

**Western Michigan University
Faculty Senate
Memorandum of Action**

MOA – 26/09

Name of Council/Committee:

Undergraduate Studies Council

Approval Date:

14 April 2026

Implementation Date:

Upon Administrative Approval

RECOMMENDATION:

Bret J Wagner

[Bret J Wagner \(Jun 4, 2026 10:39:31 EDT\)](#)

Jun 4, 2026

Bret Wagner, Chair, Undergraduate Studies Council

Date

☐ Approve ☐ Disapprove ☐ Other Action

Comments:

Amy Naugle

Jun 4, 2026

Amy Naugle,

WMU Faculty Senate President

Date

☐ Approve ☐ Disapprove ☐ Other Action

Comments:

Q. C. Cheatham

Jun 4, 2026

Christopher Cheatham, Interim Provost and Vice President for Academic Affairs

Date

☐ Approve ☐ Disapprove ☐ Other Action

Comments:

Russ Kavalhuna

[Russ Kavalhuna \(Jun 9, 2026 10:17:34 EDT\)](#)

Jun 9, 2026

Russ Kavalhuna,

WMU President

Date

**Western Michigan University
Faculty Senate
Memorandum of Action**

MOA – 26/09

**Revision of Service-Learning Course Approval Procedures
(supersedes MOA 18/09)**

RECOMMENDATION

The Undergraduate Studies Council recommends revision of a formal procedure for approving service-learning courses, including a Course Designation Request Form (Appendix A).

RATIONALE:

This revision of MOA 18/09 is needed to reflect changes in Western Michigan University institutional structure which now includes Service Learning under the category of Experiential Learning along with Experience-Driven Learning and Study Abroad programs (see MOA 25/03). The goal of the revision is to clarify the role of the Office of Service Learning which will vet course approval requests before forwarding them to the Experiential Learning Subcommittee of the Undergraduate Studies Council for approval.

RESPONSIBLE OFFICE(S) AND ENFORCEMENT OFFICIAL(S):

What office is in charge of monitoring, enforcing, and revising this policy/document? Who within that office will be performing those functions? Include the title(s) of those responsible with a description of the individuals' responsibilities,

STAKEHOLDERS

Identify University group(s) this policy/document is most likely to impact, and explain how and/or why they will be impacted.

HISTORY:

- a) Effective date of current version:
- b) Date first adopted:
- c) Revision history:
- d) Proposed date of next review: spring 2029

CURRENT POLICY MODIFICATION (additions in bold and deletions with strikethrough):

Insert current policy language and note additions in bold and deletions with strikethrough.

ACTION

Implementation of the following procedures and acceptance of the Course Designation Request Form (Appendix A).

PROCEDURES

The procedures are as follows:

- A faculty member who is teaching a service learning course will complete a Course Designation Request Form (Appendix A) and forward the form along with the course syllabus to his/her department chair. The form was designed to ensure the course meets the Faculty Senate-approved criteria for service learning (January 2015).
- The department chair will review and submit the designation request form and syllabus to the **Office of Service Learning**. ~~Undergraduate Studies Council's Service Learning Course Approval Subcommittee.~~

- ~~The request form must be completed and submitted to the Service Learning Course Approval Subcommittee at least two months prior to curriculum submissions deadlines.~~
- ~~The Service Learning Course Approval Subcommittee will meet monthly during fall and spring semesters, as needed, to review and approve courses.~~
- If the syllabus meets all service learning minimum criteria, the **Office of Service Learning** ~~Service Learning Course Approval Subcommittee~~ **will forward it to the Experiential Learning Subcommittee for approval.** ~~approve the course for a service learning course designation and notify the Office of Service Learning.~~
- **If approved**, the Office of Service Learning will notify the Registrar's Office, department chair, and the faculty member who submitted the course approval request that the course was approved.
- The Registrar's Office will add a service learning attribute, designating the course in Banner and in the Undergraduate Catalog (MOA-18/10: Creation of Service learning Course Identification Procedure).
- For all subsequent semesters during which the course is taught with a service learning component, ~~the faculty member teaching the course~~ **the Office of Service Learning** will notify the Registrar's Office prior to curriculum submissions via email. **The department teaching the course will notify the Registrar's Office using the Section Change Form.** (form attached)
 - The Registrar's Office will add the service learning attribute upon notification on a semester-by-semester basis.
 - Because the Registrar's Office will be notified each semester the course is taught, removal of the attribute is not a concern except in the case of a late faculty change.
- If the ~~Service Learning Course Approval Subcommittee~~ **Experiential Learning Subcommittee** does not approve the course, the committee will provide recommendations and **the Office of Service Learning** will assist faculty to apply appropriate changes in order to meet minimum criteria.
 - The faculty member and chair may resubmit the request form an unlimited number of times to the **Office of Service Learning** ~~Service Learning Course Approval Subcommittee~~ for approval.
- All courses that receive the service learning designation must be resubmitted and reapproved every five years through the established procedures.

DEFINITIONS/GLOSSARY

Official service learning definition and course criteria, adopted by WMU Faculty Senate, January 2015:

Service learning, while enrolled at Western Michigan University, is a mutually beneficial endeavor in which course learning objectives are met by addressing community-identified needs – putting academics into practice. The criteria for the service learning course designation are as follows:

- Service project must enhance understanding of course learning objectives
- Students provide at least 15 hours of service during the semester. Project-based learning is determined by completion of project goals rather than hours. (*Hours must be logged*)
- Must include critical reflection of student's experiences
- Projects must serve a community-identified need
- Only course in which service learning is required for all students will receive the service learning designation
- To receive the designation, the course must include the service learning requirement every time it is taught

Additionally:

- Provide students with opportunities to be a part of the solution to challenges identified by our community partners
- Empower community members, students, and faculty to create change
- Must include a reciprocal partnership among community partners, students, and professors/instructors/staff.

- Projects must be arranged by university faculty or staff.

Appendix A

**Western Michigan University
Faculty Senate
Undergraduate Studies Council
Service Learning Course Approval Subcommittee**

COURSE DESIGNATION REQUEST FORM

Instructor: _____ Department: _____

Course Name: _____ Course Number: _____

1. Is service learning required for all students enrolled in the course? ☐ Required ☐ Optional

NOTE: To receive course designation, all students must participate.

2. Course objectives: _____

3. Project vision: _____

4. How many hours will students be required to serve? _____

5. How many community partners do you envision working with each semester? _____

6. Do you have a community partner(s) in mind? _____

7. What reflection method do you envision utilizing? _____

8. Were you approached by the community to provide a service? ☐ Yes ☐ No

If not, how was the community need identified? _____

APPROVAL SIGNATURES

Faculty, department	Date
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Approve	Disapprove	Other Action
Comments:		

Department chair	Date
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Approve	Disapprove	Other Action
Comments:		

Chair, Service Learning Course Approval Subcommittee	Date
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