ENROLLMENT INFORMATION

NETWORK ID AND PASSWORD These are obtained on the web from the METRO Registration page (in the "For Your Security" section). 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 APPOINTMENT TIMES Priority Registration begins on April 11, 2005 and continues until all currently enrolled and returning student appointments have passed. Each currently enrolled student should check the web at www.metro.wsu.edu for his or her appointment time. This represents the earliest time she or he may begin registration. Students should plan to register at their appointed time or as soon after this time as possible. Registration is on a first-come, first-served basis. Appointment times are calculated on the basis of class standing and total credit hours earned.

UNDERGRADUATE ADVISING Each undergraduate student (including second bachelor degree 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 Student Advising and Learning Center. Students are encouraged to meet with their advisors as early as possible to ensure that the hold is released prior to their appointment times.

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.

NEW STUDENT REGISTRATION New undergraduate students attending orientation programs will be notified by the New Student Program Office regarding when to register. For new graduate students, professional, post-baccalaureate and former students returning, registration may begin as early as May 1, 2005 for Fall 2005. Former undergraduate students must consult an advisor before registering and have their advising hold removed.

METRO REGISTRATION METRO (Moving Enrollment To Real-time Opportunities) provides registration services through the World Wide Web, 24 hrs a day, 7 days a week online at www.metro.wsu.edu. Click on Registration and follow the prompts.

LATE REGISTRATION Students who register, beginning the first day of classes, through the 10th day of the semester, September 2, 2005, will be assessed a $25.00 late registration fee. Registration after the 10th day of the semester will not be permitted without prior approval from the Registrar's Office and will be assessed a $100.00 late registration fee.

PASS, FAIL INFORMATION Selection of pass, fail grading option cannot be accomplished using METRO. Those wishing to select this option should:

Add the course through METRO then:
- Obtain advisor's signature on an Add/Drop Form, and submit the form to the Registrar's Office French Ad., Bldg, Room 346.
Or
- Have an 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.

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 of $80.00 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 Add/Drop 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. (Audit to credit deadline is September 2, 2005)

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.

**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.

**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.
REASONABLE ACCOMODATION STATEMENT

STUDENTS WITH DISABILITIES 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 Disability Resource Center, Ad Annex, Room 205, 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 DRC, Ad Annex, Room 205, 335-1566, email schaeff@wsu.edu or fax 335-8511 as soon as possible so that the class may be moved to an accessible room.
ACADEMIC REGULATIONS

ACADEMIC REGULATIONS  Academic Regulations may be found in the WSU Catalog or online at www.registrar.wsu.edu under Academic Regulations.
ENROLLMENT CHANGES

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.

ADDS, DROPS and WITHDRAWS on METRO.  Students may add classes using METRO through August 26, 2005. After this date and through the last day of instruction, students must obtain the instructor's approval either by signature on an Add/Drop Form from the department, turned in at the Registrar's Office, French Ad. Bldg., Rm 346, or by a RONet request through the department on the WEB. Classes may be dropped using METRO through the 30th day of the semester, September 20, 2005. After this date, students may withdraw from courses using METRO through October 21, 2005; with a grade of 'W.' A $5.00 service fee will be charged to the student's account for all withdrawals. Courses that are held for less than the full semester will have variable add, drop, withdraw deadlines. Consult individual course listings for details.

CANCELLATION OF ENROLLMENT  Students may reverse their entire enrollment by using METRO through Sunday, August 21, 2005. After this date, enrollment must be canceled via the web site www.cancel.wsu.edu. Graduate students, contact the Graduate School, French Ad 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.

Nursing and Distance Degree Students  To withdraw, students must contact their ICN or DDP administrative 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 to petition for a reduction in tuition for the current semester. Consult with the appropriate administrative office regarding these procedures.

TO WITHDRAW FROM A COURSE AFTER THE 9TH WEEK using RULE 69 or 57  (RULE 69) Withdrawal from a course-after October 21, 2005, may be granted if withdrawal is recommended by the Director of Health and Wellness Services or if recommended by the dean of the unit in which the course is taught when extenuating circumstances are present and documented. The maximum number of withdrawals (including two uncontested withdrawals) is four. This does not include withdrawals for cancellation of enrollment.

Students who desire to withdraw from a course after the fourth withdrawal may, in exceptional documented circumstances, submit a petition through the student's major department (usually through the advisor) for consideration. The petition will be reviewed and the dean of the student's college will make the final decision within two weeks of submission. The petition must be filed by the end of the term in which the course was taken.

(RULE 57) Student petitions for exceptions to academic calendar deadlines may be obtained and submitted with supporting documentation directly to the Registrar's Office for consideration. A mandatory, non-refundable service fee is charged to your student account.

UNCONTESTED WITHDRAW  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.
GENERAL INFORMATION

UNIVERSITY WRITING PORTFOLIO  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 pre-registration 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://juniorportfolio.wsu.edu.

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.

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. Bldg., Room 346.

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 on the world wide web at www.wsu.edu/wsunet. 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.
OPTIONAL SERVICES

Optional Services must be decided upon prior to registration each term. You may make your selections beginning on March 1, 2005 for the Fall Term (See OTHER ESTIMATED FEES AND CHARGES for costs). Go to www.metro.wsu.edu and click on optional services.

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 METRO or send an email to: benefits@wsu.edu or call 335-1759. For further information see www.wsu.edu/benefits/studentins/main.htm. All international students who are not eligible for coverage as a graduate student on an appointment are required to purchase this insurance regardless of credit hour enrollment.

Coverage requested for fall semester begins Sunday, August 21, 2005. Coverage ends, January 8, 2006 at 12:01 am. The cost of coverage will be included with your tuition and fees on your student account and are due with tuition. Coverage will begin August 21, 2005 unless you enroll after August 21, 2005. If you request coverage at a later date, but during the enrollment period, your coverage begins on the date following enrollment and payment of the premium.

The enrollment period ends September 9, 2005. The final date for premium payment is September 9, 2005. If you do not cancel by that date, then it is assumed that you desire the coverage and there will be NO CANCELLATION AVAILABLE AFTER September 9, 2005. Payroll deduction is not available. The 2005-2006 premium rates and other information are available on the Benefits Services web site: www.wsu.edu/benefits.htm., or at the Benefit Services Office, French Ad. Bldg., Room 232. (Phone (509)-335-1759 or email benefits@wsu.edu.

Regardless of insurance coverage, eligible students may use the WSU Health and Wellness Services, provided the mandatory Health and Wellness fee has been paid.

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

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 METRO. 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 Help Desk in ITB 2071 and in every technology lab which supports Residential Networking (ResNet) and off campus dialup.
WEB INFORMATION  Please be aware that you may access your student account at any time day or night in the following manner. The web address is www.it.wsu.edu. Once there, select Current Students and then ACCOUNT INFO. 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 www.wsu.edu/student/payment to save time and postage.

TUITION DUE AMOUNT  The amount of tuition you will owe for the semester will be available one week prior to the start of the semester. You have access to your student account 24 hours a day and can find all expenses associated with University business at your WSU e-info center or MYWSU portal page. Remember that tuition is due the first day of classes and if someone else pays your account for you, it is your responsibility to convey the information to them for timely payment as billings may not be mailed beginning Fall 2005. See late fee information below.

LATE FEES AND DISENROLLMENT  If tuition and mandatory fees have not been received by Tuesday, September 6, 2005, a late fee penalty of 3% of the balance will be added to your account. An additional 5% late fee will be applied on Wednesday, September 21, 2005 on your outstanding balance. A third late fee of 7% will apply to unpaid balance on Thursday, October 6, 2005. The total accumulated late fee percent amounts to 15%. If your tuition and mandatory fees are still unpaid on the last day of finals, you will be academically disenrolled and will receive no grades or transcript until the balance is paid in full along with a $100.00 re-enrollment fee.

CHECKS NOT HONORED  Checks written by you or for your account, which are returned to WSU unpaid for any reason, will result in a $30.00 unpaid check fee. If the check had originally been written to pay for tuition, it will be considered as no payment and late fees will apply if applicable. Transcripts and diplomas will be held for unpaid overdue accounts owed to the University. Withdrawal from the University may result in the application of an administrative cancellation fee. Please read “Refund Policy” in this publication.

PAST DUE ACCOUNTS  In the event that you fail to pay your account, causing it to be referred to a collection agency, you are responsible for payment of the account, all additional costs of collection, attorneys fees, and related charges. Delinquent accounts are reported to credit bureaus. This will have a negative impact on your credit history. Transcripts, diplomas, and registration will be held.

HOW TO PAY

ELECTRONIC PAYMENTS  The University strongly recommends utilizing an electronic form of payment, as it is a generally faster, easier, and less expensive form of payment. Electronic payments will be posted to your account within two business days of submission. Electronic payments may be made by using a credit card, a debit card, or an electronic check. Electronic payments are made at the web site at www.wsu.edu/payment. You will need to know your WSU student identification number, month and day of birth, credit card number and expiration date of the card. For an electronic check, you will need to know your financial institution routing number. Electronic checks are available for United States financial institutions only.

MAILING (Snail Mail)  Please make your check payable to Washington State University and write your student identification number on the check. Please mail it to Washington State University, University Receivables Office, Pullman WA 99164-1027. Your canceled check will serve as your receipt. Do NOT mail cash.

IN PERSON  You may pay in person on the second floor of French Administration Building or at the Housing Offices at Streit Perham Hall. Be sure and tell the cashier the payment is for your student account. You may wish to utilize the drop box at either the cashier’s office on the second floor of French Ad or at the CUB located near the Information counter. Do NOT pay in cash if utilizing the drop boxes.

HOW DO I GET MY MONEY?  Financial Aid and Scholarship credits. The Office of Student Financial Aid processes financial aid and scholarship credits each weeknight that apply to the student’s account. If the financial aid has not applied onto the account, you can access the Financial Aid system on WSU eInfo Center to determine why.

When credits apply, they may automatically pay certain items on the account. The items which will be paid (assuming sufficient aid is available) are tuition, special course fees, mandotory health and wellness fee, mandatory transit fee, and the mandatory student Recreational Center fee. Any remaining financial aid and scholarship credits may then be applied to your WSU Housing account (if applicable).
Other items on your account may not be paid with your financial aid unless you have given us permission by filling out the permission form located in the student accounts web pages at http://www.wsu.edu/~studacct/pdfforms.htm.

**DIRECT DEPOSITS** The University strongly recommends utilizing direct deposit to receive your excess funds. Please submit a Direct Deposit form along with a voided check containing your imprinted name so we can automatically send your money to your bank account to be available on the first day of classes. After the beginning of the semester, funds should be available in your bank account the second day after financial aid releases onto your student account. Utilizing direct deposits will not require you to visit us at Student Accounts to receive your check and then to have to visit or mail to your financial institutions.

**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.

**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 www.registrar.wsu.edu and make sure you turn it in 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., September 20, 2005. If you are unable to get this information from the web come to the Registrar's Office, French Admin. Bldg., 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) For graduate students 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. Bldg., 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 September 6, 2005 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. Bldg., Room 324.

**CLAIMS** Your statement may include other claims besides registration charges. All your claims must be paid or settled by September 6, 2005. 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 and Fees for Fall 2005 may be found on-line at http://www.wsu.edu/studacct/tuitionFees.htm.
REFUND AND 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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<td>Week 2</td>
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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.

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 withdraw within the first 10 days of instruction of the semester (first five days of the start of instruction for second block courses) from a course requiring a Special Course Fee. There is no refund of special course fees after the 10th day of instruction 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

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

Students who have optional student medical insurance and want a refund or other change, must contact the Benefit Services Office, 232 French Administration Building (335-1759) or be liable for the premium. To cancel, go to the Benefit Services Office, 232 French Ad. Bldg., or email benefits@wsu.edu and request that the insurance is taken off your account and that you be issued a refund. After September 9, 2005, 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 Ad.

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.
WASHINGON STATE UNIVERSITY OFFICE OF STUDENT
FINANCIAL AID

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/sap.htm. 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.

SATISFACTORY ACADEMIC PROGRESS POLICIES

What is monitored?

Credit Completion
To complete an undergraduate degree in a reasonable time frame, a minimum of 12 credit hours must be earned for each term of full-time enrollment. Full-time enrollment for financial aid purposes is defined as 12 or more credit hours.

Students who enroll on a less than full-time basis must complete minimum credits according to the schedule found in the full SAP policy at www.finaid.wsu.edu/sap.htm. Courses passed with a letter grade of “D-” or better, “Pass” or “S” will count once in the calculation of minimum hours completed. Students repeating a course in which an “I” or “X” was previously received will not be funded except on a case-by-case basis.

Continuing education and flexible enrollment courses must be completed in the term enrolled and will be treated the same as regular credit hours for determining a student's satisfactory academic progress status.

Not for Credit Courses
Not for credit courses (for example, Math 91, Math 92, Math 99, Math 100, Math 101 and English 103) will count toward minimum credit hours completed. Not for credit and remedial credits courses will only be counted for one academic year.

GPA Deficiencies
University academic standing policies require that all students maintain a 2.0 cumulative GPA. Courses that have been omitted from the transcript record under Academic Deficiency Rule 43 are not automatically disregarded for purposes of determining financial aid satisfactory progress.

Withdrawals
All terms of enrollment will count if the student is enrolled after the 10th day of the term, or any specified official date to drop courses.

Maximum Time Limit
Students not completing their degrees within the maximum time limit, as described in the following summary, are not considered to be making satisfactory progress toward their degree. All terms of enrollment at WSU as well as any transfer credit and terms in which aid was not received count toward the maximum time limit.

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Maximum Time Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st bachelor’s degree</td>
<td>12 terms</td>
</tr>
<tr>
<td>2nd bachelor’s degree</td>
<td>6 terms</td>
</tr>
<tr>
<td>Teaching certificate</td>
<td>4 terms</td>
</tr>
<tr>
<td>Veterinary Medicine/Pharmacy programs</td>
<td>10 terms</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>6 terms</td>
</tr>
<tr>
<td>Doctoral (with previous Master’s)</td>
<td>10 terms</td>
</tr>
<tr>
<td>Doctoral (without previous Master’s)</td>
<td>16 terms</td>
</tr>
</tbody>
</table>
What if satisfactory progress is not made?

Reasons for Probationary Status
Credit Completion:
Probationary status occurs when students have not completed the minimum number of hours required in any term.

GPA:
A student who has achieved less than 2.0 cumulative GPA for the first time.

Reasons for Denial
Credit completion:
Denial of financial aid funds occurs when students fail to complete at least 50% of the minimum number of hours required based on individual enrollment. Students who fail to complete the required number of enrolled credits during their probationary period will also be placed in a denial status.

GPA:
After two terms of enrollment a student with a cumulative GPA below a 2.0 will be denied further financial aid until a 2.0 cumulative GPA or better is obtained. All students must meet the minimum 2.0 cumulative GPA requirement for all terms enrolled at WSU. Students enrolled for the purpose of earning a second bachelor's degree (Class 5B) or Teacher Certification (5C) must maintain a cumulative GPA of 2.0 for all terms of enrollment or they will be denied financial aid funds.

Withdrawals:
All terms of enrollment will count if the student is enrolled after the 10th day of the term, or any specified official date to drop courses.

Time Limit:
Students who do not complete their degree programs in the allotted time limit will be denied further aid.

APPEALS AND REINSTATEMENT OF AID AFTER DENIAL

Students who are denied financial aid for failure to meet the grade point average, credit hour, or maximum time frame requirements or exceed the number of allowable withdrawals will be subject to the Office of Student Financial Aid Satisfactory Academic Progress policies, as listed above. All denials must be appealed in writing to the Financial Aid Satisfactory Academic Progress Appeals Committee. Appeals must be received before the mid-point of the semester or students will be asked to submit current semester grades. All decisions of the Appeals Committee are final.

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 the Student Advising and Learning Center (SALC). SALC will automatically notify the Financial Aid Office if reinstatement has been approved.

OTHER FEE INFORMATION

1. CHANGE IN RESIDENCY.
   a. If you are classified as a NONRESIDENT and you have established or have information to establish residency, apply within the first 30 calendar days of classes to the Office of the Registrar French Admin Bldg., Room 346, for a Residency Change Form.
   b. The resident status definitions are in the WSU catalog.
   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. Undergraduates apply at the Office of the Registrar French Admin Bldg., Room 346. Graduate students apply at the Graduate School, French Ad. Bldg. 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 the scheduled tuition payment deadline or late fees begin to accrue. If notified by the University that your application has been denied, you must pay the balance of the non-resident tuition immediately to avoid late charges.
ACADEMIC DEFICIENCY REGULATIONS

The academic deficiency regulations listed below were approved by the Faculty Senate and implemented at the end of fall semester, 2003.

Students deficient under Regulation 38 will be required to complete an application and a personal interview between May 16, 2005 and August 17, 2005, if they wish to be considered for reinstatement. Students deficient under Regulation 38 who wish to apply for reinstatement must return to campus early for interviews. Applications will not be accepted after August 17, 2005. The first day of classes is August 22, 2005.

Students deficient under Regulations 37 or 39 will be dismissed, and their courses for spring semester will be cancelled. Students deficient under Regulation 39 whose fall semester gpa is 2.0 or better may apply to be considered for reinstatement. Applications must be received by August 17, 2005. Under the new process, as outlined in Regulation 40, there will no longer be an opportunity for students to present their cases in person. Any extenuating circumstances must be presented in written form with proper documentation to be reviewed for consideration. Additional information may be found at http://salc.wsu.edu/Assistance/Reinstatement/index2.html

Effective Fall 2003

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.

37. An undergraduate (undeclared or certified major) student, regardless of his/her cumulative grade point average, but whose grade point average in each of the last two semesters is below 2.00 will be considered deficient and will be dismissed from the university. For process see Rule 40.

38. As a condition of continued enrollment, an undergraduate (undeclared or certified major) who at the end of any semester has failed to maintain a 2.00 cumulative grade point average and who is thus considered academically deficient must complete an interview scheduled through the Student Advising and Learning Center. A certified major who has been interviewed by SALC may be decertified by the department.

39. An undergraduate student who, at the end of any two consecutive or any total of three semesters, has failed to maintain a 2.00 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. Dismissed students, including certified majors, may apply for reinstatement early by applying to a Review Board administered by the Student Advising and Learning Center. Early reinstatement will be granted only when extenuating circumstances are present. In all cases, written documentation to support the application for early reinstatement is required. Declarations of good intentions are not sufficient. Students seeking future reinstatement after the year away from WSU must provide, as part of the application for readmission, additional documentation to the Student Advising and Learning Center that demonstrates improved academic performance at the college level and a readiness for academic success at WSU.

An undergraduate student who has been reinstated after becoming deficient under Rules 37 or 39 or is enrolled under 38 will be on academic probation for one semester. The specific conditions of enrollment for students who are on official probation will be determined by the interviewer or a Review Board. Students on probation who fail to comply with the conditions of their probationary enrollment will be dismissed from the University.