

University Regulations and Academic Rules

<http://www.registrar.wsu.edu/Registrar/Apps/AcadRegs.ASPX>

University regulations, graduation requirements, and reinstatement procedures can be found at the Office of the Registrar's website. It is important for each student-athlete to be familiar with these rules.

Credits

- 1 credit = 1 hour of class per week
- Must be enrolled in a minimum of 12 credits to be considered full time
- Most academic classes are 3 credits (class with 2-3 hour lab = 4 credits)
- **Recommended study time:** minimum of 2 hours outside class for each hour in class

Graduation Requirements

- Complete **minimum 120 credits** with **minimum 2.00 cumulative GPA**.
- Complete **General Education Requirements (GERs)** —determined by first date of post-secondary enrollment
- Complete **writing portfolio** (3 essays from different courses and 2 proctored essays). Should be completed by start of senior year!
- Complete **foreign language requirement**, if applicable (need 2 years of same high school foreign language)
- Meet **certification of major requirements** (GPA and department courses)
- Complete **minimum of 40 upper division credits** (300-400 level)
- Apply for degree after earning 90 credits

Academic Focus by Year

Freshmen (0-29 cr.). Take math and English placement exams, schedule GER courses, complete math proficiency. Complete any and all remedial work, if necessary.

Soph. (30-59 cr.). Complete GERs, enroll in courses to explore career interests, certify major at the start or end of the 3rd semester of enrollment, complete foreign language deficiency, if applicable, by the 60th credit hour.

Juniors (60-89 cr.). Apply for degree after completing 90 credit hours. Focus on upper division classes and departmental requirements. Complete writing portfolio.

Seniors (90+ cr.). Complete GER capstone class, complete upper division requirements, complete departmental requirements, receive "To Do List" from Registrar or department by January. Complete all courses listed on "To Do List." Complete minimum of 120 credit hours with minimum 2.0 cumulative GPA. Order cap and gown. (Eighth and tenth semester seniors may be in a position to start graduate school or complete additional minors/second majors.)

KEY UNIVERSITY ACADEMIC RULES

Repeating Courses

Rule #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 only repeat a course graded C- or below one time at WSU during fall or spring semesters. Additional repeats are allowed from another institution or at WSU during summer terms **or by special permission of the academic unit offering the course.**

Academic Deficiency

Deficient student-athletes must contact the CACD and their academic department advisor regarding reinstatement by the **deadline date** noted in the student-athlete's deficiency notice.

Rule #38 Semester and/or cumulative GPA below 2.00.

Rule #39 Semester and/or cumulative GPA below 2.00 previous two semesters, or 3 or more terms under 2.00 cumulative GPA.

Certification of Major

Rule #53 Student must earn minimum 30 credits to **certify in major** or to be recognized as working toward major (ASH—Academic Standing Hold).

Rule #54 Students who have earned 90 credits may certify in a **minor** or **second major**.

Dropping/Withdrawing From Courses

Rule #67 Within 30 days of the start of each semester, students may drop a course **without record**.

Rule #68 Between the 5th and 9th week, students may withdraw from a course with a **“W.”** **The maximum number of WSU withdrawals is 4, not counting withdrawals that result from the cancellation of enrollment.**

Rule #69 Students have maximum **two uncontested withdrawals** in their career at WSU, **included within maximum four allowed.** Uncontested withdrawals may be used between the 10th week and the last day of class prior to finals week.

Rule #72 Students who have **not attended class** the first week may be dropped from class.

Incompletes

Rule #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. All outstanding incomplete work (including grades of I, X, and blank/no grade) must be completed and posted to the official transcript prior to the conferral of the undergraduate or professional degree. 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. Undergraduate or graduate students 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.

Academic Complaints

Rule #104 Academic Complaints Procedure—Contact professor; if not resolved, then contact department chair. If still not resolved, the student may contact the dean of the college or University Ombudsman, Ken Struckmeyer (<http://www.wsu.edu/~ombuds/>). Student-athletes can also contact the Faculty Athletics Representative, Ken Casavant in 285A Bohler Athletic Complex.

Advising

Rule #108 The **student** has the **ultimate responsibility** for meeting University, college, and departmental graduation requirements.

Transfer Credit for GPA

Transfer Credit transfers to WSU count only for credit, **not GPA**.

Credit Admissions Office Prior Approval Form must be on file for all summer school transfer work.

Honors

Rule #133 President's Honor Roll—earn 3.75 in nine graded hours in a single semester at WSU; or earn 3.50 cumulative GPA based on at least 15 credits of graded work at WSU.

PRIORITY REGISTRATION

To better serve student-athletes' academic needs and to decrease scheduling conflicts, the University has deemed it appropriate that both new and returning student-athletes be granted priority access to the on-line registration system. Because of the unique scheduling issues student-athletes face and due to the specific NCAA degree progress

requirements they must meet to compete, student-athletes have been included in the limited number of groups of students approved for priority access to on-line registration. If on an athletic scholarship that includes tuition, a maximum 18 credits are funded by athletics.

Students must meet with their advisor and have their “advisor hold” released prior to registering. Student-athletes are provided appointment times from 9:00 a.m. to 12:00 p.m. on the first day of priority registration. Students can register through the University’s on-line web page accessible through the myWSU portal (*my.wsu.edu*). Registration takes place in November for spring semester and April for fall semester. Summer school registration begins in April and continues throughout the summer.

Registration Reminders for Student-Athletes

- Make an appointment with your advisor at least **two weeks PRIOR** to priority registration day. Meet with your advisor to plan your schedule. Meet with your athletics academic advisor as necessary.
- **To take advantage of your priority appointment time you must register the first day of registration!** All appointment times will be available in the athletics academic support office in Bohler Athletic Complex 285. Your **registration holds must be cleared** before your priority registration time.
- **Be sure not to schedule yourself in a class during scheduled practice times. It is the student’s responsibility to NOT schedule yourself in a class during practice.**
- Beginning the **second week** of school, student-athletes must use the University’s drop/add form. **You must see your academic advisor prior to dropping or adding any class.**

ADDING, DROPPING, OR WITHDRAWING FROM CLASS

To be eligible to practice and compete, student-athletes must be enrolled in a minimum of 12 credit hours each semester. Student-athletes should contact their team academic advisor for verification before dropping any class. Student-athletes may drop and add on-line through the first week of class each semester. Beginning the second week of school, student-athletes must add and drop using the University’s Drop/Add Form. All Drop/Add Forms must be stamped by an athletics academic advisor before being turned into the Registrar’s Office.

International student-athletes should check with International Programs, in addition to Athletics, to ensure they are compliant with all international regulations as well as athletic regulations.

Per University rules, students may add classes through the last day of class. An instructor signature is required to add a class after the fifth day of the semester. Students may drop without record through the third week of the semester. Students may withdraw, using a regular withdrawal, with “W” recorded from the fifth week through the ninth week of the semester. Students may use two “uncontested withdrawals” in their career at WSU (withdrawal through Friday of Dead Week). Students entering

WSU Fall 2004 or later are limited to four withdrawals in their career at WSU (two of the four may be “uncontested”).

WSU WRITING PROGRAM

Writing Placement Exam

The Writing Placement Exam is offered several times in the summer during the *Alive!* Orientation Program. At the beginning of each semester, usually the week before classes begin, the exam is offered for students who have not attended the other orientation sessions. Please call the Writing Assessment Office (509-335-7959) for specific dates, times, and sites. You may not register for an English class before you take the Writing Placement Exam.

Junior Writing Portfolio

Completion of the Junior Writing Portfolio is a General Education Requirement for graduation. It is not, however, an exit examination, but rather a junior-level diagnostic to determine if your writing abilities have advanced in ways that can handle the writing demands of upper-division courses and courses in your major. For this purpose, and to make sure that your progress toward graduation will not be delayed, you must submit your Junior Writing Portfolio no later than the end of the first semester after completing 60 credit hours. Transfer students entering with 60 or more credits must initiate the Junior Writing Portfolio by the end of their first semester at WSU. Ideally, you should complete the Junior Writing Portfolio prior to enrolling in the Writing in the Major [M] courses. **In other words, you should complete your Junior Writing Portfolio during the first semester of your junior year.**

How to Complete the Junior Writing Portfolio:

- Buy the WSU Junior Writing Portfolio Packet at the Students Book Corporation (current price is \$1.00), or download the forms from the website and follow the instructions <http://www.wsu.edu/~jrpf/JPFForms.html>.
- Keep original copies of all extended writing you do for college courses, and with pieces you think you may be submitting for the Writing Portfolio. Have the instructor sign off on a cover sheet while the course is still in progress. Fill out the rest of the information requested by the cover sheet. (Three blank cover sheets are in your WSU Junior Writing Portfolio Packet, or are downloadable via the website.)
- Put your three samples of course writing, with the signed cover sheets, in the WSU Junior Writing Portfolio Packet, and bring it to the Writing Assessment Office in CUE 305. The office will check your work and assist you with registering for a Timed Writing.
- Take the Timed Writing Exam!

Writing in the Major Courses

Completion of two courses designated by departments as Writing in the Major [M].

Athletics Department Writing Portfolio Policy

Student-athletes must take the writing portfolio written exam and have all three papers turned in by their completion of 75 credits to ensure timely graduation. If this requirement is not met, then any degree completion financial aid will not include writing proficiency courses.

TRANSFER WORK

The maximum transfer credit allowed from an accredited two-year community/junior college is 72 semester (100 quarter) hours toward a baccalaureate degree. The maximum allowable credit from a four-year institution is 90 semester (135 quarter) hours. Additional courses may be taken to fulfill requirements, but the credits earned will not be counted toward the total needed for the degree.

For assistance, see: **<http://www.wsu.edu/future-students/admission/admission.html>** and then click on equivalencies for the transfer status of classes.

Summer school course work at another institution must have prior approval to ensure off-campus coursework is transferable and applicable to WSU. An Application to Complete Coursework at Another Institution for Transfer to Washington State University must be completed. This form and instructions are available from the associate athletic director of academic support services, 285 Bohler Athletic Complex.