Spring Semester, January 9 – April 27, 2012

ACADEMIC CALENDAR
http://www.registrar.wsu.edu/Registrar/Apps/AcadCal.ASPX

FINAL EXAMINATION SCHEDULE FOR SPRING SEMESTER 2012
http://www.registrar.wsu.edu/Registrar/Apps/FinalExamSchedules.ASPX

TUITION DUE DATE
The tuition is due the first day of class, January 9, 2012

GENERAL INFORMATION

REGISTRATION APPOINTMENT TIMES
Priority Registration begins on November 7, 2011 and continues until all currently enrolled and returning student appointments have passed. Students should check the web for their appointment times and registration holds after September 30, 2011.

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

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

NEW STUDENT REGISTRATION
New undergraduate students are required to attend an orientation session prior to registration. Information about signing up may be found at the New Student Program Office.

For new graduate students and former students returning, registration may begin as early as November 21, 2011 for Spring 2012. Former undergraduate students must consult an advisor before registering and have their advising hold removed.

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

NETWORK ID AND PASSWORD
These are obtained on the web from zzusis. If you have questions or problems with either your Network ID or your password, please stop by the Help Desk in the Information Technology building or call 335-HELP.

REGISTRATION HOLDS
Registration holds are placed on students' records by administrative offices. Students with one or more registration holds will be unable to register until all holds are cleared by the offices that placed the holds.
LATE REGISTRATION
Students who register for their first class on the first day of classes through the 10th day of the semester will be assessed a $25.00 late registration fee. After the 10th day of the semester, a $100.00 late registration fee will be assessed.

The Academic Calendar lists the exact dates that apply to late registration at http://www.registrar.wsu.edu/Registrar/Apps/AcadCal.ASPX

ADDS and DROPS—(RULE 66)
Students may add classes through the 5th day of the semester. With an instructor’s permission, after this date and through the last day of instruction an RONet request can be submitted from the department to add students to classes, or through the submission of an Enrollment Change Form, turned in at the Registrar's Office, French Ad Room 346.
Classes may be dropped through the 30th day of the semester February 7, 2012. See the information below about withdrawing from courses after the 30th day.

The Academic Calendar lists the exact dates that apply to adding and dropping courses at http://www.registrar.wsu.edu/Registrar/Apps/AcadCal.ASPX

TO WITHDRAW FROM A COURSE AFTER THE 30TH DAY AND BEFORE THE 9TH WEEK—(RULE 68)
A student may, with the payment of a $5.00 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. For undergraduates who enter WSU in the fall 2004 or later, the maximum number of WSU withdrawals is 4, not counting withdrawals that result from the cancellation of enrollment.

After the 4th or 6th withdrawal, an undergraduate student may, in exceptional circumstances, submit a petition through the Registrar’s Office for an exception to the withdrawal limit. The petition must be filed by the end of the term in which the course was taken. If an undergraduate student uses a withdrawal during the semester and then must completely cancel enrollment for the semester, the previous withdrawal will not count toward the total of 4 or 6.

The Academic Calendar lists the exact dates for withdrawals at http://www.registrar.wsu.edu/Registrar/Apps/AcadCal.ASPX

TO WITHDRAW FROM A COURSE AFTER THE 9TH WEEK—(RULE 69)
Withdrawal from a course after the 9th week of a semester is available under the following conditions:

(a) From the end of the 9th week through the last day of instruction before finals week, undergraduate students are eligible to use up to two uncontested course withdrawals during their undergraduate careers, regardless of the number of undergraduate degrees earned.

(b) The grade shall be marked W, and the service fee shall be mandatory.

(c) For undergraduates who entered WSU in fall 2004 or later, the maximum number of WSU withdrawals (including the two uncontested withdrawals) is 4, not counting withdrawals that result from the cancellation of enrollment. For undergraduates who entered WSU in fall 1998 through summer 2004, 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.

(d) If an undergraduate student uses a withdrawal during the semester and then must completely cancel enrollment for the semester, the previous withdrawal will not count toward the total of 4 or 6.

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

The Academic Calendar lists the exact dates for withdrawals at http://www.registrar.wsu.edu/Registrar/Apps/AcadCal.ASPX

PASS, FAIL INFORMATION—(RULE 50)
Selection of pass, fail grading option cannot be accomplished using zzusis. Those wishing to select this option should:

Add the course through zzusis and then obtain advisor's signature on an Enrollment Change Form. Submit the form to the Registrar’s Office French Ad Room 346. You may also have the department and advisor notify the Registrar’s Office of their approval via RONet.

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

CANCELLATION OF ENROLLMENT
Students may reverse their entire enrollment by using zzusis through Sunday January 8, 2012. After this date, enrollment must be canceled in writing or notification via the web site www.cancel.wsu.edu or in person at the Registrar's office French Ad Room 346.

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

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

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

ENROLLMENT IN UNIVERSITY OF IDAHO COOPERATIVE COURSES
WSU students desiring to enroll in approved University of Idaho cooperative courses (footnoted with an "I" in the schedule of classes) will register for the course(s) at WSU but attend class at the University of Idaho in accordance with the University of Idaho's starting and ending dates. Students will follow the regular WSU registration procedure and will be charged according to the WSU fee structure. Upon completion of the course the credit and grade will be recorded on the student's official WSU transcript.
It should be noted that there might be a slight difference in the starting dates of the two universities. Contact the WSU cooperating department for starting date information.

**HALF SEMESTER CLASSES**

January 9 to March 2, 2012

March 5 to April 27, 2012

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

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

**VARIABLE BLOCK CLASSES**

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

**CHANGE OF ADDRESS**

If you signed a contract to live in university housing (residence hall or university-owned apartment), your local address will automatically be updated in the university address file, unless you requested otherwise. If you do not live in university housing, or move out of university housing, use your WSU network ID and password to access address maintenance at [http://my.wsu.edu](http://my.wsu.edu).

If you do not have a WSU network ID and password, you may acquire them at the above www address. If you have questions about changing your address, contact Payroll Services, French Ad Room 236. [http://www.wsu.edu/payroll/](http://www.wsu.edu/payroll/)

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

Students who have not attended class and laboratory meetings during the first week of the semester may be dropped from the courses by the departments. Students should not assume that they have been dropped without verification from the departments or the Registrar’s Office. Students having extenuating circumstances, which prevent their attendance during the first week, should notify the Office of Student Affairs. Student Affairs will notify instructors of absences and the reasons for them. Valid reasons for missing classes do not relieve the student of making up the work missed.

**STUDENTS WITH DISABILITIES**

[http://www.drc.wsu.edu/](http://www.drc.wsu.edu/)

Reasonable accommodations are available for students who have a documented disability. To receive the accommodations being requested, students should have documentation of their disability on file at the Access Center, Washington Building Room 217, prior to the start of the semester. Instructors of courses in which accommodations are being sought should be notified of the need no later than the first week of classes. Late notification may cause the requested accommodation to be unavailable.
Students with mobility impairment should be advised that classrooms in Smith Hall and Van Doren Hall are not accessible. Other isolated rooms on campus also may not be accessible. Students requiring access to courses scheduled in these rooms should contact the Access Center, Washington Building Room 217, 335-3417 as soon as possible so that the class may be moved to an accessible room.

UNIVERSITY WRITING PORTFOLIO

http://www.writingprogram.wsu.edu/units/writingassessment/midcollege/writingportfolio/

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

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

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

For more information about the Writing Portfolio, contact the Writing Assessment Office at 335-7959 or visit our website at:
http://www.writingprogram.wsu.edu/units/writingassessment/midcollege/writingportfolio/

APPLICATION FOR UNDERGRADUATE GRADUATION

Students must have 70 credit hours and be certified in their major and option before applying. Pick up an undergraduate degree application from your major department or the Registrar’s Office, obtain the appropriate signatures, pay the graduation application fee, and return the completed form to the Registrar’s Office, French Ad Room 346.

ACADEMIC REGULATIONS

Academic Regulations may be found in the WSU Catalog or online at:
http://catalog.wsu.edu/Pullman/AcademicRegulations

CLASS ABSENCE REQUESTS

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

**CLASS ABSENCE REQUEST**

________________________________________________
(Name of Instructor)

________________________________________________
(Department or Program)

Dear Colleague:

________________________________________________ will be absent from

(Name of Student)

________________________________________________ to take part in

(Course, Prefix Number, Section)

(Activity) __________________________________________ a university-sponsored activity, on (Date) _________________________.

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

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

On behalf of ____________________________________, I thank you.

(Sponsor of Activity)

________________________________________________
(Signature of faculty or staff member sponsoring the activity)
OPTIONAL SERVICES
http://www.registrar.wsu.edu/Registrar/Apps/optionalservices.ASPX
(See OTHER ESTIMATED FEES AND CHARGES for costs)

STUDENT MEDICAL INSURANCE
If you are enrolled in 7 or more credit hours, you are eligible for this insurance. This optional medical insurance is completely separate from the mandatory Health & Wellness fee. To request medical insurance, make your choice on zzusis. For further information see:
http://hws.wsu.edu/default.asp?PageID=2453

ATHLETIC SPORTS PASS
The Athletic Sports Pass is good for admission to all WSU home athletic events during the academic year. The Sports Pass is activated on your student ID card once you have selected it on zzusis. Refund information is listed in the general fee information section of this schedule of classes.

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

TUITION AND FEE INFORMATION
http://www.wsu.edu/studacct/

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

WEB INFORMATION
Please be aware that you may access your student account at any time day or night. Semester charges will appear on your account one week prior to the start of classes. You DO NOT have to wait for a billing to be mailed to you before you pay. We suggest you pay online at to save time and postage.
https://eweb.wsu.edu/UniversityPayments/PaymentPage.aspx

BILLING INFORMATION
http://www.wsu.edu/studacct/billing.htm
You are responsible for updating your address information. You can do that by accessing the WSU eInfo Center. Any classes added after the billing date should be paid at the time they are added. An additional billing will not be sent in time to avoid late fees.

SPECIAL COURSE FEES
Some courses have additional course fees. Please visit:
http://www.schedules.wsu.edu/Schedules/Apps/CourseFees.ASP to check on additional course fees that may apply.

LATE FEES AND DISENROLLMENT
http://www.wsu.edu/studacct/tuitionduedate.htm

CHECKS NOT HONORED AND PAST DUE ACCOUNTS
http://www.wsu.edu/collect/returncheck.htm
HOW TO PAY  
http://www.wsu.edu/studacct/howtopay.htm

FINANCIAL AID PAYMENTS  
http://www.wsu.edu/studacct/finaid.htm

DIRECT DEPOSITS  
http://www.wsu.edu/studacct/directdeposit.htm

WSU CHECK  
If you do not utilize direct deposit, you may receive excess financial aid in the form of a WSU check starting the first day of class in the University Receivables Office, room 342 French Administration Building. Be sure to remember to bring your photo identification with you. No one other than the student may pick up a check for that student.

CREDIT BALANCES AND REFUNDS  
Credits and overpayments are generally due to changes in charges billed to your student account. Refunds of credit balances will be dispersed to you via direct deposit or WSU check as stated above. However, an overpayment created by a credit card payment will be refunded directly to the credit card company upon discovery. WSU cannot monitor each account daily to find credit balances and we cannot determine what you would like us to do with the credit. If you are expecting a credit, please monitor your account and let us know so we can disburse the funds accordingly.

FINANCIAL AID AND SATISFACTORY ACADEMIC PROGRESS POLICIES  
http://www.finaid.wsu.edu/

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

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

For more information on SAP visit: http://www.finaid.wsu.edu/sap.html

All financial aid funds, including student and parent loans, will be held until an appeal is received. If the appeal is approved, an individualized contract will be developed with the intention of helping the student meet stated SAP requirements. Financial aid funds will be released to the student after the student signs the contract.
Students who are deficient under Rules 37, 38 or 39, must also have approval for reinstatement certified by Center for Advising and Career Development (CACD). CACD will automatically notify the Financial Aid Office if reinstatement has been approved.

**CHANGE IN RESIDENCY**

a. If you are classified as a NONRESIDENT and you have established or have information to establish residency, download the Residency Questionnaire found at the web site [http://www.registrar.wsu.edu/Registrar/Apps/Residency.ASPX](http://www.registrar.wsu.edu/Registrar/Apps/Residency.ASPX) and make sure you turn it and all supporting documentation into the Office of the Registrar (undergraduate & professional students) or the Graduate School (graduate students) prior to 5:00 p.m., February 7, 2012. If you are unable to get this information from the web come to the Office of the Registrar, French Ad Room 346, for a Residency Change Form.

b. The resident status definitions are in the catalog as well as at the above-mentioned site.

c. If your claim is based on employment with a Washington Institution of higher education (you, your spouse, or your parent working 20 hours or more a week), then application may be made for a full or partial waiver of the non-resident portion of your tuition and fees. Graduate students apply at the Graduate School, French Ad Room 324. Early application is encouraged because these limited awards are provided on first-come, first-served basis.

d. You must pay the resident portion of your fees by January 9, 2012 or late fees begin to accrue. If notified by the Registrar’s Office that your application has been denied, you must pay the balance of the non-resident tuition immediately to avoid late charges.

**OPERATING FEE WAIVERS**

Graduate students holding graduate service appointments as a teaching, research or staff assistant may be qualified for a waiver of the resident operating fee portion of tuition and fees. Non-resident students holding half-time assistantships also may qualify for a waiver of the non-resident portion of tuition.

THERE ARE ADDITIONAL FEES. You are responsible for timely payment of remaining fees. To qualify, a student must:

a. Be registered as a full-time graduate student (10 to 18 hrs).

b. Be appointed for the entire semester.

c. Have an appointment, which qualifies for the waiver. Upon verification that the above conditions have been met, the resident operating fee waiver may be credited to your student account. If you believe you qualify for the waiver and have not received it, bring a copy of your Personnel Action form(s) to the Graduate School Office, French Ad Room 324.

**CLAIMS:** Your statement may include other claims besides registration charges. All your claims must be paid or settled by January 9, 2012. Only the department originating the claim can cancel claims.

**NOTE:** Current semester tuition, mandatory fees, special course fees and any WSU housing and dining contracts will be paid from your financial aid before your check is produced. OTHER CHARGES MAY NOT BE PAID via financial aid, so it is your responsibility to carefully read your statement to determine if you still owe a balance on your account.

**NOTE:** Your registration for courses at Washington State University constitutes a legal obligation to pay tuition and fees, subject to the University's Refund Policy if you officially withdraw. You will be charged a $30.00 processing fee for any dishonored check drawn by you or others for your account.
TUITION ADJUSTMENT POLICY

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

SEMESTER REGISTRATION FEES

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

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

REFUND POLICIES

COURSE WITHDRAWALS AFTER THE 30TH DAY

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

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

SPECIAL COURSE FEES

A full refund of special course fees will be granted to students who drop the course by the second Friday of the semester (first five days of the start of instruction for second block courses) from a course requiring a Special Course Fee. (See page 9). There is no refund of special course fees after the second Friday of the semester (after the 5th day of the start of instruction for special block courses). A request for refund is required on special block courses. Refunds given as an exception to this policy may be requested through the academic department which provides the course(s).
HEALTH AND WELLNESS SERVICES FEE (Applicable to WSU Pullman and WSU Spokane Campuses)
Upon withdrawal from the University, the health fee will be reduced according to the same percentages per week as stated above for tuition and fees, as long as no health services have been provided to the student. A refund of the health fee may be denied if the student has utilized health services during the semester.

OPTIONAL STUDENT MEDICAL INSURANCE
http://hws.wsu.edu/default.asp?PageID=2453
Students who have optional student medical insurance and want a refund or other change, must contact the Health and Wellness Services or be liable for the premium. To cancel, go to the Health and Wellness Services, Washington bldg., room 100, call 1877-775-5430, or email wsu@maksin.com and request that the insurance is taken off your account and that you are issued a refund. After February 10, 2012 no refunds will be made.

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

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

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

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

HOUSING AND DINING SERVICES
Specific details of the Housing and Dining Services refund policy are noted in the Housing and Dining contracts.

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

**SPECIAL PROBLEMS—499**

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

**FIELD TRIP GUIDELINES**

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

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

**ACADEMIC DEFICIENCY INFORMATION**

http://students.careers.wsu.edu/default.asp?PageID=2998

**ACADEMIC DEFICIENCY REGULATIONS**

35. Washington State University expects students to maintain academic standards of excellence and make satisfactory academic progress toward their degree objectives. Undergraduate students are in good academic standing if both their current WSU semester and cumulative grade point averages are 2.00 or above. Students not meeting the criteria above are considered academically deficient.
38. An undergraduate (undeclared or certified major) who at the end of any one semester has failed to maintain a 2.00 semester and/or cumulative grade point average is considered academically deficient. The student must complete an application and an interview through the Center for Advising and Career Development, on the Pullman campus, the Distance Degree Program or designated office on other campuses. Reinstatement will be considered based on the application and interview. A certified major who has been interviewed and reinstated may be decertified by the department.

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

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

BUILDING ABBREVIATIONS KEY
http://www.schedules.wsu.edu/Schedules/Apps/Buildings.ASP

PULLMAN DEPARTMENT LOCATIONS
http://www.schedules.wsu.edu/Schedules/Apps/HomePage.ASP?RKRN=XX00&RK11=2&RK16=2010

PULLMAN CAMPUS MAP
http://www.campusmap.wsu.edu/
Currently enrolled students may petition to receive credit by challenge exam if eligible under Academic Regulations, Rule 15(c).

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

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

The symbol (+) indicates ALL undergraduate courses are available for challenge.

The symbol (-) indicates NO courses are available for challenge.

<table>
<thead>
<tr>
<th>Aerospace Studies: (-)</th>
<th>Agricultural Economics: Ag Ec 340, 350, 360</th>
<th>Agricultural Education: (-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Technology and Management: all undergraduate courses EXCEPT AgTM 403, 481</td>
<td>Agriculture and Home Economics: (-)</td>
<td>Animal Sciences: A S 101</td>
</tr>
<tr>
<td>Anthropology: Anth 101</td>
<td>Apparel, Merchandising, and Textiles: (-)</td>
<td>Architecture: (-)</td>
</tr>
<tr>
<td>Asian Studies: (-)</td>
<td>Astronomy: (-)</td>
<td>Biochemistry/Biophysics: (-)</td>
</tr>
<tr>
<td>Chemical Engineering: (-)</td>
<td>Chemistry: (-)</td>
<td>Civil Engineering: only C E 301 may be challenged.</td>
</tr>
<tr>
<td>Comparative Ethnic Studies: (-)</td>
<td>Construction Management: (-)</td>
<td>Crop Science: Crops 101</td>
</tr>
<tr>
<td>English: (-)</td>
<td>Entomology: (+)</td>
<td>Environmental Science and Regional Planning: (-)</td>
</tr>
<tr>
<td>Fine Arts: F A 201, 202, 303, 304</td>
<td>Food Science and Human Nutrition: all undergraduate courses EXCEPT laboratory courses</td>
<td>General Education: GenEd 110, 111</td>
</tr>
<tr>
<td>Geology: Geol 421, 470, 475, 480</td>
<td>History: all lower-division history courses EXCEPT Hist 198, study-abroad, cross listed, or cooperative courses</td>
<td></td>
</tr>
</tbody>
</table>
Honors: (-)
Horticulture: Hort 201, 231, 232, 234, 251, 310, 313, 320, 331
Hospitality Business Management: (-)
Human Development: (-)
Humanities: Hum 101, 103, 202, 303
Interior Design: (-)
Kinesiology: MvtSt 199
Landscape Architecture: L A 260
Materials Science and Engineering: (-)
Mathematics: all undergraduate courses EXCEPT Math 100, 101, 103, 107, 205, 210, 212, 251, 252, 330, 351, 398
Mechanical Engineering: (-)
Military Science: (-)
Molecular Biosciences: (-)
Music: (-)
Natural Resource Sciences: NATRS 204, 313
Naval Science: (-)
Nursing: Nurs 320, 321, 342, 343, 344, 345, 346
Pharmacy: PharP 217, 581P, 582P
Philosophy: Phil 101, 201
Physical Education (activity courses): (-)
Physics: all undergraduate courses EXCEPT Phys 101, 102, 150, 201, 202, 205, 206, 380, 410, 412, 415, 490
Plant Pathology: (-)
Political Science: (-)
Psychology: (-)
Sociology: all undergraduate courses EXCEPT Soc 198, 320, 321, 410, 420, 421, 490
Soil Science: all undergraduate courses EXCEPT SoilS 360, 413, 414, 415, 421, 431, 451, 467
Speech and Hearing Sciences: (-)
Statistics: (-)
Teaching and Learning: (-)
Theatre: (-)
Veterinary Anatomy: (-)
Veterinary Clinical Medicine and Surgery: (-)
Veterinary Microbiology and Pathology: (-)
Veterinary Pharmacology and Physiology: all undergraduate courses EXCEPT laboratory courses
Women Studies: (-)