CWU Continuing Education New Course Approval Process

*Please follow the highlighted pathway.

K-12 Teachers | Professionals | Technical/Professional | Community

Clock Hours

- 1:1 ratio; instruction:hours
- Used for re-certification
- May be used for salary increase

Professional Development Credit

- 500-level credit, transcripted
- 1-5 credits
- Cannot be applied to a degree

Continuing Education Units

- Used to show additional knowledge and skills
- 10:1 ratio; instruction:hours

Course is submitted to Continuing Education via appropriate Course Proposal Packet.

Is the course complete and aligned with Central's mission and programming?

Yes

No

Send back to originator for revisions or decline.

If credit-bearing, CE submits to Curriculog for Faculty Senate Curriculum Committee approval.

Course packet sent to Department Chair for review or consultation.

Denied

Approved

CE contacts course originator with next steps.