

INTRODUCTION

This manual is published for the benefit of chairpersons, deans, and departmental curriculum committees. It contains policies and procedures which govern the educational programs of Washington State University as approved by the Faculty Senate and, prior to 1971, the Resident Instructional Staff.

The educational objectives and responsibilities of WSU are based upon specific requirements and enabling provisions of state and federal statutes, and by action of the Board of Regents (see *Faculty Manual*). Policies and procedures related to graduate education are found in the *Graduate School Policies and Procedures Manual* and may be obtained from the Graduate School.

The Faculty Senate, serving as the legislative body of the faculty in all matters requiring faculty action or approval of curricular and education policies of Washington State University, makes recommendations to the President and the Board of Regents.

The Academic Affairs Committee (AAC) and the Graduate Studies Committee (GSC) assist the Senate in its review and appraisal of all academic matters 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
5. The academic calendar

(See <http://www.facsen.wsu.edu/committees/>)

It is the responsibility of the Higher Education Coordinating Board (HECB) to review, evaluate, and approve proposals to initiate programs of the public four-year institutions in the state of Washington.

The format for submitting such proposals to the HECB varies according to the definition of the proposal. (Refer to "Program and Facility Approval Policies and Procedures, September 2005. <http://www.hecb.wa.gov/autheval/dpr/dprindex.asp>).

Proposals to drop, add, or change those academic programs, policies, and regulations referred to above are normally initiated from the faculty and chair of a program or department through the cooperative efforts of deans or directors of their respective units. Such proposals are submitted to the Faculty Senate office for routing through AAC/GSC, and/or the appropriate subcommittee(s), for recommendation to the Senate.

Changes initiated from the Council of Deans, the Provost, or the President, should be submitted to the Senate Steering Committee. The Steering Committee would be responsible to see that the appropriate Senate committees investigate the proposal, giving deans, directors, chairs, faculty, and students an opportunity for timely and effective consideration and input. Except for the early coordination efforts of the Steering Committee, this procedure should follow the current routing procedures.

In rare cases where, due to special circumstances, the Steering Committee, together with the central administration, determines that review by the Senate, departments, etc. is deemed unnecessary or inadvisable, the Steering Committee must report to the Senate and inform the university community of the change being made.

In addition to the procedures outlined above, any member or group of members of the faculty or other interested person, may submit proposals for changes in the Academic Regulations to the Faculty Senate Office for consideration by the Academic Affairs Committee, e.g., those academic rules pertaining to the university in general--enrollment, registration--rather than to a specific unit.