

Secretary of the Faculty

36 Gerberding Hall
Box 351271
University of Washington
Seattle, Washington 98195-1271
(206) 685-2702
Fax: (206) 685-6976
E-mail: secfac@u.washington.edu

November 2, 2001

Richard L. McCormick, President
Office of the President
Box 351230

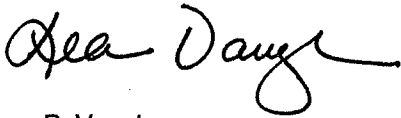
Subject: Class B Legislation: Volume Four, Part III, Chapter 2, Section 1, 7; Chapter 7, Section 1; Chapter 9, Section 3; Chapter 11, Section 1; Chapter 13, Section 3; Chapter 14, Sections 1, 2, 4; Chapter 15, Section 1, *Distance Learning*.

Dear President McCormick:

At the Faculty Senate meeting held Thursday October 25, 2001, the faculty voted to approve a Class B change in the *University Handbook*: Class B Legislation: Volume Four, Part III, Chapter 2, Section 1, 7; Chapter 7, Section 1; Chapter 9, Section 3; Chapter 11, Section 1; Chapter 13, Section 3; Chapter 14, Sections 1, 2, 4; Chapter 15, Section 1, *Distance Learning*. Enclosed is a copy of the proposed changes certified by the Senate chair.

Please note at the back of the enclosed copy your approval or disapproval of this legislation, and return it to us within 14 days (16 November 2001).

Sincerely,



Lea B. Vaughn
Secretary of the Faculty

Enc:

cc: Bradley Holt, Chair, Faculty Senate

CLASS B LEGISLATION

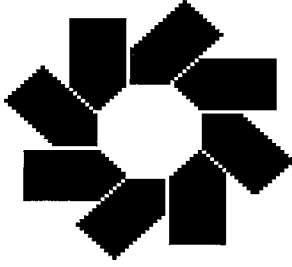
CERTIFIED AS APPROVED:

Bradley R. Holt
Bradley R. Holt, Chair
Faculty Senate

Richard L. McCormick
Richard L. McCormick
President

Date: 11/2/01

Date: 6 Nov 2001



University of Washington
FACULTY SENATE
Box 351271

Class B Bulletin No. 167

Mailed 16 November 2001

GENERAL LEGISLATIVE ACTION

Proposed Revision of Distance Learning
(*University Handbook*, Volume Four, Part III, Chapter 2, Section 1, 7; Chapter 7, Section 1; Chapter 9, Section 3; Chapter 11, Section 1; Chapter 13, Section 3; Chapter 14, Sections 1, 2, 4; Chapter 15, Section 1, *Distance Learning*).

At its meeting on 25 October 2001, the Faculty Senate approved legislation to revise the *University Handbook* (Volume Four, Part III, Chapter 2, Section 1, 7; Chapter 7, Section 1; Chapter 9, Section 3; Chapter 11, Section 1; Chapter 13, Section 3; Chapter 14, Sections 1, 2, 4; Chapter 15, Section 1, *Distance Learning*).

President McCormick has approved the proposed revision, and the faculty is now asked for its approval or disapproval. If you do not respond, we will assume you have approved the revision. To disapprove, and call for Senate reconsideration of the matter, **you must object in writing by 26 November 2001**. Write us at Box 351271, or email us at senate@u.washington.edu.

RATIONALE FOR THE LEGISLATION

This legislation is the result of a two year process of consultation and deliberation with all of the constituents likely to be affected. The goal of the legislation is to provide the same review process for distance-learning courses, degrees and programs as for regular courses, degrees and programs, and to assure that UW departments and campuses have full responsibility for the content and staffing of distance-learning courses. At the same time, it will assure that students receive equal academic credit for distance-learning and regular academic courses, and that all of the transcript and grading practices of the Handbook will be applied. Finally it will retain the present 45-credit campus residence requirement for the bachelor's degree but allow greater flexibility as to when those credits must be taken. (This latter proposal has no bearing on graduate degree programs because of a recent Graduate School decision to end all residence requirements.)

This legislation was passed by a nearly unanimous Senate and approved by the President.

**REMEMBER THE DEADLINE FOR WRITTEN OBJECTIONS IS MONDAY,
NOVEMBER 26, 2001!**

TASK FORCE ON DISTANCE LEARNING LEGISLATIVE PROPOSAL

History:

In Spring 2000, the Faculty Councils on Academic Standards and Educational Outreach agreed to form a joint task force to consider changes in UW policy toward distance-learning courses offered at the University of Washington. The effort followed the refusal of both councils to endorse recommendations of an ad hoc committee that would have ended all undergraduate residence requirements, ended transcript distinctions between distance and classroom courses, and included all distance-learning courses in undergraduate grade point averages.

The Task Force recommendations result from meetings that began in October, review of policies at peer institutions, and numerous responses from faculty offered in writing and in a public hearing. These proposals were further refined in discussion with administration and Faculty Senate leadership in spring and summer 2001.

The Current Policies:

1. Distance-learning versions of regular classroom-based undergraduate credit courses can be offered either directly by departments or through UW Educational Outreach. The normal administration and Faculty Senate channels do not review these distance-learning versions.

2. Distance-learning versions of regular undergraduate credit courses offered through UW Educational Outreach receive a "C" prefix and may be included in the 180 credits needed for a bachelor's degree, but the grades are not counted in the GPA. Not more than 90 C-prefix course credits can be applied toward a bachelor's degree and none can be applied to the final 45 credits in a degree. The final 45 credits must be taken in residence. (Exceptions to these requirements can be made by schools and departments.)

3. Departments are free to develop and use web-based instruction or other distance-learning methods in regular credit courses.

Explanation of Recommendations: Guiding principles behind the proposed legislation:

1. Provide the same review process for distance-learning courses (whether offered directly by academic units or through UW Educational Outreach) as for regular classroom courses to assure that all UW credit courses accomplish equivalent educational goals, regardless of mode of delivery.

2. Assure that UW departments have full responsibility for content and staffing of distance-learning courses, whether offered directly by the unit or through UW Educational Outreach.

3. Retain the present 45-credit campus residence requirement for bachelor's degree but allow greater flexibility as to when those credits must be taken, while limiting the ability of schools and colleges to waive the residence requirement. (These proposals will have no bearing on graduate degree programs because of a recent Graduate School decision to end all residence requirements.)

4. Assure that students receive equal academic credit and recognition for approved distance-learning courses, and that all transcript and grading practices specified in the Handbook be applied.

5. Assure that any proposed distance-learning degree or program must first be reviewed and then conducted on a provisional basis before consideration for permanent status.

Distance Learning
Class "B" Legislation

Volume Four, Part III,
Chapter 2, Sections 1 & 7; Chapter 7, Section 1; Chapter 9, Section 3;
Chapter 11, Section 1; Chapter 13, Section 3;
Chapter 14, Sections 1, 2, 4; Chapter 15, Section 1

<u>CURRENT LANGUAGE</u>	<u>PROPOSED LANGUAGE</u>
PART III SCHOLASTIC REGULATIONS	PART III SCHOLASTIC REGULATIONS
Chapter 2. REGISTRATION	Chapter 2. REGISTRATION
Section 1. Registration for Residence Courses A. Registration Required: No person, other than faculty members attending informally with the approval of the instructor, may attend a University course in which she or he has not been registered.	Section 1. Registration for Residence <u>and Distance Learning Credit Courses</u> A. Registration Required: No person, other than faculty members <u>attending participating</u> informally with the approval of the instructor, may <u>attend take part in</u> a University course in which she or he has not been registered.
Section 7. Registration for Independent Study by Correspondence Courses A. A student registered for work in residence who wishes to take course work through Independent Study by correspondence may register with Distance Learning at UW Extension. Enrollment in a Distance Learning course is valid for one year. The minimum time for completing any course is two months, although completion of a course in this amount of time is neither guaranteed nor encouraged.	Section 7. <u>Registration for Independent Study by Correspondence Courses Registration for Distance Learning Courses through UW Educational Outreach</u> A. A student registered for work in residence who wishes to take course work through Independent Study by correspondence may register with Distance Learning at UW Extension. Enrollment in a Distance Learning course is valid for one year. The minimum time for completing any course is two months, although completion of a course in this amount of time is neither guaranteed nor encouraged. <u>A matriculated student who wishes to take DL-suffix courses through UW Educational Outreach should consult with his or her academic advisor before registering.</u>
B. Requirements for registration: Students in residence should check with their academic advisers about prerequisites and program requirements before registering for Distance Learning courses. The UW Extension Academic Student Services provides advising for nonmatriculated students desiring guidance in selection of independent study by correspondence courses. <i>HB, 1946; S-B 91, with Presidential approval June 1963; AI May 1972; revised November 1978; revised May 1989.</i>	B. Requirements for registration: Students in residence should check with their academic advisers about prerequisites and program requirements before registering for Distance Learning courses. The UW Extension Academic Student Services provides advising for nonmatriculated students desiring guidance in selection of independent study by correspondence courses. <u>UW Educational Outreach provides advising for nonmatriculated students desiring guidance in selection of courses.</u> <i>HB, 1946; S-B 91, with Presidential approval June 1963; AI May 1972; revised November 1978; revised May 1989.</i>

<u>CURRENT LANGUAGE</u>	<u>PROPOSED LANGUAGE</u>
<p>Chapter 7 ACADEMIC PROBATION AND DISMISSAL FOR LOW SCHOLARSHIP</p>	<p>Chapter 7 ACADEMIC PROBATION AND DISMISSAL FOR LOW SCHOLARSHIP</p>
<p>Section 1. Cumulative Grade-Point Average Cumulative grade-point average includes only credits granted for courses taken in residence at the University of Washington and specifically excludes transfer and extension credits and credits earned by examination.</p>	<p>Section 1. Cumulative Grade-Point Average Cumulative grade-point average includes <u>only both</u> credits granted for courses taken in residence at the University of Washington <u>and DL-suffix courses.</u> This and specifically excludes transfer and extension credits, and credits earned by examination.</p>
<p>Chapter 9 CONTINUING EDUCATION</p>	<p>Chapter 9 CONTINUING EDUCATION</p>
<p>Section 3. Credit Programs</p>	<p>Section 3. Credit Programs</p>
<p>A - C.</p>	<p>A-C. <i>No Change</i></p>
<p>D. UW Extension, through its Distance Learning Program, also offers University Credit courses as independent study by correspondence.</p>	<p>D. UW Extension <u>Educational Outreach (UWEO)</u>, through its Distance Learning Program, also offers <u>DL-suffix</u> University credit courses as independent study by correspondence to matriculated and nonmatriculated students, without regard to their relative proportions. <u>After June 2005, UWEO may only offer University credit courses in distance-learning format that have been designated as DL-suffix courses.</u> <u>The provisions of subsections D.1. through D.6. shall continue to apply to non-DL-suffix distance-learning courses offered through June 2005 by UWEO, but are superceded by other code provisions in application to DL-suffix courses.</u></p>
<p>1. Distance Learning courses are available to matriculated and nonmatriculated students.</p>	<p><i>No Change</i></p>
<p>2. Distance Learning offers credit courses which are a part of the University of Washington's current curriculum. The courses are listed in the Distance Learning Catalog.</p>	<p><i>No Change</i></p>
<p>3. Students may apply a maximum of 90 credits of Distance Learning coursework towards the credit requirements for graduation. In general, correspondence credit may not be applied to the senior year since the final 45 credits for a degree must be completed by a student who is both matriculated and in residence. Some University of Washington schools and colleges allow certain exceptions.</p>	<p>3. Students may apply a maximum of 90 credits of Distance Learning coursework towards the credit requirements for graduation. In general, correspondence credit may not be applied to the senior year since the final 45 credits for a degree must be completed by a student who is both matriculated and in residence. Some University of Washington schools and colleges allow certain exceptions.</p>

<u>CURRENT LANGUAGE</u>	<u>PROPOSED LANGUAGE</u>
<p>Petitions will be granted by the Registrar if approved by the instructor of the course involved. Petitions must be received by the Registrar's Office prior to the end of the quarter in which the I grade will convert to a failure.</p> <p>c. In no case shall an Incomplete on the record at the time a degree is granted be subsequently changed to any other grade.</p> <p>d. The grade I shall count neither for registered hours nor in computation of grade-point averages.</p>	<p style="text-align: center;"><i>No Change</i></p>
<p style="text-align: center;"><i>New section</i></p>	<p><u>e. For DL-suffix courses that do not follow the quarter schedule, an Incomplete shall be given only when the student has done satisfactory work to within two weeks of the maximum term for completion of the course, as specified at the time of registration. In order to obtain credit for the course, a student must convert an Incomplete into a passing grade by the end of the quarter following the one in which the Incomplete was given. All other provisions and deadlines of subsections a. – d. shall also apply.</u></p>
<p>4.</p>	<p>4. no change</p>
<p>5. The grade W will be assigned to any course dropped after the fourteenth calendar day of the quarter through the seventh week, to be followed by a number representing the week in which the course was dropped.</p> <p>a. The Office of the Registrar will assign a grade of W to any course in which a student is enrolled when a University withdrawal is filed after the fourteenth calendar day of the quarter.</p> <p>b. Proportional schedules will be published in the Time Schedule for Summer Quarter a and b terms.</p> <p>c. The grades of W and HW are not computed in the grade-point average.</p> <p>d. Students unofficially dropping a course will receive a grade of 0.0.</p>	<p>5.</p> <p style="text-align: center;"><i>No Change</i></p> <p style="text-align: center;"><i>No Change</i></p>
<p style="text-align: center;"><i>New Section</i></p>	<p><u>e. For DL-suffix courses that do not follow the quarter schedule, the grade W shall be assigned to any course dropped after the fourteenth calendar day after the start of the course and more than two weeks before the end of the maximum term for completion of the course, as specified at the time of registration. The date of withdrawal shall be noted on the transcript. The provisions of subsections c. and d. shall also apply.</u></p>

<u>CURRENT LANGUAGE</u>	<u>PROPOSED LANGUAGE</u>
<p>Chapter 13 WITHDRAWALS</p>	<p>Chapter 13 WITHDRAWALS</p>
<p>Section 3. Dropping a Course</p> <p>A. A drop from a course is voluntary severance by the student of his or her connection with the course. To be official it must be made under the following conditions:</p> <p>1. Courses may be dropped for any reason through the 14th calendar day after the start of the quarter. In some cases, departmental clearance will be required. There will be no transcript entry for courses dropped by the 14th calendar day of the quarter.</p> <p>2. A student may drop a maximum of one course each academic year (defined as September through August) after the 14th calendar day of the quarter. This drop is available through the seventh week of the quarter. A grade of W followed by a number indicating the week in which the drop occurred will be recorded for the dropped course. Unused drops do not accumulate from year to year.</p> <p>3. Hardship Withdrawal. After the 14th calendar day, a student may petition the Registrar's Office in writing to drop a course. The Registrar will grant such a petition if in his or her judgment the student is unable to complete the course in question because of physical and/or mental debilitation or unusual and extenuating circumstances, beyond the student's control, which have arisen after the 14th calendar day of the quarter. Petitions must be filed with the Registrar's office promptly after the occurrence of the event that gave rise to the need for dropping. Approved drops will be entered on the transcript with a grade of HW.</p> <p>4. A student may drop all courses through the last day of classes by withdrawing from the University for that quarter.</p> <p>B. Drops from a course not officially transacted with the Registrar's Office are not official, and result in a grade of 0.0 (E) for the course.</p> <p>C. Proportional drop schedules will be publicized in the Time Schedule for Summer Quarter a and b terms.</p>	<p>Section 3. Dropping a Course</p> <p style="text-align: center;"><i>No Change</i></p> <p style="text-align: center;"><i>No Change</i></p> <p style="text-align: center;"><i>No Change</i></p>

<u>CURRENT LANGUAGE</u>	<u>PROPOSED LANGUAGE</u>
D. Drops from a course accomplished by any other method are not official, and result in the grade of 0.0 (E) for the course.	<i>No Change</i>
<i>New Section</i>	E. <u>For DL-suffix courses that do not follow the quarter schedule, the drop deadline is the 14th day after the official start of the course. A DL-suffix course may be used for the once-yearly drop described in part A, but not within two weeks of the end of the maximum term for completion of the course, as specified at the time of registration. All other provisions of parts A. – D. apply.</u>
Chapter 14 DEGREES, GRADUATION AND COMMENCEMENT	Chapter 14 DEGREES, GRADUATION AND COMMENCEMENT
Section 1. Depth Requirements	Section 1. Depth Requirements
A.	<i>No Change</i>
B. Final Year Residence: To be recommended for a first or subsequent Bachelor's degree, a student must complete his or her final year of course work (at least 45 credits) as a matriculated student in residence at the University of Washington campus where the degree is to be earned. Exceptions to this rule are the responsibility of.	B. Final Year Residence <u>Requirement</u> : To be recommended for a first or subsequent Bachelor's degree, a student must complete his or her final year of course work (at least 45 credits) <u>45 of his or her final 60 credits</u> as a matriculated student in residence at the University of Washington campus where the degree is to be earned. Exceptions to this rule are <u>as follows</u> : 1. <u>Of the 45 non-DL-suffix resident credits required for a UW undergraduate degree, no more than 10 credits may be waived by the dean of the college or school awarding the degree and only for an individual student.</u> 2. <u>A unit desiring to develop a provisional undergraduate distance-learning degree may petition the college, Faculty Council of Academic Standards, and university curriculum committees for a waiver of the 45-credit residence requirement and/or the 90-credit DL-suffix course limit. Such petitions should identify the reasons why the offering needs to waive the requirement, based on audience, access, or unit academic mission, describe the relationship of the new program to existing degrees, justify the methods of content delivery, and describe the goals and oversight needed to meet institutional standards. If the petition is approved, the degree may be implemented with a repetition of the abovementioned review required in the sixth year for continuance.</u>
<i>S-B 105, March 1969; S-B 151, January 21, 1991: both with Presidential approval</i>	<i>S-B 105, March 1969; S-B 151, January 21, 1991: both with Presidential approval</i>

<u>CURRENT LANGUAGE</u>	<u>PROPOSED LANGUAGE</u>
<p>Section 2. Requirements for the Bachelor's Degree</p> <p>A. Required Grade Point. To be eligible for the bachelor's degree, an undergraduate student must achieve a minimum cumulative grade-point average of 2.00 for all work done in residence at the University. Only resident credits will be used to compute the graduation grade-point average.</p> <p><i>S-B 113, April 1971: with Presidential approval</i></p>	<p>Section 2. Requirements for the Bachelor's Degree</p> <p>A. Required Grade Point. To be eligible for the bachelor's degree, an undergraduate student must achieve a minimum cumulative grade-point average of 2.00 for all work done in residence at the University. Only resident credits <u>and credits from DL-suffix courses</u> will be used to compute the graduation grade-point average.</p> <p><i>S-B 113, April 1971: with Presidential approval</i></p>
B-H.	B-H. <i>No Change</i>
<p>I. Degrees with Minor: Departments, schools and colleges are authorized to provide a course of study leading to an undergraduate academic minor. Requirements are within the purview of the department, school or college. The minor shall consist of not less than 25 credits. Interdisciplinary minors are encouraged. Courses taken to fulfill the minor may also apply as appropriate to the general education, writing and reasoning requirements. Completion of the minor will appear on the permanent record.</p>	<p>I. Degrees with Minor: Departments, schools and colleges are authorized to provide a course of study leading to an undergraduate academic minor. Requirements are within the purview of the department, school or college.</p> <p>1. The minor shall consist of not less than 25 credits. Interdisciplinary minors are encouraged. Courses taken to fulfill the minor may also apply as appropriate to the general education, writing and reasoning requirements. Completion of the minor will appear on the permanent record.</p>
<i>New Section</i>	<p>2. <u>Distance-learning minors (whether entirely new, or a distance-learning version of an existing minor) must be approved by the same process as non-distance-learning minors or programs. Modes of content delivery must be described and approved at all levels, including unit, college, Faculty Council on Academic Standards, and university.</u></p>
J.	J. <i>No Change</i>
<i>New Section</i>	<p><u>K. DL-suffix course credits: Students may apply a maximum of 90 credits of DL-suffix coursework towards the credit requirements for graduation.</u></p>
Section 4. A Second Bachelor's Degree	Section 4. A Second Bachelor's Degree
<p>A. A second bachelor's degree may be granted, but there shall be required for this degree a minimum of 45 additional credits in residence (exceptions to the residency rule are the responsibility of the college or school awarding the degree), and the minimum number of additional grade points shall be 90.</p> <p><i>S-B 105, March 1969: with Presidential approval</i></p>	<p>A. A second bachelor's degree may be granted, but there shall be required for this degree a minimum of 45 additional credits in residence (exceptions to the residency rule are the responsibility of the college or school awarding the degree), and the minimum number of additional grade points shall be 90.</p> <p><i>S-B 105, March 1969: with Presidential approval</i></p>

<u>CURRENT LANGUAGE</u>	<u>PROPOSED LANGUAGE</u>
B.	B. <i>No Change</i>
Chapter 15 COURSES	Chapter 15 COURSES
Section 1. Course-Numbering System University courses shall be numbered as follows:	Section 1. Course-Numbering System University courses shall be numbered as follows:
1. – 8.	1. - 8. <i>No Change</i>
9. <i>c</i> (suffix): For courses given by correspondence.	9. <i>c</i> (suffix): For courses given by correspondence. <u>DL (suffix) For distance learning courses offered either by UW Educational Outreach or UW academic units that meet the following conditions:</u>
<p style="text-align: center;"><i>New Section</i></p> <p style="text-align: center;"><i>New Section</i></p> <p style="text-align: center;"><i>New Section</i></p> <p style="text-align: center;"><i>New Section</i></p>	<p><u>a. The course has been reviewed by the faculty of the proposing unit and by the regular administration and Faculty Senate processes.</u></p> <p><u>b. The reviews must include consideration of specific means of content delivery and time allowed for completion.</u></p> <p><u>c. The course must have the same prerequisites and the same educational outcomes as the same-numbered regular course.</u></p> <p><u>d. All students (matriculated and non-matriculated) must meet all course prerequisites with exceptions requiring approval by the instructor.</u></p> <p><u>e. Instructors must be approved by faculty of the proposing unit and must be given UW instructional titles.</u></p> <p><u>f. Starting and completion dates will be shown on the transcript for DL-suffix courses that do not conform to a quarter schedule.</u></p> <p><u>g. Otherwise DL-suffix courses will be transcribed following the grading practices for classroom credit courses specified in Volume Four, Part III, Chapter 11, Section 1 of the <i>University Handbook</i>.</u></p> <p><u>h. Academic units must accept all versions of the same-numbered courses as equivalent for fulfillment of specific program requirements. However, a unit may set a minimum number of regular credits taken in residence and a maximum number of DL credits that may be applied towards the unit's degree.</u></p>

<u>CURRENT LANGUAGE</u>	<u>PROPOSED LANGUAGE</u>
<p style="text-align: center;"><i>New Section</i></p>	<p>i. <u>In addition to the initial review, DL-suffix courses must be reviewed in the third year by the appropriate curriculum review committees of the school or college.</u></p> <p>j. <u>UW Educational Outreach will provide colleges and offering units grade distributions, student evaluations, and characteristics of enrolled students on a regular basis for DL-suffix courses offered through UWEO.</u></p> <p>k. <u>DL-suffix courses not offered on the quarter calendar must specify a maximum term (not to exceed 6 months) for the student to complete the coursework.</u></p>
<p>10-13</p>	<p>10-13. <i>No Change</i></p>

