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.