

2003-2004

# Student Handbook



WASHINGTON STATE UNIVERSITY  
 SPOKANE

*World Class. Face to Face.*

# Quick Reference Guide

---

Admissions WSU Spokane  
358-7978

Address Changes  
358-7530  
[http://www.it.wsu.edu/AIS/SIC/cgi-bin/info\\_ctr.cgi?site=SIC](http://www.it.wsu.edu/AIS/SIC/cgi-bin/info_ctr.cgi?site=SIC)

Alcohol & Substance Abuse  
Information  
Student Counselor/WSU  
Spokane  
358-7978

Alumni Information  
Spokane Area  
358-7528

Ambulance  
911

ASWSU Spokane  
358-7921

Athletic Tickets  
N. 225 Grand/Pullman  
1-800-GOCOUGS

Bookstore (Bookie)  
410 E. Trent  
358-7860

Career Services  
358-7536

Cashier  
358-7978

Community Service  
358-7526

Cougar Card  
(Photo ID)  
358-7978

Counseling  
358-7978

Directory Assistance  
WSU Spokane  
358-7500  
WSU Pullman  
335-3564

Disability Resources  
358-7526

Dropping & Adding Courses  
358-7530 or  
[www.metro.wsu.edu](http://www.metro.wsu.edu)

Emergency  
911

Emergency Loans  
358-7526

Employment  
358-7536

Enrollment Services  
358-7530

Financial Aid  
358-7534

Graduate School  
335-6424

Housing Information  
358-7526

Insurance (student)  
358-7526/335-4589

International Students  
358-7534

Lost & Found  
See Campus Security  
Phase I Classroom Bldg.  
358-7995

Medical Services  
Family Medicine Spokane  
104 W. 5th, Suite 200  
624-2313

Multicultural Student  
Services  
358-7526

Ombudsman (Pullman)  
335-1195

Parking Services  
368-6999

Registrar  
(Enrollment Services)  
358-7530

Scholarships  
358-7534

Security (24 hr.)  
358-7995

Sexual Harassment  
358-7526

Student Accounts  
358-7978

**Student Services**  
WSU Spokane  
358-7526

Transcripts  
Enrollment Services  
358-7978

Tuition Payment  
358-7978

Veteran's Affairs  
335-1857 (Pullman)

Work Study & Loans  
358-7534

For more information:  
**[www.spokane.wsu.edu](http://www.spokane.wsu.edu)**

# Washington State University Spokane

## Riverpoint Campus

Phase I Classroom Bldg. (SCLS)  
668 N. Riverpoint Blvd.  
Spokane, WA 99210  
Health Sciences Bldg. (SHSB)  
310 N. Riverpoint Blvd.  
Spokane, WA 99210-1495

## Spokane Intercollegiate Research & Technology Institute (SIRTI)

Location: Spokane Higher Education  
Park at Riverpoint  
665 N Riverpoint Blvd.

Campus Security (509) 358-7995

## Building Hours

Monday-Thursday 7:00 a.m.-10:00 p.m.  
Friday 7:00 a.m.-5:00 p.m.

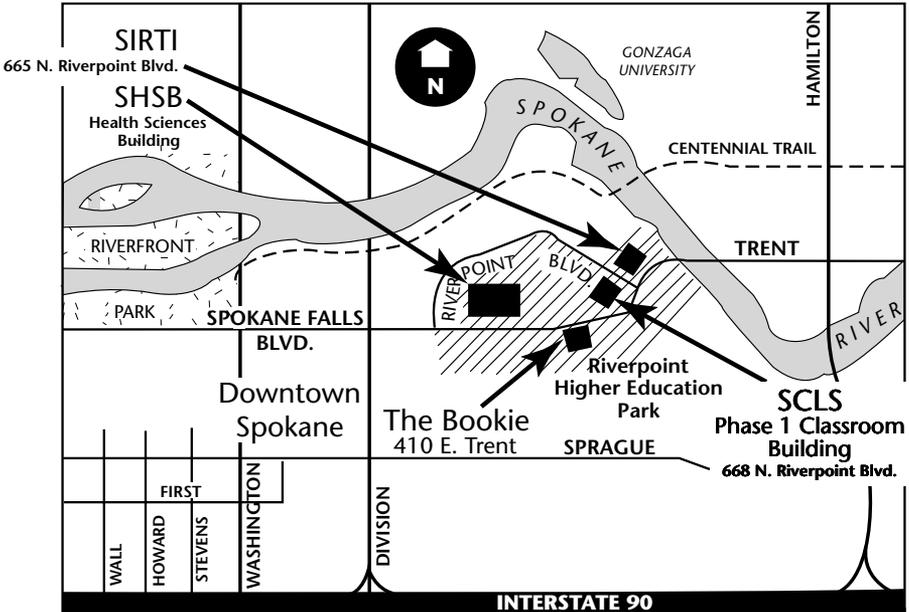
WSU Spokane Bookie  
(Bookstore)  
Monday through Friday,  
10:00 a.m.-6:00 p.m.  
410 E. Trent  
Phone (509) 358-7860

## Library Hours

Monday-Thursday 8:00 a.m.-9:00 p.m.  
Friday 8:00 a.m.-5:00 p.m.  
Saturday 9:00 a.m.-5:00 p.m.  
Sunday 10:00 a.m.-6:00 p.m.  
Please note: The library is located  
in the Phase I Classroom Bldg.,  
Room 105.  
Phone (509) 358-7930  
spoklib@mail.wsu.edu

Please note: Building hours are subject to change.

**Information line: 323-2474 (a 24-hour recorded  
message with info on emergencies or campus closures)**





---

**This handbook made possible through the generous support of  
Associated Students of Washington State University of Spokane**  
*ASWSU Spokane is your student organization*

Office located in Room 146, Phase I Classroom Building

Phone 358-7921

President Emily Moses

Vice President Cyanna Goold

Email: ASWSUS@hotmail.com

MEETINGS OPEN TO ALL STUDENTS

***ASWSUS SPONSORED ACTIVITIES INCLUDE:***

- 24-Hour Fitness subsidized membership for all registered WSUS students (students must apply for membership)
- Free all campus welcome BBQ
- Winter Ball
- Nascart Race Night
- WSUS Hockey Nights

# Table of Contents

<b>WSU Spokane hours and phone numbers</b>	Fitness Services..... 96
Building Hours and Locations ..... 1	Graduation Ceremonies ..... 96
Campus Hours ..... 1	Health and Wellness Services ..... 96
Library Hours ..... 1	Housing ..... 97
Numbers to Remember ..... 4	Insurance ..... 97
Community Resource Numbers ..... 4	International Programs..... 97
Spokane Area Hospitals ..... 4	Library ..... 98
Local Emergency Numbers ..... 4	Parking ..... 98
Community Centers ..... 4	METRO ..... 98
<b>Student Services</b> ..... 5	Safety on Campus ..... 98
<b>Academic Calendar</b> ..... 6	Prevention of Sexual Assault ..... 99
Fall 2003..... 6	Reporting ..... 99
Spring 2004..... 6	Disciplinary Process ..... 99
University Programs in Communication Disorders Calendar..... 7	WSU Spokane Campus Crime Statistics, 2000-2003 ..... 99
<b>Tuition and Fees</b> ..... 92	Student Lounges ..... 100
Refund Policy ..... 93	FERPA ..... 100
Semester Registration Fees ..... 93	<b>Fun places to eat, relax, and enjoy</b> ..... 101
Fee Adjustments..... 93	<b>Academic Regulations</b> ..... 103
Canceling Enrollment and Refund Appeal Procedures..... 93	<b>Use of WSU Name and     Identifying Marks</b> ..... 120
<b>Student Information A–Z</b> ..... 94	<b>Policies and Regulations</b> ..... 121
ASWSU Spokane ..... 94	<b>Washington State University     Standards of Conduct     for Students</b> ..... 125
Athletics ..... 94	Part I Conduct Regulations..... 125
The Bookie ..... 95	Part II Disciplinary Process and Procedures..... 129
Computing Resources ..... 95	Part III Academic Integrity Standards and Procedures ..... 136
Career Services ..... 95	<b>Policies and Regulations Applying     to All Students</b> ..... 143
Copy Services..... 95	
CougarCard..... 95	
Counseling Services ..... 95	
Disabled Student Services ..... 96	
Financial Aid..... 96	

# Numbers to Remember

## **WSU Spokane**

Admissions  
 Amber Scott..... 358-7978  
 ASWSU Spokane..... 358-7921  
 Bookie ..... 358-7860  
 Campus Security ..... 358-7995  
 Counseling..... 358-7978  
 Financial Aid (Liz West) ..... 358-7534  
 Registration (Lisa Martin) ..... 358-7530  
 Student Accounts  
 (Amber Scott) ..... 358-7978  
 Student Services  
 (Joan Menzies)..... 358-7526  
 WSU Spokane—  
 Main Switchboard..... 358-7500

## **Community Resource Numbers**

24-Hour Fitness  
 Child Care Center ..... 838-3577  
 AIDS Hotline ..... 324-1542  
 Alcohol Information Network... 324-1420  
 American Red Cross Center  
 for Drug Treatment ..... 458-7437  
 Child Care Resources ..... 484-0048  
 Crisis Hotline ..... 838-4428  
 Deaconess Medical Center  
 Chemical Dependency Unit .. 458-7000  
 Domestic Violence Hotline..... 326-2255  
 D.S.H.S. Refugee Services ..... 533-2431  
 Family Counseling Services ..... 838-4128  
 Family Medicine of Spokane..... 624-2313  
 Foundation for the  
 Handicapped ..... 838-0493  
 Hospice of Spokane..... 456-0438  
 Human Rights Commission ..... 625-6263  
 Martin Luther King Center ..... 455-8722  
 Ogden Hall Shelter for Women  
 & Children ..... 327-7737  
 Planned Parenthood ..... 326-2142  
 Pregnancy Testing ..... 324-1600  
 Spokane Food Bank..... 534-6678  
 Spokane Mental Health ..... 838-4651  
 Spokane Sexual Assault Center .. 624-7273  
 YWCA Women's  
 Resource Center ..... 326-1190

## **Spokane Area Hospitals/Health Care**

Deaconess Hospital ..... 458-5800  
 Family Medicine of Spokane  
 (for WSU students enrolled  
 in 7 cr. or more) ..... 624-2313  
 Holy Family Hospital ..... 482-0111  
 Sacred Heart Medical Center .... 455-3131  
 Telephone Nurse (24-hr. free  
 consultation-WSU)..... 509-335-3575

## **Local Emergency Numbers**

To report fires and  
 medical emergencies ..... 911  
 Campus Security ..... 358-7995  
 Crime Check (24 hours)..... 456-2233

## **Community Centers**

East Central  
 Community Center..... 625-6699  
 North East  
 Community Center..... 487-1603  
 Peaceful Valley Center ..... 624-8634  
 West Central  
 Community Center..... 326-9540

---

## Student Services Office

---



Health Sciences Bldg – 125E  
310 N. Riverpoint Blvd.  
Hours: Monday- Friday  
7:45 a.m.–5:30 p.m.

[www.spokane.wsu.edu/  
studentservices](http://www.spokane.wsu.edu/studentservices)

Joan Menzies  
Director of Student Services  
358-7526  
[jmenzies@wsu.edu](mailto:jmenzies@wsu.edu)

Jane Kinkel  
Career Services/Scheduling  
358-7536  
[kinkel@wsu.edu](mailto:kinkel@wsu.edu)

Lisa Martin  
Registrar/Enrollment Svcs.  
358-7530  
[ldmartin@wsu.edu](mailto:ldmartin@wsu.edu)

Liz West  
Financial Aid/International  
Students  
358-7534  
[weste@wsu.edu](mailto:weste@wsu.edu)

Amber Scott  
Admissions/Student  
Accounts  
358-7978  
[ambersd@wsu.edu](mailto:ambersd@wsu.edu)

Vacant  
Admissions Counselor  
358-7537

Jack Severinghaus  
Personal and  
Career Counselor  
358-7978  
[severing@wsu.edu](mailto:severing@wsu.edu)

# Academic Calendar, 2003–04

	Fall Semester 2003 Aug. 25–Dec. 19	Spring Semester 2004 Jan. 12–May 7
Priority registration begins	Apr. 7	Nov. 10
New Student Orientation	Aug. 24	
Classes begin	Aug. 25	Jan. 12
Late registration begins (\$25 late fee)	Aug. 25	Jan. 12
Last day to withdraw from WSU with full refund (less administration fee)	Aug. 29	Jan. 16
Last day a student may add a course without instructor's signature	Sept. 1	Jan. 19
<b>LABOR DAY—ALL-UNIVERSITY HOLIDAY</b>	Sept. 1	
<b>MARTIN LUTHER KING, JR. DAY— ALL-UNIVERSITY HOLIDAY</b>		Jan. 19
Last day a student may change from audit to credit	Sept. 8	Jan. 26
Last day to enroll prior to \$100 service fee	Sept. 8	Jan. 26
Last day to change a course to pass/fail	Sept. 12	Jan. 30
Last day to drop a course without record or audit a course, or change from credit to audit. (Course withdrawals after this day cost \$5 each and are recorded on the student's transcript)	Sept. 23	Feb. 10
Last day to file residency application	Sept. 23	Feb. 10
Last day to pay tuition prior to 5% assessment charge	Sept. 26, 5pm	Feb. 13
<b>PRESIDENTS' DAY—CLASS HOLIDAY;</b> all University offices will remain open		Feb. 16
Last day to apply for a graduate degree	For Dec.: Oct. 10	For May: Mar. 5
Last day to pay tuition prior to 10% assessment charge	Oct. 17, 5pm	Mar. 5
Last day to apply for an undergraduate degree and last day to apply for a Teaching Certificate	For Dec.: Oct. 17	For May: Mar. 5
Last day to use a regular withdrawal from a course on Metro	Oct. 24	Mar. 12
<b>VETERANS DAY—ALL-UNIVERSITY HOLIDAY</b>	Nov. 11	
<b>THANKSGIVING VACATION</b>	Nov. 24–28	
<b>SPRING VACATION</b>		Mar. 15–19
Last day to schedule final oral examination for an advanced degree	Nov. 21	April 16
Last day to change a pass/fail to graded	Dec. 12	April 30
Last day to take final oral examination for an advanced degree	Dec. 12	April 30
Last day for cancellation of enrollment from WSU (Rule 70b)	Dec. 12	April 30
Last day to use uncontested course withdrawal (undergraduate students only, Rule 69b)	Dec. 12	April 30
Final Examination Week	Dec. 15–19	May 3–7
Theses due in Graduate School	Dec. 19	May 7
Commencement		May 7
Final grades due in Registrar's Office	Dec. 23, 5pm	May 11, 5pm

# Academic Calendar, 2003–04

## University Programs in Communication Disorders\*

### *Washington State University/Eastern Washington University*

<b>Fall Block 2003</b>	<b>EWU Students</b>	<b>WSU Students</b>
Registration	By October 1	By August 25
Orientation	September 12	September 12
Classes begin	September 15	September 15
Veteran's Day	November 11	November 11
Thanksgiving Vacation	November 24-28	November 24-28
Last day of classes (inclusive of final exam)	December 5	December 5
<b>Winter Block 2004</b>	<b>EWU</b>	<b>WSU</b>
Registration	By January 12	By January 11
Classes begin	January 5	January 5
Martin Luther King's Birthday	January 19	January 19
President's Day	February 16	February 16
Last day of classes (inclusive of final exam)	March 5	March 5
<b>Spring Block 2004</b>	<b>EWU</b>	<b>WSU</b>
Registration	By April 2	By January 11
Classes begin	March 15	March 15
Commencement (UPCD)	May 7	May 7
Last day of classes (inclusive of final exam)	May 14	May 14

\*This calendar applies only to those classes offered through University Programs in Communication Disorders (the cooperative graduate program of the Department of Communication Disorders, Eastern Washington University and the Department of Speech and Hearing Sciences, Washington State University). For all other dates and deadlines, consult the catalogs of the university with which you are enrolled.

# Tuition and Fees

Tuition, fees, and other charges are subject to change and are effective when established by the legislature of the state of Washington and adopted by the WSU Board of Regents. Pending legislation may result in changes before the start of the fall semester.

Full-time Fees	Undergraduate	Graduate	Phar D
Resident (10-18)	\$2418	\$3139	\$3607
Resident (19 hrs. and above)	2418+	3139+	3607
	222/cr	294/cr	+341/cr
Nonresident (10-18 hrs)	6469	7647	8111
Nonresident (19 hrs and above)	6469+	7647+	8111
	627/cr	745/cr	+795/cr

## Part-time Fees per credit hour

(2 credit hour minimum charge)	Undergraduate	Graduate	Phar D
Resident	\$242	\$314	\$361
Nonresident	\$627	\$765	\$811

Fees are based on credit hour enrollments: 1-9 credits are charged part-time fees; 10-18 credits are charged full-time fees; 19 credits and above are charged full-time fees plus an additional charge per credit hour for each credit over 18.

The credit hours listed in this table are for fee purposes only. Full-time enrollment is normally 12 credit hours.

Tuition is due the first day of class with a late fee of 5% on the unpaid balance applied the 5th Friday of each semester. Students with unpaid tuition balance as of the end of the 8th week will be assessed an additional late fee of 10% on the unpaid balance. Unpaid tuition at the last day of finals will result in disenrollment. Disenrolled students will be responsible for payment of all of the tuition and fees prior to reinstatement. Additionally, grades, transcripts, and diplomas will be held until all financial obligations are satisfied.

## Other Fees and Charges

- Admissions application, nonrefundable ..... 36.00
  - Auditing a course (does not apply to full fee paying students) ..... 70.00
  - Graduation application (undergrad) ... 33.80
  - Graduation application (grad) ..... 50.00
  - Late registration after September 8, 2003 or Jan. 26, 2004 .... 100.00
  - Transcript (per copy) ..... 4.20  
(24 hour rush order) ..... 10.00
- Note: Overdue accounts owed the University will prevent release of transcripts and enrollment. Registration is not complete until all of the students' tuition and fees are paid.
- Washington Student Lobby (optional) ..... 2.00
  - WSU Spokane Health & Wellness Fee (charged to students enrolled in 7 or more credits) ..... 72.00

# Refund Policy

## Semester Registration Fees

Tuition, operating, and student services and activities fees will be refunded in full if the student officially withdraws from the university prior to the sixth day of class of the semester for which fees have been charged. If official withdrawal occurs after the fifth day of the semester, the following refund will apply:

Week 2	80% refund
Week 3	80% refund
Week 4	70% refund
Week 5	60% refund
Week 6	60% refund
Week 7	50% refund
Week 8	50% refund
Week 9	40% refund
Week 10 and after	0% refund

Weeks during which the university is on vacation for the entire week do not count in this refund schedule.

If you have the optional student medical insurance, you must come to Student Services and cancel it or you will be liable for the premium. After September 27, no refunds will be made.

Students who drop below seven credits within the first thirty calendar days of the semester may apply for a refund of the Health Fee. Contact Health & Wellness Services (335-3575) if you have questions.

An administrative fee of the lesser of 5 percent of the assessed tuition and mandatory fees, or \$100, will be charged. Other amounts owed by students for benefits or services they have received will be charged.

## Fee Adjustments

After the drop deadline (end of the 30th day) students will not receive an adjustment in tuition if they withdraw from a course. The withdrawn course will still be used to calculate fees. For example, the student who enrolls in 16 credit hours, withdraws after the fourth week from a 3-credit course and adds a 3-credit course is accountable for 19 hours and owes for the one hour over 18.

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.

## Canceling Enrollment and Refund Appeal Procedures

Students may cancel enrollment on METRO until the day prior to the start of classes. After classes begin, to cancel enrollment a student must contact the Office of Enrollment Services, HSB 125E, or call 358-7530 or online at [www.cancel.wsu.edu](http://www.cancel.wsu.edu) Students canceling enrollment under specific and unusual circumstances, such as health problems or military service, should consult with the Director of Student Services (358-7526) for possible further cancellation or refund of fees.



## Student Information A-Z

### ASWSU Spokane

Students attending WSU Spokane are represented by elected individuals who serve as officers of the Associated Students of Washington State University Spokane (ASWSUS). ASWSUS is interested in a wide range of issues relating to student services at WSU Spokane.

- ASWSUS officers for 2003-04 are Emily Moses, President, and Cyanna Goold, Vice President.
- The ASWSUS office is located in the Phase I Classroom Bldg., Room 146. Officers may be reached at 358-7921, or by e-mail at [aswsus@hotmail.com](mailto:aswsus@hotmail.com).
- Services include subsidized 24-Hour Fitness membership, social and recreational activities, outdoor recreation equipment rental, advocacy for student issues
- Publishes a monthly newsletter of campus information

### Athletics

Pullman Ticket Office 1-800-Go-Cougs

The WSU Athletic Ticket Office in Pullman offers three season ticket package options to students, as well as the opportunity to buy tickets on a game-by-game basis. Details and prices are available from the ticket office or from the Spokane Cougar Club office. 358-7542.

### Student Sports Pass

Sports passes to all athletic events are available for \$70 for fall and spring semesters, \$60 for fall semester only, or \$35 for spring semester only. Individual game tickets will be furnished for football only. A validated WSU identification card must be shown when attending athletic events with the Pass.

Students may purchase a pass at any WSU athletic event or by calling 1-800-GO COUGS. Students may also purchase a sports pass using the METRO system. Passes may be picked up at the student ticket window on first game day.

All Seasons Sports Pass—Full refund upon request through September 8, 2003. \$10.00 refund upon request through January 26, 2004. No refund available after that date. Fall Only—Full refund upon request through September 8, 2003. No refund available after that date. Spring Only—Full refund upon request through January 26, 2004. No refund available after that date.

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.



## Bookie (Campus Bookstore)

The Bookie-Spokane-(509) 358-7860  
 Manager-Annette Simons  
 Hours: 10:00 a.m.-6:00 p.m. Mon-Fri.

The shop is located on the Riverpoint Campus, 410 E. Trent.

The Bookie at WSU Spokane carries required textbooks as well as school supplies, computer software, clothing, special WSU imprinted supplies, gift items, and Cougar memorabilia. The Bookie also has a comfortable lounge for studying or small group meetings, satellite TV and computer stations with free Internet access.

## Computing Resources

Computer Systems Administrator:  
 Bart Brazier (brazier@wsu.edu)  
 358-7973

### *Riverpoint Computer Lab*

Phase I Classroom Building  
 Room 020 (basement)

18 general-use Windows machines and one high-end Windows machine with desktop publishing software, a scanner and a CD drive.

### *Design Institute computer labs and studios*

Rooms 150 and 373

Approximately 40 high-end Windows machines located across three labs and two studios. AutoCAD, ARC View, Photoshop and Pagemaker are available in select locations.

### *Remote Access*

A local terminal server provides free dial-up access to the internet for WSU students. Modem access number is 324-7390.

## *Student Information Center*

Personal Student Information  
<http://www.it.wsu.edu/eIC>  
 (Careful-it's case sensitive.)

- Financial Aid Information
- Graduate Admission Status
- Student Academic Information  
 (grades, class schedule, area of coherence)
- Student Accounts Information  
 (balances and payments to you)
- Report Changes in Address and Telephone Numbers
- Student Payments

## Career Services

Health Sciences Bldg. 125E  
 (509) 358-7536

- Resume review/editing
- Job search consultation
- Career planning
- Career information
- Assistance with development of career related skills
- Job and internship listings
- Career fairs
- Maintain library of career materials at CALS

## Copy Services

Photocopy machines are available for student use in the student lounges of the Phase I and Health Sciences buildings. Machines are coin operated-ten cents per copy.

## Cougar Card

Student Services 8 a.m.-5:30 p.m. M-F  
 Health Sciences Bldg. 125E

A WSU photo ID card is provided free of charge. Replacement cost for lost cards is \$10.00, payable at the time the replacement photo is taken. These cards will be required for library services, checking out WHETS tapes, athletic events in Pullman (along with a sports pass), the 24-Hour Fitness Program, and for ID in campus buildings after hours.

## Counseling Services

Jack Severinghaus, Ph.D.  
 Psychologist and Counselor  
 Health Sciences Bldg. 125A  
[www.spokane.wsu.edu/current\\_students/student\\_services/counseling\\_services](http://www.spokane.wsu.edu/current_students/student_services/counseling_services)

Hours: Tuesdays 8 a.m.-5 p.m.  
 Wednesdays 8 a.m.- noon

- Confidential counseling
- No cost to students
- Personal, family and couple or marital concerns
- To schedule an appointment, call 358-7978.

## Disabled Student Services

Joan Menzies, 358-7526  
Health Sciences Bldg. 125Q

- Assistance such as extended exams, note takers, large print materials, assistive devices.
- Advance notice of any special needs or assistance will be appreciated.
- Documentation of disability is required.

## Financial Aid

Liz West, 358-7534  
Health Sciences Bldg. 125E

Washington State University participates in all major federal, state and institutional need-based financial-aid programs. All students needing financial aid should apply—(applicants must be U.S. citizens, permanent residents, or have refugee status). To be eligible for financial aid, a student must be fully admitted to a degree or certificate program.

Certification of Enrollment required by Loan Servicing agents is available to currently enrolled students. Contact Lisa Martin for assistance, 358-7530.

## Fitness Services

(Sponsored by ASWSUS)

Students enrolled through WSU Spokane are eligible to receive a significantly reduced rate on membership privileges at 24-Hour Fitness, on a semester-by-semester basis. The Spokane 24-Hour Fitness facilities offer a variety of fitness services including weight

rooms, pools, aerobics classes, and more. Specific information on services, parking, and facility hours will be available at the WSU Spokane orientation.

**TO ENROLL:** Students must present a current (validated) WSU identification card to obtain membership. Student Services must validate the card for the current semester the student is attending. Deadlines for enrollment are listed below. Please note that these deadline dates for enrollment are strictly enforced:

Fall Semester-enroll by Sept. 19

Spring Semester-enroll by Jan. 30

Summer Session-Paid membership privileges are not available to WSU students during Summer Session.

## Graduation Ceremonies

WSU Spokane-Friday, May 7, 2004  
Spokane Opera House

Complete details regarding graduation will be made available to all eligible during the early months of spring semester (January-February), and at [www.spokane.wsu.edu](http://www.spokane.wsu.edu).

Application for graduation available at Student Services HSB 125E.

## Health and Wellness Services

### **Mandatory Health Fee**

Students who are enrolled with 7 credits or more are required to pay a mandatory health fee. The \$72 per semester fee is automatically added to the student account at registration. This fee entitles students enrolled at WSU Spokane to services at



Family Medicine Spokane, 104 W. 5th, Suite 200, 624-2313 (24 hours). Medical services available and paid for by WSU are:

- Normal office calls
- Wart destruction (non-STD)
- One woman's well health care examination per year per eligible student up to a maximum of \$46.00.
- 24-hr. Telephone Nurse consultation

Specific questions concerning coverage should be addressed to:

Health and Wellness Services

Pullman, WA 99163-2302

(509) 335-3575

Medical services not covered at Family Medicine Spokane are:

- allergy testing
- allergy injections
- (TB tests)
- prescription drugs, laboratory tests, and x-rays
- immunizations
- hospitalization

WSU will pay approximately \$55.00 for a visit to an appropriate hospital emergency room after clinic hours and for legitimate emergencies.

**For pharmacy services:** WSU Spokane students have the option of purchasing prescription drugs directly from the WSU Pullman Health and Wellness pharmacy (509) 335-5742, fax (509) 335-5745, and having the drugs mailed to their Spokane home free of charge. Note that your physician can fax your prescription to the H&W pharmacy. For health-related questions, a registered nurse is available for **telephone consultation 24 hours a day by calling 509-335-3575.**

## Housing

The WSU Spokane housing website ([www.spokane.wsu.edu/student\\_services/housing/](http://www.spokane.wsu.edu/student_services/housing/)) has tips from our current students about looking for housing in Spokane, including:

- suggested questions to ask apartment managers before signing a contract
- surveys from our students about the places they live
- links to the local newspaper housing ads
- links to several local housing resources

If you have questions, or need further assistance, please contact Amber Scott at 358-7978 or [ambersd@wsu.edu](mailto:ambersd@wsu.edu).

## Insurance

### (Student Medical)

If you are enrolled in 7 or more credit hours, you are eligible to purchase the WSU Student Medical Insurance Plan. This plan is separate from the Health and Wellness Fee you pay each semester and is optional. **All international students are required to purchase this insurance regardless of credit hour enrollment unless evidence of coverage in an equal benefit plan has been presented to Student Services at WSU Spokane.** This optional medical insurance is completely separate from the mandatory Student Health Fee. To request medical insurance, enroll via METRO [www.METRO.wsu.edu](http://www.METRO.wsu.edu)

Coverage begins Sunday, August 24, 2003, upon timely payment of premium. The enrollment period ends September 14, 2003. To cancel the insurance charge from your account, go to Student Services, HSB 125E. Premium refunds and cancellations are not available after September 14, 2003.

Regardless of insurance coverage, eligible students may use the WSU Health and Wellness Services, and Family Medicine of Spokane, **provided the mandatory Health and Wellness Fee has been paid.**

**For more information, see [www.wsu.edu/benpay/benefits.htm](http://www.wsu.edu/benpay/benefits.htm).**

Graduate Assistants who are employed 50% of full-time or more will be enrolled in a WSU-paid insurance plan and need not enroll in the Optional Student Medical Insurance plan.

## International Programs

Liz West ([weste@wsu.edu](mailto:weste@wsu.edu))

HSB 125E

358-7534

WSU Spokane has become the destination campus of an increasing number of international students. Services for these students include:

- orientation activities during the week before fall classes begin
- immigration check in
- travel endorsement of I-20's
- assistance with practical training applications
- tax assistance referrals
- several social activities
- resources and referrals regarding immigration questions
- adjusting to living and learning in Spokane

## Library

Library Director-David Buxton  
Cooperative Academic Library Services  
(CALS)

668 N. Riverpoint Blvd., Rm 105  
Spokane, WA 99210  
509-358-7930 (main desk number)  
e-mail: spoklib@mail.wsu.edu

CALS is the joint-use library of WSU Spokane and Eastern Washington University and provides:

- Access to numerous full-text periodical indices and over 4,000 on-line databases to users of PCs in CALS
- A non-circulating periodical collection of over 400 journals and small circulating and reference collections.
- Books and copies of periodical articles from other libraries within 1-4 days, at no cost
- Professional reference librarian
- Library instruction upon request

## Parking

Teresa Kruger-Parking Operations  
Basement Phase I Classroom Building  
368-6999

Email: rpparking@wsu.edu

Hours: M-Th 7:30 a.m.-6:30 p.m.

F 8 a.m.- noon

Parking enforced M-F 7:30 a.m.-10:00 p.m.

### **Student Parking Permits:**

#### **Red Zone:**

- Annual \$130.00
- Semester \$60.00

#### **Blue Zone:**

- Annual \$98.00
- Semester \$45.00

#### **Green Zone (limited spaces):**

- Annual \$73.00
- Semester \$34.00

Please check with parking services for details on parking zones and parking regulations.

Ten day permits \$10.00, daily permits \$1.00, parking meters .50/hr.

Parking violation fines for no permit or expired meter will be reduced by 50% if paid within 24 hours.

### **Bicycle Parking**

Bicycle racks are available for student use adjacent to the campus buildings. Students are advised to use strong locks when securing their bikes.

**Please note:** Bicycles will be impounded if they are found secured to the trees or handrails at WSU Spokane. Bikes are not allowed into the WSU Spokane buildings.

## METRO

Students may register for classes via the World Wide Web, using METRO: [www.metro.wsu.edu](http://www.metro.wsu.edu). You may add and drop classes, access your current schedule, or complete other transactions such as the purchase of a Cougar Athletics Sports Pass or student insurance.

To register, you will need the WSU Spokane course listings ([www.schedule.wsu.edu](http://www.schedule.wsu.edu)) to obtain the schedule line numbers for the courses you want. Undergraduate students must meet with an advisor prior to registering for courses. If you experience difficulty, or have forgotten your personal identification number, contact Enrollment Services, 358-7530.

Payment of tuition and fees may be made at Student Services, or, for credit card payment, via the web @ [www.it.wsu.edu/AIS/SIC/stpymt.htm](http://www.it.wsu.edu/AIS/SIC/stpymt.htm), or by calling 358-7978.

## Safety on Campus

24-hour Security: 509-358-7995

The Washington State University Spokane Riverpoint campus has 24-hour security. Security personnel make periodic patrols of the buildings and parking lots. Students are encouraged to ask for a security escort to their cars at night. All officers are trained and have close contact with the city police and fire officials.

### **Tips for staying safe:**

- Develop a relationship with neighbors that will encourage checking on one another often.
- Lock up wallets, purses, backpacks, and other valuables. Do not leave them unattended, even on campus.
- Report safety hazards, unsafe lighting, and defective equipment to campus administrative offices.
- Be aware of your surroundings. Know where you are. Know where you are going and what to expect.
- Avoid walking alone and let people know where you are going.
- Park in an area that will be well lit after dark. Ask campus security personnel to walk you to your car late at night.

- Plan your walking trips in advance and choose a safe, well lighted, and populated route.
- Remember, most crime is committed in response to the opportunity, so the best prevention is to eliminate opportunities.
- Keep your residence doors locked at all times.
- Leave nothing visible in your car even if it's of no value.

**If you are a victim**

**—of assault**

- Take control of what happens to you as a victim by making decisions.
- If injured, seek a medical exam as soon as possible to protect your health.
- Seek a support person who can guide you in obtaining help.
- Report the assault to police as soon as possible.
- Seek out resource people such as counseling services (358-7978) or student services (358-7526) to assist you.
- Get involved in the healing process by doing things that you know are comfortable for you.
- Encourage others so that they can also join the healing process.

**—of property crime**

- Report your losses to the police as soon as possible.
- If the crime occurred on the WSU Spokane campus, report the incident to Student Services and campus security personnel.
- Do not touch anything; preserve for police examination.
- Be prepared to provide serial numbers or unique characteristics of the items taken.
- Carefully survey the crime scene over the next few days, as new information may come to you regarding losses.
- Itemize your valuables and note serial numbers. If you own unique items, photograph them with a 35mm camera or video camcorder.

**Prevention of Sexual Assault Policy**

Sexual assault in any form, including acquaintance rape, violates WSU's standards of conduct and will not be tolerated. WSU has instituted procedures to respond to violations of these standards,

programs aimed at the prevention of such conduct, and interventions on behalf of the victims.

**Reporting**

Sexual assault victims, on their own or with the help of WSU personnel, are urged to seek immediate attention from the Spokane Police Department, as well as from medical and counseling services. Victims should preserve any evidence that may be necessary to the proof of criminal sexual offense. Preservation includes refraining from showering or bathing and saving articles of clothing worn. The Director of Student Services can assist victims with adjustments in living and academic situations (358-7526). Confidential Counseling Services are available at 358-7978.

Refer to the Directory of Community Resource numbers in page 4 of this handbook for 24-hour and emergency resources for WSU Spokane students.

**Disciplinary Process**

Victims may also report a sexual assault to the Director of Student Services. With consent of the victim, reports accusing a WSU student of sexual assault will be handled through WSU's disciplinary procedures outlined in this Student Handbook. Victims and accused students have the right to be present during a conduct hearing and to have an advisor present at that hearing. Victims will be kept informed of the status of any proceedings and the results of any disciplinary action or appeal.

Any WSU student found responsible for an act of sexual assault will face the strongest disciplinary sanctions, including suspension or expulsion. Such disciplinary action will normally proceed without regard to any civil or criminal proceeding.

**WSU Spokane Campus Crime Statistics 2000-2003**

	00-01	01-02	02-03
<b>Murder/ Non-negligent homicide</b>	0	0	0
<b>Rape</b>			
On campus	0	0	0
Off campus adjoining	2	0	1
<b>Other forcible/non-forcible sex offenses</b>			
On campus	0	0	0
Off campus adjoining	2	1	0

	00-01	01-02	02-03
<b>Robbery</b>			
On campus	0	0	0
Off campus adjoining	1	1	0
<b>Assault</b>			
On campus	0	1	1
Off campus	0	4	2
<b>Burglary</b>			
Forcible entry	0	0	1
Unlawful entry—no force	2	0	1
Attempted forcible entry	0	0	0
Reported—on campus		1	2
Reported—off campus		12	4
<b>Burglary in Progress</b>			
On campus		0	1
Off campus		3	2
<b>Fight in Progress</b>			
On campus		0	0
Off campus		4	1
<b>Larceny—on campus</b>	3	0	1
<b>Larceny—off campus</b>			0
<b>Vehicle Prowl</b>			
On campus	7	2	3
Off campus adjoining	10	0	0
<b>Motor vehicle theft</b>			
On campus	1	0	2
Off campus adjoining	2	8	4
<b>Liquor law violations</b>	0	0	0
<b>Drug abuse violations</b>	0	2	0
<b>Weapons possessions</b>	0	0	0
<b>TOTAL</b>	<b>30</b>	<b>39</b>	<b>26</b>

The crime statistics since 2000 reflect additional data from the local police department that includes incidents adjacent to university property (off campus).

*\*Statistical data for all off-campus property obtained from the Spokane Police Department. Final charges for each incident have not been verified beyond the initial report*

## Student Lounges

A student lounge is located in the basement of the Health Sciences Building and on the second floor of the Phase I Classroom Building. The lounges or adjacent areas are equipped with:

- information board for employment, housing, special events
- refrigerator/freezer
- microwave oven
- study tables and chairs
- TV/VCR
- vending machines
- copy machine

## FERPA

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 which are directly related to a student and are maintained by Washington State University or 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 authorize 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 and;
5. Obtain a copy of the Washington State University policy regarding student records showing how the University meets 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 which would not generally be considered harmful or an invasion or privacy if disclosed. Directory information includes name (including any former name), local and permanent addresses, telephone numbers, major and minor fields of study, class, participation in officially recognized activities in sports, weight and height of members of athletic teams, dates of attendance including the president's honor roll, and the most recent previous educational institution attended by the student. Students may request that the University not release directory information by noting that request at registration.

The Washington State University policy on Student Records can be found in the Washington Administrative Code 504-21. A complete text of the policy is available upon request from the Office of the Registrar, 346 French Administration Building, Pullman, WA.

## Fun places to eat, relax, and enjoy...

Aracelia's .....	747-9361
528 E. Trent	
Elk Public House .....	363-1973
1931 W. Pacific	
Fugazzi.....	747-9750
1 N. Post	
Globe Bar & Grill .....	744-0438
204 N. Division	
High Noon .....	838-5288
237 W. Riverside	
Krispy Kreme .....	922-7101
15401 E. Indiana Ave	
The Ram .....	326-3745
908 N. Howard	
Sawtooth Grill .....	363-1100
Riverpark Square 808 W. Main	
Red Robin.....	838-5260
723 W. Main	
Rock City Grill. ....	455-4400
505 W. Riverside Ave	
Steam Plant Grill.....	777-3900
159 S. Lincoln	
Slick Rock Burrito .....	847-1234
827 West 1st Ave.	
Europa Pizzeria & Bakery.....	455-4051
125 S. Wall	
Domini Sandwiches .....	747-2324
703 W. Sprague	
Soulful Soups.....	459-1190
117 N. Howard	
David's Gourmet Pizza .....	483-7460
E. 829 Boone	
Dick's.....	747-2481
10 E. 3rd Ave.	
Rocket Bakery.....	835-3647
24 W. Main	
Starbucks	
1217 N. Hamilton .....	
482-7623	
721 W. Main .....	
747-1305	
The Mercury Café	
706 N. Monroe St.....	
324-2400	
The Milk Bottle .....	325-1772
802 W. Garland	
The Top Notch Café.....	327-7988
825 N. Monroe	

### Housing

#### Classified Ads

www.spokesmanreview.com

Inlander (comes out each Thursday)

#### Movies

AMC Riverpark Square (discount w/student ID)  
808 W. Main ..... 747-3456

Garland (\$1.50 older movies)  
924 W. Garland..... 327-1050

Imax Theatre..... 625-6686  
Riverfront Park

Regal Cinemas..... 458-8800 ext.6101  
Newport Cinemas  
10404 N. Newport Highway

Northtown Mall..... 458-8800 ext.6102  
7410 N. Division

Spokane Valley Mall .... 458-8800 ext.6110  
14706 Indiana

The Met..... 227-7638  
901 W. Sprague Ave.

#### Shopping

River Park Square .....
 363-0304 || 808 W. Main | |
Factory Outlets.....	208-773-4555
Post Falls, Idaho/I-90	
Northtown Mall.....	482-4800
4750 N. Division	
Spokane Valley Mall.....	926-3700
14700 E. Indiana Ave.	

#### Recreation and Parks

Centennial Trail .....
 456-3964 || Laser Quest..... | 624-7700 |
202 W. 2nd Ave.	
Manito Park & Gardens .....	625-6622
4 W. 21st Ave.	
NW Museum of	
Arts & Culture (MAC).....	
456-3931	
2316 W. First	



Riverfront Park.....	456-4FUN
Downtown Spokane	
Riverside State Park.....	456-3964
Silverwood.....	208-683-3400
N. 26225 Highway 95, Athol, Idaho	
Spokane Parks & Recreation .....	625-6200
City Hall-7th Floor	
Virtual Golf .....	533-5906
6512 E. Sprague	
Wild Walls.....	455-9596
202 W. 2nd Ave.	
<b>Sports</b>	
Spokane Chiefs Hockey .....	328-0450
N. 1102 Howard	
Spokane Indians Baseball.....	535-2922
N. 602 Havana	
Spokane Shadow Soccer.....	535-8000
700 W. Mallon Ave	
Gonzaga games (Basketball,soccer,baseball)	
Ticket Office..... 323-4202	
WSU Athletic Events.....	1-800-GO-COUGS

**Ski Areas**

49 Degrees North .....	509-935-6649
40 mi. north on Hwy. 395	
Mount Spokane.....	238-4258
26107 N. Mount Spokane	
Schweitzer .....	208-263-9555
Sandpoint, ID	
Silver Mountain .....	208-783-1111
I-90 east, exit 49, Kellogg, ID	

**Cheap Supplies (For Design Students)**

Gendron .....	326-4490
Ratel's Art Supply .....	327-4437

**Copies**

Kinkos .....	484-0601
259 W. Spokane Falls Blvd	
Abadan (plots).....	624-0116
603 E. 2nd Ave.	
Standard (blue prints or brown line) ...	624-2985
256 W. Riverside	



# Academic Regulations

## Undergraduate Admission Requirements

NOTE: Please be aware that references made to "freshman" admission requirements pertain only to students on the WSU Pullman campus.

### 1. GENERAL REQUIREMENTS

- (a) To be eligible for admission to Washington State University, an applicant must be a high school graduate or its equivalent, or have completed a more advanced credential from an accredited college or university (e.g., an Associate of Arts or Associate of Science degree).
- (b) The total number of new students admitted for any one semester will be based on the number of students for whom facilities can be made available.
- (c) Exceptions to the admission requirements may be made only by the Admissions Subcommittee of the Academic Affairs Committee or their designee.
- (d) Anyone seeking admittance to the Graduate School must follow procedures in the Graduate School Policies and Procedures Manual available in the Graduate School.

### 2. FRESHMAN REQUIREMENTS. Freshman applicants are considered for admission based on required high school courses completed, grade point average and the results of the Washington Pre-College Test (WPCT), if taken prior to June 1, 1989, Scholastic Aptitude Test (SAT), or the American College Test (ACT). On the basis of these three criteria, the most qualified applicants are offered admission.

Applicants are required to submit a high school transcript showing completion of the following courses:

**English** - Four years (including at least one year each of composition and literature).

**Mathematics** - Three years (one year of geometry and two years of algebra including an introductory component of trigonometry).

**Science** - Two years (including at least one year of laboratory).

**Social Science** - Three years (including at least one year of history).

**Foreign Language** - Two years of a single foreign language (or approved sign language).

**Fine Arts** - One year of fine, visual, or performing arts, or one additional year of academic elective.

*Applicants from unaccredited high schools may be required to pass validating examinations.*

## Advanced Standing (Transfer Applicants)

### 4. TRANSFER REQUIREMENTS

- a. Applicants with at least 27 semester hours of transferable credit from a regionally accredited post-secondary institution must present a cumulative grade point average of at least 2.00.
- b. Applicants with less than 27 semester hours of transferable credit will be considered for admission if they also meet the freshman requirements and the 2.00 grade point average transfer requirement.

### 5. DOCUMENTS REQUIRED. An applicant for admission to advanced standing, in addition to meeting the requirements for entrance to the freshman class, shall present: (a) an application; (b) a complete official transcript from each higher institution attended; and (c) a record of high school work if fewer than 27 transferable semester credit hours.

All advanced standing shall be tentative pending the satisfactory completion of at least one semester's work

### 6. TRANSFER CREDIT (See Rule 114)

- a. Colleges and universities must be regionally accredited for transfer credit to be awarded.
- b. Ninety semester hours shall be the maximum allowed by transfer toward a four-year degree, and 120 semester hours shall be the maximum amount allowed by transfer toward a five-year degree.
- c. The maximum transfer credit allowed from regionally accredited two-year or community colleges shall be 60 semester hours toward a baccalaureate degree irrespective of when those hours were earned provided that the courses are essentially equivalent to those at WSU.
- d. Students may be allowed additional credit from a regionally accredited two-year or community college under the following conditions:

- 1) The student has been admitted to WSU with at least 90 quarter (60 semester) hours of transferable lower-division credit already completed.
  - 2) The student's WSU academic adviser has indicated that additional lower-division course work is required to meet specific general education, college or departmental requirements for a WSU degree.
  - 3) Courses to meet these general education, college or departmental requirements are not offered at the WSU campus to which the student has been admitted or at the student's delivery site.
  - 4) No more than 20 total quarter (13 total semester) hours of additional lower-division credit will be allowed toward a baccalaureate degree earned by a student enrolled at a WSU campus or delivery site which does not offer the required course(s).
  - 5) The petition must be approved and on file with the branch campus dean or the director of DDP before the additional credit will be posted to the WSU transcript.
- e. Two full years of credit and completion of lower-division General Education Requirements will be granted to students who have been awarded the Direct Transfer Associate (A.A.) degree from a Washington community college. The Associate of Arts Oregon transfer degree (AAOT) from an Oregon community college guarantees completion of the lower-division General Education Requirements, but does not guarantee junior standing or 60 semester credits. Certain approved Associate's degrees from Arizona, California, Hawaii, and Idaho may also be considered to have fulfilled the lower division GERs for graduation, but do not guarantee junior status (60 semester credits). For details on specific degrees consult the Office of Admissions.
  - f. Students who have completed at least 70 quarter credit hours toward completion of an approved A.A. degree may complete the Direct Transfer Associate (A.A.) degrees from a Washington or Oregon two-year college after their initial enrollment at WSU.
  - g. Students who have completed the Associate of Science Transfer Degree (A.S.T.) from a Washington Community College will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate degree and will be given junior status. Additional general education, cultural diversity, and foreign language requirements, as required by Washington State University, must be met prior to the completion of a baccalaureate degree. Students are responsible for checking specific major requirements in the year prior to transferring.
- h. Completion of lower-division General Education Requirements will be granted to students who have completed all of the lower-division General Education Requirements at another regionally accredited Washington baccalaureate institution, provided the sending institution so certifies.
9. **GRADE POINTS REQUIRED.** Students entering with advanced standing must earn twice as many grade points for graduation as the number of hours which they have enrolled in this or any other institution.
  14. **CREDIT FROM NON-ACCREDITED INSTITUTIONS.** Special examinations for advanced standing credit for work done in non-accredited institutions will be allowed only by permission of the Admissions Subcommittee.
  15. **CREDIT BY EXAMINATIONS.** Subject to standards established in consultation with academic departments concerned, credit may be granted to entering or enrolled undergraduate students via various means including external examinations, institutional examinations, and approved military service schools. Credits by examination shall yield no grade points. Such credits may partially fulfill General Education Requirements for graduation. External examinations will include but not be limited to:
    - a. **Advanced Placement (AP) Program** examinations of the College Entrance Examinations Board; general and subject College Level Examination Program (CLEP); and the Washington Pre-College Test Program (WPCT).
- a. **Advanced Placement Program.** Credit for AP examinations will be granted in an amount equal to the 100-200-level course or courses in the particular discipline tested, as approved by the specific academic

- department. The acceptable score for receiving credit is published in the catalog for the year in which the AP examination is taken.
- b. College Level Examination Program (CLEP).
    - 1) General and Subject Examinations-Credit for CLEP will be granted if the examination is passed with scores established by the department concerned in consultation with the Director of Admission. Credit will be granted for scores at the 50th percentile or above. Credit will be granted for the comparable Washington State University course, or elective credit may be granted. Not more than 6 semester hours of credit will be granted for each examination.
    - 2) Students with junior standing (60 semester credits or more) are not eligible for credit through CLEP examinations. Contact the Office of Admissions for specifics.
  - c. Challenge Examinations. Matriculated students currently registered at Washington State University, with permission of their adviser or department chairperson and of the chairperson of the department offering the course, may take challenge examinations for university credit in courses in which they are not registered. Students may not take challenge examinations in courses which they have audited, or in which they have received a final grade. Upper-division students may not receive credit by challenge examination in lower-division courses in their major field. Undergraduate students may not receive credit by challenge examination in any course prerequisite to a course in which they are enrolled or have received a final grade. The maximum credit for challenge examinations is 30 semester hours unless permission is obtained from the student's academic dean. The fee for all challenge petitions is \$195 per course.
  - d. Military Credit. Credit will be granted for satisfactory completion of:
    - 1) Military service schools in the amount recommended by the American Council of Education in the publication, Guide to the Evaluation of Educational Experiences in the Armed Forces.
    - 2) United States Armed Forces Institute correspondence courses (under the rules applicable to other correspondence work).
    - 3) Dantes Credit: Elective credit for DANTES Subject Standardized Tests (DSSTs) will be granted for college-level academic subjects (non-vocational/technical courses) using the minimum score and credit amount recommendations of the American Council on Education.
  - e. Peace Corps and Volunteers in Service to America (VISTA) Credit for training in the Peace Corps or VISTA will be granted for having completed specific courses, under regular catalog course numbers, as shown on a regular transcript from an accredited college or university.
  - f. Other Test Programs. Credit for other testing programs such as the Washington Pre-College Test Program and WSU departmental placement examinations will be granted in accordance with policies established by the university and academic departments.
- ## Auditing Classes
20. PERMISSION TO AUDIT. An auditor is a class visitor permitted on a space-available basis to observe class discussions but not take examinations or consume the instructor's time. Attendance in class beyond three visitations requires official approval on the Request for Permit to Audit card. Students may seek permission, after the start of classes, to audit a lecture course by securing the approval of the class instructor. Those wishing to audit or change from credit to audit must pay the appropriate fee and submit the signed audit card to the Office of the Registrar before the end of the fourth week of instruction in the semester. An enrollment change from audit to credit is limited to the first two weeks of instruction. A maximum of two audits are allowed for any semester or term. A registration fee per audit hour is charged

for any semester or term for other than regularly enrolled full-fee-paying students. Senior citizens are exempt from this fee under the provisions of RCW 28B.15.540, provided the prescribed eligibility requirements are met. Personnel who have received authorization for the faculty/staff fee waiver are exempt from the audit fee up to 6 hours (including audits) in any one semester or 4 hours (including audits) in the summer session. Said limitation includes any combination of credit and audit hours. Audit fee is non-refundable.

21. **NO CREDIT FOR AUDITING.** No university credit will be allowed for auditing courses, nor may students apply for or take special examinations for university credit in courses which they have audited. Students may not take challenge examinations (see Rule 15c) in courses they have audited. (Audit enrollments will be recorded on the student's permanent record by listing the departmental prefix, course number and the statement, "OFFICIAL AUDIT NO CREDIT.")
23. **MAKE-UP HOURS FOR UNIVERSITY HOLIDAYS.** The presence of our one-day holidays in the academic calendar leads to fewer days of instruction for certain classes. Instructors have authority to require students to make-up lecture and laboratory contact hours, including scheduling such hours on evenings and Saturdays, whenever university holidays create unequal opportunities and time demands for students enrolled in the course. The make-up hours for a given course or section must be identified in the WSU Schedule of Classes and also in the course syllabus.

## **Class standing of Students**

25. **CLASS STANDING.** Freshman Standing - below 30 semester hours; Sophomore Standing - 30 to 59 1/2 hours; Junior Standing - 60 to 89 1/2 hours; Senior Standing - 90 and above hours.

## **Credit**

27. **CREDIT DEFINITION.** Academic credit is a measure of the total time commitment required of a typical student in a particular course of study. For the WSU semester system one semester credit is assigned for a minimum of 45 hours of total time commitment. This

time commitment includes: 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 time commitment, based on a fifteen-week semester and a traditional campus setting, should follow these guidelines: 1) lecture-one hour of lecture per week for each credit hour; 2) laboratory-three hours of laboratory per week for each credit hour; 3) independent study-three hours of independent work per week for each credit hour; 4) studio-two hours of studio work per week for each credit hour; 5) ensemble-four hours of ensemble work per week for each credit hour. For courses to be given during a different time frame than the fifteen-week semester or in a different format than the traditional, the course proposal must clearly define how the total time commitment is determined to justify the credit hours requested for the course.

28. **HIGH SCHOOL STUDENTS.** High school students may enroll as part-time students at Washington State University provided they are admitted to the university and pay the appropriate fees. Such enrollments may be for high school or university credit or both. For fall and spring semesters, all eligible high school students enroll through Running Start. For Summer Session, special fees may apply.
29. **WORK FROM HIGH SCHOOLS, BUSINESS COLLEGES AND UNIVERSITIES WITHOUT REGIONAL ACCREDITATION.** No university credit shall be given for work from high schools, business colleges, or colleges and universities without regional accreditation.
31. **CREDIT TO HIGH SCHOOL STUDENTS FOR COURSES COMPLETED PRIOR TO HIGH SCHOOL GRADUATION.** Washington State University encourages students to complete rigorous college preparatory courses in high school, or to take college courses while in high school if they have adequate preparation. In some cases college credit may be awarded when consistent with the following criteria.

- a. High School Courses: Some high schools may offer instruction at the college level, and when consistent with university and academic department policies, college credit will be awarded if student achievement is validated by an approved national examination such as Advanced Placement or International Baccalaureate, or a review or examination administered by the university.
  - b. Running Start Program:
    - 1) Credit will be awarded for college courses taken prior to high school graduation when such courses are completed through the state of Washington's Running Start Program.
    - 2) Courses offered by Washington State University to high school students participating in Running Start will have an enrollment of at least seventy percent of regularly admitted students in each course section.
  - c. Other Courses: College credit may be awarded for courses taken in high school when consistent with the following conditions:
    - 1) The course must also be currently available on the campus of the regionally accredited college or university and must be listed in the college or university catalog. The course, regardless of setting, must use the college or university curriculum.
    - 2) Students interested in credit must register and pay fees at the beginning of the term and would be subject to the same grading and tuition refund policies as students on the campus of the regionally accredited college or university.
    - 3) The faculty teaching the course in high school must carry a regular or adjunct faculty appointment at the regionally accredited college or university.
    - 4) The students taking the course in the high school must be assessed and graded in the same manner as students taking the course on the campus of the regionally accredited college or university. Student work, whether completed for the course offered on-campus or at the high school, must be graded and evaluated by the same standards.
34. REPEAT COURSES. Students may ONLY repeat a course in which they have received a grade of C- or below, a withdrawal (W), or when a course may be repeated for additional credit. Students may not take the same course twice in any given term (fall, spring, summer).
- a. Repeating courses graded below C- or below. To improve the cumulative or resident grade point average, a student may only repeat courses in which a C- or below was received. When such a course is repeated, only the last grade contributes to the grade point average and total hours earned. However, the series of repeats and grades is retained on the student's academic record.
    - 1) Only courses identified as acceptable equivalents according to the appropriate department, the Transfer Guide, or the Office of Admissions are treated as repeats. If courses deemed equivalent in content differ in credit hours, the credit hours of the repeat course supersede the credit hours of the original course.
    - 2) Once a student has graduated from WSU, repeated courses cannot change the pre-degree transcript.
  - b. Repeating for additional credit.
    - 1) Some courses have been approved for repeat credit, i.e., the student may re-enroll in the course during a subsequent semester and credit may be accumulated. Such courses are designated in the WSU catalog as 'May be repeated for credit' and will list the maximum credit limitation.
    - 2) Courses which have been approved for repeat credit, such as topics, may offer multiple sections of a course during any one semester. Students may not enroll in more than one section of these courses in any one semester; the repeat credit approval applies only to re-enrollment in a subsequent semester.

## Undergraduate Academic Deficiency

37. An undergraduate student who has a cumulative grade point average of 2.00 or higher but whose grade point average in each of the last two consecutive semesters is below 2.00 will be deficient and must apply to their academic department for reinstatement. Certified majors must have the permission of their major departments to retain certification. Students decertified under this rule will be permitted to enroll in courses normally reserved for certified majors during the next semester of their enrollment. In cases of repeat enrollments, Rule 34 applies.
38. An undergraduate who at the end of any semester has failed to maintain a 2.00 cumulative grade point average will be dropped and must have the permission of their academic department to re-enroll. A certified major who at the end of any semester has failed to maintain a 2.00 cumulative grade point average in major courses may be dropped (decertified) from the major. (See Rule 56.)
39. An undergraduate student who at the end of two consecutive semesters has failed to maintain a 2.00 cumulative grade point average will normally not be reinstated.
40. Appeals will be considered only when there are unusual extenuating circumstances and must be submitted in writing to the academic department.
41. An undergraduate student who has been reinstated after becoming deficient under Rules 37, 38 or 39 will be on official probation. The specific conditions of reinstatement for students who are on official probation will be determined by Academic Standing. Students on probation who fail to comply with the conditions of their reinstatement may be barred from future enrollment.
42. Students enrolled in professional programs (e.g., clinical courses in nursing) that involve human health care may be subject to more stringent requirements in grading, repeating course work, and retention provided the more stringent requirements are approved through Faculty Senate channels and are published and are made available to students prior to certification. Students are referred to

the nursing and pharmacy offices for specific requirements.

43. In evaluating admission credentials of transfer students or when considering reinstatement of former WSU students whose cumulative g.p.a. was below a 2.00 when they were dropped for low scholarship, all work completed prior to a specified date, not less than four years prior to the time of application, may be disregarded and all credit withheld. After 15 semester hours of satisfactory work at WSU following admission or reinstatement, the student may petition to restore some of the credits previously withheld. Only credit earned in courses graded C or better will be considered for restoration, and if approved, only the courses and credit (not grades or grade points) will be restored. Requests for admission or reinstatement and petitions for credit restoration will be considered by the Academic Advising and Reinstatement Subcommittee for former WSU students and by the Admissions Subcommittee for transfer students.

## Conduct

45. Students, no matter where they reside, while enrolled in the institution, are responsible for their conduct to the President and the faculty, acting usually through the Vice Provost for Student Affairs or the University Conduct Committee or both. Students are expected to show due respect for order, morality, and the rights of others. Students who fail to conduct themselves properly are subject to discipline, which may extend to temporary or permanent removal from the institution.

## Enrollment, Registration, Dropping Courses, and Withdrawals

(See Catalog for definition of full-time enrollment.)

47. PLACEMENT TESTS. All students will be required to take the regulation placement tests as a prerequisite to enrollment in appropriate courses.
50. PASS, FAIL GRADING OPTIONS. Pass, fail options are available for undergraduate and graduate

students. The adviser's approval is required for undergraduates. No courses designated as meeting General Education Requirements for Graduation may be taken pass, fail by any undergraduate. 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.

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. Students in the College of Veterinary Medicine with adviser approval may enroll for a total of six courses in the professional curriculum on a pass, fail basis, subject to the regulations listed above. University Honors College courses may be taken on a pass, fail basis only with the permission of the Honors College Dean.

Class 5 (except those working on 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.

**Allowances for transfer students are as follows:**

<b>Transfer status upon entering WSU</b>	<b>Pass-Fail Allotment</b>
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

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 fifteenth week), a pass, fail enrollment can be changed to a letter-graded enrollment.

The P (pass) grades earned by pass, fail enrollees will not be included in computing the g.p.a.; however, F grades earned by pass, fail enrollees

will be included in g.p.a. computations. Departments and programs may deny their majors permission to take, on a pass, fail basis, courses in their major field or courses needed to meet departmental requirements. Departments have the prerogative of requesting, from the Office of the Registrar, the letter grade for courses a prospective major has taken on a pass, fail basis. 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.

52. **PREREQUISITE COURSES.** All prerequisites shall be satisfactorily completed before the student may register in a course. The instructor may waive the prerequisite in the case of a student who has demonstrated competence or who has had academic experience equivalent to that represented by the prerequisite.
53. **CERTIFICATION OF A MAJOR.** An undergraduate may declare an academic major upon matriculation to the university. Upon completion of 24 hours, and meeting department, program, or school certification requirements, a student may certify in an academic major with the approval of the appropriate academic department, program, or school, and upon notification to the Student Advising and Learning Center. A student who has completed 60 semester hours must certify a major as a condition to further enrollment with approval as above. Transfer students with 60 or more semester hours of transfer credit who are undecided about a major may, upon notification of the Student Advising and Learning Center, spend one semester being advised within the Student Advising and Learning Center. Departments, programs, or schools may require additional criteria beyond the minimum 24 hours for certification and a grade point average higher than the minimum of 2.00.
54. **MINOR OR SECOND MAJOR.** A student who has completed 60 semester hours may certify a minor or second major with the approval of the department offering the second major or minor. The student should consult with the department concerning hours and grade point requirements

and an approved schedule of studies to meet such requirements.

A second major requires completion of departmental requirements for the major exclusive of General Education Requirements.

A minor requires a minimum of 16 semester hours, half of which must be in upper-division work. Upon completion of the requirements, the department will notify the Registrar's Office, and the minor or second major will be posted on the student's permanent record (transcript).

55. CHANGE OF MAJOR. A student may change from one department to another only on approval of the chairpersons of the departments or deans concerned.
56. RECERTIFICATION. A certified major who becomes deficient and is dropped by the major department or program will be eligible to recertify, on a space-available basis, when the cumulative and major grade point averages are at or above the minimum level required for retention in the university (2.00) except in those departments which have limitations on certification.
57. STUDENT PETITIONS FOR EXCEPTIONS TO ACADEMIC CALENDAR DEADLINES. Students may, with the payment of a service fee, petition for exceptions to the academic calendar deadlines listed in the WSU Time Schedule (e.g., withdrawal after the deadline). Petitions are considered only in the case of extraordinary circumstances such as a medical emergency and require supporting documentation. Undergraduate and professional students may petition through the Registrar's Office. Graduate students may petition through the Graduate School. Requests for exceptions must be made within two years of the date of enrollment in the course.
58. PERMISSION TO REGISTER LATE. A student may not register after the second week of any session, except with the permission of the Registrar.
61. LATE SERVICE FEE. A student who does not enroll before classes start or pay fees on or before the due date will be assessed a service charge. A charge of \$100.00 will be assessed to late registrations that occur after the tenth day of classes. Late payment fees will be assessed those who pay tuition and fees after the due dates.
66. ADDING A COURSE. Students may add course enrollments only through the 5th day of the semester. (NOTE: If the course is being added pass, fail the approval of the student's faculty adviser is also required.)

A student wishing to petition for an exception to the five-day deadline listed above must obtain the approval of the instructor.
67. DROPPING A COURSE. A student may drop a course without record up to the end of the 30th day of the semester in which the course is offered or according to a prorated schedule for shorter academic terms.
68. WITHDRAWAL FROM A COURSE BETWEEN THE 5TH WEEK AND THE END OF THE 9TH WEEK.

A student may, with the payment of a service fee withdraw from a course between the 5th week and the end of the 9th week with a grade of W. 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. After the 6th withdrawal, a student may in exceptional circumstances submit a petition through the student's major department (usually through the adviser) for additional withdrawals to be exempted from this limit of 6 withdrawals. The petition will be reviewed and the final decision will be made by the dean's office of the student's college within two weeks of submission. The petition must be filed by the end of the term in which the course was taken.
69. WITHDRAWAL FROM A COURSE AFTER THE 9TH WEEK OF A SEMESTER. Withdrawal from a course after the 9th week of a semester is available under the following conditions:
  - a) Withdrawal may be granted for a course if withdrawal is recommended by the Director of Health and Wellness Services as a result of illness, or if withdrawal is recommended by the academic dean of the unit in which the course is taught, because of other documented extenuating circumstances.
  - b) From the end of the 9th week through the last day of instruction, undergraduate students are eligible to use up to two uncontested course withdrawals during their undergraduate careers, regardless

of the number of undergraduate degrees earned.

- c) The grade shall be marked W, and the service fee shall be mandatory.
  - d) For undergraduates who enter WSU in fall 1998 or later, the maximum number of WSU withdrawals (including the two uncontested withdrawals) is 6, not counting withdrawals that result from the cancellation of enrollment. Only two of these withdrawals can come after the 9th week of the semester. After the 6th withdrawal, a student may in exceptional circumstances submit a petition through the student's major department (usually through the adviser) for additional withdrawals to be exempted from this limit of 6 withdrawals. The petition will be reviewed and the final decision will be made by the dean's office of the student's college within two weeks of submission. The petition must be filed by the end of the term in which the course was taken.
70. CANCELLATION OF ENROLLMENT. Students who wish to withdraw from the institution initiate the withdrawal through the Office of Student Affairs at WSU Pullman or the Office of Student Services at WSU Spokane, WSU Tri-Cities or WSU Vancouver, or through the Distance Degree Program Office.
- a) Students withdrawing during the first four weeks of the semester will have their permanent records marked "withdrew (date)." (Course enrollments will not be recorded.)
  - b) Students withdrawing after the fourth week through the last day of instruction (end of the 15th week) will have their permanent records marked "withdrew (date)," and a grade of W will be recorded for each course enrollment.
  - c) Students on academic probation during the semester of their withdrawal must obtain permission of their academic department to re-enroll.

## Attendance

- 71. ADMISSION TO CLASSES. Instructors shall not permit a student to be enrolled in a class or admit a student more than three times as a visitor without an official enrollment notice.
- 72. CLASS ATTENDANCE DURING THE FIRST WEEK TO ENSURE ENROLLMENT. 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 Services. Student Services 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.
- 73. ABSENCES. Absences impede a student's academic progress and should be avoided.
  - a) UNIVERSITY SPONSORED. 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 a student 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. These university-sponsored absences are subject to an instructor's attendance policy and are not intended to imply additional acceptable absences. 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.

- b) **OTHER EXCUSED ABSENCES.** Students must sometimes miss examinations or other academic obligations affecting their grades because of illness, personal crises, mandated court appearances, parental responsibilities, and the like. As long as such absences are not excessive, it is hoped that the instructor will provide and document reasonable accommodation. The instructor may require the student to submit a written explanation of the absence, but written excuses from health care personnel should not be required since these requests frequently put the health care personnel in untenable positions. A student who is dissatisfied with the instructor's accommodation may follow the Academic Complaint Procedure, Rule 104. It is recommended that the instructor explain the procedures for excused absences early in the semester, preferably in a written syllabus distributed to all students in each class. Once announced, these procedures should be scrupulously followed unless extraordinary circumstances require an exception. Students who attempt to gain advantage through abuse of this policy (e.g., by providing an instructor with false information) may be referred to the Office of Student Services for disciplinary action.

## Examinations

74. **FINAL EXAMINATIONS WEEK.** The final examination week will begin immediately on Monday following the fifteenth week of the semester and last through the following Friday. Special examinations will be scheduled for the Saturday following the Friday of final examination week.
75. **FINAL EXAMINATION SCHEDULE.** The final examination schedule will be determined before the start of each semester and published in the semester time schedule by the Registrar based on previous enrollment for that semester. After publication, the schedule cannot be altered except as provided.
76. **SCHEDULING ALL COMMON MORNING/EVENING EXAMS** Undergraduate (100-400-level) courses having an enrollment of at least two percent of the total student body or courses with multiple lecture sections may schedule not more than three examinations each semester at the periods of 7:00 to 8:00 a.m., 5:45 to 6:45 p.m. and 8:30 to 9:30 p.m., Monday through Friday, with the exception of Monday morning and Friday evening. If permission is to be granted for a large group exam, all sections of the course must give the exam on the same day and within the same time block unless given during the regular scheduled class time. One class lecture period shall be omitted to compensate for each hour of examination. Proposed examination dates must be submitted to the Registrar's Office not later than the first week of each semester so that a schedule for the entire semester may be circulated and posted. A class lecture period lost to Labor Day, Veterans Day, Martin Luther King, Jr. Day, and/or Presidents Day holiday(s) may be counted toward this compensation for an evening exam.
- (NOTE: Officially approved and scheduled night examinations have priority over all other academic and non-academic evening activities.)
77. **SPECIAL PERIODS FOR FINAL EXAMINATIONS.** During examination week time will be allowed to large courses for special examinations of the entire group. The privilege of giving such special examinations is necessarily limited in terms of periods available for such tests. The courses having the greatest number of students will be given first opportunity to utilize the special examination periods available.
78. **THREE OR MORE IN ONE DAY.** During final examination week, if the scheduled arrangement results in students having three or more examinations scheduled for any one day, any one of their instructors is authorized to excuse the students from the regularly scheduled examination and give a final examination to the students during the special exams time blocks.
- In cases of difficulty in arriving at a solution, students shall refer the matter to the chairpersons of their departments or to their academic advisers.
79. **CLOSED WEEK.** No examinations or quizzes (other than laboratory examinations, make-up examinations and make-up quizzes) may be given during the last week of instruction.

80. NO EARLY EXAMINATIONS. A student will not be granted special examinations for the purpose of leaving the institution before the close of the semester.
81. LENGTH OF EXAMINATIONS. All regular examinations in undergraduate courses during the regular fifteen weeks of instruction, except for common morning/evening examinations and take-home examinations, will be confined to the designated class meeting times scheduled for lecture, studio, laboratory, independent study or ensemble.
82. ACCOMMODATIONS OF RELIGIOUS OBSERVANCES IN THE ADMINISTRATION OF EXAMINATIONS. Washington State University is committed to providing people of diverse religious backgrounds access to education. In addition, law requires reasonable accommodation of religious beliefs and practices. Because religious observances do not always conform to state and university holidays, accommodation of these religious observances may be necessary in the administration of examinations. It is the policy of the university to provide reasonable accommodation consistent with the fair, efficient and secure administration of its programs. When tests or examinations fall on days objectionable to a student because of religious beliefs, the student should contact the instructor as soon as possible. The instructor may require the student to submit a concise, written statement of the reasons for the request. If the request appears to be made in good faith, the instructor should make alternate arrangements for administration of the examination or test, considering the integrity of the testing process, and fairness to all the students. If the instructor believes the request not to be in good faith, or if the instructor and the student are unable to agree on arrangements, the student or the instructor should seek the assistance of the department chair, cognizant dean, or the Vice Provost for Academic Affairs, in that order. The student may also contact the University Ombudsman. Students should understand that fairness in the examination process is an important consideration in the educational process and that they have a duty to cooperate in making alternate arrangements.
83. ACCOMMODATION OF DISABILITIES IN THE ADMINISTRATION OF EXAMINATIONS. Washington State University is committed to providing access to education for all of its students. In addition, federal law states that academic requirements must be modified on a case-by-case basis to afford qualified students with handicaps an equal educational opportunity. The nature of certain disabilities may necessitate accommodation of these disabilities in the administration of exams. It is the policy of the university to provide reasonable accommodation consistent with the fair and secure administration of its programs.
- A student with a disability who may require special accommodation should contact the Student Disability Resource Center (DRC) when he or she arrives on the WSU Pullman campus. On the branch campuses a student should contact the Office of Student Services. A file documenting the disability will be established, and an accommodation form initiated. The instructor may ask for verification of a disability when a student requests an accommodation for an examination. The Office of Student Services or DRC provides the disabled student with a disability with an accommodation form verifying a disability and specifying the appropriate testing accommodation designed to fit the individual needs of that student. If the instructor disagrees with the arrangements as presented in the form, the instructor and/or student should seek the assistance of the DRC, department chair, cognizant dean or Vice Provost for Academic Affairs, in that order. The student and instructor may also contact the University Ombudsman or Center for Human Rights.
84. PENALTY FOR ACADEMIC DISHONESTY. Cases of academic dishonesty shall be processed in accordance with the Academic Integrity Policy, as printed in the *Student Handbook and the Faculty Manual* and as available from the Office of Student Services.
85. FINAL GRADE SUBMITTAL. Final grades will be submitted to the Registrar's Office by 4:00 p.m. on the second working day after the close of finals week. (Final grades for Summer Session will be submitted to the Registrar's Office by 4:00 p.m. on the second working day following the last

day of Summer Session. Departments may be requested to submit final grades for summer courses earlier than the official submission deadline to facilitate grade reporting to students.)

## Grades and grade points

90. GRADES AND GRADE POINTS. Washington State University uses letter grades and the four (4) 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 minus (-) equals .7 (e.g., a grade B+ is equivalent to 3.3 and A- is 3.7). A student's work is normally rated in accordance with the following definitions:
- 90a. A. Student work demonstrates consistently excellent scholastic performance; thorough comprehension; ability to correlate the material with other ideas, to communicate and to deal effectively with course concepts and new material; reliability in attendance and attention to assignments.
- 90b. B. Student work demonstrates superior scholastic performance overall, reliability in attendance, and attention to assignments; may demonstrate excellence but be less consistent than the work of an A student.
- 90c. C. Student work demonstrates satisfactory performance overall, as well as reliability in attendance, and attention to assignments.
- 90d. D. Student work demonstrates minimal, barely passing performance overall; limited knowledge of subject matter.
- 90e. F. Student work demonstrates unsatisfactory performance and comprehension or unfulfilled requirements. The grade is failing.
- 90f. S. (Satisfactory.) 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 Fall and Spring Time Schedules.) A, S, or F grades only are used to report physical education activity grades. Courses approved for S, F grading may also be graded S at midsemester indicating satisfactory progress.
- 90g. P. (Passing.) 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 (Failure).
- 90h. I. (Incomplete.) 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. It is strongly recommended that students who are granted an Incomplete limit their total number of credits to 18 credits (including credits for the Incomplete course and any new courses) during the semester when they are finishing an Incomplete. Undergraduates or graduates who receive an I grade in an undergraduate course (100-499) 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 the student repeats the course, the I is changed to an F. (See Rule 34.) Faculty are required to submit an Incomplete Grade Report (IGR) to the departmental office with every I given. The IGR must specify conditions and requirements for completing the incomplete, as well as any time limitations less than one year.
- 90i. W. This is the term to be used if the student has filed, in the Registrar's Office, official notice of a withdrawal from the course prior to the end of the 9th week, or withdrew passing in accordance with Rule 69, or withdrew from the university in accordance with Rule 70.
- 90j. X. Denotes continuing progress toward completion of special problems, research, thesis, doctoral dissertation (i.e., 499, 600, 700, 702, 800), or flexible enrollment courses; X grades are converted to S or to a letter grade upon satisfactory completion. An X grade may also be used when no final grade is reported due to instructor's illness or absence from town.
92. GRADE RECORDS. Class grade records (the records from which final grades for a given class are determined) are university records which must be

- maintained for five years after the end of the term. Department chairs or directors are responsible for identifying appropriate storage location, which may include the instructor's campus office. Both the chair or director or their designees and the instructor shall have ready access to these records.
93. RETENTION OF FINAL EXAMINATIONS, FINAL PROJECTS, AND FINAL PAPERS. Final examinations, final projects, and final papers are university records which must be maintained for one year after the end of the term, unless they are returned directly to the student. Department chairs or directors are responsible for identifying appropriate storage location, which may include the instructor's campus office. Both the chair or the director or their designees and the instructor shall have ready access to these final examinations, final projects, and final papers.
98. CORRECTION OF GRADE ERRORS. An instructor may not change a grade after it has been filed with the Registrar, except in the case of clerical error, which the instructor may correct by so certifying to the Registrar. Such change must be approved (signature required) by the chairperson of the department in which the course was offered. Grade corrections must be processed within one year of the end of the term for which the original grade was given. In extenuating circumstances, exceptions to the one-year limit for correction of grade errors may be considered by petition to the Registrar's Office.
99. GRADUATE STUDENT GRADES. On a program leading to an advanced degree, graduate students must attain a minimum grade point average of 3.00 on their graduate programs and a minimum grade point average of 3.00 in all 300-400-level and graduate courses. No grade below C is accepted in any course for graduate credit.
100. THE GRADE POINT SYSTEM
- A provides 4.0 grade points per credit hour.
  - A- provides 3.7 grade points per credit hour.
  - B+ provides 3.3 grade points per credit hour.
  - B provides 3.0 grade points per credit hour.
  - B- provides 2.7 grade points per credit hour.
  - C+ provides 2.3 grade points per credit hour.
  - C provides 2.0 grade points per credit hour.
  - C- provides 1.7 grade points per credit hour.
  - D+ provides 1.3 grade points per credit hour.
  - D provides 1.0 grade points per credit hour.
  - F provides no credit or grade points.  
(Credits attempted are calculated in g.p.a.)
  - P credit given grade points not calculated.
  - S credit given grade points not calculated.
  - I provides no credit or grade points.
  - W provides no credit or grade points.
  - X provides no credit or grade points.
102. STUDENT'S SCHOLASTIC AVERAGE. A student's scholastic average is determined by adding the grade points earned in all WSU course work and dividing by the total number of hours in which the student has been enrolled at WSU. I, W, S, P, and X grades are disregarded.
103. GROUP AVERAGES. Group averages, honor rolls, eligibility lists for honorees, and similar lists are calculated on the basis of grades received in the Registrar's Office by 4:00 p.m. two working days following the last day of final examinations.
104. ACADEMIC COMPLAINT PROCEDURES. Students having complaints about instruction or grading should refer them first to the instructor. If the complaint is 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). The chair's decision shall be rendered within 20 business days. After the chair's decision, the student or the instructor may appeal to the Dean's Office. Complaints must be presented in writing to the dean within 20 business days of the chair's decision. The written statement should describe the complaint, indicate how it affects the individual or unit, and include the remedy sought from the dean. The decision of the dean is the final step and shall be made within 20 business days. The University Ombudsman is available at any stage for advice or assistance in resolving academic complaints. At the branch campuses, the procedure is identical except that the academic area coordinator shall substitute for the department chair and the campus dean shall substitute for the college dean.

## Graduation

106. APPLICATION FOR DEGREE (TO-DO LIST). Application for a bachelor's or DVM degree should be made at the Registrar's Office near the end of the junior year. The Registrar will furnish candidates with records of their grade points and the hours completed to date, and lists of major and General Education Requirements yet to be completed. The chairperson of the department is held responsible for checking all departmental requirements, including prerequisites for all courses and the courses required in other departments. A graduation fee must be paid at the time of application.
  108. STUDENT RESPONSIBILITY FOR GRADUATION. Together with the adviser, the student plans the program of study each semester. However, the written curriculum requirements described in the bulletin and catalog supplements are binding, and no adviser may waive or alter them. The student has the ultimate responsibility for meeting university, college and departmental graduation requirements.
  109. PETITIONS FOR UNDERGRADUATE GRADUATION REQUIREMENTS. Students may petition for a change in graduation requirements or by obtaining the signatures of their department chairperson or director and dean on the appropriate form available in the undergraduate degree office of the Registrar's Office.
  114. REQUIREMENTS FOR UNDERGRADUATE DEGREES
    - a) The four-year degree (BA, BS, B FA, B Lib A, B Mus):
      1. Meet the General Education Requirements for Graduation.
      2. Earn twice as many grade points as the number of hours enrolled in graded course work, in this or any institution for which a grade has been received.
      3. Earn twice as many grade points in the major subject as the number of hours enrolled graded course work in that major subject at Washington State University.
      4. Complete any of the four-year programs.
    - b) The five-year degree (B Arch, BS Cst M, B Phar)
      1. Meet requirements 1, 2, 3, and 7 listed under (a) above.
      2. Complete any of the five-year programs.
      3. Complete the fifth year under the direction of the college in which the degree is to be granted. If any portion of the final year's work is to be completed at another institution, advance approval must be obtained in writing, from both the department chairperson and the dean of the college.
      4. Earn a minimum of 150 semester hours of credit, no more than 10 of which may be from PEACTION (Physical Education Activity) courses. (See Rule 6.)
  5. Complete the senior year under the direction of the college in which the degree is to be granted. If any portion of the final year's work is to be completed at another institution, advance approval must be obtained, in writing, from both the department chairperson and the dean of the college.
  6. Earn a minimum of 120 semester hours of credit, no more than 8 of which may be PEACTION (Physical Education Activity) courses. (At least 30 must be WSU hours; see Rule 6.)
  7. Earn a minimum of 40 semester hours of credit in 300-400-level courses exclusive of credit earned at two-year or community colleges; 500-level courses will count toward the 300-400-level requirement, but an undergraduate may not be required to enroll in or complete a 500-level course as a requirement for the baccalaureate degree.
115. REQUIREMENTS FOR THE DOCTOR OF VETERINARY MEDICINE DEGREE (D.V.M.)
    - a) Complete the four-year professional program.
    - b) Earn a baccalaureate degree from an accredited institution.
    - c) Earn twice as many grade points as the number of graded hours required in the professional program.

116. REQUIREMENTS FOR MASTER'S DEGREES
- Spend not less than the equivalent of two semesters in residence (except for external programs approved by the Graduate Studies Committee).
  - Earn not less than 30 semester hours of credit with a minimum of 21 semester hours of course work for a thesis degree program or 26 semester hours of course work for a nonthesis degree program.
  - Earn a minimum grade point average of 3.00 on a graduate program in all upper-division and graduate course work completed for the master's degree.
  - Earn a minimum grade point average of 3.00 for all course work taken as a graduate student.
  - Successfully complete graduate examinations.
117. REQUIREMENTS FOR DOCTOR'S DEGREES
- Spend not less than six semesters beyond the baccalaureate degree at least four of which must be at Washington State University.
  - Spend not less than a minimum of two consecutive semesters in residence at Washington State University.
  - Earn not less than 72 semester credit hours beyond the baccalaureate degree to include a minimum of 34 semester hours (45 semester hours for the Doctor of Arts degree and 42 semester hours for the Doctor of Education degree) of 400- and 500-level course work listed in the Graduate Study Bulletin.
  - Earn a minimum grade point average of 3.00 on a graduate program and in all 300-400-level and graduate course work completed for the doctor's degree.
  - Earn a minimum grade point average of 3.00 for all course work taken as a graduate student.
  - Successfully complete graduate examinations.
118. TWO OR MORE BACHELOR'S DEGREES FROM WSU. One four-year undergraduate degree requires a minimum of 120 semester hours. For each additional bachelor's degree, the student must complete an additional 30 semester hours and satisfy all requirements of the second degree program.
121. SUMMER SESSION CREDITS. Credit earned during summer sessions may be applied toward the fulfillment of requirements for baccalaureate and advanced degrees in the same manner and subject to the same rules as credit earned during semesters of regular academic years.
123. LIMIT ON FLEXIBLE ENROLLMENT CREDIT. A student working for a degree at Washington State University shall be limited on flexible enrollment course credit to not more than 25% of the total hours required for any undergraduate degree.
125. DATE OF GRADUATION. Students will be recommended for their degrees at the end of the semester or term in which they complete their requirements. Diplomas will be dated the Saturday following the last day of final examination week for the fall semester, the day of commencement for the spring semester, and the Saturday following the last day of instruction for summer session.
- ## Honors
- Honor rolls and lists are calculated on the basis of grades received by 4:00 p.m. two working days following the last day of final examinations. (See Rule 103.)
133. PRESIDENT'S HONOR ROLL. An undergraduate will be named to the President's Honor Roll under either of the following conditions:
- By achieving an overall grade point of 3.75 while enrolled in at least 9 graded hours in a single semester at Washington State University.
  - By achieving a cumulative grade point average of 3.50 based on at least 15 cumulative hours of graded work at Washington State University.
137. RECOGNITION FOR SELECTED BACCALAUREATE DEGREE CANDIDATES. 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 the minimum cumulative grade point average is 3.70 but less than

3.90, 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 end of the final semester to allow for publication of the appropriate honors in advance of graduation. However, following the student's final semester, the Registrar will recompute the student's g.p.a. including the last semester's work, and only this computation will determine official graduation honors.

Washington State University and its various colleges reserve the right to change the rules regulating admission to, instruction in, and graduation from Washington State University and

any other regulations affecting the student body. Such regulations shall go into effect whenever the proper authorities may determine and shall apply to prospective students and to those who may at that time be enrolled.

## Soliciting

150. No agent, solicitor, or university individual or group shall be permitted to canvass or solicit faculty members during office hours in the interests of business, charity, or any other purpose not directly connected with university interest or official duties.



# Academic Regulations Index

Students should familiarize themselves with the University's academic regulations. Allowance has been made in the number sequence for the insertion of additional rules.

<b>Subject</b>	<b>Regulation Number</b>	<b>Subject</b>	<b>Regulation Number</b>
Absences.....	73	Final Examinations .....	74-78,80
Academic Complaint Procedures...	104	Length of Examinations .....	81
Academic Deficiency (Undergraduate) .....	37-43	Closed Week .....	79
Academic Dishonesty .....	88	<b>Grades</b>	
Admission		Averages.....	102, 103
Requirements.....	1-6, 9, 14, 15	Final Grades.....	89
Advanced Standing		Final Grades Appeal Process....	105
(Transfer Students) ...	4-6, 9, 14, 15	Grade Records.....	92, 93, 98, 99
Attendance .....	71-73	Grades and Grade Points....	90,100
Auditing .....	20, 21	Graduation.....	106,108,109,114-118,121,123,125,133,137
Cancellation of Enrollment .....	70	Honors .....	137
Challenge Examinations .....	15	Holidays, Make-Up Hours for University Holidays .....	23
Class Standing .....	25	Honor Roll .....	133
Conduct .....	45	Incomplete Grades .....	90h
<b>Courses</b>		Late Registration .....	58, 61
Adding .....	66	<b>Majors</b>	
Auditing .....	20,21	Certification of .....	53
Challenging .....	15	Change of .....	55
Dropping .....	67	Minor or second major .....	54
Prerequisite.....	52	Recertification of .....	56
Withdrawing .....	68,69	Pass, fail .....	50,90g
Credit .....	27-29,31, 34,121,123	Petitions, Academic	
by Examination .....	15	Calendar Deadlines .....	57
Degree Requirements.....	106,108,109,114-118,121,123,125,137	Petitions, Graduation .....	109
Discipline .....	45,88	Repeat Courses .....	34
Enrollment ...	47, 50, 52-58, 61, 66-70	Soliciting .....	150
Examinations .....	15,74-83	Special (challenge) Examination ...	15
Accommodation of		Transfer Credit .....	4-6, 9, 14-15
Religious Observances .....	82	Uncontested Withdrawals .....	69
Accommodation of disabilities	83		

# Guidelines for Use of the Washington State University Names and Identifying Marks

---

*Prepared for Student Organizations by the Trademark & Licensing Office  
a unit of the Office of Marketing Communications*

There are a number of guidelines that govern use of the University's graphic identity and trademarks by student groups. These guidelines—administered by the campus Trademarks and Licensing Office—regulate, promote, and protect use of the University's identity. The guidelines govern use of the identity for both on and off campus and for both commercial and non-commercial uses.

A student group must obtain the written permission of the Trademark and Licensing Office before it uses one of the registered trademarks for any purpose other than official University business. Trademarks include, but are not limited to, the identifying names "WSU," "Washington State," "Wazzu," and "Cougars," or artwork such as the popular Cougar head symbol and the Washington State University academic signature.

The University identity is registered with the State of Washington and the United States Patent and Trademark Office. These registrations ensure protection of the identity while simultaneously enabling the University to collect royalties when the identity is used. The royalties are used to

fund scholarships for University students. In addition, by ensuring that products bearing the WSU identity are of the highest quality and good taste, the Trademarks and Licensing Office stimulates public awareness and promotes the University as one of the nation's finest institutions.

Student groups that would like to develop artwork for apparel or other memorabilia are required to use a WSU licensed vendor. These vendors are familiar with the licensing process and are responsible for knowing the rules for using University names and artwork.

Among the issues student groups should pay particular attention to are the following:

- Artwork used for student elections
- Artwork that promotes the annual Apple Cup competition
- Use of the University Crest/Cougar head alone

For details about the use of the University's graphic identity and trademarks, please visit [www.wsu.edu/identity](http://www.wsu.edu/identity), or contact the Trademarks and Licensing Office, [logolicensing@wsu.edu](mailto:logolicensing@wsu.edu).



**WSU**

*Washington State University*



All registered trademarks of Washington State University.

# Policies and Regulations

Students should familiarize themselves with the University's Standards of Conduct for Students found in the Student Handbook, and academic regulations located in the University catalog <http://catalog.wsu.edu/Students>, staff and faculty should be aware that acts of harassment, intimidation and bias will not be tolerated. Bias related violations of the Standards of Conduct for Students will be considered most pernicious; severe sanctions will be levied against any student found responsible for a bias related violation. The University is committed to providing an academic setting that is supportive of all students, faculty and staff. Each member of our community has an obligation to build a true sense of shared community based on mutual respect.

## University Philosophy Regarding Alcohol Consumption

In order to maintain a healthy, supportive University environment conducive to academic achievement and personal growth, students are expected to conduct themselves in a responsible manner with regard to the use of alcoholic beverages. Those of legal age who choose to drink are expected to do so responsibly. Students are reminded that violation of any local, state, or federal law regarding the unlawful possession, use, or distribution of alcohol or illicit drugs may result in referral to WSU Police for investigation and/or the Office of Student Conduct. Student Conduct may impose sanctions including community service hours, fines and/or suspension or expulsion. Penalties for violating state or federal laws involving alcohol and illicit drug use can include fines, forfeiture of property, and/or incarceration.

**The following campus guidelines have been established regarding the use of alcoholic beverages.**

University regulations forbid illegal possession, use, sale or distribution of intoxicating beverages in University residence halls, *recognized fraternities and sororities*, and other recognized group houses.

*Washington Administrative Code 504-25-050 identifies policy/regulations for Alcohol at Washington State University (see page 124 for description of this WAC).*

Intoxicating beverages may not be used in lounges, recreation rooms, conference rooms, and public areas of residence halls and *recognized Greek Chapter houses*.

*Fraternities and Sororities must comply with Interfraternity Council and Panhellenic social policies and procedures outlined for social functions. Fraternities and sororities are required to be in compliance with their national or international regulations regarding alcohol consumption.*

## Drug/Alcohol Accountability at Washington State University

*Beginning fall semester 2002 the following steps will be followed when alcohol violations occur on or off campus:*

### First Drug/Alcohol Offense:

- Letter of Concern
- Mandatory attendance at the university sponsored alcohol education class (\$50 fee)
- Notice of process if further violations occur
- Possible parent notification depending severity of incident

Failure to complete the alcohol education class results in second offense

### Second Drug/Alcohol Offense:

- Administrative hearing with a university officer
- Parental notification
- Disciplinary probation
- Other sanctions depending on situation (see sanctions on page 130 of this Student Handbook)

### Third Drug/Alcohol Offense

- Parental notification
- Referred to University Conduct Board with a recommendation for suspension or expulsion

Determination of violations based on Washington Administrative Codes 504-25-050 and 504-25-055 in Student Handbook.

This practice should not be interpreted as limiting the discretion the University already has to make whatever decision it deems appropriate in any given situation.

### Greek System Alcohol Policy/Social Policy

1. All social events on chapter property must be dry. No alcohol may be consumed on chapter property during the time of an event/function. The definitions in House Bill 1082, will apply in determining if a chapter is having a function.
2. Alcohol consumption on chapter property is prohibited by students under the legal drinking age and is restricted to the private rooms of students 21 years of age or older.
3. Alcohol consumption is prohibited entirely during ANY social event on chapter property.
4. All off-property social functions where alcohol is present require a third-party vendor to serve alcohol, provide security, and verify legal age. The definitions within House Bill 1082 will apply in determining whether an off-property event is a chapter social function.

5. All event co-sponsors will be held equally responsible for policy compliance.
6. The social policy will remain in effect throughout the calendar year, including breaks and summer for houses while occupied by chapter members.

For a complete listing of sanctions and enforcement guidelines contact the Director of Greek Life

### **Concerts or Athletic Events**

Consumption or possession of alcoholic beverages is not permitted at concerts, intercollegiate athletic events, events sponsored by WSU, or held in University-owned facilities or on University property. Consumption or possession of alcoholic beverages is not permitted while waiting in line for events. Noncompliance with this policy may result in disciplinary action by the Office of Student Conduct.

### **Responsibility for Individual and Group Conduct in University-Recognized Housing**

The consumption of intoxicating beverages by minors or providing such beverages to minors within WSU recognized housing is prohibited. Conduct proceedings will be initiated against individuals and/or groups who do not comply with this policy.

Irresponsible behavior which results from the consumption of alcoholic beverages is considered to be an infraction of the rules of recognized University housing and organized living groups (residence halls, fraternities, sororities, and other group houses). Students whose behavior is a problem for the community should expect to be confronted by residents as well as staff. University or Pullman police may also be utilized. In cases where the magnitude of the offense warrants such action, and in cases of repeat offenders, students may be removed from recognized University housing and organized living groups and may be brought before the University Conduct Board for disciplinary action.

Individuals residing in recognized University housing are responsible for the behavior of their guests. In cases where the guests of residents become unruly or violate University and organized living group policies, the resident host will be held accountable. University or Pullman police may be utilized in the confrontation of guests and other nonresidents who are disruptive or otherwise in violation of University policies.

The following policies apply to the use of alcoholic beverages in residence halls and all recognized group living areas:

- 1) Alcohol is allowed in the privacy of the resident's room only, and only if the resident is of legal age.
- 2) Alcohol is not allowed in restrooms, corridors, study rooms, lounges, or any other public areas inside or outside the building.
- 3) Only students of legal drinking age and their legal aged guest(s) may possess and consume alcohol in the privacy of their own room. The door to the room must be closed at all times.
- 4) Kegs or bulk alcoholic beverages are not allowed.
- 5) Some living groups and designated floors/living areas in some residence halls have a no alcohol policy. Alcohol is not allowed in sorority houses and several Greek fraternity chapters also have a no alcohol policy.

### **Risks Associated with Alcohol and Substance Abuse**

The problem of alcohol abuse extends far beyond the danger of chemical dependency. National studies show evidence of direct involvement of alcohol in residence hall damage, violent behavior, and student attrition. In addition, alcohol is involved in incidents involving injury to other persons, injury to self and in lower academic performance. Student surveys on the negative effects of alcohol are consistent with reports by University Administrators. Nearly one fourth of the respondents in a recent survey indicated that they performed poorly on a test or project because of alcohol or drugs, and nearly one-third report missing a class due to substance abuse. (Presley et al., 1996). In National studies of second-hand effects of alcohol, respondents cited having been pushed, hit or assaulted, sustained property damage, experienced interruptions in their study or sleep, or experienced unwanted sexual contact (Wechsler et al., 1995).

### **University and Community Alcohol and Substance Abuse Resources**

University and community resources are available to assist students with any problems associated with alcohol and substance abuse. These services include information, assessment, treatment, and referral.

#### **University Resources**

- WSU Counseling Services, 280 Lighty Student Services Building, 335-4511. Information, assessment, treatment, and referral.
- WSU Health and Wellness Services, Pullman Memorial Hospital or Ad Annex, 335-3575. Information, assessment, detoxification, treatment, and referral.

### Community Resources

- Whitman County Counseling Services, NE 340 Maple, Pullman, 332-6585 or 334-7133. Information, assessment, treatment.

### Private Practitioners and Private Agencies

- Several private practitioners and agencies are available in the area and are listed in the yellow pages.

## Discrimination and Sexual Harassment Policy

### Purpose

The purpose of this policy is to set forth WSU's commitment to maintaining a University environment free from all forms of discrimination, including sexual harassment. This commitment applies to all levels and areas of University operations and programs, to students, faculty, staff, and all other personnel, whether on or off the Pullman campus. The policy addresses recruitment, admissions, hiring, training, discipline, promotion, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and any other employment or educational condition. The University is cognizant of both its moral and legal obligations to ensure that all employees and students are provided equitable opportunities to realize their goals and to function effectively within the University environment.

### Discrimination Prohibited

The kinds of discrimination prohibited by WSU policy are those which occur on the basis of race, sex, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, sexual orientation, and status as a Vietnam-era or disabled veteran. Decisions affecting an individual cannot be made on the basis of one of these factors. For example, certain actions cannot be taken on account of a person's sex, or because of a person's age, or because of a person's national origin. Decisions should be made on the basis of neutral and objective criteria by which an individual may be evaluated in terms of his or her accomplishments without regard to irrelevant factors such as sex or race.

### Definitions of Sexual Harassment

WSU's discrimination policy explicitly incorporates and prohibits sexual harassment as a form of unlawful sex discrimination. Sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes

sexual harassment when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, 2) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive environment.

When the University becomes aware of incidents of sexual harassment, it is bound by state and federal law to take corrective steps to terminate the harassment.

### Some Examples of Sexual Harassment

Sexual harassment encompasses any sexual attention that is unwanted. It includes both verbal and physical conduct. Examples of sexual harassment prohibited by this policy include, but are not limited to:

- A. Physical assault;
- B. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- C. Direct propositions of a sexual nature;
- D. Subtle pressure for sexual activity;
- E. A pattern of conduct that discomfits or humiliates the person at whom the conduct is directed which includes one or more of the following: 1) comments of a sexual nature; 2) sexually explicit statements, questions, jokes, or anecdotes; 3) unnecessary touching, patting, hugging, kissing, or brushing against a person's body; 4) remarks of a sexual nature about a person's clothing or body; or 5) remarks about sexual activity or speculations about previous sexual experience;
- F. Persistent, unwanted attempts to change a professional relationship to an amorous one.

### Amorous Relationships Affecting Employees and Students

Amorous relationships that might be appropriate in other circumstances are not appropriate, whether consensual or otherwise, when they occur between a teacher or officer of the University and a student or employee for whom he or she has a professional supervisory responsibility. Even where negative consequences to the participants do not result, such romantic liaisons create an environment charged with potential

conflict of interest and possible use of academic or supervisory leverage to maintain or promote the relationship. Amorous relationships that the parties may view as mutual may still raise questions of favoritism as well as of an exploitative abuse of trust and power. This is particularly true when a student is enrolled in a course being taught by the involved faculty member or teaching assistant, or when the faculty member and student are in the same academic unit or in units that are academically allied.

University policy requires that all employees maintain professional relationships with students and supervisees. It is the responsibility of instructors and supervisors to make explicit arrangements for their withdrawal from participation in evaluative decisions that may reward or penalize a student or employee with whom the instructor or supervisor has or has had an amorous relationship.

### ***Retaliation Prohibited***

No individual filing a complaint or otherwise participating in a complaint procedure will be subject to reprimand or retaliatory action. Retaliatory action of any kind taken against an employee or student as a result of that person's seeking redress under the applicable procedures dealing with sexual harassment is prohibited. Such action shall be regarded as a separate and distinct cause for complaint.

### ***Malicious or Frivolous Allegations***

If it is determined that a sexual harassment allegation is malicious or frivolous in nature, the complainant may be subject to disciplinary action.

### ***Resources***

The Center for Human Rights (CHR), the French Administration 225, 335-8288, [www.chr.wsu.edu](http://www.chr.wsu.edu), is the University's central intake and referral office for internal discrimination and sexual harassment complaints. CHR provides a spectrum of services from self-help advice to formal investigations. CHR conducts an initial screening of complaints brought to its attention and determines whether the matter should be handled as a Consultation, a Review, an Informal Resolution, a Formal Investigation, or should be referred to another department for handling.

In addition to administrators, supervisors and CHR, the following University offices are available to discuss any concerns or complaints about discrimination, including sexual harassment, or to provide advice on utilizing University complaint procedures:

- University Ombudsman, Wilson Hall, Room 2, 335-1195.
- Women's Resource and Research Center, Wilson 8, Room 8, 335-6830.

- Disability Resource Center, Ad Annex, 335-1566.
- Multicultural Student Services, Lighty 190, 335-7852

### ***Enforcement of Prohibitions***

The University vigorously enforces its prohibitions against unlawful discrimination, including sexual harassment and encourages those who feel aggrieved to seek assistance to rectify problems. Its internal grievance procedures are utilized to investigate and remedy violations. While observing the principles of due process, determinations of policy violations will lead to the application of disciplinary sanctions, including warning, censure, suspension, dismissal, or in some situations, summary suspension.

In support of this discrimination policy, the University promotes preventive educational measures to create greater awareness of unlawful discriminatory practices, including sexual harassment among faculty, staff, and students. Administrative officers, deans, directors, department chairs, and supervisors are responsible for making certain that all employees are informed fully of the types of conduct that may be classified as discriminatory, including sexual harassment, and that such conduct is prohibited. Training is available from the Center for Human Rights.

Any employee or student of WSU who believes that he or she has been subjected to unlawful discrimination, including sexual harassment, or who believes he or she has been charged wrongfully with a complaint, may utilize the procedures described in the Discrimination and Sexual Harassment Complaint Procedures.

### ***Gender Equality***

Revised Codes of Washington 28B.110.010.

Article XXXI, section 1, Amendment 61 of the Washington State Constitution requires equal treatment of all citizens, regardless of gender. Recognizing the benefit to our state and nation of equal educational opportunities for all students, discrimination on the basis of gender against any student in the institutions of higher education of Washington State is prohibited. This includes but is not limited to access to academic programs, student employment, counseling and guidance services, financial aid, recreational activities including club sports, and intercollegiate athletics. To report incidents of discrimination see "Enforcement of Prohibitions" written above or contact Washington Human Rights Commission.

Enacted by Laws 1989, ch. 341, & 1.

# Washington State University Standards of Conduct for Students

## Introduction

Washington State University, a community dedicated to the advancement of knowledge, expects all students to behave in a manner consistent with its high standards of scholarship and conduct. Students are expected to uphold these standards both on and off campus. When students violate the standards of conduct established by the University, and defined in Part I of this chapter, they are subject to the university disciplinary process defined in Part II of this chapter. Violations of the academic integrity standards, as defined in Part III of this chapter, subject students to the process for such violations, also in Part III. The purpose of these processes is to educate and to protect the welfare of the community.

## Part I: Conduct Regulations

### Terms of Enrollment

#### WAC 504-25-001

Washington State University aims to create an environment that cultivates individual virtues and institutional integrity in the university community. The mission of the university is supported when students take responsibility for their conduct both in and out of the classroom. Under the terms of enrollment, students acknowledge the university's authority to take disciplinary action for conduct on or off university property. Off-campus conduct may be addressed when it is detrimental to the university's mission.

### Washington State University

#### WAC 504-25-002

The term "university" means all Washington State University campus locations. The term "university" also applies to distance learning.

### Definition of a Student

#### WAC 504-25-003

A student is any person who is enrolled at Washington State University for the current academic period. A student is also defined as one who has an ongoing relationship with the university between academic periods at the time the misconduct occurred.

## Good Standing

### WAC 504-25-011

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 award of a degree if the student is dismissed from the university based on his or her misconduct. (See also Rule 45 in the General Catalog.)

## Responsibility for Guests

### WAC 504-25-013

A student or student organization is responsible for the conduct of guests on or in university property and at functions sponsored by the university or sponsored by any registered university organization.

## Students Studying Abroad

### WAC 504-25-014

Students who participate in any university sponsored or sanctioned foreign study program shall observe the following rules and regulations:

- (1) The laws of the host country;
- (2) The academic and disciplinary regulations of the educational institution or residential housing program where the student is studying; and
- (3) Any other agreements related to the student's study program in a foreign country.

## Academic Dishonesty

### WAC 504-25-015

Academic dishonesty, such as cheating, plagiarism, fabrication, and fraud, is prohibited. See Part III for specific definitions of academic dishonesty.

## Copyright and Intellectual Property

### WAC 504-25-018

Violation of copyright laws and the intellectual property rights of others is prohibited. Prohibited acts include, but are not limited to:

- (1) Posting the works of another person on an internet website without the permission of the creator;

- (2) Copying the creative works of another without the permission of the creator;
- (3) Selling a recording of a presentation by another without the permission of the presenter;
- (4) Claiming the works of another as one's own;
- (5) Using the copyrighted works or intellectual property of another for profit without the permission of the owner;
- (6) Copying or digitally transmitting video or audio files without the permission of the owner; or displaying a copyrighted work publicly without the permission of the owner.

## **Discrimination**

### **WAC 504-25-020**

- (1) Discrimination on the basis of race, national or ethnic origin, creed, age, sex, marital status, veteran status, sexual orientation, or disability is prohibited in conformity with federal and state laws.
- (2) Discrimination includes sexual or racial harassment by students. Sexual and racial harassment are defined as conduct that is
  - (a) sexually or racially motivated and
  - (b) has the purpose or effect of unreasonably interfering with person's work or educational performance or creating an intimidating, hostile, or offensive environment.

## **Sexual Offenses**

### **WAC 504-25-025**

- (1) Sexual offenses of any kind, including, but not limited to acquaintance rape, indecent liberties, assault of a sexual nature, and/or unwanted sexual contact are prohibited.
  - (a) Rape is defined under state law as sexual intercourse with a person who did not consent by his or her words or conduct. Consent to sexual activity means actual words or conduct indicating the person has freely and voluntarily agreed to have sexual intercourse.
    - (i) Silence or mere passivity from a state of intoxication or unconsciousness does not imply consent to sexual intercourse.
    - (ii) Lack of consent is implied if violence is threatened or used.
  - (b) Indecent liberties means knowingly causing sexual contact with a person by forcible compulsion

or when the person is incapable of consent by reason of mental defect, mental incapacitation, or physical helplessness. Sexual contact is defined as any nonconsensual touching of the sexual or other intimate parts of a person done for the purpose of gratifying the sexual desire of either party.

- (c) The university prohibits sexual contact when such contact amounts to assault under Washington law. Assault includes harmful and offensive contact with another person.

## **Physical Abuse or Threatened Physical Abuse**

### **WAC 504-25-030**

Attempting or causing injury to an individual is prohibited. Causing or provoking physical contact with another is prohibited when the person knows or should reasonably believe that the other person will consider the contact offensive.

## **Hazing is Prohibited**

### **WAC 504-25-035**

- (1) No student or other person enrolled at Washington State University may conspire to engage in hazing or participate in hazing of another.
  - (a) Hazing includes any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger, physical harm, or serious mental or emotional harm to any student or other person attending a public or private institution of higher education or other postsecondary educational institution of higher education or other postsecondary educational institution in this state.
  - (b) Hazing does not include customary athletic events or other similar contests or competitions.

## **Harassment**

### **WAC 504-25-040**

Conduct by physical, verbal, graphic, written, or electronic means that is sufficiently severe, pervasive or persistent so as to threaten an individual or limit the individ-

ual's ability to work, study or participate in the activities of the university is prohibited.

### **Abuse of Self or Others**

**WAC 504-25-\_\_\_**

**Prohibited behavior includes but is not limited to:**

- (1) Inflicting mental or bodily harm upon any person (including one's self);
- (2) Engaging in any intentional or reckless action that may result in mental or bodily harm (including to one's self);
- (3) Causing a person to believe that the offender may cause mental or bodily harm.

### **Malicious Harassment**

**WAC 504-25-041**

Maliciously and intentionally committing one of the following acts because of a perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap is prohibited:

- (1) Causing physical injury to the victim or another person;
- (2) Causing physical damage to or destruction of the property of the victim or another person;
- (3) Threatening a specific person or group of persons and placing that person, or members of the specific group of persons, in reasonable fear of harm to person or to property.

### **Stalking**

**WAC 504-25-042**

Following or intentionally and repeatedly harassing another person, and placing the person being followed or harassed in reasonable fear that the stalker intends to injure a person or property is prohibited.

### **Reckless Endangerment**

**WAC 504-25-045**

Engaging in conduct that creates a substantial risk of physical harm to another person is prohibited.

### **Alcohol**

**WAC 504-25-050**

Illegal use, manufacture, possession, or sale of intoxicating beverages is prohibited by local, state, and federal law. Consumption, possession, sale, or distribution of alcohol by students in

public areas of any university- owned or controlled property or at university functions must comply with all local, state, and federal laws.

### **Effect of Alcohol or Drugs**

**WAC 504-25-\_\_\_**

Any conduct that may have been influenced by alcohol or drugs will not limit or excuse the student's responsibility for his or her action.

### **Drugs and Drug Paraphernalia**

**WAC 504-25-055**

The use, sale, possession, manufacture, and/or distribution of illegal drugs and drug paraphernalia is prohibited.

### **Firearms and Dangerous Weapons**

**WAC 504-25-060**

- (1) No student may carry, possess, or use any firearm, explosive, dangerous chemical, or dangerous weapon (including, but not limited to, shotguns, rifles, pistols, air guns, pellet guns, longbows, hunting bows, throwing weapons, etc.) on university property except in transit to or from approved storage, to leave campus, or when authorized by the university.
- (2) Any student who wants access to his or her firearm while enrolled at the university must store the firearm with the Washington State University Department of Public Safety.

### **Illegal Entry and Trespassing**

**WAC 504-25-065**

Illegal or attempted illegal entry or trespassing on university property is prohibited.

### **Theft or Damage of Property or Services**

**WAC 504-25-070**

Actual or attempted theft of, or damage to, property or services belonging to the University, any member of its community, or a campus visitor is prohibited. Knowing possession of stolen property is also prohibited.

### **Safety Equipment**

**WAC 504-25-075**

Improper use or disablement of safety or fire safety equipment, such as fire extinguishers, fire alarms, or exit signs, is prohibited.

## **Misrepresentation, Fraud, and Falsification of University Records**

### **WAC 504-25-080**

Providing false, misrepresented, or fraudulent information to university officials or on university records is prohibited. Such information includes but is not limited to:

- (1) Providing false identification;
- (2) Falsifying, misrepresenting, forging, altering, or fraudulently obtaining a university transcript or diploma;
- (3) Withholding or misrepresenting relevant information on any university form or federal financial aid form;
- (4) Offering any false information in any university disciplinary proceeding, academic exercise or hearing, employment situation, or in any other University situation;
- (5) Maliciously altering or misusing university documents, records, permits, or identification.

## **Computer Abuses**

### **WAC 504-25-085**

Conduct that violates the university's electronic use policy is prohibited and includes:

- (1) Copying university-owned or licensed software or data for personal or external use without prior approval;
- (2) Copying another computer user's software or data without permission of its owner, even if it is readily accessible by electronic means.
- (3) Knowingly accepting or using software or data which has been obtained by unauthorized means;
- (4) Modifying or damaging, attempting to modify or damage, computer equipment, software, databases, or communication lines without permission;
- (5) Disrupting or attempting to disrupt computer operations;
- (6) Invading the privacy of an individual by using electronic means to ascertain confidential information, even if an individual or department inadvertently allows access to such information;
- (7) Abusing or harassing another computer user through electronic means;
- (8) Using the university's computing facilities in the commission of a crime;
- (9) Using computer services without authorization;
- (10) Allowing another individual to use one's computer identity/account or

using another individual's computer identity/account.

- (a) This includes, but is not limited to, logging on to the account, accessing programs, and reading or altering computer records. The university, through information technology, must authorize and allocate time on the mainframe computers.

## **Disruption**

### **WAC 504-25-090**

- (1) Students have the right to freedom of speech, including the right to dissent or protest, but this expression cannot interfere with the rights of others or disrupt the university's activities. The following conduct will not be permitted:
  - (a) Disruption of classes, laboratories, offices, services, meetings, or ceremonies;
  - (b) Obstruction of free movement of people or vehicles; provided, peaceful picketing is permitted so long as it takes place outside buildings and does not interfere with the flow of traffic;
  - (c) Conduct which threatens harm, incites violence, or endangers the health and safety of any person;
  - (d) Threats of disruption, including bomb threats;
  - (e) Damaging, defacing, or abusing university facilities, equipment, or property, or the property of university community members; or
  - (f) Inciting others to engage in prohibited conduct.

## **Disturbing the Peace**

### **WAC 504-25-095**

Creating noise in such a way as to interfere with the university's mission is prohibited.

## **Public Indecency**

### **WAC 504-25-100**

Public indecency, including public urination, and obscenity is prohibited.

## **Interference with University or Student Programs or Activities**

### **WAC 504-25-105**

Intentionally or recklessly interfering with any University or student program

or activity, including teaching, research, administration, meetings, or fire, security, or emergency services, is prohibited.

### **Violation of University Policies**

#### **WAC 504-25-110**

Violation of any University policy or rule is prohibited.

### **Violation of Local Ordinances, State, or Federal Law**

#### **WAC 504-25-115**

Students shall comply with local, state, and federal laws and may be subject to university discipline for any violation.

### **Failure to Comply with a Proper Order**

#### **WAC 504-25-120**

Willful refusal or failure to comply with a proper order or request of a university official, or law enforcement officer acting in performance of their duties, is prohibited.

### **Assisting Illegal or Prohibited Conduct**

#### **WAC 504-25-125**

Aiding, assisting in, or serving as an accomplice in the commission of any illegal act or any act prohibited by the university's standards of conduct is prohibited.

### **Violation of a Disciplinary Sanction**

#### **WAC 504-25-130**

Violation of any term or condition of any disciplinary sanction constitutes a new violation and may subject the student to additional sanctions.

### **Failure to Cooperate with a University Investigation**

#### **WAC 504-25-135**

Failure to cooperate with a university investigation or interfering with an investigation by withholding evidence, or encouraging or threatening another to interfere with an investigation or to lie is prohibited. However, the student has the right to remain silent and not incriminate himself or herself if the allegation may lead to criminal liability.

- (1) Any student who fears for his or her safety may request that testimony be given by telephone or other means.

### **Misuse of Keys or Access Cards**

#### **WAC 504-25-137**

Unauthorized possession, including but not limited to lending, selling, processing, duplicating, or using university-issued key or access card is prohibited.

### **Misuse of Identification**

#### **WAC 504-25-138**

Unauthorized possession or use of university- or state-issued identification is prohibited, which includes but is not limited to: lending, selling, processing, or duplicating the identification.

### **Identity Theft**

#### **WAC 504-25-139**

Knowingly using or transferring another person's identification for any unlawful purpose is prohibited.

### **Other Conduct**

#### **WAC 504-25-140**

Any other conduct that is detrimental to the university's mission or threatens the health or safety of the community is prohibited.

## ***Part II: Disciplinary Process and Procedures***

### **Disciplinary Action**

#### **WAC 504-25-200**

The university's disciplinary process is educational, but students can be suspended or dismissed for serious violations of the standards of conduct. University disciplinary action is independent of any civil or criminal proceeding and is not influenced by the outcome of those proceedings. The university shall address allegations of student misconduct in a timely manner in its sole discretion.

### **Student Rights**

#### **WAC 504-25-201**

- (1) A student or student organization that has allegedly violated the standards of conduct has the following rights:
  - (a) The right to notice and the basis for the allegation.
  - (b) The right to remain silent and not incriminate oneself if the allegation may lead to criminal liability.
  - (c) The right to a hearing.
  - (d) The right to seven calendar days'

notice prior to a hearing (the student may waive this notice period).

- (e) The right to present written information to the university officer or the conduct board prior to the hearing, including signed witness statements.
  - (f) The right to consult an adviser and have one adviser present at the hearing. The adviser may advise the student or student organization during the hearing, but is not permitted to directly address the university officer or the conduct board. The advisor is prohibited from examining witnesses.
  - (g) The right to one appeal. However, no appeal is available if the conduct board finds the student responsible for multiple violations of the university's drug/alcohol policy.
- (2) A student or student organization has the following additional rights if the conduct board hears the matter:
- (a) The right to request the removal of a conduct board member for prejudice. The request must be made in writing and support the basis for the alleged prejudice.
  - (b) The right to review any written material to be presented to the conduct board at least 48 hours prior to the hearing, including the names of witnesses expected to testify. Any new information or evidence shall be released to the accused student or student organization within 24 hours of receipt.
  - (c) The right to hear the testimony of all witnesses.
  - (d) The right to question witnesses subject to the chairperson's discretion.
  - (e) The right to have an audio recording made of the hearing.

### **Emergency Interventions and Interim Action**

#### **WAC 504-25-202**

- (1) A student or student organization involved in alleged misconduct is entitled to a hearing prior to the imposition of any disciplinary action. However, if there is cause to believe that the student or student organization poses an imminent threat to himself, herself, itself, to others or to property, immediate action may be

taken prior to a hearing. An interim suspension shall not create a presumption of guilt. The Vice President for Student Affairs or designee may take one or more of the following interim actions:

- (a) Interim restrictions. A student may be restricted from university facilities or assigned to alternate university housing. Students may also be restricted from contacting a person or a group.
  - (b) Interim suspension. A student may be suspended pending a hearing.
- (2) The Vice President for Student Affairs or designee shall notify the student or student organization in writing of the terms of the emergency restriction, suspension, and the reasons for the decision.
- (3) If interim action is taken, the student or student organization is entitled to a hearing as soon as is reasonably possible, but not later than ten calendar days after the action is taken.

### **Parental Notification**

#### **WAC 504-25-203**

The Family Educational Right to Privacy Act (FERPA) provides that an educational institution may notify a student's parent or legal guardian if the student is under the age of twenty-one and has violated a federal, state, or local law involving the use or possession of alcohol or a controlled substance.

### **Types of Hearings**

#### **WAC 504-25-205**

- (1) An administrative hearing is an informal process conducted by a university officer.
- (2) Conduct board hearings are more formal proceedings that may result in suspension, dismissal or loss of a student organization's recognition or charter.
- (3) Student conduct hearings are conducted as brief adjudicative proceedings pursuant to RCW 34.05.482 through 34.05.494.
- (4) Two or more students or organizations may be required to participate in a joint hearing if they are alleged to have taken part in the same incident, act, event, or series of related acts.

## University Officer, Conduct Board, and Appeal Board

### WAC 504-25-215

- (1) The university officer is a student affairs staff member or a graduate assistant in the Office of Student Affairs.
- (2) The vice president for student affairs appoints the university conduct board members. This board is generally composed of two faculty members, two students, and a faculty or staff chairperson. The chairperson is appointed by the vice president for student affairs and conducts the proceedings.
- (3) In matters involving an academic integrity violation, the faculty members shall be teaching faculty. If the accused student is a graduate student, at least one graduate student shall be on the conduct board.
- (4) The appeal board is composed of three university administrators appointed by the vice president for student affairs.
- (5) All university officers and hearing board members shall be impartial.
  - (a) Impartial means the person is not personally involved in the alleged act or does not have a personal interest in the outcome of the disciplinary proceeding.

## Complaint

### WAC 504-25-221

- (1) Any person may file a complaint in writing with the Office of Student Affairs against a student or student organization.
  - (a) The complainant must have direct knowledge of the alleged misconduct and be willing to appear at a hearing if necessary.
  - (b) The university officer determines if the alleged misconduct constitutes a violation of the standards of conduct.
  - (c) If the university officer determines there may be a violation, the student or student organization is requested to attend a preliminary conference.
  - (d) The student or student organization is notified in writing of the allegation against them.
- (2) If a student withdraws after a complaint has been filed, the hearing may be conducted in the student's absence. If the student is found responsible

for a violation of the standards of conduct, the university may impose disciplinary sanctions.

- (a) Failure to comply with a university sanction or failure to resolve a conduct complaint shall affect a student's good standing in the university.

## Preliminary Conference

### WAC 504-25-222

- (1) The preliminary conference is an opportunity to evaluate the student's or student organization's alleged involvement in the matter. The university officer shall:
  - (a) Inform the student of the nature of the complaint;
  - (b) Educate the student about the university's disciplinary process;
  - (c) Notify the student of his or her rights and responsibilities; and
  - (d) Encourage the student to submit a written explanation of the alleged incident.
- (2) The student or student organization may waive the notice requirement and resolve the matter with a university officer.

## Notice

### WAC 504-25-223

- (1) Any student or student organization charged with violating the standards of conduct shall be notified in writing at least seven calendar days prior to the hearing. The notice shall include:
  - (a) The specific charges, including the university policy or regulation allegedly violated;
  - (b) The approximate time and place of the alleged act;
  - (c) The time and place of the hearing.

## Service of Notice

### WAC 504-25-224

- (1) Notice of a hearing with a university officer or the conduct board is sent by regular mail and/or electronic mail to the student's or student organization's last known local address. If the student is no longer enrolled at the time notice is sent, the notice is sent to the student's permanent address.
- (2) The student or student organization is responsible for keeping an updated address on file.

## Administrative Hearing

### WAC 504-25-226

- (1) Administrative hearings are informal hearings conducted by a university officer.
  - (a) The university officer has the sole discretion to send the matter to a conduct board at any time before a decision is issued. A student may request that a conduct board hear the case, but the final decision on the matter is made by the university officer and is not subject to appeal.
- (2) If the student or student organization fails to appear at a hearing after proper notice, the university officer has the discretion to proceed in the student or organization's absence and determine responsibility and appropriate sanctions.
- (3) The hearings are closed to the public in conformity with federal privacy law.
- (4) The administrative hearing is not a legal proceeding.
- (5) The university officer is not bound by the rules of evidence and may admit any relevant information, but shall exclude immaterial or unduly repetitious information. A student's advisor is not permitted to directly address the university officer.
- (6) The university must prove the allegation by a preponderance of the evidence.
  - (a) Preponderance of the evidence means evidence that would lead a reasonable person to conclude that it is more likely than not that a violation occurred.
- (7) A hearing may be continued to another time if any person disrupts the proceedings.
- (8) At the conclusion of the hearing the student is informed in writing of the university officer's decision, the reasons for the decision, the sanction, and the right to appeal the decision.
- (9) The written decision is the initial order.
- (10) If the student does not appeal the university officer's decision within twenty-one calendar days from the date of the decision letter, it becomes the university's final order.
- (11) Administrative hearing decisions involving individual students are confidential. However, the university may disclose the outcome of a disciplin-

ary decision in compliance with the Family Educational Right to Privacy Act (FERPA) under the following exemptions:

- (a) Disclosure to other university officials with a legitimate educational interest;
  - (b) Disclosure to an alleged victim of any crime of violence;
  - (c) Disclosure in connection with a health or safety emergency; and
  - (d) Future exemptions that may apply as amended by federal law. Students will be notified annually of any new exemptions that may apply.
- (12) The university officer shall keep a written record of the hearing. This record shall include all documents relevant to the university officer's decision.

## Administrative Hearing Appeal

### WAC 504-25-227

- (1) The appeal is a review of the record and the appeal letter; it is not a new hearing.
- (2) The university officer's written decision is the university's initial order.
- (3) The university officer's decision may be appealed to the Vice President for Student Affairs or designee.
- (4) If the student does not appeal the university officer's decision within twenty-one calendar days from the date of the decision letter, it becomes the university's final order.
- (5) An appeal letter shall be in writing and filed with the Office of Student Affairs. The university officer may address the appeal letter by submitting a written response to the reviewing official. The university officer's response, if any, will be copied to the appellant.
- (6) The appeal letter shall clearly state the basis for appeal. The following shall be the basis for an appeal:
  - (a) The university's disciplinary process was not properly followed and that procedural error would have substantially affected the decision;
  - (b) New information not available at the time of the hearing would have substantially affected the decision;
  - (c) There was not enough evidence to justify the decision.
  - (d) The sanction was too severe or inappropriate for the violation.

- (7) The student bears the burden of proof on appeal.
    - (a) Burden of proof means the student or student organization must prove he, she, or it is not responsible for the violation of the standards of conduct.
  - (8) The Vice President for Student Affairs or designee shall review the record and make one of the following determinations within twenty calendar days from the date of the appeal letter:
    - (a) Affirm the university officer's decision;
    - (b) Reverse the university officer's decision;
    - (c) Affirm, reverse or modify the sanctions imposed by the university officer.
  - (9) The decision letter is the university's final order and shall advise the student or student organization that judicial review may be available.
- (7) The university must prove the allegation by a preponderance of the evidence.
    - (a) Preponderance of the evidence means evidence that would lead a reasonable person to conclude that it is more likely than not that a violation occurred.
    - (b) The conduct board's decision is made by a simple majority vote.
  - (8) Any person may be excluded from the proceeding for disruptive behavior.
  - (9) The decision process is closed to everyone except the members of the conduct board. In some cases, an assistant attorney general may advise the conduct board on procedural matters.
  - (10) Conduct board decisions involving individual students are confidential. However, the university may disclose the outcome of a disciplinary decision in compliance with the Family Educational Right to Privacy Act (FERPA) under the following exemptions:
    - (a) Disclosure to university officials with a legitimate educational interest;
    - (b) Disclosure to an alleged victim of any crime of violence;
    - (c) Disclosure is in connection with a health or safety emergency; and
    - (d) Future exemptions that may apply as amended by federal law. Students will be notified annually of any new exemptions that may apply.
  - (11) Decisions involving student groups or living groups may be disclosed to the public pursuant to a Public Records request without violating individual students' privacy rights.
    - (a) Personally-identifiable student information shall be redacted.
  - (12) The student or student organization may be informed of the outcome of the hearing prior to receiving written notification.
  - (13) The student or student organization shall be notified of the conduct board's decision within ten calendar days from the date the matter is heard (if the university is not in session, this period may be reasonably extended). The student or student organization

## Conduct Board Hearing

### WAC 504-25-228

- (1) Conduct board hearings are more formal proceedings that may result in suspension or dismissal. The student or student organization is responsible for presenting his, her, or its own case.
  - (a) A student may request an administrative hearing, but the final decision on the matter is made by the university officer and is not subject to appeal.
- (2) If the student or student organization fails to appear at a hearing after proper notice, the university conduct board has the discretion to proceed in the student or student organization's absence and determine responsibility and appropriate sanctions.
- (3) The hearings are closed to the public in conformity with federal privacy law.
- (4) The conduct board hearing is not a legal proceeding.
- (5) The conduct board is not bound by the rules of evidence and may admit any relevant information, but shall exclude immaterial or unduly repetitious questions or information.
- (6) The university and the student or student organization have the right to verbally examine witnesses about the alleged incident, but the chairperson has the authority to limit a party to written questions. A student advisor may consult with the student or student organization during the hearing, but is not permitted to directly address the conduct board. The advisor is prohibited from examining witnesses.

- shall receive written notice of the decision, the reasons for the decision, the sanction, and the right to appeal.
- (14) The conduct board's written decision is sent by regular and/or electronic mail to the student's or the president of the student organization's last known address.
  - (15) The written decision is the university's initial order.
  - (16) If the student or student organization does not appeal the conduct board's decision within twenty-one calendar days from the date of the decision letter, it becomes the university's final order.
  - (17) The conduct board hearing record shall include:
    - (a) All documents relevant to the conduct board's decision, and
    - (b) An audio recording of the proceedings.
  - (d) The standards of conduct do not apply to the alleged conduct.
  - (e) The sanction was too severe or inappropriate for the violation.
  - (7) The student bears the burden of proof. Burden of proof means the student must prove they are not responsible for the violation of the standards of conduct.
  - (8) The university appeal board shall review the record and make one of the following determinations:
    - (a) Affirm the conduct board's decision;
    - (b) Reverse the conduct board's decision;
    - (c) Affirm, reverse or modify the sanctions imposed by the conduct board.
  - (9) The student or student organization shall be notified of the appeal board's decision within twenty calendar days from the date of the appeal letter. The university appeal board's decision letter is the final order and shall advise the student or student organization that judicial review may be available.

## **Conduct Board Appeal**

### **WAC 504-25-229**

- (1) The appeal is a review of the record and the appeal letter, it is not a new hearing. No appeal is available if the conduct board finds the student responsible for multiple violations of the university's drug/alcohol policy.
- (2) The conduct board's written decision is the university's initial order.
- (3) The university conduct board's decision may be appealed to the university appeal board.
- (4) If the student does not appeal the conduct board's decision within twenty-one calendar days from the date of the decision letter, it becomes the university's final order.
- (5) An appeal letter shall be in writing and filed with the office of student affairs. The university officer may address the appeal letter by submitting a response to the board. The university officer's response, if any, will be sent to the appellant.
- (6) The following shall be the basis for an appeal:
  - (a) The university's disciplinary process was not properly followed and that procedural error would have substantially affected the decision;
  - (b) New information not available at the time of the hearing would have substantially affected the decision.
  - (c) There was not enough evidence to justify the decision;

## **Sanctions**

### **WAC 504-25-230**

Any of the following sanctions or any combinations of sanctions may be imposed on a student or student organization for a violation of the standards of conduct.

- (1) Warning. A letter notifying the student that the allegation is not a violation under the standards of conduct, but repeated behavior may result in a violation.
- (2) Education. The university has the discretion to require the student to seek specific education or complete an educational project designed to create an awareness of the student's misconduct.
- (3) Assessment. The student is required to have an alcohol and/or drug assessment by a certified professional and to comply with the professional's recommendations.
- (4) Community service. Assignment of labor or responsibilities to any student or student organization within the University or local community may be imposed up to a maximum of 80 hours per student or per member of an organization.
- (5) Disciplinary probation. Disciplinary probation means formal conditions are imposed on a student's continued

attendance at the university for a specific period of time. Disciplinary probation serves as a warning that future misconduct may result in more severe sanctions. Students on disciplinary probation are not eligible to run for or hold office in any student groups or organizations (although they can be members of any group or organization); they are not eligible for certain jobs on campus (including but not limited to resident advisor or orientation counselor), and they are not eligible to serve on the University Conduct Board.

- (6) Restitution. Restitution may include reimbursement for damaged or stolen property and any medical expenses incurred by a person injured as a result of the student's or student organization's misconduct.
- (7) No contact order. This may include a prohibition of direct or indirect physical and/ or verbal contact with another individual or group.
- (8) Loss of privileges. Loss of the right to reside in a specific housing unit or in any university-owned or approved housing, or loss of the right to participate in extracurricular activities for a specific period of time.
- (9) Loss of recognition or charter. A student organization's recognition or charter may be withheld permanently or for a specific period of time. A fraternity or sorority may be prohibited from housing freshman.
- (10) Hold on transcript and/or registration. This is a temporary measure restricting release of a student's transcript or access to registration. Upon satisfactory completion of the conditions of the sanction, the hold shall be released.
- (11) Revocation of degree. A student's degree may be revoked if it was falsely or fraudulently obtained, or if the student was dismissed from the university based on his or her misconduct.
- (12) Suspension. The student is suspended for a specific period of time. A student may be excluded from specific areas of campus for safety reasons. Upon satisfactory completion of stated conditions, the university may grant reinstatement at its discretion.
  - (a) The suspension is effective immediately. If the conduct board determines that the student poses a safety risk to himself/herself or

to the university community.

- (b) Students shall be automatically suspended for a minimum of one semester for multiple violations of the university's alcohol/drug policy.
- (13) Dismissal. The student's enrollment is immediately terminated. Dismissal means that a student's academic relationship with the university is permanently ended.
- (14) Special sanctions for hazing. Pursuant to RCW 28B.10.902, additional sanctions will be imposed in cases where there is a finding of responsibility for hazing as provided in RCW 28B.10.900 and **WAC 504-25-035** as amended:
  - (a) A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a specific period of time.
  - (b) Any organization, association, or student living group that knowingly permits hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by Washington State University.

## Records

### WAC 504-25-245

- (1) Disciplinary records will be maintained for a minimum of seven years in accordance with the university's retention schedule.
- (2) The disciplinary record is confidential.
- (3) A student may request a copy of his or her own disciplinary record at his or her own reasonable expense by making a written request to the Office of Student Affairs.
  - (a) Personally-identifiable student information shall be redacted to protect another student's privacy rights.
- (4) A student may authorize release of his/her own disciplinary record to a third party in compliance with the Federal Educational Rights and Privacy Act (FERPA) by making a written request to the Office of Student Affairs.
  - (a) Identifying student information shall be redacted to protect another student's privacy rights.
- (5) The university may inform an alleged victim of the outcome of any disciplinary proceeding involving a crime

of violence as defined by Federal Educational Rights and Privacy Act (FERPA).

- (6) The University may not communicate a student's disciplinary record to any person or agency outside the University without the prior written consent of the student, except as required or permitted by law.
  - (a) The student's parents or legal guardians may review these records if the student is a minor or a dependent for tax purposes as defined by the Federal Educational Rights and Privacy Act (FERPA).
  - (b) The university provides annual notification of a student's privacy rights in accordance with federal law.

## ***Part III: Academic Integrity Standards and Procedures***

### **Academic Dishonesty**

#### **WAC 504-25-015**

- (1) A student organization's assistance in, or encouragement of, academic dishonesty as defined in subsection 2 of this section is prohibited. Part III of this chapter provides procedures for dealing with academic dishonesty by individual students. Part II of this chapter provides procedures for dealing with assisting in or encouragement of academic dishonesty by student organizations.
- (2) Academic dishonesty includes cheating, plagiarism, and fabrication in the process of completing academic work. The University expects that student organizations will accept these standards and that their members will conduct themselves as responsible members of the academic community. These standards should be interpreted by students as general notice of prohibited conduct. They should be read broadly, and are not designed to define misconduct in exhaustive forms.

### **Introduction**

#### **WAC 504-25-300**

As an institution of higher education, Washington State University is committed to principles of truth and academic honesty. All members of the University community share the responsibility for maintaining and supporting these principles. When a student enrolls in Washington State University, the

student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity adopted by the University. To maintain the academic integrity of the community, the University cannot tolerate acts of academic dishonesty including any forms of cheating, plagiarism, or fabrication. Washington State University reserves the right and the power to discipline or to exclude students who engage in academic dishonesty. To that end, the University has established the following rules defining prohibited academic dishonesty and the process followed when such behavior is alleged. These rules incorporate Washington State University's Academic Integrity Policy, the University-wide document establishing policies and procedures to foster academic integrity. This policy is applicable to undergraduate and graduate students alike, as it pertains to dishonesty in course work and related academic pursuits. In cases of dishonesty in research and original scholarship, the University's Policy and Procedural Guidelines for Misconduct in Research and Scholarship may take precedence over the policies and procedures contained herein.

### **Overview of Academic Integrity Procedures**

#### **WAC 504-25-305**

- (1) The University prohibits acts of academic dishonesty in order to foster the principles of truth and academic honesty. The academic integrity procedures used by the University are considered a part of creating an educational environment that does not award undeserved credit.
- (2) Settlement procedures, hearings, or appeals conducted as part of the academic integrity procedures are not subject to many of the constraints of criminal or civil hearings.
- (3) The purposes of the academic integrity procedures are as follows:
  - (a) to determine the facts about the allegation(s);
  - (b) to determine the responsibility of the accused student;
  - (c) to determine the appropriate penalty if the accused student or student organization is found responsible for a violation;
  - (d) to help any students found responsible for any violation of the academic integrity standards understand the negative impact of their actions;

- (e) to educate the students, although sanctions can include temporary or permanent removal from the University.
- (4) Students involved in these procedures should expect to be treated fairly and go through the process in a timely manner.
- (5) A student's mental state, or use of drugs or alcohol, that may have influenced a student's behavior will generally not limit the responsibility of the student for his or her action.

## Definitions

### WAC 504-25-310

- (1) **Academic Dishonesty.** Academic dishonesty includes cheating, falsification, fabrication, multiple submission, plagiarism, abuse of academic materials, complicity, or misconduct in research, all of which are defined below.
- (2) **Cheating.** Cheating is the intentional use of, or attempt to use, unauthorized material, information, or study aids in any academic activity to gain advantage. Cheating includes, but is not limited to, communicating improperly with others, especially other students, during tests or the preparation of assignments for classes; copying from books, notes, or other sources during a test when this is not permitted; copying from another student's work (reports, laboratory work, computer programs, files, etc.); making improper use of calculators or other devices during a test; illegitimately procuring or using copies of current examinations; allowing a substitute to take an examination or write a paper for oneself.
- (3) **Falsification.** Falsification is the intentional and unauthorized alteration of information in the course of an academic activity. Falsification includes, but is not limited to, altering the record of data, experimental procedures, or results; falsely describing the source of information (e.g., reproducing a quotation from a book review as if it had been obtained from the book itself); altering academic records; altering a returned examination paper and then seeking a higher grade based on the result.
- (4) **Fabrication.** Fabrication is the intentional invention or counterfeiting of information in the course of an academic activity without proper authorization. Fabrication includes, but is not limited to, counterfeiting data, research results, information, or procedures with inadequate foundation in fact; counterfeiting a record of internship or practicum experiences; submitting a false excuse for absence or tardiness.
- (5) **Multiple Submission.** Multiple submission includes, but is not limited to, submitting the same paper or oral report for credit in two courses without the responsible instructor's permission; making minor revisions in a paper or report for which credit has already been received and submitting it again as a new piece of work.
- (6) **Plagiarism.** Plagiarism is knowingly representing the work of another as one's own, without proper acknowledgment of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one's own work the work of a "ghost writer" or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.
- (7) **Abuse of Academic Materials.** Abuse of academic materials occurs when a student intentionally or knowingly destroys, steals, mutilates, or otherwise makes inaccessible library or other academic resource material that does not belong to him or her. Abuse of academic materials includes, but is not limited to, stealing, destroying, or mutilating library materials; stealing or intentionally destroying another student's notes or laboratory data; hiding resource materials so others may not use them; destroying computer programs or files needed in others' academic work; copying computer software in ways that violate the terms of the licensing agreement that comes with the software.
- (8) **Complicity in Academic Dishonesty.** A student is guilty of complicity in academic dishonesty if he or she intentionally or knowingly helps or attempts to help another or others to commit an act of academic dishonesty of any of the types defined herein.

Complicity in academic dishonesty includes, but is not limited to, knowingly allowing another to copy from one's paper during an examination or test; distributing test questions before the time scheduled for the test; collaborating on academic projects when students are expected to work independently; taking a test for another student; or signing a false name on a piece of academic work.

- (9) **Misconduct in Research.** Graduate and undergraduate students on research appointments for the University are responsible for compliance with the University's Policy and Procedural Guidelines for Misconduct in Research and Scholarship found in the Faculty Manual. Misconduct in research is treated as academic dishonesty.
- (10) **Responsible Instructor.** The responsible instructor in the academic integrity process is the person who assigns the grades, supervises students' work, or is responsible for teaching operations in the course of study in which the alleged violation occurred. The term "responsible instructor" can include, but is not limited to, instruc-

tors, graduate assistants, another instructor, and clinical supervisors. If the conduct does not relate to a particular course, the role of instructor for these procedures may be a department chair or academic advisor.

## Academic Integrity Processes

### WAC 504-25-315

- (1) Every act of academic dishonesty affects academic evaluation of the student and also is a violation of the University's standards of conduct. Responsible instructors retain the authority and responsibility to assign grades to students, considering from an academic standpoint the nature of the student's action. This is the case even when the case is referred to the University Academic Integrity Process. Students have recourse to appealing the responsible instructor's assignment of grades according to usual academic policy. See Academic Regulation 104.
- (2) All clear instances of academic dishonesty shall be reported to the Office of Student Conduct as outlined in 504-35-335(2). The first reported instance at WSU of academic dishonesty by a student will be treated as purely an academic matter unless, in the judgment of the responsible instructor, more serious action should be taken through the disciplinary process. Any allegation of subsequent academic dishonesty will be treated as a matter to be referred to the Office of Student Conduct.

## Reports of Academic Dishonesty

### WAC 504-35-320

Any member of the University community who witnesses an apparent act of academic dishonesty shall report the act either to the instructor responsible for the course or activity or to the Office of Student Conduct.

## Judicial Officer and Hearing Boards

### WAC 504-25-325

- (1) **Conduct Officer.** Conduct officers are assistants in the Office of Student Conduct and serve as investigators and prosecutors. Conduct officers are appointed for each Washington State University campus. The conduct officer for a particular case prepares the case and the materials after notification of a violation by an instructor.



- The conduct officer also serves as the secretary for conduct board hearings.
- (2) Conduct Board. The conduct board members are appointed by the vice president for Student Affairs. A hearing panel comprised of three faculty and two student members of the conduct board will hear all cases regarding academic dishonesty in which a finding of responsibility could result in expulsion or suspension. In a case involving allegations of misconduct in research by a graduate student, at least one member shall be a member of the graduate faculty.
  - (3) Conduct Board Chair. One faculty member of the conduct board shall be appointed the chair by the vice president for Student Affairs.
  - (4) Faculty Hearing Officers. Faculty hearing officers are faculty members of the conduct board. Faculty hearing officers are appointed for each Washington State University campus. A case may be heard by a faculty hearing officer when, in the judgment of the University conduct officer, the offense is such that the sanction to be imposed shall not include suspension or expulsion.
  - (5) University Appeals Board. The University appeals board hears appeals of action taken by the conduct board in accordance with **WAC 504-25-360**.
- (b) In cases of misconduct in research by students, the initial evaluation will be conducted in accordance with the University's policy on misconduct in research. If it is determined that misconduct has occurred, the matter will be referred to the Office of Student Conduct. Referral to Student Conduct does not affect the ability of the University independently to terminate employment if the misconduct relates to the student's appointment.
- (2) Grading by Instructor. If the responsible instructor finds that a violation of academic integrity has occurred, the instructor should proceed to assign a grade, or take other appropriate action, considering the academic nature of the violation.
 

The instructor shall notify the Office of Student Conduct of any finding that a violation has occurred. The Office of Student Conduct shall notify the instructor of whether or not the alleged violation is a first offense.

If the violation is a first offense, the Office of Student Conduct will take no additional action, unless the instructor deems the violation serious enough as to warrant further action. In such serious first offense cases, the Office of Student Conduct shall review the case and handle it according to the procedures set forth in this chapter.

If the offense is not a first violation, the Office of Student Conduct shall review the case and handle it according to the procedures set forth in this chapter.

If the responsible instructor's grade is appealed and a department chair or dean subsequently finds that a violation did not occur, or that the academic sanction was too severe, a report shall be filed with the Office of Student Conduct indicating the finding or the modified grade.

## Acts of Academic Dishonesty That Violate the Conduct Regulations and the Academic Integrity Standards

### WAC 504-25-330

Whenever the conduct officer determines that an alleged violation could constitute a violation of both the Conduct Regulations, **WAC 504-25**, Part I, and the Academic Integrity Standards, **WAC 504-25**, Part III, the alleged violation will be handled under the procedures of **WAC 504-25**, Part II. The conduct officer shall assign such cases to either an administrative hearing officer or the University conduct board in the manner described in **WAC 504-25-210**.

## Academic Integrity Procedures

### WAC 504-25-335

- (1) Initial Evaluation of Evidence.
  - (a) A responsible instructor assembles the available evidence when he or she acquires evidence of a student violation of the academic integrity standards. The instructor determines whether the case warrants further investigation or action.
  - (b) The University conduct officer for the campus where the violation occurred shall prepare cases for a hearing when an alleged violation of academic integrity standards is referred to the University conduct process.
  - (b) The University conduct officer shall contact and interview the accused student.

- (c) During the interview, the student is informed of the charge(s) and asked to make a written statement about the incident.
- (d) The student is informed of the rights and responsibilities in the academic integrity process.
- (e) The judicial officer may interview other people involved.
- (f) Evaluation of the allegation.
  - (i) The conduct officer may discontinue any investigation when the allegation is deemed to be without basis. Before discontinuing the investigation, the conduct officer shall contact the responsible instructor.
  - (ii) In the event the conduct officer finds there is any basis to the allegation, the student may be officially charged with violation of the standards of conduct.
- (g) Assignment of the type of hearing.
  - (i) The conduct officer will evaluate the seriousness of the charge and assign the case to either a faculty hearing officer or the conduct board.
  - (ii) Any alleged violation which could result in suspension or expulsion shall be referred to the conduct board, unless the student requests and is granted a hearing by a faculty hearing officer.
  - (iii) Every other violation shall be assigned to a faculty hearing officer at the campus where the student attends.
- (h) Notice. When any student is charged by the conduct officer with a violation of the academic integrity standards, the accused party must be notified at least seven calendar days in advance of the hearing. The notice must be in writing and include the following:
  - (i) The specific charges, citing the appropriate University policy or regulation allegedly violated;
  - (ii) The time and place of the alleged act(s) insofar as may be reasonably known;
  - (iii) The time and place of the hearing.

## **Rights of Students Charged with Violations of the Academic Integrity Standards**

### **WAC 504-25-340**

Students charged with violations of the academic integrity standards shall have the same rights afforded students in disciplinary procedures for violations of the standards of conduct. These rights are codified as **WAC 504-25-201**.

## **Hearing Guidelines**

### **WAC 504-25-350**

The guidelines established for administrative hearings and hearings before the University conduct board for violations of standards of conduct shall apply for hearings of alleged violations of the academic integrity standards. These guidelines are codified in **WAC 504-25-226** and **WAC 504-25-228**.

## **Sanctions**

### **WAC 504-25-355**

- (1) The hearing officer or conduct board may impose any of the following sanctions or any combination of the sanctions for violations of the academic integrity standards:
  - (a) A formal warning.
  - (b) Addition of a notation to the grade recommended by the instructor. The notation shall indicate that the student was found responsible for an act of academic dishonesty in the course for which the grade was given.
  - (c) Academic assignment or other creative interventions designed to promote the ethical development of the student. Such assignments or interventions shall not be devised to embarrass or unduly burden the student.
- (2) The conduct board may impose the following additional sanctions for violations of the academic integrity standards:
  - (a) Suspension from the University for a specified interval of time.
  - (b) Dismissal from the University.

## **Appeals**

### **WAC 504-25-360**

- (1) Who may appeal.
  - (a) Any student charged with any violation(s) of the academic integrity standards and found responsible for any violation(s) by a hearing board or administrative

- hearing officer is entitled to one administrative appeal.
- (b) The conduct officer, after consulting with the responsible instructor, is entitled to one administrative appeal when a student is found not responsible or the conduct officer deems the sanction inappropriate.
- (2) Types of appeals.
    - (a) Appeals of findings by a faculty hearing officer go to the Vice-Provost for Academic Affairs.
    - (b) Appeals of findings by the conduct board go to the University appeals board. Membership of the University appeals board is defined by **WAC 504-25-215**.
  - (3) Procedure for filing an appeal.
    - (a) An appeal must be filed within twenty-one calendar days of the date the student received the decision.
    - (b) All requests to review decisions must be in writing and delivered to the Office of Student Affairs.
    - (c) The request must state the grounds for appeal.
    - (d) Students may request an appeal based on the following:
      - (i) There was a procedural error which substantively affected the decision;
      - (ii) New evidence has been found which was not previously available and which would have substantively affected the decision;
      - (iii) The decision was not supported by substantial evidence; or
      - (iv) The sanction is too severe or not appropriate.
    - (e) The conduct officer may only request an appeal based on the following:
      - (i) The decision was not supported by substantial evidence; or
      - (ii) The sanction is too severe, not severe enough, or not appropriate.
  - (4) Appeal process.
    - (a) During the appeal process, the burden of proof shifts to the appealing party.
    - (b) The appeal is a review of the record of the hearing plus the letter of appeal, including any written argument(s) submitted by the appealing party and non-appealing party and a statement of the new evidence if that is the ground for the appeal.
    - (c) An appeal is not a new hearing.

- (d) The Vice-Provost for Academic Affairs or the University appeals board may permit oral argument. The student and the conduct officer shall be notified at least three days in advance of the argument.

## Finding of No Responsibility

### WAC 504-25-365

If the student is finally found not to have been responsible for a violation of the academic integrity guidelines, the finding will be communicated to the responsible instructor, and the instructor shall evaluate the finding and issue a grade or other appropriate action, taking into consideration the finding. If the student is not satisfied with the grade issued, the student may appeal in accordance with academic policy. See Academic Regulation 104.

## Other Interventions

### WAC 504-25-370

In limited circumstances the University may use other interventions as codified in **WAC 504-25-230**.



## Records

### WAC 504-25-375

Records of academic integrity procedures are confidential. Such records shall be maintained in the manner established for disciplinary records in **WAC 504-25-245**.

*(The WAC codes contained in the Student Handbook do not include all the rules that apply to students. A complete listing may be obtained at the Attorney General's office.)*



# Policies and Regulations Applying to All Students

## *Policies and Regulations Applying to All Student Organizations* WAC 504-28

### Student Organizations

- 1) Recognition Process.
  - a) Recognition. The University recognizes a wide variety of student groups to facilitate diverse interests of the student body. Attendant to recognition, groups are granted certain privileges and assume certain responsibilities as set forth in these rules. Recognition in no way implies that the University plans, organizes, or sanctions any particular activity or policy of a student group.
  - b) Union Board. The Union Board recommends and reviews policies pertaining to all student organizations. Based on those policies the Director, Student Services, determines whether or not it is appropriate that the University recognize a particular organization. The board serves as an appeal body.
- 2) Membership in Organizations.
  - a) Full membership in student organizations will be restricted to enrolled graduate and undergraduate students at Washington State University.
  - b) Faculty and others may participate as honorary or associate members (at the option of the group) as specified in the group's constitution.
  - c) Only full members may be eligible to vote on matters of business or hold elective office in the organization.
- 3) Obtaining Recognition for Organizations.
  - a) To become an approved student organization, recognition must be granted by the Director, Student Services, HSB 125Q.
  - b) Before requesting recognition, the group should hold a meeting of interested persons to draft a constitution, elect officers, and select an adviser. Constitutions normally include
    - i) Name of the organization.
    - ii) Purpose and objectives.
    - iii) Qualifications for membership.
    - iv) Sources of financial support (e.g., dues, initiation fees, local and national aid, and financial projects).
    - v) Description of officers, including qualifications, duties, and method of election.
    - vi) National-local affiliations and any financial obligation (to an affiliate) resulting therefrom.
    - vii) Parliamentary authority and method of amending the constitution.
    - viii) Adoption and amendment procedures.
    - ix) A description of the organization's safety program.
    - x) Responsibilities of the adviser.
- c) Washington State University will not recognize any student organization which denies membership to any student because of race, religion, sex, color, national or ethnic origin, age, marital status, sexual orientation, veteran status, or disability except that the permissibility of a single-sex organization will be evaluated in accord with Title IX guidelines. Recognized student organizations must ensure that additional policies and procedures do not create de facto differentiation.
- d) Students who feel they have been denied membership in violation of (c) of this subsection may appeal to the Union Board.
- e) Washington State University shall not recognize a student group if recognition would violate local, state, or federal law.

### 4) Requirements and Responsibilities of Recognized Organizations.

- a) Officers of organizations are responsible for seeing that the organization abides by University rules and regulations concerning scheduling, financial projects, advertising, and other policies of the Union Board.
- b) Recognized organizations must

- have an adviser (see WAC 504-28-020, Advisers).
- c) Funds must be deposited into a Faculty, Student, and Alumni account in the Controller's Office, which acts as a free banking service.
  - d) The following records must be kept current in Student Services:
    - i) Constitution and bylaws.
    - ii) Officer roster card.
    - iii) Student organization report (forms available in Student Services); including activities, accomplishments, and financial status.
    - iv) Special event forms.
- 5) Privileges of Recognized Organizations.
- a) Recognized organizations have the right to sponsor on-campus activities.
  - b) Recognized student organizations may use University facilities and services through scheduling office, 358-7536.
  - c) Student Services staff is available to serve approved organizations in all areas of concern.
  - d) Free banking service is provided to approved organizations through faculty student alumni accounts.  
**WAC 504-28-010**
- and approving all expenditures and contracts.
- d) Assisting in arranging for University facilities and equipment. **WAC 504-28-020**

### **Advisors to Recognized Student Organizations**

- 1) Advisors are members of Washington State University faculty or staff or graduate students whom the student members choose and whose interest in the group indicates that they would judiciously advise the organization concerning its goals, purposes, and procedures. Advisors guide the group in accordance with the purposes and ideals of the University and the organization. They do not directly control the group's programs and activities.
- 2) Advisors assist the Union Board to implement the policies for student organizations.
- 3) Responsibilities may include the following:
  - a) Attending the organization's meetings.
  - b) Assisting in planning programs.
  - c) Supervising the handling of funds

## ***Washington State Fight Song***

---

Fight, fight, fight, for Washington State!

Win the victory!

Win the day for Crimson and Gray!

Best in the West,

We know you'll all do your best.

So on, on, on, on! Fight to the end!

Honor and glory you must win!

So

Fight, fight, fight, for Washington State  
and victory!

## ***Washington, My Washington***

---

Washington, My Washington

the Crimson and the Gray!

'Tis the songs of memory that we sing today.

When the sad hours come to you

and sorrows 'round you play,

Just sing the songs of Washington,

The Crimson and the Gray!

WASHINGTON STATE UNIVERSITY



*World Class. Face to Face.*