

CHAPTER IX PUBLICATIONS

CATALOG

The *Catalog* is the official presentation of the specific educational opportunities available at Washington State University and constitutes a public commitment (subject to change) to the student from the institution. In addition, the *Catalog* is a manual of advice, regulations, and requirements 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 available online at www.catalog.wsu.edu.

The *Catalog* is published on the basis of currently approved courses, curricula, and policies in effect at the time materials are prepared for the new catalog.

The Registrar, as Editor of the Catalog, is responsible for compiling, organizing, editing, publishing, and distributing on the web the general *Catalog*, and *Fall, Spring and Summer Time Schedules*. Advisory to the Editor in this task is the Catalog Subcommittee. It is the duty of the Editor to initiate and supervise the procedures leading to the publication on the web of the *Catalog*. The Editor is responsible for its format, style, and general content.

It is the responsibility of the administrative officers of the various academic units to prepare the catalog copy according to the directions of the Editor of the Catalog and in conformity with policies and procedures outlined in this manual. It is the duty of the academic deans to review the catalog material from the various departments within their jurisdictions and approve it as representing the standards of the institution and as conforming to educational policies and regulations.

Academic Calendar

The Academic Calendar is proposed by the Catalog Subcommittee through the Academic Affairs Committee to the Faculty Senate. Proposals will include a minimum of two academic years, and must be approved by the Senate one year prior to the effective date of each catalog publication.

Calendar considerations include full weeks of instruction (precedent adopted by Resident Instructional Staff in 1969), and coordination with the University of Idaho.

Calendar considerations include:

1. 15 weeks of classes plus one week of final examinations,
2. Early Start Semester - fall semester begins end of August, ends prior to Christmas. Spring semester begins early January, ends early May.
3. Federal Holidays - Labor Day, Veteran's Day, Martin Luther King, Jr's., Birthday, President's Day.
4. Thanksgiving vacation - one full week.
5. Christmas Vacation - coincides with semester break.
6. Spring Break - one full week (the tenth week of the spring semester).
7. Commencement - Saturday, (following final examinations).

General Information

The general information section of the *Catalog* includes information concerning calendar, the Board of Regents, accreditation, administrative officers, statements on organization and facilities, admissions and scholastic regulations, expenses, living facilities, and student services.

Colleges and Departments

The section of the *Catalog* describing the colleges and departments includes, whenever appropriate, information concerning:

1. The name and title of the administrative officer together with the names and titles of the instructional staff.
2. The aims and objectives of the unit.
3. Admission requirements (if different from the university).
4. Certification requirements (if different from the university).
5. Degrees awarded.
6. Total credit hours required for each baccalaureate degree.
7. Minimum number of credit hours of upper-division courses required for a baccalaureate degree.
8. Transfer student information.
9. Preparation for graduate study.

Course Offerings

The course offerings section of the *Catalog* lists all permanent courses offered by Washington State University. It is the duty of each academic unit, acting as its legislative body, to recommend, when necessary and desirable, changes, deletions, and additions of courses taught by the unit. Following approval through appropriate channels, course changes become effective the semester or summer session following their approval and are printed in the next publication of the *Catalog*.

Update Procedure

Regular revision of the *Catalog* is necessary because curricula and courses, as well as general policies and regulations, are subject to constant review and modification. www.registrar.wsu.edu

Forms and instructions to request curricular and course changes are available at www.ronet.wsu.edu/ropubs.

As stated in the *Faculty Manual*, it is the duty of the faculty of each academic unit to serve as the legislative body in all matters relating to curricular and educational policies of the unit, subject to approval of the Faculty Senate. Similarly, the 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 admission, (2) curricula and courses to be offered and the amount of credit for each course, (3) standards of scholarship, (4) requirements for graduation, and (5) the academic calendar.

To aid the Senate in fulfilling its duties, the Academic Affairs Committee and the Graduate Studies Committee and their various subcommittees study problems and recommend action.

Updating the general information section of the *Catalog* is the responsibility of the Editor who prepares it with the cooperation of appropriate administrative officers.

The administrative officer of each academic unit, after consultation with the faculty, is responsible for the initial preparation of the descriptive and explanatory sections of the *Catalog*. All such material must be concise and conform to existing policies and regulations and is subject to the approval of the Editor of the *Catalog*.

The announced dates for the call for catalog material and for the publication of the *Catalog* do not in themselves guide or control curricular revision. The Catalog Subcommittee encourages departments and programs to submit curricular changes at any time. Such changes are processed as efficiently as is practical and are effective on approval of the Senate the subsequent fall semester unless otherwise designated. (*Senate 3/9/72*)

PUBLICATION SCHEDULES

Catalog. The general catalog is published annually in May. A full year is required to prepare the *Catalog* for publication. Major course changes to appear in each new edition must be approved by the end of the semester prior to the publication date of the *Catalog*. All departments are requested to submit corrected copy for each catalog publication in the form of “Printer’s Copy.” Where changes are minor or editorial in nature, changes can be made on a printed catalog page with red ink in the margin. Other changes require a typed “Printer’s Copy,” double-spaced on 8 1/2x11” white bond. All changes are submitted from the department to the Catalog Editor (Registrar).

Summer Session Bulletin. The *Summer Session Bulletin* is published early spring semester. In October of each year, the allocation of FTE positions for summer session will be made from the Office of the Provost and Executive Vice President through the deans. Departments and programs will be instructed to submit “Printer’s Copy” through the deans following FTE allocations.

Time Schedules. The *Fall and Spring Time Schedules*, including the Academic Calendar, Registration Instructions, Academic Regulations, and the Schedule of Classes are published in March (for the following fall semester) and October (for spring). The “Call for Time Schedule Material” is sent from the Registrar’s Office to department chairs approximately one year in advance of the effective academic year in order to accommodate preregistration. Departments will submit the course offerings for the following academic year by December 1. Prior to the publication of the time schedule each semester, departments will be requested to review and update the time schedule. The *Time Schedules* are available online at www.registrat.wsu.edu.

REGULATIONS FOR TIME SCHEDULE PREPARATION (PULLMAN)

Note—The Registrar’s Office will determine the building and room assignments for each section based on available classroom space considering the best utilization of seats, times, and past history of course enrollment.

The “Call for Time Schedule” material is distributed to department and program chairs annually, and includes the previous year’s schedule, regulations governing scheduling of classes, and instructions for preparing time schedule materials. The regulations are as follows:

1. Standard periods begin at 10 minutes past the hour and are 50 minutes in duration beginning at 8:10 a.m. and ending at 5:00 p.m. daily. Lectures and laboratories may be scheduled to 12:00 noon on Saturday. (For special periods, see 4, 5 and 6 below.)
2. Schedule all lower-division multiple lecture and laboratory sections so that students will be distributed approximately equally between mornings and afternoons and between M, W, F and Tu, Th by semester.
3. Three-credit lecture classes within a given prefix, are to be scheduled so that 60% of the classes are offered on the M, W, F, sequence (see paragraph 1 above) and the remaining 40% are offered on the Tu, Th sequence (see paragraphs 5 and 6 below). **Note that prime time hours (from 9 am-2 pm) are at a premium which makes it more likely that we will not be able to accommodate your classroom preference.**
4. Departments adding upper-division (300-400 level) lecture courses and sections in addition to the total number taught each semester of the previous academic year must schedule them at the M, W, F 12:10, 3:10 or 4:10 blocks or at the Tu, Th 7:45-9:00 a.m. or 4:15-5:30 p.m time blocks.
5. Three-credit lecture courses may be scheduled for two 75 minute periods during one of the following blocks on Tu, Th only:

<u>Tu, Th</u>	<u>Tu, Th</u>
7:45-9:00 a.m.	1:25-2:40 p.m.
9:10-10:25 a.m.	2:50-4:05 p.m.
10:35-11:50 noon	4:15-5:30 p.m.
12:00-1:15 p.m.	

6. If open classrooms scheduled by the Registrar's Office are available, then three-credit courses may be scheduled for two 75-minute class periods as follows: M, W; M, F; or W, F from 7:45-9:00 a.m. or 3:45-5:00p.m.

If classrooms scheduled by departments are available, then three-credit graduate (500-level) courses scheduled in classrooms under departmental control may be scheduled for two 75-minute class periods on M, W; M, F; or W, F using the same time slots as listed in 4 above.

7. Four-credit lecture courses which meet four days a week are to be scheduled within each semester equally over the five following combinations:

M, Tu, W, Th M, Tu, W, F M, Tu, Th, F M, W, Th, F Tu, W, Th, F

8. Lower-division courses must be submitted with a specific time. Upper-division and graduate courses submitted with an arranged time must be scheduled by the department after registration without disruption of the students' schedules.
9. Departments with cross-listed courses must coordinate their time schedule listings of these courses. The department teaching the course will establish the credit, time and room. Both departments circle any cross-listed course on the time schedule material and indicate the participating department(s) directly below the printed course entry.

FIELD	CRSE	Title	SECTN	ENRLM	MEETING	BLDG	ROOM	CREDITS
ABBRN	NUM		NUM	LIMIT	TIME			
HIST	320	American Ag	1	57	M,W,F 2:10	TODD	422	3.0

10. If your department has conjoint listing at the 400 and 500 levels, both courses must be included in your time schedule material in numerical order. **Both courses must be scheduled in the same classroom, with the same meeting times.**
11. All approved graduate and undergraduate cooperative courses taught by the University of Idaho will be designated with the footnote "I" in the time schedule. Departments offering cooperative courses should verify the meeting time and place with the UI participating department and submit the UI meeting time, building and room on the time schedule material.

Example:

ⁱ Geol 590	Photogeology 1	60M 1.10	Min	131	3.0
ⁱ Geol 590	Photogeology 1	60Tu,Th 2.10-5	Min	131	0.0
12. **TOPICS COURSES.** A department has the option of changing the course title in a topics course to reflect the specific course content for any particular semester. *Only one title per semester, per course may be submitted.* Title changes must be submitted on a Minor Curricular Change Form with your time schedule material.
13. **Variable Credit.** Courses approved for variable credit may be scheduled as follows:
 - a. Approved for variable credit within semester. Credit may vary by student within a given course each semester. The course is listed in the time schedule with a "V" in the credit column. The student must consult the *Catalog* for the number of approved credits available.
 - b. Approved for variable credit between semesters. Credit may vary by course from one semester to the next. The department must indicate the specific amount of approved credit for each semester in the time schedule.
14. Use footnotes where applicable (see Footnote Key in the *Fall Time Schedule*).
15. All courses requiring special fees must be identified with the appropriate footnote (q). All special course fees must be approved by the Controller's Office before they can be listed in the time schedule and collected. Special Course Fees must be formally requested and approved by July 14, 2000 for spring semester 2001. (see *Business Policies and Procedures Manual, Finance 30.95.1*)
16. Instructor's last name (optional) may be typed in the right margin. ONLY ONE NAME will be listed for each section. Staff may not be listed.
17. New Schedule Line Numbers for each course and section will be assigned automatically by the Registrar's Office each semester and will appear in the printed time schedule. Schedule line numbers change each semester. Schedule line numbers for courses added AFTER the time schedule has been published are listed on the web at www.registrar.wsu.edu under *Time Schedule*.

COURSE ADVERTISING (PULLMAN)

All course advertising materials are to be routinely forwarded to the Registrar's Office for checking and must have clearance from the office prior to distribution on line.

Increasingly departments and programs advertise some or all of their course offerings prior to registration by circulating announcements across the campus. The general dissemination of such information should not often be necessary, since all courses appear in the online time schedules and, except for temporary courses, in the *Catalog* or its supplement online. All such announcements must be accurate in those numerous scheduling details that are of proper concern to the Registrar's Office. If they are not, they obviously fail to achieve an important part of their intended function, and what is more, create unnecessary confusion. (*Vice President-Academic 9/4/74; Senate Steering Committee 2/13/75*)