



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Office of Academic Affairs and Research
Office of the Dean
University Programs

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Procedure for Proposing an “S” or “W” Designation

1. Faculty prepare a course for the designation “S” or “W” in collaboration with the Service Learning or TCAC committee. Approval of the designation “S” or “W” is given by the committee, contingent on the approval of the home department.
2. Prepare the curriculum form, indicating the specific change and the justification.
3. The form/request begins at the home department level, and then goes to the home college.
4. The colleges forward the curriculum form to CAA, Gen Ed, and Teacher Ed, as applicable.
5. After approved by CAA, proposals will follow the standard routing and approval as applicable.

