



*By Teaching, We Learn*

## 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 through statewide centers 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; teacher education; business; social services; and 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 is becoming 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.

## 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, creed, religion, national origin, sex, sexual orientation, gender identity and gender expression, 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 federal and state laws and institutional policies dealing with discrimination is Nancy E. Howard, Director, Office for Equal Opportunity, Barge Hall 211, (509) 963-2205 or TDD (509) 963-2207.

## ACCREDITATION AND MEMBERSHIP

The University is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Some programs have been accredited by specialized accrediting associations, including the Technology Accreditation Commission of the Accreditation Board for Engineering Technology (TAC/ABET) \*, American Chemical Society Committee on Professional Training (ACS), American Council for Construction Education (ACCE), Accreditation Association for Ambulatory Health Care, Inc., American Dietetic Association (ADA), Association to Advance Collegiate Schools of Business (AACSB), Joint Review Committee on Educational Programs for EMT-Paramedic (JRCEMT-P), National Association of School Psychologists (NASP), National Association of Schools of Music (NASM), National Collegiate Athletic Association (NCAA), National Council for Accreditation of Teacher Education (NCATE), National Recreation and Park Association, and U.S. Government Printing Office Federal Depository Library Program (U.S. GPOFDLP).

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,  
Baltimore, MD 21202-4012,  
Telephone (410) 347-7700.

## 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 in Bouillon 206. Visit the Academic Advising web site at <http://www.cwu.edu/~acadadv/> for more information.

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.**

## College Assistance Migrant Program (CAMP)

The College Assistance Migrant Program (CAMP) provides financial and academic support services to freshman students from migrant and seasonal farmworking backgrounds. It is funded by a grant from the Department of Education, Office of Migrant Education.

CAMP is designed to help students succeed as they begin their college careers by recruiting and assisting them through the CWU admissions process and by providing them support during their freshman year. Eligible students receive a variety of services including scholarships, stipends, tutoring, study skills training, mentoring, career planning services and cultural enrichment opportunities.

To qualify for the CAMP program the student must meet the following requirements:

- Be a U.S. citizen, permanent resident, or eligible non-citizen;
- Have freshman standing (fewer than 44 quarter credits);
- Meet criteria to determine migrant or seasonal farmworker status:

Parent (or student, if independent) has worked for at least 75 days in the last 24 months in farmwork such as production

of crops, dairy products, poultry, livestock, tree harvesting or fish farming. Farmwork must be primary form of employment and be performed on a temporary or seasonal basis;

- OR Student has participated in the Chapter 1 Migrant Education Program;
- OR Student or parent qualifies for the WIA167 program.

To apply for the CAMP program, call 963-1729 (toll free 1-866-298-4968 x1729) or download an application off the website at [www.cwu.edu/~camp](http://www.cwu.edu/~camp).

## 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 alumni status. The central purpose of Career Services is to help students prepare for academic and career success. The office strives to serve the needs of the individual and create career-related programs and services that are responsive and accessible to students and community members.

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](http://www.cwucareer.com). Registration allows students to view job and internship opportunities, 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 weekdays from 8 a.m. to 5 p.m. in Barge 202 on the Ellensburg campus. CWU-Lynnwood and CWU-Des Moines also offer counseling services.

**Cooperative Education.** Cooperative Education allows students the opportunity to gain work experience along with their college studies. It offers a unique opportunity to combine career, social and personal growth with the educational process. Work assignments provide a variety of experiences with worthwhile work and increasing levels of difficulty and practice. The University cannot guarantee co-op employment to every student. The student must secure the position through regular search, application and selection procedures.

During the internship, students are required to maintain an active working relationship

with the employer/supervisor and faculty cooperative education (co-op) advisor. It is the student's responsibility to inform his/her faculty co-op advisor and Career Services when there is a: (1) change of employment status, (2) change in work hours, and/or (3) change of University enrollment status.

Student learning objectives, activities and progress will be monitored and evaluated by the faculty co-op advisor. An S or U grade will be awarded upon completion of the cooperative work experience. To receive a letter grade, a written request must be submitted to Career Services by the faculty co-op advisor prior to registration.

It is the student's obligation to know what is expected of them during a cooperative work experience.

**Career Employment.** Career Employment, located in Barge Hall, 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 its extensive Career Library.

Career Employment presents career events, such as 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, Construction Management Career Fair and Education Fair. Details are explained on the [www.cwucareer.com](http://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 Civic Engagement

Central Washington University students, clubs, organizations and residence halls are encouraged to explore service interests, from short-term volunteer experiences to intensive capstone service programs, through the Center for Civic Engagement. The primary mission of the center is to provide technical assistance and support to students, administrators and faculty regarding community-based learning opportunities that enhance CWU's co-curricular or curricular initiatives. The staff provides and coordinates service opportunities, within a community setting, for students to apply discipline-specific knowledge which meets thoughtfully-organized educational, environmental, human and public safety needs.

## 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. 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. 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.

## 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 communicators. 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, with 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.

Tau Iota is Central's chapter of Phi Alpha Theta, the international honor society in history. Membership is composed of students and professors who have been elected upon the basis of excellence in the study and writing of history. The society's objective is the promotion of the study of history by the encouragement of research, good teaching, publication and the exchange of learning and thought among historians.

Delta Pi Epsilon is a post-baccalaureate honor society for business educators. Its objectives are to improve business education 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.

Alpha Phi Sigma is the nationally recognized honor society for students in the criminal justice sciences. The society recognizes academic excellence by undergraduates as well as graduate students of criminal justice. The Honor Society is open to students who have a declared Law and Justice major or minor, who maintain a minimum of 3.0 overall GPA on a 4.0 scale, a 3.2 GPA, on a 4.0 scale, in law and justice courses. The student must also rank in the top 35% of their classes and have completed a minimum of four courses within the law and justice curriculum.

## Library (University)

The primary mission of the James E. Brooks 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 (SUMMIT), 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.

Students have around-the-clock web-based access to over 1.3 million books, films, government documents, maps, audio recordings, videos, and DVDs on site in the Brooks Library. Additionally, the library provides similar access to more than 25 million information items from the academic libraries of the northwest that belong to the Orbis Cascade Alliance. Full-text electronic and paper subscriptions to over 10,000 periodicals and academic journals are available on site as well as off-campus to anyone with a Connection Card.

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.

## Student Support Services

Student Support Services (SSS) is a federally funded TRIO program under the auspices of the Department of Education, as defined by the Department of Education. SSS 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 space available basis. The program may also provide grant aid to current, active, SSS participants who are receiving Federal Pell Grants and are freshman or sophomore

status. 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. SSS is funded 80 percent by a federal grant from the Department of Education and 20 percent by CWU.

#### **Academic Achievement Programs: Tutoring and Supplemental Instruction (SI)**

Individual tutorial assistance is provided for students participating in Student Support Services, Washington Achievers Scholars Program, College Assistance Migrant Program and Multicultural Student Services.

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 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 Bouillon 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. SEOs (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](http://www.2test.com) and the MOUS Test Web site is [www.mous.net](http://www.mous.net). A student can sign up for a test with Testing Services online or call for a toll free telephone number.

The 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 Math Center (UMC)**

The University Math Center provides academic support in quantitative skills for students in courses across the curriculum. There are two main avenues of support. The UMC staffs and operates three levels of developmental math courses to prepare students for college level mathematics. Individual tutoring is available for these courses as needed. Placement is arranged through the UMC office in Hertz 101.

The University Math Center's second avenue of support is through the Drop-in Help Lab located in Hertz 104. Students are encouraged to use the lab for any course

with a quantitative component. Trained peer tutors are on staff to guide students through the process of solving problems. No appointment is necessary--students may either stop by with a specific question or use the lab as a place to do homework alone or with classmates. Current lab hours, placement information, and answers to frequently asked questions about the UMC's services are available at

<http://www.cwu.edu/~mathcenter>.

#### **University Writing Center**

The University Writing Center provides tutoring assistance to CWU students who need help with composition. Faculty consultants and teaching assistants are trained to address both immediate concerns and deep-seated deficiencies in writing. We are knowledgeable readers prepared to guide students through a document, helping to address its problems with conventions, organization, reasoning, content, and--whenever possible--discipline-specific rhetoric. Our staff members also help students prepare for relevant sections of the Compass and West B tests.

In addition, the Writing Center works closely with Undergraduate Affairs, the Department of English, and the General Education Committee to oversee teaching and assessment of student writing throughout the curriculum. Our staff members offer workshops to faculty and students respectively, and we are available for classroom visits as well as individual consultations on assignment design, evaluation, and other pedagogical concerns.

Located in Hertz 101/103, we may be reached at [http://www.cwu/~writing\\_center](http://www.cwu/~writing_center), or at 963-1296.



## Campus Life

Campus Life provides a wide variety of extra-curricular, 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 Club Central programming. The "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, Family Weekend, Wildcat Week, Boo Central, Santa Comes to Central, Ware Fair, and Student Appreciation Day.

### Associated Students of CWU

The Associated Students of Central Washington University (ASCWU) Board of Directors (BOD) 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.

### University Recreation Program

University Recreation provides a wide array of programs to meet student wants and needs. Programs include Intramural Sports, Sport Clubs, Outdoor Pursuits and Rentals, and Summer Kids Camps, and a myriad of special events.

Winter Quarter 2006 will boast the opening of the 80,000 square feet Student Recreation Center that will become a hub for student fitness and activities.

Intramural Sports (IM Sports) is designed to provide opportunities for all members of the University to participate in women's, men's and co-ed team sports.

Sport Clubs allows opportunities for students with mutual interests in a sporting activity to represent CWU in intercollegiate competitive activities that are not available through the Department of Athletics. Leadership development is a key component as each Sport Club is formed, developed, governed, and administered by its own student membership. The four pillars for Sport Clubs are Opportunity, Participation, Leadership, and Competition.

Outdoor pursuits and Rentals provide both guided trips and equipment rentals to support students' outdoor recreation desires. The inclusion of a climbing wall in the Student Recreation Center will greatly enhance outdoor related programming.

Little 'Cats Summer Kids Camp provides a quality day camp atmosphere for Ellensburg area youth entering grades 1-5. Special events include films, lectures, trips, tournaments, and assistance with major events such as Wildcat Welcome Weekend, Homecoming, Parent's & Family Weekend, and Student Appreciation Day.

### Samuelson Union Building

The Samuelson Union Building (SUB) is the community center of the University, serving all members of the "college family." The SUB 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, , Center for Student Empowerment, Diversity Education Center, Campus Activities, Information Booth, KCWU Radio, Non-Traditional Student Lounge, Publicity Center, Scheduling Center, Tent-n-Tube/Ticketmaster, University Recreation and Intramurals, University Store, Center for Excellence in Leadership, Cats C-Store and Civic Engagement Center. Facilities available for use include 14 meeting rooms, SUB "Pit", Club Central, Cesar Chavez Theatre & Ballroom. Dining options in the SUB include Central Cafe, Tomassito's Italian Cafe, Cats Espresso, and Wellington's Lair.

## The Center for Excellence in Leadership

The Center for Excellence in Leadership (CEL) provides a broad-based leadership education for the CWU campus and community. This includes individualized training and program development, resources, services and recognition.

The CEL involves more than 2,000 students each year. In the spirit of the CWU equal opportunity statement, opportunities exist for all students. The CEL works collaboratively with academic departments to provide CWU students with a variety of co-curricular programs.

Current program, affiliation, and recognition offerings: Educational programs include Leader Lab, time constrained team-building adventure exercises; The Leadership House, a live-in leadership experience for accepted residents of Kennedy Hall; A Seminar Series of workshops that focus on communication, conflict resolution and personal effectiveness; and a Leadership Library that consists of books, manuals, and guides to help students realize personal leadership potential. Additionally, CEL staff is able to provide the CWU campus with retreat facilitation to improve organizational effectiveness. Affiliation includes Omicron Delta Kappa (ODK), a national leadership honor society. Leadership recognition is

available through ODK, quarterly programs, and through CEL's signature program: Evening of Recognition, an awards banquet that honors campus leaders every spring.

Plans for future programs include development of a leadership minor, initiation of a regional conference for college student leaders, and leadership certification.

## Center for Student Empowerment

The Center for Student Empowerment Center, located in the Samuelson Union Building 218, offers programs and services that support the affective and cognitive development of students in out-of-classroom settings. 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 Ellensburg community.

Some examples of our educational programs are: gender communication, sexual harassment, masculinity, domestic violence awareness, Operation E.L.F. (non-traditional student holiday event), White Ribbon campaign, Women's Achievement Celebration, National Women and Girls Sports Day, V-Day Until the Violence Stops campaign and working collaboratively with PROWL (Parents Relationships Older Wiser Learners). Additionally, the center provides information and referral regarding campus and community resources.

### Early Childhood Learning Center (ECLC)

Campus Life provides the ECLC program that is licensed for 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. Days of operation follow the University calendar. Call 509-963-1744 for information, Fax 509-963-1124.

## Dining Services

CWU Dining Services is dedicated to customer satisfaction. Our mission is to provide exceptional dining services to the campus community with an emphasis on the importance of nutrition to support a healthy lifestyle.

All students living in the residence halls are required to select a meal plan. The plans are set up as a prepaid dining debit account to purchase meals or snacks at any campus

dining location. Students living off-campus may also purchase an off-campus meal plan for the convenience of dining and buying beverages and snacks on campus.

As you will see, we are under construction! What this means to you is that you can look forward to a new student union building and recreation center that includes your main dining hall. In the meantime, you will experience our standard excellent food service offered at residential and retail dining centers located around campus.

#### **Convenience Store**

Dining Services operates a convenience store on campus to support your dining needs. The store features a wide selection of popular beverages, snacks, frozen entrees and novelties, along with health and beauty aids and is open seven days a week.

#### **SUB Dining Locations**

Dining Services operates additional dining locations in the Samuelson Union Building to meet the needs of a greater mix of campus constituents and University guests. These include the Central Café, where you will find a variety of choices including hamburgers, sandwiches, a Taco Bell kiosk, tossed-to-order salads and the daily special. There are two espresso bars in the SUB as well, CAT'S Espresso and Wellington's Lair, featuring all of your favorite espresso drinks and snacks. Last but not least, you will find Dining Services' pizza place located in the SUB, designed to provide you with an array of delicious pizza, calzones, pasta bar and grinder sandwiches. You may choose to use your dining debit account to pay retail prices for purchases at these locations.

#### **Nutritious Foundations**

Dining Services offers nutritious menu selections based on the food guide pyramid to support your healthy lifestyle on campus. We encourage you to adopt a diet rich in balance, variety and moderation by exploring the nutrition foundation that Dining Services provides in all dining arenas.

#### **Special Events**

Several special dining events are offered quarterly to enrich your dining experience. Some of these events include the Welcome Back BBQ on the first day of class, a holiday season buffet, a seafood buffet extravaganza, theme and ethnic dinners, the Student Appreciation BBQ and the commencement luncheon.

#### **Employment Opportunities**

Dining Services is the largest employer on campus and annually hires between 200 to 300 students on a part-time basis. Consider joining our service and production team where you will meet new friends and earn cash for school expenses or social activities.

CWU Dining Services is a proud member of the National Association of College and

University Food Services and an active supporter of the academic mission of the University through participation in many out-of-classroom events and activities held throughout campus. For additional information about CWU Dining Services, please visit our web page at <http://cwu.edu/~dining>.

### **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/accommodations. 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, electronic text (e-text) when available), alternative examination procedures, sign language interpreters, Typewell (speech to text transcription), 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.

### **Diversity Education Center**

The Diversity Education Center encourages, enhances and supports a campus environment that welcomes, celebrates and appreciates cultural differences and similarities. We offer programs, events and services. Our programming focuses on diversity, social change and global equity. All students are encouraged and welcome to join our team and "be the change you wish to see in the world."

### **Financial Aid**

Each year approximately 75 percent of CWU students receive financial aid. To be eligible for federal 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](http://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 the 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 estimated student 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, or submit a request for an administrative change electronically at [www.cwu.edu/wildcat/SAFARI](http://www.cwu.edu/wildcat/SAFARI). 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 CWU 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. All students are held to a maximum number of attempted credits equal to 150 percent of required credits for the declared primary major. A student must complete a quarterly minimum of 50 percent of attempted credits to maintain eligibility. Students are required to meet an annual credits completion requirement based on attempted credits. By the end of the year students must complete and earn credit for 75 percent of all credits attempted during the year to maintain eligibility for the next year. 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 and on the Web.

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](mailto:finaid@cwu.edu), or on the CWU financial aid homepage <http://www.cwu.edu/~finaid/>

## University Housing and New Student Programs

University Housing provides 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 Discover! New Student Orientation, 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 3,300 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 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, Music, Arts and Humanities, or participating in the Douglas Honors College, 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, exercycles, 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, 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 460 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 interest 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.

**Discover! New Student 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 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 or August. 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](http://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](http://www.fafsa.ed.gov)) and any college or departmental scholarship applications for which the student is eligible that are available in the 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. Most institutional merit aid is awarded to meritorious students who submit a FAFSA (Need is not always a criteria.)

Community sponsored scholarships include 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](http://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. University Way, 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](http://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 CWU financial aid homepage for details at <http://www.cwu.edu/~finaid/>

### Student Health Center, Counseling Center 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 until 7 p.m. Tuesday 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.

**Student Health Center (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 Student Health Center is accredited by the Accreditation Association for Ambulatory Health Care, Inc.

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. The Student Health Center is accredited by the Accreditation Association for Ambulatory Health Care, Inc.

**Counseling Center (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, relationship issues and special programs for campus groups on request.

**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.

**Campus Community Coalition:** began in May 2004 under the leadership of CWU President Jerilyn McIntyre and Ellensburg City Mayor Ed Barry to reduce high-risk and underage drinking at Central Washington University and throughout Kittitas County. The Coalition includes representatives from city and county government, law enforcement, probation services, the courts, prevention and treatment agencies, public school employees, local property owners, county health department, liquor control board, concerned citizens, CWU students and faculty, and University staff from campus police and safety, student affairs, campus life, student housing, and counseling, health and wellness. For information, contact the coordinator at (509) 963-3240.

### University Store

The University Store sells textbooks, general interest and reference books, magazines, computer software, electronics, emblematic clothing and gifts, school and art supplies, greeting cards and gifts, health and beauty aids, stamps, and snack foods. The store also provides fax and laminating services. Contact the University Store at (509) 963-1311, (800) 280-1186, or on-line at: [www.cwu.edu/~store](http://www.cwu.edu/~store).

### Veterans Affairs

The Office of Veterans Affairs is located in Mitchell Hall. Students wishing to receive education benefits from the Department of Veterans Affairs (DVA) must contact the Veterans Affairs Office. Notification is NOT automatically sent to the DVA when a veteran or other eligible person enrolls.

Selected programs of study are approved by a Washington State Approving Agency for enrollment of those eligible for benefits under Title 38 and Title 10, U.S. Code.

## 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. CWU is one of three NSF-funded GPS analysis centers (along with UC Berkeley and MIT) that produce high-resolution geodetic time series for the 1400-station Plate Boundary Observatory component of EarthScope. Typical GIS

applications include projects in archaeology, field biology, geology, natural resource studies, and urban planning. CSI is 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](http://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. 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 that 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 email and centrally maintained file services directly via internet connections.

Wireless access to the Internet is available through laptop checkout and personal laptop use in the SUB and Library commons area. Wireless expansion is a continual process with installation of wireless in the Library, outdoor areas, and several other buildings. This is part of a planned expansion of wireless networking throughout the University.

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/~its](http://www.cwu.edu/~its) and ITS can be contacted at 509-963-2924.

## 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.



Central Washington University has six University centers that provide programs on community college campuses in communities in the Puget Sound and Eastern Washington regions. The centers offer upper division (300- 400-level) and graduate level coursework leading to baccalaureate and masters degrees. The centers are designed for students who have completed their Direct Transfer Agreement (DTA) associate programs or most of their General Education requirements. Day and evening classes are offered to accommodate the needs of time- and place-bound students. Visit the University Centers web-site at [cwu.edu/centers/index.html](http://cwu.edu/centers/index.html). Approved degree programs being offered include:

#### University Center Locations and Programs

##### CWU–Des Moines

2400 S 240th Street  
Des Moines, WA.  
Mailing address:  
P O Box 13490  
Des Moines, WA 98198  
(206) 439-3800

##### Degree Programs

B.S. Accounting  
B.S. Business Administration  
B.A.Ed. Early Childhood/Elementary Education  
B.A. Ed. Elementary/Science Education (Green River)  
B.S. General Studies – Social Science  
B.A. Law and Justice  
M.Ed. Education Administration  
M.Ed. Master Teacher  
M.S. Engineering Technology

##### Minors

Psychology  
Law and Justice  
Business Administration  
Economics

##### Certificates

Supply Chain Management Certificate  
Principal Certification

##### CWU–Lynnwood

Edmonds Community College  
Snoqualmie Hall  
20000 68th Ave. W.  
Lynnwood, WA 98036  
(425) 640-1574

##### Degree Programs:

B.S. Accounting  
B.S. Business Administration  
B.S. General Studies – Social Science  
B.A. Law & Justice, Master of Professional Accountancy  
B.S. Safety & Health Management  
B.A.Ed. Special Education Major with Teaching English as a Second Language minor  
B.A.S. Safety & Health Management

##### Minors:

Psychology  
Law and Justice  
Business Administration  
Economics  
Computer Science

##### Certificates:

Supply Chain Management Certificate,  
Teacher Certification/Math

##### CWU–Moses Lake

Big Bend Community College  
7662 Chanute Street, Rm 1204,  
Moses Lake, WA 98837  
(509) 793-2384

##### Degree Programs:

M.Ed. Master Teacher  
Courses Offered Toward B.S. – Accounting, Business Administration

##### Certificates:

Professional Teacher Certification

##### CWU–Pierce County

Pierce College  
Olympic Building, Third Floor  
9401 Farwest Dr. S.W.  
Lakewood, WA 98498-1999  
(253) 964-6636

##### Degree Programs

B.S. Electronic Engineering Technology (Puyallup Campus)  
B.A. Law and Justice (Ft. Steilacoom Campus)

##### CWU–Wenatchee

Wenatchee Valley College  
604 Ringold,  
Wenatchee, WA 98801  
(509)665-2600

**Degree Programs:** B.A.Ed. Elementary Education, M.Ed. Master Teacher  
Courses Offered Toward B.S. – Accounting, Business Administration

**Certificates:** Teacher Certification, Professional Teacher Certification

##### CWU–Yakima

Yakima Valley Community College  
Deccio Higher Education Center  
1000 S 12th Ave., Yakima, WA 98902  
(509) 574-6894

##### Degree Programs:

B.A.Ed. Elementary Education  
B.A. Law and Justice  
Courses Offered Toward B.S.: – Accounting, Business Administration  
M.Ed. Master Teacher  
M.Ed. Reading Specialist

##### Minors

Law and Justice  
Teaching English as a Second Language

##### Certificates

Professional Teacher Certification  
Teaching and Linguistic Diversity

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 [badgley@cwu.edu](mailto:badgley@cwu.edu)



## General Information

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) 963-2205 or TDD (509) 963-2207.

Central Washington University offers admission to qualified students as they apply. All applicants must submit a completed CWU on-line or paper admissions application (the on-line application is preferred) along with a non-refundable processing fee of \$35 in the form of a check or money order. To apply on-line, please visit [www.applyweb.com/apply/cwu/index.html](http://www.applyweb.com/apply/cwu/index.html).

For fall quarter, the Office of Admissions responds to applications soon after December 1 for students who apply before November 15 and within 4-6 weeks for those who apply later. The deadline for Fall Quarter for Freshmen and Transfers is April 1st. For the most current information and admissions deadlines for other academic quarters, please visit [www.cwu.edu/~cwuadmis/](http://www.cwu.edu/~cwuadmis/).

## Freshman Applicants

Freshman 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. Freshman applicants are 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. For the 2005-2006 academic year, the minimum admissions index for is 28. Freshman applicants must complete the following core course of studies in high school proscribed by the

Higher Education Coordinating Board (HECB).

### Required

English	4 years
Mathematics	3 years, including algebra, geometry, advanced algebra/trigonometry (or Integrated 1, 2, 3)
Social Studies	3 years, including U.S. history & government
Science	2 years, including 1 year of laboratory science (biology, chemistry or physics)
Foreign Language	2 years of a single foreign language
Fine & Performing Arts	1 year of art or music or an additional year of any of the above categories

Central Washington University recommends that students take additional courses to prepare them for University level work.

## Running Start

Students who have participated in the Running Start program must meet both freshman and transfer admission requirements, and must submit either ACT or SAT scores and official copies of high school and college transcripts. Running Start students are eligible for all freshman 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-level credits (27 semester credits) must send official copies of all college transcripts to the Office of Admissions. Transfer students with a minimum cumulative GPA of 2.5 are generally offered admission. Transfer applicants who do not meet this minimum will be considered for comprehensive review

through the Admissions Review Committee. Students who have earned the Direct Transfer Associate of Arts or Associate of Science degree will receive priority consideration for admission. A current list of DTA degrees is available online at [www.cwu.edu/~cwuadmis/dta.html](http://www.cwu.edu/~cwuadmis/dta.html). For current information and application deadlines, visit [www.cwu.edu/~cwuadmis](http://www.cwu.edu/~cwuadmis).

## Comprehensive Admissions Review Process

Central Washington University recognizes that many factors affect grades and test scores; therefore, C.W.U. utilizes a comprehensive admissions review process. Applicants are invited to include with their applications any statements or information that they believe will more fully define their potential for academic success.

Other students who may also be reviewed through the comprehensive review process include those who are 18 or older and have neither completed high school nor 40 credits of college level but have earned General Education Development (GED) certificates, as well as students 25 or older who have poor academic histories and have not attended school recently. Applicants may be required to complete supplemental application forms. In addition, they may be asked to submit additional information or essays.

## 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 their 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 their 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 two transferable English composition courses which would meet the general education writing requirement (3.0 GPA in each course). 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.

- 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.

Applicants must submit Central Washington University's International Student Application for Admission, on-line at [www.cwu.edu/~cwuadmis/international.html](http://www.cwu.edu/~cwuadmis/international.html) and the \$35 application fee. In addition, students must send official transcripts from all secondary schools and colleges attended directly to the Office of Admissions. 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, photocopies, 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.

### Re-admission of Former Students

Students who interrupt their studies for one or more quarters at CWU (excluding summer) must re-apply for admission to the University and pay the application fee. For more information, check the admissions Website at [www.cwu.edu/~cwuadmis](http://www.cwu.edu/~cwuadmis). If the student has attended any institution during their absence from CWU, the student must send official transcripts of all post-CWU coursework to the Office of Admissions at the time they re-apply. Eligibility for re-admission will be based on prior academic performance at CWU and any course work completed since last attending CWU. If a student left on academic or disciplinary suspension, they should contact the Office of Student Affairs and Enrollment Management for reapplication instructions thirty (30) days prior to the start of the quarter for which the student is applying.

### Confirmation of Admission

Students who are offered admission to the University must confirm their intention to enroll by paying a non-refundable \$55 confirmation fee before they can begin the orientation, registration, and advising process. The University will not withdraw an offer of admission for fall quarter 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 by the Office of Admissions 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. 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 non-matriculated students for courses that they need to advance academically, provided that such academic opportunities are not readily available to them elsewhere. To be eligible for the High School Enrichment Program, students must have demonstrated superior academic performance or preparation in the area of study for which they are applying. High School Enrichment applicants must submit either ACT, SAT or Compass scores, and official copies of their high school transcript. In addition, they need to 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 Registrar 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 Central Visitation Program. We offer daily campus visits Monday through Friday, and some Saturdays. CWU also offers the Central Sampler, an overnight visitation 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, Dining Services, and Financial Aid. Sampler staff also arrange for individual meetings with faculty in areas of academic interest. Sampler visits are available on selected dates throughout the academic year. For most current visitation information, dates, and times please visit [www.cwu.edu/~cwuadmis/visit.html](http://www.cwu.edu/~cwuadmis/visit.html) or 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 105 lower division credits. 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 exactly as do the CWU courses for which they are being substituted. Equivalency is established by the appropriate academic departments. Other transfer courses that have not been established as exact equivalents may also be substituted and allowed in the degree program with approval from the appropriate

academic department chair and, as appropriate, dean. 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 degree requirements, but additional credits will not be allowed. Credits earned in courses numbered 100 and above are generally accepted provided the courses require University-level study.

Academic Associate degrees which are part of direct transfer agreements between the University and Washington community colleges will meet the general education requirement 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 courses 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. A student cannot earn an associate degree and bachelor degree in the same quarter.

Academic transfer associate of arts degrees from a college or University outside

### 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.**

Department	AP Score	CWU Credit
Art	3, 4, 5	Department Electives.
Biology	3	Credit for BIOL 101.
	4, 5	Credit for any two of BIOL 101, 110, 111, 112.
Chemistry	3	Exempt from CHEM 181, 181LAB; credit awarded upon successful completion of CHEM 182.
	4	Exempt from CHEM 181, 181LAB, 182, 182LAB credit for both courses awarded upon successful completion of CHEM 183 and CHEM 183LAB.
	5	Credit for CHEM 181, 181LAB, 182, 182LAB, 183, 183LAB.
Computer Science A	3, 4	Credit for C S 110.
Computer Science A	5	Credit for C S 110, 111.
Computer Science AB	3, 4	Credit for C S 110, 111.
Computer Science AB	5	Credit for C S 110, 111, 301
Economics		
Micro Economics	3	Credit for ECON 201.
Macro Economics	3	Credit for ECON 202.
English		
Lang and Comp	3, 4, 5	Credit for ENG 101.
Lit and Comp	3, 4, 5	Credit for ENG 105.
Environmental Science	3, 4, 5	Environmental Science elective.
Foreign	3	Credit for 251.
Languages (all)	4	Credit for 251, 252.
Maximum 15 total cr.	5	Credit for 251, 252, 253.
U.S. History	3	Credit for either HIST 143 or 144.
	4	Credit for either HIST 143 or HIST 144, with exemption for majors in the other. (Majors will be required to take an additional 5 credits of upper-division U.S. History.)
	5	Credit for HIST 143 and HIST 144.
European History	3	Credit for either HIST 102 or 103.
	4, 5	Credit for either HIST 102 or HIST 103 with exemption for majors in the other. (Majors will be required to take 5 additional credits in upper division non-Western history.)
Mathematics AB	3, 4, 5	Credit for Math 172
Mathematics BC	3, 4, 5	Credit for Math 172 and 173
Math Statistics	3, 4 or 5	Credit for Math 311
Music	3, 4, 5	Department Electives.
Physics B	4, 5	Exemption from PHYS 111, 111LAB, 112, 112LAB, 113, 113LAB.
Physics C		
Mechanics	4, 5	Exemption from PHYS 181, 181LAB, 3 Dept. Electives.
Electricity and Magnetism	4, 5	Exemption from PHYS 182, 182LAB.
Political Science		
American Govt	5	Waive POSC 210, 3 Department Electives.
Comparative Politics	5	Waive POSC 260, 3 Department Electives.
Psychology	4	Credit for PSY 101, 3 Department Electives.

Washington state accredited by the Northwest Association of Schools and Colleges will meet the general education requirements of a bachelor's degree.

### 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  
Bachelor of Applied 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.

#### College Level Examination Program

CLEP Test Scores for Central Washington University at the 50th Percentile or Above.

	Percentile	Score	CWU Area of Credits Awarded
Humanities	50th	50	Literature & the Humanities
Natural Sciences	50th	50	Fundamental Disciplines of Physical & Biological Sciences
Social Science & History	50th	50	Perspectives on the Cultures & Experiences of the US
Chemistry	B grade	63	Chemistry 181, 181LAB
History US I	50th	57	History 143
History US II	50th	54	History 144
Western Civilization I	50th	50	History 101
Western Civilization II	50th	50	History 102 or 103
Calculus w/Elem.Funct.	50th	50	Math 172 & Math 173
Intro to Psychology	50th	50	Psychology 101
Human Growth & Devel	50th	50	Psychology 314
Intro Ed. Psychology	50th	50	Psychology 315
Intro to Sociology	50th	50	Sociology 107
Info Systems & Computer Applications	50th	50	Computer Science 101
Foreign Languages		<b>Level I</b>	<b>Level II</b>
Spanish Language	50	151, 152 & 153	66 Spanish 251, 252 & 253
French Language	50	151, 152 & 153	62 French 251, 252 & 253
German Language	50	151, 152 & 153	63 German 251, 252, & 253

26 UNDERGRADUATE PROGRAMS and COURSES

Major Field of Study	Degree Designation	Administrative Unit or Department			
Accounting	B.S.	Accounting	Exercise Science	B.S.	Health, Human Performance, and Recreation
Anthropology - Museum Studies	B.A., B.S.	Anthropology and Museum Studies	Family & Consumer Studies - Family Studies - Personalized Studies	B.A.	Family & Consumer Sciences
Anthropology: Teaching	B.A.	Anthropology and Museum Studies	Family & Consumer Sciences	B.A.	Family & Consumer Sciences
Art - Graphic Design - Studio Art	B.F.A.	Art	Family & Consumer Sciences Vocational Teaching	B.S.	Family & Consumer Sciences
Art	B.A.	Art	Fashion Merchandising	B.S.	Interdisciplinary
Asia/Pacific Studies	B.A.	Interdisciplinary	Flight Technology Flight Officer Specialization Commercial Pilot Specialization Aviation Management Specialization Airway Science, Aircraft Systems Management Specialization Airway Science, Aviation Maintenance Management Specialization	B.S.	Industrial Engineering Technology
Biology - Cell & Molecular Biology - Ecology - General Biology - Organismal Biology	B.A., B.S.	Biological Sciences	Food Science & Nutrition	B.S.	Family & Consumer Sciences
Biology: Teaching	B.S.	Biological Sciences	- Nutrition & Dietetics - Nutrition Science - Food Service Management		
Business Administration - Finance - General Business - Human Resource Management - Management & Organization - Marketing Management - Operations & Supply Chain Management	B.S.	Business Administration	Foreign Language - Chinese, French, German, Japanese, Russian, Spanish	B.A.	Foreign Languages
Chemistry - Biochemistry	B.A. B.S.	Chemistry	Foreign Language Broad Area - Chinese, French, German, Japanese, Russian, Spanish	B.A.	Foreign Languages
Chemistry: Teaching	B.A.	Chemistry	Foreign Language: Teaching - Chinese, French, German, Japanese, Russian, Spanish	B.A.	Foreign Languages
Communication Studies	B.A.	Communication	Foreign Language: Teaching Broad Area - Chinese, French, German, Japanese, Russian, Spanish	B.A.	Foreign Languages
Community Health - Community Health Education	B.S.	Health, Human Performance, and Recreation	General Studies - Humanities - Social Sciences - Natural Sciences	B.A. B.S. B.S.	General Studies
Computer Science - Artificial Intelligence - Computer Systems - Information Systems - Scientific Computing - Software Design and Applications	B.S.	Computer Science	Geography	B.A.	Geography & Land Studies
Construction Management	B.S.	Industrial & Engineering Technology	Geography: Teaching	B.A.	Geography & Land Studies
Early Childhood Education	B.A.Ed.	Teacher Education Programs	Geology	B.A., B.S.	Geological Sciences
Earth Science	B.A.	Geological Sciences	Gerontology	B.S.	Psychology
Economics - Managerial Economics - General Economics	B.S.	Economics	History	B.A.	History
Electronic Engineering Technology - Computing Engineering Technology - Electronic Systems	B.S.	Industrial and Engineering Technology	History: Teaching Broad Area	B.A.	History
Elementary Education	B.A.Ed.	Teacher Education Programs	Individual Studies	B.A., B.S., B.MUS.	Associate Vice President for Undergraduate Studies
English	B.A.	English	Industrial Education	B.S.	Industrial & Engineering Technology
Environmental Geological Sciences	B.S.	Geological Sciences	Industrial Education Broad Area Teaching	B.S.	Industrial & Engineering Technology
			Industrial Technology	B.S. B.A.S.	Industrial & Engineering Technology

Information Technology and Administrative Management - Administrative Management - Database Administration - Information Technology - Network Administration - Retail Management and Technology - Web Administration	B.S.	Information Technology & Administrative Management	Recreation and Tourism - Recreation Management and Recreation - Tourism Management	B.S.	Health, Human Performance,
Journalism -Print Journalism -Broadcast Journalism -Online Media	B.A.	Communication	Safety and Health Management -Construction Safety -Risk Management -Safety and Health Management	B.S.	Industrial and Engineering Technology
Language Arts	B.A.	English	School Health Education and Recreation	B.A.	Health, Human Performance,
Law and Justice Law & Justice - Law Enforcement - Legal Studies - Corrections - Generalist	B.A.		Social Science	B.A.	Interdisciplinary
Mathematics - Actuarial Science	B.A. B.S.	Mathematics	Social Science: Teaching Secondary	B.A.	Interdisciplinary
Mathematics: Teaching Secondary	B.A.	Mathematics	Social Services	B.S.	Sociology
Mechanical Engineering Technology - Manufacturing Technology - Mechanical Technology	B.S.	Industrial & Engineering Technology	Sociology	B.A., B.S.	Sociology
Music	B.A.	Music	Special Education (P-12)	B.A.Ed.	Teacher Education Programs
Music - Keyboard or Guitar Performance - Theory-Composition - Percussion Performance - String Performance - Vocal Performance - Wind Performance	B.MUS.	Music	Special Education (Broad Area)	B.A.Ed.	Teacher Education Programs
Music: Business	B.A.	Music	Theatre Arts - General Studies - Performance - Design and Technology - Youth Drama - Theatre Management	B.A.	Theatre Arts
Music Education - Broad Area - Choral Music - Instrumental Music	B.MUS.	Music	Theatre Arts: Secondary Education	B.A.	Theatre Arts
Paramedic	B.S.	Health, Human Performance, and Recreation	Visual Art: Teaching	B.A.	Art
Philosophy - Religious Studies	B.A.	Philosophy			
Physical Education	B.S.	Health, Human Performance, and Recreation			
Physical Education: Teaching K-12	B.S.	Health, Human Performance, and Recreation			
Physics - Engineering	B.A. B.S.	Physics			
Political Science	B.A.	Political Science			
Primate Behavior and Ecology	B.S.	Interdisciplinary			
Psychology	B.A.	Psychology			
Public Policy	B.S.	Interdisciplinary			
Public Relations	B.A.	Communication			

### Certificate Programs Offered

The following certificates are offered:

Initial Principal's	Professional Teaching
Residency Teaching	Program Administrator
Continuing Principal's	Reading Resource Specialist
Continuing Teaching	School Counselor
Administrative Management	School Psychologist
Diversified Occupations	Supply Chain Management
Industrial Safety and Health	Trade and Industrial
Library Media--All Levels	Traffic Safety Education
Personal Computer Applications	Vocational Family and Consumer Science Education

General tuition and fee rates are established by the state legislature and miscellaneous fees are set by the CWU Board of Trustees. 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 \$1,381.

Quarterly Tuition Fees for Nonresidents of the State of Washington \$4,159.

### **Undergraduate and post-baccalaureate students registering for nine credits or less:**

Resident - for each credit \$138.10.  
Minimum of \$276.20.

Nonresident - for each credit \$415.90.  
Minimum of \$831.80.

### **Graduate (Master's Degree) students registering for 10-18 credits:**

Resident Graduate - \$1,968.

Nonresident Graduate - \$4,320.

### **Graduate (Master's Degree) students registering for nine credits or less:**

Resident Graduate - for each credit \$196.80.  
Minimum of \$393.60.

Nonresident Graduate-for each credit \$432.  
Minimum of \$864.

### **Students registering for more than 18 credits:**

Undergraduate and post-baccalaureate,

Resident - for each credit \$122.50.

Nonresident - for each credit \$400.

Resident Graduate - for each credit \$182.

Nonresident Graduate - for each credit \$416.

### **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 on or before the first class day 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 service 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 refund 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 refund 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 2005-2006 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. \$35 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. A \$2.25 credit card fee may apply is ordering through the clearinghouse.

**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.

**Recreation Center Fee.** \$95 per quarter for all Ellensburg campus-based students enrolled for six credits or more. (Effective beginning winter quarter subject to completion of facility.)

**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 Cancellation Fee.** \$50. Students who register and do not drop their classes prior to the change of schedule period, and have extenuating circumstances that result in a refund of tuition will be assessed a \$50 cancellation fee.

**Student Union Building Fee.** \$64 per quarter for all Ellensburg campus-based students enrolled for ten credits or more. Students with less than ten credits will be assessed \$6.40 per credit. Students with one credit will be assessed the same as the two credit fee, \$12.80. (Effective beginning spring quarter.)

### 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 Hertz Hall 107.

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 may register early for courses by using Safari, the web registration system. Registration for new and readmitted students will take place during new student orientation.

Registration for new or readmitted students that did not register during the new student orientation or continuing students that did not register during their designated enrollment appointment, can register during the open enrollment period designated in the annual Registration Handbook.

Students may change their schedule during the designated change of schedule period. Students are encouraged to use the Safari Web Registration system to complete all registration transactions.

Registration, in-person, by telephone, or web registration, 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 annual registration handbook to determine exact dates for early registration, open enrollment, 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.

Unless otherwise stated, all courses at CWU are taught in English

### 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

### Upper Division

Junior . . . . . 300 through 399  
Senior . . . . . 40

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 . . . . . 13

Students holding bachelor's degrees are considered post-baccalaureate if the student is pursuing a second degree or CWU certification program. Student's that are admitted to a master's program are considered graduate students. 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:

15 credits - Standard undergraduate load  
18 credits or fewer - No permission required

19-20 credits - Major Advisor and Major Department Chair approval required, or Advising Center for undeclared majors.

Over 21 credits - Major Advisor and Major Department Chair approval as well as the appropriate College Dean.

A 2.8 or higher cumulative GPA is 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.

**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 register early for classes as continuing students at the designated time.

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.

**Withdrawal From a Course**

Peremptory (uncontested) withdrawals will not be permitted after the first six weeks of instruction. Students who withdraw after the add-drop period from 25 percent or more of the coursework for which they have registered for two or more quarters each academic year are subject to dismissal. 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 the office of the Provost. 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.

Peremptory withdrawals will be noted on the student's transcript with "+W". Class rosters will reflect the +W for students who

have used their peremptory withdrawal.

Withdrawals after the sixth week of instruction 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**

A student may withdraw from the University for reasons of illness or other extenuating circumstances at any time prior to finals week. An official withdrawal form is available at Registrar Services or the University center offices. A student may not withdraw from the University during finals week except with approval of the Registrar. A complete withdrawal from the University will be noted on the student's transcript with a "W". The Registrar will notify affected faculty members when a student has withdrawn from the University. Students who plan to leave the University must complete the official withdrawal form. Failure to do so may result in failing grades. There is no refund of tuition and fees if total withdrawal occurs after the 30th calendar day of the beginning of the quarter. See refund policy for specific details.

**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) 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). 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:

Grade	Grade Points per Credit
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

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.
Z	Undergraduate in Progress. A grade is issued when the course is completed. Z is used for special circumstances in Flight Technology and International Studies. If not completed in one calendar year, the "Z" will automatically be changed to INC.
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.

All grades are frozen upon award of degree.

## Grade Point Average

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

Course	Credit Hours	Grade	Grade Points Earned
Mus 104	3	C+	(2.3 x 3) 6.9
Hist 143	5	B-	(2.7 x 5) 13.5
Psych 300	5	C	(2.0 x 5) 10.0
Com 207	4	B	(3.0 x 4) 12.0
Totals	17		42.4

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. All students except first-quarter freshmen and students on academic probation may select one class per quarter under this option. A maximum of 15 credits earned in credit/no credit courses may be allowed toward the 180 required for the bachelor's degree.

The courses must be selected from free electives; they must not be courses in general education, major or minor concentrations, or the professional education sequence. Students may designate the course as credit/no credit until the end of the change of schedule period. Courses may not be repeated on a credit/no credit option.

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

## 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 on Safari at the end of each quarter. Students may request a hard copy be mailed by contacting Registrar Services or their university center office.

## 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:

- Can be transferred in for CWU credit.
- Will be used in calculating both the CWU and the transfer GPA..

## 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.

Immediately after grade reports are prepared, the Vice President for Student Affairs and Enrollment Management reviews the academic files of all suspended students and makes one of three decisions:

- 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:

- a. The student returned to CWU after an absence of at least five years.
- b. The student's CWU cumulative GPA at the time of leaving CWU was below 2.0.
- c. 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:

- a. Scheduling of such activities shall not overlap with official final examination periods.
- b. Scheduling of such activities shall not require an absence of more than three (3) consecutive class days.
- c. Scheduling of such activities shall be announced to the students far enough in advance for them to plan to fulfill course requirements.
- d. 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.
- e. 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

\*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 study 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: 146, 201, 271.

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: 458.

Chemistry: all undergraduate courses except laboratory courses.

Communication: 101, 250, 252, 340, 350, 445.

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.

Ethnic Studies: all undergraduate courses with chair's approval.

Family and Consumer Sciences: FCSA 150, FCSN 140, 140LAB, 240, 240LAB, 245, 340, 340LAB, 341, 345, 348, 440, 440LAB, 441, 442, 443, 444, 445, 446, 447, and 448.

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.

Information Technology: 101, 204, 228, 248, 258, 268, 288, 361, 389, 452, 458, 459.

Law and Justice: all undergraduate courses with chair'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.

Theatre Arts: 107, 166, 363, 364, 365, 371, 373, 381, 383.

## 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.

Students are eligible for award of a bachelor's degree if they 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 100-299) 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 than 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, 10 credits in the minor.

#### Degree Components

- The general 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. In that case the total credits of major and minor must total to at least 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 and 2.0 in the minor field of study. All courses fulfilling the major and minor requirements, including courses accepted in transfer, are used in computing the major and minor grade point average.
- Specific degree and professional certification programs may have more stringent degree requirements than those specified above.

#### 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 commencement procedures are approved by the Registrar.

#### 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 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.

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

- 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.

## BASIC SKILLS REQUIREMENT

All students must satisfy the following requirements in basic academic and intellectual skills:

- a. UNIV 101, General Education Colloquium (1), or MUS 104, Introduction to Musical Studies (3). Only required of students who enter Central with fewer than 45 credits.
- b. ENG 101 (4) and ENG 102 (4). A grade of C- or better is required in ENG 101 before ENG 102 may be taken.
- c. either MATH 101 (5), MATH 153 (5), MATH 154 (5), MATH 164 (5), MATH 170 (5), or MATH 172 (5);
- d. either MATH 130 (5), PHIL 201 (5), or CS 105 (4);
- e. one year of college or University study of a single foreign language or two years of high school study of a single foreign language. Courses used to satisfy this foreign language basic skills requirements may not be used to satisfy the Philosophies and Cultures of the World breadth requirement;

- f. either CS 101 Computer Basics (4) or IT 101 Computer Applications (3)

All students must have met these basic education requirements by the end of the quarter in which they complete 75 credits. (This does not include the foreign language basic skills requirement, which may require longer to complete.) Students who do not meet this standard will have a hold placed on further course registration. To remove the hold, the student must meet with an advisor and submit a program of study to plan successful completion of this requirement. The student's progress will then be monitored by an assigned academic advisor.

## WRITING REQUIREMENT

Four (4) of the courses taken to fulfill the breadth requirement must have the W designation in the list below. These are courses which include at least 7 pages of assigned writing that is assessed for content and mechanics (grammar, spelling, punctuation, and organization).

## 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)
- ENG 347(W) Global Perspectives in 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.

Foreign Languages 251, 252, or 253. Second year foreign language (same as studied in high school) (5)  
or

Foreign Languages 151, 152 or 153 or CHIN 141, 142, or 143. First year foreign language (different than the one used to meet basic skills requirement) (5)

PHIL 101(W) Introduction to Philosophy (5)

PHIL 115(W) The Meaning of Life (5)

PHIL 202(W) Introduction to Ethics (5)

PHIL 209(W) Introduction to Asian Philosophy (5)

PHIL 210(W) Current Ethical Issues (5)

PHIL 306(W). Environmental Ethics (5)

PHIL 378(W). The Philosophy of Love (5)

RELS 101(W) Introduction to Religion (5)

RELS 201(W) Sacred Books of the World (5)

### II. SOCIAL AND BEHAVIORAL SCIENCES

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.

#### Perspectives on the Cultures and Experiences of the United States.

An introduction to the institutions, cultures, and traditions of the United States intended to encourage a critical and analytical understanding of how the past affects the present and the future. An introduction to the complexities of social, economic, and political processes, issues, and events in the United States intended to provide a context for informed decision-making and citizenship.

ECON 101 Economic Issues (5)

ECON 201 Principles of Economics Micro (5)

ETS 101(W) Ethnic Awareness (4)

HIST 144(W) U.S. History Since 1865 (5)

POSC 210 American Politics (5)

SOC 101(W) Social Problems (5)

SOC 205 American Society (5)

WS 201(W) Introduction to Women 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 (3)

COM 302(W) Intercultural Communication (4)

ECON 102(W) World Economic Issues (5)

GEOG 101 World Regional Geography (5)

HIST 102(W) World Civilization: 1500-1815 (5)

HIST 103(W) World Civilization Since 1815 (5)

LAS 102(W) Introduction to Latin American Studies (5)

POSC 270(W) International Politics (5)

#### Foundations of Human Adaptations and Behavior

An introduction to and analysis of the fundamental principles underlying human interaction intended to foster a better understanding of the human condition. An introduction to the fundamental patterns and understandings of human interaction with natural and man-made environments intended to help students make informed judgments concerning broad environmental issues.

ANTH 107 General Anthropology (5)

ANTH 120 Introduction to Archaeology (5)

ENST 303 Environmental Management (5)

FCSF 231(W) Human Sexuality (4)

GEOG 108 Introduction to Human Geography (5)

POSC 101(W) Introduction to Politics (5)

PSY 101 General Psychology (5)

PSY 205(W) Psychology of Adjustment (5)

SOC 107 Principles of Sociology (5)

HED 101 Health Essentials (4)

### III. THE NATURAL SCIENCES

The natural sciences provide basic methods for rigorously describing and comprehending the natural world. Inquiry-driven laboratory and field observations are an essential mode of teaching, learning, and practicing natural science. 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. It may be advantageous for students to take courses from groups in the order they appear below.

#### Fundamental Disciplines of Physical and Biological Sciences

An introduction to those sciences that study the fundamentals of physical and life systems.

BIOL 101 Fundamentals of Biology and Lab (5)

CHEM 111/111LAB Introduction to Chemistry and Lab (5)

CHEM 181/181LAB General Chemistry and Lab (5)

GEOG 101/101LAB Physical Geology and Lab (5)

PHYS 111/111LAB Introductory Physics and Lab (5)

PHYS 181/181LAB General Physics and Lab (5)

#### Patterns and Connections in the Natural World.

Those sciences that use a knowledge of basic scientific disciplines to examine large and complex physical and life systems.

ANTH 110 Introduction to Biological Anthropology (5) (Lab ANTH 110LAB is optional)

BIOL 200 Plants in the Modern World and Lab (5)

BIOL 201 Human Physiology (5)

BIOL 300 Introduction to Evolution (5)

ENST 301 Earth as an Ecosystem (5)

GEOG 107 Introduction to Physical Geography (5)

GEOG 102/101LAB Geology of National Parks and Lab (5)

GEOG 107 Earthquakes, Volcanoes and Civilization (5)

PHYS 101/101LAB Introductory Astronomy of Stars and Galaxies and Lab (4) (1)

PHYS 102/101LAB Introductory Astronomy of the Solar System and Lab (4) (1)

#### Applications of Natural Science

These courses explicitly treat social, economic, technological, ethical or other implications of natural phenomena, of human influence on natural systems, or of responsive scientific inquiry.

ANTH 314 Human Variation and Adaptation in Living Populations (4)

BIOL 302 Human Ecology (5)

CHEM 101 Contemporary Chemistry and Lab (5)

ENST 302 Ecosystems, Resources, Population and Culture (5)

FCSN 245 Basic Nutrition (5)

GEOG 273 Geography of Rivers (5)

GEOG 180 Introduction to Environmental Geology (5)

IET 101 Modern Technology (5)

PHYS 103/103LAB Physics of Musical Sounds and Lab (4)

## COLLEGE OF ARTS AND HUMANITIES

### Administration and Organization

**Dean:** Marjorie Morgan (Hebeler 202)

**Associate Dean:** Michael Chinn (Hebeler 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 that 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: William Folkestad (Randall Hall 103)

Asia/Pacific Studies Program: Jeffrey Dippmann (L & L Bldg. 337C)

Department of Communication: Lois Breedelove (Bouillon Hall 232A)

Department of English: Toni Culjak(L& L Bldg. 423)

Department of Foreign Languages: Joshua Nelson (L & L Bldg. 102-S)

Department of History: Karen Blair (L& L Bldg. 100)

Humanities Program: Gerry Stacy (L & L Bldg. 408C)

Department of Music: Peter Gries (Music Bldg.)

Department of Philosophy: Chenyang Li (L & L Bldg. 337)

Department of Theatre Arts: Scott Robinson (McConnell 106)

## COLLEGE OF BUSINESS

### Administration and Organization

**Dean:** Roy Savoian (Shaw-Smyser 129)

**Associate Dean:** John J. Lasik (Shaw-Smyser 127)

**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 and Koushik Ghosh (Shaw-Smyser 428)

### Accounting Program Directors

Lynnwood Center - Michael Ruble

Des Moines Center - Norman J. Gierlasinski

### Business Administration

#### Program Directors

Ellensburg - Steve Schepman

Lynnwood Center - F. Lynn Richmond

Des Moines 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 Des Moines. 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/>

**Dean:** M. Meghan Miller (Science Building 107)

**Associate Dean, Curriculum and Faculty Development:** Philip Tolin, (Science Building 107)

**Associate Dean, Resource Development:** Carin Thomas, (Science Building 302G)

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:** Kathleen Barlow (Farrell Hall 309; 963-3201)

**Biological Sciences:** David M. Darda (Science Building 338; 963-2731)

**Chemistry:** Carin Thomas (Science Building 302G; 963-2811)

**Computer Science:** James Schwing (Hebeler Hall 219; 963-1495)

**Geography & Land Studies:** Karl Lillquist (Lind Hall 119-C; 963-1188)

**Geological Sciences:** Lisa L. Ely (Lind Hall 220; 963-2177)

**Law & Justice:** Phil Tolin (Psychology Building 463; 963-3208)

**Mathematics:** Stuart Boersma (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; 963-2381)

**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 338H)

**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:** Lixing Sun (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/>

**Dean:** Rebecca S. Bowers

**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)

Education: David Shorr (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)

## 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 CTL is 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. DePaepe. 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 Education’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: For Ellensburg campus programs -- Winter, November 1; Spring, February 15; Summer, May 1; Fall, August 1; for off-campus Centers programs -- Fall Quarter, June 30.

**Admission Requirements** (All application forms are available online at [www.cwu.edu/~cert](http://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). 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.
2. Completed APPLICATION FOR ADMISSION TO TEACHER EDUCATION.
3. Completed CHARACTER AND FITNESS SUPPLEMENT. Answering “YES” to any question on the form will require that you meet with the Certification Officer prior to a decision regarding admission. All court documents should be submitted prior to that meeting. False answers to the questions on the form may result in denial of program admission and/or certification.
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/Certification REQUIREMENT form.
6. Pass the WEST-B examination.
7. Completion of one of the following:
  - Prerequisite Courses: ENG 101 and 102, and MATH 101, 153, 154, 164, 170 or 172.
  - Bachelor’s degree from an accredited institution.

- A direct transfer agreement Associates Degree.
8. Proof of purchase of the College Live Text Edu Solutions software program (i.e., copy of receipt). Software can be purchased directly from [livetext.com](http://livetext.com) or from the Universit Store.

#### 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 University Way, 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-155. 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.

#### WEST-E Test

All teachers wishing to obtain certification after 8/31/05 must pass the WEST-E (also called the PRAXIS II) test in each content area they wish to be endorsed in prior to final certification. Test information and registration is online at <http://www.ets.org/praxis/prxwa.html>.

### 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. Deadline for application will be the first Friday of the quarter preceding the quarter admission is desired (Fall Quarter applicants deadline will be the first Friday of Spring Quarter.). 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).

### Major and Minor Concentrations

To achieve certification, students must select a major which leads to a University endorsement for teaching in the schools of Washington state.

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

#### Endorsable Majors

Biology: Teaching Major  
 Chemistry: Teaching Major  
 Early Childhood Education Major  
 Earth Science Major  
 Elementary Education Major  
 English: Teaching Major  
 Family & Consumer Sciences Vocational: Teaching Major

Foreign Languages: Teaching, Foreign Languages: Teaching Broad Area: Chinese, French, German, Japanese, Russian, and Spanish

History: Teaching Broad Area Major  
Industrial Education Major  
Language Arts Major  
Mathematics: Teaching Secondary Major  
Music: Broad Area Specialization  
Music: Choral Music Specialization  
Music: Instrumental Music Specialization  
Physical Education: Teaching K-12 Major  
Physics Major  
School Health Education Major  
Social Science: Teaching Secondary Major  
Special Education P-12  
Theatre Arts: Secondary Education Major )  
Visual Art: Teaching Major

A major endorsement will be required to obtain a teaching certificate. Minor endorsements are optional. The following minors are endorsements offered at CWU. Numbers in parenthesis indicate catalog/SIS code. Students should contact the departments to request information about requirements.

#### Endorsable Minors

Bilingual Education/Teaching English as a Second Language Minor  
Biology Teaching Minor  
Chemistry Teaching Minor  
Dance Teaching Minor  
Early Childhood Education Minor  
Earth Science Minor  
Health/Fitness Teaching Minor  
Mathematics: Teaching Secondary Minor (Math minor will not be endorsed if combined with Elementary Education Major, unless student teaching is also done in the math area.)  
Middle Level Math/Science Minor  
Physics Minor  
Reading Minor  
Science Education Broad Area  
Teaching English as a Second Language (TESL) Minor

#### Certification

Central Washington University is in compliance with the No Child Left Behind federal legislation. It is a public institution in the state of Washington that is accredited both regionally and nationally.

CWU is accredited by the Northwest Commission on Colleges and Universities (NWCCU). NWCCU is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA) as the regional authority on educational quality and institutional effectiveness of higher education institutions in the seven-state Northwest region of Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington.

Additionally, the Center for Teaching and Learning (CTL), the unit that oversees all of the C.W.U. teacher preparation programs, is accredited by the National Council for the Accreditation of Teacher Education (NCATE). NCATE accreditation recognizes the CTL as meeting national standards for the content and operation of the unit and ensures performance of a teacher candidate in the program has been thoroughly assessed before he or she is recommended for licensure. It also ensures that programs meet standards set by the teaching profession at large.

CWU's Teacher Preparation Program is 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 teaching certificate is normally awarded simultaneously with the Bachelor's degree. Individuals who hold, or have held a Residency Teaching Certificate and are enrolled in a Professional certificate program may have the certificate renewed for an additional two years upon verification the individual is enrolled in a state approved Professional certificate program.

#### Professional Certificate

Candidates for the Professional Certificate must meet the following requirements:

- Complete provisional status as a teacher in a public school pursuant to RCW 28A.405.220 or the equivalent in a state board of education approved private school.
- Complete an approved Professional Certificate program which has been collaboratively developed by the college/University and the respective Professional Education Advisory Board (PEAB).
- Demonstrate competency in three standards (i.e., Effective Teaching, Professional Development, and Professional Contributions) and the 12 criteria relevant to the three standards.

The Professional Certificate at CWU is

comprised of 15 quarter credits over three sections:

ECTL 601: Pro. Cert. Pre-assessment Seminar (4 quarter credits)

Candidates attending this seminar will review standards and criteria for professional certification and, with guidance from their district and University team members, identify evidence/indicators to meet each criterion using the common Professional Growth Plan format. The Preassessment Seminar will culminate with the approval of the Professional Growth Plan by the Professional Growth Team.

Professional Growth Core (9 quarter credits)

The core of the Professional Growth Plan will differ depending on individual professional development needs of candidates. Candidates may choose to:

- Enroll in college courses for credit;
- Enroll in professional development courses. These courses may involve attending workshops and/or conferences, participating in district inservice and staff development activities, completing independent research projects or internships, or other activities as recommended by the Professional Growth Team; or

Combine college courses and professional development courses in order to successfully meet program criteria.

ECTL 609: Pro. Cert. Culminating Seminar (2 quarter credits)

Evidence for each of the Professional Certificate criteria will constitute a portfolio, which will be submitted in electronic and paper formats to the Professional Growth Team for evaluation prior to the culminating seminar. Candidates attending this seminar will present final documentation and evidence of professional certificate level knowledge, skill, and performance. The professional growth team will evaluate the portfolio relative to the requirements of the Professional Certificate and, if the portfolio meets all criteria, make a recommendation for Professional Certification to the CWU Teacher Certification Office.

- 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 on-line at [cwu.edu/~cert](http://cwu.edu/~cert). 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 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 Education 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.

## OFFICE OF CONTINUING EDUCATION (CE)

The Office of Continuing Education provides lifelong learning opportunities in support of the University mission. The unit offers a variety of credit, non-credit, training and enrichment courses and programs. All programming and services are offered on a self-support basis. Please see our web site ([www.cwuce.org](http://www.cwuce.org)) or call 1-800-720-4503 for complete information on the following offerings:

### Cornerstone Program (College in the High School)

The Cornerstone Program is designed to offer highly capable students the opportunity to take rigorous college courses while in high school. The courses are taught by qualified high school instructors who have been approved by Central Washington University for adjunct professor status. All Cornerstone classes are the same challenging courses offered at the University. Courses are offered in English, Math, Sociology, Psychology, Music, Physics, Family and Consumer Sciences and Humanities. The credits earned, if applied at Central Washington University or transferred to another institution, should enhance students' progress toward a degree, reduce the cost of college and strengthen their chances of being accepted to their college of choice. For more information visit [www.cwuce.org/cornerstone](http://www.cwuce.org/cornerstone).

### Distance Learning

Distance Learning provides convenient, computer-based learning opportunities for you! Our distance learning courses are delivered either on CD-ROM or over the Web. These courses can be taken in the convenience of your own home or office. For current offerings see our online catalog at [www.cwuce.org/distance-learning](http://www.cwuce.org/distance-learning).

### Education

Professional Development for Educators  
Numerous classes are available each quarter through in-service and distance learning. Please refer to our online line catalog for current offerings. at [www.cwuce.org/catalog](http://www.cwuce.org/catalog).

### Professional Certificate

This program, offered in collaboration with the Center for Teaching and Learning, allows educators to begin their program for professional certification by enrolling in a Pre-assessment Seminar (ECTL 601) at a

variety of locations throughout Washington state. The entire program is designed for flexibility in assisting educators toward professional certification. For more information visit [www.cwuce.org/procert](http://www.cwuce.org/procert).

### Open Spaces Technology Center

The Open Spaces Technology Center is University/community partnership for access to computers, software, the Internet and computer training classes. The project serves locations throughout central Washington and focuses on youth. [www.cwuce.org/ostc](http://www.cwuce.org/ostc)

### WEST-B Test Preparation

WEST-B stands for Washington Educator Skills Test - Basic. It is the basic skills test used throughout the state of Washington. All individuals applying for admission to state-approved teacher preparation programs and teachers from other states applying for a Washington residency teaching certificate, are required to meet the minimum passing score on the basic skills assessment. The Basic Skills Test Prep Course is an interactive CD-ROM that will guide you through all of the subject areas you need to study. For more information visit [www.cwuce.org/west-b](http://www.cwuce.org/west-b)

### WorkSafe Institute of Washington

The WorkSafe Institute of Washington was established in 2000 as a partnership of Central Washington University, Highline Community College and Skagit Valley College. The primary goal of the WorkSafe Institute of Washington is to provide continuing education and training opportunities in safety and health issues to help reduce the incidence of work-related illnesses and injuries. Innovative programs include a two set CD-ROM on 15 passenger van safety ([www.van.safety.com](http://www.van.safety.com)). For more information about Worksafe visit [www.cwuce.org/worksafe](http://www.cwuce.org/worksafe).

### World Wine Program

The World Wine Program features learning opportunities for individuals in the wine and associated industries, consumers and those who would like to gain the skills and knowledge to enter the wine industry. The World Wine Program consists of five tracks:

- 1 Wine Trade Professional certificate program – noncredit, intended for individuals who are in the wine and associated industries or those who are interested in enhancing their knowledge and skills to enter the industry.
- 2 Academic track
  - a. A 15-credit Wine Trade Professional certificate program in collaboration

with Travel and Tourism

b. Three courses as part of a new Travel and Tourism minor

- 3 Trade Training – short noncredit courses customized for the wine industry and associated industries (i.e. lending institutions, retail, etc.)
- 4 Consumer Classes – noncredit short courses targeting CWU and local community with the potential of expanding to other areas in Washington and to CWU alumni.
- 5 International Learning Experiences – guided travel to wine regions throughout the world to experience differing wine cultures and practices. For more information visit [www.cwuace.org/wine-education](http://www.cwuace.org/wine-education).

### Wine Trade Professional Certificate Program

The Wine Trade Professional Certificate is offered through the Office of Continuing Education in collaboration with Recreation and Tourism. It is a comprehensive educational program that focuses on the business and trade aspects of the wine industry. Topics covered include viticulture, winemaking, world wine regions, styles and trade structures, the business of wine, wine marketing, merchandising and professional evaluation techniques. Graduates will be prepared for careers in wine sales and merchandising, wholesale, retail, distribution, marketing, import/export, consulting, hospitality and more. The Certificate is intended for individuals currently in the wine and associated industries or for those who would like to gain the skills and knowledge necessary to enter the wine industry

#### Prerequisites:

Students must be over 21 years of age and must apply for acceptance.

Required Courses	Credits
RT 402, Wine Basics .....	5
RT 403, The Global World of Wine .....	5
RT 404, The Wine Trade.....	5

**Total 15**

Additional course fees apply. Students will be expected to spend significant amounts of time outside the classroom working on projects and assignments.

## THE WILLIAM O. DOUGLAS HONORS COLLEGE

Director: Sura Rath  
Language and Literature 408

The William O. Douglas Honors College is Central Washington University's enriched general studies program for talented students. Central to the program is a four-year course of reading, discussing, and writing about the Great Books of the great civilizations of the world with an emphasis on the fundamental works of Western Civilization. Douglas Honors students complete an academic major and other liberal arts courses in addition to the Great Books courses. The Honors College also sponsors cultural field trips and the series of William O. Douglas Lectures in the Humanities as part of its academic program.

The college is named for Supreme Court Justice William O. Douglas, a native of the central Washington city of Yakima. The Douglas Honors College encourages intellectual breadth, academic curiosity, and the fusion of scholarship and everyday life that Justice Douglas personified.

Applicants for the Douglas Honors College should have scored in the upper 10 percent of those taking the Scholastic Aptitude Test (SAT) or the American College Test (ACT) and have earned at least a B grade-point average in certain high school coursework. That coursework should have included three years of English, two years of a foreign language, two years of social science, one year of a laboratory science, three years of mathematics, and three additional years selected from these subjects. Transfer and older students may qualify for the Honors College by showing aptitude and background equivalences.

A student is in **Good Standing** when both the quarterly and cumulative grade-point averages (GPA) are 3.0 or higher. A student who has been in Good Standing will be placed on **Warning** when the GPA for the previous quarter is below 3.0. A student who has been on Warning will be placed on **Suspension** if either the quarterly or cumulative GPA is below 3.0. Students who have been suspended from the Honors College may re-apply if they raise their cumulative GPA to 3.0 or higher. Re-admission is not guaranteed, however.

In order to graduate from The William O. Douglas Honors College, students must have achieved a cumulative grade-point average of at least 3.0 in courses taken at Central Washington University and completed a capstone honors thesis approved by their thesis committee. Students who complete the Honors College program with a grade-point average less than 3.0 may graduate from the University, but without being distinguished as an Honors College graduate.

For additional information students are directed to the Honors College office, Language and Literature Building, Room 408 (509) 963-1445. Informational literature will be mailed on request.

### Douglas Breadth Requirements

#### Required Courses Credits

UNIV 101, General Education Colloquium (1)  
OR MUS 104, Introduction to Musical Studies (3)..... 1-3

ENG 101, 102, English Composition ..... 8

NOTE: Students may be exempt from English 101 requirement by examination. See the English Department for details.

HIST 101, 102, 103, World Civilization ..... 15

MUS 102, Introduction to Music..... 5

NOTE: Music majors or minors may substitute an appropriate course.

**Art**, Select one of the following: ..... 4

ART 235, Ancient and Medieval Art (4)

ART 236, Renaissance Through Mid-19th Century Art (4)

ART 237, Impressionism through Post Modernism (4)

#### Natural Science

NOTE: Options may not be chosen from courses that are offered by the student's major department.

Choose 15 credits from the following ..... 15

BIOL 110, 111, 112, 220, Basic, Plant,

Animal, and Cellular Biology

CHEM 181, 181LAB, 182, 182LAB, General Chemistry

GEOL 101, 101LAB, Physical Geology

PHYS 111, 111LAB, 112, 112LAB, 113,

113LAB, Introductory Physics

PHYS 181, 181LAB, 182, 182LAB, 183,

183LAB, General Physics

#### Foreign Language

NOTE: DHC applicants are normally expected to have met the competence requirements for Foreign Language prior to acceptance. Students who have not done so will be required to take classes through Foreign Language 152.

#### Mathematics

NOTE: DHC applicants are normally expected to have met the competence requirements for Mathematics prior to acceptance. Students who have not done so will be required to take classes through MATH 154.

#### Douglas Colloquium Sequence

DHC 121, 122, 123, DH Colloquium I ..... 6

DHC 131, 132, 133, DH Lecture I ..... 3

DHC 221, 222, 223, DH Colloquium II..... 6

DHC 231, 232, 233, DH Lecture II..... 3

DHC 321, 322, 323, DH Colloquium III..... 6

DHC 331, 332, 333, DH Lecture III..... 3

DHC 421, 422, 423, DH Colloquium IV..... 6

DHC 431, 432, 433, DH Lecture IV..... 3

#### Douglas Senior Seminar (Thesis)

DHC 488, Senior Seminar ..... 2

DHC 489, Senior Thesis ..... 3

### Major Requirements

The University requirement for concentrated study may be met by completion of the major requirements stipulated by the faculty of the student's chosen field of specialization. The student should read the University Catalog and meet with a major advisor assigned by the student's major department.

### General Requirements

The student should read the University's graduation requirements for the bachelor's degree. All of these apply to Douglas students, except that the Douglas program requirements will substitute for the General Education (Basic and Breadth) requirement. This means that students will need to complete 180 total credits, include 60 upper division credits, satisfy the residency requirement, etc.

### Douglas Honors College Courses

**DHC 121, 122, 123. Douglas Honors College Colloquium I (2,2,2).** Prerequisite, admission to Douglas Honors College. Courses must be taken in sequence. Reading, discussing and writing about the Great Books of the Greek and Roman periods.

**DHC 131, 132, 133. Douglas Honors College Lecture I (1,1,1).** Historical, stylistic, and biographical background relating to the works read in the corresponding colloquium. Concurrent enrollment in DHC 121, 122, or 123.

**DHC 221, 222, 223. Douglas Honors College Colloquium II (2,2,2).** Prerequisites, admission to Douglas Honors College and DHC 123. Courses must be taken in sequence. Reading, discussing and writing about the Great Books of the Medieval and Renaissance periods.

**DHC 231, 232, 233. Douglas Honors Lecture II (1,1,1).** Historical, stylistic, and biographical background relating to the works read in the corresponding colloquium. Concurrent enrollment in DHC 221, 222, or 223.

**DHC 290. Cooperative Education (1-6).** An individualized contracted field experience with business, industry, government, or social service agencies. Requires a student learning plan, cooperating employer supervision, and faculty coordination. Prior approval required. May be repeated for a total of 12 credits. Grade will be S or U.

**DHC 296. Individual Study (1-6).** Prerequisite, permission of instructor.

**DHC 298. Special Topics (1-6).**

**DHC 321, 322, 323. Douglas Honors College Colloquium III (2,2,2).** Prerequisites, admission to Douglas Honors College and DHC 223. Courses must be taken in sequence. Reading, discussing and writing about the Great Books of the 18th and 19th centuries.

**DHC 331, 332, 333. Douglas Honors College Lecture III (1,1,1).** Historical, stylistic, and biographical background relating to the works read in the corresponding colloquium. Concurrent enrollment in DHC 321, 322, or 323.

**DHC 396. Individual Study (1-6).** Prerequisite, permission of instructor.

**DHC 398. Special Topics (1-6).**

**DHC 421, 422, 423. Douglas Honors College Colloquium IV (2,2,2).** Prerequisites, admission to Douglas Honors College and DHC 323. Courses must be taken in sequence. Reading, discussing and writing about the Great Books of the modern period.

**DHC 431, 432, 433. Douglas Honors College Lecture IV (1,1,1).** Historical, stylistic, and biographical background relating to the works read in the corresponding colloquium. Concurrent enrollment in DHC 421, 422, or 423.

**DHC 488. Senior Seminar (2).** Prerequisite, Senior standing.

**DHC 489. DHC Senior Thesis (3).** Prerequisite, DHC 488. Grade will be S/U.

**DHC 490. Cooperative Education (1-12).** An individualized contracted field experience with business, industry, government, or social service agencies. Requires a student learning plan, cooperating employer supervision, and faculty coordination. Prior approval required. May be repeated for a total of 12 credits. Grade will be S or U.

**DHC 496. Individual Study (1-6).** Prerequisite, permission of instructor.

**DHC 498. Special Topics (1-6).**

