

Western Oregon University

Division of Extended Programs

Guidelines for Proposing Courses, Seminars, Workshops, Institutes, and Other Special Programs

Please read the guidelines carefully before completing the proposal form.

1. Traditional courses offered in non-traditional modes

Courses with discreet WOU numbers offered in a mode outside the regular quarter scheduling (i.e., weekends, concentrated study over one or two weeks, etc.).

- Courses must meet the minimum requirement of 10 contact hours per credit.
- Course requirements must reflect that undergraduate students spend a minimum of two hours of outside preparation per contact hour.
- Course requirements must reflect that graduate students spend a minimum of three hours of outside preparation per contact hour.
- If the course is approved for both undergraduate and graduate students, the instructor must include a clear distinction between undergraduate and graduate course requirements and evaluation standards.
- If the contact hours are scheduled in a time-shortened format, the instructor must assign post-session readings, projects, papers, etc., to give all students time to meet the outside work requirement.

2. Seminars (407, 507, and 607 numbers)

Generally designed for research or advanced study by the student. Credit cannot be earned by completing only the required number of contact hours. To meet the requirements, additional time must be spent in relevant activities leading to papers, projects, or examinations that can be evaluated as part of the basis for credit.

- Seminars require a minimum of ten contact hours for each credit granted.
- Course requirements must reflect that undergraduate students spend a minimum of two hours of outside preparation per contact hour.
- Course requirements must reflect that graduate students spend a minimum of three hours of outside preparation per contact hour.
- Seminars may carry from one to nine credits, depending on the number of credits approved in the university catalog for the prefix chosen.
- Class numbering:

Undergraduate - Graduate	Course designation
Undergraduate	407
Both undergraduate and graduate	407/507 – Must be an approved slash course
Graduate-only	607

- If you choose a slash (407/507) course option, please verify with DEP that the selected prefix is approved as a slash course. There must be a clear distinction between undergraduate and graduate course requirements and evaluation standards.
- If the contact hours are scheduled in a time-shortened format, the instructor must assign post-session readings, projects, papers, etc. to give all students time to meet the outside work requirement.

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3. Workshops (408, 508, and 608 numbers)

Designed for all activity to take place during contact hours.

- For each credit granted there must be a minimum of 20 contact hours. Within the contact time, enrollees should demonstrate performance and achievement which will be individually evaluated as the basis for earning credit.
- Workshops may carry from one to nine credits, depending on the number of credits approved in the university catalog for the prefix chosen.
- Class numbering:

Undergraduate - Graduate	Course designation
Undergraduate	408
Both undergraduate and graduate	408/508 – Must be an approved slash course
Graduate-only	608

- If you choose a slash (408/508) course option, please verify with DEP that the selected prefix is approved as a slash course. There must be a clear distinction between undergraduate and graduate course requirements and evaluation standards.

4. Special Individual Studies (199, 299, 399, 499, 406, 506, and 606)

Designed to enable students to pursue extended study in an area of interest under the supervision of an approved instructor.

- A special individual study must reflect a minimum of 30 hours of work for one credit.
- Class numbering:

Undergraduate - Graduate	Course designation
Undergraduate - lower division	199 or 299
Undergraduate - upper division	399, 499 or 406
Both undergraduate and graduate	406/506 – Must be an approved slash course
Graduate-only	606

- If you choose a slash (406/506) course option, please verify with DEP that the selected prefix is approved as a slash course. There must be a clear distinction between undergraduate and graduate course requirements and evaluation standards.
- Special individual studies are to maintain standards of performance and achievement equivalent to other reading and conference or project offerings available at the university. Proposals for special individual studies must include the date by which the study will be completed.

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5. Grades

Undergraduates may take elective courses on an A-F or Pass/No Credit (P/NC) basis. When A-F, P/NC grading is optional, the passing level for undergraduates is equivalent to a grade of D or better.

Graduate students who wish to apply a course to their masters degree or certification programs must enroll for a letter grade (A-F). Because credit applied to graduate degrees is restricted to a B or better, there is no way to identify grade quality of a P/NC option.

The grading system consists of:

Passing marks:	A, A-, B+, B, B-, C+, C, C-, D and P (pass)
Failure:	F
Course dropped and/or withdrawal from school:	W
Incomplete: see below *	I
No-credit:	N
Audit:	AU
No basis for grade:	X

* A grade of 'I' may be assigned when the quality of work is satisfactory but an essential requirement of the course has not been completed for reasons acceptable to the instructor. To change an incomplete to a letter grade the student must complete the work within 12 months following the award of the 'I'. Special extension may be granted by petition, if approved by the instructor and the Registrar's Office, but for a period no longer than an additional 12 months. Beyond the maximum 24-month period the incomplete becomes permanent. At the discretion of the instructor the 'I' may be retained or it may be changed to a grade.

6. Faculty

The basic college rule in designating faculty to teach courses:

The instructor must have competency in a particular area of course concentration considerably beyond that which a student is expected to achieve.

Since academic competency is normally represented by academic degrees and completed course work, the basic rule is usually translated to mean a doctorate degree or its equivalent for instructors teaching graduate courses.

A general guideline:

Proposed instructors for non-traditional activities should be scrutinized with the same rigor as if they were to conduct the activity in the traditional college setting.

It is the responsibility of adjunct instructors under consideration to provide evidence of their qualifications to conduct an activity.

Course proposals must include a detailed vita and/or other supporting information for adjunct faculty. It is important that the vita include the instructor's preparation to teach the specific proposed course.

The approved instructor is responsible for all aspects of an activity; however, it is understood that other uniquely qualified individuals may participate as resource people.