

Summary of Academic Policies

Further detail about many of these policies may be found in the appendix of this document in the Academic Regulations section.

Registration

Instructions for registration are available at <http://registrar.wsu.edu/>. Detailed policies are included in the academic regulations, Rules 47-69.

Students may add course enrollments through the fifth day of the semester. After the fifth day of the semester, students may add course enrollments only with the permission of the instructor.

Students may drop courses without record up to the end of the 30th day of the semester, or according to a prorated schedule for shorter academic terms.

Undergraduate or professional students may withdraw from individual courses after the 30th day of the regular term up through the end of the 13th week, with provisions (see Rule 68). Graduate students who wish to request a course withdrawal after the 30th day must do so through the Graduate School.

Students who wish to withdraw from the institution and disenroll from all of their classes initiate the cancellation online through the Registrar's Office website, cancel.wsu.edu.

Class Attendance

Students who have not attended class and laboratory meetings during the first week of the semester may be dropped from the course by the department. (Students should not assume that they have been dropped without verification from the department or Registrar's Office). Students having extenuating circumstances which prevent their attendance during the first week should notify the Office of Student Affairs. Student Affairs will notify instructors of the absence and the reason for it. Valid reasons for missing classes do not relieve the student of making up the work missed. See Appendix, Rules 71-73.

Enrollment Limit

The average semester credit load for undergraduate students is 15 or 16 credit hours. Students are not normally advised to enroll for more than 18 credit hours. When warranted, students may enroll for credits in excess of this limit. Students will not be allowed to enroll for 23 or more hours (10 hours for summer session) without written overload approval from their major department chair or Academic Success and Career Center advisor. (See Tuition and Fees for additional credit hour charge over 18 hours.)

CougarCard

The CougarCard is the official WSU photo ID card. New students receive their CougarCard during New Student Orientation. The CougarCard is required for library privileges, obtaining and cashing checks, riding Pullman Transit and commuter buses, entry to the Student Recreation Center, access to WSU athletic events with a valid sports pass, and admission to many other University events and activities. Additional uses include Cougar CASH accounts, University dining accounts and access to certain campus buildings and offices.

Credit

Washington State University operates on the semester calendar. Each semester is 15 weeks long, plus one week of final examinations. Academic credit is a measure of the total minimum time commitment required of a typical student in a specific course.

For the WSU semester system one semester credit is assigned for a minimum of 45 hours. The expected time commitment may include: 1) time spent in scheduled course activities organized by an instructor (lectures, discussions, workbooks, videotapes, laboratories, studios, fieldwork, etc.); 2) time spent in group activities related to course requirements; and 3) time spent in reading, studying, problem solving, writing, and other preparations for the course.

The minimum in-class time commitment, based on a 15-week semester and a traditional format, should follow these guidelines: 1) lecture—1 hour of lecture per week for each credit hour; 2) laboratory—3 hours of laboratory per week for each credit hour; 3) studio—2 hours of studio work per week for each credit hour; 4) ensemble—4 hours of ensemble work per week for each credit hour. The minimum time commitment for independent study is 3 hours of work per

week for each credit hour. Courses taught in different time frames than the 15-week semester or in a different format need to define how the time commitment leads to the achievement of stated course goals. The proportion of time in each course assigned to lecture, studio, laboratory, or ensemble is recommended by the faculty of the department offering the course. Achievement of course goals may require more than the minimum time commitment.

As part of the initial approval process for new courses, the Catalog Subcommittee reviews course syllabi for adherence to credit and minimum time commitments. For ongoing adherence to credit and minimum time commitments, colleges review the schedule of classes each term to check a judgment sample of scheduled courses.

The term "semester hour" corresponds with "credit," "hour," or "credit hour" in this catalog. See Appendix, Rules 27-30, 33, 34, 121, 123.

Credit Hour Requirements for Full-time Enrollment

The normal load for an undergraduate student is 15 or 16 credit hours per semester. Twelve credit hours per semester is considered a full load for undergraduate students. Ten credit hours is considered a full load for graduate students. (Six hours in summer session is full time for undergraduates; five hours for graduate students.) Part-time students do not share in certain student body privileges such as participation in recognized activities, WSU Health and Wellness Services, and student publications.

Graduate students on half-time teaching or research assistantships are expected to carry 10-12 credits per semester (3-6 in the eight-week summer session). The Graduate School Policies and Procedures Manual explains in detail the requirements for graduate students on appointment or taking examinations at <http://gradschool.wsu.edu/chapter-five-b/>.

Tuition and Fees: Based on credit hour enrollment. See Tuition and Fee information at <http://studacct.wsu.edu/tuitionfees.html>.

Financial Aid: For financial aid purposes, full-time enrollment for an undergraduate student is 12 credit hours and half-time enrollment is considered to be 6-11 credit hours. For graduate students, full-time enrollment is 10 credit hours and half-time enrollment is considered to be 5-9 credit hours. Students planning to enroll less than full-time should contact the Financial Aid Office. In order to maintain financial aid eligibility, students must meet Satisfactory Academic Progress (SAP) requirements for credit hour completion and cumulative grade point average (GPA). The complete SAP policy regarding credit hour completion, GPA, and degree completion time frame is available at <http://finaid.wsu.edu/>.

Loan Deferments: Deferments on Perkins Loans and Federal Family Education Loans require at least half-time enrollment (6 credit hours) for undergraduate and graduate students. Five credit hours constitute half-time enrollment for a graduate student on a half-time assistantship.

Federal Family Education Loans deferments, after a break in enrollment, require full-time enrollment (12 credit hours for undergraduates; 10 for graduate students). For this purpose, ten credit hours constitute full-time for a graduate student on half-time assistantship.

Student Government: In order to be qualified for election and tenure as a student member of the ASWSU Senate, a candidate shall be a full-fee-paying student and must be and remain in good academic standing.

Veterans Benefits: For veterans benefits, full-time enrollment for a semester for an undergraduate student is 12 hours, three-quarter-time is 9-11 hours, half-time is 6-8 hours, less than half-time is 4-5 credits, and quarter-time is 1-3 credits. For graduate students, full-time enrollment for a semester is 10 hours, three-quarter-time is 7-9 hours, half-time is 5-6 hours, less than half-time is 3-4 credits, and quarter-time is 1-2 credits. Full time enrollment for summer session for undergraduate students and graduate students is based on the number of credits taken and the length of the class. Detailed information on training time eligibility can be obtained from the WSU Veterans Affairs Office.

International Students Holding F-1 and J-1 Visas: The Immigration and Naturalization Service requires that nonimmigrant F-1 and J-1 students be enrolled in a full course of study for the entire semester. (Twelve semester hours for undergraduate students and 10 semester hours for graduate students per semester excluding summer session is considered full-time.) Additional information on these requirements may be obtained from International Programs/International Students and Scholars, Bryan 108, 509-335-4508.

Auditing

No University credit will be allowed for auditing courses. To visit a class more than three times requires official approval and written permission of the instructor is required. An audit fee is charged for other than regularly enrolled full-fee-paying students. See Appendix, Rules 20, 21.

Cancellation of Enrollment

Students wishing to cancel their enrollment must do so during the first five days of the semester to avoid further financial obligation. Cancellation of enrollment (withdrawal from the University) is initiated through the Registrar's Office. See Appendix, Rule 70.

Classification of Students

Undergraduate students who have completed less than 30 semester credits are classified as first-year students, 30-59 1/2 semester credits as sophomores, 60-89 1/2 semester credits as juniors, and 90 and above as seniors.

Post-baccalaureate students are those who have received the baccalaureate degree but have not been admitted to the Graduate School. Sometimes called post-graduates, these students include those completing requirements for a second baccalaureate degree, those taking courses for personal enrichment, and those working toward teacher certification.

Graduate degree students are those admitted to a graduate program in a degree classification on the basis of a specific application to the Graduate School. See Appendix, Rule 25.

Numbering System of Courses

Lower-division

Courses numbered 100-199 inclusive are normally taken by first-year students.

Courses numbered 200-299 inclusive are normally taken by sophomores.

Upper-division

Courses numbered 300-399 inclusive are normally taken by juniors and seniors.

Courses numbered 400-499 inclusive are normally taken by juniors and seniors. These courses may be included in graduate programs provided they are published in the Graduate Study Bulletin and provided they are not specific requirements in preparation for graduate study.

Graduate

Courses numbered 500-599 inclusive are primarily for graduate students.

Qualified seniors may take these courses for graduate credit during their last year or summer session. Other qualified seniors may take these courses for undergraduate credit with permission of their department chair.

Courses numbered 600-800 have as a prerequisite regular student status in the Graduate School.

Professional

Courses numbered 500-800 and designated with a P following the course number are professional courses.

Course Prerequisites

When applicable, prerequisites are listed in this catalog with the specific course prefix and number, preceded by the words: "Course Prerequisite:". Prerequisites may be levels of competence, or courses which a student must have completed, or the standing a student must have achieved before enrolling for a specific course. For example, Calculus II (MATH 172) requires a prereq of Calculus I (MATH 171) with a C or better, meaning that the student may not enroll for MATH 172 until successfully completing MATH 171. Prereqs may also be as general as two semesters of biology or concurrent enrollment. Prereqs may include a level of expertise or a specified major, e.g., students may not enroll in Spanish 310 without first being fluent in Spanish, or students may not enroll in an advanced seminar before achieving senior standing in the major. Recommended prerequisites are listed as well at the end of the course description, preceded by "Recommended preparation".

Questions concerning prerequisites should be referred to the instructor of the course. Students who have not met all prerequisites may be excluded from the course, or the instructor may waive prerequisites based on demonstrated competence or equivalent academic experience.

Field Trip Guidelines

For classes or other instances in which students are expected to participate in field trips, this expectation should be included in the catalog and/or course syllabus. For classes, the reference to the field trip listed in the course syllabus should include any required fees, how travel would be accomplished, alternatives (if any), and the consequences of not participating in the required field trip.

The University's liability coverage is provided by Chapter 4.92 of the Revised Code of Washington (RCW).

University faculty and staff who require and/or oversee official travel by students are responsible for following the Business Policies and Procedures Manual on Student Travel, http://public.wsu.edu/~forms/HTML/BPPM/95_Travel/95.13_Student_Travel.htm.

Certification of a Major

An undergraduate may certify in an academic major upon completion of 24 semester hours and a minimum 2.0 GPA with the approval of the department chair/representative and notification to the Academic Success and Career Center.

A student who has completed 60 semester hours should be certified in a major. The student initiates the certification procedures within the department by completing an application for certification and/or other appropriate paperwork as determined by the department. An academic advisor or department representative can assist in guiding a student through this process. Certified majors who wish to transfer to another academic major do so by informing their assigned academic advisor as well as the academic advisor of their new major.

Students who satisfy the minimum University requirements plus any departmental core requirements with the appropriate minimum cumulative GPA are qualified for certification except in those departments whose majors are impacted or whose certification requirements are higher. Consult the departmental section of this catalog for specific departmental requirements.

SPECIAL NOTE ON UNDERGRADUATE CERTIFICATION: Since academic departments may establish additional requirements for those seeking admission to specific programs, students are reminded that admission to Washington State University does not ensure acceptance into any department or program as a certified major and degree candidate. Several academic programs are unable to accept all qualified students. In these situations, and others which may arise in the future, the most highly qualified students will be selected up to the enrollment limits in the specific program.

Departments and programs designated as impacted or those units directed to raise certification standards by external or certifying agencies may require more than the minimum 24 hours for certification and a GPA higher than the minimum 2.0. Academic units may also require completion of one or more specific courses prior to certification. Units must include in their certification requirements a mechanism whereby qualified transfer students can be certified upon initial enrollment. These requirements for immediate certification may include standards more rigorous than the minimum requirements, but prior enrollment per se at WSU cannot be a condition for certification of transfer students. See Appendix, Rule 53 - 56.

Minor, Second Major, or Second Baccalaureate Degree

An undergraduate minor or additional major is a supplemental academic award that is awarded at the same time that a student's primary major is completed and the undergraduate degree is conferred. Once requirements for the minor or additional major are met and the student's first undergraduate degree has been conferred and posted to the transcript, the transcript will be updated to show these additional academic awards.

An undergraduate student who has completed 60 semester hours and is certified in a primary major may certify in a minor with the approval of the offering department. A minor requires a minimum of 16 semester hours, 9 of which must be in upper-division course work and taken in residence at WSU or through WSU-approved education abroad or educational exchange courses. Students may not be certified in a minor, or awarded a minor, if it carries the same name as any other current certifications or completed academic awards. This includes current or completed certification in any area of study, such as degrees; majors; or options, concentrations, or sub-plans within the major. However, a student who has earned a minor may be subsequently certified by a department to seek a higher academic award (e.g., a student who has earned a minor in English may later return to seek a degree in English).

An undergraduate student who has completed 60 semester hours and is certified in a primary major may certify in an additional major with the approval of the offering department. An additional major requires completion of departmental requirements for the major, exclusive of University Common Requirements (UCORE). Students may not be certified in an additional major, or awarded an additional major, if it carries the same name as any other current certifications or completed academic awards. This includes current or completed certification in any area of study, such as degrees; majors; options, concentrations, or sub-plans within the major; or other supplemental academic awards, such as minors. However, a student who has earned an additional major may be subsequently certified with departmental approval to seek a higher academic award (e.g., a student who has earned an additional major in Spanish may later return to seek a degree in Foreign Languages, with a major in Spanish).

A student who desires to complete a second baccalaureate degree shall satisfy the second degree program and college requirements and present not less than 150 semester hours of credit. The first bachelor's degree, whether at WSU or at another accredited institution, is understood to fulfill all University requirements for graduation, including the 300-400-level requirements, University Writing Portfolio, the minimum hours for the first degree, as well as the requirements prescribed by the University Common Requirements (UCORE). See Appendix, Rule 54, 118.

Certificates

An officially recorded undergraduate certificate is a document issued by WSU, displaying the WSU seal and president's signature. Certificates are issued to students who have completed a course of study that meets the guidelines and has been approved by the Faculty Senate. To have the undergraduate certificate recorded on the official transcript, the student must be certified in the program and complete the online graduation application. Application fees and deadlines may be found on the academic calendar, at <https://registrar.wsu.edu/academic-calendar/>.

Grading System

Washington State University uses letter grades and the four-point maximum grading scale. The grade A is the highest possible grade, and grades below D are considered failing. Plus or minus (-) symbols are used to indicate grades that fall above or below the letter grades, but grades of A+ and D- are not used. For purposes of calculating grade points and averages, the plus (+) is equal to .3 and the minus (-) to .7 (e.g., a grade of B+ is equivalent to 3.3, and A- is 3.7). Guidelines for grading may be found in Rule 90, listed in the Appendix.

A—4 grade points per credit hour.

B—3 grade points per credit hour.

C—2 grade points per credit hour.

D—1 grade point per credit hour.

F—no credit; 0 grade points. (Credits attempted are calculated in GPA) Fail.

S (Satisfactory)—No grade points (credit not calculated in GPA). Grade given upon satisfactory completion of courses numbered 499, 600, 700, 702, 800, Special Examinations (Rule 15), and other courses duly authorized for S, F grading by the Faculty Senate. (Courses approved for S, F grading are footnoted in the Schedule of Classes.) A, S, or F grades only are used for physical education activity courses. Courses approved for S, F grading may also be graded S at midsemester indicating satisfactory progress.

M (Marginal Pass)—No grade points (credit not calculated in GPA). Grade given only by the College of Veterinary Medicine.

P (Passing)—No grade points (credit not calculated in GPA). A satisfactory grade for a course taken under the pass, fail grading option. Instructors will turn in regular letter grades for all students enrolled in courses under the pass, fail option, but grades will appear on the student's permanent record as P (Passing) or F (Failing).

H (Honors Pass)—No grade points (credit not calculated in GPA). Grade given by the College of Medicine and the College of Pharmacy.

I (Incomplete)—No credit or grade points. The term is used to indicate that a grade has been deferred. It is for students who for reasons beyond their control are unable to complete their work on time. All outstanding incomplete work (including grades of I, X, and blank/no grade) must be completed and posted

to the official transcript prior to the conferral of the degree. Students have up to the end of the ensuing year to complete the course, unless a shorter interval is specified by the instructor. If the incomplete is not made up during the specified time or if the student repeats the course, the I is changed to an F. (See Rule 34.)

Faculty are required to submit an instructor's Incomplete Grade Report (IGR) to the departmental office for every I given. The IGR must specify conditions and requirements for completing the incomplete, as well as any time limitations less than one year.

U (Unsatisfactory)—Student work demonstrates unsatisfactory performance, failed examination, or unfulfilled requirements in courses numbered 700, 702, and 800.

W (Withdrawal)—No credit or grade points. Used if the student has withdrawn from the course prior to the end of the 13th week, or withdrew from the University prior to the last day of instruction. For undergraduates who enter WSU in fall 1998 or later, the maximum number of WSU withdrawals is 6, not counting withdrawals that result from the cancellation of enrollment. For undergraduates who enter WSU in the fall 2004 or later, the maximum number of WSU withdrawals is 4, not counting withdrawals that result from the cancellation of enrollment. After the 4th or 6th withdrawal, a student may, in exceptional circumstances, submit a petition through the Registrar's Office for an exception to the withdrawal limit. See Appendix, Rule 68.

X (Grade Withheld)—No credit or grade points. Denotes continuing progress toward completion of special problems, research, thesis, or doctoral dissertation, i.e., 499, 600, 700, 702, 800; X grades are converted to S upon satisfactory completion. All outstanding incomplete work (including grades of I, X, and blank/no grade) must be completed and posted to the official transcript prior to the conferral of the degree. An X grade may also be used when no final grade is reported due to instructor's illness or absence. See Appendix, Rule 90, 92, 98-103.

Pass, Fail Grading Options

Pass, fail options are available for undergraduate and graduate students. Specific characteristics of the two options are listed below. During registration, students indicate that they wish to enroll in the course on a pass, fail basis. The advisor's approval is required for undergraduates. Information indicating which students are enrolled on a pass, fail basis will not appear on class lists transmitted to instructors. Instructors turn in regular letter grades for all students, and the Registrar's Office will change all grades of A through D to P for those enrolled pass, fail. The P grades earned by pass, fail enrollees will not be included in computing the GPA; however, F grades earned by pass, fail enrollees will be included in GPA computations. Courses approved for S, F grading (Rule 90f) are excluded from the pass, fail option. Courses approved for S, F grading are footnoted in the Schedule of Classes.

A student may change a pass, fail enrollment to a regular letter-graded enrollment, or vice versa, during the first three weeks of classes. After the third week and through the last day of instruction in a semester (end of the 15th week), a letter-graded enrollment cannot be changed to a pass, fail enrollment.

Undergraduate Pass, Fail Option: A total of six courses may be taken on a pass, fail basis by students initiating and completing work for a baccalaureate degree at Washington State University. No courses designated as meeting University Common Requirements for graduation may be taken pass, fail. No more than two courses may be taken on a pass, fail basis during any given semester. Two courses is the limit for summer session. Students in the College of Veterinary Medicine with advisor approval may enroll for a total of six courses in the professional curriculum on a pass, fail basis, subject to the regulations listed above. Allowances for transfer students are as follows:

Transfer status upon entering WSU	Pass, fail allotment
1-44 credits	six courses
45-59 credits	five courses
60-74 credits	four courses
75-89 credits	three courses
90 and above credits	two courses

Departments and programs may deny their majors permission to take courses on a pass, fail basis in their major field or courses needed to meet departmental requirements.

Departments and programs may refuse to accept courses needed to meet the above requirements if the courses were completed on a pass, fail basis before the student was accepted into the department or program.

Graduate Pass, Fail Option: Class 5 (except those working on a second baccalaureate degree) and Class 6 (graduate) students are eligible to take courses on a pass, fail basis, but such work cannot be in the student's official degree program or used for removal of a specific undergraduate deficiency. Credit hours earned under pass, fail are counted toward assistantship minimum hour requirements. There is no limit on the number of hours a graduate student may take on a pass, fail basis. See Appendix, Rules 50, 90.

Grade Point Average

The student's grade point average (GPA) is computed by dividing grade points earned by the number of credit hours attempted. Grades P and S do not carry grade points, and the credit hours are not calculated into the GPA. Credits attempted for F grades are calculated into the GPA. Transfer and other nonresident credit is not computed in the Washington State University grade point average.

Course	Credits	Grade	Grade points
ENGLISH 301	3	A	12.0
BIOLOGY 333	3	C-	5.1
SOC 420	3	B+	9.9
MUS 491	2	P	
SOC 499	4	S	

Credit hours attempted (9) divided into total grade points earned (27) = GPA (3.00). Total hours earned: 15.

Note: P and S grades yield no grade points, thus are excluded from the GPA calculation.

Grade Reports

Midterm grades will be submitted for students enrolled in undergraduate courses by 5:00 p.m. on the Wednesday of the eighth week of the fall and spring semesters. The assessment should not be interpreted as a formal grade, but rather as an indication of the student's progress to date. Midterm grades are advisory and do not appear on the student's permanent record, the WSU transcript.

Final grades will be submitted to the Registrar's Office by 5:00 p.m. on the second working day after the close of finals week.

Grades for all students are available online at the myWSU portal.

Transcripts

An official copy of a student's academic record at Washington State University that bears the official seal of the University and the signature of the Registrar is referred to as a transcript. The transcript must include all work taken at Washington State University. Requests for transcripts must be accompanied by the student's signature and a form of payment for the per copy fee. Order forms are available at www.transcript.wsu.edu. Phone orders for transcripts cannot be accepted. For rush service, call 509-335-5330. NOTE: Financial indebtedness to the University will prevent the release of a student's transcript.

Transcripts of secondary or higher education study that have been submitted to WSU as a requisite for admission cannot be returned to the student. Students desiring transcripts from other institutions must order official transcripts directly from the institution at which the work was taken. WSU does not issue or certify copies of transcripts from other institutions. Copies of international transcripts in which WSU possesses the original copy may be requested using the International Transcript Request form, also available online.

Repetition of Courses

Courses completed with a grade of C or above may not be repeated for credit or grade points.

Students may repeat courses in which they have received a grade of C- or below one time at WSU during fall or spring semesters. If a student repeats a course in which an I (incomplete) grade was received, the I grade will be changed to F.

When a student repeats a course and earns another grade, the series of repeats and grades will be retained on the student's official record. However, the last grade only shall be calculated in the cumulative grade point average and contribute to the total number of hours required for graduation.

In determining scholarship for graduation honors, the first grade only shall be used. Repeats by correspondence, extension, or in residence at other institutions must be reported orally or in writing to the Registrar's Office. See Appendix, Rule 34.

Courses Approved for Repeat Credit

Some courses have been approved for repeat credit, i.e., the student may enroll in the same course during a subsequent semester and additional credit and grade points will be accumulated. An example of such a course would be Special Topics in which the course content may vary from semester to semester. Courses approved for additional credit, with maximum credit allowable, if any, will be indicated in the catalog, e.g., may be repeated for credit; cumulative maximum 6 hours. See Appendix, Rule 34.

Cooperative Courses with the University of Idaho

Cooperative courses between Washington State University and the University of Idaho provide enriched educational opportunities for students of both universities and allow better utilization of supporting resources such as libraries and laboratories. The sharing of faculty and facilities fosters the exchange of ideas and enhances academic ties between the two communities.

Approved cooperative courses offered to WSU students by the University of Idaho and program description are listed in this catalog under the UI Cooperative Courses section as well as online through the WSU Registrar's Office homepage.

WSU Tuition Fee Waiver Program

A tuition fee waiver option is available for eligible individuals who wish to enroll for up to 6 credits for fall or spring semesters or 4 credits for summer. Individuals may enroll in additional credits for fall and spring semesters, but tuition and mandatory fees for only the first six credits associated with the eligible courses are waived. This program is based on availability of space and facilities.

Eligible Individuals (some restrictions apply)

WSU Employees

- Civil Service employees holding half-time or greater appointments and having permanent status by the 10th day of classes (fall and spring semesters).
- Civil Service employees on trial service appointments meeting the above criteria.
- Faculty and Administrative Professional employees holding half-time or greater appointments.
- Employees covered by collective bargaining unit agreements are eligible on the same basis as Civil Service employees unless otherwise defined by the terms of the applicable bargaining unit contracts.

Others:

- Employees of other state of Washington agencies or higher education institutions meeting the WSU employee eligibility requirements above.
- ROTC faculty and staff employed at WSU locations who meet WSU employee eligibility requirements above are eligible on a space available basis.
- Teachers at public common and vocational schools holding or seeking valid endorsements and assignments in state-identified shortage areas.

Individuals Must be Admitted to WSU

Qualified individuals who wish to enroll under this program must follow regular admission procedures and present a completed staff/faculty registration authorization form beginning the first day of classes to the Registrar's Office (or Summer Session Office if for summer). Forms and instructions are available online at www.ronet.wsu.edu under RO Publications or at www.summer.wsu.edu under Faculty and Staff for summer session. Complete information on this fee waiver program can be found in the WSU Business Policies and Procedures Manual online at www.wsu.edu/~forms/PDF/BPPM/60-00.pdf. (Fall and Spring: 60.70 & Summer: 60.73).

Fees

WSU charges each eligible individual a nonrefundable \$5 administrative fee plus any special course and laboratory fees as well as any applicable late registration fees and late fee payment charges. For fall or spring tuition and mandatory fees are charged for any credits in excess of the first six credits associated with the eligible courses.

Other Restrictions

Individualized instruction such as independent study including courses numbered 499, 600, 700, 702, and 800, classes delivered 100 percent online without any on-campus component, internships, tutorials, self-sustaining courses (fall and spring semesters), private lessons, and practicums may not be taken under the fee waivers.

Audit Enrollments

Auditing under the fee waiver is limited to two courses per semester. Laboratory courses may not be audited. The instructor's signature is required for auditing and cannot be obtained prior to the first day of classes. For fall and spring semesters, applicants wishing to audit should report to the Registrar's Office during the first week of classes to obtain the Permission to Audit form.

Applicants wishing to use the fee waivers to audit summer courses should first check with the Summer Session Office to see if they qualify, as special conditions apply. Fee waiver students will be admitted to class on a space-available basis and are responsible for paying a \$5 nonrefundable registration fee, plus any special course fees or other fees as appropriate.

Waiver of Fees for Persons Age 60 and Over

Persons age 60 or over who are residents of the state of Washington may enroll in up to six audit hours per semester for fall and spring only, using a tuition fee waiver obtained at the Registrar's Office. See Audit Enrollment information above for Fee Waiver Program.

Waiver of Fees for Children of Deceased or Totally Disabled Law Enforcement Officers and Firefighters

Students a child of a law enforcement officer or firefighter who lost his/her life or became totally disabled in the line of duty while employed by a any public law enforcement agency or full-time or volunteer fire department in the state of Washington may be eligible for a tuition waiver. Washington State law defines a totally disabled individual for waiver purposed as a person who has become permanently disabled for life by bodily injury or disease and is thereby prevented from performing any occupation or gainful pursuit. To apply visit www.va.wsu.edu or contact the WSU Veterans Affairs Office, French Administration Building Room 346, Pullman, WA, 99164-1035, 509-335-1234 or 509-335-1857.

Credit by Examination

Matriculated students who are currently registered may take a special examination for university credit in a course in which they are not registered. Such credits yield no grade points but may yield credit toward completion of University Common Requirements for graduation. For further information contact the Registrar's Office. See Appendix, Rule 15c.

Honors

President's Honor Roll. An undergraduate student will be named to the President's Honor Roll under either of the following conditions:

- (a) By achieving a grade point average of 3.75 in at least 9 graded hours in a single term at Washington State University.
- (b) By achieving a cumulative grade point average of 3.50 based on at least 15 cumulative hours of graded work at Washington State University, provided that the semester GPA is a 3.0 or better.

Graduation Honors. Candidates for baccalaureate degrees who have completed at least 30 hours of graded work (grades in which grade points are awarded) at Washington State University will graduate summa cum laude if the cumulative grade point average for work completed at Washington State University is 3.90 or better, will graduate magna cum laude if cumulative grade point average is 3.7 to 3.89, and will graduate cum laude if the minimum cumulative grade point average is 3.50 but less than 3.70. The appropriate Latin phrase will be printed on the diploma and on the final transcript. Qualified students electing to participate in the Honors College who complete its requirements satisfactorily, regardless of whether they qualify to graduate summa cum laude, magna cum laude, or cum laude, will receive a certificate of completion and a printed notation on the final transcript. Computation of graduation honors will be done prior to the final semester to allow for publication of the appropriate honors in advance of graduation. However, following the student's final semester, the Registrar's Office will recompute the student's GPA including the last semester's work, and only this computation will determine official graduation honors. See Appendix, Rules 133, 137.

Academic Complaint Procedure

Students having complaints about instruction or grading should refer them first to the instructor. If not resolved, then the student may refer the complaint in writing to the chairperson of the department in which the course is offered by the end of the last day of the following semester (excluding summer term). After the chair's decision, the student or the instructor may appeal to the Dean's

Office within 20 business days of the chair's decision. The decision of the dean is the final step. The University Ombudsman is available at any stage for advice or assistance in resolving academic complaints. See Appendix, Rule 104.

Students having complaints about academic advising should refer them first to the advisor. If the complaint is not resolved, then the student may refer the complaint and remedy sought, in writing, to the chairperson or director of the unit to which the advisor reports. After the chair's decision, the student may appeal to the Dean's office within 20 days. The written statement should describe the complaint, indicate how it affects the student, and include the remedy sought from the Dean's office. The decision from the Dean's office is the final step. The University Ombudsman is available at any stage for advice or assistance in resolving advising complaints.

Academic Deficiency

Washington State University expects students to maintain academic standards of excellence and make satisfactory academic progress toward their degree. Undergraduate students are in good academic standing if both their current WSU semester and cumulative grade point averages are 2.00 or above. Students not meeting the criteria above are considered academically deficient. The first time an undergraduate student falls below a 2.00 semester or cumulative grade point average (GPA), he/she must complete an application for Reinstatement to WSU and complete a Reinstatement Seminar/Interview through the Academic Success and Career Center on the Pullman campus, the WSU Global campus, or the designated office on other campuses (Rule 38). An undergraduate student whose cumulative GPA falls below 2.0 any three semesters will be academically dismissed from the University (Rule 39). Students who are dismissed from the University are required to remain out of WSU for one academic year (i.e. two semesters not including summer). Students seeking subsequent reinstatement must provide, as part of the application for reinstatement, additional documentation that demonstrates potential for academic success at WSU. All academic coursework during the time away from WSU is required to be documented and transcripts submitted to the Office of Admissions.

Decertification

An academic department may decertify a certified major who is academically deficient. The department may also decertify a certified major undergraduate student after two semesters where the student's GPA has fallen below the minimum departmental requirements. See Appendix, Rules 56, 38-43.

Student Rights Regarding Education Records

Federal law requires Washington State University to annually notify students currently in attendance at the University of their rights under the Family Educational Rights and Privacy Act (FERPA). Under FERPA, a student has the right to:

1. Inspect and review his or her education records. "Education records" means those records that are directly related to a student and are maintained by Washington State University or by a party acting for Washington State University.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. File with the Department of Education a complaint concerning alleged failures by Washington State University to comply with the requirements of FERPA.

Washington State University may release directory information contained in a student's education records. "Directory information" means information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes the following: name (including any former name), local and permanent addresses, telephone numbers, email addresses, major and minor fields of study, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, enrollment status (e.g., undergraduate, graduate; full-time or part-time), grade level, status as graduate assistant and assignment, degrees, certificates, and awards received, including the President's Honor Roll, and the most recent previous educational institution attended by the student. Students may request that WSU not release directory information by indicating "restrict address" on WSU's myWSU Portal's address update screen,

or by filing a written request with the Registrar's Office by the tenth day of the academic semester. Students may request that the University not release directory information by filing a request with the Office of Payroll Services or online through my.wsu.edu.

The Washington State University policy on student records can be found in the Washington Administrative Code 504-21. A complete text of this policy is available upon request from the Registrar's Office, 346 French Administration Building.

Application for Graduation

A student who has (a) completed all the requirements for an undergraduate or professional degree and (b) satisfied the University Requirements for Graduation and any additional departmental or college requirements with a minimum 2.00 GPA may become a candidate for a bachelor's or professional degree. NOTE: Financial indebtedness to the University will prevent the release of a student's diploma and transcript. The award of a degree is conditioned upon the student's good standing in the University and satisfaction of all University graduation requirements. "Good standing" means the student has resolved any unpaid fees or acts of academic or behavioral misconduct, and complied with all sanctions imposed as a result of the misconduct. The University shall deny the award of a degree if the student is dismissed from the University based on his or her misconduct (See Rule 45 and the Student Conduct Code).

A graduation application must be submitted before an undergraduate or professional degree can be conferred. Students are eligible to submit the online graduation application when they have completed 90 credit hours and are certified in their major. A graduation fee must be paid at the time of application. Application fees and deadlines may be found on the academic calendar, at <https://registrar.wsu.edu/academic-calendar/>.

Candidates must present a minimum of 120 semester hours of credit for graduation, including a minimum of 40 semester hours of credit in upper-division courses and a minimum of 30 hours earned at WSU for a four-year degree. 500-level courses will count toward the upper-division requirements, but an undergraduate may not be required to enroll in or complete a 500-level course as a requirement for a baccalaureate degree.

A student desiring a second bachelor's degree shall satisfy the second degree program and college requirements and present not less than 150 semester hours of credit to receive the second degree. Credits applied toward a graduate degree may not be used for a baccalaureate degree.

Students are required to earn a C average or better in all work taken at this institution. Any deficiency on transfer credit must be removed by work taken through Washington State University.

For otherwise qualified students with disabilities, individual course requirements or specific requirements within courses may be waived. Waivers of departmental requirements must be approved by the major department. Waivers of specific requirements within courses must be approved by the department teaching the course. A request for waiver of University requirements must be made directly to the Vice Provost for Undergraduate Education or designee and be approved by the student's department chair and college dean. See Appendix, Rule 106.

Catalog Options and Limitations

The University requirements for graduation as published in the catalog in effect at the time of the student's initial enrollment are those which must be met for completion of an undergraduate degree program. University requirements for graduation include the University Common Requirements. For transfer students, the initial enrollment date shall be that upon which the student entered postsecondary education. Subsequent changes in degree requirements, as published in the catalog or amended by the Faculty Senate, may be substituted at the option of the student.

This policy does not apply to major and specific college requirements. All major program and college requirements (including those in a college which does not have separate departmental requirements) are set at the time the student initially certifies the major. Changes in major requirements after the time of certification may apply to all students, provided they neither require a student to enroll in more than a normal complement of credit hours in any semester nor prolong the time necessary to complete degree requirements. Department and program chairs have authority to waive or provide substitute course work for major requirements.

Undergraduates who will not graduate within the normal minimum degree time frame (four years for four-year baccalaureate programs, five for a five-year, and six for a six-year program) have a total of eight years in four-year programs and ten in five- and six-year programs to complete their degrees

under their original catalog listing of University graduation requirements. Those who take longer to complete their degrees must meet the University and University Common Requirements for graduation as published in the catalog four years prior to the date of graduation. In addition, if more than four years elapses between certification and graduation, the major and specific college requirements in place four years prior to graduation will apply.

Official name changes in degree titles will go into effect automatically for all students according to the effective date approved by the Faculty Senate. Students currently enrolled and certified in a degree program at the time of a name change will have the privilege of graduating with either the old or the new degree title. The option of selecting the old degree title will originate with the student, and it will be the responsibility of the department, in signing the degree application, to determine whether or not the student is eligible (i.e., when the student certified).

General Catalog

The General Catalog is a comprehensive reference guide for Washington State University students and is available at the website catalog.wsu.edu. It provides an overall view of the programs and courses at the University and the rules that pertain to admissions, registration, and graduation. The online catalog includes the most recent changes to courses and degree requirements that have been approved by the Faculty Senate. For graduate students, catalog information is published by the Graduate School on the website gradschool.wsu.edu/degrees/. Most academic departments and colleges maintain their own web pages with additional information.

All announcements in the General Catalog are subject to change without notice and students assume the responsibility of consulting the appropriate academic unit or advisor for more current or specific information.

The Schedule of Classes is published each semester on the website www.schedules.wsu.edu and gives additional detailed information about courses offered, class hours, and classroom locations, and contains the latest calendar dates, fees, and details on registration.

Statement of Institutional Responsibility

As a general rule, undergraduate students who are certified majors or graduate degree candidates can assume that a degree will be granted if they maintain continuous enrollment and meet all requirements as listed in Academic Regulations, Rules 114-118. However, because of serious reductions in financial support, loss of faculty, or for other significant reasons, the University may from time to time find it necessary to discontinue a degree program. When this occurs, further admission into the degree program will be frozen effective with the official action dropping the degree, and every effort will be made to allow currently enrolled majors and graduate degree candidates to complete their degrees within a reasonable period of time. To facilitate this process, department and program chairs (or the appropriate dean) have the obligation to provide for the individual needs of these students: e.g., (1) students may be encouraged to complete their requirements in similar or related degree tracks; (2) although University Requirements for Graduation and the minimum total hours for the degree may never be waived, the student's major department may waive or substitute departmental degree requirements (approval of the Graduate School required for graduate students); (3) undergraduate students may be allowed to complete remaining requirements at another institution under Rule 114(a) (4) Graduate students may be allowed to take courses or conduct research at another institution when approved by the student's graduate committee and the Graduate School. In all cases, all financial obligations are the responsibility of the individual student involved, except as otherwise noted in this catalog or the Graduate Studies Bulletin.

University Requirements for Graduation

University requirements for the baccalaureate degree have been established by the faculty as an expression of the common degree expectations for all Washington State University graduates. The faculty has established minimum standards in terms of credit hours, grade points, and distribution requirements within the University Common Requirements (UCORE). For complete listing of all the rules pertaining to graduation, see the Appendix, Rules 106-137.

1. **Hours and grade points**—A minimum of 120 semester hours with a grade point average of 2.0 or better.
2. **Upper-Division (300-400-level)**—A minimum of 40 semester hours.

3. **The University Writing Portfolio (Mid-Career Assessment)**—Successful completion of the University Writing Portfolio is a requirement for graduation at WSU. Students must satisfy this requirement once they have earned 60 semester hours. To complete the University Writing Portfolio students must submit three papers they have written as a result of previously assigned college course work and take a Timed Writing Exam consisting of two writing exercises. The University Writing Portfolio must be completed before a student enrolls in an [M] course (see below). Visit www.writingportfolio.wsu.edu for more information.
4. **Writing in the Major [M]**—Two courses identified as writing in the major [M] must be included in course work taken to meet departmental requirements. Consult the requirements in the department in which you intend to major.
5. **University Common Requirements (UCORE)**—All students, regardless of major, must fulfill the minimum requirements of WSU's University Common Requirements (UCORE), which are described below, or of University Honors College. See Appendix, Rules 106-137.
6. **Awarding the Degree**—The award of a degree is conditioned upon the student's good standing in the University and satisfaction of all University graduation requirements. "Good standing" means the student has resolved any unpaid fees or acts of academic or behavioral misconduct, and complied with all sanctions imposed as a result of the misconduct. The University shall deny the award of a degree if the student is dismissed from the University based on his or her misconduct (See Rule 45 and the Student Conduct Code).

College of Arts and Sciences Graduation Requirements

In order to provide a broad-based education in the humanities, social sciences, and sciences, the College of Arts and Sciences require the following in addition to University Requirements for Graduation. The additional college graduation requirements have already been incorporated in the departmental requirements listed in this catalog.

Humanities [HUM], Social Sciences [SSCI], and Creative and Professional Arts [ARTS]—3 credits in addition to the University Common Requirements (UCOREs).

Sciences [BSCI] [PSCI] [SCI]—Additional 1 lab credit of [BSCI] or [PSCI] for a total of 8 semester credits (2 labs) or SCIENCE 101 [SCI] and 102 [SCI].

Foreign Language—Two years of one HS Foreign Language (includes ASL or NAL), or two college semesters (two quarters) of one Foreign Language (includes ASL or NAL), or Foreign language proficiency not based on HS or college instruction. Documentation or testing required for all.

Notes: A foreign language course taken in eighth grade may satisfy one year of the requirement if the second year is completed in high school. If only one year is completed in high school, a WSU student must complete an additional semester (e.g. SPANISH 102) or transfer an additional college-level quarter or semester in the same foreign language. International students who have completed formal instruction in their primary language as well as formal instruction in English as a second language in their secondary education have met the intent of the foreign language requirement. (Records indicating the successful completion of both languages are required to document the foreign language requirement).

Transfer students are responsible for meeting the above requirements. This includes those students holding the approved Associate of Arts or Associate of Science degree from Washington community colleges or Associate of Arts—Oregon Transfer degree from an Oregon community college.

