MEMORANDUM

TO: Sheila Converse, Executive Secretary
    Faculty Senate

FROM: Becky Bitter, Registrar’s Office

DATE: 26 March 2015

SUBJECT: Editorial Revision to Rules 43, 53, 56, and 70

As part of the review of the academic regulations, I have identified several rules where a unit’s name has been changed. The following rules refer to the old unit name of the Center for Advising and Career Development. The name of the unit now is the Academic Success and Career Center.

In order to keep the WSU Catalog up to date, I respectfully ask that the change to the unit name be considered editorial.

UNDERGRADUATE ACADEMIC DEFICIENCY

43. Former WSU students, dismissed under any academic deficiency rule, who have not been enrolled at WSU for four years or more may request at the time that they apply for readmission and reinstatement that all previous WSU work be disregarded. This includes all credits and grade points earned. Once the student is officially enrolled following the first day of the term, the student’s transcript will be marked to indicate that the previous work is not considered as credit earned. After completion of 15 semester hours of course work with a cumulative grade point average of 2.0 or higher at WSU, the student may petition to restore credits earned in courses graded C or better. If approved, only the courses and credit, not grades or grade points, will be restored. Requests for reinstatement and petitions for credit restoration for former WSU students will be considered by the Review Board in the Center for Advising and Career Development Academic Success and Career Center on the Pullman campus, WSU Online, or designated office on other campuses.

53. MAJOR AND CERTIFICATION

The undergraduate major is the in-depth field of study leading to the degree and includes a set of core courses that has been approved by the academic unit offering the major, as well as the college, and the Faculty Senate. The major represents approximately one-third of the credit hours required for the undergraduate degree, though some majors require a higher percentage of the total credit hours. While most majors lead to a degree that shares the same name, some majors lead to a degree with a broader title (e.g., an Accounting major leads to the Bachelor of Arts in Business Administration).

Certification requirements: Upon completion of 24 semester hours, and meeting department, program, or school certification requirements, a student may certify in an academic major with the approval of the appropriate academic department, program, or school, and upon notification to the Center for Advising and Career Development.
Departments, programs, or schools may require additional criteria beyond the minimum 24 hours for certification and a grade point average higher than the minimum of 2.00. Typically, students with 60 or more semester hours should be certified into a major. Consult the catalog for specific major and certification requirements.

56. DECERTIFICATION AND RECERTIFICATION
A certified major who becomes academically deficient under Rules 38 or 39 and is decertified by the major department or program will be eligible to recertify, on a space-available basis, when the cumulative and major grade point averages are at or above the minimum level required for certification into the department.
A certified major who falls below the minimum departmental requirements (approved by Faculty Senate) may be decertified by the department after two semesters of falling below that minimum. The department must notify the student at the end of the first semester and establish conditions in writing that must be met the second semester. If conditions are not met at the end of the second semester, documentation must be provided to the Center for Advising and Career Development Academic Success and Career Center along with the request to decertify a student.

70. CANCELLATION OF ENROLLMENT
Students who wish to withdraw from the institution and disenroll from all of their classes initiate the cancellation through the Registrar's Office website, cancel.wsu.edu. Students seeking to cancel their enrollment after completing one or more courses may petition for an exception to the academic calendar deadlines in the event of extraordinary circumstances (see Rule 57).

a. Students canceling their enrollment during the first four weeks of the semester will have their permanent records marked "withdrew (date)." (Individual course enrollments will not be recorded.)

b. Students canceling their enrollment after the fourth week through the last day of instruction (end of the 15th week) will have their permanent records marked "withdrew (date)," and a grade of W will be recorded for each course enrollment.

c. Students on academic probation during the semester of their cancellation must obtain permission of the Center for Advising and Career Development Academic Success and Career Center to re-enroll.

Thank you for your consideration.