**Title:** Academic and General Regulations  

**Date Submitted:** 2-6-2020  

**Submitted by (Individual):** Walter Szeliga  

**Department:** Faculty Senate  

**Division:** President  

**Policy Number:** CWUP 5-90-040  

**Procedure Number:** CWUR 2-90-040  

☐ New  ☐ Revision  

☐ The policy or procedure has been formatted to be consistent with CWUP standards.  

The policy and/or procedure change has a budget impact. Yes ☐ No ☑  

(If yes, please attach a spread sheet that provides an analysis of the impact.)  

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### Consultation and Review  

Please indicate consultation completed in the preparation of your proposed policy or procedure, including the name of the individual or groups consulted, the date of the consultation, and any written feedback/recommendations from the group consulted.

<table>
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<tr>
<th>Date</th>
<th>No Budget Impact</th>
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<tr>
<td>2/5/2020</td>
<td>Issue-area stakeholders</td>
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**Summary of policy/procedure content and Impact:** The policy and procedure revisions clarify the definitions of the Incomplete and In Progress grades with reference to their bearing on financial aid, bring CWU into compliance with the addition of sexual misconduct information for course syllabi and add language regarding graduate studies internal rules and practices.

**Itemization of changes (revision documents):** CWUP 5-90-040(27) & (28) and CWUR 2-90-040(27) & (28) revised to reflect the needs of Financial Aid to comply with federal regulations.

CWUP 5-90-040(37) Syllabi adding language regarding sexual misconduct.

CWUP 5-90-040 (6), (7)(C), (9), (19)(D), (34) are being added to translate graduate studies internal rules and practices into university policies and procedures.

There are also changes throughout the documents to update some section titles, renumbering, and to add policy or procedure hyperlinks.
CWUP 5-90-040 Academic and General Regulations

(1) Calendar - The university calendar will be established and approved annually by the Provost and the President's Cabinet. The Registrar is responsible for initiating and developing the calendar incorporating review and comments by the Office of Human Resources, Athletic Director, Academic Department Chairs’ Organization (ADCO), Provost’s Council, and Faculty Senate. (See CWUR 2-90-040(1))

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

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

(B) Purpose of the Board of Academic Appeals (Board) and Academic Standing Committee (ASC) is to provide for fair and impartial hearing of academic grievances involving students, faculty, staff, and administrators. The Board serves as the final hearing body for the university in the matter of academic grievances. The Board may direct the university to change an academic decision affecting the student and specify the content of that change. The decision of the Board of Academic Appeals and Academic Standards Committee is final. The academic appeals policy is established by the Faculty Senate and is administered by the Dean of Student Success. The structure and procedures of the Board of Academic Appeals may be amended by the Faculty Senate at any time with the approval of the Board of Trustees.

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

(3) Academic Advising and Orientation

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

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

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

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

(4) Admission to Major

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

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

1. Transfer students who enter with 100 or more credits are expected to submit an application for a major or pre-major to the major department before their second quarter at CWU.
2. Requests for waivers to this policy may be approved by a CWU advisor and submitted to the Registrar's Services. Such waivers will be granted only for a single quarter.

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

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

(5) Registration

Procedures for registration will be established by Registrar's Services with the approval of the provost.

(A) Wait List.

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

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

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

(6) Continuous Registration for Graduate Students

All graduate students, including students in attendance only during summer quarter, must satisfy the continuous registration requirement each fall quarter or summer to maintain active status. A student may register as a full-time, part-time, or as an on-leave student to satisfy the requirement. Failure to maintain continuous registration will be taken by the university to signify the student's resignation from the program. Students who resign and later wish to resume study toward a degree must reapply for admission and complete all steps outlined for graduate admission. Readmission cannot be guaranteed.

(7) Course Numbering and Class Standing

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

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

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

(78) Undergraduate Student Study Load

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

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

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

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

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

(9) Graduate Student Study Loan
Full-time or part-time student status is determined by the number of credits for which a student is registered. Full-time status for a graduate student is 10 or more credits in any quarter.

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

(108) Concurrent Enrollment

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

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

(119) Auditing a Course

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

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

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

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

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

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

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

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

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

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

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

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

(134) Peremptory Withdrawal from a Course

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

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

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

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

(142) Hardship Withdrawals

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

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

(C) The Registrar may consult with the course instructor when evaluating a petition for hardship withdrawals, and will notify the instructor if the hardship withdrawal has been approved.
(D) Hardship withdrawals from individual courses will not be permitted during or after the final examination period.

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

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

<table>
<thead>
<tr>
<th>(1315) Withdrawal from the University</th>
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<tbody>
<tr>
<td>(A) A student may withdraw from the university by reason of illness or other extenuating circumstances at any time prior to finals week.</td>
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<tr>
<td>(B) A student may not withdraw from the university during finals week except with approval of the Registrar.</td>
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<tr>
<td>(C) Registrar Services will notify affected faculty members when a student has withdrawn from the university.</td>
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<tr>
<td>(D) Students who plan to leave the university must complete the official withdrawal form. Failure to do so may result in failing grades.</td>
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<tr>
<th>(1416) Withdrawal from the University Due to Military Exigency</th>
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<tbody>
<tr>
<td>(A) Students who have been called into active military service of the United States will be eligible for withdrawal from the university or the granting of credit. The policy does not apply to National Guard or Reserve soldiers required to attend their two-week annual training requirements.</td>
</tr>
<tr>
<td>(B) Students who must withdraw from the university during the first third of the quarter will be granted a total university withdrawal (W). Tuition and fees may be refunded.</td>
</tr>
<tr>
<td>(C) Students who must withdraw from the university during the second third of the quarter may request either an uncontested withdrawal (+W) or an Incomplete (I) in each course with specified deadline for completion to be determined by the dean in consultation with the instructor or a total university withdrawal from all courses (W). Students who are granted an Incomplete for classes must pay tuition and fees for those classes.</td>
</tr>
<tr>
<td>(D) Students who must withdraw from the university during the last third of the quarter may request an uncontested withdrawal (+W) or an Incomplete (I) or credit if the coursework is satisfactory, to be determined by the dean in consultation with the instructor or a total university withdrawal from all courses (W). Students who are granted an Incomplete for classes or receive credit for classes must pay tuition and fees for those classes.</td>
</tr>
<tr>
<td>(E) If credit is awarded, the instructor must determine either a letter grade or a satisfactory (S), as requested by the student, for each course, depending upon the quality of the student’s work as determined by the instructor.</td>
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<tr>
<td>(F) If credit is received and the course(s) fulfill(s) all requirements for the baccalaureate degree, the degree will be awarded.</td>
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<tr>
<td>(G) In all circumstances, students will be expected to attend classes up to fifteen (15) calendar days prior to the reporting date as specified in federal activation orders (National Guard and Reserves) or the Office of the Governor in the case of National Guard called up for state emergency.</td>
</tr>
<tr>
<td>(H) Students need to contact Registrar Services or their center office as soon as possible to complete the appropriate withdrawal process, and to submit a copy of the federal activation orders. As long as the university receives the proper notification, the student will not need to reapply for admission when he/she is ready to return to CWU.</td>
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(1517) Grading Policies and Regulations

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>GPA Credit</th>
<th>Transcript Explanation</th>
<th>Definition of letter grade/ Policy Statement</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
<td>Meets all objectives of the course and fulfills all requirements; performs at a level that reflects excellence</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Good</td>
<td>Meets all objectives of the course and fulfills all requirements; performs at a high level</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Satisfactory</td>
<td>Meets all objectives of the course and fulfills all requirements; performs at a satisfactory level</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Marginal Pass</td>
<td>Makes progress toward meeting the course objectives; fulfills course requirements at a substandard level</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>Failure</td>
<td>Fails to meet the course objectives; does not fulfill course requirements</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td></td>
<td></td>
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<tr>
<td>F</td>
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(B) No “grade points” are assigned for the following symbols:

- CR Credit (see CWUP 5-90-040(17))
- NC No Credit (see CWUP 5-90-040(17))
- S Satisfactory (see CWUP 5-90-040(18))
- U Unsatisfactory (see CWUP 5-90-040(18))
- AU Audit (see CWUP 5-90-040(9))
- W Complete withdrawal from the university. (see CWUP 5-90-040(13))
- +W Uncontested withdrawal from a course. (see CWUP 5-90-040(11))
- HW Hardship withdrawal from a course. (see CWUP 5-90-040(12))
- I Incomplete (see CWUP 5-90-040(25))
- IP In Progress (see CWUP 5-90-040(26))
- NR No grade reported. (see CWUP 5-90-040(28))
- NS No show. (see CWUP 5-90-040(27))

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

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

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

[06/18]

(1618) Grade Point Average
Grade point averages will be calculated by dividing grade points earned by the credit hours attempted. Only work attempted at Central will be included in the computation except in the GPA for major, minor, and professional education programs in which case grades earned in all allowed courses are used. Credits earned at other institutions are accepted in meeting degree requirements according to the limits described under bachelor's degree requirements.

(1719) Credit/No Credit Option - Students may use the credit/no credit option as a way to explore academic areas of interest without affecting their grade point average

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

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

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

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

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

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

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

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

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

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

(1820) Satisfactory/Unsatisfactory Courses

(A) Courses for which there are no performance evaluations required for entrance, progress, or completion, and for which attendance is the basis for evaluation are graded S/U.
(B) Courses graded satisfactory/unsatisfactory and the conditions under which they will be so graded must be so identified in the course description in the catalog.

(1921) Statute of Limitations on Grade Changes

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

[06/18]

(2022) Grade Reports

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

(2123) Honor Roll

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

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

(2224) Academic Dishonesty

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

(2325) Grade Appeals

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

(2426) Repetition of Courses

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

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

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

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

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

3. When a course is repeated, only the last grade earned will be used in the computation of the cumulative and major grade point averages. All grades will remain in the student’s official records.
(D) Any CWU course repeated at another institution and approved by the department:

1. Can be transferred in for CWU credit.
2. Will be used in calculating both the CWU and the transfer GPA.
(FS approved 5/28/03, AAC approved 8/8/03)

(2527) Incompletes

(A) "I" is used at the instructor’s discretion when the student was not able to complete the course by the end of the term, but has had been making satisfactory progress as of the uncontested withdrawal date. Satisfactorily completed a sufficient portion of it and can be expected to finish without having to re-enroll in it.

(2628) In Progress (IP)

(A) For undergraduate students, “IP” is used when the student was participating in the course, but not able to be evaluated by the end of the term, usually because instruction is not yet completed. “IP” is used for special circumstances within programs such as Flight Technology, International Studies, and Cooperative Education.

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

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

(2729) No Show (NS)

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

(2830) No Grade Reported (NR)

(A) “NR” is used when no grade has been reported to Registrar Services by the instructor.

(2931) Prior Learning Assessment

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

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

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

(3032) Course Substitutions

(A) Students may petition the degree granting department chair if they wish to substitute courses within degree requirements. The course(s) used for substitution must satisfy the programmatic goals and objectives of the department as determined by the dean and the department chair. The substituted course(s) credits may not reduce the total required credits.
(B) Blanket Substitutions

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

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

(§§33) Undergraduate Scholastic Standards

(A) Academic standards are established by the faculty. The Dean of Student Success has responsibility for implementing these standards.

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

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

2. Academic Warning: A student who has been in good standing will be placed on academic warning when the GPA for the previous quarter is below 2.0.

3. Academic Probation: A student who has been on academic warning will be placed on academic probation if either the quarterly or cumulative GPA for the previous quarter is below 2.0.

4. Academic Suspension: A student who has been on academic probation will be placed on academic suspension if the GPA for the previous quarter is below 2.0.

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

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

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

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

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

(34) Graduate Scholastic Standards

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

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

(3235) Course Requirement Overlap

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

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

(3336) Academic Forgiveness

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

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

2. The student’s CWU cumulative GPA at the time of leaving CWU was below 2.0.

3. The student has earned at least a 3.0 GPA in at least 45 credits since returning.

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

(C) The student may request a review of the Registrar’s decision by the Board of Academic Appeals.

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

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

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

(3437) Class Attendance and Participation

(A) Instructors may require regular class attendance.

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

(C) A student who does not meet course prerequisites may be required to drop from the course.
(D) In compliance with RCW 28B.137.010, educational institutions must accommodate student absences to allow students to take holidays for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization, so the students' grades are not adversely affected by the absences.

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

(2) “Reasonably accommodate” means coordinating with the student on scheduling examinations or other activities necessary for completion of the course or program and includes rescheduling examinations or activities or offering different times for examinations or activities.

(3) Students seeking reasonable accommodations under this policy must provide written notice to the faculty, within the first two weeks of the beginning of the course, of the specific dates the student requests accommodations regarding examinations or other activities.

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

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

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

(E) In cases where an absence does not meet the criteria of 5-90-040(374)(D), instructors are not required to offer makeup work for missed classes, including those missed during the Change of Class Schedule period or university-approved activities, regardless of student course enrollment status. In cases where an absence meets the guidelines in CWUP 5-90-040(37)(F), instructors are strongly encouraged to work with the student to make arrangements to avoid academic penalties due to absences. The student is responsible for obtaining written documentation from the faculty member defining any alternative accommodations for missed assignments. The written documentation will serve as verification of the agreement.

(F) Sponsors of university-approved activities requiring absence from campus will prepare and sign an official list of the names of those students who plan to be absent. It is each student's responsibility to present a copy of the official list to the appropriate instructors and make arrangements prior to the absence. Members of the university community directing or arranging such activities must adhere to the following guidelines:

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

(3538) Last Week of Classroom Instruction

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

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

Page 13 of 17

CWUP 5-0 Academic Life
CWUP 5-90 General Academic Policies
(3639) Final Examinations

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

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

1. Final exam weeks are a part of the academic year/university calendar days, as established in the catalog.

2. During final exam week, a final examination or culminating experience (i.e., an “authentic assessment” which could be, but is not limited to, formal presentations, poster sessions, writing tasks, or portfolio reviews) is expected for each course taught as dictated by the nature of the course material and/or learner outcomes.

3. Faculty and students are required to conform to the final examination schedules published by registrar services on the Ellensburg campus or determined by the university centers unless:
   a. a faculty member’s responsibilities require an alternative examination date and time.
   b. on the Ellensburg campus, in the event that a student can demonstrate that he/she has more than two examinations scheduled on the same day or two examinations scheduled at the same time, any one of his/her instructors is authorized to excuse the student from the regularly scheduled examination and give a final examination to the student during an alternative time during finals week. In cases in which alternative arrangements cannot be made, students shall refer the matter to the department chairs in consultation with the appropriate instructor.
   c. at the university centers, in the event that a student has two examinations scheduled at the same time, any one of their instructors is authorized to excuse the student from the regularly scheduled examination and give a final examination to the student during an alternative time during finals week, including Monday of finals week. In cases of difficulty in arriving at a solution, students shall refer the matter to the department chairs in consultation with the appropriate instructor.

4. If a faculty member is required to be away from campus due to a faculty development opportunity or leave as delineated by the Central Washington University and UFC Agreement, changes to an instructor’s exam date and time must be made at the earliest possible date and approved by the department chair. Moreover, it is the responsibility of that faculty, with approval from the chair, to arrange a suitable alternative that will accommodate all students.

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

[02/18]

(3740) Syllabi

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

2. Name, contact information, and office hours of instructor;

3. Objectives of course, expected student learning outcomes and method of assessment;

4. Any special conditions or requirements associated with the course (e.g. hybrid instruction, field trips);

5. Required books and materials;

6. Criteria for determinance of final grade;

7. Instructor’s policy on students’ attendance and absence;

8. Tentative dates for major assignments and examinations;

9. Instructor’s policy on late work, make-up, extra credit, and other issues unique to the class.

10. Instructor’s policy on academic dishonesty. It is recommended that reference be made to CWUP 5-90-040 (22) and CWUR 2-90-040 (22).

11. Instructor’s policy on student conduct. It is recommended that reference be made to the policy on expectations of student conduct in the Washington Administrative Code (see WAC 106-125-020). Any expectations that go beyond what is stated in WAC 106-125-020 should be included in the syllabus.

12. A statement consistent with the university’s commitment to diversity, such as:
“CWU expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events.”

13. A disability statement, such as:
Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any obstacles to learning, contact Disability Services to discuss a range of available options. Student Disability Services is located in Hogue 126. Call (509) 963-2214 or email ds@cwu.edu for more information.

14. RCW 28B.137.010 requires course syllabi to include a link to CWUP 5-90-040 (34) regarding reasonable accommodation for religious holidays and a statement explaining the policy, such as:
“University Policy, CWUP 5-90-040 (34), provides for reasonable accommodation of student absences for religious holidays in accordance with RCW 28B.137.010. Students seeking reasonable accommodations under this policy must provide written notice to their instructors within the first two weeks of class specifying the dates for which religious accommodations are requested. Contact the Dean of Student Success at (509) 963-1515 for further information.”

15. A statement consistent with the university’s position on sexual misconduct, clarifying the instructor’s role as a mandatory reporter, and providing information about confidential reporting, such as:
“Central Washington University is committed to providing all community members with a learning and work environment that is free from sexual harassment and assault. Students have options for getting help if they have experienced sexual assault, relationship violence, and sexual harassment, or stalking. Information can be found at http://www.cwu.edu/wecare and in CWUP 2-35-050: Sexual Harassment. Faculty are required to report information regarding sexual misconduct or related crimes.”
“Students may speak to someone confidentially by contacting the CWU Wellness Center, 509-963-3213, or the CWU Student Counseling Clinic, 509-963-1391.”

(Athletic Participation)

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

(Required Student Participation in Assessment Activities)

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

1. Students will be assessed for placement into Academic Writing I and Quantitative Reasoning upon entering as new students. Through the placement exams, students identified with deficiencies in English usage/reading or computation must correct them prior to enrolling in Academic Writing I or Quantitative Reasoning, respectively. Students will take a placement exam prior to or during orientation.

2. To promote success, students will be assessed for placement into courses that require a specific skill set or proficiency level (e.g. mathematics or foreign languages). These placement opportunities will be available prior to or during orientation for new first year students.

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

(B) Assessment of Programs

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

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

(Student Bereavement Leave)

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

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

(A) Excused Absences

1. Immediate Family and Relatives. Students shall be eligible for up to five (5) consecutive days (not including weekends or holidays) or excused absence in the event of a death of a spouse, domestic partner, parent, child, grandparent, grandchild or sibling.
2. Other. In the event that a death occurs to a family member or friend that is not specifically covered by 5-90-040(430)A.1, students can communicate the circumstances to individual faculty to determine on a case by case basis if it is covered by this policy.

(4144) Developmental and Foundational Course Requirements

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

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

Exceptions to these requirements may be made pending consultation with the student’s advisor and approval by the college dean or the dean of Student Success for undeclared majors.

(4245) Student Service Campus

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

[Responsibility: Faculty Senate; Authority: Provost/VP for Academic & Student Life; Reviewed/Endorsed by Academic & Student Life Council 03/15/2016; Cabinet/UPAC; Review/Effective Date: 04/06/2016; 04/19/2017; 02/21/2018; 06/13/18; 4/17/2019; 8/26/19; 02/16/2020; Approved by: James L. Gaudino, President]