

Spring Semester, January 12 – May 8, 2015

## **ACADEMIC CALENDAR**

<http://registrar.wsu.edu/academic-calendar/>

## **FINAL EXAMINATION SCHEDULE FOR SPRING SEMESTER 2015**

<http://registrar.wsu.edu/final-exam-schedules/>

## **TUITION DUE DATE**

**The tuition is due the first day of class, January 12, 2015**

## **GENERAL INFORMATION**

### **REGISTRATION APPOINTMENT TIMES**

Priority Registration begins on November 10, 2014 and continues until all currently enrolled and returning student appointments have passed. Students should check zzsis for their appointment times and registration holds after October 14-17, 2014.

Registration is on a first-come, first-served basis. Appointment times are calculated on the basis of class standing and total credit hours earned.

Registration services are available 24 hours a day online at <http://zzsis.wsu.edu>

### **NEW UNDERGRADUATE STUDENT REGISTRATION**

New undergraduate students are required to attend an orientation session prior to registration. Information regarding these orientation sessions may be found at the New Student Program Office

### **NEW GRADUATE STUDENTS AND FORMER, RETURNING STUDENTS**

New graduate students and former, returning students, may begin Spring 2015 registration as early as November 24, 2014. Former undergraduate students must consult an advisor before registering and have their advising hold removed.

### **ADVISING FOR UNDERGRADUATE AND PROFESSIONAL STUDENTS**

Undergraduate students (including second bachelor degree students) and professional students must meet with an academic advisor each semester, prior to registration. To support this policy, an Undergraduate Advising hold is placed on every undergraduate and professional student's registration each semester. This hold is released by the student's advisor, major department, or the Center for Advising and Career Development. Students are encouraged to meet with their advisors as early as possible to ensure that the hold is released prior to their appointment times.

### **NETWORK ID AND PASSWORD**

Student network ID and password are obtained on the web from zzsis. Students who have questions or problems with either the Network ID or password, can receive assistance from the Help Desk in the Information Technology building or by calling 335-HELP.

### **REGISTRATION HOLDS**

Registration holds are placed on students' records by administrative offices. Students with one or more registration holds will be unable to register until all holds are cleared by the office(s) that placed the holds.

## **LATE REGISTRATION**

Students who register for their first class on the first day of classes through the 10th day of the semester will be assessed a \$25.00 late registration fee. After the 10th day of the semester, a \$100.00 late registration fee will be assessed.

The Academic Calendar lists the exact dates that apply to late registration at <http://registrar.wsu.edu/academic-calendar/>

## **ADDS and DROPS—(RULE 66)**

Students may add classes through the 5<sup>th</sup> day of the semester. Requests made after this date and through the last day of instruction require the permission of the instructor and a RoNet request to add students to classes, submitted from the department or the submission of an Enrollment Change Form, to the Registrar's Office, French Ad Room 346.

Classes may be dropped through the 30th day of the semester February 10, 2015. See the information below about withdrawing from courses after the 30<sup>th</sup> day.

The Academic Calendar lists the exact dates that apply to adding and dropping courses at <http://registrar.wsu.edu/academic-calendar/>

## **TO WITHDRAW FROM A COURSE AFTER THE 30<sup>th</sup> DAY THROUGH THE END OF THE 13<sup>TH</sup> WEEK—(RULE 68)**

An undergraduate or professional student may withdraw from a course after the 30th day of the regular term up through the end of the 13th week with these provisions:

- (a) At the end of each term, the number of withdrawals will be counted for undergraduate and professional students. Once four withdrawals have been used, no further withdrawals will be allowed in subsequent terms. Withdrawals that result from the cancellation of enrollment will not be counted. (For those entering WSU in fall 1998 through summer 2004, once six withdrawals have been used, no further withdrawals will be allowed in subsequent terms.)
- (b) After the withdrawal limit is reached, an undergraduate or professional student may, in exceptional circumstances, submit a petition through the Registrar's Office for an exception to the withdrawal limit. See Rule 57.
- (c) If a grade has been entered for a course, the grade may not be changed to a withdrawal without the instructor's consent.
- (d) Withdrawals do not reduce tuition charges or the total official hours of enrollment.
- (e) For academic calendars that vary from the regular 15-week term, a prorated schedule will be used to determine the withdrawal deadline.
- (f) The grade shall be marked W, and payment of the service fee shall be mandatory.

Graduate students who wish to request a course withdrawal after the 30th day must do so through the Graduate School.

A student may, in exceptional circumstances, submit a petition through the Registrar's Office for an exception to the withdrawal limit. The petition will be reviewed by the Petition Committee within two weeks of submission. A mandatory, non-refundable service fee is charged to your student account. The petition form is available online at <http://registrar.wsu.edu/petitions/>.

The Academic Calendar lists the exact dates for withdrawals at <http://registrar.wsu.edu/academic-calendar/>.

### **PASS, FAIL INFORMATION—(RULE 50)**

Selection of pass, fail grading option **cannot** be accomplished using zzusis. Those wishing to select this option should add the course through zzusis and then obtain advisor's signature on an Enrollment Change Form. The signed form must be submitted to the Registrar's Office French Ad Room 346. In lieu of a form, the department and advisor may notify the Registrar's Office of their approval via RoNet.

The deadline for selecting the pass, fail grading option is the end of the third week of the semester. UCORE COURSES may **not** be taken pass, fail by undergraduate students under any circumstances.

### **CANCELLATION OF ENROLLMENT**

Students may reverse their entire enrollment by using zzusis through Sunday January 11, 2015. After this date, enrollment must be canceled via the web site <http://registrar.wsu.edu/cancel-enrollment/> or in person at the Registrar's office French Ad Room 346.

### **AUDITING COURSES**

Students registering for credit have first priority for classes; thus, auditors are enrolled on a space-available basis after classes begin. A maximum of two audits are allowed for any semester or term. Regularly enrolled full-fee-paying students may audit without charge. Part-time students and non-students pay an audit fee per audit hour. Summer Session auditors pay full tuition per credit hour.

To audit, the student has until the end of the fourth week of the semester to obtain an Enrollment Change form from the instructor or the department offering the course, secure the appropriate signatures, pay the fee (if applicable), and return the form to the Registrar's Office.

Information about the fees for auditing classes may be found at the Student Accounts website at <http://studacct.wsu.edu/tuition.html>

### **ENROLLMENT IN UNIVERSITY OF IDAHO COOPERATIVE COURSES**

Students register at the institution offering the course. A short application is available for degree-seeking students who wish to participate in the cooperative program with UI. Registration for cooperative courses will open following the last day of priority registration for Fall semester.

Each institution will open only those courses that it is offering. (For example, for courses being taught by WSU, one section will be opened for registration for both UI and WSU students.)

Listings of the cooperative courses will be available to students on websites for both universities and at both universities' Registrar's Offices. WSU students can go to the following site, <http://www.uidaho.edu/registrar/registration/coop> to view the cooperative information and application specifically for Washington State University students.

UI students can view courses that they can take at the WSU Registrar's page, <http://registrar.wsu.edu/>, by clicking on the Coop Program link.

## HALF SEMESTER CLASSES

January 12 to March 6, 2015

March 9 to May 1, 2015

Students enrolled in half-semester courses must register for all of their courses during the normal registration period. The deadlines for enrollment changes for half-semester courses are half those for full-semester courses; thus, from the beginning of instruction, the deadlines are:

Drop	2 weeks
Withdrawals	4 1/2 weeks
Change to Pass, Fail	1 1/2 weeks
Change to Letter Grade	7 weeks

## VARIABLE BLOCK CLASSES

Some courses offered on non-standard calendars during the semester may be subject to different academic deadlines. Please consult the on-line schedules of classes for detailed academic deadline and schedule information for these courses.

## CHANGE OF ADDRESS

Students who signed a contract to live in university housing (residence hall or university-owned apartment), will automatically have their local address updated in the university address file, unless requested otherwise. Students who do not live in university housing, or move out of university housing, use their WSU network ID and password to access address maintenance at <http://zzusis.wsu.edu>.

Students who do not have a WSU network ID and password, may acquire them at <http://zzusis.wsu.edu>. For questions about changing an address, contact Payroll Services, French Ad Room 236. <http://www.wsu.edu/payroll/>

## CLASS ATTENDANCE DURING THE FIRST WEEK OF CLASS TO ENSURE ENROLLMENT

72. 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 who believe that they have extenuating circumstances which prevent their attendance during the first week should notify the Dean of Students or Student Services. That office will notify instructors of the absence and the reason for it. Instructors shall determine whether to accept the excuse, waive the absence, and permit make-up work.

## STUDENTS WITH DISABILITIES

<http://accesscenter.wsu.edu/>

Reasonable accommodations are available for students who have a documented disability. To receive the accommodations being requested, students should have documentation of their disability on file at the Access Center, Washington Building Room 217, prior to the start of the semester. Instructors of courses in which accommodations are being sought should be notified of the need no later than the first week of classes. Late notification may cause the requested accommodation to be unavailable.

Students with mobility impairment should be advised that classrooms in Smith Hall and Van Doren Hall are not accessible. Other isolated rooms on campus also may not be accessible. Students requiring access to courses scheduled in these rooms should contact the Access Center, Washington Building Room 217, 335-3417 as soon as possible so that the class may be moved to an accessible room.

## UNIVERSITY WRITING PORTFOLIO

<http://universitycollege.wsu.edu/units/writingprogram/index.html>

Undergraduates at Washington State University must complete a University Writing Portfolio (\$15.00) as a requirement for graduation. Students must complete four basic steps: 1. Buy the University Writing Portfolio envelope at the Students Book Corporation and follow the directions therein; 2. Have three teachers sign off on course writing as acceptable by University Writing Portfolio standards; 3. Submit the three writing samples to the WSU Writing Assessment Office in CUE 305 and sign up for a timed-writing session at <http://juniorportfolio.wsu.edu/>; and 4. Write two essays during the proctored session. A university evaluation board will read the completed portfolio of five writing samples (three from courses, two from the proctored session). All timed writing sessions are held from 7-9 p.m. and specific dates are announced on the website <http://juniorportfolio.wsu.edu/>. Contact the Writing Assessment Office for exam locations. Prior registration is required to take the timed writing. Students must register on our website <http://juniorportfolio.wsu.edu/>

By university regulation, the University Writing Portfolio must be completed during the semester the student is earning his or her 61st credit hour: Students must complete the portfolio no later than the end of the first semester of upper-division standing (upon completion of 60 hours). Descriptions of individual degree program requirements also articulate the point at which students must complete the Writing Portfolio. Please consult the most recent WSU Catalog for further information.

Students who have not completed this examination by preregistration week of the semester during which they are earning their 75th credit hour will have their registration blocked for the following semester, until they formally initiate the steps listed above.

For more information about the Writing Portfolio, contact the Writing Assessment Office at 335-7959 or visit our website at:

<http://universitycollege.wsu.edu/units/writingprogram/index.html>

## APPLICATION FOR UNDERGRADUATE GRADUATION

Students can apply to graduate online through zsis. In order to be eligible to apply students must have completed 90 credit hours and be certified in their major and option to apply for graduation. Early application is encouraged to assure inclusion in the commencement program and to avoid late fees. The deadlines for graduation application can be found at <http://catalog.wsu.edu/Pullman/AcademicCalendar>.

## ACADEMIC REGULATIONS

Academic Regulations may be found in the WSU Catalog or online at:

<http://catalog.wsu.edu/Pullman/AcademicRegulations>

## CLASS ABSENCE REQUESTS

Any student who is required to participate in off-campus, university-sponsored activities such as field trips, musical performances, judging teams, intercollegiate athletic events, etc. should obtain an official Class Absence Request form from the faculty or staff member supervising the off-campus activity. The form must contain specific information concerning the activity and date, be signed by the supervising faculty or staff member, and be submitted by the student, at least one week in advance, to the individual instructors of the student's classes. It is requested that students not be penalized for absence from class provided a properly signed Class Absence Request form has been filed with the instructor prior to the absence. In all instances, it is the student's responsibility to make up all work missed. Problem cases should follow the Academic Complaint Procedures, Rule 104.

### CLASS ABSENCE REQUEST

\_\_\_\_\_  
(Name of Instructor)

\_\_\_\_\_  
(Department or Program)

Dear Colleague:

\_\_\_\_\_ will be absent from  
(Name of Student)

\_\_\_\_\_ to take part in  
(Course, Prefix Number, Section)

(Activity) \_\_\_\_\_ a university-sponsored  
activity, on (Date) \_\_\_\_\_.

This activity falls under the Guidelines for Class Absences, approved by the Faculty Senate on November 21, 1985.

Please give this student, who remains responsible for all course requirements, an opportunity to make up all work missed.

On behalf of \_\_\_\_\_, I thank you.  
(Sponsor of Activity)

\_\_\_\_\_  
(Signature of faculty or staff member  
sponsoring the activity)

## OPTIONAL SERVICES

<http://registrar.wsu.edu/cancel-enrollment/pullman-undergraduate/checklist>

### STUDENT MEDICAL INSURANCE

Students enrolled in 7 or more credit hours, are eligible for student medical insurance. This medical insurance coverage is optional and separate from the mandatory Health & Wellness fee. Students can chose to purchase this medical insurance, through zsis. For further information see: <http://studentinsurance.wsu.edu/>

### ATHLETIC SPORTS PASS

The Athletic Sports Pass is good for admission to all WSU home athletic events during the academic year. The Sports Pass can be selected on zsis and is then activated on the student ID card. Refund information is listed in the general fee information section.

### STUDENT COMPUTING SERVICES SERVER/LAB PASS

SCS has four resident hall technology labs located in Streit 60, Honors 1, Gannon-Goldsworthy 58, and Stephenson Residential Complex 206, and one central campus technology lab located in the Smith Center for Undergraduate Education CUE 302/402. SCS also supports students through the Student HelpDesk in ITB 2071 and in every technology lab which supports Residential Networking (ResNet) and off campus dialup.

## TUITION AND FEE INFORMATION

<http://www.wsu.edu/studacct/>

**Tuition, fees, and other charges are subject to change and are effective when established using guidelines of the state of Washington and adopted by the WSU Board of Regents.**

### WEB INFORMATION

Students may access their account at any time. Semester charges will appear on the account one week prior to the start of classes. Students DO NOT have to wait for a billing to be mailed to making a payment. Students are encouraged to pay online at

<https://eweb.wsu.edu/UniversityPayments/PaymentPage.aspx> to save time and postage.

### BILLING INFORMATION

<http://studacct.wsu.edu/billing.html>

Students are responsible for keeping address information updated. You can do that by accessing the WSU eInfo Center. Classes added after the semester billing date should be paid at the time they are added. Waiting for an additional billing will result in late fees.

### SPECIAL COURSE FEES

Some courses have additional course fees. Please visit: <http://schedules.wsu.edu/Home/Fees> to check on additional course fees that may apply.

### LATE FEES AND DISENROLLMENT

<http://studacct.wsu.edu/tuitionduedate.html>

### CHECKS NOT HONORED AND PAST DUE ACCOUNTS

<http://collect.wsu.edu/returnedchecks.html>

**HOW TO PAY**

<http://studacct.wsu.edu/faq.html>

**FINANCIAL AID PAYMENTS**

<http://studacct.wsu.edu/finaid.html>

**DIRECT DEPOSITS**

<http://studacct.wsu.edu/directdeposit.html>

**WSU CHECK**

Students who do not utilize direct deposit, may pick up a check for s financial aid from the University Receivables Office, room 342 French Administration Building, no earlier than the first day of classes. Students are required to pick up their own financial aid and photo identification is required.

**CREDIT BALANCES AND REFUNDS**

Credits and overpayments are generally due to changes in charges billed to your student account. Refunds of credit balances will be dispersed to you via direct deposit or WSU check as stated above. Overpayments created by a credit card payment will be refunded directly to the credit card company upon discovery. It is the student's responsibility to, monitor their account and to notify University Receivables if a credit needs to be dispersed.

**FINANCIAL AID AND SATISFACTORY ACADEMIC PROGRESS POLICIES**

<http://www.finaid.wsu.edu/>

Title IV financial aid regulations require that recipients of federal and state financial aid funds make satisfactory academic progress toward completion of a degree. Therefore, students applying for financial assistance must be in compliance with the Satisfactory Academic Progress Policy (SAP) as a condition of initial or continuing eligibility. Financial aid will be denied to students who fail to maintain progress under the policy. The following summary provides an overview of the full policy found at <http://www.finaid.wsu.edu/> Applicants who have previously attended WSU must also be in compliance with the policy even if aid has not been received during periods of prior attendance. All terms of enrollment are counted toward making SAP, including summer.

Students that do not meet the Satisfactory Academic Progress standards will receive notices of deficiency at the end of each term. The information captured in these notices is subject to change and correction. Therefore, it is the responsibility of students who have been notified of a deficiency to document any corrections to information used to determine their status. Depending upon the severity of the deficiency, financial aid may be withheld without a probationary period. Any aid released to a student who is subsequently determined to be ineligible under the rules for SAP will have those funds rescinded and the student will be billed.

For more information on SAP visit: <http://www.finaid.wsu.edu/>

All financial aid funds, including student and parent loans, will be held until an appeal is received. If the appeal is approved, an individualized contract will be developed with the intention of helping the student meet stated SAP requirements. Financial aid funds will be released to the student after the student signs the contract.

Students who are deficient under Rules 37, 38 or 39, must also have approval for reinstatement certified by Center for Advising and Career Development (CACD). CACD will automatically notify the Financial Aid Office if reinstatement has been approved.



## CHANGE IN RESIDENCY

- a. Students who have been classified as a NONRESIDENT and who have established or have information to establish residency, should download and complete the Residency Questionnaire found at the web site <http://residency.wsu.edu/>. The form and all supporting documentation, must be submitted to the Office of the Registrar (undergraduate & professional students) or the Graduate School (graduate students) prior to 5:00 p.m., February 10, 2015. Students unable to access this information from the website can come to the Office of the Registrar, French Ad Room 346, for a Residency Change Form.
- b. The resident status definitions are in the catalog as well as at the above-mentioned site.
- c. Students who claim residency based on employment with a Washington Institution of higher education (student, spouse, or parent working 20 hours or more per week), may apply for a full or partial waiver of the non-resident portion of the tuition and fees. Graduate students apply at the Graduate School, French Ad Room 324. Early application is encouraged because these limited awards are provided on first-come, first-served basis.
- d. The resident portion of student fees must be paid by January 12, 2015 in order to avoid incurring late fees. If notified by the Registrar's Office that the application has been denied, the balance of the non-resident tuition must be paid immediately to avoid late charges.

## OPERATING FEE WAIVERS

Graduate students holding graduate service appointments as a teaching, research or staff assistant may be qualified for a waiver of the resident operating fee portion of tuition and fees. Non-resident students holding half-time assistantships also may qualify for a waiver of the non-resident portion of tuition. THERE ARE ADDITIONAL FEES. Students are responsible for timely payment of remaining fees. To qualify, a student must:

- a. Be registered as a full-time graduate student (10 to 18 hrs).
- b. Be appointed for the entire semester.
- c. Have an appointment, which qualifies for the waiver. Upon verification that the above conditions have been met, the resident operating fee waiver may be credited to your student account. If you believe you qualify for the waiver and have not received it, bring a copy of your Personnel Action form(s) to the Graduate School Office, French Ad Room 324.

**CLAIMS:** A statement may include other claims besides registration charges. All claims must be paid or settled by January 12, 2015. Only the department originating the claim can cancel claims.

**NOTE:** Current semester tuition, mandatory fees, special course fees and any WSU housing and dining contracts will be paid from financial aid awards before any additional funds are dispersed to the student. OTHER CHARGES MAY NOT BE PAID via financial aid, so it is the student's responsibility to carefully read the statement to determine if there is an outstanding balance on the account.

**NOTE:** Registration for courses at Washington State University constitutes a legal obligation to pay tuition and fees. Students who withdraw from the University may still be liable for these fees, subject to the University's Refund Policy. A \$30.00 processing fee will be charged for any dishonored check used to make a payment on the student account.

## TUITION ADJUSTMENT POLICY

Pending revisions in governmental regulations, the refund policy may change after publication of this schedule of classes.

### SEMESTER REGISTRATION FEES

Students who cancel their enrollment after classes have started will be charged an administrative fee of 5 percent of the assessed tuition and mandatory fees, but no more than \$100.00, in addition to other amounts owing. Tuition, operating, and student services and activities fees will be refunded in full if students officially withdraw from the University prior to the sixth day of classes during a given semester. Students, who cancel their enrollment after classes have started, will have those charges reduced based upon the week of cancellation as follows:

Week 1	100% reduction	Week 6	60% reduction
Week 2	80% reduction	Week 7	50% reduction
Week 3	80% reduction	Week 8	50% reduction
Week 4	70% reduction	Week 9	40% reduction
Week 5	60% reduction	Week 10 and later	0% reduction

Weeks during which the University is on vacation for the entire week do not count in this adjustment schedule. Adjustments or refunds for students who receive financial aid will be computed on a modified schedule provided by the Federal Financial Aid Office.

## REFUND POLICIES

### COURSE WITHDRAWALS AFTER THE 30TH DAY

No tuition adjustment for course withdrawals will be made beginning 30 calendar days after the start of the semester. For example, a student who is enrolled in 16 credit hours and withdraws after the fourth week from a 3-credit course and adds a 3-credit course is accountable for 19 hours. In this example, the student would owe for the one credit over 18 credits.

Full refunds of the additional per credit hour charges (for each credit over 18) are given if the credit load is reduced to 18 hours or fewer within the first 30 calendar days of the semester.

### SPECIAL COURSE FEES

A full refund of special course fees will be granted to students who drop the course by the second Friday of the semester (first five days of the start of instruction for second block courses) from a course requiring a Special Course Fee. (See page 9). There is no refund of special course fees after the second Friday of the semester (after the 5th day of the start of instruction for special block courses). A request for refund is required on special block courses. Refunds given as an exception to this policy may be requested through the academic department which provides the course(s).

**HEALTH AND WELLNESS SERVICES FEE** (Applicable to WSU Pullman and WSU Spokane Campuses)

Upon withdrawal from the University, the health fee will be reduced according to the same percentages per week as stated above for tuition and fees, as long as no health services have been provided to the student. A refund of the health fee may be denied if the student has utilized health services during the semester.

**OPTIONAL STUDENT MEDICAL INSURANCE**

<http://studentinsurance.wsu.edu/>

Students who have optional student medical insurance and want a refund or other change, must contact the Health and Wellness Services or be liable for the premium. To cancel, go to the Health and Wellness Services, Washington Bldg., Room 100, call 1-509-335-3575 (option 3), or email [student.insurance@wsu.edu](mailto:student.insurance@wsu.edu) and request that the insurance is taken off your account and that you are issued a refund. After February 13, 2015 no refunds will be made.

**STUDENT RECREATION CENTER**

Upon withdrawal from the University, the Student Recreation Center fee will be refunded according to the same percentages per week as stated above for tuition and fees.

**SPORTS PASS**

Refunds, when applicable, may be obtained by applying in person, by the deadline date at the Athletic Ticket Office. This refund, if approved, is then processed through Student Accounts in French Administration.

All Seasons Sports Pass – Full refund upon request is available during the first ten days of fall semester. Failure to cancel your sports pass through the Athletic Ticket Office by the stated deadlines will result in your obligation to pay whether or not you have picked up your sports pass.

**STUDENT COMPUTING SERVICES SERVER/LAB PASS**

Refunds, when applicable, may be obtained by applying, in person, by the deadline date to the Student Computing Services Business Office (ITB 2091). Upon request, a full refund can be given for an unused semester lab pass through week two of the semester. No refund will be available after week two. All other refunds and account changes are evaluated and accommodated on a case-by case basis.

**HOUSING AND DINING SERVICES**

Specific details of the Housing and Dining Services refund policy are noted in the Housing and Dining contracts.

**CANCELING ENROLLMENT AND TUITION ADJUSTMENT APPEAL PROCEDURES  
(WSU Pullman and Branch Campus Students)**

Students must cancel their enrollment (drop all classes for the entire semester) on zzusis until the day prior to start of classes. To cancel enrollment after classes have started, students may do so online at <http://registrar.wsu.edu/cancel-enrollment/> or contact the appropriate student services office. For Pullman undergraduate students, contact the Registrar's Office, French Ad Room 346; graduate students, contact the Graduate School, French Ad Room 364; branch campus students, contact the appropriate Branch Campus Student Services Office. Students canceling enrollment under certain unusual circumstances—such as documented health problems, death in the immediate family, military service, or job relocation—may be eligible for a reduction in tuition for the current semester. Consult with the appropriate office listed above regarding these procedures.

## **SPECIAL PROBLEMS—499**

Prior to enrollment for a Special Problems course, a student must (1) crystallize an independent study intent and design, (2) negotiate a proposal including credit value (from 1 to 4) with the faculty member under whose jurisdiction the Special Problem will be conducted, and (3) have the proposal approved by the department head and filed with the student's records. Upon completion, Special Problems courses are graded S or F and may be repeated for credit in subsequent terms. Maximum credit per semester, per department, may not exceed 4 credits. The following categories represent the type of independent study undertaken as a Special Problem: 1. Research studies dealing with technical or specialized problems; 2. Selection and analysis of reading relating to a specific subject, theme, concept, or interdisciplinary topics; 3. The further development of a skill or aptitude through a creative prospect in the arts, sciences, or humanities; 4. Off-campus field experience or other nontraditional learning experiences not available through conventional offerings. Because Special Problem courses are designed as individual instruction between a student and a faculty, general university classrooms will not be assigned.

## **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. The reference should include any required fees, how travel would be accomplished, alternatives (if any), and the consequences of not participating.

When travel is required, the responsible faculty or staff member should arrange for the transportation. If classes are to be missed, the responsible faculty or staff member should also provide the student participants with a statement concerning absence from classes that can be given to the students' instructors. Transportation can be scheduled through the university motor pool in accordance with section 80.49, Business Policies and Procedures Manual. Chapter 4.92 of the Revised Code of Washington (RCW) provides the university's liability coverage. In those instances in which students are permitted to drive their own cars and other students are permitted to ride with them, the responsible faculty or staff member, acting as the university's representative, should request the student drivers to verify that: 1. They have a valid driver's license; 2. They have minimum liability insurance required by the state of Washington (\$25,000 bodily injury per person, \$50,000 per accident, \$10,000 property damage); 3. The student drivers' vehicles meet the state's standard safety requirements; and 4. The passenger capacity of the vehicles will not be exceeded.

The supervising university representative should also ensure that participants are appropriately dressed and properly advised as to safety requirements for the activity involved.

## **ACADEMIC DEFICIENCY INFORMATION**

<http://cacd.wsu.edu/students/academic-deficiency-and-reinstatement/>

### **ACADEMIC DEFICIENCY REGULATIONS**

35. Washington State University expects students to maintain academic standards of excellence and make satisfactory academic progress toward their degree objectives. 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.

38. An undergraduate (undeclared or certified major) who at the end of any one semester has failed to maintain a 2.00 semester and/or cumulative grade point average is considered academically deficient. The student must complete an application and an interview through the Center for Advising and Career Development, on the Pullman campus, the Distance Degree Program or designated office on other campuses. Reinstatement will be considered based on the application and interview. A certified major who has been interviewed and reinstated may be decertified by the department.

39. An undergraduate student who, at the end of any two semesters at WSU, has failed to maintain a 2.00 semester or cumulative grade point average will be dismissed from the university. For process see Rule 40.

40. Students who are dismissed from the University are required to remain out of WSU for at least one academic year. All students seeking reinstatement must provide, as part of the application for readmission, documentation that demonstrates improved academic performance at the college level and/or a readiness for academic success at WSU. All academic coursework during the time away from WSU is required to be documented and transcripts submitted. Dismissed students who apply for reinstatement after one semester will be granted reinstatement only when unusual extenuating circumstances are present. In all cases, written documentation to support the application is required.

### **BUILDING ABBREVIATIONS KEY**

<http://schedules.wsu.edu/Home/Buildings>

### **PULLMAN DEPARTMENT LOCATIONS**

<http://schedules.wsu.edu/>

### **PULLMAN CAMPUS MAP**

<http://www.campusmap.wsu.edu/>

## COURSE CHALLENGE LIST

Currently enrolled students may petition to receive credit by challenge exam if eligible under Academic Regulations, Rule 15(c).

Students wishing to challenge should pick up a Course Challenge Form at the Registrar's Office; obtain the approval (signature) of the chairperson of the department offering the course; pay the fee; and return the completed form to the Registrar's Office. The student's academic record will be evaluated to determine eligibility for challenge according to Rule 15(c). The Registrar's Office will notify the student and the department if the examination is authorized. If the examination is not authorized, the Registrar's Office will notify the student and will have the fee refunded.

The list below indicates the availability of courses for challenge. Courses such as 499 Special Problems, internships, and seminars may not be challenged for credit.

Agricultural Technology and Management: all undergraduate courses EXCEPT AGTM 403, 481

Animal Sciences: ANIM SCI 101

Anthropology: ANTH 101

Business: ACCTG 230, 231, B LAW 210, MGTOP 215, 301, 340, Fin 325, 345, 350, MKTG 360

Civil Engineering: only C E 301 may be challenged.

Crop Science: CROP SCI 101

Economics: ECONS 340

Entomology

Fine Arts: FINE ART 201, 202, 303, 304

Food Science and Human Nutrition: all undergraduate courses EXCEPT laboratory courses

Geology: GEOLOGY 421, 470, 475, 480

History: all lower-division history courses EXCEPT HISTORY 198, study-abroad, crosslisted, or cooperative courses

Horticulture: HORT 201, 231, 232, 234, 251, 310, 313, 320, 331

Humanities: HUMANITY 101, 103, 202, 303

Kinesiology: MVTST 199

Landscape Architecture: LND ARCH 260

Mathematics: all undergraduate courses EXCEPT Math 100, 101, 103, 107, 205, 210, 212, 251, 252, 330, 351, 398

Natural Resource Sciences: NATRS 204, 313

Nursing: NURS 320, 321, 342, 343, 344, 345, 346

Pharmacy: PHARP 217, 581P, 582P

Philosophy: PHIL 101, 201

Physics: all undergraduate courses EXCEPT PHYSICS 101, 102, 150, 201, 202, 205, 206, 380, 410, 412, 415, 490

Sociology: all undergraduate courses EXCEPT SOC 198, 320, 321, 410, 420, 421, 490

Soil Science: all undergraduate courses EXCEPT SOIL SCI 360, 413, 414, 415, 421, 431, 451, 467

Veterinary Pharmacology and Physiology: all undergraduate courses EXCEPT laboratory courses