 102 Introduction to Non-Western Art (5)
MUS 101 History of Jazz (5)
MUS 102 Introduction to Music (5)
PED 161 Cultural History of Dance (4)
TH 101 Appreciation of Theatre and Film (4)
TH 107(W) Introduction to Theatre (4)
TH 382(W) Ethnic Drama (4)
Philosophies and Cultures of the World.

An introduction to institutions, cultures, and traditions of nations, groups, and societies outside the United States intended to encourage an understanding of the dimensions of human diversity as well as similarities. An introduction to contemporary international and transnational issues intended to provide a broader perspective of the individual’s relationship to other cultures and to common human concerns.

ANTH 130(W) Introduction to Cultural Anthropology (5)
AST 102(W) Introduction to Asian Studies (5)

Perspectives on World Cultures

An introduction to institutions, cultures, and traditions of nations, groups, and societies outside the United States intended to encourage an understanding and appreciation of the dimensions of human diversity as well as similarities. An introduction to contemporary international and transnational issues intended to provide a broader perspective of the individual’s relationship to other cultures and to common human concerns.

ANTH 130(W) Introduction to Cultural Anthropology (5)
AST 102(W) Introduction to Asian Studies (5)
COLLEGE OF ARTS AND HUMANITIES

Administration and Organization

Dean: Liahna Armstrong (Hebeler Hall 202)
Associate Dean: Rosco Toman (Hebeler Hall 202)

The College of Arts and Humanities (CAH) comprises 10 departments and programs, listed below, which represent the disciplines of the arts and humanities. All departments and some programs of CAH offer undergraduate degrees as well as minors which supplement other degree programs. Several departments offer Master’s degrees. In addition to its role in providing degree programs, CAH is responsible for many of the course offerings of the general education program along with extensive service coursework for the entire university. The College also plays a major role in Central’s teacher education programs, offering Bachelor’s and Master’s degrees for students preparing to be secondary teachers and providing coursework in educational foundations and discipline-specific methods for teacher education majors. Building on a legacy of teaching excellence, CAH faculty are engaged in research, creative activities and service, involving students in the scholarship and practical applications of their various academic specializations, while making important contributions to the intellectual tradition and to society at large. There are no special requirements for admission to the College, but some departments have requirements that are described under the respective department and program headings in this catalog.

Departments and Programs

Department of Art: Michael Chinn (Randall Hall 103)
Department of Asia/Pacific Studies: Jeffrey Dippmann (Language & Literature Bldg. 337C)
Department of Communication: Corwin King (Bouillon Hall 232A)
Douglas Honors College: Barry Donahue (Language & Literature Bldg. 408G)
Department of English: Patricia Callaghan (Language & Literature Bldg. 423)
Department of Foreign Languages: Joshua Nelson (Language & Literature Bldg. 102-S)
Department of History: Karen Blair (Language & Literature Bldg. 100)
Humanities Program: Gerry Stacy (Language & Literature Bldg. 408C)
Department of Music: Peter Gries (Hertz Hall 101)
Department of Philosophy: Chenyang Li (Language & Literature Bldg. 337)
Department of Theatre Arts: George Bellah (McConnell 108)

COLLEGE OF BUSINESS

Administration and Organization

Dean: Roy Savoian (Shaw-Smyser 129)
Associate Dean: John J. Lasik (Shaw-Smyser 126)

COB Web Site: http://www.cwu.edu/~cob

Departments and Programs

Accounting: Jay D. Forsyth (Shaw-Smyser 318)
Business Administration: Don R. Nixon (Shaw-Smyser 318)
Economics - Robert Carbaugh (Shaw-Smyser 426)

Accounting Program Directors

Lynnwood Center - Michael Ruble
SeaTac Center - Norman J. Gierlasinski

Business Administration Program Directors

Ellensburg - Steve Schepman
Lynnwood Center - F. Lynn Richmond
SeaTac Center - Don R. Nixon

Mission: The College of Business creates value and opportunity for our students by providing a high quality education at the Ellensburg campus and university centers in the Puget Sound and central regions of Washington state.

Meaning of our Mission: Value and Opportunity

- Through curricula based on theory and on practice, we prepare an increasingly diverse student population with the knowledge, competencies and skills that are necessary for productive careers.
- Our undergraduate and graduate degree programs are offered with the highest emphasis on excellence in teaching, which is strengthened by faculty research and supported by professional service.
- With emphasis on undergraduate education, degree programs are delivered by faculty who are dedicated to using their academic preparation and business experience to enhance student learning.

High Quality Education

- Teaching is our priority. We foster a learning environment where students and faculty work actively together.
- Curricula reflect current needs and developments in business and promote an understanding of theory and its practical application.
- Education at a high level of quality derives from concern for students at the individual level, and personalized, innovative instruction supported by appropriate learning technologies.
- Important linkages are developed with alumni, College of Business Advisory Board, employers and other professionals in business and education.
- We are committed to outcomes assessment and continuous improvement in order to provide a high quality education.

Our Shared Values

The faculty and staff share a set of core beliefs and commitments. We believe in:

- student success
- lifelong learning
- integrity and ethical behavior
- excellence

We commit ourselves to:

- prepare students for the future
- impart knowledge on which students can build
- treat everyone with respect and fairness
- exemplify our values by serving as teachers and role models
- maintain professional currency

Programs: The college offers programs leading to the Bachelor of Science degree in the following areas:

Bachelor of Science, Accounting
Bachelor of Science, Business Administration with specializations in:
- Finance
- General Business
- Human Resource Management
- Management and Organization
- Marketing Management
- Management Information Systems
- Operations and Supply Chain Management

Bachelor of Science, Economics with specializations in:
- General Economics
- Managerial Economics

The College also offers a Master of Professional accountancy degree through the graduate school. Students may take their junior and senior years of the Accounting and Business Administration programs at two westside centers: Lynnwood and SeaTac. In addition, upper-division coursework in support of major programs is offered at three eastside centers: Wenatchee, Moses Lake, and Yakima. Please refer to departmental listings in this catalog for more information about each major.

Admission Requirements

Admission requirements to major programs within the College of Business are
identical regardless of the location of the program. Students must first be accepted by Central Washington University and the center which they plan to attend. Then, students must formally apply to the College of Business and be admitted to a major program prior to enrolling in 300-400 level courses within the College of Business. Application forms are available in the center and department offices. The application form must be completed and returned to the appropriate offices along with copies of current transcripts.

Applicants to all degree programs within the College of Business must have achieved a minimum overall GPA of 2.00 in all collegiate studies; further, applicants must have completed English 101 and 102. All course and grade criteria specified here apply to equivalent courses transferred from other institutions.

Admission to the Accounting or Business Administration major requires the completion of seven pre-admission courses with a minimum GPA of 2.25 and a minimum grade of “C-” (1.70) in each course. Admission to the Economics major requires the completion of four pre-admission courses with a minimum GPA of 2.25 and a minimum grade of “C-” (1.70) in each course. The credit/no credit option will not be accepted for any pre-admission courses.

Transfer Credits
Equivalent lower division (100-200 level) courses may be transferred toward meeting the pre-admission requirements for any B.S. degree in the College of Business. Upper division (300-400 level) courses may be transferred toward meeting the major requirements only with the approval of the Department Chair and the College Dean or designee.

Service to Other Majors
Students majoring in programs outside the College of Business who are required to take courses in this college for either their major or minor will be eligible to enroll on a space-available basis. These students will be given priority over other non-college majors wishing to enroll in courses. All students must have taken prerequisites for courses prior to enrollment.

COLLEGE OF THE SCIENCES
Administration and Organization
Web Site: http://www.cwu.edu/~cots/

Interim Dean: M. Meghan Miller (Science Building 107)
Associate Dean: Philip Tolin (Science Building 107)

The College of the Sciences (COTS) is comprised of 12 departments and a number of affiliated programs representing disciplines in the behavioral, natural and social sciences as well as mathematics. The departments and programs of the College offer undergraduate baccalaureate degrees, Master’s degrees and coursework at the graduate level, minors which supplement other degree programs, and a comprehensive range of service coursework for the entire university. As an essential part of its mission, the College is responsible for extensive course offerings within the general education curriculum. The departments play a major role in Central’s teacher education programs, offering Bachelor’s and Master’s degrees for students preparing to be secondary teachers and providing coursework in educational foundations and discipline-specific content and methods.

Departments within the College are committed to teaching excellence, to active engagement by faculty in research, scholarship and professional service activities, to student involvement in research, and to community service, employing practical applications of the various academic specializations.

Departments
All departments offer baccalaureate degree programs, and in some cases, minors and Master’s degrees. In addition to consulting department/program headings in this catalog, students are encouraged to contact individual department and program offices directly.

Anthropology and Museum Studies: Anne S. Denman (Farrell Hall 309; 963-3201)
Biological Sciences: David Hosford (Science Building 338; 963-2731)
Chemistry: Martha Kurtz (Science Building 302; 963-2811)
Computer Science: James Schwing (Hebeler Hall 219; 963-1495)
Geography & Land Studies: Karl Lillquist (Lind Hall 119-C; 963-1188)
Geological Sciences: Carey Gazis (Lind Hall 219; 963-2701)

Law & Justice: James Roberts (Psychology Building 465; 963-3208)
Mathematics: Scott Lewis (Bouillon Hall 108; 963-2103)
Physics: Bruce Palmquist (Lind Hall 201-A; 963-2727)
Political Science: James Brown (Psychology Building 414; 963-2408)
Psychology: Warren Street (Psychology Building 422; 963-2811)
Sociology: Kirk Johnson (Farrell Hall 409; 963-1305)

Affiliated Programs
Programs offer specialized coursework, interdisciplinary baccalaureate or Master’s degrees, minors, or public service functions related to instructional programs.

Allied Health Sciences (Biological Sciences): Sheldon Johnson (Science Building 3381)
Central Washington Archaeological Survey (CWAS, Anthropology): TBA (Farrell)
Energy Studies: James Huckabay (Lind Hall 117A)
Environmental Studies: Christopher Kent (Lind Hall 118-A)
Ethnic Studies (Sociology): Delores Cleary (Farrell Hall 442)
Gerontology (Psychology): Jeffrey Penick (Psychology Building 461)
Geographic Information Systems Laboratory (GIS): Robert Hickey (Lind Hall 119-A)
Organization Development Center (Psychology): Anthony Stahelski (Psychology Building 422)
Primate Behavior and Ecology: M. Meghan Miller (Science 107)
Public Policy: Rex Wirth (Psychology Building 481)
Resource Management: Geography/Anthropology: Anthony Gabriel (Lind Hall 117-B)/Steve Hackenberger (Farrell Hall)
Science Education: Martha Kurtz (Science Building)
Women Studies: Bang-Soon Yoon (Psychology Building 473)
COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES

Administration and Organization

Web Site: http://www.cwu.edu/~ceps/coestart.htm

Dean: Rebecca S. Bowers
Interim Associate Deans: Ethan Bergman and Connie Lambert

The primary role of the College of Education and Professional Studies is to support the mission of Central Washington University by offering and supporting educational opportunities of the highest quality for students. The mission of the College of Education and Professional Studies is to prepare enlightened leaders for the professions and for society — leaders who will commit themselves to socially responsible citizenship in a global society.

From the College perspective, its role is fulfilled by creating and nurturing an academic environment where “quality” and “excellence” are synonymous with achievement. Each academic unit of the College has developed specific goals and objectives to complement this mission.

Department Chairs

Aerospace Studies (AFROTC): William M. Major, Lt. Col., USAF (Peterson Hall 203)
Curriculum and Supervision: Osman Alawiyi (Black Hall 101)
Family & Consumer Sciences: Janet S. Bowers (Michaelsen Hall 100)
Health, Human Performance and Recreation: Robert McGowan (Physical Education Building 114)
Industrial and Engineering Technology: Walt Kaminski (Hogue 107)
Information Technology and Administrative Management: Catherine L. Bertelson (Shaw-Smyser 203)
Military Science (ROTC): Troy W. Kunz, Lt. Col. (Peterson Hall 202-G)
Teacher Education Programs: David Shorr (Black Hall 101)

Center for Teaching and Learning

The Center for Teaching and Learning is the NCATE accredited unit that provides oversight for all CWU school personnel preparation programs. The CTLs intended to facilitate communication between and among the respective disciplines that contribute to the preparation of educators. CTL programs include the preparation of teachers, school administrators, school counselors, and school psychologists.

Conceptual Framework

Supporting the mission, purpose, and governance structure of the CTL is the “Constructivist” philosophy. This philosophy asserts that:

1. Knowledge is actively created by the learner.
2. Knowledge is “constructed” or made meaningful when learners relate new information to prior knowledge or existing structures of knowledge.
3. Knowledge “constructs” are shaped by experience and social interaction.
4. Members of a culture collaboratively establish knowledge.

The framework for the professional preparation programs is divided into four strands:

1. Facilitator of Learning as Expert Learner.
2. Facilitator of Learning as Knowledge Specialist.
3. Facilitator of Learning as Master of the Art and Science of teaching.
4. Facilitator of Learning as Teacher/Specialist Scholar.

The four strands are interactive. The general education course requirements focus on developing the student as an expert learner. The student’s major and minor programs provide the in-depth study required for the knowledge specialist. The professional core, including learner outcomes and field experiences, prepares the student to be a master of the art and science of teaching. A formal graduate degree program, where the student synthesizes knowledge and experience, establishes the student as a teacher/specialist scholar.

Ultimately, the overall goal is to prepare teachers, administrators, counselors, and psychologists who are facilitators of learning in a diverse world.

The Director of the CTL is James L. DePaep. For information about the school administrator program, contact the Department of Teacher Education Programs. For information about the school counselor and school psychologist programs, contact the Department of Psychology.

Teacher Preparation Program

General Information

The Teacher Preparation Program is administered through the College of Education and Professional Studies and the Center for Teaching and Learning Executive Board. The Provost and Vice President for Academic Affairs in collaboration with the Dean of the College of Education and Professional Studies appoints faculty to serve on the Advisory Council, which advises the CTL Executive Board on program policies.

Admission Requirements

Admission to the University does not guarantee a student admission into the Teacher Preparation Program. Students must be fully admitted to the Teacher Preparation Program prior to taking any courses in the Department of Teacher Education Program’s majors and minors, or the required professional education foundation courses.

Processing of applications takes time. To insure the thorough review of transcripts, letters of recommendation, etc., it is required that all application materials for admission to the Teacher Preparation Program be submitted by the following dates: Winter, November 1; Spring, February 15; Summer, May 1; Fall, August 1.

Admission Requirements (All application forms are available online at www.cwu.edu/~cert or can be purchased at the University Store on campus.)

1. A 3.0 grade point average for at least the last 45 graded quarter credits (the total may exceed 45 if an entire quarter is needed to achieve the minimum 45).
2. Acceptance can be granted to individuals with a 2.8 GPA, with the provision those individuals meet the 3.0 GPA prior to making application for student teaching and certification. Official transcripts for all college/university coursework must be submitted directly to the Associate Dean’s office. These transcripts are in addition to transcripts submitted to the Registrar Services Office.
3. Completed APPLICATION FOR ADMISSION TO TEACHER EDUCATION.
4. Minimum score of 24 on each of two RECOMMENDATION FORMS completed by teachers, employers, or professors (one must be from a professor or teacher). Forms may not be completed by a relative.
5. Signed FINGERPRINTING REQUIREMENT form.
6. Pass the WEST-B examination.
7. Completion of one of the following:
   - Prerequisite Courses: ENG 101 and 102, and MATH 101, 163.1, 163.2, 164.1, 170 or 172.1.
• Bachelor’s degree from an accredited institution.
• A direct transfer agreement Associates Degree.

WEST-B Test
All individuals applying for admission to CWU’s Teacher Preparation Program are required to meet the minimum passing score on the WEST-B (Washington Educator Skill Test - Basic). This exam is administered statewide six times each year. Registration information and test dates can be found online at http://www.west.nesinc.com/

Note: Failure to begin the program within one year from date of acceptance may result in cancellation of admission.

The completed application packet needs to be submitted to the following address by the appropriate deadline date: Associate Dean, College of Education and Professional Studies, Central Washington University, 400 East 8th Ave., Ellensburg, WA 98926-7414.

Please be aware that:
No grade lower than a C in major or minor, required English composition courses, and foundation coursework, and no grade lower than a C- in basic and breadth coursework will be accepted for certification.

To remain in the program, students must maintain a 3.0 GPA - cumulative, or for the last 45 graded credits earned.

Each applicant for admission to the Teacher Preparation Program will be notified in writing of the status of his/her application.

Completion of the Teacher Preparation Program does not guarantee certification by the state of Washington. In order to be certified, the candidate must demonstrate good moral character and personal fitness as defined by WAC 180-79A-135. Fingerprint clearance from the State Patrol and FBI will be required prior to application for practicum and/or student teaching. If you have anything from your past that you think may compromise your certification, please seek advisement from the Associate Dean, College of Education and Professional Studies, (509) 963-2661, prior to submitting your application.

Teacher Preparation Program admission regulations are administered by the Associate Dean, College of Education and Professional Studies. Personal folders are maintained in the Associate Dean’s Office for each student enrolled in a teaching program at Central Washington University.

Transfer Students
Students entering Central Washington University with a transferable Associate of Arts (A.A.) degree from an accredited Washington community college will need to meet the admission requirements for the Teacher Preparation Program prior to enrolling in any education courses. These students are frequently surprised to find that, after finishing two years of community college, they have more than two years left to complete an education degree. This is because the A.A. degree required 90 credits and, when transferred to CWU, satisfies only the Basic and Breadth requirements which can generally be completed in 60 credits at CWU. Community college students can make good use of the additional 30 credits required by the A.A. by selecting courses at the community college which may meet major, minor, or, in some cases, courses in the teacher preparation program. Check your community college’s equivalency sheet to make certain your courses are equivalent to CWU’s courses for these particular requirements.

Alternative Admissions Procedures to Teacher Preparation
Students who do not have the required grade point average, or who do not pass portions of the WEST-B Test may apply for provisional admission to the teacher preparation program by alternative means. PROCEDURE:
1. Applications will be made in writing to the Candidate Admissions, Recruitment, and Retention Committee in care of the CEPS Associate Dean. The written application will include the following:
   a. A letter from the applicant’s major advisor that supports the following:
      Applicant’s academic ability, Service experience, Growth, commitment and motivation, Potential for graduate study (following graduation from the undergraduate program), Potential for success in working with diverse groups, Other criteria appropriate to the applicant’s potential as a teacher, and, Other extenuating circumstances that may have affected the applicant’s grades and test scores.
   b. One supporting letter from a former employer, supervisor, or other individual knowledgeable of the applicant’s experiences in working with young people.
   c. A personal essay by the applicant that describes his/her educational goals and objectives.
2. An interview with the Candidate Admissions, Recruitment, and Retention Committee may be required.
3. Those admitted will be monitored on a quarterly basis by the CARR Committee, and will meet all admission requirements prior to student teaching.
4. Students who have been admitted to the Teacher Preparation Program via the CARR will receive personal guidance to facilitate completion of their undergraduate degrees and receipt of their certificates.
5. For further information, contact the Associate Dean of the College.

Graduation/Certification Requirements for Teacher Preparation Program
1. No grade lower than a C in major, minor, composition courses, and professional education foundation courses.
2. Minimum GPA of 2.5 in major, minor, and professional education foundation courses.
3. Minimum GPA of 3.0 for last 45 graded credits or overall cumulative (to include all college coursework).
4. A degree in Elementary Education, Special Education, or Early Childhood Education may not be awarded without certification.

Major and Minor Concentrations
To achieve certification, students must select a major which leads to a University “Primary” endorsement for teaching in the schools of Washington state.

The following majors are primary endorsements offered at CWU. Numbers in parenthesis indicate catalog/SIS code. Students should contact the departments to request information about major requirements.

Primary Endorsable Majors
Biology: Teaching Major (1602)
Business Education Major (1800)
Chemistry: Teaching Major (1851)
Early Childhood Education Major (2550)
Earth Science Major (2600)
Elementary Education Major (2870)
English: Teaching Major (3053)
Family & Consumer Sciences Vocational: Teaching Major (3365)
Foreign Languages: Teaching (3505), Foreign Languages: Teaching Broad Area (3515): Chinese, French, German, Japanese, Russian, and Spanish
History: Teaching Broad Area Major (4011)
Industrial Education Major (4130, 4160)
Language Arts Major (4450)
Marketing Education Major (4975)
Mathematics: Teaching Secondary Major (5101)
Music: Broad Area Specialization (5451)
Music: Choral Music Specialization (5462)
Music: Instrumental Music Specialization (5463)
Physical Education: Teaching K-12 Major (6101)
Physics Major (6250)
School Health Education Major (7025)
Social Science: Teaching Secondary Major (7403)
Special Education K-12 (7810)
Special Education F-3 (7820)
Theatre Arts: Secondary Education Major (8451)
Visual Art: Teaching Major (1503)

A “Primary” endorsement will be required to obtain a teaching certificate. “Supporting” endorsements are optional and can be added to a certificate, but an individual cannot have a Supporting endorsement without having a Primary endorsement. The following minors are Supporting endorsements offered at CWU. Numbers in parenthesis indicate catalog/SIS code. Students should contact the departments to request information about major requirements.

Supporting Endorsable Minors
Bilingual Education/Teaching English as a Second Language Minor (1573)
Biology Teaching Minor (1604)
Business Education Minor (1800)
Chemistry Teaching Minor (1851)
Dance Teaching Minor (2190)
Early Childhood Education Minor (2550)
Earth Science Minor (2600)
English Teaching Minor (3053)
Foreign Language: Teaching Minors: Chinese (3560), French (3565), German (3570), Japanese (3575), Russian (3580), Spanish (3585)
Health/fitness Teaching Minor (3900)
History Teaching Minor (4015)
Marketing Education Minor (4975)
Mathematics: Teaching Secondary Minor (5101) (Math minor will not be endorsed if combined with Elementary Education Major, unless student teaching is also done in the math area.)
Physics Minor (6250)
Reading Minor (6675)
Science Education Broad Area (7145)*
Teaching English as a Second Language (TESL) Minor (8400)
Theatre Arts: Teaching Secondary or Grades 4-12 Minor (8450)

*This minor leads to a Primary Endorsement

Certification

CWU’s Teacher Preparation Program is accredited by the National Council for Accreditation of Teacher Education (NCATE). It is also approved by the Washington State Board of Education to offer programs which lead to teacher certification. To be awarded Washington certificates, candidates must be at least 18 years of age. Completion of requirements for a degree does not guarantee that all requirements for certification have been met. In order to be certified, a candidate must demonstrate good moral character and physical fitness as defined by WAC 180-79A-155. Fingerprint clearance from the State Patrol and FBI will be required prior to application for any practicum and/or student teaching experience.

Graduates of the Teacher Preparation Program are legally qualified for certification in states which are party to the interstate certification compact.

Residency Certificate
The residency certificate is normally awarded simultaneously with the Bachelor’s degree. Individuals who hold, or have held a Residency Certificate and are enrolled in a Professional certificate program may have the certificate renewed for an additional two years upon verification the individual is making satisfactory progress in a state approved Professional certificate program.

Individuals who hold, or have held a Residency Certificate who do not qualify for admission to a Professional certificate program may have their Residency Certificates renewed for one additional five-year period by completing 15 quarter credits of college credit coursework from a regionally accredited institution taken since the issuance of the Residency Certificate.

Professional Certificate
Candidates for the Professional Certificate must meet the following requirements:

- Complete the child abuse coursework requirement.
- Contact the Teacher Certification Office for more information regarding this program.

Endorsement-Only Program

CWU’s Endorsement-Only Program is available to certified teachers who hold the Washington State Initial, Residency, or Continuing Teaching Certificate and who wish to add a teaching endorsement to their certificate. Teachers interested in obtaining an endorsement from CWU should obtain an application from the Teacher Certification Office. Once an application and transcripts are submitted, a credit evaluation will be completed.

Certification Only

Candidates with a bachelor’s degree who desire certification must follow the guidelines for admission to teacher preparation. Certification-Only students may earn the Residency Teaching Certificate by satisfactorily completing the professional foundation courses and at least one college
primary endorsement program. Final approval of the college endorsement program lies with the individual’s content area. The Certification-Only program can usually be completed within five to six quarters.

**Continuing Certificate**

Candidates for the continuing certificate must meet the following requirements:

- Have a valid Initial Teaching Certificate
- Verify at least one year of full-time teaching experience
- Complete 45 credits of upper-division (300 level or higher) coursework, including courses in abuse, staff development and supervision, research and evaluation, and referral agencies
- Application forms and further information can be obtained from the Office of the Associate Dean located in Black Hall 228.

To qualify for endorsement to teach in more than one specialization, students must meet the requirements for each specialization. Experienced teachers may petition the Curriculum and Supervision Department for permission to student teach for less than the normal 16 credits.

To maintain the continuing (professional) certificate, each person must complete 150 clock hours of approved inservice education and/or 15 college or university credits every five years.

**Recency of Coursework**

Education courses may not be older than 10 years at the time of graduation/certification.