

CERTIFICATION

(Faculty Senate 5/4/95)

An undergraduate may certify an academic major upon completion of 24 semester hours with the approval of the Director of the Center for Advising and Career Development (CACD) and the appropriate department head. The student initiates the certification procedure in the CACD at WSU Pullman or in the Registration Office or Office of Student Services at WSU Spokane, WSU Tri-Cities, or WSU Vancouver. Students acquire the signatures of the academic adviser and the department chair, and return the signed documents to the initiating office at the respective campuses. Certified majors who wish to transfer to another academic major do so by requesting, from the Registrar's Office, a "Change of Major" card, and obtaining the approval and signatures of the department heads of the former major and the new major.

Students who satisfy the minimum university requirements plus any departmental core requirements with a 2.0 cumulative g.p.a. are qualified for certification except in those departments which are impacted or must meet special certification standards. [Departmental requests for purposes of meeting requirements of external accrediting agencies follow the guidelines on "Criteria and Procedures for Selecting Majors in a Limited Program." Submit criteria for procedures through the dean to the Catalog Subcommittee.]

Departments and programs designated as "impacted" or those units directed to raise certification standards by external or accrediting agencies may require more than the minimum 30 hours for certification and a g.p.a. higher than the minimum 2.0. Academic units may also require completion of one or more specific courses prior to certification. Units must include in their certification requirements a mechanism whereby qualified transfer students can be certified upon admission. *This mechanism must include provisions whereby transfer students currently enrolled in required prerequisite courses at their home institution will be evaluated following completion of these courses and whereby students can complete the required courses by the end of the sophomore year.* These requirements for immediate certification may include standards more rigorous than the minimum requirements, but prior enrollment per se at WSU cannot be a condition for certification of transfer students.

All such additional requirements must be approved through regular committee channels including the Faculty Senate.

1. Decertification

Once certified, a student cannot be decertified by the department unless the student becomes academically deficient under Academic Regulations, Rules 37, 38, or 39. Student decertified under these rules may be recertified according to the provisions of Rule 56.

2. Limited Certification

The limiting of certification in a degree program is a serious decision which should be approved only when no alternatives to limiting the program can be identified. If the faculty of a program determine that it is necessary to limit the number of majors, they must submit to the dean: (1) a request to limit certification, and (2) criteria and procedures to be used to select students as majors. Guidelines for such requests are outlined below.

3. Request to Limit Certification

- a. Analysis of the Situation by the Unit Requesting Limitation.

An analysis of the ability of the department/program to accommodate students is to be made. In each of the categories listed below, the analysis should indicate the limit in number of certified majors which can be handled as a result of described resource limitations as they exist at the time of the analysis. This limit will likely be different

for each category. For example, if a program does not have laboratories, there would be no limit on the number of certified majors based on a laboratory space limitation. This analysis will assist administrators in evaluating the situation and in identifying ways to enable additional students to certify.

(1) Staff Limitations.

This limitation should consider FTEs (including TAs), and the requirements for courses (e.g., service, required, elective, graduate) research, and faculty service. To the extent that technicians and secretaries are affected by the numbers of undergraduates, information regarding those staff positions should be included.

(2) Equipment and Operating Funds Limitation.

For programs in which equipment and/or operating funds are important, the analysis will describe the certification limitation based on equipment and/or funding levels and how that limitation is determined.

(3) Space Limitations.

When laboratories or other specialized spaces are a part of the program, the analysis should indicate the certification limit based upon currently available spaces. This analysis should include scheduling for the spaces. If the classroom space is a concern, it should be mentioned.

(4) Other Considerations.

Procedures which may be designed to evaluate the quality of the applicant, but which may also result in reducing the number of students certified (e.g., portfolio, music audition, "core" courses, specified test scores) must be accompanied by a justification for the criteria selected and the evaluative procedure.

(5) Effects of Limitation.

Effects on other programs in the university must be analyzed and discussed. The analysis must include:

- (a) An estimate of the number of prospective majors who will be turned away.
- (b) An estimate of the number of nonmajors whose academic programs require courses in the unit instituting the certification limit.
- (c) Identification of other academic units that might be expected to certify or enroll the students turned away from the limiting department (e.g., SALC, General Studies, related academic disciplines).

b. Approval by the Faculty and Department/Program Chair.

The analysis and request to limit will be approved by the faculty of department/program and by the chair.

- c. Approval by the Dean.

The analysis and request to limit must be endorsed by the appropriate dean with the statement that no adjustments can be made at the college level to relieve the conditions which caused the limitation. The dean submits the endorsement with the Criteria and Procedures (outlined below) to the Catalog Subcommittee for approval through regular committee channels including the Faculty Senate.

4. Criteria and Procedures for Selecting Majors in a Limited Program

Academic units requesting approval to limit certification in a program must establish criteria and procedures to be used in the selection of students who will be approved for certification into the program, in consultation with the Director of the Student Advising and Learning Center. Such criteria and procedures must conform to the following guidelines and be approved by the appropriate dean, the Catalog Subcommittee, the Academic Affairs Committee, and the Faculty Senate.

- a. Criteria must include more than one of the following: cumulative g.p.a.; grades in selected courses; letters of recommendation; personal interviews; appropriate work experience; portfolio of applicant's work; other; and be published in official university publications before implementation (e.g., time schedules, *Catalog Supplement*, *WSU Catalog*).
- b. Requests for changes in criteria for certification must be submitted to the Director of the Center for Advising and Career Development for review and comments prior to submission to the appropriate dean for endorsement. The request for a change will then be submitted to the Catalog Subcommittee for approval through regular committee channels including the Faculty Senate.
- c. Approved criteria and procedures may not be implemented until the tenth day of fall semester following the publication of the catalog or in odd-numbered years.
- d. The procedures must provide for students already making satisfactory progress toward certification who would be disadvantaged by the implementation of the new criteria and procedures.
- e. Appeal procedures must be provided for applicants who are not accepted for certification.
- f. Academic units with a limited program must provide for the knowledgeable advising of CACD students interested in the program.
- g. Information about certification limitations must be included in recruitment and admission literature. To assure consistency and coverage of such information, all statements to be published or used in correspondence must be reviewed by the Director of Admissions prior to the application of approved procedures.
- h. Policies must be developed to address the problem of recertification (Academic Regulations, Rule 56). It should be made clear whether certified students who become deficient and are dropped by the department may return to the department with a 2.0 g.p.a. or whether they must reenter the competition with all new applicants.
- i. Detailed written instructions concerning certification procedures must be available to interested students through department/program and administrative offices (e.g., Admissions, SALC).