29 WSU Catalog

The WSU Catalog is the official presentation of the curriculum available at Washington state university. It constitutes a public commitment (subject to change) to the student from the institution. In addition, the catalog is a manual of information, requirements, and regulations for the guidance of prospective students and their parents, students currently enrolled, faculty and administrative officers, and other educational and allied agencies.

The catalog is published on an ongoing basis online (catalog.WSU.edu) as changes to curriculum are approved. Once yearly, the catalog is published as a .pdf document as an archival document representing the changes from the prior year.

The Registrar’s Office is responsible for compiling, organizing, and publishing the catalog. The catalog editor is responsible for its format, style, and general content.

It is the responsibility of the administrative officers of the various academic units on the various campuses to prepare catalog copy according to the directions of the catalog editor and in conformity with the policies and procedures outlined in this manual. It is the duty of the academic deans to review the catalog materials from the departments under their jurisdiction and approve it as representing the standards of the institution and as confirming to educational policies and regulations.

29.1 Academic calendar

The academic calendar is proposed by the catalog editor to the Faculty Senate through the Academic Affairs Committee and Graduate Studies Committee. The calendar is published with at least five years of information to aid in planning. As much as possible, the calendar is coordinated with the University of Idaho for the benefit of students participating in the cooperative program.

Calendar considerations include:

1. 15 weeks of classes plus one week of final examinations;
2. Fall semester begins late August and ends prior to Christmas. Spring semester begins early January and ends early May.
4. Thanksgiving vacation – one full week.
5. Spring break – one full week (the tenth week of the spring semester).
6. Commencement – for fall, the Saturday prior to final examinations; for spring, the Saturday following final examinations.

29.2 Catalog update policies and procedures

The general information portion of the catalog includes information concerning accreditation, calendar, administrative offices, admissions, advising, and student services. Updating the general information portion of the catalog is the responsibility of the catalog editor, in cooperation with the appropriate offices.

29.2.1 Colleges and academic units

The section of the catalog describing the colleges and academic units includes, whenever appropriate, information concerning:

1. The name and title of the administrative officer together with the names and titles of the faculty and instructional staff;
2. The aims and objectives of the unit;
3. The admission and certification requirements if different from the university minimums;
4. Degrees awarded;
5. Student learning outcomes;
6. Total credit hours required for each baccalaureate degree;
7. A schedule of studies for each baccalaureate degree;
8. Transfer student information; and
9. Preparation for graduate study.

29.2.2 Course offerings

The course offerings section of the catalog lists all permanent courses offered. It is the duty of each academic unit, acting as its legislative body, to recommend when necessary and desirable changes to the courses. Following approval through the appropriate channels, course changes become effective and are entered into the catalog databases maintained by the catalog editor.

29.2.3 Update procedures

It is the duty of each academic unit to provide oversight in all matters relating to curricular and educational policies of the unit, and to forward proposals for changes curriculum and policies to the Faculty Senate. This ensures that the catalog is an accurate representation of the academic unit’s curriculum and its execution.

Similarly, the Faculty Senate has the prerogative to serve as the legislative body of the faculty to make recommendations in all matters requiring faculty action or approval of curricular and educational policies of the university, including: 1) standards of admissions; 2) curricula and courses to be offered; 3) standards of scholarship; 4) requirements for graduation; and 5) the academic calendar.

To aid the Faculty Senate in fulfilling its duties, the academic affairs committee, graduate studies committee, professional health sciences committee and their various subcommittees study problems, review proposals, and recommend action.
The administrative officer of each academic unit is responsible for the preparation of the descriptive and explanatory sections of the catalog. The call for updating the faculty and explanatory section of the catalog is typically sent in late spring. Proposals related to curriculum should be submitted as early as possible for inclusion in the catalog.

29.3 Curriculum Approval Timetable

<table>
<thead>
<tr>
<th>Committee</th>
<th>Responsibilities</th>
<th>Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Education Committee</td>
<td>reviews requests for UCORE courses and curriculum</td>
<td>Meeting dates (fall &amp; spring only) (meets every two weeks)</td>
</tr>
<tr>
<td>All-University Writing Committee</td>
<td>reviews requests for writing in the major [m] courses.</td>
<td></td>
</tr>
<tr>
<td>Catalog subcommittee (CSC)</td>
<td>reviews all curriculum change requests.</td>
<td>Beginning second week of fall (meets weekly)</td>
</tr>
<tr>
<td>Academic affairs committee (AAC)</td>
<td>reviews undergraduate and professional curriculum</td>
<td>Beginning mid-September (meets every two weeks)</td>
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<tr>
<td></td>
<td>requests that have been approved by CSC.</td>
<td></td>
</tr>
<tr>
<td>Graduate Studies Committee (GSC)</td>
<td>reviews graduate curriculum (including conjoint courses).</td>
<td>Meets periodically.</td>
</tr>
<tr>
<td>Faculty Senate</td>
<td>reviews all curricular changes that have been approved through the other committees.</td>
<td>(fall) Typically meets 4 times (spring) typically meets 6 times</td>
</tr>
</tbody>
</table>

29.4 Routing Chart for Curricular Changes

* For new degrees, degree extensions, and organization changes, proposals are submitted to the Provost’s Office prior to the review by the committees listed here. Approved proposals of this type are sent from the Faculty Senate to the Board of Regents and/or NWCCU—WSU’s accrediting body—depending on the type of request.