

TO: Sheila Converse, Executive Secretary
Faculty Senate

FROM: Becky Bitter, Registrar's Office

FOR: Academic Affairs Committee

DATE: 13 March 2014

SUBJECT: Proposal to Establish New Rule 111—Undergraduate Major, Minor, and College Requirements for Graduation

At its meeting on March 11, 2014, AAC approved the following proposal to establish new rule 111 which will govern the certification time restrictions and limitations for graduation for undergraduate majors, minors, and college requirements.

This information has resided in the Summary of Academic Policy chapter in the WSU Catalog but has needed to be updated to address all the types of students who may be applying for an undergraduate degree. AAC agreed that it made sense for the policy to be codified in the academic regulations which contain other rules governing graduation requirements for undergraduates.

The rule is being proposed by the graduations and degree audit area in the Registrar's Office and has support from the Provost's Office and the Office for Undergraduate Education.

Rule 111. Undergraduate Major, Minor, and College Requirements for Graduation

Graduation requirements for a student's degree are set at the time the student certifies the major and include college requirements. Graduation requirements for additional majors, minors, or other academic awards are set at the time of certification for those additional academic plans. The following exceptions apply:

- a) All students after the time of certification may be required by the department to meet new major or minor requirements, provided the newer requirements neither oblige a student to enroll in more than a normal complement of credit hours in any semester nor prolong the time necessary to complete degree requirements.
- b) Current students whose certification in the major or minor is more than eight years old may be required by the department to re-certify in the major or minor in order to meet current degree requirements. This may in some cases prolong the time necessary to complete the degree.
- c) Former students who must reapply and be readmitted to WSU will be admitted as non-certified regardless of their prior certification status. These students will be eligible to recertify, on a space-available basis, when they meet the current requirements for certification set by the department.
- d) Students who apply to graduate and who have not attended WSU for six or more years will need approval from their major department to complete the degree in the major in which they were previously certified. In some cases these students may be held to more current requirements which may prolong the time necessary to complete the degree. Students may choose to seek certification in a different major without being readmitted to the university in order to earn a degree.

Department and program chairs have the authority to waive or provide substitute course work for major or minor requirements. Colleges have the authority to waive or provide substitutes for college requirements.

At this time, Faculty Senate review and approval is recommended, to be effective fall 2014.