

MEMORANDUM

TO: John Barber, Chair, Academic Affairs Committee

FROM: Troy Bennefield, Chair, Catalog Sub Committee

DATE: October 8th, 2026

SUBJECT: Revise Academic Regulation 119: Requirements for an Undergraduate Certificate.

This proposal seeks to revise the language of paragraph 3 of academic regulation 119. Paragraph 3 is titled “Transfer Credit” and provides guidance on the amount of transfer credit applicable towards an undergraduate certificate – specifically that transfer credit must not exceed $\frac{1}{4}$ of the total credits. The minimum number of credits for an undergraduate certificate is 15, and most certificates do require a total of 15 credits. As such, the regulation implies that a certificate must consist of at least 11.25 credits of resident coursework, in most cases. This is awkward as WSU does not offer partial/fractional credit. It is proposed that the regulation be revised to provide for a reasonable standard of resident work while conforming to the university’s whole-credit system.

Additionally, this proposal seeks to revise the language of paragraph 4, “Grading”, for similar reasons. The current regulation implies that a student may not exceed 3.75 credits of Pass/Fail-graded coursework. This, again, is inconsistent with a whole-credit system.

Current Academic Regulation 119, paragraph 3:

3. Transfer credits: The maximum number of credit hours earned at other institutions that may apply towards a particular WSU certificate shall not exceed $\frac{1}{4}$ of the total number of credit hours required for the certificate. Acceptance of particular courses from other institutions for WSU certificate credit will be at the discretion of the department or program offering the certificate.

4. Grading: The number of credit hours that students may elect to take Pass/Fail shall not exceed one-fourth of the total number of credit hours required for the certificate.

Proposed Revision:

3. Transfer credits: The maximum number of credit hours earned at other institutions that may apply towards a particular WSU certificate shall not exceed 3 credits ~~$\frac{1}{4}$ of the total number of credit hours required for the certificate~~. Acceptance of particular courses from other institutions for WSU certificate credit will be at the discretion of the department or program offering the certificate.

4. Grading: The number of credit hours that students may elect to take Pass/Fail shall not exceed 3 credits ~~one fourth of the total number of credit hours required for the certificate~~.

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4. Grading: The number of credit hours that students may elect to take Pass/Fail shall not exceed 3 credits.

