University Policy Advisory Committee Policy & Procedure Review

| Title: Academic and General Regulations |
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| Date Submitted: 2-6-2020 |
| Submitted by (Individual): Walter Szeliiga |
| 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.)

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.

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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.
CWUR 2-90-040 Academic and General Regulations

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

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

1. Registrar services originates a proposed schedule.
2. The draft is forwarded by September 30 to human resources for holiday schedule review.
3. The draft is forwarded by October 15 to the athletic director for review.
4. The calendar draft is forwarded by October 15 to the provost’s council for review.
a. The ADCO chair reviews the schedule with the department chairs.
b. The faculty senate chair reviews the schedule with the faculty senate.
5. The provost’s council completes its review of the university calendar by December 1.
6. The provost submits the calendar to the president’s cabinet for approval.

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

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

(A) Academic Grievances

1. Academic grievances are defined as the following:
a. A claim by the student that an assigned grade is the result of arbitrary, capricious application of otherwise valid standards of academic evaluation; or
b. A claim by the student that the standards for evaluation are arbitrary, capricious; or
c. A claim by the student that the instructor has taken an arbitrary, capricious action which adversely affects the student’s academic progress; or
d. A claim by the student that a university department, program, or office has made a decision not in keeping with university policy or taken an arbitrary, capricious action which adversely affects the student’s academic progress.
2. A student wishing to pursue an academic grievance must use the procedures outlined in CWUR 5-90-040(3). The emphasis of the procedure is on informal resolution of the grievance.

(B) Time Limit on Filing Complaint

1. The students must ask for a hearing of the grievance before the Board of Academic Appeals within one academic quarter after determination of the grade of the course in question, or within one quarter after completion of the incomplete work, or in cases involving administrative actions after the fact, such as removal of incompletes, etc., one academic quarter after the administrative deadline for completion of such actions (in the case of spring
quarter, by the end of the following fall quarter). The board may suspend this rule in exceptional circumstances, such as, but not limited to, extended illness, sabbatical leave, etc., of one or both parties to the grievance.

2. When any party to the grievance chooses not to attend the scheduled hearing, the board will conduct the hearing with the resources available to it and render a decision resolving the grievance.

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

1. The student shall first attempt to resolve the grievance with the instructor. Within fifteen (15) working days of the contact by the student, the instructor and the student shall make a good faith effort to resolve the grievance. Should the instructor be on extended leave or no longer employed by the university, the department chair (or administrative supervisor in cases not involving academic departments) shall act for the instructor. The board may suspend this rule in the case of exceptional circumstances; e.g., extended illness, sabbatical leaves, etc., of one or both parties to the grievance.

2. If resolution is not achieved between the student and instructor, the student must ask the department chair or administrative supervisor to resolve the grievance. Within ten (10) working days of the contact by the student, the department chair shall meet with both parties to clarify the grievance and attempt to resolve it. If the grievance is not resolved to the satisfaction of both parties, the department chair or administrative supervisor shall forward a written statement of his or her reasoning in the matter to the dean of the college and to the student within ten (10) working days of that attempted resolution.

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

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

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

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

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

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

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

4. The office of the dean of student success will provide the student with appropriate forms for filing a complaint, assign an advisor to the student, and accept the completed forms from the student after the student has consulted with the advisor.
5. Within ten (10) working days of the filing of the student’s petition (after the student’s non-acceptance of the college dean’s recommendation), the office of the Dean of student success will provide the instructor with a copy of forms and materials prepared by the students and the name of an advisor for the instructor.

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

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

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

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

(E) Board Proceedings

1. The hearing shall be closed to all but the members of the hearing panel, the student, the instructor, the student’s advisor, the instructor’s advisor, witnesses, and a representative from the office of the dean of student success.

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

2. The board may:

a. administer oaths and affirmations, examine witnesses, and receive evidence;

b. require witnesses to appear upon the request of any party to the grievance or upon its own motion;

c. take or cause depositions to be taken;

d. regulate the course of the hearing;

e. hold conferences for the settlement or simplification of the issues with the consent of the parties;

f. dispose of procedural requests or similar matters;

g. make decisions or proposals for decisions; and

h. take any other action authorized by this procedure.

3. All testimony will be sworn.

4. Both parties to the grievance have the right to advice from a third party of his or her choosing during the hearing of the grievance. Either party may ask for a recess.
5. Both parties to the grievance have the right to question the other party as well as any witness involved in the hearing.

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

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

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

(F) Decision of the Board

1. Decisions of the board are based on a majority vote of the hearing panel appointed for the hearing, and shall be based exclusively on the evidence and on matters officially noted.

2. The decision and reasons for the decision will be reported in writing to both parties involved in the matter, to the officials who reviewed the appeal, and to appropriate authorities mentioned in the disposition of the decision. Minority opinions may be included in the report.

3. Parties to the grievance will be notified in writing of the decision of the board no later than five (5) working days after conclusion of the hearing.

(G) Power of the Board of Academic Appeals

1. The board may reject the grievance after due consideration.

2. In cases involving grade changes or change in class status, the board may order a grade changed or a change in class status.

3. In cases or aspects of cases determined by the board to involve procedural problems, the board may make recommendations for adjustments to any of the parties to the grievance and/or to the appropriate authority.

4. In cases involving conduct, the board may take one or more of the following actions depending on the seriousness of the case as determined by the board:

   a. The board may issue a no contact or no trespass order to prevent continued or subsequent actions with respect to the specific situation in question.

   b. The board may reprimand one or more of the parties to the grievance and/or lodge the reprimand with the appropriate authority.

   c. The board may submit to the proper authority a recommendation for disciplinary action for any party to the grievance in accordance with provisions of the Central Washington University and United Faculty of Central Washington University Collective Bargaining Agreement and/or the Student Conduct Code (Chapter 106-120 WAC).

(H) Procedures for Implementing Grade Changes and Withholding Suspension
1. If the board decides a grade should be changed, the dean of student success, or his/her designee, will send to Registrar Services a copy of the decision authorizing and directing that the grade on the student’s official record be changed. The student, the instructor, and the dean of student success, or his/her designee will be notified by Registrar Services when the change has been accomplished.

2. If the grade in question has resulted in the suspension of the student the dean of student success, or his/her designee, will notify registrar services to withhold suspension pending outcome of the hearing. If the Board finds in favor of the student such that suspension is no longer a consideration, the board chair will notify the Board of Academic Appeals and Academic standing in writing of the decision and the suspension will be withdrawn. If the Board finds against the student, the Dean of student success, or his/her designee, will notify registrar services accordingly in writing, and the student will be withdrawn from the university or be subject to such action as the board deems appropriate, and the student’s fee will be returned according to university fee return policy.

(I) Membership of the Board of Academic Appeals

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

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

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

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

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

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

(J) Administrative Affairs of the Board of Academic Appeals

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

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

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

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

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

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

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

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

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

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

(7) Course Numbering and Class Standing

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

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

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

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

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

(8) Undergraduate Student Study Load
No procedures

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

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

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

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

(14) Hardship Withdrawals  (See CWUP 5-90-040)  

(15) Withdrawal from the University  (See CWUP 5-90-040)  

(16) Withdrawal from the University Due to Military Exigency  (See CWUP 5-90-040)  

(17) Grading Policies and Regulations  (See CWUP 5-90-040)  

(18) Grade Point Average  (See CWUP 5-90-040)  

(19) Credit/No Credit Option  (See CWUP 5-90-040)  

(20) Satisfactory/Unsatisfactory Courses  (See CWUP 5-90-040)  

(21) Statute of Limitations on Grade Changes  (See CWUP 5-90-040)  

(22) Grade Reports  (See CWUP 5-90-040)  

(23) Honor Roll  (See CWUP 5-90-040)  

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

(A) Students accused of academic dishonesty will have an opportunity to meet with the course instructor and department chair to discuss the accusation and confirm or deny its correctness. If academic dishonesty is confirmed to the satisfaction of the instructor and department chair, the instructor and/or department chair should immediately contact the dean of student success, especially the registrar services and the associate dean of student living.
(B) The student will be notified in writing by the instructor and/or department chair of pending action from the dean of student success, with a copy of notification sent to the dean of student success and registrar services.

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

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

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

(25) Grade Appeals
(See CWUP 5-90-040)

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

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

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

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

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

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

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

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

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

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

(28) In Progress (IP)
(A) All uses of the “IP” grade must be submitted to and approved by the Registrar.

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

(C) If a grade is not submitted to registrar services within one calendar year the “IP” will automatically be changed to “F” by Registrar Services. The instructor may request an extension from Registrar Services.
(29) No Show (NS)

(A) “NS” is submitted by the instructor any time after the change of schedule deadline and must be approved by the Registrar.

(30) No Grade Reported (NR)

(A) “NR” is issued by registrar services.

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

(31) Prior Learning Assessment

(A) Course Challenge

The following rules apply:

1. Special courses such as “individual study,” “special topics,” “cooperative education,” and “seminars” may not be challenged for credit.

2. A list of department-approved courses which may be challenged will be maintained by registrar services.

3. The challenge is conducted according to procedures established by the departments.

4. The result of the course challenge is recorded as “S” or “U” on the transcript and is not used in computing grade point average.

5. The application to challenge a course will be denied if:

   a. credit for the course has been received previously at this or another college,

   b. the course was previously failed,

   c. the student previously withdrew from the course,

   d. the course was previously unsatisfactorily challenged,

   e. the course was previously audited or,

   f. registration was canceled.

(32) Course Substitutions

(See CWUP 5-90-040)

(33) Undergraduate Scholastic Standards

No procedures

(34) Graduate Scholastic Standards

(35) Course Requirement Overlap

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

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

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

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

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

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

(42) Required Student Participation in Assessment Activities
(A) First year students will satisfy all required placement assessment activities before or during the first-year orientation session.

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

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

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

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

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

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