

General Principles

Academic Affairs – Curriculum and Programs

CWU Policy 501-03

Effective: August 2, 2023

Policy Review Date: YEAR

Policy Executive: Provost and Executive Vice President of Academic Affairs

Responsible Office/Unit: Faculty Senate

Policy Statement:

Applicability:

Content:

Policy

(1) Curriculum Approval Effective Date.

- A. The electronic catalog is the official compilation for all curriculum. The electronic catalog will become available at the end of spring quarter of each year. New degree programs become effective when they have been approved by the Northwest Commission on Colleges and Universities. Program and general education requirement changes will become effective in the fall quarter following publication in the official electronic catalog. Course changes, not affecting program requirements, become effective when they have been approved by the FSCC. New specializations, minors, and certificates become effective when approved by the faculty senate. (Reference [CWU 501-04](#)).

(2) Curriculum Approval Deadline.

- A. The final deadline for inclusion in the catalog will be established by the provost or the provost's designee in consultation with the provost's council and the FSCC. Specific dates for submission and approval will be established jointly by the registrar, the provost's council, the FSCC, and the executive committee of the faculty senate. The curriculum approval deadline will be made public to department chairs. In order for changes to be incorporated into the official electronic catalog for fall, changes must be submitted to the FSCC by the published deadline.

(3) Curriculum Changes.

- A. All course and program changes, additions, and deletions are considered in terms of their relation to the academic mission of the university, college, department, program and their adherence to the CWUP policies as outlined in this document. All curriculum changes are evaluated for needless duplication and potentially deleterious effects on other programs. Curriculog proposals are the official process for all curriculum additions, deletions, and changes.

(4) Internal Program Approval Process.

- A. Proposals to add new degree programs are subject to review by the faculty senate, the provost/vice president for academic affairs, and the board of trustees prior to submission for approval to the Northwest Commission on Colleges and Universities. A change in level (e.g., bachelors to masters or masters to bachelor's degree) or type of degree (e.g., B.A., B.S., B.F.A.) is defined as a new degree program or a moderate degree change.

(5) Program Change.

- A. At least two years prior to any course or other programmatic alterations impacting any of the state-wide transfer and articulation agreements the department proposing the alteration will inform the provost's office and Central Washington University's institutional representative to the Joint Transfer Committee (JTC). The representative is responsible for reporting this information to the JTC and Registrar Services.

(6) Northwest Commission on Colleges and Universities (NWCCU) Approval Process.

- A. NWCCU must be informed in writing of new degree or certificate programs or if an existing program will be offered in a new location. Additional information may be required. The provost's office provides NWCCU with an annual report.

History:

Responsibility: Faculty Senate; Authority: Provost/VP for Academic Affairs; Reviewed/Endorsed by Provost's Council 08/09/2016; 06/20/2023; Cabinet/UPAC;

*Review/Effective Date: 10/21/2016; 08/02/2023; Approved by: A. James Wohlpart, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 5-50-030, June 2025*