

Academic and General Regulations

Academic Affairs – Curriculum and Programs

CWU Policy 501-20

Effective: March 2, 2022

Policy Review Date: YEAR

Policy Executive: Provost and Executive Vice President of Academic Affairs

Responsible Office/Unit: Faculty Senate

Policy Statement:

Applicability:

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(1) Calendar

- A. The university calendar will be established and approved annually by the Provost and the President’s Cabinet. The office of the registrar is responsible for initiating and developing the calendar incorporating review and comments by the Office of Human Resources, Athletic Director, Academic Department Chairs’ Organization (ADCO), Provost’s Council, and Faculty Senate. (See Appendix A)

(2) Academic Appeal (See Appendix B)

- A. The academic appeals policy is established by the Faculty Senate and is administered by the Provost's designee. The structure and procedures of the Board of Academic Appeals may be amended by the Faculty Senate at any time with the approval of the University Policy Advisory Council.
- B. Definition of Academic Appeals
 - 1. The purpose of an academic appeal is to provide students with a safeguard against an arbitrary or capricious academic decision, while respecting the academic responsibility of faculty.
 - 2. Arbitrary or capricious practices are those in which:
 - a. A determination is made on some basis other than academic performance, or
 - b. A determination is made on the basis of program/course of study standards different from those which were applied to other students, or
 - c. A determination is made by a substantial, unreasonable, and unannounced departure from the articulated standards for the program/course of study.
 - 3. Faculty are responsible for establishing clear grading standards, policies, rules, and requirements and maintaining those throughout the term.
 - 4. Students are responsible for:
 - a. achieving and maintaining the standards of academic performance and excellence as defined by their instructors.
 - b. complying with all relevant policies, standards, rules, and requirements that are formulated by the University and University's academic units.
- C. There are three (3) categories for academic appeals.
 - 1. Academic Petition
 - a. An academic petition is designed to address arbitrary or capricious practices in academic decisions other than a course grade. These decisions may relate to admission to a program/course of study or dismissal from a program/course of study when the decision is not made on the basis of student conduct.
 - i. Colleges, departments, and programs are responsible for establishing, maintaining, and communicating academic and professional standards.
 - ii. Students are responsible for achieving and maintaining the academic and professional standards set by colleges, departments, and programs.
 - 2. Determination of Academic Dishonesty Appeal
 - a. Students who feel that an instructor's determination of academic dishonesty was arbitrary or capricious may appeal the determination. Such appeals will follow the procedure outlined in CWU 501-20(2) Appeals.

3. Course Grade Appeal

- a. A course grade appeal shall be confined to charges of capricious or arbitrary action toward an individual student and may not involve a challenge of an instructor's grading standard. It is incumbent on the student to substantiate the claim that his or her final grade represents arbitrary or capricious practice based on one of the following:
 - i. the assignment of a final course grade to a student on some basis other than performance in the course, or
 - ii. the assignment of a final course grade to a student by resorting to standards different from those which were applied to other students in that course, or
 - iii. the assignment of a final course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.

D. The Board of Academic Appeals

1. The purpose of the Board is to provide for fair and impartial hearing of academic appeals involving students, faculty, staff, and administrators. The Board serves as the final hearing body for the University in the matter of academic appeals. The Board may direct the university to change an academic decision affecting the student and specify the content of that change. The decision of the Board of Academic Appeals is final.
2. The academic appeals policy is established by the Faculty Senate and is administered by the Provost's designee. The structure and procedures of the Board of Academic Appeals may be amended by the Faculty Senate at any time with the approval of the University Policy Advisory Council.
3. Appeals must comply with the time limits specified in CWU 501-20 or the right to appeal is forfeited. Reasonable exceptions to the deadlines may be made by the chair of the Board or designee.
4. No individual shall be penalized or retaliated against in any way by the university community for his or her participation in an appeal procedure.

[02/21]

(3) Academic Advising

- A. All students are expected to seek, and the university will provide, appropriate advising resources. These resources may include (but are not limited to) specific faculty advisors, special program advisors, career development counselors, advising seminars, advising workshops, and advising publications.
- B. The academic advising council is responsible for establishing and maintaining required advising practices and procedures. The academic advising council will work with other university stakeholders to assess the impact of required advising on student enrollment, retention, and success.

1. Required advising will occur according to check points that determine when a necessary connection between a student and an advisor should occur. At a minimum, required advising should happen at the following check points:
 - a. Incoming First-Year Student Advising: All new incoming first-year students (students with fewer than 45 credits earned) will have required advising before they enroll for their first quarter at CWU.
 - b. Current First-Year Student Advising: All current first-year students (students with fewer than 45 credits earned) will have required advising every quarter.
 - c. Transfer Student Advising: All transfer students (students with at least 45 credits earned) will have required advising before they enroll in their second quarter at CWU.
 - d. Undeclared Student Advising: All students with 75 credits or more and who have not declared a major will have required advising every quarter.
 - e. Graduation Preparation Advising: All students will have required advising the quarter after they earn 120 credits.
- C. Colleges, departments, and programs (including the general education program) may define their own additional required advising check points.
- D. Students on academic warning or probation, or who are otherwise considered to be in academic jeopardy may have required advising checkpoints assigned to them.
- E. A major or pre-major advisor will be assigned at the point at which a student is admitted into a major or pre-major program.

[06/22]

(4) Admission to Major

- A. Students are required to apply for admission to the program in which they want to major. Completed forms are to be submitted to the department office which administers the major.
- B. Students who have not been admitted to a major or pre-major prior to accumulating 75 credits will have holds placed on their registration.
 1. Transfer students who enter with 100 or more credits are expected to submit an application for a major or pre-major to the major department before their second quarter at CWU.
 2. Requests for waivers to this policy may be approved by a CWU advisor and submitted to the office of the registrar. Such waivers will be granted only for a single quarter.
- C. Departments with major requirements that prohibit being admitted to a major at 100 credits or sooner must request pre-major codes from the office of the registrar and establish pre-major advising.
- D. Students who are admitted to majors that contain fewer than 60 credits must also be admitted to a minor.

(5) Registration

- A. Procedures for registration will be established by office of the registrar with the approval of the provost.
 - 1. Wait List.
 - a. Establishment of the course wait list is at the discretion of the instructor. Instructors may use their own waitlist or use the procedure established by the office of the registrar.
 - b. The wait list and auto enroll will be frozen after the second day of the change of schedule period.
 - 2. Priority registration may be extended to students in university programs based on office of the registrar approval. Approval for priority registration is not intended to be based on major only. Individual students may not apply directly to the office of the registrar for priority registration.

(6) Continuous Registration for Graduate Students

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

(7) Course Numbering and Class Standing

- A. Courses are numbered from 100 through 700. Courses numbered 100 are pre-collegiate, and credits earned in such courses are not accepted toward meeting degree requirements. Undergraduate courses are numbered 101 through 499, and graduate courses are numbered 501 and above. Courses numbered 500 are professional development courses and are not accepted toward meeting degree requirements.
- B. A student's class standing is determined by the number of credits earned and accepted upon transfer.
- C. Graduate-level credit is given for all courses at CWU numbered at the 501 level and above. Graduate courses numbered 501 and above are typically restricted to students who have earned a bachelor's degree and who have formally been admitted to a graduate program of the university. Some courses may also require competitive admission to a specific departmental graduate program.

(8) Undergraduate Student Study Load

- A. Full-time or part-time student status is determined by the number of credits for which a student is registered. Full-time status is 12 or more credits in any quarter.
- B. Loads of 19 or 20 credits are considered overload and must be approved by the major advisor and major department chair (in the case of students who have been admitted to majors or pre-major status) or by the director of academic advising services (in the case of students without declared majors).
- C. Loads in excess of 20 credits must be approved by the major advisor, major department chair, and the appropriate dean or, in the case of undeclared majors, the academic advisor and the director of academic advising services and the provost.
- D. Students participating in activities which require "normal/satisfactory progress" must be registered for and successfully complete 12 or more credits per quarter. Criteria for successful completion may be established by the department supervising the activities.
- E. Students on academic probation may not carry loads in excess of 15 credits.
- F. A cumulative GPA of 2.8 or higher is required for students seeking an overload. Exceptions may be approved by the major department chair or the director of academic advising services; in the case of students without declared majors.

(9) Graduate Student Study Load

- A. Full-time or part-time student status is determined by the number of credits for which a student is registered. Full-time status for a graduate student is 10 or more credits in any quarter.
- B. The normal course load for graduate students not holding a graduate assistantship is 10-16 credits per quarter, and 10-14 for those with assistantships. Graduate assistants taking over 14 credits must have approval from the school of graduate studies and research dean. For a graduate student not holding an assistantship, a study load of 17-19 credits may be approved by the program's chair(s). Loads above 19 credits are not normally permitted. Exceptions may be made only by the school of graduate studies and research dean.

(10) Concurrent Enrollment

- A. Credit for work taken while simultaneously enrolled at CWU and other educational institutions will be accepted on transfer to Central.
- B. Any student who has obtained an F-1 visa from CWU must obtain permission from the Director of International Programs or designee prior to enrolling in any other institution.

(11) Auditing a Course

- A. CWU students eligible to enroll in a course for credit may enroll as an auditor, provided space is available and permission is secured from the instructor prior to registration.
- B. CWU students may not convert an audited class to credit unless they retake the class for credit.

- C. Auditors are assessed full tuition for audited courses.
- D. Instructors may not compel auditors to write papers or take examinations, but may insist upon other appropriate course requirements.
- E. Instructors may request of the college dean that auditors be officially withdrawn from the course if these requirements are not met.
- F. CWU students receive neither credit nor grades for audited courses.
- G. Course participation requirements are set by the faculty member responsible for the course.

(12) University Catalog

- A. The official electronic catalog (OEC) is the university's compilation for all curricula. The OEC serves as the basis for major, minor, and program requirements for the degree audit system for that academic year. The OEC includes all the changes which met the appropriate deadlines for approval the previous academic year.
- B. Undergraduate catalogs are valid for five years. A student should expect to complete general education requirements as listed in the OEC current at the time of first enrollment at either CWU or a community college in the state of Washington (provided he or she transfers directly to CWU from the community college and has not attended another four-year institution). The student should also expect to meet the specific requirements of the departments for majors and minors in the OEC current at the time he or she is accepted by the department into the major or minor program.
- C. Students admitted into the early transfer admission+ program who formally declare and are admitted to a major or minor should also expect to meet the specific requirements of the departments for majors and minors in the OEC current at the time they are accepted by the department.
- D. If the student does not enroll for two or more consecutive quarters at CWU (excluding summer) without a leave of absence, he or she must reactivate his or her major status. Reactivation must be done with the concurrence of the department and in accordance with department and OEC requirements current at the time.
- E. Department chairs will notify students that they are bound by the major requirements which became effective with the fall OEC for the academic year in which they are accepted into their major.
- F. Graduate students admitted to a master's degree program may use either the catalog they are admitted under or the current one.

(13) Peremptory Withdrawal from a Course

- A. Peremptory withdrawals will not be permitted after the first six weeks of instruction.
(Faculty Senate approved 5/28/03, Academic Affairs approved 8/8/03).

1. Students who withdraw after the drop-add period from 25% or more of the coursework for which they have registered for two or more quarters each academic year are considered as exercising excessive preemptory withdrawals. The Provost or designee may authorize dismissal in these cases after reviewing records presented to the office of the registrar. Students who have been dismissed under this policy may not enroll for courses without submitting an approved plan of study signed by an academic advisor. To continue enrollment the student must satisfactorily complete all credits enrolled during the first quarter of readmission. Students who do not meet this requirement will not be allowed to register for one calendar year.
- B. In circumstances when academic dishonesty is confirmed, a W may be replaced with a letter grade (See CWU 501-20(25)).

(14) Hardship Withdrawals

- A. Withdrawals will be granted only for reasons of hardship after the sixth week of instruction. Petitions must be submitted to office of the registrar. The office of the registrar has final approval. (FS approved 5/28/03; AAC approved 8/8/03)
- B. The student must contact the course instructor and obtain his or her signature on the hardship withdrawal petition. The signature serves merely to acknowledge the petition and implies neither support nor rejection of the request.
- ~~C.~~ The office of the registrar may consult with the course instructor when evaluating a petition for hardship withdrawals, and will notify the instructor if the hardship withdrawal has been approved.
- D. Hardship withdrawals from individual courses will not be permitted during or after the final examination period.
- E. Conversions of incompletes to withdrawals must be petitioned as if they were hardship withdrawals; i.e., they may be effected only upon petition to the office of the registrar.
- F. Withdrawals will not be included in calculating grade point averages.

(15) Withdrawal from the University

- A. A student may withdraw from the university by reason of illness or other extenuating circumstances at any time prior to finals week.
- B. A student may not withdraw from the university during finals week except with approval of the office of the registrar.
- C. The office of the registrar will notify affected faculty members when a student has withdrawn from the university.
- D. Students who plan to leave the university must complete the official withdrawal form. Failure to do so may result in failing grades.

(16) Withdrawal from the University Due to Military Exigency

- A. Students who have been called into active military service of the United States will be eligible for withdrawal from the university or the granting of credit. The policy does not apply to National Guard or Reserve soldiers required to attend their two-week annual training requirements.
- B. Students who must withdraw from the university during the first third of the quarter will be granted a total university withdrawal (W). Tuition and fees may be refunded.
- C. Students who must withdraw from the university during the second third of the quarter may request either an uncontested withdrawal (+W) or an Incomplete (I) in each course with specified deadline for completion to be determined by the dean in consultation with the instructor or a total university withdrawal from all courses (W). Students who are granted an Incomplete for classes must pay tuition and fees for those classes.
- D. Students who must withdraw from the university during the last third of the quarter may request an uncontested withdrawal (+W) or an incomplete (I) or credit if the coursework is satisfactory, to be determined by the dean in consultation with the instructor or a total university withdrawal from all courses (W). Students who are granted an Incomplete for classes or receive credit for classes must pay tuition and fees for those classes.
- E. If credit is awarded, the instructor must determine either a letter grade or a satisfactory (S), as requested by the student, for each course, depending upon the quality of the student's work as determined by the instructor.
- F. If credit is received and the course(s) fulfill(s) all requirements for the baccalaureate degree, the degree will be awarded.
- G. In all circumstances, students will be expected to attend classes up to fifteen (15) calendar days prior to the reporting date as specified in federal activation orders (National Guard and Reserves) or the Office of the Governor in the case of National Guard called up for state emergency.
- H. Students need to contact office of the registrar or their center office as soon as possible to complete the appropriate withdrawal process, and to submit a copy of the federal activation orders. As long as the university receives the proper notification, the student will not need to reapply for admission when he/she is ready to return to CWU.

[8/19]

(17) Grading Policies and Regulations

- A. "Grade points" are assigned to each grade as follows:

| Letter Grade | GPA Credit | Transcript Explanation | Definition of letter grade/ Policy Statement |
|--------------|------------|------------------------|--|
| A | 4.0 | Excellent | Meets all objectives of the course and fulfills all requirements; performs at a level that reflects excellence |
| A- | 3.7 | | |
| B+ | 3.3 | Good | Meets all objectives of the course and fulfills all requirements; performs at a high level |
| B | 3.0 | | |
| B- | 2.7 | | |
| C+ | 2.3 | Satisfactory | Meets all objectives of the course and |

| | | | |
|----|-----|---------------|--|
| C | 2.0 | | fulfills all requirements; performs at a satisfactory level |
| C- | 1.7 | | |
| D+ | 1.3 | Marginal Pass | Makes progress toward meeting the course objectives; fulfills course requirements at a substandard level |
| D | 1.0 | | |
| D- | 0.7 | | |
| F | 0.0 | Failure | Fails to meet the course objectives; does not fulfill course requirements |

B. No “grade points” are assigned for the following symbols:

- CR Credit (See CWU 501-20(19))
- NC No Credit (See CWU 501-20(19))
- S Satisfactory (See CWU 501-20(21))
- U Unsatisfactory (See CWU 501-20(21))
- AU Audit (See CWU 501-20(11))
- W Complete withdrawal from the university. (See CWU 501-20(15))
- +W Uncontested withdrawal from a course. (See CWU 501-20(13))
- HW Hardship withdrawal from a course. (See CWU 501-20(14))
- I Incomplete (See CWU 501-20(28))
- IP In Progress (See CWU 501-20(29))
- NR No grade reported. (See CWU 501-20(31))
- NS No show. (See CWU 501-20(30))

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

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

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

[06/18]

(18) Grade Point Average

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

(19) Credit/No Credit Option

Students may use the credit/no credit option as a way to explore academic areas of interest without affecting their grade point average

- A. Undergraduate students, except for first year students and students on academic probation, may select one course per quarter under the credit/no credit option. The credit/no credit option is distinct from courses graded on satisfactory/unsatisfactory basis.
- B. The credit/no credit option may only be applied to undergraduate free electives. The option does not apply to graduate degree requirements.
- C. A maximum of 15 credits earned in credit/no credit courses may be allowed toward the 180 required for the bachelor's degree.
- D. Graduate students may take advantage of the credit/no credit option as a way to explore academic areas in which they are interested. Credit/no credit courses will not be counted toward graduate degrees nor will they be computed in the graduate grade point average. Students are allowed to select one class per quarter for a credit/no credit grade. The credit/no credit option is distinct from courses graded on a satisfactory/unsatisfactory (S or U) basis (See CWU 501-20(21)).
- E. Courses taken beyond the 15 credit maximum as credit/no credit will be converted to a grade.
- F. The grade recorded on the student's transcript will be "CR" if the course grade is C- or above. If below C-, the entry will be "NC."
- G. Instructors will not be informed which students are taking a course for credit/no credit. A grade will be given as in any other course.
- H. Students must designate a course as credit/no credit by the end of the 7th week of instruction. For students enrolling in 6-9 week summer courses, credit/no credit must be designated by the withdrawal deadline. Intensive courses whose dates do not correspond to the academic term in which they are scheduled must have specific withdrawal deadlines.
- I. Courses taken on a graded basis may not be repeated on a credit/no credit basis.
- J. Credits earned under the credit/no credit option are not included in computing grade point averages.

(20) Emergency Pass/Fail (EP/EF) Grades

- A. In the event of a major university emergency, the provost, in consultation with the faculty senate executive committee, may authorize the conditions of use for the grades defined below for undergraduate courses only.
 - 1. Instructors shall submit course grades as usual.
 - 2. Students may elect EP/EF conversions on a course-by-course basis.
 - 3. Upon such election, letter grades of C- or better shall be converted to a passing grade of EP; grades of D+ or lower shall be converted to EF.
 - 4. Students will have 3 days after the date on which final grades are due to choose to retain the assigned letter grade or to choose an EP/EF grade. This choice will be available on a course-by-course basis.

5. Students who receive an Incomplete (I) grade during a term when the EP/EF grade option was in effect may request an EP/EF grade. The request must be made within 3 days of the date final grades are due within the term when the I grade was converted to a final grade.
 6. If a grade was automatically converted from an I to an F as per CWU 501-20(27)(C), the grade is not eligible for the Emergency Fail option.
 7. Credits earned with a grade of EP/EF are not included in the computation of grade point averages.
 8. Credits earned with a grade of EP shall count toward program-specific passing requirements and general education requirements. Moreover, a grade of EP shall satisfy the prerequisites of subsequent courses.
 9. Transcripts that show a grade of EP/EF shall include a statement indicating that a state of campus emergency existed during the quarter in which the grade was posted.
 10. Credentialing for some programs/scholarships may require students to select the graded option. Students should consult with their major advisor before choosing the EP/EF grade.
- B. The authorization of EP/EF grades will be in effect for a specified term as designated by the provost in consultation with the faculty senate executive committee.
- C. Any additional term where this option will be used requires a separate authorization as described in CWU 501-20(20)(A).

[04/20] [02/21]

(21) Satisfactory/Unsatisfactory Courses

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

(22) Statute of Limitations on Grade Changes

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

[06/18]

(23) Grade Reports

- A. A report of the student's individual final grades assigned in courses will be made available to each student at the end of each quarter.
- B. Instructors are encouraged to provide summative feedback to each student in the first half of the quarter. Students are encouraged to contact their instructors for feedback at any time throughout the quarter.

(24) Honor Roll

- A. Undergraduates, post-baccalaureate, and non-matriculated students who achieve a grade point average of 3.5 or higher will be named to the quarterly honor roll.
- B. To be eligible, a student must complete a minimum of 10 A-F graded college-level credits in the quarter earned; developmental courses are not calculated in the quarterly GPA.

[06/22]

(25) Academic Dishonesty

- A. Academic dishonesty is defined in the Washington Administrative Code ([WAC 106-125-20](#)) Prohibited Student Conduct.

[B. Violation of an instructor's written policy on the use of artificial intelligence \(AI\) tools for coursework shall be considered an instance of academic dishonesty.](#)

~~B.C.~~ Faculty who suspect students of academic dishonesty must follow the procedure outlined in Appendix D.

~~C.D.~~ Students found responsible of academic dishonesty violations in a course will be prohibited from completing an SEOI for the course.

~~D.E.~~ Withdrawing from a course does not excuse academic dishonesty. In circumstances when academic dishonesty is confirmed, a W can be replaced by a letter grade (See CWU 501-20(13)).

[02/21] [06/22]

(26) Grade Appeals

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

(27) Repetition of Courses

- A. Some courses are approved for repetition with credit awarded each time the course is taken and passed. Such approval is indicated in the course description in the university catalog.
- B. Full tuition is assessed for all repeated courses.
- C. Other Central Washington University courses may be repeated under the following conditions:

1. Students are allowed to take a course a second time. Students attempting to take the same course a third time may do so only with permission of the course instructor and the department chair. Unless otherwise designated as repeatable, courses may not be taken more than three times without permission of the dean of the college and department chair.
 2. Credit will be awarded only once including credit for transfer courses that are repeated at Central.
 3. When a course is repeated, only the last grade earned will be used in the computation of the cumulative and major grade point averages. All grades will remain in the student's official records.
- D. Any CWU course repeated at another institution and approved by the department:
1. Can be transferred in for CWU credit.
 2. Will be used in calculating both the CWU and the transfer GPA.

(FS approved 5/28/03, AAC approved 8/8/03)

(28) Incompletes

- A. "I" is used at the instructor's discretion when the student was not able to complete the course by the end of the term, but had been making satisfactory progress as of the uncontested withdrawal date.

(29) In Progress (IP)

- A. For undergraduate students, "IP" is used when the student was participating in the course, but not able to be evaluated by the end of the term, usually because instruction is not yet completed. "IP" is used for special circumstances within programs such as Flight Technology, International Studies, and Cooperative Education.
- B. For graduate students, "IP" is used for thesis, project study, and organization development courses that normally extend beyond a single term.
- C. If a grade is not submitted to office of the registrar within one calendar year, the "IP" will automatically be changed to "F" by the office of the registrar.

(30) No Show (NS)

- A. "NS" is only used when the student has never attended a single class. If the student has attended even one class, a "NS" may not be issued.

(31) No Grade Reported (NR)

- A. "NR" is used when no grade has been reported to the office of the registrar by the instructor.

(32) Prior Learning Assessment

- A. Under certain circumstances the university may award credit based on course challenges and other prior learning assessments. Matriculated students, enrolled in one or more course, may challenge any course which appears on the current course challenge list. A prior learning assessment or a course challenge application form, available in the office of the registrar, and applicable fee must be submitted to the office of the registrar.
- B. Credits earned by course challenge or prior learning assessment will not be allowed toward meeting the residence study requirements by the university.
- C. Graduate students who have been admitted to a graduate program must obtain permission from the dean for graduate studies and research, their advisor, and the course instructor for course challenge.

(33) Course Substitutions

- A. Students may petition the degree granting department chair if they wish to substitute courses within degree requirements. The course(s) used for substitution must satisfy the programmatic goals and objectives of the department as determined by the dean and the department chair. The substituted course(s) credits may not reduce the total required credits.
- B. Blanket Substitutions
 - 1. A blanket substitution is used when a required course, or group of courses, is/are no longer being taught (i.e., placed on reserve, no instructor to teach, etc.) and a replacement course, or group of courses, is/are needed to fulfill the student's program requirement(s) during the academic year.
 - 2. Blanket substitutions may be determined by the department chair, an academic program director, or college dean, where appropriate, for a course substitution meeting a program requirement. Requests will be submitted to the office of the registrar or designee. Blanket substitutions may be effective for no more than one academic year and will be deactivated the end of summer term of the requested year. Curriculum change(s) must be made if continuance is required.

(34) Undergraduate Scholastic Standards

- A. Academic standards are established by the faculty.

[06/22]

(35) Academic Standing

- A. A student's academic standing appears on the quarterly grade report. There are four designations of academic standing:
 - 1. Good Standing: A student is in good standing when both the most recent quarterly grade point average (GPA) and the cumulative GPA are 2.0 or higher.

2. Academic Warning: A student who has been in good standing will be placed on academic warning when the GPA for the previous quarter is below 2.0. Students on academic warning whose quarterly GPA is 2.0 or higher, but whose cumulative GPA is below 2.0, will remain on academic warning. Students on academic probation whose quarterly GPA is 2.0 or higher will be placed on academic warning.
 - a. Students on academic warning will have required advising and shall develop an academic improvement plan in consultation with an academic advisor.
 - b. Students on academic warning may not enroll in more than 18 credits and may be advised to reduce their course loads.
3. Academic Probation: A student will be placed on academic probation if their quarterly GPA is below 2.0 for two consecutive quarters and their overall GPA is below 2.0.
 - a. Students on academic probation will have required advising and shall revise their academic improvement plan in consultation with an academic advisor.
 - b. Students on academic probation may not enroll in more than 18 credits and may be advised to reduce their course loads.
4. Academic Suspension: A student will be placed on academic suspension for up to one academic year if their quarterly GPA is below 2.0 while the student is on academic probation.
 - a. The academic files of all suspended students will be reviewed and students that have been placed on academic suspension will be denied enrollment for one academic year.
 - b. Students may appeal the suspension by presenting evidence of circumstances beyond the student's control, which adversely affected the student's performance during the preceding quarter(s). The appeal will be reviewed by the academic standing committee, which makes a final determination regarding the length of suspension.
 - i. A student who successfully appeals their suspension will stay on academic probation and enroll in class.
 - c. A student on academic suspension must apply for readmission to the university. Readmission to the university is not guaranteed and is contingent on demonstrating the ability to succeed at CWU.
 - i. A student will be placed on academic warning upon returning to CWU from academic suspension.

[06/22]

(36) Graduate Scholastic Standards

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

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

(37) Course Requirement Overlap

- A. Courses that satisfy the basic skills and/or breadth requirements may also be applied toward major, specialization, minor or certificate requirements (or as noted in CWU 501-02), unless disallowed by the department. However, credit hours for each course will be counted only once toward the minimum 180 credit hour graduation requirement. (See CWU 501-11)
- B. Departments shall establish policy guidelines regarding the multiple use of a single course toward satisfying major, specialization, minor or certificate requirements (or as noted in CWU 501-02). These policy guidelines shall be maintained on file with the office of the registrar and published in print and on-line catalogues and available department advising material.

(38) Academic Forgiveness

- A. Academic forgiveness is a policy which applies to an undergraduate student with poor academic performance from earlier CWU attendance. The goal of this policy is to lighten the burden of poor prior performance.
- B. An undergraduate student may petition the office of the registrar in writing for academic forgiveness; it may be approved if all of the following criteria are met:
 - 1. The student seeks to return after an absence of at least five years.
 - 2. The student earned course grades below a C- at CWU.
 - 3. A petition for academic forgiveness has not been previously granted.
- C. If academic forgiveness is granted, all grades earned at CWU prior to returning that are lower than a C- (specifically D+, D, D-, F grades) shall be coded for Academic Forgiveness by the Office of the Registrar so that they do not count towards the student's cumulative GPA.
 - 1. Only the grades earned since returning to CWU will be used in computing the cumulative GPA.
- D. While not counting towards calculating GPA courses with a grade of D- or higher will be used towards the 180-credit graduation requirement. All credits earned will be applied as specified in [CWUP 5-90-050\(1\)\(A\)](#).
- E. The student may request a review of the office of the registrar's decision by the Board of Academic Appeals.
- F. A petition for academic forgiveness may be granted only once.
- G. Unless academic forgiveness is granted, the GPA will include all CWU grades for all courses.

- H. The forgiveness policy does not extend to calculating GPA of majors or to honors.
- I. Any denial of academic forgiveness must be documented in writing to the petitioner.

(39) Class Attendance

- A. Instructors may require regular class attendance. Students in face-to-face classes are expected to attend the first meeting of the term. Students who fail to attend, login or make previous arrangement with the instructor or department will be dropped for non-attendance.
- B. The drop for non-attendance date shall be defined as the third day of instruction during a regular quarter, or the second day of instruction during the summer session. If the first class meeting occurs after the drop for non-attendance date, then the first class meeting date shall be the drop for non-attendance date. Intensive courses whose dates do not correspond to the academic term in which they are scheduled will have course-specific deadlines for academic and financial responsibility.
- C. Non-attendance does not relieve the student of academic and financial responsibility associated with enrollment as detailed on the academic calendar. Students who enroll or register after the third day of instruction are responsible for academic and tuition liability.
- D. A student who is enrolled in a class but did not successfully complete all of the course prerequisites the previous quarter and who does not have instructor permission will be dropped from the course before the last day of the change of schedule period.
- E. In compliance with [RCW 28B.137.010](#), educational institutions must accommodate student absences to allow students to take holidays for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization, so the students' grades are not adversely affected by the absences.
 - 1. Faculty members must reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course or program.
 - 2. "Reasonably accommodate" means coordinating with the student on scheduling examinations or other activities necessary for completion of the course or program and includes rescheduling examinations or activities or offering different times for examinations or activities. Students seeking reasonable accommodations under this policy must provide written notice to the faculty, within the first two weeks of the beginning of the course, of the specific dates the student requests accommodations regarding examinations or other activities.
 - 3. [RCW 28B.137.010](#) requires course or program syllabi to include either this policy or a link to the policy.
 - 4. Students may not be required to pay any fees for seeking reasonable accommodations under this policy.
 - 5. Students who feel that this policy has not been fairly implemented may appeal to the Dean of Student Success in the Office of the Provost.

6. Instructors are not required to offer makeup work for missed classes, ~~including those missed during the Change of Class Schedule period or university-approved activities, regardless of student course enrollment status~~ in the absence of a prior arrangement.

F. ~~If a student enrolls in a class during the Change of Class Schedule Period, but after an assignment is due, the instructor shall either offer a reasonable opportunity to make up the assignment without penalty or excuse the student from completing the assignment.~~

F.G. In cases where an absence meets the guidelines below, instructors are strongly encouraged to work with the student to make arrangements to avoid academic penalties due to absences. The student is responsible for obtaining written documentation from the faculty member defining any alternative accommodations for missed assignments. Sponsors of university-approved activities requiring absence from campus will prepare and sign an official list of the names of those students who plan to be absent. It is each student's responsibility to present a copy of the official list to the appropriate instructors and make arrangements prior to the absence. Members of the university community directing or arranging such activities must adhere to the following guidelines:

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

(40) Last Week of Classroom Instruction

- A. During the last week of classroom instruction, faculty may give no tests worth more than a total of 20% of a course grade, excluding summer quarter.
- B. Graded assignments, such as papers and projects, due during the last week of classes must be indicated on the instructor's syllabus.

(41) Final Examinations

- A. Currently, the final examination week for each term spans four days from the Tuesday through the Friday immediately following the last week of instruction. The Monday following the last week of instruction is designated as a study day for students and no exams may be scheduled on that day.
- B. Examinations on the Ellensburg campus are established according to class schedules in order to avoid, where possible, conflicts resulting from simultaneous examination periods. Examinations at the university centers are scheduled by the university centers typically at the time the class has been taught. Final exam schedules are posted to the student MyCWU schedules by the 30th day of the quarter.

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1. Final exam weeks are a part of the academic year/university calendar days, as established in the catalog.
2. ~~During final exam week,~~ A final examination or culminating experience (i.e., an “authentic assessment” which could be, but is not limited to, formal presentations, poster sessions, writing tasks, or portfolio reviews) is expected for each course taught as dictated by the nature of the course material and/or learner outcomes. Such culminating experiences should be scheduled to occur or be due during final exam week, with the exception of circumstances described in (41).B.3 below.
3. Faculty and students are required to conform to the final examination schedules published by the office of the registrar on the Ellensburg campus or determined by the university centers unless:
 - a. a faculty member's responsibilities require an alternative examination date and time.
 - b. logistical constraints, such as the availability of specialized rooms or equipment, require that culminating experiences for individual students be spread out over multiple weeks.
 - b.c. on the Ellensburg campus, in the event that a student can demonstrate that he/she has more than two examinations scheduled on the same day or two examinations scheduled at the same time, any one of his/her instructors is authorized to excuse the student from the regularly scheduled examination and give a final examination to the student during an alternative time during finals week. In cases in which alternative arrangements cannot be made, students shall refer the matter to the department chairs in consultation with the appropriate instructor.
 - e.d. at the university centers, in the event that a student has two examinations scheduled at the same time, any one of their instructors is authorized to excuse the student from the regularly scheduled examination and give a final examination to the student during an alternative time during finals week, including Monday of finals week. In cases of difficulty in arriving at a solution, students shall refer the matter to the department chairs in consultation with the appropriate instructor.
4. If a faculty member is required to be away from campus due to a faculty development opportunity or leave as delineated by the Central Washington University and UFC Agreement, changes to an instructor's exam date and time must be made at the earliest possible date and approved by the department chair. Moreover, it is the responsibility of that faculty, with approval from the chair, to arrange a suitable alternative that will accommodate all students.
5. Faculty must have grades submitted by no later than 10:00 p.m. on the Tuesday after final examination week.

[02/18]

(42) Syllabi

- A. By choosing to enroll in a course, students are obliged to accept and follow the stipulations and standards of performance and conduct formulated in the syllabus. Syllabi function to ensure that instructors maintain their courses in good order and take actions against those who disrupt the

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learning environment. Instructors will provide each student with a written or electronic syllabus at the beginning of a course. The syllabus must contain the following information:

1. Title, time, and location of the course;
2. Name, contact information, and office hours of instructor;
3. Objectives of course, expected student learning outcomes and method of assessment;
4. Any special conditions or requirements associated with the course (e.g. hybrid instruction, field trips);
5. Required books and materials;
6. Criteria for determinance of final grade;
7. Instructor’s policy on students’ attendance and absence;
8. Tentative dates for major assignments and examinations;
9. Instructor’s policy on late work, make-up, extra credit, and other issues unique to the class.
10. Instructor’s policy on academic dishonesty, including policies regarding the unauthorized use of generative AI. It is recommended that reference be made to CWU 501-20(25) and Appendix D.
11. Instructor’s policy on student conduct. It is recommended that reference be made to the policy on expectations of student conduct in the Washington Administrative Code (see [WAC 106-125-020](#)). Any expectations that go beyond what is stated in [WAC 106-125-020](#) should be included in the syllabus.

12. Statements required of all course syllabi, as mandated by the state and/or the university. Language will be provided to all faculty at the start of each quarter by the Office of the Provost or designee.

12.a. A statement consistent with the university’s commitment to diversity, such as:

a.i. “CWU expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events.”

12.b. A disability statement, such as:

a.i. Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any obstacles to learning, contact Disability Services to discuss a range of available options. Student Disability Services is located in 205 Bouillon Hall. Call (509) 963-2214 or email ds@cwu.edu for more information.

c. A statement ~~RCW 28B.137.010 requires course syllabi to include a link to CWU 501 20(39)~~ regarding reasonable accommodation for religious holidays and a statement explaining the policy, such as:

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i. ~~“University Policy, CWU 501-20(39), provides for reasonable accommodation of student absences for religious holidays in accordance with RCW 28B.137.010. Students seeking reasonable accommodations under this policy must provide written notice to their instructors within the first two weeks of class specifying the dates for which religious accommodations are requested. Contact the Vice President for Student Engagement and Success at (509) 963-1515 for further information.”~~

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d. ~~The following statements regarding the university’s position on sexual misconduct, the instructor’s role as a Responsible Employee, and confidential resources:~~

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~~a. “University Policy, CWU 501-20(39), provides for reasonable accommodation of student absences for religious holidays in accordance with RCW 28B.137.010. Students seeking reasonable accommodations under this policy must provide written notice to their instructors within the first two weeks of class specifying the dates for which religious accommodations are requested. Contact Student Engagement and Success at (509) 963-1515 for further information.”~~

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~~15. This statement provides information consistent with the university’s position on sexual misconduct, clarifies the instructor’s role as a Responsible Employee, and gives information about confidential resources. The following must be included verbatim:~~

~~a.i. “Central Washington University is committed to providing all community members with a learning and work environment that is free from sexual misconduct and discrimination. Students have rights and options for getting help if they have experienced sexual misconduct or discrimination., Information can be found at the Office for CWU Civil Rights Compliance website or by contacting the CWU Title IX Coordinator. As Responsible Employees, all faculty and staff are required to report information regarding sexual misconduct or related incidents and disclosures regarding sexual misconduct and discrimination to the CWU Title IX Coordinator, unless they are designated as a confidential resource.”~~

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~~b.ii. “Students may receive confidential support by contacting CWU PATH, 509-963-3213 or PATH@CWU.edu, or CWU Student Counseling Services, 509-963-1391.”~~

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~~B. Prior to the start of each quarter, the Office of the Provost or designee will send an official communication to all faculty regarding the current syllabus policy and requirements. This is to maintain compliance with any required syllabus language.~~

[06/18]

(43) **Athletic Participation**

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

(44) **Required Student Participation in Assessment Activities**

- A. Assessment of students - As part of the continual evaluation and pursuit of excellence in ongoing programs, students are required to participate in assessment activities at several points during their academic careers.
 - 1. Students will be assessed for placement into Academic Writing I and Quantitative Reasoning upon entering as new students. Assessment for placement should be completed prior to enrollment. Any student not assessed for placement prior to enrollment shall be assessed during their first quarter.
 - 2. Students will be assessed for placement into courses that require a specific skill set or proficiency level (e.g. mathematics or foreign languages).
 - 3. Students enrolling in programs that require auditions/evaluations must follow department requirements.
- B. Assessment of Programs
 - 1. Students will participate in an assessment of intended student outcomes of the general education program.
 - 2. Students will participate in all required assessments prior to graduation.

(45) Student Bereavement Leave

- A. In the event that a student experiences a death of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below.
- B. Upon notification of the absence and proper documentation, each faculty member shall excuse the student from class according to this policy and provide an opportunity to complete missed exams, quizzes, and other required work. Ultimately, the student is responsible for all material covered in class and must consult with each individual professor as soon as they return to complete any required work.
- C. Excused Absences
 - 1. Immediate Family and Relatives. Students shall be eligible for up to five (5) consecutive days (not including weekends or holidays) or excused absence in the event of a death of a spouse, domestic partner, parent, child, grandparent, grandchild or sibling.
 - 2. Other. In the event that a death occurs to a family member or friend that is not specifically covered by CWU 501-20(45)C.1, students can communicate the circumstances to individual faculty to determine on a case by case basis if it is covered by this policy.

(46) Developmental and Foundational Course Requirements

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

- B. Students are required to enroll and complete foundational course work (Academic Writing I and Quantitative Reasoning or higher) within the first six (6) terms for which they are enrolled at Central.
- C. Exceptions to these requirements may be made pending consultation with the student's advisor and approval by the college dean or the dean of Student Success for undeclared majors.

(47) Student Service Campus

- A. For tuition/fees to be properly charged and for assessment purposes, it is imperative that student service campus information be correct within the student information system by the end of the change of schedule period as published in the official academic calendar. Students may take courses at any campus, online, or through a combination of multiple instructional sites. A service campus is the location that a student will be taking the majority of classes or be receiving most of their support services during the fall, winter, and spring terms. The service campus is the campus to which the student was admitted unless an authorized campus change request has been processed by the office of the registrar or a university center.
- B. During the summer session, Ellensburg service campus fees will only be assessed when a student is taking one or more courses on the Ellensburg campus. Students who are not automatically assessed Ellensburg service campus fees may choose to pay them in order to access services provided on the Ellensburg campus.

(48) Student Evaluation of Instruction (SEOI)

- A. Role of SEOIs in Evaluation of Teaching
 - 1. SEOIs are one factor in the evaluation and assessment of faculty teaching effectiveness. Conclusions (formative or summative) based on SEOIs must be made with extreme care. Faculty should be encouraged to experiment with new teaching methods and should not be punished for methods that are in development. These guidelines are intended to ensure that SEOIs are used appropriately and consistently.
 - a. It is inappropriate for any department or unit to specify an absolute numerical threshold that determines effective or excellent teaching.
 - b. SEOI data are primarily intended for formative assessment. Formative assessment can inform and support instruction to improve learning and teaching.
 - c. Limited summative conclusions can be based on SEOI data. Any such conclusions should be based on long-term patterns and/or trends and not rely on isolated examples. Summative assessment of teaching based on SEOI written comments to open-ended questions should reflect recurring ideas or themes present throughout the review period. SEOIs with low response rates do not show long-term patterns or trends, either positive or negative. Those evaluating should recognize that research shows gender and racial biases impact patterns in SEOIs.
 - d. Faculty are encouraged to include in their personal statement examples of actions taken based on their SEOIs.

- e. Grade incentives (e.g., extra credit or grade drops) for SEOI completion are prohibited. Grade incentives may include, but are not limited to, extra credit and grade drops.
- f. SEOIs will be made available to faculty one (1) week after grades are due.

B. Administration of SEOIs

1. It is the department's responsibility to pick an appropriate form for each course with five (5) or more students enrolled).
 - a. If no form is chosen, the default for non-online courses will be Form A. Online courses will default to Form W.
 - b. If a class has four (4) or fewer students, no SEOI is assigned, with the exception of classes combined for SEOI purposes. SEOIs can only be combined for sections within a course with the same instructor.
 - c. If a class has five (5) or more students enrolled and the class is numbered X9X, the department must choose a form type. Choosing no form is an option. If no response is received, the default is Form A.
 - d. If a class has five (5) or more students enrolled, and the class is not X9X, the department must choose a form type. The default is Form A.

[02/21]

History:

*Responsibility: Faculty Senate; Authority: Provost/Executive VP for Academic Affairs; Reviewed/Endorsed by Provost's Council; 03/15/2016; 12/15/2020; 5/24/22; 12/12/2023; 06/11/24; Cabinet/UPAC; Review/Effective Date: 04/06/2016; 04/19/2017; 02/21/2018; 06/13/18; 4/17/2019; 8/26/19; 02/16/2020; 03/30/2020; 02/03/2021; 03/02/22; Approved by: A. James Wohlpert, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 5-90-040, June 2025
Procedure CWUR 2-90-040 attached as Appendix A through N, June 2025*

Appendix A – Calendar Procedure

Related to CWU 501-20(1)

(H)2. Calendar

- A. Following are procedures to follow in setting the university calendar:
1. Office of the Registrar originates a proposed schedule.
 2. The draft is forwarded by September 30 to human resources for holiday schedule review.
 3. The draft is forwarded by October 15 to the athletic director for review.
 4. The calendar draft is forwarded by October 15 to the provost's council for review.
 5. The ADCO chair reviews the schedule with the department chairs.
 6. The faculty senate chair reviews the schedule with the faculty senate.
 7. The provost's council completes its review of the university calendar by December 1.
 8. The provost submits the calendar to the president's cabinet for approval.
- B. The university calendar process should begin eighteen months before the effective date of a new university catalog. To complete the process in a timely manner, the calendar process should begin in the month of September.

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Appendix B – Academic Appeals Procedure

Related to CWU 501-20(2)

(1) Academic Appeals

A. Academic Petition Categories

1. Denials of academic forgiveness,
2. Denials of admission to programs,
3. Removal of academic programs, or
4. Potential other academic decisions not related to grade appeals.

B. Procedure for Petitioning

1. For the purposes of CWUR 2-90-040, petitions reaching the dean's level involving the Douglas Honors College will be reviewed by the Provost or Provost designee. For structured interdisciplinary program, the program director serves as the department chair reviewer.
2. Definition of Working Day
 - a. A weekday that occurs during the fall, winter, or spring quarters, excluding state or federal holidays when the University is closed.
 - b. For grade appeals submitted for spring quarter, the ten (10)-day appeal window starts the first day of the following fall quarter.
3. A student who wishes to appeal a decision affecting their status in a program must contact the department chair within twenty (20) working days of that decision.
4. Within ten (10) working days of the contact by the student, the department chair shall communicate with both the student and faculty or faculty designee separately to clarify the petition and attempt to resolve it.
 - a. If a resolution is not achieved at the department chair level, and the student wishes to continue the petition process, the student must present the petition to the dean of the college or administrative supervisor within five (5) working days of the department chair's decision.
5. Within ten (10) working days of the contact by the student, the dean or administrative supervisor shall investigate the petition and attempt to reach a mutually agreeable solution. If such a solution cannot be reached, the dean shall have five (5) working days to weigh the fact and any evidence or testimony and send their decision to the relevant parties including the Provost's designee for the Board of Academic Appeals. Within five (5) working days of receipt of the dean's decision, both department chair, and student must notify the dean of the college or administrative supervisor in writing of their acceptance or rejection of the recommendation. Failure to provide this notification shall be construed as acceptance of the dean's decision.
6. The students must submit the appropriate paperwork to the Provost's designee within ten (10) working days of the dean's decision to request a hearing with the Board of Academic

Appeals. The Board may suspend this rule in exceptional circumstances, such as, but not limited to, extended illness, sabbatical leave, etc., of one or both parties to the petition.

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

C. Course Grade Appeals

1. Only final course grades can be appealed through the Course Grade Appeal process. For structured interdisciplinary programs, the program director serves as the department chair reviewer.
 - a. The student has ten (10) days after the instructor has posted their final grade for the first attempt to resolve the issue with the instructor. Within ten (10) working days of the contact by the student, the instructor and the student shall make a good faith effort to resolve the grade appeal. Should the instructor be on extended leave or no longer employed by the university, the department chair (or structured interdisciplinary program director when not overseen by an academic department chair) shall act for the instructor. The Board may suspend this rule in the case of exceptional circumstances; e.g., extended illness, sabbatical leaves, etc., of one or both parties to the grade appeal.
 - b. If resolution is not achieved between the student and instructor and the student wishes to continue the appeal, the student must then ask the department chair to resolve the grade appeal. Within ten (10) working days of the contact by the student, the department chair shall communicate with both parties to clarify the grade appeal and attempt to resolve it. If the decision necessitates a grade change, then the chair or designee shall submit a change of grade form and inform both the faculty and student.
 - c. If a resolution is still not achieved or if the student wishes to continue to appeal beyond the department chair level, the student must present the grade appeal to the dean of the college or administrative supervisor within five (5) working days of the department chair's decision.
 - d. Within ten (10) working days of contact by the student, the dean, or administrative supervisor shall investigate the grade appeal and attempt to reach a mutually agreeable solution. If such a solution cannot be reached, the dean shall have five (5) working days to weigh the facts and any evidence or testimony and send their decision to the relevant parties. Within five (5) working days of receipt of the dean's decision, both department chair, and student must notify the dean of the college or administrative supervisor in writing of their acceptance or rejection of the recommendation. Failure to provide this notification shall be construed as acceptance of the dean's decision. If the decision necessitates a grade change, then the dean or designee shall submit a change of grade form and inform both the faculty and the student.
 - e. If a resolution is still not achieved or if the student wishes to continue to appeal beyond the dean level, then the student must ask the Provost's designee for a hearing before the Board of Academic Appeals within ten (10) working days after determination of the dean's decision. The Board may suspend this rule in exceptional circumstances, such as, but not limited to, extended illness, sabbatical leave, etc., of one or both parties to the appeal.

- i. A student may withdraw the appeal for a hearing at any time by notifying the Board in writing through the Provost's designee.
- ii. The parties to the appeal will be provided with the rules governing the Board of Academic Appeals by the Provost's designee as administrator of the academic appeals process who will assign a hearing advisor to each party. The role of the hearing advisor is defined in CWUR 2-90-040 (J).
- iii. The following steps ensure that the student and the faculty member both have the opportunity to view and respond to each other's materials before the Board of Academic Appeals hearing takes place:
 1. The student has ten (10) working days to complete the forms and return them to the Provost's designee.
 2. Within five (5) working days of the receiving the student's forms and materials, the Provost's designee, will provide the involved parties with copies of all those forms and materials submitted by the student.
 3. Within five (5) working days of their receiving the appeal, the faculty member against whom the complaint has been lodged must file a written response with the Provost's designee.
 4. When steps i-iii above have been completed, the Chair of the Board of Academic Appeals shall select the members of the hearing panel. The Provost's designee will arrange and notify the parties involved of the time and place for the hearing within ten (10) working days.
- f. If, without prior notice, either party to the appeal does not appear at the scheduled hearing and does not present evidence that uncontrollable circumstances have prevented an appearance, it will be assumed that the party has nothing to add to the evidence already made available to the Board.

D. Board Proceedings

1. The hearing shall be closed to all but the members of the hearing panel, the involved parties and hearing advisors, witnesses, and the Provost's designee.
2. The record will be retained for a period of six years. The material will be regarded as confidential. Copies of the record or any part thereof will be made available to the parties to the appeal by the records request process through the business services and contracts office. The cost will be borne by the party making the request.
3. Both parties to the appeal have the right to question the other party as well as any witness involved in the hearing.
4. Members of the hearing panel may question both parties and witnesses. Questions must be germane to the issues of the appeal. The Board Chair will rule on such matters.
5. The hearing can be held in a physical space that is isolated acoustically from its surroundings and large enough to comfortably accommodate all participants to the hearing the student and instructor shall be seated across from the hearing panel and separated by the advisors and the

Provost's designee. The student and the instructor shall face the Board Chair and follow the Board Chair's instructions. Meetings can be held virtually if the circumstances require it.

6. The Chair of the Board of Academic Appeals, shall facilitate the hearing.
7. The Provost's designee shall oversee the various stipulations contained in policy and/or procedures.

E. Decision of the Board

1. Decisions of the Board are based on a majority vote of the hearing panel appointed for the hearing, and shall be based exclusively on the evidence and on matters officially noted.
2. The decision and reasons for the decision will be reported in writing to both parties involved in the matter, to the officials who reviewed the appeal, and to appropriate authorities mentioned in the disposition of the decision.
3. Parties to the appeal will be notified in writing of the decision of the board no later than five (5) working days after conclusion of the hearing.

F. Power of the Board of Academic Appeals

1. The Board may accept or reject the grade appeal after due consideration.
2. In cases or aspects of cases determined by the Board to involve procedural problems, the Board may make recommendations for adjustments to any of the parties to the appeal and/or to the appropriate authority.

G. Procedures for Implementing Board Decisions

1. If the decision of the Board necessitates a grade change, then the Provost's designee shall submit a change of grade form and notify all relevant parties, including the faculty, the chair, the college dean, and the dean of undergraduate or graduate studies, depending on the student's program.
2. If the grade in question has resulted in the suspension of the student the Provost's designee, will notify the Office of the Registrar to withhold suspension pending outcome of the hearing. If the Board finds in favor of the student such that suspension is no longer a consideration, the suspension will be withdrawn. If the Board finds against the student, the Provost's designee, will notify Office of the Registrar accordingly in writing, and the student will be withdrawn from the university or be subject to such action as the Board deems appropriate, and the student's fee will be returned according to the university fee return policy.
3. In cases where the Board determines that a conduct violation was committed by any party to the appeal, the matter will be referred to the appropriate authority.

H. Membership of the Board of Academic Appeals

1. The Board shall be made up of fifteen (15) members: seven (7) faculty and eight (8) students.
2. Faculty members of the Board will be chosen by the Faculty Senate from among faculty who are not members of the university's administration. The definition of "faculty member" will be that which is used in the Central Washington University and United Faculty of Central Collective Bargaining Agreement.

3. Student members of the Board will be chosen by the Associated Students of Central Washington University Student Government (ASCWU SG) from students who are not members of the ASCWU SG. The definition of “student” will be that used in determining membership in the Associated Students of Central Washington University as indicated by the constitution.
 4. The term of office for faculty members will be three (3) years with staggered terms. Faculty members may be appointed to serve subsequent three (3)-year terms. Students may serve up to three (3) years at the discretion of the ASCWU SG.
 5. The Board Chair shall be appointed yearly by the Faculty Senate Executive Committee. The Board Chair shall preside over all meetings and hearings before the Board .
 6. Hearings before the Board and judgments by the Board will be conducted and rendered by the hearing panel made up of the Board Chair or their designee, two (2) faculty and two (2) student members of the Board. The Board can elect a pro tem chair from among the Board members to act as a hearing panel chair. The student and instructor shall be notified about the content of the hearing panel five (5) working days before the hearing and may request a change in the panel within one (1) working day after that notification. The Board Chair shall decide if changes to the hearing panel are warranted and, if so, shall make those changes.
- I. Administrative Affairs of the Board of Academic Appeals
1. The Provost’s designee will be responsible for the administrative affairs of the Board of Academic Appeals. Current records are maintained digitally under Undergraduate Studies-Academic Success and Advising. All requests for a formal hearing of academic appeals will be filed with the Provost’s designee. Upon receipt of a request for a hearing, the Provost’s designee is responsible for advising the student on the functioning of the Board; to verify and insure that required procedures preliminary to, during, incidental to, and following formal hearings are adhered to; and to call the Board into session. After a complaint has been filed and verified, Provost’s designee, shall notify all parties to the complaint; to call for evidence and ensure safekeeping of said evidence; to keep and maintain the records of board correspondence, transactions, hearings, decisions, etc., and to implement the decisions and directives for the Board.
- J. Hearing Advisors for the Parties
1. Hearing Advisors will be drawn from existing members of the Board of Academic Appeals. The Provost’s designee will select hearing advisors that do not have a conflict of interest regarding the particulars of the case. If a hearing advisor determines that they have a conflict of interest, they should inform the Provost’s designee and request to be removed from their role as hearing advisor.
 2. The responsibilities of the hearing advisors are exclusively as follows:
 - a. To assist the parties in properly completing or replying to the complaint form; and
 - b. To make recommendations concerning presentation of necessary information to the Board of Academic Appeals (i.e., complaint form, letters of correspondence between parties, documents, witnesses, etc.).

Appendix C – Course Numbering and Class Standing Procedure Related to CWU 501-20(7)

(1) Course Numbering and Class Standing

- A. Lower Division courses are delineated as:
 - First Year level - 101 through 199
 - Sophomore level - 200 through 299
- B. Upper Division courses are delineated as:
 - Junior level - 300 through 399
 - Senior level - 400 through 499
- C. Cumulative credits required for each class level are:
 - First Year - 0-44.9
 - Sophomore - 45-89.9
 - Junior - 90-134.9
 - Senior - 135 or more
- D. Students may enroll in courses one year level ahead of their present current status unless otherwise specified in the course description.
- E. Seniors may enroll in graduate level courses (501 and above) with the approval of both the instructor of the course and the department chair of the department offering the graduate course. Those wishing to designate the course for graduate credit must obtain approval from the dean of graduate studies and research.

Appendix D – Academic Dishonesty Procedure

Related to CWU 501-20(25)

(1) Academic Dishonesty

~~A.C.~~ Students accused of academic dishonesty will have an opportunity to meet with the course instructor and department chair to discuss the accusation and confirm or deny its correctness. If academic dishonesty is confirmed to the satisfaction of the instructor and department chair, the instructor and/or department chair should immediately contact the dean of student success, especially the office of the registrar and the associate dean of student living.

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~~B.D.~~ The student will be notified in writing by the instructor and/or department chair of pending action from the dean of student success, with a copy of notification sent to the dean of student success and office of the registrar.

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

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

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

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Appendix E – Incompletes Procedure

Related to CWU 501-20(27)

(1) Incompletes

- A. The instructor must submit a grade of “I” on the SAFARI roster, must fill in the Comment field (under Incomplete Detail), stating what a student must do to complete a course, and set a specific date up to one calendar year for the completion of the course work. The instructor may not alter the Lapse to Grade field.
 - 1. If faculty are unable to enter grades on SAFARI, Incomplete procedures and Report of Incomplete (ROI) forms are available from the department offices as well as from office of the registrar.
- B. Office of the Registrar will send notification of Incomplete to the student, based on the information in the comment field or the information provided on the ROI if the instructor did not enter the “I” directly on SAFARI.
- C. If the work is not completed within one (1) calendar year from the last day of the quarter in which the “I” was received, office of the registrar will automatically convert the “I” to an “F”. The instructor may request an extension from office of the registrar.
- D. It is the student’s responsibility to contact the professor and make arrangements to complete the course.
- E. To earn a grade, a student must complete the work for the course as prescribed by the instructor by the indicated date on the Lapse Deadline.
- F. If a student satisfactorily completes the prescribed work within the indicated period, the instructor must file a Change of Grade form by the end of the quarter in which the work was completed.
- G. Students may not re-register for a course in which they receive a grade of incomplete.

Appendix F – In Progress (IP) Procedure

Relates to CWU 501-20(28)

(1) In Progress (IP)

- A. All uses of the “IP” grade must be submitted to and approved by the office of the registrar.
- B. A letter grade is issued when the course is completed and recorded by office of the registrar, upon receipt of the Change of Grade form submitted by the instructor.
- C. If a grade is not submitted to registrar services within one calendar year the “IP” will automatically be changed to “F” by Registrar Services. The instructor may request an extension from office of the registrar.

Appendix G – No Show (NS) Procedure

Relates to CWU 501-20(29)

(1) No Show (NS)

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

Appendix H – No Grade Reported (NR) Procedure

Relates to CWU 501-20(30)

(1) No Grade Reported (NR)

- A. “NR” is issued by office of the registrar.
- B. “NR” will remain on record until office of the registrar, working with the instructor, department chair or dean, will determine, when possible, an appropriate grade change.

Appendix I – Prior Learning Assessment Procedure

Relates to CWU 501-20(31)

(1) Prior Learning Assessment

A. Course Challenge

The following rules apply:

1. Special courses such as “individual study,” “special topics,” “cooperative education,” and “seminars” may not be challenged for credit.
2. A list of department-approved courses which may be challenged will be maintained by office of the registrar.
3. The challenge is conducted according to procedures established by the departments.
4. The result of the course challenge is recorded as “S” or “U” on the transcript and is not used in computing grade point average.
5. The application to challenge a course will be denied if:
 - a. credit for the course has been received previously at this or another college,
 - b. the course was previously failed,
 - c. the student previously withdrew from the course,
 - d. the course was previously unsatisfactorily challenged,
 - e. the course was previously audited or,
 - f. registration was canceled.

Appendix J – Undergraduate Scholastic Standards Procedure
Relates to CWU 501-20(33)

(+)i. Undergraduate Scholastic Standards

A. Academic Standards. The academic deans are responsible for implementing academic standards.

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Appendix K – Academic Standing Procedure

Relates to CWU 501-20(34)

(1) Academic Standing

- A. College advising offices and other advising structures will develop processes for requiring advising and creating academic improvement plans relevant to their students' needs.
 1. (See CWU 501-20(35))
 2. The office of the registrar will inform students and their professional/faculty advisors when they enter academic warning.
 3. The office of the registrar will inform students and their professional/faculty advisors when they enter academic probation.
 4. (See CWU 501-20(35))
 - a. The dean of student success will review the files of all students entering academic suspension and inform each student and their professional/faculty advisors of their suspension status.
 - b. Students appealing suspension will follow the process established by the dean of student success. The academic standing committee will review suspension appeals before the beginning of the subsequent quarter.
 - c. (See CWU 501-20(35))
 - d. Students must meet with a professional/faculty advisor to develop an academic improvement plan after being readmitted.

Appendix L – Class Attendance and Participation Procedure
Relates to CWU 501-20(38)

(+)H. Class Attendance and Participation

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

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Appendix M – Required Student Participation in Assessment Activities Procedure

Relates to CWU 501-20(43)

(1) Required Student Participation in Assessment Activities

- A. First year students will satisfy all required placement assessment activities before or during the first-year orientation session.
- B. First-year students admitted after all orientation programs, and international students, will satisfy all required placement assessment activities before they register for their second quarter.
- C. Transfer students will satisfy all required placement assessment activities before they register for their third quarter

Appendix N – Student Service Campus Procedure

Relates to CWU 501-20(46)

(1) Student Service Campus

- A. Students who would like to change their service campus must complete a campus change request form. Any change involving the Ellensburg campus must be approved and processed by office of the registrar. All other changes may be approved and processed by university center or online advising staff as appropriate.