

# Curriculum Rules for Implementation

## Academic Affairs – Curriculum and Programs

### CWU Policy 501-06

**Effective:** August 2, 2023

**Policy Review Date:** YEAR

**Policy Executive:** Provost and Executive Vice President of Academic Affairs

**Responsible Office/Unit:** Registrar

#### **Policy Statement:**

#### **Applicability:**

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#### **Content:**

Policy

Appendix A – Curriculum Rules for Implementation

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#### **(1) Cooperative Education**

- A. Cooperative education (X90) is an individualized contracted field experience where the student is actively engaged in hands-on learning with business, industry, government, or social service agencies. This contractual arrangement involves a student learning plan, cooperating employer supervision, and faculty coordination.

#### **(2) Credit Hour Allocation to Courses**

- A. Credit Hour Allocation to Courses - Academic credit provides the basis for measuring the amount of engaged learning time expected of a typical student enrolled not only in traditional classroom settings but also laboratories, studios, internships and other experiential learning, distance, correspondence, and competency-based education.
- B. Traditional, Seat-Time-Based Courses - A minimum of one class work hour (approximately 50-60 minutes of instruction) and an additional two hours of out-of-class student work each week for one credit hour during a 10-week quarter. If the learning experience is offered in a different time frame (e.g., six-week summer session), the student time required to complete the course should reasonably approximate 30 hours of combined direct instruction and student work per credit. If direct instruction is not the principal mode of learning for an academic experience (e.g., laboratory courses, studio work, some on-line courses), the student time required to complete the course should reasonably approximate 30 hours of student work per credit.

- C. Hybrid or Online Courses - The credit hours awarded for a given course or academic experience must be reasonably equivalent to the standard of 3 hours of combined classroom instruction and student work per credit hour for a 10 week quarter. These hours may consist of course activities including, but not limited to:
1. Face-to-face course meetings
  2. Virtual course meetings or student-instructor and student-student interactions
  3. Time to read/view assigned texts or other assigned materials
  4. Experiential learning activities consistent with the learning objectives of the course
  5. Synthesis/processing/reflection time and activities (may be used for writing or production of creative work which may take many forms including but not limited to journals, formal papers, projects, blogs, art, music, etc.)
- D. Alternative Outcome-Based Courses - Credit may be awarded for an amount of learning equivalent to learning in a seat-time-based course as documented by student attainment of learning outcomes as verified by assessment of student achievement by the appropriate academic department. Students completing competency-based courses would be awarded the same credit equivalent to learning in the same seat-time-based course.

### **(3) Graduate Courses (initial digits 5XX, 6XX, 7XX)**

- A. Graduate Enrollment - Graduate courses numbered 501 and above are generally restricted to students who have a bachelor's degree and who have formally been admitted to a graduate program of the university. Competitive admission may be required for some programs.
- B. Undergraduate Enrollment - Seniors may enroll in graduate courses with the permission of the instructor and the department chair. Credit earned by seniors may meet either undergraduate or graduate program requirements, but not both, with the exception of some dual degree programs. If the credit earned by a senior is to be applied to a graduate program, approval must be obtained from the graduate program director and the dean of graduate studies and research prior to enrollment.
- C. Curricular Criteria - Graduate curricula are usually more specialized than undergraduate curricula, focusing on a few academic or applied areas. Introductory courses and courses that can be approached by a student without extensive preparation are not appropriate to the graduate level.

### **(4) Individual Study Courses**

- A. Individual study courses (X96) are those that include study of specific topics that are not offered as existing courses. The individual study course may be repeated for credit.

### **(5) International Study Courses**

- A. University-sponsored international courses and programs must meet the same academic criteria as would be required of similar programs on the home campus.

## **(6) Lower and Upper-Division Courses (initial digit 1XX, 2XX, 3XX, 4XX)**

- A. Lower-division courses (1XX and 2XX) are general introductions to a field of study. They are normally open to all students, not just those majoring in the field.
- B. Upper-division courses (3XX and 4XX) are more specific than lower-division courses and may require prerequisites.

## **(7) Final Graduate Level Culminating Experience**

- A. Final culminating experience credits (6XX or 7XX) will have the following catalog description:
  - 1. DEPT 6XX or 7XX: Final culminating experience title has to be specified as one or more of the following: Master's Thesis, Project Study, Portfolio Review, Examination, Creative or Studio Project, or Internship.
  - 2. Prerequisite: permission of chair of student's graduate faculty supervisory committee. Designed to credit and record supervised study for the master's thesis, non-thesis project, studio project, public recital, portfolio review, internship, and/or examination. Grade will be S/U. May be repeated for up to six credits for all Master's degrees and may be repeated for up to 12 credits for terminal Master's degrees.

## **(8) Office of Continuing Education - Credit Offerings**

- A. At least one of the following conditions must be met in order for a credit course or program to be offered through the office of continuing education:
  - 1. The course/program must be a test of new and emerging markets which may involve any or all of the following: A new academic course or program; A new location; A new audience of students; A new technology for delivery.
  - 2. An offering which increases access and falls outside the limits of state supported university offerings for the main campus and university centers as determined each year by the provost/vice president for academic and student life.
  - 3. A professional development (500) course as defined in CWU 501-02.
    - a. The course/program must be taught by a member of the university faculty or a person approved by the appropriate department following the provisions of the faculty code for the appointment of faculty.
    - b. Students should have available the appropriate library materials, laboratories, special equipment and other facilities the course may require.
- B. The provost/vice president for academic affairs or designee has authority to approve credit courses, programs or certificates offered through the office of continuing education. New courses for credit, new degree programs and new credit bearing certificate programs need to follow established internal and external approval process.

## **(9) Office of Continuing Education - Noncredit Offerings**

- A. As part of the continuing education of the general public, the university offers opportunities for learning which do not carry academic credit. Conferences, workshops, institutes, seminars, symposia, short courses and similar learning activities are offered to individuals for professional development, learning new skills or general information.
- B. The subject matter (content) of noncredit offerings must be consistent with the university mission and should reflect the general nature of the institution. They must not duplicate or compete for enrollment with credit bearing courses. The office of continuing education will collaborate with appropriate colleges, departments and university staff units as needed where potential duplication or competition is identified. Non-credit courses and non-credit certificates offered through the office of continuing education may be provided in-state, out-of-state or out-of-country with approval of the provost or designee.
- C. Prior to scheduling a noncredit offering, an appropriate academic department or faculty member must be consulted for input on appropriateness of the offering, credentials of instructor (if not CWU faculty), suggestions on evaluation and other recommendations to insure overall quality.

## **(10) Prerequisites, co-requisites, other qualifications**

- A. Prerequisites are courses or other requirements that are verifiable in PeopleSoft and required prior to enrollment in a course (such as major status, grade requirement).
- B. Co-requisite courses are those that must be taken at the same time.
- C. Other qualifications may include but are not limited to:
  - 1. Permission of the instructor or department (using permission will override other pre/co-requisites).
  - 2. Fingerprint clearance.
  - 3. Specific age requirements.

- (11)** Equivalent courses typically carry the same credit load, but may differ in title, catalog number, and/or prefix. The following statement must be added to the course description: MKT 3XX and MKT 3xx are equivalent courses; a student may not receive credit for both. Equivalent courses do not have to be offered the same term.

## **(12) Professional Development Courses**

- A. Professional Development courses will have the following catalog description:
  - 1. DEPT 500: Professional Development (1-5). Development topics and issues for in-service and continuing education of professionals. Not applicable to degrees nor institutional requirements for endorsements or teaching certificates offered through the university. Usually graded S/U.

- B. The course may be offered for a period of five years. There is no limit on the number of times such a course may be offered during the five year period. After the five year period, the course must be resubmitted. The office of continuing education will notify the appropriate department annually of expiring professional development courses.

### **(13) Reserve Courses and Programs**

- A. Courses are put on reserve when they are not regularly scheduled course offerings or have not been taught for five years. Reasons for placing courses on reserve could include temporary staffing changes, anticipated accreditation changes, etc.
- B. Programs are put on reserve when the curriculum becomes obsolete; student admission to the program has dropped, lack of teaching faculty/staff, or is no longer feasible to teach.
  - 1. Programs will stay on reserve for five years before being permanently deleted.
  - 2. A department may request that a program be taken off reserve within the first five years by submitting a program reactivate form reserve proposal. Changes to the reactivated program should be submitted using the program and/or narrative change proposal in Curriculog.

### **(14) Course Accessibility**

- A. To be in compliance with the Americans With Disabilities Act (ADA) Accommodative Policy, learning outcomes must be explicitly stated and must specify “essential elements” for ADA purposes and specific measures for assessment.
- B. Such elements may be attendance, participation, quizzes, papers, presentations, and projects. The student learning outcomes specify a body of knowledge that the department wants taught each time a course is offered regardless of who the teacher may be. The educational processes that will be used in evaluating students, which may vary with different instructors, need to be separate from the essential elements.

### **(15) Workshops, Special Topics, Seminars**

- A. Workshops (X91) are non-lecture courses which require students to research, develop, present, and discuss projects and ideas. No more than eight credits can be applied to a master's program. Usually graded S/U.
- B. Special Topics (X98) are courses offered on a trial basis and must meet standards applied to regular courses. Exceptions for expedited Special Topics (X98) courses may be approved by the FSCC as specified in Appendix A.
- C. Seminars (X99) are courses in which students carry the major responsibility for course preparation, research, and presentation of topics.

### **History:**

*Responsibility: Faculty Senate; Authority: Provost/VP for Academic Affairs; Reviewed/Endorsed by Provost's Council 08/09/2016; 06/05/2018; 12/15/2020; 6/28/22; 06/20/2023; Cabinet/UPAC; Review/Effective Date:*

*10/21/2016; 06/13/2018; 2/20/2019; 02/03/2021; 11/09/22; 08/02/2023; Approved by: A. James Wohlpart,  
President  
Reformatted and Assigned new Policy Number - Previous Policy CWUP 5-50-060, June 2025  
Attached Procedure CWUR 2-50-060 as Appendix A, June 2025  
10/30/2025 Updates to Appendix A, Approved by Patrick Pease, Policy Executive*

## Appendix A - Curriculum Rules for Implementation

### (1) Contact Type Definitions for PeopleSoft. Listed below is the approved designation by type.

- A. ACT = Activity physical education activity courses.
- B. PRA = Practicum. Learning by practical experience under direct supervision of faculty and student employer. The primary learning activity is by supervised “hands-on” experience. Including cooperative education (X90) and internships.
- C. DIS = Discussion - two way interaction between student and faculty.
- D. EPA = End-of-Program Assessment. Courses in which the primary activities involve reviewing and assessing student work on their major program. Includes portfolio assessment.
- E. FLD = Field Experience.
- F. IND = Independent Study. Student works independently with the limited faculty direction. Used for (X96) courses.
- G. LAB = Laboratory. Instructing, preparing, and supervising student investigations and field studies. Used primarily for science based courses.
- H. LEC = Lecture. Formal presentation, primarily one way communication.
- I. LEP = Lecture and Practice. Formal presentation of course content followed by practical application of material in a classroom or class lab setting.
- J. PRL = Private Lesson. Students work one to one with instructor. Used primarily for private lessons in music.
- K. SEM = Seminar. Students carry the major responsibility for course preparation, research and presentation of topics. Use for Seminar (X99) courses.
- L. STU = Studio. Multi-level group instruction often used for music and art studio courses.
- M. SUP = Supervision. Students engaged in supervised practical experience. Includes student teaching.
- N. THE = Thesis. Preparation of the master’s thesis (700) or undergraduate thesis.
- O. WEB = Web. Courses designed to be taught strictly via the web.

### (2) Course Modality Definitions for PeopleSoft.

- A. A modality is a method for delivering course content. Learner outcomes and fundamental course content are not impacted by modality. A modality is separate from a contact type; a given contact type may be taught in multiple modalities. Listed below are approved modality designations.
  - 1. In-Person. In-Person classes meet on the Ellensburg campus or at one of the CWU centers or instructional sites. Classes have a specific meeting pattern requiring students to participate in

- person at designated times which will be listed in the academic schedule. Any additional meeting times must be listed in the academic schedule, course description, or notes.
2. **Asynchronous Online.** Asynchronous Online classes are taught entirely online and do not require participation during a specific meeting time. Instructors may conduct online office hours and supplemental class activities, but cannot require synchronous participation. No meeting times will be listed in the academic schedule.
    - a. Instructors are encouraged to include in the course description or notes whether the class is self-paced or follows a class calendar.
  3. **Real-Time Online.** Real-Time Online classes have a specific meeting pattern requiring students to participate through online platforms at designated times. All required meeting times, with the exception of the final, will be listed in the academic schedule. Any additional meeting times must be listed in the academic schedule, course description, or notes.
  4. **Hybrid.** Hybrid courses contain a combination of required in-person meetings (on the Ellensburg campus or at one of the CWU centers or instructional sites) and online components (real-time online meetings and/or asynchronous content). Required meeting times for all face-to-face in-person and any required online meetings will be listed in the schedule. At least 50% of the course contact hours will be scheduled in-person weekly. Courses that fall below the minimum in-person guideline will need Dean or delegate approval.
  5. **Connected Classroom/Hyflex.** Connected Classroom/Hyflex courses may include any combination of two or more class modalities: in-person, hybrid, or real-time online (synchronous). All required or optional course meeting times will be listed in the schedule.

### **(3) Cooperative Education**

- A. **Minimum Requirements** (departments may have additional requirements):
  1. The student is in good academic standing.
  2. The contracted field experience is directly related to the student's major field of study and/or career goal.
  3. The student has completed the appropriate prerequisite courses and possesses the required skills and knowledge.
  4. The student must have a departmental faculty cooperative education (co-op) advisor.
  5. The student must complete at least 45 credits prior to enrolling in a 290 including at least 15 credits at CWU.
  6. The student must complete a minimum of 90 total credit hours with 10 or more credits in his/her major to enroll in 490.
- B. **Program Enrollment**
  1. The student must complete and submit the learning agreement form for registration.

2. Students may register for cooperative education courses numbered 290, 490 and 590. Credits are variable: 1-5 for 290, 1-12 for 490, and 1-12 for 590 level courses; as approved by academic department.
3. The student may count 20 credits toward graduation of which 10 may be at the 290 level and/or transfer credits. No more than 12 credits may be applied to a graduate degree. MFA is an exception to this procedure allowing for up to 24 credit hours.
4. Courses may be repeated when objectives and activities are different.
5. Student must complete an internship release form including a sexual harassment training certificate.

C. Awarding of Credits

1. A minimum of 40 hours of field experience is required for each credit.
2. A means of evaluation is established between the student, the employer, and the faculty co-op advisor. Grading is S/U.
3. If the field experience is terminated by the employer or academic department or student, credit will not be awarded.
4. Credit will not be given for field or work-study experience completed prior to registration.
5. The contracted field experience may or may not be a paid position.
6. The cooperative education program should provide affected departments with evaluations from employers, faculty, and students on a quarterly basis along with a review of field placement sites.

D. Student Supervision and Coordination

1. The employer/supervisor is identified on the learning agreement form.
2. The faculty co-op advisor must contact the employer/supervisor and the student at least twice each quarter.

**(4) Course numbering system:**

- A. Course numbers are usually 3 digits. However, when necessary for logical ordering, a fourth digit may be added.
- B. Courses should be numbered according to common fields of interest -- (e.g., literature, evolution, tests and measurements, etc.). Advanced courses should have the same last two numbers as beginning courses. Sequence courses covering allied subject matter should be numbered sequentially.
- C. The initial digit should reflect the appropriate level of study.

<u>Year</u>	<u>Initial Digit</u>
First Year	1
Sophomore	2
Junior	3
Senior	4
Graduate	5, 6, 7

D. The basic numbering system, both as it applies to the institution as a whole and to the grouping within subject fields, should be as follows:

1. Second and Third Digit Description

01 to 09	Introduction to Broad Areas
10 to 89	Regular Department Courses
90	Cooperative Education
91	Workshops.
92 to 95	Professional Laboratory Experiences, Practica, and Field Experience
96	Individual Study. 1-6 credits. May be repeated if subject is different.
97	Honors. 1-12 credits. Prerequisite, admission to department honors program.
98	Special Topics. 1-6 credits. May be repeated if subject is different
99	Seminar.

2. Number Description

100	Courses for which credit will not be counted toward degree requirements.
184	First-Year Experience. General Education Program 4 credits. May not be repeated for credit.
500	Professional Development. 1-5 credits (or continuing education units), which will not be counted toward degree or certificate requirements.
689	Master's Capstone. 1-6 credits.
700	Thesis, Project, and/or Examination. 1-6 credits.

E. Hold on Course Numbers. An eight-year moratorium exists on course numbers. The moratorium will last:

1. Eight years at the time a course is deleted, or
2. Eight years at the time it is put on reserve by a department, or
3. Three years after placed on reserve by the office of the registrar's designee. (Ref CWUR 2-50-060(10)).

**(5) Graduate Courses (initial digits 5XX, 6XX, 7XX)**

A. Graduate Enrollment - Students may be required to complete specific preparatory course work before acceptance into a graduate program, especially when the student's undergraduate degree was in a different field of study.

**(6) Individual Study Courses**

A. Individual study courses are given only with the permission of the department chair. Students must secure a faculty member willing to supervise an individual study course. Faculty may agree

to supervise individual study courses only in the subject area of their specialties. Faculty willing to supervise an individual study course and the student wishing to register for it should confer to determine the specific topic(s) to be studied, outline the study area, and develop specific student learning outcomes and an assessment plan. The student should complete the "Individual Study Permit" form and obtain the approval signatures of the faculty member supervising the study and the department chair. Faculty may either use letter grades or S/U depending on the nature of the study.

- B. Faculty should approve individual study courses only if the student has demonstrated adequate background in the subject to be explored, sufficient scholastic ability to succeed in the task, and independent study skills sufficient to conduct the study.
- C. The individual study course is intended for individual students, not for groups of students. If the learning experience is intended for a group of students, it must be offered as a special topic course (-98) or a regular course. Examples of inappropriate use of individual study include: internships, seminars, instructional or laboratory assistance, administrative assistance, tutoring, duplicating an existing course and groups of students doing identical individual studies.

## **(2) International Study Courses and Programs**

- A. The provost and the academic deans, is charged with coordinating and/or implementing all programs which involve either CWU students or CWU faculty. Cooperative, consortia or federated arrangements are encouraged among educational institutions with similar aims and goals.
- B. Recognizing the unique and diverse nature of international study, university-sponsored programs abroad will meet the same academic criteria as would be required of similar programs on the home campus.
  - 1. When credit is granted, the student's admission status will conform to the specific requirements of the office of the registrar.
  - 2. The teaching staff will consist of academic professionals who meet the standards for similar programs on the campus.
  - 3. The course offerings will meet equivalent standards and conditions as those offered on the campus.
  - 4. Courses with INTL, FNST or MFST prefixes are not offered on campus and are available only in conjunction with international programs, foreign languages or music departments. Credit to be given depends upon the evaluation made by the office of international studies and programs.
  - 5. Travel programs per se or commercially sponsored "Travel Study" programs will not be granted credit.
- C. Process - Approval of international studies courses.
  - 1. A new course form will be submitted to the FSCC as a variable topic course with a specific subject title. The new course form is approved by the office of international studies and the office of the registrar before submission to the FSCC.

2. Each sub-title falling into that specific subject may change quarterly and the office of international studies notifies the office of the registrar of the course name.
3. The INTL courses will transfer into CWU as a general elective with the INTL prefix. To receive equivalency credit for an existing course, a student must petition a department for a substitution in their major.
4. International studies and programs courses that are approved CWU faculty-led courses may offer credit through individual academic departments and follow the same approval process as a special topic, seminar, or workshop. These courses are pre-approved by the specific department. (See [CWU 501-02](#))

### **(3) Office of Continuing Education - Credit Offerings**

- A. Each request for a new degree program must be submitted on a new degree program form and includes all information on the new degree program instructions form. The new degree program proposal must be approved through the CWU curriculum approval process. All new programs or existing programs to be offered in new locations must be approved by NWCCU. Proposals for such programs must be submitted through the provost's office.
- B. Certificate Program (Type B). Each request for a new certificate program (Type B) must be submitted on a new minor/specialization/certificate form and must be approved through the CWU curriculum approval process.
- C. New Course. Each request for a new course must be submitted on a new course form. Express approval of all such requests by the appropriate department chair and college dean is required.
- D. Existing Course. Each request for an existing catalog course or previously approved special topics course, seminar, workshop or professional development course must be submitted using the existing course addition form.

### **(4) Office of Continuing Education - Noncredit Offerings**

- A. [CWU 504-09](#)

### **(5) Professional Development Courses**

- A. Departmental addition of a 500 catalog entry will follow the normal curriculum process for course additions. Specific 500 courses will be approved through the graduate office and at the individual college level.

### **(6) Reserve Courses and Programs**

- A. Courses can remain on reserve for three years. After three years, they will become inactive automatically by the office of the registrar or designee.

- (7) Courses that have not been taught for three years will automatically be placed on reserve by the office of the registrar.

- B. Courses or programs to be placed on or taken off reserve should be submitted using the course or program reserve form for approval by the appropriate individuals as identified on the form and are sent to the FSCC for review.

## **(8) Course Accessibility**

- A. CWU 501-06

## **(9) Special Topics**

- A. Special Topics should be submitted using the New Course form for approval by the appropriate individuals as identified on the form and will follow the normal curriculum process for course additions.
- B. Time Restriction - Courses offered as (X98) are temporary offerings. These numbers are used to describe courses offered on an experimental basis, for topical issues, and for niche markets. Upon approval, the course may be offered for a period of three years. After three years courses will be deleted or must be converted to a regular course (numbered X10 to X89), submitted and approved through the established curriculum process. The provost's office or designee will notify all departments annually of expiring special topics.
- C. The FSCC may grant exceptions to the new course proposal process for Special Topics (X98) developed by new faculty (including visiting faculty) prior to the start date of the new faculty member's first year of employment. Department chairs may serve as the originator of the proposal. The FSCC may grant permission during the academic year prior to employment or by emergency approval in summer prior to employment as indicated in [CWU 501-04 – Appendix A](#).