

How to add a Contract of Understanding for a student

COUs are Contract of Understanding, which may allow a student who doesn't quite meet the prerequisite (or meets it in an alternative way) to be eligible for enrollment in a CiHS course.

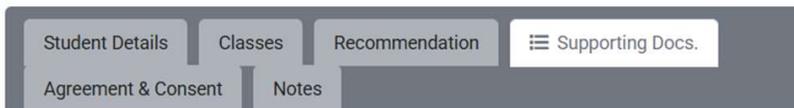
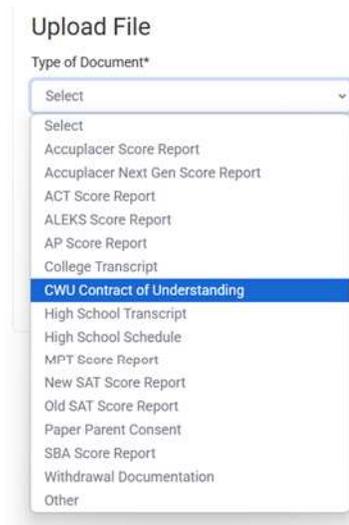
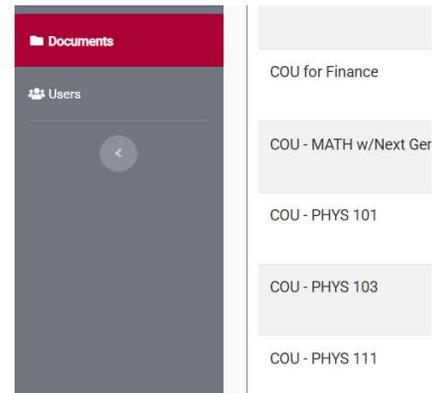
Most but not all COUs need approval from the CWU academic liaison.

Where to find & fill: The COUs for all disciplines/classes are found within the cihs.cwu.edu registration platform, under the Documents tab in the left hand column.

Instructors or Reviewers can download the forms, print them, fill them out and get the student and teacher signatures. Make sure all fields on the COU are filled completely.

Upload the COU before finalizing a recommendation.

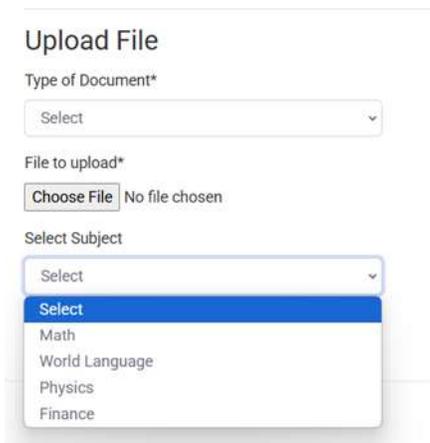
How to upload: Reviewers scan the form and upload them to the applicable student account within the cihs.cwu.edu platform. Teacher accounts in cihs.cwu.edu don't have the access to upload documents.



They are to be added to each student's "Supporting Docs" tab. Reviewers choose the Type of Document: CWU Contract of Understanding

Navigate to the form you want to upload, and select it, and upload.

Then "Select Subject": Math, Physics, World Language, or Finance. Selecting the right form and the right subject helps the Liaisons review and approve COUs within the system efficiently.



Please do not email COUs to the CiHS office or to your liaison.

Email hspartnerships@cwu.edu with any questions.