



Contents

WELCOME FROM ASWSU TRI-CITIES	6
WASHINGTON STATE UNIVERSITY FIGHT SONG.....	7
FIGHT SONG SPIRIT CLAPS	8
COLLEGE COSTS AND PAYING THE BILLS.....	9
FINANCIAL AID	9
FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)	9
<i>Important FAFSA deadlines.....</i>	<i>9</i>
PRELIMINARY AWARDS	10
VERIFICATION	10
FINAL AWARDS.....	10
REVISED AWARDS	10
<i>Loan Acceptance.....</i>	<i>11</i>
<i>Delivery of Loan Funds.....</i>	<i>11</i>
SATISFACTORY ACADEMIC PROGRESS (SAP)	11
SCHOLARSHIPS.....	12
<i>Free Scholarship Search Sites</i>	<i>12</i>
<i>HB 1079 Friendly Search Sites</i>	<i>12</i>
ANTICIPATING YOUR EXPENSES	12
COST OF ATTENDANCE.....	13
REQUIRED FEES AND CHARGES.....	13
STUDENT HEALTH INSURANCE.....	14
LATE FEE DEADLINES	15
DISENROLLMEN.....	15
RESIDENCY.....	15
<i>Native American Student.....</i>	<i>15</i>
<i>Non-US Citizens Affidavit of Residency.....</i>	<i>15</i>
BORDER BILL.....	16
STUDENT ACCOUNTS.....	16
PAYMENT TYPES AND PROCESSING	17
<i>Electronic Checks.....</i>	<i>17</i>
<i>Credit Card Payments.....</i>	<i>17</i>
GI BILL AND VA BENEFITS.....	19
<i>Veteran Dependents 50% Tuition Waiver</i>	<i>19</i>
<i>Veteran Dependents 100% Tuition Waiver.....</i>	<i>19</i>
<i>LEOFF 70% Tuition Waiver for Children.....</i>	<i>20</i>
ACADEMICS AND ADVISING.....	21



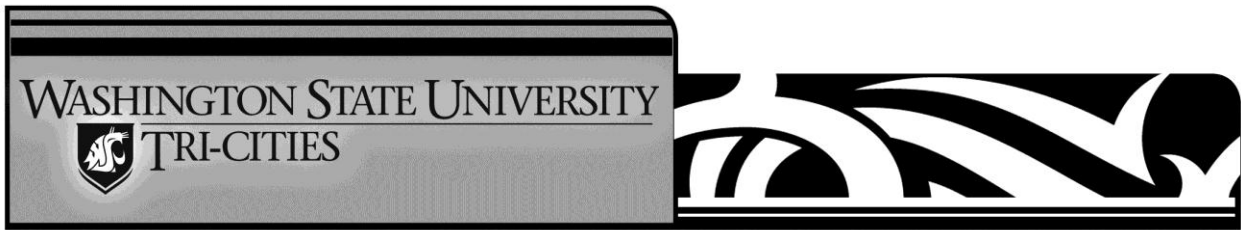
ACADEMIC ADVISING	21
<i>Student Responsibilities</i>	21
<i>Advisor Responsibilities</i>	21
<i>Additional Reasons to see your Advisor</i>	22
<i>How to Chose a Major</i>	22
UNIVERSITY COMMON REQUIREMENTS FOR GRADUATION.....	24
EDUCATION ABROAD	25
<i>Cougs Abroad Advising Sessions</i>	26
<i>College of Business Global Learning Requirements</i>	26
UNIVERSITY COLLEGE WRITING PROGRAM AND PORTFOLIO	27
UNDERGRADUATE PROGRAMS.....	28
<i>Business Administration</i>	28
<i>Civil Engineering</i>	28
<i>Computer Science</i>	28
<i>Digital Technology & Culture</i>	29
<i>Education</i>	29
<i>Electrical Engineering</i>	30
<i>English</i>	30
<i>Environmental Science</i>	30
<i>History</i>	31
<i>Humanities/Social Sciences</i>	31
<i>Mechanical Engineering</i>	31
<i>Nursing</i>	32
<i>Psychology</i>	32
<i>Viticulture and Enology</i>	33
STUDENT SUCCESS PROGRAMS AND CENTERS	34
LEARNING CENTER	34
WRITING CENTER	34
TRiO STUDENT SUPPORT SERVICES	35
DISABILITY SERVICES OFFICES.....	36
<i>Accommodations Requirements</i>	36
<i>Individual Education Plan (IEP) and 504 Plans</i>	36
VETERANS RESOURCE CENTER.....	37
<i>Veteran Friendly Listener</i>	37
STUDENT COUNSELING SERVICES.....	37
INTERNATIONAL PROGRAMS OFFICE.....	38
<i>International Students</i>	38
<i>H1-B or H-4 Residency</i>	38



CAREER DEVELOPMENT CENTER.....	38
<i>Career Exploration</i>	38
<i>Internships</i>	39
<i>Student Employment</i>	39
DIVERSITY COUNCIL	39
WAYS TO ACHIEVE HAPPINESS AND SUCCESS AT COLLEGE.....	39
WHERE TO STUDY	41
CAMPUS LIFE	43
STUDENT INVOLVEMENT.....	43
STUDENT GOVERNMENT.....	43
STUDENT REIMBURSEMENT PROGRAMS	43
<i>Fitness Reimbursement Program</i>	43
<i>Child Care Reimbursement Program</i>	44
DINING SERVICES.....	44
HEALTH AND WELLNESS SERVICES	45
<i>Hospitals and Emergency Rooms</i>	45
<i>Urgent and After Hours Care</i>	45
<i>Primary and Specialty Clinics</i>	45
<i>Medical Care, Based on Income</i>	46
<i>Dental Care, Based on Income</i>	47
STUDENT INFORMATION TECHNOLOGY	47
<i>Network Accounts</i>	47
<i>Network ID and Account Guidelines</i>	47
<i>Official University e-mail address</i>	47
<i>Wireless Network Access</i>	47
<i>Student Printing</i>	48
LIBRARIES.....	48
<i>WSU Tri-Cities Max E. Benitz Library</i>	48
<i>Consolidated Information Center (CIC) Building, 1st floor Information Desk: 509-372-7430</i>	
<i>Circulation Desk: 509-372-7303</i>	48
<i>http://www.tricity.wsu.edu/dis/consolidated</i>	48
UNIVERSITY EXPECTATIONS ABOUT ALCOHOL USE AT ALL WSU CAMPUSES.....	49
<i>University and Community Alcohol and Substance Abuse Resources</i>	49
<i>WSU Tri-Cities Students Visitng WSU Pullman</i>	49
<i>Good Samaritan Guideline</i>	51
CAMPUS SAFETY	51
UNIVERSITY INFORMATION, POLICIES & REGULATIONS	55
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) INFORMATION	55



DIRECTORY INFORMATION.....	55
REPORTING VIOLATIONS OF POLICIES	57
COMPUTER AND NETWORK USE.....	58
<i>Legal Guidelines</i>	58
<i>E-mail Guidelines</i>	59
<i>Other Responsible Use Issues</i>	59
<i>Account Guidelines</i>	60
<i>Consequences of Illegal or Unethical Actions</i>	60
WSU STANDARDS OF CONDUCT FOR STUDENTS.....	62
WAC 504-26-001 Preamble.	62
WAC 504-26-005 Good Standing.....	62
WAC 504-26-010 Definitions.....	62
ARTICLE I: AUTHORITY FOR STANDARDS OF CONDUCT FOR STUDENTS.....	64
ARTICLE II: PROSCRIBED CONDUCT	64
WAC 504-26-200 Jurisdiction of the university standards of conduct for students.	64
WAC 504-26-201 Misconduct-Rules and regulations.	65
WAC 504-26-202 Acts of dishonesty.	65
WAC 504-26-203 Disruption or obstruction.....	65
WAC 504-26-204 Abuse of self or others.	65
WAC 504-26-205 Theft or damage to property.	65
WAC 504-26-206 Hazing.	65
WAC 504-26-207 Failure to comply with university officials or law enforcement officers.	66
WAC 504-26-208 Unauthorized keys or unauthorized entry.	66
WAC 504-26-209 Violation of university policy, rule, or regulation.	66
WAC 504-26-210 Violation of law.	66
WAC 504-26-211 Drugs and drug paraphernalia.....	66
WAC 504-26-212 Alcohol.....	66
WAC 504-26-213 Firearms and dangerous weapons.	66
WAC 504-26-214 Disruptive activity.....	67
WAC 504-26-215 Obstruction.....	67
WAC 504-26-216 Disorderly conduct.....	67
WAC 504-26-217 Unauthorized use of electronic or other devices.	67
ARTICLE III: RULES AND REGULATIONS	69
ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES	70
ARTICLE V: RECORDS	80
ARTICLE VI: INTERPRETATION AND REVISION.....	80



WELCOME FROM THE CHANCELLOR



Welcome to Washington State University Tri-Cities.

Our campus features world-class education and face-to-face attention that will prepare you for a bright and rewarding future. We strive to know each student and to provide a supportive learning environment to all. I am confident that you will find many exciting and challenging opportunities for growth and achievement at WSU Tri-Cities.

The entire faculty and staff of WSU Tri-Cities look forward to helping you achieve your educational goals.

Vicky L. Carwein, Chancellor



WELCOME FROM ASWSU TRI-CITIES

Let us share our excitement in welcoming you to Washington State University here at our Tri-Cities campus. As a new part of our student body, we encourage you to experience all we have to offer here by participating in events and checking out the many clubs we have established.

The year is going to be packed with fun and exciting events, so join us!

We are always looking for ways to enhance our campus community and would like to hear your ideas. Student government officials are easy to track down and are hard at work trying to maximize student involvement and interaction. Our offices are located in the student lounge on the first floor of the West Building; please come talk to us.

There are a variety of options to connect with each other, both on and off campus. Keep updated on upcoming student events at our website: www.tricity.wsu.edu/aswsu, and join us on Facebook to stay in touch with what is happening and who is going to be a part of it. We can't wait to get to know you and serve you this coming year.

Sincerely,

The Associated Students of Washington State University Tri-Cities



Amber Eubanks, ASWSUTC President



Nathan McCann ASWSUTC Vice President

WASHINGTON STATE UNIVERSITY FIGHT SONG

The Fight Song

Words by
ZELLA MELCHER, '19

Music by
PHYLLIS SAYLES, '19

The musical score is written for voice and piano. It consists of four systems of music. Each system has a vocal line on a single staff and a piano accompaniment on two staves (treble and bass clef). The key signature is one sharp (F#), and the time signature is 2/4. The lyrics are: "Fight, fight, fight for Wash-ington State! Win the vic-to - ry — Win the day for Crim-son and Gray! Best in the West, we know you'll all do your best, So on, on, on, on! Fight to the end! Hon-or and glo-ry you must win! — So fight, fight, fight for Wash-ing-ton State and Vic - to - ry! —". The score includes various musical notations such as notes, rests, and dynamic markings like 'f' and 'sfz'.

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W



FIGHT SONG SPIRIT CLAPS

W A S H I
N G T O N

S T A T E

C O U G S



COLLEGE COSTS AND PAYING THE BILLS

FINANCIAL AID

West Building, Room 269 • 509-372-7228

finaid@tricity.wsu.edu

www.tricity.wsu.edu/financialaid-scholarships

Mission

Office of Financial Aid and Scholarships (OFAS) is committed to supporting WSU's land-grant heritage by:

- Providing access to higher education by effectively managing federal, state, institutional and private resources;
- Pursuing innovative awarding strategies to help recruit, retain, and graduate a diverse and talented student body; and
- Preparing students with the financial knowledge and resources that will allow them to contribute to the enhancement of state, national, and global communities.

Core Values

Access & Affordability

We are committed to increasing student access and reducing financial barriers for students to improve their quality of life and enhance a global economy.

Stewardship & Accountability

We are committed to efficient program administration through management systems, policies, and procedures that support effective service to all constituents while ensuring regulatory and statutory compliance.

Service & Education

We are committed to providing quality financial aid and scholarship information and counseling services to a diverse student population.

Innovation & Excellence

We are committed to providing innovative, creative, state-of-the-art systems and processes, which enable optimal staff productivity and excellence in service to our constituents.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

This is the first step to applying for financial aid. WSU financial aid awards could include grants, work study or loans (student or parent). The 2012-2013 FAFSA will cover fall 2012, spring 2013 and summer 2013. The FAFSA must be filed each year that you are seeking federal student aid and can be completed at www.fafsa.ed.gov.

Important FAFSA deadlines

FAFSA School Code: 003800 (the same code is used for all WSU campuses).



FAFSA is available beginning January 1 every year. If the appropriate year's tax return is not complete by the priority filing deadline, you can use estimated numbers to file your FAFSA. As soon as tax returns are completed, go back into the online FAFSA to update it with accurate tax information and resubmit. FAFSA Priority Filing Deadline: February 15. You can still file your FAFSA after this date, however, there may be some funding sources you will be ineligible for.

Preliminary Awards

Once the OFAS has received your student aid report (SAR) from the Department of Education, we can begin the awarding process. Based upon the information you provided on the FAFSA, we can begin to build a financial aid award for you. To assist incoming students in selecting a University, our office mails out this preliminary award notification in March (assuming that we've already received your FAFSA and information by our February 15 priority deadline).

Verification

The Department of Education requires that we verify a certain percentage of our financial aid applicant's information to ensure accuracy and quality assurance. We may ask to see verifying documents, such as tax returns, or for you to complete forms, such thing as tax-exempt income and family size. This verification process needs to be completed before any financial aid award is finalized. Verification documents are most typically requested in mid-March. Students and parents should submit these forms as soon as they are requested as the timeframe for paperwork review can often reach 4+ weeks. Every year, students are forced to wait several weeks to receive their financial aid because they have not submitted their verification paperwork until days prior to the start of the semester. Please do not procrastinate in submitting requested documentation.

Important: OFAS will request verification information by mail, most often delivered with a student's Preliminary Award Letter. Every piece of mail you receive from the OFAS is important. Open it and respond immediately, if necessary. The required verification forms are also listed on your To-Do List in zzsis. As always, students should contact the OFAS if there are questions regarding the requested information.

Final Awards

The last major step of the financial aid process is the Final Award letter. Once requested documentation has been reviewed and the financial aid award is finalized, a Final Award Letter will be mailed to you. The Final Award Letter will show what WSU will award you in financial aid for the full academic year (Fall/Spring). You can accept your full financial aid award by signing the back of the award letter and returning it. You can also accept your financial aid award on zzsis, over the phone or by email.

Revised Awards

Any time your financial aid award changes, we will send you a Revised Award notification. Your financial aid award can change for many reasons, including special circumstance appeals, file review procedures, the addition of a scholarship, or availability in funding. It is our policy to revise undisbursed loans and work-study amounts first before adjusting any grants or scholarship funding to ensure that our students



receive the best possible award package. Please note that awards can change at any time during the year. The award listed on zzsis is the most up-to-date summary of your financial aid package.

Loan Acceptance

One of the most confusing aspects of the financial aid process for first time recipients is the loan acceptance process. Students are required to accept their loans, complete Entrance Counseling and a Master Promissory Note. Students may have to complete this process several times their first semester if they are receiving multiple types of loans. A detailed description including step-by-step instructions may be found at www.finaid.wsu.edu under loans.

Delivery of Loan Funds

Aid is typically delivered on the first day of class in both Fall and Spring Semesters (assuming the student has completed their paperwork and loan acceptance steps). For information on Summer session delivery dates, please check www.finaid.wsu.edu. Financial aid will be delivered to students accounts to go towards tuition and fees. Any financial aid leftover after these expenses are paid, will be sent to the student. The OFAS encourages students to setup and use direct deposit as this is the quickest and most efficient way for students to receive their funds. Direct deposit can be setup through zzsis.

SATISFACTORY ACADEMIC PROGRESS (SAP)

When students accept financial aid, they also accept responsibility for making Satisfactory Academic Progress (SAP). This section is designed to help students understand the requirements for SAP associated with receiving financial assistance.

Federal and State regulations explicitly state that WSU must monitor SAP. SAP is monitored through a qualitative component that considers academic achievement (i.e. grades) and a quantitative component that monitors credit hours as well as the number of terms that students have been enrolled.

These criteria are set by WSU in order to maintain a high standard of student excellence and success. State and Federal regulations require that the SAP Policy must be as strict, or stricter than, the University's Academic Progress policy. This policy is reviewed annually and if policy changes are made, the policy listed here as well as in the official SAP manual will be updated. The SAP Manual can be found at www.finaid.wsu.edu under Satisfactory Academic Progress.

Financial aid will be denied to students who fail to maintain progress under the SAP Policy. At the end of each term, a review is made of a student's progress to ensure compliance with the grade point average, maximum time frame limits, and minimum credit hour requirements as set forth within the SAP Policy. It is important to note that all students are subject to the SAP Policy.

Even if students have not been receiving financial aid in previous terms, they must be in compliance with the SAP Policy to receive aid in the future. Students will be notified via mail as well as on zzsis if the SAP Policy is not met. Any aid released to a student who is subsequently determined to be ineligible under the existing SAP Policy will be returned and the student will be billed, unless a SAP Appeal is filed and approved.



SCHOLARSHIPS

West Building, Room 269 • 509-372-7228

finaid@tricity.wsu.edu

www.tricity.wsu.edu/financialaid-scholarships

The WSU General Scholarship application needs to be filed every year by January 31 for students to be eligible for University-wide scholarships as well as WSU Tri-Cities specific scholarships. This application is available at <https://www.applyweb.com/apply/wsunivss>.

There are several avenues to apply for scholarships. Scholarship opportunities are offered through the University as well as through Non-University organizations. Scholarships can be awarded based on a wide range of criteria including, but not limited to, merit, financial need, areas of study, ethnicity and leadership. To find non-university scholarship opportunities, check the WSU scholarships website, other college websites, high school websites, local organizations you or your family members are involved in and online scholarship search sites.

Online resources available to assist you in finding scholarships include:

Free Scholarship Search Sites

Broke Scholar: www.brokescholar.com/

College NET: www.collegenet.com/mach25/app

College Tool Kit: <http://www.collegetoolkit.com/Scholarship/Main.aspx>

Collegeboard: apps.collegeboard.com/cbsearch_ss/welcome.jsp

Fastweb: <http://www.fastweb.com>

FinAid: <http://www.finaid.org/scholarships>

Hispanic Scholarship Fund: www.hsf.net

SallieMae: www.collegeanswer.com/paying/scholarship_search/pay_scholarship_search.jsp

Scholarship Resource Network Express: www.srnexpress.com

Scholarships.com: www.scholarships.com

Super College: www.supercollege.com/scholarships.cfm?cart=1

The WashBoard: www.thewashboard.org

HB 1079 Friendly Search Sites

Aspira Association, Inc.: www.aspira.org/manuals/scholarships

Congressional Hispanic Caucus Institute: www.chciyouth.org

Latino College Dollars: www.latinocollegedollars.org

Mexican American Legal Defense & Education Fund: www.maldef.org/education/scholarships.htm

ANTICIPATING YOUR EXPENSES

Tuition and fees are due the first day of class, which is August 20, 2012, for the Fall semester and January 7, 2013, for the Spring semester. The charges will be posted to your student account one week



before the start of classes each semester. If you are receiving financial aid, it will not be visible until the Thursday night before classes begin.

WSU does not mail billings for tuition and fees. This information is available on zzsis under Finances. Here you can see what has been charged to your student account, what has been paid and what the balance is. You are also able to make payments to your student account here. If someone else pays your tuition, please share this information with him/her.

COST OF ATTENDANCE

****2012-2013 COA has not yet been calculated.**

Estimated costs for a traditional, undergraduate, full-time student attending WSU Tri-Cities for the 2012-2013 academic year.

Costs	Resident	Non-Resident
<i>Direct Costs</i>		
Tuition (estimated)	\$9,886	\$21,164
<i>Indirect Costs</i>		
Books and Supplies	\$936	\$936
Room	\$5,782	\$5,782
Board	\$3,880	\$3,880
Transportation Expenses	\$1,434	\$1,434
Miscellaneous Expenses	\$2,108	\$2,108
<i>Total</i>	<i>\$24,026</i>	<i>\$35,304</i>

*WSU Tri-Cities does not currently offer on-campus housing. Housing costs vary by apartment lease. Estimated costs do not include University parking fees (not currently charged).

This budget is used for single undergraduate students without children and married students when both are students. The Urban Campus Budget is used for students who attend one of the urban campuses or learning center(s). The budget is based on 10-18 credits per term. The per credit cost for resident students is \$494 per credit and \$1,058 per credit for non-residents.

REQUIRED FEES AND CHARGES

WSU Tri-Cities new student orientation	\$50.00
Foreign Student Orientation (Undergraduate and Graduate)	\$50.00
Graduate School Certificates Degree	\$25.00
Graduate Application – Bachelor's Degree	\$41.00
Graduate Diploma Fee – Master's and Doctoral Degrees	\$50.00
Microfilming Ph.D., Ed.D., and D.DES (degree candidates only)	\$75.00
Teacher's Statutory Certificate	\$70.00



Transcript Request Fees	variable amounts
State Employee, Staff & Faculty, or Senior Citizen Registration	\$5.00
Reinstatement Rule 38	\$50.00
Reinstatement Rule 39, 43	\$75.00

Additional Fees and Charges (if applicable)

Undergraduate Student Petition Fee	\$10.00
Checks not honored, charge for each check returned	\$30.00
Cougar Card replacement charge	\$15.00
Copyright fee (Ph.D., Ed.D, and D.DES only. Optional)	\$65.00
Sports Pass, optional, undergraduates	\$129.00
Sports Pass, optional, graduate and professional	\$175.50
Challenging a course (limited to matriculated WSU students)	\$478.00
Auditing a course per credit hour (charge does not apply for a full fee-paying student)	\$158.00

STUDENT HEALTH INSURANCE

Our goal is to provide useful and accessible insurance for every WSU student. WSU Tri-Cities does not have a Health and Wellness center, however, WSU Tri-Cities students may be eligible to enroll in the WSU Student Health Insurance plan. The Student Health Insurance is the same for all campuses. However, without having a H&W center, urban campus students have a \$250.00 deductible and then the insurance plan covers 80% of allowable charges after that.

Any student taking 7 or more credits at any WSU campus can choose to enroll in our comprehensive accident and illness plan. This plan may also cover spouses, dependents and domestic partners (coverage will incur additional charges). Coverage is available worldwide. The enrollment and cancellation deadline for Annual, Fall and Spring/Summer semesters in the 13th day of classes. Unless the student has canceled the insurance by this deadline, he/she will be considered enrolled in the Plan and required to pay the premium.

If you would like the insurance premium to be paid by financial aid, you must authorize this payment by the financial aid office. It is your responsibility to confirm that financial aid will make the insurance premium payment by the due date.

All international students with non-immigrant status (except Canadians), who are enrolled for one credit or more, are automatically enrolled in this plan. However, international students may submit an equal or better alternative plan to receive a waiver.

International students and graduate students not on a summer assistantship, who begin their studies during the summer session can enroll in this plan. Coverage is available through the end of summer



until the regular enrollment period. Summer Gap enrollment form will be posted as soon as the premiums are available.

The Student Health Insurance also offers:

- 24-Hour nurse line
- Personalized ID cards
- Ability to view explanation of benefits online
- Student Health 101-interactive monthly publication of health and well-being information.

You can enroll for student health insurance when you register for classes in zzusis. You can purchase insurance for the whole year or for each semester, and this does not affect your coverage. For more information on the Student Medical Insurance Plan, please visit www.hws.wsu.edu

LATE FEE DEADLINES

Fall 2012

If tuition and mandatory fees are not received at WSU by:
Tuesday, September 4, 2012, a late fee of 3% will be added.
Tuesday, September 18, 2012, an additional 5% will be added.
Wednesday, October 3, 2012, an additional 7% will be added.
Friday, December 18, 2012, disenrollment occurs.

Spring 2013

Dates will be posted on the Academic Calendar: catalog.wsu.edu/General/AcademicCalendar.

DISENROLLMENT

If disenrolled for non-payment of tuition and mandatory fees, all charges are still due and payable and must be received before grades, transcripts, or diplomas are issued.

RESIDENCY

Residency policies are set by the State of Washington (RCW 28B.15) and applied uniformly throughout Washington's public colleges and universities. Requirements may be found at following website: www.registrar.wsu.edu

Native American Student

Members of any federally recognized American Indian tribe whose customary and tribal boundaries include portions of Washington are eligible for resident tuition under certain circumstances, as provided by RCW 28B.15.0131. If you have additional questions, contact the WSU tribal liaison at 509-335-8618.

Non-US Citizens Affidavit of Residency

Students who have completed the full senior year of high school and obtained a high school diploma both at a Washington public or private high school and who have lived in Washington at least three



years immediately prior to receiving the diploma may qualify for resident tuition at WSU. The affidavit lists the criteria for receiving this benefit. If you qualify, you must provide this affidavit to the Registrar's Office indicating that you will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so. Furthermore, you must indicate a willingness to engage in other activities necessary to acquire citizenship, including, but not limited to, citizenship or civics review courses.

BORDER BILL

The state of Washington's "Border Bill" legislation was first enacted to allow Oregon residents who live in specified counties to attend WSU Tri-Cities part-time (8 credits or less per semester) and pay resident tuition rates for courses taken through the Tri-Cities campus.

STUDENT ACCOUNTS

East Building, Room 254 • 509-372-7498

kharper@tricity.wsu.edu

www.tricity.wsu.edu/studentaccounts

The WSU Tri-Cities Student Accounts office is the campus cashier and processes on campus payment for transcripts, and tuition and fees. Student Billings at WSU are on line. We do not mail statements. Check on zzusis for tuition deadlines and tuition due dates.

Enrolled students' charges will appear on-line one week prior to the first day of class each semester. Financial aid (if applicable) will apply later in the week. An accurate balance of charges, less applicable financial aid, will be on-line the weekend before school starts. Please access your account at that time to see the amount due and pay on-line or in person at that time.

The charges that will appear on-line include tuition, a mandatory student fees and special course (lab fees). There might also be items which the student has chosen to purchase via special request when registering (e.g., health insurance, sports pass). There are other charges which might appear on the student's account (e.g., library fines).

Payments made by electronic check or by credit card before 3:30 pm, Monday through Friday should be posted to your account by the next business day. Electronic check or credit card payments received after 3:30 pm, Monday through Friday should be posted to your account by the second business day. Be sure to check your account at that time to ensure payment was properly applied.

Payments made by in-person delivery before 4:00 pm, Monday through Friday should be posted to your account by the next business day. In-person payments received between 4:00 and 5:00 pm Monday through Friday should be posted to your account by the second business day. Be sure and check your account at that time to ensure payment was properly applied.



Payments sent through the U.S. Postal Service will be posted to your account the first business day after receipt. Late fees will be applied to your account if payment sent through U.S. Postal Service arrives after the due dates published in the Academic Calendar

PAYMENT TYPES AND PROCESSING

Payments are accepted by a variety of methods.

Electronic Checks

The university strongly recommends utilizing an electronic check because it is generally a faster, easier, and there is no cost to you.

Credit Card Payments

Below is a list of questions about making credit card payments.

Why has WSU started charging a convenience fee to me?

WSU paid over \$1,000,000 last year in credit card processing fees for accepting credit card payments for tuition, fees and housing and dining. After careful review, the University decided that the high cost of processing payments by credit cards unfairly penalized students who paid by lower cost methods. The processing costs are borne by the entire University and represent money that could be used to fund university programs.

Why can't I use my VISA card to pay for tuition and fees?

All credit card companies charge fees for accepting their cards. Most merchants increase their prices to pass the cost along to their customers indirectly. In effect, customers who pay by check or cash are being penalized by having to pay higher prices. As a State institution, WSU can only raise tuition if the State legislature allows us. We cannot, nor would we wish to, raise tuition to cover the cost of credit card fees. Some credit card companies require merchants to charge a fixed fee regardless of the amount being paid. A fixed fee might be as high as \$80.00 per transaction.

MasterCard, Discover, and American Express allow a percentage fee so a small payment results in a small fee. VISA rules dictate that a fixed fee must be charged for all electronic payments (all credit card companies and all e-checks). As a result and in fairness to our customers, Official Payments will charge a percentage based fee, thus VISA will not permit OPC to accept VISA payments on behalf of WSU because of the restrictive rules of VISA.

Is WSU the only University charging convenience fees and not accepting VISA?

No. Universities across the country have opted to implement this payment structure in an effort to reduce their costs. The service fee goes directly to the third party processor to cover the fees charged by the credit card companies. WSU does not keep any of these fees.

How does the convenience fee show on my credit card statement?

When your payment is ready to submit online, the list of charges and the calculated 2.5%



convenience fee will be itemized. Your credit card statement will show a single combined total.

What happens if I want to pay by debit card?

The debit card will be treated like a credit card. If there is a "Visa" logo on your card it cannot be used to make the payment because Visa is not accepted. If there is a "MasterCard" logo it can be used on the payment site and a 2.5% convenience fee will be charged. As the debit card is connected to a bank account you can avoid the convenience fee by paying by e-check instead. If you select the e-check payment option, the site will ask for your routing number and account number which may be obtained from your paper checks or by contacting your financial institution.

What happens if I get a refund?

If you qualify for a refund of any part of your credit card payment, the refund will be applied back onto your credit card and the convenience

What are my options of paying in other ways?

Electronic Checks at no cost to you.

We do understand that customers need payment options so WSU will continue to offer you the payment option of e-checks with no convenience fee charge to you. E-check payments are simple to make and require no prior set up by your bank. You input bank information you can get from one of your regular checks (account number and bank routing number) into the secure University Payments page and the authorized payment will be subtracted from your bank account within 1 – 2 days.

2. In person in person at Student Accounts Window, (West Building)

- Cash
- Check

3. By mail

Check only (no cash) payable to WSU (please indicate name and ID number of student and what you are paying for.)

How can I pay from overseas?

Official Payments accepts International based MasterCard, Discover and American Express cards from customers living overseas.

How secure is my online payment?

WSU websites adhere to payment card and banking industry standards. E-Checks comply with NACHA standards. Official Payments is the trusted payment services partner of the United States Internal Revenue Services, 25 state governments, the District of Columbia, more than 2,500 local and municipal government agencies, more than 400 colleges and universities, and other public and private interests in all 50 states. OPC secures your personal information entered into their Web site through Secure Sockets Layer (SSL) 128-bit encryption, which creates a protected connection between users and the web server. This means your card



number and personal data are never sent over the Internet unencrypted. Official Payments uses the best encryption technology available. Card information is not passed to WSU and payment data is passed using hardware encryption. Transactions are processed using a leased line connection to the card issuers. Official Payments partners with VeriSign to ensure the highest level of security.

GI BILL AND VA BENEFITS

West Building, Room 269D • 509-372-7351

veterans@tricity.wsu.edu

The Registrar's office works with students to ensure they are receiving all the VA benefits. The Registrar is WSU Tri-Cities Certifying Official of VA Benefits.

Veteran Dependents 50% Tuition Waiver

Eligibility: You are eligible to pay reduced tuition if you are a Washington domiciliary (RCW 28B.15.013) who was an active or reserve member of the United States military or naval forces, or a national guard member called to active duty, who served in active federal service, under either Title 10 or Title 32 of the United States Code, in a war or conflict fought on foreign soil or in international waters or in another location in support of those serving on foreign soil or in international waters, and if discharged from service, has received an honorable discharge. (RCW 28B.15.621)

Qualifying Criteria: This waiver is awarded to eligible students pursuing their first bachelor's degree to a maximum of 150 semester credits. Tuition is waived in 10% increments up to 50%, based on GI Bill participation. The waiver is only applied to the cost of resident tuition and to a maximum of 18 credits per semester. You must be domiciled in the State of Washington (RCW 28B.15.013). You must have a character of discharge of "Honorable" in order to qualify for this waiver.

Procedures: Please complete the application section below. Attach a copy of your Certificate of Discharge (DD-214 -member copy 4) or other supporting documentation showing qualifying service..

Veteran Dependents 100% Tuition Waiver

Eligibility: You are eligible for a 100% tuition waiver if you are a Washington domiciliary (RCW 28B.15.013) and are a child or stepchild or adopted child or surviving spouse or surviving domestic partner of an eligible veteran or National Guard member who lost his or her life or has been designated 100% disabled by the federal department of Veterans Affairs as a result of serving in active federal military or naval service, or who is determined by the federal government to be a prisoner of war or missing in action. The veteran must have served in a war or conflict fought on foreign soil or in international waters in support of those serving on foreign soil or in international waters, and if discharged from service, have received an honorable discharge (RCW 28B.15.621).

Qualifying Criteria: This waiver is awarded to eligible students pursuing their first bachelor's degree to a maximum of 133 semester credits under this waiver. The veteran and the waiver applicant must be domiciled in the State of Washington (RCW 28B.15.013). The child or stepchild must be between the age



of 17 and 26 (marital status does not affect eligibility). The surviving spouse or domestic partner has 10 years from the date of death, total disability, or federal determination of POW or MIA status to receive benefits under the waiver. Upon remarriage or the establishment of a domestic partnership, the surviving spouse or domestic partner is ineligible. If death results from total disability, the surviving spouse or domestic partner has 10 years from the date of death in which to receive benefits under the waiver.

Procedures: You must provide proof that the veteran or National Guard member is domiciled in Washington or was domiciled in WA at the time of death or designation of KIA, POW, or MIA status. Provide member copy 4 of the veteran's or National Guard member's Certificate of Discharge (DD 214). Provide proof that the veteran's or National Guard member's 100% disability or death was service connected or provide proof of MIA, KIA or POW status. If you are currently receiving VA education benefits attach the Department of Veterans Affairs Certificate of Eligibility. If you are not currently receiving VA education benefits submit a copy of your Birth Certificate (child) or your Marriage Certificate (spouse) or your Birth Certificate and Parent's Marriage License (stepchild) or Adoption Paperwork (adopted child) or your Certificate of State Registered Domestic Partnership (domestic partner).

LEOFF 70% Tuition Waiver for Children

Eligibility: Spouse, domestic partner or child of any law enforcement officer or fire fighter who lost his or her life or became totally disabled in the line of duty while employed by a public law enforcement agency or full time or volunteer fire department in this state. The phrase "totally disabled" means a person who is prevented from performing any occupation or gainful pursuit (RCW 28B.15.380).

Qualifying Criteria: Children must begin course of study at a state-supported institution within ten years of graduation from high school.

Procedures: Please complete the application section below. Provide a copy of your sponsor's letter from the Washington state retirement authority indicating total disability or death. Provide a copy of your Birth Certificate (child) or your Marriage Certificate (spouse) or your State Registered Domestic Partnership (domestic partner), as applicable.



ACADEMICS AND ADVISING

ACADEMIC ADVISING

Consolidated Information Center (CIC Building), Upstairs • 509-372-7399

advising@tricity.wsu.edu

www.tricity.wsu.edu/ualc/index.html

The Undergraduate Advising and Learning Center offers a comprehensive approach to student learning and career success. We provide students with deliberate and methodical services that cultivate student learning and development throughout their academic career at WSU Tri-Cities. We help students build the most significant educational experience possible, while fostering life-planning skills

Academic advising is a key component to a student's success. At WSU Tri-Cities, academic advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the resources, services, and opportunities that are available.

Academic advising is a partnership in the educational process where both parties, the student and the advisor, have clear responsibilities.

Student Responsibilities

- Schedule regular appointments.
 - October - Schedule advising appointment for priority registration for Spring enrollment.
 - March - Schedule advising appointment for priority registration for Fall and Summer Session enrollment.
- Call if it is necessary to change or cancel an appointment.
- Gather all relevant decision-making information and necessary materials (DARS, tentative course selections, forms, etc.) to aid in decision-making and to build a schedule free of conflicts.
- Prepare a list of questions or concerns before meeting with your advisor. Continue to ask questions until you understand.
- Become knowledgeable about policies, procedures, and requirements.
- Be proactive in checking the electronic resources, such as the Degree Audit Report (DARS).
- Keep a personal record of your progress toward academic goals
- Clarify personal values and goals and provide advisor with accurate and truthful information regarding your interests and abilities.
- Accept responsibility for your decisions and your actions.

Advisor Responsibilities

- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Assist students in exploring their educational options.



- Encourage and support students with information about strategies for utilizing the available resources and services on campus and in the community.
- Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals.
- Be accessible for meeting with advisees during office hours.
- Assist students in decision-making skills and in assuming responsibility for their educational plans and achievements.
- Maintain confidentiality.

Additional Reasons to see your Advisor

- Discuss any problems that affect academic performance, including academic progress, certification and course selection.
- Add or drop courses or to take a course pass-fail or audit.
- Discuss concerns about inadequate study skills, difficulties in course work, academic probation.
- Find out where help is available.
- Discuss career considerations, changing directions/major/interests.
- Declare a major (Certification of Major).

How to Choose a Major

Choosing a major is one of the most important things you do at college. This worksheet is designed to help you identify a major that will suit your abilities, interests, and goals as you complete your education and develop career plans.

What is a Major?

WSU has seven colleges that grant undergraduate degrees. The colleges are divided into various departments, which offer majors. A major is a set of courses that exposes you to an academic area of study in-depth. WSU Tri-Cities offers a number of majors, several with a variety of options available.

The Process of Choosing a Major

You will benefit by using a process to select a major, even if you think you already know what you want to major in. Many students who began WSU “knowing” what they wanted, later found they had not explored all their options carefully and had not made good choices. Many times this could cost you time and money.

So, if you know what you want, or if you’re finding it a challenge to narrow down your interests to a single major, or if you just aren’t sure which major is for you, begin by thinking about yourself. Who are you? What are you good at? What do you like to do? Where do you want to be in ten years?

Take a Good Look at Yourself

Before you start to worry too much about what’s out there in the world, write down a few important things about yourself. Be as honest as you can. This is for your benefit.

Identify your academic interests:



- *What things interest you the most?*
- *Do you read for pleasure?*
- *What subjects do you like to study?*
- *Do you like math?*
- *What are your best accomplishments in school?*
- *What do you do in your spare time?*
- *Do you like to read?*

You can use the answers to these questions to begin to define possible major areas. For example, if you dislike reading and don't often read for pleasure, you might decide to rule out majors in English or history. If you do not like math, engineering, science or business may offer more of a daily struggle than you'll want to undertake.

Identify your academic abilities:

- *In what subjects do you receive your highest grades?*
- *Are you reasonably comfortable working with numbers?*
- *What subjects do you struggle with?*
- *Can you express your thoughts clearly in writing?*
- *Do you retain what you read?*
- *What comes easily to you?*

In general, it's best to major in an area that you like, and where you have the ability to do well. For example, if you like to work with equipment and find technical procedures easy to perform, you might want to consider majors in science or broadcasting.

If you major in a subject that you like, you'll feel more motivated to study. The more you enjoy studying, the better your grades are likely to be, especially if you have some ability in the subject as well. These days, many employers look carefully at grades when they recruit on college campuses, so the higher your grades, the more competitive you may be in the job market. If you plan to pursue a graduate degree, you'll want your undergraduate grades to represent the best work you're capable of doing.

Imagine your future:

- *What do you want to be doing ten years after college?*
- *Where do you want to live?*
- *How important is working with people?*
- *What income do you want to have?*
- *What do you value?*
- *What will be most important in your life?*
- *What do you secretly want to do?*

Use your answers to these questions to define your personal and professional goals. Once you have an idea where you'd like to be going, then think again about possible majors that correspond to your interests and abilities. Which ones can you eliminate? Which ones look promising?



Take a Good Look at What's Out There

Use the WSU Catalog and other resources to identify departments that offer courses that sound really interesting to you. Select your GER courses based on an informed decision. Consult with various departments regarding what they have to offer you to meet your interests and abilities.

Connect Yourself, Your Career Goals and a Major

After you have thought a bit about who you are and what life goals you have and have done research on what is available, you can begin to identify major areas that might prepare you best for the future. No matter which major you choose, careful planning is the key to timely completion of a degree. Your academic advisor is there to help you. Work carefully with your advisor as you select courses each semester to measure your progress toward the degree you plan to earn. Use the resources available to you.

What if I'm Undecided?

It's OK to be undecided. If you haven't decided on a major, don't worry! You can use the first year, and in some cases, two years to investigate academic areas that might work out well for you. Different majors have different common requirements. If you are good in math and science, take the more rigorous math and science courses, which will also satisfy GERs in most humanities and social science areas, as well as keep your options open in most science areas.

You should consult the WSU Catalog or your degree audit to determine the requirements of each major. There are also check sheets for each major available in the individual department offices.

Your academic advisor will help you select the appropriate courses to explore as many possible majors and keep your options as open as possible. You can also use the Career Services Office for additional assistance. Internships and work opportunities can help to discover promising academic areas.

How is a Major Related to a Career?

Today's workplace is changing rapidly. Twenty years from now, you may find yourself working in a field that has not yet been invented. In fact, most adults change careers several times over the course of their working lives. A well-chosen major will prepare you to do well in many occupations, because it will give you the problem-solving and communication skills you'll need to succeed. Some jobs require specific college majors, others do not. It's often possible to work in business, for example, after completing a major in the humanities or social sciences. The courses you'll complete for your major will give you skills and knowledge to last a lifetime, no matter how much the workplace may change.

UNIVERSITY COMMON REQUIREMENTS FOR GRADUATION

A PROPOSAL FOR UNIVERSITY COMMON REQUIREMENTS (draft 03.23.2011)

Vision: WSU fosters educational outcomes that include knowledge of human cultures, of the arts, and of the natural and physical world. Students develop their intellectual and practical skills through integrated learning experiences that prepare them to be responsible local and global citizens and



leaders. They reach this through a broad liberal education, specialization in a major, and community and field-based experiences that explore the world's major questions.

The following University Common Requirements assist students in meeting that vision while also adhering to the set of design principles recommended by the General Education Visioning Committee, including that they be: based on learning goals (see Appendix A); simple, yet flexible enough to work for all students (including transfer students), all majors, and on all campuses; integrated with the major and vertically throughout the undergraduate experience; provide for a coherent first year experience and culminate in a meaningful integrative and applied “capstone” experience; and assessable.

FIRST-YEAR EXPERIENCE: 3 semester credit hours

Roots of Contemporary Issues (3 cr.)

FOUNDATIONAL COMPETENCIES: 9 semester credit hours

Quantitative Reasoning (3 cr.)

Communication (3 cr.)

Written Communication (3 cr.)

WAYS OF KNOWING: 16 semester credit hours

Inquiry in the Social Sciences (3cr.)

Inquiry in the Humanities (3cr.)

Inquiry in the Creative and Professional Arts (3cr.)

Inquiry in the Natural Sciences (7 cr.)

INTEGRATIVE AND APPLIED LEARNING: 6 semester credit hours

Global Diversity (3 cr.)

Integrative Capstone (3 cr.)

TOTAL REQUIRED SEMESTER CREDIT HOURS: 34 cr.*

* Only three, three-credit courses may be taken within the major; all other courses must be taken outside one's major.

EDUCATION ABROAD

West Building, Room 269F • 509-372-7139

edabroad@tricity.wsu.edu

www.tricity.wsu.edu/education_abroad

WSU offers more than 1,200 Education Abroad programs in 70 countries around the world. A program abroad has the potential to be a life-changing experience. The Education Abroad Liaison can help you integrate your study abroad program into your WSU degree plans.



Types of Programs

WSU offers four types of programs for students interested in Education Abroad, including Exchanges, Study Abroad, Faculty-Led Programs, and Academic Internships Abroad.

EA definitions

EXCHANGES Exchanges are programs in which students directly enroll at the partner university for a semester or year.

STUDY ABROAD Study abroad opportunities are provided with the assistance of third-party organizations that work with WSU and universities in other countries. Study opportunities fit within a summer, semester, or year time frame.

FACULTY-LED PROGRAMS Faculty-led programs are developed by WSU faculty for WSU students. They usually take place during the summer term.

ACADEMIC INTERNSHIPS ABROAD Academic Internships provide a way to gain valuable experience abroad and earn academic credit. Internships can range from two weeks to one year.

Cougs Abroad Advising Sessions

Your Academic Advisor may be able to point out additional considerations that are specific to your General Education, Major, Minor, or Honors requirements. An awareness of how your study abroad coursework will fulfill graduation requirements can help you study abroad and complete your degree in a timely manner.

The Cougs Abroad Advising Session is a one-hour session that covers the basics you need to know to select a program that will complement your academic and professional goals.

- How to Apply
- Application Deadlines
- Financial Aid
- Risks Considerations
- Academic Planning
- Understanding Travel Documents

College of Business Global Learning Requirements

The at College of Business (CB) at WSU is a world-class business school with a global focus. One of the primary goals of the CB is to prepare students to become purposeful, innovative, versatile leaders with the skills and knowledge to succeed in the global marketplace. As part of that goal, the CB is committed to providing its students and faculty with the opportunity to experience education abroad. In addition to learning about another culture and interacting with students from around the world, study abroad provides a person with a lifetime of memories and experiences that will shape students' future careers.



UNIVERSITY COLLEGE WRITING PROGRAM AND PORTFOLIO

West Building, Room 207A • 509-372-7351

jbaker@tricity.wsu.edu

www.tricity.wsu.edu/admission/admitted/writingportfolio.html

The Junior Writing Portfolio is a graduation requirement consists of two parts:

1. The Packet: Choose three pieces of your best writing from any college-level writing that has been evaluated by a professor. This can include lab reports, case studies, group projects, creative work, memos, in-class writing, traditional essays, and so forth. You may also provide work from other colleges. Once you have selected your three writing samples, you will need to contact the original instructor to have them sign the cover sheet (downloaded from the website or purchased from the bookstore). If the instructor is unavailable to sign the cover sheet, an email from the instructor indicating that the writing sample is your work is acceptable. The instructor must also indicate if the work is "Acceptable" or "Outstanding." Each of the three writing samples must come from different college-level courses, even if the instructor is the same.
2. The Timed Writing: The writing exam consists of two impromptu essays written during a single, supervised two-hour session. One essay will be argumentative and the other will be self-evaluation.

Who Has To Do It?

All undergraduates intending to earn a degree from WSU, including transfer students and regional campus students, must complete this mid-career assessment.

When Should It Be Done?

Upon completion of 60 credit hours, students are given two semesters to satisfy the Junior Writing Portfolio. The University Writing Portfolio must be completed before a student enrolls in an [M] course.

Why Do I Have To Do It?

The Writing Portfolio identifies students who demonstrate a need for structured writing support with upper-division writing requirements, such as the [M] courses. Additionally, the evaluation recognizes students whose writing is proficient or excellent for upper-division undergraduate work. The Writing Portfolio provides an assessment at this level in order to ensure success for WSU graduates in both their academic work and the professional world.

Is There A Fee?

Your WSU student account will automatically be charged with a one-time assessment fee when you enroll at WSU. At this time, that fee is \$16.70.

Where Do I Submit The Portfolio and Timed Writing?

You may complete the Packet and the Timed Writing in the order you choose. Portfolio Packet envelopes need to be submitted to Joanne Baker, West 207B. To schedule the Timed Writing for the Tri-Cities campus, you must register at: www.tricity.wsu.edu/admission/admitted/writingportfolio.html.



For more in-depth information about the University Writing Portfolio in general, please visit:
www.writingportfolio.wsu.edu.

Students qualifying for disability accommodations should contact Cherish Tijerina at 372-7352 or ctijerina@tricity.wsu.edu for special arrangements prior to taking the timed writing.

UNDERGRADUATE PROGRAMS

Business Administration

The bachelor of arts degree in Business Administration at WSU Tri-Cities is offered through the College of Business. Majors available at WSU Tri-Cities include Accounting, Business Administration, and Management and Operations.

WSU's business program is accredited by the Association to Advance Collegiate Schools of Business (AACSB) – the most prestigious accreditation awarded to a business program. Of the 3,000 business programs at four-year schools in the U.S., only 400 are AACSB accredited. Of those 400 programs, only 160 offer accounting majors, and only 100 have both undergraduate and graduate programs.

The business professors at WSU Tri-Cities are leading researchers and top-notch educators who have close ties to industry, and real world experience in the fields in which they teach. The faculty bring their vast experience, and entrepreneurial and innovative vision into their classrooms and help you learn how to use concepts and practices in your business career. Small class sizes ensure meaningful faculty-student interaction.

Civil Engineering

The School of Engineering and Architecture offers a bachelor of science in Civil Engineering. Civil Engineering is a profession that uses our nation's resources to improve the quality of life for everyone, while preserving and protecting the natural environment. Civil engineers design and maintain crucial infrastructure, including water facilities, electric energy generation, solid and hazardous waste disposal, community planning, highways, railroads, airports, buildings, and bridges.

Civil engineering involves the planning, design, construction, and operation of facilities and systems that are essential to modern life and infrastructure. Civil engineers create and manage bridges, highways, buildings, airports, dams and waterways, water purification plants and distribution systems, foundations and tunnels, waste treatment and disposal facilities, and conventional and renewable energy supply systems.

Computer Science

The School of Electrical Engineering and Computer Science offers both undergraduate and graduate degree programs in Computer Science at WSU Tri-Cities. Computer science is a discipline that provides a scientific foundation for a variety of practical skills including software engineering, computer system design, software system design, data base design and applications, distributed computing, network



design and applications, computer graphics, scientific computation, and the use of specialized computer applications. The computer continues to have a dramatic affect on many aspects of contemporary society, and the demand for people who are trained to use computers and software systems will increase for the foreseeable future. The curriculum in computer science prepares students for a variety of careers that involve the extensive use of computers.

Students who enroll in the Computer Science Program will find themselves immersed in an environment of learning and challenged by the rigorous coursework. This program provides education based on a theoretical, experimental and ethical foundation further enhanced by opportunities for participation in research, internships, international studies, interdisciplinary programs, or programs in entrepreneurship. Students will advance in state-of-the-art fields, incorporating technical disciplines from electrical engineering and computer science.

As students graduate, they will be prepared for professional leadership, civic influence, and lifelong Learning. They will be experienced in research and developing technology to address present and future societal problems and collaborate with researchers from other disciplines to address societal grand challenge problem

Digital Technology & Culture

The B.A. in Digital Technology & Culture is an interdisciplinary degree that combines theory and practice in the study of the latest communication technologies. The program is dedicated to thinking across a variety of media forms while simultaneously studying the cultural impact these media have on our global society.

Students of the program creatively design, critique, and interact with new media while engaging the histories that contextualize these media. Student work is continually framed by the key issues surrounding the implementation of digital media, including studying issues of access, diversity, identity, multimodal content, and interactivity. Graduates of the DTC program have the keen analytical skills necessary for success in any field, but also have the ability to compose digital content utilizing a variety of media. The degree is designed to help students not only become better readers of digital media, but also become erudite in composing a wide array of digital works.

Education

The College of Education offers one bachelor's degree option for undergraduates at WSU Tri-Cities: the bachelor of arts in Elementary Education. Students in this program will earn a Kindergarten through Eighth Grade (K-8) teaching certificate with an Elementary Education endorsement. Students who wish to teach middle school with a K-8 credential should consult with an advisor regarding additional qualifications that may be required.

Students may elect to take additional coursework leading toward add-on endorsements in Bilingual Education, English as a Second Language (ESL), Special Education, and Reading.



While WSU Tri-Cities currently does not offer a bachelor's degree in secondary education, students can still prepare to become secondary school teachers through their undergraduate coursework.

Electrical Engineering

The curriculum in electrical engineering is designed to give the student fundamental knowledge in the areas of general interest to all electrical engineers. The course of study is therefore oriented toward the basic theory and concepts which prepare students for entry into any of the many activities open to members of the profession including research, design, development, operations, management, teaching, sales, and consulting. Laboratory experience is emphasized to provide for familiarity with electrical, electronic and computing equipment and with experimental techniques. Modern laboratories are available for electrical circuits, electronics, power systems, electromagnetics, measurements, digital signal processing, wireless communications and computers. Students are exposed to a variety of up-to-date computing environments to aid in their studies.

The curriculum is designed so that the equivalent of the first three to four semesters may be transferred from community colleges with minimal difficulty. The additional basic material common to all branches of electrical engineering is concentrated in the junior year, and maximum flexibility is permitted in the senior year, allowing the student to develop a breadth of interest or to select an area of specialty. The program offers a two-semester senior design project that typically involves industry cooperation, and provides students with valuable experience in applying their skills to solve real-world problems.

English

The Department of English at WSU Tri-Cities provides students with a broad critical and cultural understanding of literature and literary studies, while at the same time emphasizing the writing and analytical skills that are crucial to success in the university, in professional and graduate school, and in the workplace.

The program of study is flexible and allows English majors to focus on particular areas of intellectual interest, to pursue electives, minors, and second majors in other departments, and to shape their academic careers in line with professional and personal interests.

The curriculum is designed for:

- Students who desire a broad education emphasizing language and literature;
- Students who wish to teach or to prepare for graduate studies in English or related fields; and
- Students who intend to use the background and skills learned in the major as a foundation for careers in writing, editing, law, or business.

The curriculum provides majors the opportunity to complete their studies with a small discussion seminar or senior project in their area of emphasis.

Environmental Science

The School of Earth and Environmental Sciences offers a bachelor of science degree. Environmental Science deals with the variety of environmental problems caused by humans as they live their lives; satisfying their needs and wants, processing materials, and releasing unwanted products into the



environment. The field emerged as a response to these problems. Today this includes the issues of air and water pollution, biodiversity, hazardous waste, global climate change and ozone depletion. WSU's environmental science leaders have developed a program of study that provides graduates with the perspective, tools, and experience to meet the challenges that this exciting field presents.

Addressing environmental problems requires more than a good general science degree. Students will study subject matter from a range of disciplines that includes the social sciences as well as natural sciences.

In addition to the core requirements, students must consult with an advisor to choose an area of specialization and complete a minimum of 18 semesters credits related to the chosen topic. Students may chose from a diverse range of fields in environmental science, including natural resource sciences, geology, biology, environmental regulatory compliance, occupational and environmental health science, health science, hazardous waste management, or agricultural ecology.

History

The College of Liberal Arts offers a B.A. in History at WSU Tri-Cities. The study of history prepares our students to understand the world in which they live, its historical development and inter-relatedness.

It also helps students appreciate their place within the world. It illuminates the human condition and develops historical sensitivity. With this knowledge, students are able to extend their experience, fortify their judgment, and develop a broad appreciation of their heritage.

The History department is known as a department committed to quality undergraduate teaching. By far, the greatest strength of the department is the faculty. Although distinguished for their books and other scholarly publications, WSU History faculty consider teaching to be their primary mission. Several faculty members in the WSU system have won recognition through major teaching awards, and students find them helpful and willing to meet on an individual basis after class. In addition to their professional training, faculty have benefited from extensive travel, research, and/or teaching abroad.

Humanities/Social Sciences

The College of Liberal Arts offers the the General Studies degree that is for students whose primary interest in either humanities or social sciences requires programs and course selections which are not possible within single academic units or established curricula. Students who wish to earn a Bachelor of Arts in Humanities or a Bachelor of Arts in Social Sciences will devise an approved, coherent program of study which fulfills an academic or career goal and includes prerequisites consistent with the 300-400-level course work. In addition, each student will satisfy the General Education Requirements and any additional requirements of the College of Liberal Arts.

Mechanical Engineering

The School of Mechanical and Materials Engineering offers a bachelor of science in Mechanical Engineering. Mechanical engineering is concerned with the use and economical conversion of energy from natural sources into other useful energy to provide power, light, heat, cooling, and transportation.



In addition, design and production of machines to lighten the burden of human work; the creative planning, development, and operation of systems for using energy, machines, and resources; and the processing of materials into useful products are key elements in mechanical engineering. The educational objectives of the undergraduate mechanical engineering program are as follows:

- To ensure that our graduates have an understanding of fundamental mathematical and scientific principles and the ability to apply these principles to relevant engineering problems.
- To ensure that our graduates have the technical knowledge, hands-on experience, and communication skills that will allow them to function successfully as members of technical teams.
- To instill in our graduates an appreciation of the economic, social, environmental, and ethical impact of their professional activities and a desire for lifelong learning.

An engineering internship program is available for students to gain industrial experience during their academic careers. Graduates are prepared to enter the field as engineers or to continue into a graduate program.

Nursing

The bachelor of science in Nursing (BSN) program at WSU Tri-Cities combines the best of a liberal arts and professional education. It prepares nurses for work as self-directed professionals working in collaboration with other professional members of the health care team in a wide variety of settings. The BSN Program is under the direction of WSU's College of Nursing, a consortium nursing program in Eastern Washington since 1968.

BSN students are introduced to research methods and are encouraged to use research in their practices. The degree program also prepares nurses for entrance into graduate study, a requirement for management positions, clinical specialties, and nurse practitioner roles.

The BSN program for Registered Nurses is a baccalaureate degree program designed especially for registered nurses. It is the only state-supported program of its kind in the region and complements the Associate Degree in Nursing offered at nearby community colleges.

Psychology

The College of Liberal Arts offers a BS and BA in Psychology. The field of psychology is both science-driven and practice-oriented and our department offers hands-on experience in both areas.

Students interested in exploring the scientific aspects of psychology can work on ground-breaking research with faculty in diverse areas, including neuroscience, sensation and perception, memory and thinking, social relationships, mood disturbances, adult/child clinical disorders and health psychology. Students interested in exploring the practice of psychology can become involved with both clinical practicum experiences and with peer teaching.

Psychology can help you better understand yourself and others. Knowledge and application-based experimental and clinical methods are powerful tools offered at WSU that are useful in a variety of career choices.



Sciences

Academic studies at WSU Tri-Cities in the sciences include shrub-steppe ecology, ecological restoration, river systems management, limnology and aquatic ecosystem management, fish ecology, hazardous waste management, environmental toxicology, environmental health assessment, radiological sciences, groundwater hydraulics, geochemistry, bioorganic chemistry, proteomics, Pacific Northwest geology, and bioproducts technology. Three different bachelor's degrees in Sciences are available at WSU Tri-Cities:

General Biological Sciences: The biological sciences programs give you hands-on research experience, working alongside professors who are acclaimed scientists. These programs build a strong foundation for success in careers in industry, consulting, government, and academics, as well as graduate and professional schools.

General Physical Sciences: The academic programs in the physical sciences give you options for research experience with guidance from internationally respected scholars. These programs build a strong foundation for career success in industry, consulting, and high-demand areas of high school teaching, as well as for later achievement in graduate and professional schools.

General Mathematics: The program in the mathematical sciences not only gives you a solid foundation in the study of logical structures, it lets you apply your knowledge to research that addresses real-world problems. As a math major, you emerge from the University ready to launch a successful career in industry, consulting, government, or high school teaching—or excel in graduate or professional schools of your choosing.

Viticulture and Enology

The Viticulture and Enology major in Integrated Plant Sciences (IPS) was created for students interested in wine-grape growing and winemaking, as well as contributing to critical research and development opportunities in the wine industry. This program offers the technical, scientific, and practical experience needed to gain the essential skills for producing high quality grapes and premium wines. It prepares students for successful careers in the wine industry in Washington and beyond.

WSU Tri-Cities offers excellent opportunities for students seeking knowledge and experience in the science of winemaking and grape production through our world class faculty, and is also the home of the research and teaching vineyard. Its close proximity to the WSU Research and Extension Center in Prosser (about a 20-minute drive), which has a long history of researching wine grapes and the best ways to grow them, make WSU Tri-Cities a prime and engaging location for students in the Viticulture and Enology academic program.



STUDENT SUCCESS PROGRAMS AND CENTERS

LEARNING CENTER

Consolidated Information Center (CIC Building), Upstairs
509-372-7399

jsmearma@tricity.wsu.edu

www.tricity.wsu.edu/learningcenter/index.html

The Learning Center assists students with resources to enhance study skills and promote academic success. Tutoring is available in the Learning Center. Tutoring is done on a drop-in, group basis and is first come, first served. Visit www.tricity.wsu.edu/learningcenter/index.html for current semester workshops and tutoring hours.

WRITING CENTER

Consolidated Information Center (CIC Building) 201 (in the upstairs of the Library)
509-372-7372

Simon Aebersold, Acting Director

simon.aebersold@tricity.wsu.edu

www.tricity.wsu.edu/writingcenter/index.html

Our Mission

The WSU Tri-Cities Writing Center is dedicated to supporting student writers at all skill levels and from across the disciplines as they navigate the writing process (from prewriting and researching, to drafting and revising). The Writing Center is a positive learning environment where students composing in any medium or genre (including research papers, resumes, proposals, creative narratives, lab reports, DTC projects, etc.) can find resources and meet with our peer writing consultants. Through collaborative revision, we help students become better writers as well as meet course and university expectations by developing effective writing skills. By doing this, we support the success of our students, faculty, and university community.

How it Works

Although students may walk in for assistance at any time, making an appointment in the *WC Online* system is encouraged. Students who schedule an appointment may select the specific day and time of their consultation, and are guaranteed at least 30 minutes of one-on-one time with the peer writing consultant of their choosing. Scheduling an appointment is not only beneficial in terms of time management; it allows students to meet consistently with the consultant who can best meet their writing needs, learning style, and personality. All services of the WSU-TC Writing Center are free to WSU students.

Students may also visit the Writing Center to work on assignments, ask questions, use books and other resources, and/or pick up (free) handouts about the writing process, writing mechanics, grammar, documentation style, and more.



What to Bring

Please bring as much information as possible about the assignment you are working on. This could include the course syllabus, assignment or project description, grading rubrics, and/or any notes, brainstorm, outlines, drafts, or other work you have completed. The more you and the consultant understand the requirements of the assignment, the more productive your consultation will be. Other than assignment descriptions and completed work, the best things you can bring to an appointment are specific questions and a positive attitude.

How We Can Help You

All peer writing consultants are students themselves, so they can relate to the challenges of composing in an academic setting. Consultants are prepared to help students with many types of composition issues, including:

- Understanding the Assignment
- Prewriting and Invention
- Drafting and Research
- Revising, Editing, and Polishing
- Documentation Style
- Document Layout and Design
- Use of Visual Rhetoric
- Basic Computer Assistance

Rather than merely fix or complete one individual assignment, the Writing Center aims to teach writing skills, including how to approach an assignment step-by-step. This method goes beyond any individual assignment, and is designed to equip students with the knowledge and skills that will be useful in their future writing endeavors. The Writing Center is not an editing service; collaboration between student and consultant is necessary for a productive meeting.

TRiO STUDENT SUPPORT SERVICES

East Building, Room 203 • 509-372-7157

triostudentsupport@tricity.wsu.edu

www.tricity.wsu.edu/triostudentsupport/index.html

TRiO is a federally funded program that is designed to offer support programs to help students succeed in college. You must meet specific criteria and apply to the program.

Do any of these statements describe YOU?

- Talented student
- Determined to finish college
- First generation in your family to go to college
- Could use additional funds for college
- Documented disability



- TRiO Student Support Services is here to help students like you. Our services include:
 - Individualized success plans
- Academic advising
- One-on-one tutoring appointments
- Priority class registration
- Career guidance
- Study skills training
- College success workshops
- Cultural enrichment activities
- Field trips
- Financial literacy workshops
- Graduate school counseling

DISABILITY SERVICES OFFICES

West Building, Room 269 • 509-372-7352

Washington Relay Service: 1-800-833-6388

ctijerina@tricity.wsu.edu

www.tricity.wsu.edu/disability

Our mission is to coordinate services to employer students with disabilities to participate and excel in every aspect of academic and campus life at WSU Tri-Cities.

Accommodations Requirements

To receive accommodations, students must submit documentation of a disability or limiting condition. Complete documentation establishes the individual as a person with specific functional limitations and provides a rationale for reasonable accommodations

If you are coming to WSU Tri-Cities directly from high school, please contact the WSU Tri-Cities Disability Services Coordinator confirm that you have up-to-date disability documentation *prior to arriving at WSU Tri-Cities*.

For students with cognitive disabilities (learning disabilities, ADD/ADHD, etc.) assessments and documentation dated within the past *three years* is preferred.

For students with most psychological and medical conditions, documentation dated within the past *6 months* is very helpful.

We will work with you on a case-by-case basis to examine whatever documentation you have, of course.

Individual Education Plan (IEP) and 504 Plans



Individual Education Plan (IEP) and 504 plans differ significantly from the accommodations and services that can be provided at the post-secondary level. Colleges and Universities do not provide testing and assessment free of charge. Parents and students are encouraged to educate themselves about this and other differences. One excellent source of information is the U.S. Office of Civil Rights' Transition Guide.

VETERANS RESOURCE CENTER

West Building, Room 203 • 509-372-7143

veterans@tricity.wsu.edu

www.tricity.wsu.edu/va

The Veterans Resource Center houses, both the benefits certifying office and the Vet CORP representative. The office provides a one-stop shop for student veterans seeking information about educational and community benefits. It is also the mission of the Veterans Affairs Resource provide networking opportunities with student and community organizations for new and continuing students.

Whether you're a veteran transitioning into college and civilian life for the first time, or a veteran who has just graduated and is seeking employment in today's work force, the Veterans Affairs outreach center is a great resource.

Veteran Friendly Listener

The Veteran Friendly Listener (VFL) program is a network of faculty and staff that have volunteered to support WSU Tri-Cities student veterans. Each VFL is open to speak with any veteran, veteran dependent, or family member.

As students, veterans can feel disconnected from a campus community because they have had different life experience than the other students, faculty, and staff. With this program veterans have a network of faculty and staff who are familiar with the veteran experience and are safe resources for veteran students to seek out for information and conversation on topics related to academics, post graduation planning, transitions, past times, and their student veteran experience.

STUDENT COUNSELING SERVICES

West 269E 372-7153

abeidler@tricity.wsu.edu

www.tricity.wsu.edu/counseling

We offer short-term counseling services in an atmosphere that is welcoming and comfortable. There are no fees for services, and confidentiality is maintained in accordance with the legal and ethical guidelines. Our services are available during Fall and Spring Semesters and include Individual Counseling, Consultation and referrals as needed.

It is common to meet once a week for about 4-6 weeks and re-evaluate your needs at the end of that time. We usually address everyday life stresses and issues of mild intensity that respond well to cognitive behavioral models of therapy. However, for clinical diagnoses that require long term care and



specialized treatment, or for crisis intervention we will make appropriate referrals in the community. We strongly recommend that you will seek appropriate treatment.

INTERNATIONAL PROGRAMS OFFICE

West Building, Room 269D • 509-372-7351

International Students

WSU is proud to host more than 1,200 international students from more than 90 countries as part of the Cougar family. The Office of International Students and Scholars (OISS) is committed to providing caring professional services and support to our international clientele. OISS seeks to enhance the academic, cultural, and social pursuits of students and scholars from abroad through knowledge and expertise in immigration advising, and cross-cultural programming.

H1-B or H-4 Residency

WSU Tri-Cities is happy to host students currently on an H1-B visa. WSU Tri-Cities offers many degree options for working professionals or their dependents. As of July 1, 2009, students currently holding an H1-B visa or those on an H4 visa who have been residing in the state of Washington for one year or longer can enjoy the benefit of paying in-state tuition rates.

CAREER DEVELOPMENT CENTER

Consolidated Information Center, Room 202

509-372-7600

careers@tricity.wsu.edu

www.tricity.wsu.edu/careers

www.facebook.com/wsutccareers

twitter.com/CougCareers

The Career Development Center:

- Equips students for making career plans by facilitating awareness of their work related strengths, interests, and values
- Prepares students for finding internships and employment by enhancing their job search skills, resumes, and interviewing skills
- Provides career coaching, short workshops and events to support student career success

Career Exploration

- Are you unsure what major you should take? We assist students in assessing their strengths, interests, and career expectations to help identify academic majors and career development strategies to achieve their career goals.
- Are you certified in a major that doesn't have a direct career path such as DTC, Business, English, Environmental Science, History, Humanities, Psychology, Science, Social Sciences? We assist students in identifying career options and then creating job search strategies to enhance their ability to obtain a job in their desired field after graduation.

Internships

- Internships are an excellent way to check out a career, to build your resume, and to develop a professional network to support getting the job you want after graduation.
- Check out what volunteer opportunities and internships are available.
- Learn how to prepare compelling cover letters, concise resumes and polished interview skills to position yourself above the competition.

Student Employment

- Develop a job search strategy, from resume writing to interviewing skills to negotiating your salary and benefits, we can reduce your stress and increase your success.
- Check out part-time and full-time employment opportunities (before and after graduation) on Twitter, Facebook or our webpage.

DIVERSITY COUNCIL

www.tricity.wsu.edu/diversity

Vision

The vision of the WSU Tri-Cities Diversity Council is to transform the WSU Tri-Cities community so that we achieve and value unity through diversity.

Mission

The purpose of the Diversity Council is to advance an inclusive climate of diversity in which differences among people are promoted, respected and valued.

The Diversity Council supports a diverse climate through initiatives designed to empower students, staff, and faculty to act in socially just ways and to create, facilitate, embrace, and maintain a culture of diversity on the WSU Tri-Cities campus. These initiatives include facilitating training programs, supporting curriculum revisions to include issues of diversity, and being present at events and on committees.

We demonstrate a commitment to diversity through the recruitment and retention of a diverse student body, staff, and faculty.

We promote the value of diversity by initiating and maintaining a reciprocal dialog between the Council, faculty, staff, students, administration, and the community around issues and concerns related to diversity.

Definition of Diversity

Diversity is defined as differences among people with respect to age, class, ethnicity, gender, physical and mental ability, race, sexual orientation, spiritual practice and other human differences.

WAYS TO ACHIEVE HAPPINESS AND SUCCESS AT COLLEGE

GO TO CLASS It is easy to skip class, citing boredom and/or lack of interest. As you're aware, not everything in life is fun or interesting. If you can learn to handle the "grunt work" and show a pattern of good attendance, you will develop the essential habits of collegiate success.

LEARN THE CAMPUS One campus tour seldom provides the geographic knowledge a student needs to get from one room to another. Become an explorer and spend some time learning where all the departments and services are located.

KNOW THE UNIVERSITY'S ACADEMIC RULES You are an adult and will be held responsible for knowing the academic rules and regulations. Confusion on a rule is one thing, but ignorance of a rule is not an acceptable reason for not following it. Read the WSU Catalog for rules and regulations.

IGNORE RUMORS Do not act when in doubt. Rumors abound on campus and all have a particle of truth, but most have an abundance of fiction. Be careful when you hear "A friend of mine heard...", or "someone told me..." Acting on rumor could prove embarrassing, if not disastrous.

BUDGET YOUR TIME This includes making time for a social life – but if you do not learn to plan properly, your grades will suffer. Procrastination can be disastrous; to be successful you will need to budget your time well and plan ahead. You've probably heard the quote, "Poor planning on your part does not constitute an emergency on my part," and that applies to how your professors will interpret your actions. Plan ahead and leave yourself plenty of time to complete assignments, study for exams, and take care of personal business. That way, if something comes up, you'll be ahead of the game.

ACCEPT CONSTRUCTIVE CRITICISM The best way to overcome academic deficiencies is to face them head on. Constructive criticism is not meant to be a personal attack and it will help you reach your potential.

BEING A STUDENT IS A FULL-TIME JOB You cannot work hard one day a week and hope your grades will be acceptable. You must focus on not just academics, but on good social skills by interacting with others in university-sponsored activities — and still know when to study.

BECOME INVOLVED IN UNIVERSITY LIFE Being part of the university community is just as important as going to class, writing papers, and taking exams. This doesn't mean join every group, but be selective and participate. Being involved will only enhance your university experience.

GET TO KNOW SOME PROFESSORS They are people and should not be looked upon as the "enemy." They are individuals who will evaluate your work, supply references and guide your intellectual development. If you develop a bond of friendship, you will find they are invaluable during the rough periods of your academic career.

LEARN TO COMMUNICATE IN THE CLASSROOM There are no dumb questions concerning subject matter. If you do not know or do not understand something, chances are several other students do not either. Learning to ask questions is a real skill and you need to develop it now.

KNOW YOUR ACADEMIC SITUATION PRIOR TO MID-TERMS If you have any questions about how you are doing in a class, go to the instructor and discuss it. If you wait until mid-terms to "see how things are going" and experience failure, playing catch up can be a "no win" situation. Keep yourself informed.

REALIZE THAT BEING INITIALLY CONFUSED IS NORMAL Some students get upset when they realize they haven't mastered all facets of college life during the first semester. You will be learning how to cope every day, so if you are worried about being initially confused by all the activity, you are really quite normal.

BE PATIENT WITH YOURSELF You will make some academic and social mistakes during your college career. Please be assured that you are not doomed. When you realize you have "goofed," set out to correct it. If you don't, the original goof can fester and create other problems.

MAKE YOUR OWN DECISIONS Seeking advice is always wise. Trying to play it safe and avoiding making a choice leads to disaster. You must learn to take a chance (not a needless risk) when options are available and accept responsibility for your decisions. You are in school for your education, not for someone else's

If you go to college to please everyone else or anyone else, you end up pleasing no one, least of all yourself. While parents, guardians and friends should be concerned about your academic welfare, it is your education and your degree.

SAFEGUARD YOUR PHYSICAL AND MENTAL WELL-BEING Learn how to relax. When exhausted, rest. Eat the proper food. Participate in physical activities. No one is going to thank you for working yourself to a frazzle or getting ill by ignoring your body's or mind's basic needs.

ACCEPT RESPONSIBILITY FOR YOURSELF AND YOUR BEHAVIOR If what you say and do is prompted by others, or if nothing is ever your fault, you really cannot claim to be an adult, just a poor follower.

DO NOT BLAME OTHERS FOR YOUR ACADEMIC PROBLEMS This is closely related to the previous tip, but a large number of students blame others for their academic failure. This is a "cop-out" for immaturity.

LOCATE AND USE ALL UNIVERSITY SERVICES The university does want you to succeed and will help you by providing a variety of services. You are spending a lot of money for the services to be available, use them.

COMMUNICATE WITH FAMILY AND FRIENDS It may sound silly but parents can prove to be your best support service. They want to know honestly and truthfully just how you are doing. They may not know how to help other than listening, but that act alone can be essential to your well-being.

WHERE TO STUDY

Although studying at home is convenient, it is often a poor place to learn. Home has a plethora of distractions, including the telephone, video games, friends next door, family, TV, and the Internet. Lying down on your bed to read turns into an hour-long nap and a bright yellow highlighter spot on your sheets!

If you want to improve your concentration and efficiency as a student, develop a place to study that is just that — a place where you go to work on academics. The campus is full of good spots to study. Experiment with what works best for you. Popular study spots on campus are listed below, including rankings of noise level, cleanliness, and availability.

Places with Few Distractions (*Locations best for studying by yourself or quietly with friends*)

- Consolidated Information Center (CIC) Library is a great place to go study if you like quiet when you are studying. With Internet and computer access, comfy chairs, and tables to spread out projects, the library is designed to help you be motivated to focus on your studies. The library has different hours depending on the year, but is typically open in the morning to late into the evening.
- Nooks around campus provide a place where you can get some reading done or focus on your math problems. Several nooks are in the CIC (upstairs and downstairs), upstairs in the West Building, and downstairs in the East Building below the commons. Typically these nooks only fit one or two people, so they are great if you like to study alone ... or people watch.
- The Tutoring Center is a fabulous place to meet with a tutor for a particular subject and get the one-on-one help you really need to be successful in your classes.
- Computer labs can be a distraction — or they can be a place to focus if you need to work alone on the computer, either researching information for a class or writing a term paper. Computer labs are in West 145 and CIC 219. Computers for student use also are in the CIC library and in the Student Lounge. The Macintosh computer lab in West 223 has posted hours.

Social Places (*Locations where you can study by yourself or with a group*)

- The Student Lounge in West 136 the center of campus life, with a constant stream of people. This also is where the Associated Students of WSU Tri-Cities government offices are located. This is a good place if you are looking to study for 30 minutes between classes or at lunch. On any given day, half the people in the lounge will be studying and the other half will be chatting or playing games. It has a lot of light, is busy, and has a very comfortable environment.
- The West Building Atrium is an open area with a wall of windows in a central location at the bottom of the staircase and immediately outside the student lounge. It does not have all of the distractions of the lounge, but still has wireless Internet, comfy chairs, and tables for sprawling your work out on or studying with a group. The Atrium sometimes is used for campus events.
- The East Building Commons is where the Cougar Café is located, just through the breezeway between the West and East buildings. The wall of windows with its view of the Columbia River can be quite distracting, in a good way. The Commons has wireless Internet and tables at which to study, eat or both. There is a constant hum of student voices and laptop keyboards.
- Outside! The nearest patch of grass under a shady tree provides a good place for group meeting. Tables just outside the East/West breezeway or on the Patio near the West Atrium let you be as loud as you want — and move around as much as you want, in case you are preparing for a skit. And, of course, with the beautiful Tri-Cities weather this is a feasible option for most of the school year.

<i>Location</i>	<i>Noise Level</i>	<i>Table Space</i>
CIC Library	Low	Excellent
Nooks	Low/Medium	Good
Tutoring Center	Medium	Excellent
Computer Labs	Low	None

Student Lounge	High	Fair
West Building Atrium	Medium	Good
East Building Commons	High	Excellent
Outside	Medium/High	Good/Excellent

CAMPUS LIFE

STUDENT INVOLVEMENT

West Building, Room 269A • 509-372-7300

belong@tricity.wsu.edu

www.tricity.wsu.edu/studentinvolvement

Catch the Cougar spirit — be part of the action! There are many opportunities to get involved in the campus community outside of the classroom. Student who make the choice to get involved truly find a BELONGing at WSU Tri-Cities.

It is the mission of the Office of Student Involvement to provide services to students that focus on building and nurturing tomorrow's leaders, fostering an inclusive campus community tolerant of a diverse population, bestowing a lifelong sense of philanthropy and community responsibility, and encouraging continued character development.

The Office of Student Involvement is committed to providing students with the resources and opportunities to learn, develop, and have a little fun outside the classroom. The co-curricular programs and student support complement WSU's core values and motivate students to maximize their college experience.

STUDENT GOVERNMENT

West Building, Room 136A-F • 509-372-7128

aswsu@tricity.wsu.edu

www.tricity.wsu.edu/aswsu

Associated Students of Washington State University Tri-Cities (ASWSUTC)

The Associated Students of Washington State University Tri-Cities (ASWSUTC) is the official student association for all registered students attending WSU Tri-Cities. The elected student leaders represent student interests, needs, and welfare on behalf of the WSU Tri-Cities students.

The Student Entertainment Board (SEB), a branch of ASWSUTC is an exciting organization that has the opportunity to program a variety of events for the students and community at WSU Tri-Cities.

STUDENT REIMBURSEMENT PROGRAMS

Since WSU Tri-Cities does not offer an on-campus gym facility or childcare center, financial assistance programs are available through the University to offset these personal expenses. A partial gym membership reimbursement is available to all registered students and a childcare reimbursement program for those who qualify.

Fitness Reimbursement Program

West Building, West 269 A • 509-372-7297

belong@tricity.wsu.edu
www.tricity.wsu.edu/fitness

WSU Tri-Cities sponsors a subsidized partial reimbursement for students who are members of local fitness clubs. Students enrolled in a minimum of 6 credits at WSU Tri-Cities receive a 50 percent reimbursement of the monthly dues (based on the rate for an individual). Students who have signed state waivers are not eligible for this program, since they do not pay Student & Activities fees.

Child Care Reimbursement Program

West Building, West 269H • 509-372-7228
 finaid@tricity.wsu.edu
www.tricity.wsu.edu/student-affairs/childcare.html

The Child Care Reimbursement Program (CCRP) through WSU Tri-Cities reimburses students a specified amount for the first child and reduced amount for the second child. The student must be enrolled in at least six (6) WSU Tri-Cities campus credits (not DDP) and be using a state licensed day care provider. The child must live with the student applying for the program, acceptance one semester does not guarantee future acceptance. Students are required to apply each semester they would like to receive reimbursement. There are a limit number of students we can accept each term based on the amount of funds approved. This program is first come, first served as well as need based.

DINING SERVICES

Crimson Café
 Consolidated Information Center (CIC), outside Room 120 • 372-7201
james@cgcatering.com

The Crimson Café offers a full menu for students, faculty, and staff. They also are the sole-source provider for catering. All food service using University funds — from cookie trays to sit-down meals — either needs to be provided by Country Gentleman or have approval from Country Gentleman to purchase outside food. This catering contract also applies to any outside organizations that hold events at WSU Tri-Cities.

If you have questions regarding the bid process or the exclusive catering, please contact Doria Monter-Rogers in purchasing at 372-7201 or monter@tricity.wsu.edu.

HEALTH AND WELLNESS SERVICES

Hospitals and Emergency Rooms

Kadlec Medical Center
888 Swift Blvd.
Richland, WA 99352
509-946-4611

Kennewick General Hospital (KGH)
900 S. Auburn St.
Kennewick, WA 99336
509-586-6111

Lourdes Health Network
520 N 4th Ave
Pasco, WA 99301
509-547-7704

Urgent and After Hours Care

Physicians Immediate Care
310 Torbett St.
Richland, WA 99352
509-946-1695

Physicians Immediate Care
550 Gage Blvd
Richland, WA 99352
509-628-1362

KGH Urgent Clinics West
7201 W. Grandridge Blvd.
Kennewick, WA 99336
509-783-2222

KGH Urgent Clinics East
3000 W. Kennewick Ave.
Kennewick, WA 99336
509-783-8700

Lourdes Kania Clinics
5304 N Road 68
Pasco WA 99301
509-543-9300

Primary and Specialty Clinics

KGH Walk-in Clinics

81 Keene Road
 Richland, WA 99352
 509-627-2213

Kadlec Clinics
 3900 South Zintel Way
 Kennewick, WA 99338
 509-942-3627

KGH Walk-in Clinics
 4303 W. 27th Ave., Suite H
 Kennewick, WA 99336
 509-783-4973

Community Health Care La Clinica
 5219 W. Clearwater Ave Ste 6
 Kennewick, WA 99336
 509-783-4454

Community Health Care La Clinica
 515 W. Court St.
 Pasco, WA 99301
 509-547-2204

Kadlec Clinics
 9605 Sandifur Parkway
 Pasco, WA 99301
 509-942-3627

Lourdes Kania Clinics
 5304 N Road 68
 Pasco WA 99301
 509.543.9300

Kadlec Clinics
 3950 Keene Road
 West Richland, WA 99353
 509-942-3627

Medical Care, Based on Income

Grace Clinic
 3180 W. Clearwater Ave., Ste. A
 Kennewick, WA 99336
 509-735-2300

Community Health Care La Clinica
 515 W. Court Street
 Pasco, WA

509-547-2204

Dental Care, Based on Income

Community Health Care La Clinica
515 W. Court St.
Pasco, WA 99301
509-547-2204

STUDENT INFORMATION TECHNOLOGY

CIC Building, Room 225 • 509-372-7334

tchelp@tricity.wsu.edu

www.tricity.wsu.edu/informationsservices/

Network Accounts

A WSU Network ID (WSU-NID) is required to:

- Access personal student information via the web, using zzusis
- Class Registration
- Get a TriCity network account
- To apply for a WSU account, (WSU-NID) go to *portal.wsu.edu*

A WSU-TriCity User Account is required to:

- Login to TriCity campus computer labs & printing
- Wireless access
- To apply for a WSU Tri-Cities account, go to www.tricity.wsu.edu/ctc/netacct.

Network ID and Account Guidelines

Once you create a WSU ID, this gives you access to computing resources at WSU.

You are responsible for any and all use made of those services with your ID.

- Choose a password that cannot easily be guessed. Avoid names, parts of social security numbers, birth dates, etc.
- Change your password frequently and protect it. Write it down
- Immediately report any suspected unauthorized use of your account by sending an e-mail to abuse@wsu.edu & reset your password
- Never share your login name or password.

Official University e-mail address

Your WSU-NID also gives students an e-mail address with the format

firstname.lastname@email.wsu.edu.

To access go to *outlook.com*. E-mails from university departments will be sent to this address. Angel emails are sent to this address

Wireless Network Access

The Tri-Cities campus provides access for laptops and other wireless devices.

For information go to www.tricity.wsu.edu/ctc/wireless.

Violations of Computer and Network Use Policies

Violations of computer and network use policies are subject to loss of access to computing resource as well as to university disciplinary and/or legal action. (Please see section UNIVERSITY INFORMATION, POLICIES AND REGULATIONS for full description of consequences.)

Student Printing

Students will be responsible for the costs for prints made on campus network printers. Each new student will be allowed to print the first 200 pages free. Additional printing can be purchased at the Copy Center or at Student Accounts. Cost is \$.05 per page

LIBRARIES

WSU Tri-Cities Max E. Benitz Library
Consolidated Information Center (CIC) Building, 1st floor
Information Desk: 509-372-7430
Circulation Desk: 509-372-7303
<http://www.tricity.wsu.edu/dis/consolidated>

The Consolidated Libraries identify, obtain, organize, and provide electronic, printed, and other information resources and services to our clientele. We also serve as a gateway to the world's information sources through our four components: the Hanford Pacific Northwest National Laboratory (PNNL) Technical Library, the U.S. Department of Energy Public Reading Room, the Max E. Benitz Memorial Library of Washington State University at Tri-Cities.

The Pacific Northwest National Laboratory (PNNL) is operated as a service to the Hanford Site by the Pacific Northwest National Laboratory. The PNNL Technical Library provides scientific and technical information support for the Laboratory, the Hanford contractors, and the U.S. Department of Energy's Richland Operations Office. The extensive electronic and print collections of the PNNL Technical Library are also available to WSU Tri-Cities faculty, staff, and students. Its catalog, Leona, is available on the Web.

The CIC Libraries house the U.S. Department of Energy's regional Public Reading Room, also operated by the Pacific Northwest National Laboratory. The Public Reading Room makes information on the Department of Energy and Hanford's activities available to the public. The Reading Room is set up to facilitate browsing through its collections.

The WSU Tri-Cities Max E. Benitz Memorial Library is one of four campus libraries operated by the Washington State University (WSU) system. The other three libraries are: Spokane Campus' Cooperative Academic Library, the Intercollegiate Center for Nursing's Betty M. Anderson Library, and the WSU Vancouver Library.

The Benitz Library provides access to information for faculty, students, and staff, and the public, in support of their research and educational needs.

The Southeastern Washington Business Information Center (BIC) provides assistance to business owners to improve competitiveness through information, education, training, and counseling. The Southeastern Washington BIC is available to help businesses east of the Cascades and south of Spokane in Washington State. BIC library materials can be checked out by library patrons with a valid WSU ID card or WSU Temporary Borrower's card. An application for a library card can be obtained at the circulation desk.

UNIVERSITY EXPECTATIONS ABOUT ALCOHOL USE AT ALL WSU CAMPUSES

To maintain a healthy University environment conducive to academic achievement and personal growth, students are expected to conduct themselves in a responsible manner. Those of legal age who choose to drink alcoholic beverages are expected to do so responsibly and according to the policies of their living environment (i.e., residence halls, Greek residences, campus apartments, etc). Students under the age of 21 years are prohibited by law, and university standards from possessing or consuming alcoholic beverages. Campus and local police will enforce the law, and the Office of Student Standards and Accountability will follow procedures outlined in Standards of Conduct for Students (WAC 504-26) when findings of violations occur.

The Office of Student Standards and Accountability generally uses progressive discipline and will assign sanctions commensurate with the violation. (See WAC 504-26-405 for possible sanctions). While the goal of sanctioning is in part educational, students who participate in drug or alcohol offenses or engage in behavior that poses a safety risk to themselves or the community may face suspension or expulsion. Furthermore, proven instances of past misconduct shall be considered when assessing the appropriate sanction imposed upon a student determined to have violated WSU conduct standards.

University and Community Alcohol and Substance Abuse Resources

University and community resources are available to assist students with any problems associated with alcohol and substance abuse. These services include information, assessment, treatment, and referral. For information, contact Counseling Services, West 269E, 509-335-7153, <http://www.tricity.wsu.edu/counseling>.

WSU Tri-Cities Students Visiting WSU Pullman

Alcoholic Beverages at Student Activities or Athletic Events

Consumption or possession of alcohol in public areas of any University-owned or controlled property is prohibited except when those who are 21 years of age or older are participating in a sponsored event for which there is an alcohol license or banquet permit. Serving alcohol at University events is governed by the following policies:

When WSU events are held at private venues, individuals may purchase spirits from private vendors.

When private parties rent WSU facilities including those in the Compton Union Building, beer, wine, and distilled spirits may be served in accordance with state law.

On football game days, the following policies will be followed:

- Beer, wine, and distilled spirits sales will begin no earlier than three hours prior to kickoff, and there will be no sale of alcohol during and after the game.
- Identification will be checked for everyone purchasing alcohol in the Fieldhouse and these individuals will be issued a wrist band.

Noncompliance with this policy may result in disciplinary action by the Office of Student Standards and Accountability.

Guests

WSU students are responsible for the behavior of their guest(s) at a University sponsored event at any Campus or when residing in recognized University housing. In cases where the guests of residents

become unruly or violate University and organized living group policies, the WSU student will be held accountable. University or City of Richland police may be utilized in the confrontation of guests and other nonstudent or nonresidents who are disruptive or otherwise in violation of University policies.

Alcohol Responsibility in University-Recognized Housing

The consumption of intoxicating beverages by minors or providing such beverages to minors within WSU recognized housing is prohibited. Conduct proceedings will be initiated against individuals and/or groups who do not comply with this policy.

Irresponsible behavior that results from the consumption of alcoholic beverages is considered to be an infraction of the rules of recognized University housing and organized living groups (residence halls, fraternities, sororities, and other group houses). Students whose behavior is a problem for the community should expect to be confronted by residents, staff, University or Pullman police. Repeat offenders or situations where the health and safety of the community are at risk may result in students being removed from recognized University housing or living groups. These situations would also result in disciplinary action through the Student Conduct process.

Use of alcoholic beverages in residence halls and all recognized group living areas:

All students recognize that their presence during an alcohol/drug violation subjects them to disciplinary action. If students find themselves in a situation where alcohol/drug policy violations are occurring they should immediately leave.

Students of legal drinking age and their legal aged guest(s) may possess and consume alcohol in the privacy of their own room. The door to the room must be closed at all times.

Alcohol is prohibited in restrooms, corridors, study rooms, lounges, or any other public areas inside or outside the building.

Kegs or bulk alcoholic beverages are prohibited.

Students are expected to respect the "No Alcohol" policy on floors/living groups and/or designated residence halls.

Alcohol is prohibited in sorority houses. Exceptions for personal use by legal age members or guests in the private areas of any fraternity are governed by each chapter.

Greek Community Alcohol Policy/ Social Policy

Fraternities and Sororities must comply with Interfraternity Council and Panhellenic social policies and procedures outlined for social functions. Fraternities and sororities are required to be in compliance with their national or international regulations regarding alcohol consumption.

All social events on chapter property must be alcohol free. No alcohol may be consumed on chapter property during the time of an event/function. The definitions in the Fraternal Organization Agreement will apply in determining if a chapter is having a function.

Alcohol consumption on chapter property is prohibited by students under the legal drinking age and is restricted to the private rooms of students 21 years of age or older.

Alcohol consumption is prohibited entirely during ANY social event on chapter property. All off-property social functions where alcohol is present require a third-party vendor to serve alcohol, provide security,

and verify legal age. The definitions within the Fraternal Organization Agreement will apply in determining whether an off-property event is a chapter social function.

All event co-sponsors will be held equally responsible for policy compliance. The social policy will remain in effect throughout the calendar year, including breaks and summer for chapter houses while occupied by chapter members.

For a complete listing of sanctions and enforcement guidelines please visit the on-line locations for the Center for Fraternity and Sorority Life or the Office of Student Standards and Accountability.

Good Samaritan Guideline

In order to ensure that students receive prompt and appropriate attention for alcohol and drug intoxication, and to ensure there are no impediments to seeking such assistance, Washington State University has instituted a "Good Samaritan" guideline.

This guideline states that when a student voluntarily summons professional assistance from local police, WSU police, medical professionals, university staff members, and/or resident advisors for alcohol intoxication or a drug-related medical event, the Office of Student Standards and Accountability will refrain from imposing formal discipline for alcohol or drug use under the Standards of Conduct for Students, on either the reporting student or the intoxicated individual. This guideline provides no relief from disciplinary action for hazing, sexual assault, physical abuse, theft, arson, malicious mischief, disorderly conduct, firearms or dangerous weapons, drug manufacture or distribution (dealing), acts of hate or bias, or any conduct violation other than drug or alcohol use. This guideline also does not provide immunity from civil lawsuits, criminal charges, or any consequences other than disciplinary action under the Standards of Conduct for Students, which may result from any misconduct.

Students and student organizations are expected to summon immediate emergency care for students, members, or guests who are in need of such care and failure to do so may, in certain cases, result in discipline under WAC 504-26-224, Reckless endangerment. Students and student groups who receive the benefit of the Good Samaritan guideline and who summoned or received assistance must participate in alcohol/drug abuse counseling or education designed to reduce the potential of future harm. Failure to participate in such counseling or education, as directed by the Office of Student Standards and Accountability, may result in disciplinary sanctions for the drug/alcohol violation. If the individual who calls for help is doing so on behalf of an organization that is hosting the event, the act of seeking medical help will be considered as a mitigating factor in determining sanctions for alcohol or drug use against the organization.

Washington State University reserves the right to sanction repeat alcohol and drug offenders, including organizations, and to pursue disciplinary action for any violation which, in its sole discretion, the University deems sufficiently serious to warrant such action.

CAMPUS SAFETY

WSU Tri-Cities is committed to maintaining the safety of the students, faculty, staff, and visitors to the campus. As part of this commitment this Campus Safety Plan contains a comprehensive listing of policies, procedures, statistics and information relating to campus safety, emergency management and the health and welfare of the campus community.

Many WSU units collaborate to address campus safety issues and needs through their programs. Together, these programs comprise the plan for maintaining a safe campus for all.

Emergency Warning

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus, WSU Tri-Cities will determine and employ communication methods appropriate to the situation to notify the affected university community immediately and without delay. Taking into account the safety of the community, WSU Tri-Cities will determine the content of the notification and initiate the appropriate elements of the emergency notification system unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

If the Emergency Management Officer or any Campus Security Authority receives and confirms information that there is a significant emergency or dangerous situation occurring on campus that is determined to pose an immediate threat to the health or safety of WSU Tri-Cities students and employees, an Emergency Warning will be issued without delay.

The Emergency Warning may be issued through the college e-mail system, mass notification system (Everbridge); zzzus to students, faculty, staff; available social media such as Facebook and Twitter; and local news media. The warning or announcement may also be issued through campus-wide electronic bulletin on the University home page at www.tricity.wsu.edu and the WSU Tri-Cities Alerts web site at www.tricity.wsu.edu/alerts, providing the university community with more immediate notification. In such instances, a copy of the notice may also be placed on bulletin boards or doors around campus.

Anyone with information that might warrant an Emergency Notification Warning should report the circumstances to the Emergency Management Office by phone (509) 372-7261. In any case of emergency, 9-1-1 should be called first.

Crime and Fire Statistics and the Jeanne Clery Act

WSU maintains records of crime statistics for the last three academic years in accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Crime Awareness and Campus Security Act of 1990). It is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas; maintenance of a daily crime log; and, providing timely notification and warnings of certain types of crimes in the university community. WSU Tri-Cities Annual Security Report - Clery Act is available at <http://www.tricity.wsu.edu/safetyplan/>.

For more information on the Jeanne Clery Act, go to: www.securityoncampus.org.

Timely Warnings

Per the Clery Act, timely warnings must be issued for the following crimes, if (1) the crime is reported to campus security authorities, (2) the crime is determined to pose a serious or continuing threat to WSU students and employees, and (3) the crime occurred on campus, in or on non-campus buildings or property owned by WSU, or on public property that is within the campus or immediately adjacent to campus:

- Sex offenses (includes forcible sex offenses and non-forcible sex offenses)
- Robbery
- Aggravated assault
- Burglary
- Arson

- Motor vehicle theft
- Arrests or referrals for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
- Hate crimes, including the following listed below, if such crime manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, gender, gender identity, ethnicity, or disability:
- Any crime listed above, as defined by the Clery Act,
- Crimes of larceny-theft, simple assault, intimidation, and destruction/ damage/vandalism of property, or
- Any other crime involving bodily injury.
- A timely warning may be issued for any other crime or incident as deemed necessary or appropriate.

Authority and Jurisdiction of the Public Safety Department

The WSU Tri-Cities Emergency Management Office reports to the Vice Chancellor for Finance and Administration. This office serves as the Public Safety Department for campus emergencies that are not 9-1-1 (e.g. potential to cause physical harm or life threatening) types of incidents.

The Emergency Management Office is responsible for a limited range of safety services to the Tri-Cities campus community. Employees are not commissioned officers and do not have authority to arrest individuals. Services include, but are not limited to quarterly Safety Committee Meetings to ensure that safety issues on campus are being addressed on a continual basis, enforcement of University policies and procedures, keeping a record of accident reports on campus, and coordinating with the Richland Police Department on any incidents that are of a criminal nature.

Campus emergencies that are not 9-1-1 related such as water leaks may be reported by calling the campus emergency number of 372-7234 or 2-7234 from a campus phone. This phone line is answered 24 hours a day, 7 days a week. All criminal activity should be reported through calling 9-1-1.

A security company provides additional security for the WSU Tri-Cities campus Monday through Friday from 5 p.m. to 10 p.m. during the academic year (mid-August through mid-May). The security guard on duty follows the same instructions above when reporting campus emergencies.

The Richland Police Department has the responsibility to enforce applicable city, county, state and federal criminal laws at WSU Tri-Cities. The Department's Police Officers investigate all reports of criminal activity that occur within the jurisdiction of the WSU Tri-Cities campus property.

Access to Campus Facilities

Buildings are open to the public when academic classes are in session. After hours, buildings are secured and only persons assigned exterior door keys are allowed to enter or remain. Campus generally is closed on Sundays and on major holidays.

For directions to and a map of the campus, please visit our campus map web page at <http://www.tricity.wsu.edu/admission/contact/campusmap.html>.

WSU Tri-Cities takes the safety of students, staff, and community members on the campus seriously. All students, staff, and community members are encouraged to report any safety issues concerning WSU Tri-Cities campus buildings or grounds to Vice Chancellor Lori Selby at lselby@tricity.wsu.edu or 372-7261.

UNIVERSITY INFORMATION, POLICIES & REGULATIONS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) INFORMATION

Federal law requires Washington State University (WSU) to annually notify current students of their rights under the Family Educational Rights and Privacy Act (FERPA). Under FERPA, a student has the right to:

1. Inspect and review his or her education records. "Education records" means those records that are directly related to a student and are maintained by WSU or by a party acting for WSU. Students should submit a written request to the Registrar's Office identifying the record that they wish to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the student's request will be forwarded to the correct WSU official.
2. Request the amendment of the contents of an education record that the student considers to be inaccurate, misleading, or otherwise in violation the student's privacy or other rights. A student should notify (in writing) the WSU official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student within a reasonable time of the decision and advise the student of his or her right to a hearing regarding the challenged record. Additional information about hearing procedures will be provided to the student at that time.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Education records may be disclosed to school officials with a legitimate educational interest. A school official is a person employed by WSU in an administrative, supervisory, academic or research, or support staff position (including health staff and WSU police); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her educational responsibilities. WSU may disclose a student's education records to other institutions if the student seeks or intends to enroll in the other institution and the institution has requested the records. Information from a student's education records may be released to appropriate persons in connection with a health or safety emergency.
4. File with the Department of Education a complaint concerning alleged failures by Washington State University to comply with the requirements of FERPA. Complaints should be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Independence Avenue, SW, Washington, DC 20202-4605.

DIRECTORY INFORMATION

Washington State University may release directory information contained in a student's education records. "Directory Information" means information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes the following: name (including any former name), local and permanent addresses, telephone numbers, email addresses, major and minor fields of study, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, enrollment status (e.g., undergraduate,

graduate; full-time or part-time), grade level, status as graduate assistant and assignment, degrees, certificates, and awards received, including the President's Honor Roll, and the most recent previous educational institution attended by the student. Students may request that WSU not release directory information by indicating "restrict address" on WSU's zsis Portal's address update screen, or by filing a written request with the Registrar's Office by the tenth day of the academic semester.

NOTE: If a student files a directory restriction at WSU, his or her name, address, phone number and email address will not be published in the campus directory. In addition, WSU will not release the student's name in any WSU press releases, including President's Honor Roll notification to hometown newspapers. For more information on directory restrictions, please contact the Registrar's Office, West 201.

Additional Resources on FERPA. The Department of Education has provided some useful information for schools, students and parents regarding privacy laws and school safety. Also, additional information for parents regarding FERPA may be found at the Department of Education web site.

The Crime Awareness and Campus Security Act of 1990 requires all postsecondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. Yearly statistics on campus crimes must be provided to students, faculty, and prospective students. The WSU Tri-Cities publishes an annual disclosure report. Please visit <http://www.tricity.wsu.edu/safetyplan> for more information.

REPORTING VIOLATIONS OF POLICIES

Students, staff, faculty, parents, and community members are encouraged to report complaints and concerns. Following is a listing of appropriate reporting agencies for campus-related concerns-when in doubt, call 911 for assistance.

Crime, such as hate crimes, sexual assault, assault, drug use or sale, vandalism, etc.	Call the Richland Police Department at 911
Student-to-student related issues that take place on campus, Student Conduct Code, assaults, sexual assaults, sexual misconduct, sexual harassment, harassment, bias-related incidents, discrimination, theft, etc.	In case of a crime, contact 911. For immediate assistance in other situations, Office of Student Affairs, 372-7139
Student-to-student related issues , such as violations of Student Conduct Code, assaults, sexual assaults, sexual misconduct, sexual harassment, discrimination, harassment, theft, bias-related incidents, etc.	In case of a crime, contact 911. For immediate assistance in other situations, Office of Student Affairs, 372-7139
Computer abuse/misuse	Report to <i>abuse@wsu.edu</i>
Third-party reports of sexual assault and hate/bias-related incidents.	Contact the Office of Student Conduct, 372-7139
Student complaints regarding staff or faculty with respect to discrimination, including sexual harassment.	Your Assistant Vice Chancellor or Human Resource Services, 372-7302.
Student complaints regarding staff or faculty with respect to academic concerns.	Your Assistant Vice Chancellor or the Ombudsman's Office in Pullman 335-1195
Student-staff complaints regarding work issues or work environment.	Your immediate supervisor or Human Resource Services, 372-7302

In addition to administrators, faculty, and supervisors, the following University officials also are available to discuss any concerns or complaints, or to provide advice on utilizing University complaint procedures.

- Office of Equal Opportunity, 509-335-8288 or 5-8288 from a campus phone or www.oeo.wsu.edu.

- Ombudsman's Office, 2 Wilson Hall, Pullman, 509-335-1195 or 5-1195 from a campus phone.

No individual shall be penalized or retaliated against in any way by a member of the University community for initiation or participation in a complaint procedure.

COMPUTER AND NETWORK USE

Students at WSU are provided with central computing and networking resources for academic and communication purposes. Legitimate use of computers, networks, and facilities include:

- Teaching and learning
- Research
- E-mail
- Accessing the Internet

Use of WSU computing and networking resources and facilities for academic purposes is a privilege for students. Abuse of the University's computing and networking systems is strictly forbidden. Improper use can result in possible referral for conduct code violation(s). The following guidelines are intended to clarify appropriate use of WSU computing and networking resources and facilities. It is your responsibility to know the rules. Specifically, users should be familiar with and compliant with the following before using WSU computing and networking resources and facilities:

- Computer Abuses (Washington Administrative Code 504-26-218)
- WSU Policy on Electronic Publishing and Appropriate Use of Computing Resources, Information Technologies, and Networks (WSU Executive Policy #4)
- University Data Policy (WSU Executive Policy #8)
- Wireless LAN Policy (WSU Executive Policy #13)
- University Anti-Virus Policy (WSU Executive Policy #14)
- University Network Policy (WSU Executive Policy #16)
- Duplicating software (WSU Business Policies and Procedures Manual 35.30)
- University Computer and Network User Identification and Password Policy (WSU Executive Policy #18)

All of the above listed policies and codes can be accessed at <http://www.wsu.edu/~forms/manuals.html>.

WSU computer accounts and network connections are only for use by the authorized party to which service is granted. Connections may not be shared by any means including wired or wireless networking except as authorized, provided and maintained by WSU Information Technology (IT). This includes, but is not limited to, sharing access to the WSU virtual private network services with friends and family members.

WSU computing and networking resources may not be used to provide dedicated servers such as, but not limited to, HTTP (web), FTP, IRC or Game servers except as allowed for departments and other official entities. The running of such servers over a WSU connection is an unacceptable use of system resources.

WSU accounts may not be used in any attempt to gain unauthorized access to other computer systems. Port scanning, vulnerability scanning, network monitoring or sniffing, exploitation of security holes, execution of hacking tools or use of another person's user and password credentials are all grounds for termination of access and may result in disciplinary action and/or civil penalties and/or criminal charges.

Legal Guidelines

All WSU computer and network resources and facilities must be used in strict accordance to all applicable WSU policies and federal, state, and local laws and regulations. These policies, laws, and regulations cover areas such as illegal access to computer systems, networks, and files; copyright violations; and the use of WSU computing and networking resources for harassment purposes. The following activities would be considered violations:

- Copying, distributing, and/or using software, images, music, movies, or other intellectual property unless appropriate permission has been secured. Educational institutions are not exempt from the laws covering copyrights. Most software, images, music, movies, and files available for use on computers at WSU are protected by federal copyright laws. Federal copyright and license protection laws are to be obeyed.
- Making copies of university software for use on non-university machines unless appropriate university permission is secured.
- Transmitting inappropriate images, sounds, or messages to others that might reasonably be considered to be harassing (Harassment is defined as the creation of an intimidating, hostile, or offensive working or educational environment).
- Attempting to break into university systems, networks, or user accounts (known as “hacking” or “cracking”), or using university systems or networks as a staging ground for attempts to break into other systems or networks.
- Attempting to interfere with, disrupt, or deny access to any user, computer or network system or service.
- Using university resources for partisan political purposes, such as using e-mail to circulate advertising for political candidates.
- Using university computers for private business activities (e.g., using your university account to offer goods or services for sale).
- Unauthorized use of software, images, music, movies, or files is regarded as a serious matter, and any such use is without the consent of Washington State University. If abuse of computer software, images, music, movies, or files occurs, those responsible for such abuse may be held legally accountable.

E-mail Guidelines

E-mail must meet the same standard that is applied in the use of campus telephones and campus mail. The following activities would be considered violations:

- Sending e-mail to someone who has requested that you not do so.
- Creating, sending or forwarding chain letters (messages that are forwarded many times to people who have not solicited the information). Sending e-mail to large groups can degrade the system; if done with malicious intent it is considered “spamming.”
- Flooding or sending large numbers of unsolicited email messages to another system, network, or user account.
- Sending e-mail to individuals or groups who you could not reasonably expect to welcome e-mail from you. If you have any doubt, ask their permission before adding them to any list.
- Obscuring the true identity of the sender of e-mail or forging e-mail messages.
- Subscribing anyone to an e-mail list without the individual’s permission.
- Using university computing and network resources and facilities to communicate information of an abusive or obscene nature or which discriminates against an individual or individuals on the basis of race, color, creed, religion, gender, or sexual orientation.

Other Responsible Use Issues

WSU computing and networking resources and facilities may not be used to commit or facilitate academic dishonesty, or to use copyright material improperly. Using the Internet makes access to public

documents easier, but your work should still be your own. Always cite other references where appropriate. Remember, too, that public distribution of copyrighted work, (including, but not limited to, graphics and pictures, music, or movies) requires the permission of the copyright holder. Posting copyrighted material is illegal and could result in prosecution or lawsuit. Also refer to the following website for WSU policy and guidelines on the educational use of copyrighted materials:
<http://publishing.wsu.edu/copyright/WSU.html>.

Account Guidelines

Once a WSU ID has been created for you, giving you access to computing and network resources at WSU, you are responsible for any and all use made of those services with your WSU ID.

- Choose a password that is a minimum of 8 characters in length.
- Choose a password that consists of at least three of the following character sets: upper case letters, lower case letters, numbers, or special punctuation characters (e.g., !@#\$%&*+?).
- Choose a password that cannot easily be guessed. Avoid using your name, pet's name, relative's name or other common names, WSU ID, dictionary words (including words from foreign language dictionaries), birth date, phone number, address, social security number, or any other type of personal information that is easily derived from such information.
- Change your password at least once per semester.
- It is your responsibility to keep your passwords secret. Passwords are considered confidential information and shall not be shared or transferred to others.

Immediately report any suspected unauthorized use of your account by sending an e-mail to *abuse@wsu.edu*.

Consequences of Illegal or Unethical Actions

Violations of WSU computer and network use policies are subject to loss of access to computing and network resources without notice, as well as to university disciplinary and/or legal action. When a report of misuse is received, the following steps will be taken to protect WSU systems, networks and the user community:

- The suspected accounts may be suspended immediately, pending the outcome of any investigation.
- The files and data associated with the account may be inspected for evidence.
- WSU policy violations will be reported to the appropriate authorities.

Any university policy violations may be reported to the responsible network and systems administrator, the appropriate instructor, department chair, and/or supervisor, WSU IT Security Office (*abuse@wsu.edu*), and/or the Division of Student Affairs, Equity and Diversity.

In addition, illegal activity may be reported to the Pullman Police, WSU Police, the WSU Attorney General's Office, and/or the FBI or other federal, state, and county agencies.

Violations are subject to any and all of the following:

- Loss of access to WSU computing and networking resources and facilities
- University disciplinary actions as prescribed in the University's Standards of Conduct for Students
- Civil proceedings
- Criminal prosecution

Guidelines for Use of the Washington State University Names and Identifying Marks

Prepared for Student Organizations by the Trademark and Licensing Office, a unit of Business and Finance.

There are a number of guidelines that govern use of the university's graphic identity and trademarks by student groups. These guidelines administered by the campus Trademarks and Licensing Office regulate, promote, and protect use of the university's identity. The guidelines govern use of the identity for both on and off campus and for both commercial and non-commercial uses.

A student group must obtain the written permission of the Trademark and Licensing Office before it uses one of the registered trademarks for any purpose other than official university business. Trademarks include, but are not limited to, the identifying names "WSU," "Washington State," "Wazzu," and "Cougars," or artwork such as the popular Cougar head symbol and the Washington State University academic signature.

The university identity is registered with the State of Washington and the United States Patent and Trademark Office. These registrations ensure protection of the identity while simultaneously enabling the university to collect royalties when the identity is used. In addition, by ensuring that products bearing the WSU identity are of the highest quality and good taste, the Trademarks and Licensing Office stimulates public awareness and promotes the university.

Student groups that would like to develop artwork for apparel or other memorabilia are required to use a WSU licensed vendor. These vendors are familiar with the licensing process and are responsible for knowing the rules for using university names and artwork. Among the issues student groups should pay particular attention to are: artwork used for student elections, artwork that promotes the annual Apple Cup competition, and use of the University crest or Cougar head alone.

For details about the use of the University's graphic identity and trademarks, visit <http://trademarks.wsu.edu> or contact the WSU Tri-Cities Marketing and Communications Department at 509-372-7319 or marketing@tricity.wsu.edu.

WSU STANDARDS OF CONDUCT FOR STUDENTS

CHAPTER 504-26 WAC

WAC 504-26-001 Preamble.

Washington State University, a community dedicated to the advancement of knowledge, expects all students to behave in a manner consistent with its high standards of scholarship and conduct. Students are expected to uphold and be accountable for these standards both on and off campus and acknowledge the university's authority to take disciplinary action. The purpose of these standards and processes is to educate students and protect the welfare of the community.

WAC 504-26-005 Good Standing.

The award of a degree is conditioned upon the student's good standing in the university and satisfaction of all university graduation requirements. "Goodstanding" means the student has resolved any unpaid fees or acts of academic or behavioral misconduct and complied with all sanctions imposed as a result of any misconduct. The university shall deny award of a degree if the student is dismissed from the university based on his or her misconduct. (See also rule 45 in the university general catalog.)

WAC 504-26-010 Definitions.

(1) The term "accused student" means any student accused of violating the standards of conduct for students (this chapter).

(2) The term "appellate board" means any person or persons authorized by the vice-president for student affairs to consider an appeal from a university conduct board's determination as to whether a student has violated the standards of conduct for students or from the sanctions imposed by the student conduct officer.

(3) The term "cheating" includes, but is not limited to:

- (a) Use of unauthorized materials in taking quizzes, tests, or examinations, or giving or receiving unauthorized assistance by any means, including talking, copying information from another student, using electronic devices, or taking an examination for another student.
- (b) Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- (c) Acquisition or possession of tests or other academic material belonging to a member of the university faculty or staff when acquired without the permission of the university faculty or staff member.
- (d) Fabrication, which is the intentional invention or counterfeiting of information in the course of an academic activity. Fabrication includes, but is not limited to:
 - (i) Counterfeiting data, research results, information, or procedures with inadequate foundation in fact;
 - (ii) Counterfeiting a record of internship or practicum experiences;
 - (iii) Submitting a false excuse for absence or tardiness or a false explanation for failing to complete a class requirement or scheduled examination at the appointed date and time.
- (e) Engaging in any behavior for the purpose of gaining an unfair advantage specifically prohibited by a faculty member in the course syllabus or class discussion.
- (f) Scientific misconduct. Falsification, fabrication, plagiarism, or other forms of dishonesty in scientific and scholarly research are prohibited. Complaints and inquiries involving cases of scientific misconduct are managed according to the university's policy for responding to allegations of scientific misconduct. A finding of scientific misconduct is subject to sanctions by

the office of student standards and accountability. The policy for responding to allegations of scientific misconduct may be reviewed by contacting the vice-president for research.

(g) Unauthorized collaboration on assignments.

(h) Intentionally obtaining unauthorized knowledge of examination materials.

(i) Plagiarism. Presenting the information, ideas, or phrasing of another person as the student's own work without proper acknowledgment of the source. This includes submitting a commercially prepared paper or research project or submitting for academic credit any work done by someone else. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or academic materials.

(j) Unauthorized multiple submission of the same work.

(k) Sabotage of others' work.

(l) Tampering with or falsifying records.

(4) The term "complainant" means any person who submits a charge alleging that a student violated the standards of conduct for students.

(5) The term "faculty member" for purposes of this chapter, means any person hired by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.

(6) The term "gender identity" means having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to the person at birth.

(7) The term "may" is used in the permissive sense.

(8) The term "member of the university community" includes any person who is a student, faculty member, university official, or any other person employed by the university. A person's status in a particular situation is determined by the vice-president for student affairs.

(9) The term "organization" means any number of persons who have complied with the formal requirements for university recognition.

(10) The term "policy" means the written regulations of the university as found in, but not limited to, the standards of conduct for students, residence life handbook, the university web page and computer use policy, and graduate/undergraduate catalogs.

(11) The term "shall" is used in the imperative sense.

(12) The term "student" includes all persons taking courses at the university, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the standards of conduct for students, who are not officially enrolled for a particular term but who have a continuing relationship with the university (including suspended students) or who have been notified of their acceptance for admission are considered "students" as are persons who are living in university residence halls, although not enrolled in this institution.

(13) The term "student conduct officer" means a university official authorized by the vice-president for student affairs to manage conduct complaints including the imposition of sanctions upon any student(s) found to have violated the standards of conduct for students.

(14) The term "university" means all locations of Washington State University.

(15) The term "university conduct board" means those persons who, collectively, have been authorized by the vice-president for student affairs to determine whether a student has violated the standards of conduct for students and to impose sanctions when a rules violation has been committed.

(16) The term "academic integrity hearing board" means those teaching faculty who, collectively, have been authorized by the university or college to review an instructor's determination that a student violated university academic integrity policies and whether or not the outcome proposed by the instructor is in keeping with the instructor's published policies.

(17) The term "university official" includes any person employed by the university, performing assigned administrative or professional responsibilities.

(18) The term "university premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks).

(19) The vice-president for student affairs is that person designated by the university president to be responsible for the administration of the standards of conduct for students.

ARTICLE I: AUTHORITY FOR STANDARDS OF CONDUCT FOR STUDENTS

WAC 504-26-100 Composition of conduct and appellate boards.

(1) The university conduct board shall be composed of five individuals appointed by the vice-president for student affairs: Two students, two faculty members, and a fifth person, who may be any category of university employee and who shall be named by the vice-president for student affairs as the chairperson of the board. Any three persons constitute a quorum of a conduct board and may act, provided that at least one student and the chairperson are present.

(2) The appeals board shall be composed of three university employees appointed by the vice-president for student affairs. Three persons constitute a quorum of the appeals board.

WAC 504-26-101 Convening boards.

The student conduct officer convenes boards from the appointed board membership for each conduct matter and for appeals decisions.

WAC 504-26-102 Policies.

The vice-president for student affairs or designee shall develop policies for the administration of the standards of conduct for students system and procedural rules for the conduct of university conduct board hearings that are consistent with provisions of the standards of conduct for students.

WAC 504-26-103 Decisions.

Decisions made by a university conduct board and/or student conduct officer become final twenty-one days after the date the decision is signed, unless an appeal is filed prior to that date.

ARTICLE II: PROSCRIBED CONDUCT

WAC 504-26-200 Jurisdiction of the university standards of conduct for students.

The university standards of conduct for students shall apply to conduct that occurs on university premises, at University-sponsored activities, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. Each student is responsible and accountable for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The university has sole discretion

to determine what conduct occurring off campus adversely impacts the university community and/or the pursuit of university objectives.

WAC 504-26-201 Misconduct-Rules and regulations.

Any student or student organization found to have committed, assisted, conspired, or attempted to commit the following misconduct (WAC 504-26-202 through 504-26-226) is subject to the disciplinary sanctions outlined in WAC 504-26-405.

WAC 504-26-202 Acts of dishonesty.

Acts of dishonesty, include but are not limited to those listed in this chapter:

- (1) Academic integrity violations including, but not limited to, cheating as defined in WAC 504-26-010.
- (2) Knowingly furnishing false information to any university official, faculty member, or office.
- (3) Forgery, alteration, or misuse of any university document or record, or instrument of identification whether issued by the university or other state or federal agency.

WAC 504-26-203 Disruption or obstruction.

Students have the right to freedom of speech, including the right to dissent or protest, but this expression may not interfere with the rights of others or disrupt the university's activities.

Prohibited behavior includes: Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises or is directed toward community members by any means including use of telephone, computer, or some other medium.

WAC 504-26-204 Abuse of self or others.

Physical abuse, threats, intimidation, and/or other conduct which threatens or endangers the health or safety of any person, including one's self.

WAC 504-26-205 Theft or damage to property.

Theft of and/or the intentional or reckless damage to the property of another.

WAC 504-26-206 Hazing.

- (1) No student or student organization at Washington State University may conspire to engage in hazing or participate in hazing of another.

- (a) Hazing includes any activity expected of someone joining a group (or maintaining full status in a group) that causes or is likely to cause a risk of mental, emotional and/or physical harm, regardless of the person's willingness to participate.

- (b) Hazing activities may include but are not limited to the following: Abuse of alcohol during new member activities; striking another person whether by use of any object or one's body; creation of excessive fatigue; physical and/or psychological shock; morally degrading or humiliating games or activities that create a risk of bodily, emotional, or mental harm.

- (c) Hazing does not include practice, training, conditioning and eligibility requirements for customary athletic events such as intramural or club sports and NCAA athletics, or

other similar contests or competitions, but gratuitous hazing activities occurring as part of such customary athletic event or contest are prohibited.

(2) Washington state law also prohibits hazing which may subject violators to criminal prosecution. As used in RCW 28B.10.901 and 28B.10.902, "hazing" includes any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary education institution in this state.

(3) Washington state law (RCW 28B.10.901) also provides sanctions for hazing:

(a) Any person who violates this rule, in addition to other sanctions that may be imposed, shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the university.

(b) Any organization, association, or student living group that knowingly permits hazing by its members or others subject to its direction or control shall be deprived of any official recognition or approval granted by the university.

WAC 504-26-207 Failure to comply with university officials or law enforcement officers.

Failure to comply with lawful directions of university officials and/or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

WAC 504-26-208 Unauthorized keys or unauthorized entry.

Unauthorized possession, duplication, or use of keys, including cards or alphanumeric pass-codes, to any university premises or unauthorized entry to or use of university premises.

WAC 504-26-209 Violation of university policy, rule, or regulation.

Violation of any university policy, rule, or regulation published electronically on the university web site or in hard copy.

WAC 504-26-210 Violation of law.

Conduct which would constitute violation of any federal, state, or local law.

WAC 504-26-211 Drugs and drug paraphernalia.

Use, possession, manufacture, or distribution of marijuana, narcotics, or other controlled substances, and drug paraphernalia except as permitted by federal, state, and local law.

WAC 504-26-212 Alcohol.

Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by university regulations), or public intoxication are prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one years of age.

WAC 504-26-213 Firearms and dangerous weapons.

No student may carry, possess, or use any firearm, explosive (including fireworks), dangerous chemical, or any dangerous weapon on university property or in university-approved housing. Airsoft guns and other items that shoot projectiles are not permitted in university-approved housing. Students wishing to maintain a firearm on campus for hunting or sporting activities must store the firearm with the Washington State University department of public safety.

WAC 504-26-214 Disruptive activity.

Participating in an on-campus or off-campus riot or unlawful assembly that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area. For peaceful demonstrations, students should consult with university police for safety guidelines.

WAC 504-26-215 Obstruction.

Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised functions.

WAC 504-26-216 Disorderly conduct.

Conduct that is disorderly, lewd, or indecent; disturbing the peace; or assisting or encouraging another person to disturb the peace on university premises or at functions sponsored by, or participated in by, the university or members of the academic community.

WAC 504-26-217 Unauthorized use of electronic or other devices.

Unauthorized use of electronic or other devices: Making an audio or video record of any person while on university premises without his or her prior knowledge, or without his or her effective consent when such a recording is of a private conversation or of images taken of a person(s) at a time and place where she or he would reasonably expect privacy and where such images are likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom, but does not include taking pictures of persons in areas which are considered by the reasonable person to be open to public view, such as Martin Stadium or the Glenn Terrell Mall.

WAC 504-26-218 Computer abuses or theft.

Theft or other abuse of computer facilities and resources, including but not limited to:

- (1) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- (2) Unauthorized transfer of a file.
- (3) Unauthorized use of computer hardware.
- (4) Use of another individual's identification and/or password.
- (5) Use of computing facilities and resources to interfere with the work of another student, faculty member, or university official.
- (6) Use of computing facilities and resources to send obscene, harassing, or threatening messages.
- (7) Use of computing facilities and resources to interfere with normal operation of the university computing system.
- (8) Use of computing facilities and resources in violation of any law, including copyright laws.

(9) Any violation of the university computer use policy found at http://www.wsu.edu/~forms/HTML/EPM/EP4_Electronic_Publishing_Policy.htm.

WAC 504-26-219 Abuse of the student conduct system.

Abuse of the student conduct system, including but not limited to:

- (1) Failure to obey any notice from a university conduct board or university official to appear for a meeting or hearing as part of the student conduct system.
- (2) Willful falsification, distortion, or misrepresentation of information before a university conduct proceeding.
- (3) Disruption or interference with the orderly conduct of a university conduct board proceeding.
- (4) Filing fraudulent charges or initiating a university conduct proceeding in bad faith.
- (5) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
- (6) Attempting to influence the impartiality of a member of a university conduct system prior to, and/or during the course of, any university conduct board proceeding.
- (7) Harassment (verbal or physical) and/or intimidation of a member of a university conduct board prior to, during, and/or after any university conduct proceeding.
- (8) Failure to comply with the sanction(s) imposed under the standards of conduct for students.
- (9) Influencing or attempting to influence another person to commit an abuse of the university conduct system.

WAC 504-26-220 Discrimination.

Discrimination on the basis of race, color, religion, ancestry, national or ethnic origin, age, gender, marital status, veteran status, sexual orientation, gender identity, or mental, physical, or sensory disability is prohibited in conformity with federal and state laws.

WAC 504-26-221 Sexual misconduct.

- (1) Sexual misconduct is any sexual activity with another that is unwanted and nonconsensual. Sexual misconduct includes physical contact as well as voyeurism.
- (2) Consent to sexual activity requires that, at the time of the act, there are actual words or conduct demonstrating freely given agreement to sexual activity-silence or passivity is not consent. Even if words or conduct alone seem to imply consent, sexual activity is nonconsensual when:
 - (a) Force or blackmail is threatened or used to procure compliance with the sexual activity; or
 - (b) The person is unconscious or physically unable to communicate his or her unwillingness to engage in sexual activity; or
 - (c) The person lacks the mental capacity at the time of the sexual activity to be able to understand the nature or consequences of the act, whether that incapacity is produced by illness, defect, the influence of alcohol or another substance, or some other cause.
- (3) A person commits voyeurism if, for the purpose of arousing or gratifying the sexual desire of any person, he or she knowingly views, photographs, or films another person, without that person's knowledge and consent, while the person being viewed, photographed, or filmed is in a place where he or she has a reasonable expectation of privacy.

WAC 504-26-222 Harassment.

Conduct by any means that is severe, pervasive, or persistent, and is of such a nature that it would cause a reasonable person in the victim's position substantial emotional distress and undermine his or her ability to work, study, or participate in his or her regular life activities or participate in the activities of the university, and actually does cause the victim substantial emotional distress and undermines the victim's ability to work, study, or participate in the victim's regular life activities or participate in the activities of the university.

WAC 504-26-223 Stalking.

Intentionally and repeatedly harassing or following a person and intentionally or unintentionally placing the person being followed or harassed in fear of physical harm to one's self or property or physical harm to another person or another's property. This includes, but is not limited to, conduct occurring in person, electronically, or through a third party.

WAC 504-26-224 Reckless endangerment.

Engaging in conduct that creates an unreasonable risk of harm to another person or property.

WAC 504-26-225 Trespassing.

Knowingly entering or remaining unlawfully in or on university premises or any portion thereof. Any person who has been given notice by a university official of the university's decision to exclude him or her from all or a portion of university property is not licensed, invited, or otherwise privileged to enter or remain on the identified portion of university property, unless given prior explicit written permission by university administration.

WAC 504-26-226 Violation of a disciplinary sanction.

Violation of any term or condition of any disciplinary sanction constitutes a new violation and may subject the student to additional sanctions.

ARTICLE III: RULES AND REGULATIONS**WAC 504-26-301 Malicious intent.**

If a student is found responsible for violating any provision of the standards of conduct for students as a result of causing injury to another or to another's property, or as a result of placing another in reasonable fear of injury to self or property, and if the responsible student is found to have intentionally selected the victim based upon the responsible student's perception of the victim's race, color, religion, ancestry, national or ethnic origin, age, gender, marital status, veteran status, sexual orientation, gender identity, or mental, physical, or sensory disability, such finding is considered an aggravating factor in determining a sanction for such conduct.

WAC 504-26-302 Responsibility for guests.

A student or student organization is responsible for the conduct of guests on or in university property and at functions sponsored by the university or sponsored by any recognized university organization.

WAC 504-26-303 International and national exchange programs.

Students who participate in any university-sponsored or sanctioned international or national study program shall observe the following rules and regulations:

- (1) The laws of the host country and/or state;
- (2) The academic and disciplinary regulations of the educational institution or residential housing program where the student is studying; and
- (3) Any other agreements related to the student's study program.

WAC 504-26-304 Group conduct.

Sororities, fraternities, and recognized groups shall comply with the standards of conduct for students and with university policies. When a member or members of a student organization violates the standards of conduct for students, the student organization and/or individual members may be subject to appropriate sanctions authorized by these standards.

WAC 504-26-305 Violation of law and university discipline.

(1) University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the standards of conduct for students (that is, if both possible violations result from the same factual situation) without regard to pending civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under these standards may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the vice-president for student affairs or designee. Determinations made or sanctions imposed under these standards are not subject to change because criminal charges arising out of the same facts giving rise to violation of university rules were dismissed, reduced, or resolved in favor of the criminal law defendant. A student charged with criminal offenses may choose to remain silent during conduct proceedings, recognizing that he or she gives up the opportunity to explain his or her version of events and that the decision is made based on the information presented at the hearing.

(2) When a student is charged by federal, state, or local authorities with a violation of law, the university does not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the standards of conduct for students, the university may advise off-campus authorities of the existence of the standards and of how such matters are typically handled within the university community. The university attempts to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the university community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES**WAC 504-26-401 Complaints and student conduct process.**

- (1) Any member of the university community may file a complaint against a student for

violations of the standards of conduct for students. A complaint is prepared in writing and directed to a student conduct officer. Any complaint is to be submitted as soon as possible after the event takes place, preferably within thirty days.

(2) A student conduct officer, or designee, may review and investigate any complaint to determine whether it appears to state a violation of the standards of conduct for students. If a conduct officer determines that a complaint appears to state a violation of the standards of conduct, she or he considers whether the matter might be resolved through agreement with the accused or through alternative dispute resolution proceedings involving the complainant and the accused. The complainant and the accused are informed of university options for alternative dispute resolution and may request that the matter be addressed using alternative dispute resolution techniques. Generally, the accused and complainant must agree to the use of alternative dispute resolution techniques. If the accused and the student conduct officer reach an agreed resolution of the complaint, the disposition is final; there is no right to appeal from an agreed disposition.

(3) If the conduct officer has determined that a complaint has merit and if the matter is not resolved through agreement or alternative dispute resolution, the matter is handled through either a conduct officer hearing or as a university conduct board hearing.

(a) When the allegation involves harm or threat of harm to any person or person's property and the accused disputes the facts and/or denies responsibility, the matter may be referred to the university conduct board for resolution.

(b) If the possible or recommended sanction is expulsion or suspension, the matter is referred to the university conduct board.

(c) Matters other than those listed in (a) and (b) of this subsection are heard by a conduct officer, unless the conduct officer exercises his or her discretion to refer the matter to a conduct board at any time before a decision is issued. A student may request that a conduct board hear the case, but the final decision to refer the matter to the university conduct board for hearing is made by the university conduct officer and such decision is not subject to appeal.

(4) The student conduct officer provides complainants who have been targets of alleged misconduct or who feel victimized thereby with names of university and community advocates or resources who may be able to help the complainant address his or her concerns about the behaviors and provide support to the complainant throughout the conduct process. Upon request, a university advisor from the office of the dean of students is available to the complainant and the accused student to assist in understanding the student conduct process. Due to federal privacy law, the university may not disclose to the complainant any sanctions taken against the accused student, unless the complainant was the victim of a violent crime for which the accused was found responsible as defined under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g; 34 CFR Part 99), or the accused student consents to such disclosure.

WAC 504-26-402 Conduct officer actions.

(1) Any student charged by a conduct officer with a violation of any provision of standards of conduct for students is notified of the basis for the charge or charges and of the time, date, and place of a conference between the student and the conduct officer through one of the following procedures.

- (a) The conduct officer provides notice by personal delivery or by regular United States mail addressed to the student or student organization at his, her, or its last known address. Duplicate notice may be provided by electronic mail.
 - (b) If the student is no longer enrolled at the time notice is sent, the notice is sent to the student's permanent address recorded in the registrar's files. The student or student organization is responsible for maintaining an updated mailing address on file with the registrar.
 - (c) Any request to extend the time and/or date of the conduct officer conference/hearing should be addressed to the conduct officer.
- (2) In order that any informality in disciplinary proceedings not mislead a student as to the seriousness of the matter under consideration, the student is informed of the potential sanctions involved at the initial conference or hearing.
- (3) After a review of the evidence and interviewing the student(s) involved in the case, the conduct officer may take any of the following actions:
- (a) Terminate the proceeding exonerating the student or students;
 - (b) Dismiss the case;
 - (c) Impose appropriate sanctions as provided in WAC 504-26-405. Such sanctions are subject to the student's right of appeal as provided in these standards of conduct; or
 - (d) Refer the matter to the university conduct board pursuant to WAC 504-26-401(3).
- (4) The conduct officer may consider the student's past contacts with the office of student standards and accountability in determining an appropriate sanction and/or deciding whether to refer the case for a university conduct board hearing.
- (5) The student is notified in writing of the determination made by the conduct officer within ten business days of the proceeding. The notice includes information regarding the student's right to appeal pursuant to WAC 504-26-407.

WAC 504-26-403 Conduct board proceedings.

- (1) Any student charged by a conduct officer with a violation of any provision of standards of conduct for students that is to be heard by a conduct board is provided notice by personal delivery or by regular United States mail addressed to the student or student organization at her, his, or its last known address.
- (a) If the student is no longer enrolled at the time notice is sent, the notice is sent to the student's permanent address recorded in the registrar's files.
 - (b) The student or student organization is responsible for keeping an updated mailing address on file with the registrar.
- (2) The written notice shall be completed by the conduct officer and shall include:
- (a) The specific complaint, including the university policy or regulation allegedly violated;
 - (b) The approximate time and place of the alleged act that forms the factual basis for the charge of violation;
 - (c) The time, date, and place of the hearing;
 - (d) A list of the witnesses who may be called to testify, to the extent known;
 - (e) A description of all documentary and real evidence to be used at the hearing, to the extent known, including a statement that the student shall have the right to inspect his or her student conduct file.

(3) Time for hearings.

(a) The conduct board hearing is scheduled not less than seven days after the student has been sent notice of the hearing, except in the case of interim suspensions as set forth in WAC 504-26-406. Ordinarily, the hearing occurs within fifteen days of notice.

(b) Requests to extend the time and/or date for hearing must be addressed to the chair of the university conduct board. Requests made by an accused student must be copied to the office of student standards and accountability; requests made by the office of student standards and accountability must be copied to the accused student. A request for extension of time is granted only upon a showing of good cause.

(4) University conduct board hearings are conducted by a university conduct board. A goal of the hearing is to have an educational tone and to avoid creation of an unduly adversarial environment. The hearings are conducted according to the following guidelines, except as provided by subsection (6) of this section:

(a) Procedures:

(i) University conduct board hearings are conducted in private.

(ii) The complainant, accused student, and his or her advisor, if any, are allowed to attend the entire portion of the university conduct board hearing at which information is received (excluding deliberations). Admission of any other person to the university conduct board hearing is at the discretion of the university conduct board chair and/or the student conduct officer.

(iii) In university conduct board hearings involving more than one accused student, the student conduct officer, at his or her discretion, may permit joint or separate hearings.

(iv) In university conduct board hearings involving graduate students, board memberships are comprised to include graduate students and graduate teaching faculty to the extent possible.

(v) The complainant and the accused student have the right to be assisted by an advisor they choose, at their own expense. Upon request, a university advisor from the office of the dean of students is available to the complainant and the accused student to assist them in understanding the student conduct process. The complainant and/or the accused student is responsible for presenting his or her own information, and therefore, during the hearing, advisors are not permitted to address the board, witnesses, conduct officers or any party or representatives invited by the parties to the hearing, or to participate directly in any university conduct hearing. An advisor may communicate with the accused and recesses may be allowed for this purpose. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the university conduct board hearing because delays are not normally allowed due to the scheduling conflicts of an advisor.

(vi) The complainant, the accused student, and the student conduct officer may arrange answered by each other or by other witnesses. Written questions are directed to the conduct board chair, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an unduly adversarial environment, and to allow the board chair to determine the relevancy of questions. Questions concerning whether potential

information may be received are resolved at the discretion of the chair of the university conduct board.

(vii) Pertinent records, exhibits, and written statements (including student impact statements) may be accepted as information for consideration by a university conduct board at the discretion of the chair.

(viii) Questions related to the order of the proceedings are subject to the final decision of the chair of the university conduct board.

(ix) After the portion of the university conduct board hearing concludes in which all pertinent information is received, the university conduct board shall determine (by majority vote) whether the accused student has violated each section of the standards of conduct for students as charged.

(x) The university conduct board's determination is made on the basis of a "preponderance of the evidence," that is, whether it is more likely than not that the accused student violated the standards of conduct for students.

(xi) Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in conduct proceedings.

Relevant evidence, including hearsay, is admissible if it is the type of evidence that reasonable members of the university community would rely upon in the conduct of their affairs. The chair of the university conduct board shall have the discretion to determine admissibility of evidence.

(b) If the accused student is found responsible for any of the charges brought against the accused, the board may, at that time, consider the student's past contacts with the office of student standards and accountability in determining an appropriate sanction.

(c) The accused student or student organization is notified of the conduct board's decision within ten calendar days from the date the matter is heard. The accused student or organization shall receive written notice of the decision, the reasons for the decision (both the factual basis therefore and the conclusions as to how those facts apply to the standards of conduct for students), the sanction, notice that the order will become final unless internal appeal is filed within twenty-one days of the date the letter was personally delivered or deposited in the U.S. mail, and a statement of how to file an appeal.

(i) The conduct board's written decision is sent by regular mail or personal delivery, and may also be sent by electronic mail to the accused student's or the president of the student organization's last known address, as set forth in the registrar's files.

(ii) The written decision is the university's initial order.

(iii) If the student or organization does not appeal the conduct board's decision within twenty-one calendar days from the date of the decision letter, it becomes the university's final order.

(5) There is a single verbatim record, such as an audio record, of all university conduct board hearings (not including deliberations). Deliberations are not recorded. The record is the property of the university.

(6) If an accused student to whom notice of the hearing has been sent (in the manner provided above) does not appear before a university conduct board hearing, the information in support

of the complaint is presented and considered in his or her absence, and the board may issue a decision based upon that information.

(7) The university conduct board may for convenience or to accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, and/or by permitting participation by telephone, audio tape, written statement, or other means, as determined in the sole judgment of the vice-president for student affairs or designee to be appropriate.

WAC 504-26-404 Procedure for academic integrity violations.

(1) Initial hearing.

(a) When a responsible instructor finds that a violation of academic integrity has occurred, the instructor shall assemble the evidence and, upon reasonable notice to the student of the date, time, and nature of the allegations, meet with the student suspected of violating academic integrity policies. If the student admits violating academic integrity policies, the instructor assigns an outcome in keeping with published course policies and notifies the office of student standards and accountability in writing of the allegations, the student's admission, and the sanctions imposed.

(b) If the instructor is unable to meet with the student or if the accused student disputes the allegation(s) and/or the outcome proposed by the instructor, the instructor shall make a determination as to whether the student did or did not violate the academic integrity policy. If the instructor finds that the student was in violation, the instructor shall provide the student and the office of student standards and accountability with a written determination, the evidence relied upon, and the sanctions imposed.

(c) The student has twenty-one days from the date of the decision letter to request a review of the instructor's determination and/or sanction(s) imposed to the academic integrity hearing board.

(2) Review.

(a) Upon timely request for review by a student who has been found by his or her instructor to have violated the academic integrity policy, the academic integrity hearing board shall make a separate and independent determination of whether or not the student is responsible for violating the academic integrity policy and/or whether the outcome proposed by the instructor is in keeping with the instructor's published course policies.

(b) The academic integrity hearing board is empowered to provide an appropriate remedy for a student including arranging a withdrawal from the course, having the student's work evaluated, or changing a grade where it finds that:

- (i) The student is not responsible for violating academic integrity policies; or
- (ii) The outcome imposed by the instructor violates the instructor's published policies.

(c) Students who appear before the academic integrity board shall have the same rights to notice and to conduct a defense as enumerated in WAC 504-26-403 except:

- (i) Notice of hearing and written orders shall be sent to the address provided by the student in the student's request for review (unless an address is not provided therein); and

- (ii) The written decision of the academic integrity hearing board is the university's final order. There is no appeal from findings of responsibility or outcomes assigned by university or college academic integrity hearing boards.
- (3) If the reported violation is the student's first offense, the office of student standards and accountability ordinarily requires the student to attend a workshop separate from, and in addition to, any academic outcomes imposed by the instructor. A hold is placed on the student's record preventing registration or graduation until completion of the workshop.
- (4) If the reported violation is the student's second offense, the student is ordinarily required to appear before a university conduct board with a recommendation that the student be dismissed from the university.
- (5) If the instructor or academic integrity hearing board determines that the act of academic dishonesty for which the student is found responsible is particularly egregious in light of all attendant circumstances, the instructor or academic integrity hearing board may direct that the student's case be heard by the university conduct board with a recommendation for dismissal from the university even if it is the student's first offense.
- (6) Because instructors and departments have a legitimate educational interest in the outcomes, reports of academic integrity hearing board and/or conduct board hearings shall be reported to the responsible instructor and the chair or dean.

WAC 504-26-405 Sanctions.

- (1) The following sanctions may be imposed upon any student found to have violated the standards of conduct for students:
 - (a) Warning. A notice in writing to the student that the student is violating or has violated institutional regulations.
 - (b) Probation. Formal action placing conditions upon the student's continued attendance at the university. Probation is for a designated period of time and warns the student that suspension or expulsion may be imposed if the student is found to violate any institutional regulation(s) or fails to complete his or her conditions of probation during the probationary period. A student on probation is not eligible to run for or hold an office in any student group or organization; she or he is not eligible for certain jobs on campus, including but not limited to resident advisor or orientation counselor, and she or he is not eligible to serve on the university conduct board.
 - (c) Loss of privileges. Denial of specified privileges for a designated period of time.
 - (d) Restitution. Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - (e) Education. The university may require the student to successfully complete an educational project designed to create an awareness of the student's misconduct.
 - (f) Community service. Imposition of service hours (not to exceed eighty hours per student or per member of an organization).
 - (g) Residence hall suspension. Separation of the student from the residence halls for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
 - (h) Residence hall expulsion. Permanent separation of the student from the residence halls.

- (i) University suspension. Separation of the student from the university for a definite period of time, after which the student is eligible to request readmission. Conditions for readmission may be specified.
 - (j) University expulsion. Permanent separation of the student from the university. Also referred to as university dismissal. The terms are used interchangeably throughout this chapter.
 - (k) Revocation of admission and/or degree. Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of law or university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - (l) Withholding degree. The university may withhold awarding a degree otherwise earned until the completion of the process set forth in the standards of conduct for students, including the completion of all sanctions imposed, if any.
 - (m) Trespass. A student may be restricted from any or all university premises based on his or her misconduct.
 - (n) Loss of recognition. A student organization's recognition may be withheld permanently or for a specific period of time. A fraternity or sorority may be prohibited from housing freshmen. Loss of recognition is defined as withholding university services, privileges or administrative approval from a student organization. Services, privileges and approval to be withdrawn include, but are not limited to, intramural sports (although individual members may participate), information technology services, university facility use and rental, campus involvement office organizational activities, and Office of Greek life advising.
 - (o) Hold on transcript and/or registration. A hold restricts release of a student's transcript or access to registration until satisfactory completion of conditions or sanctions imposed by a student conduct officer or university conduct board. Upon proof of satisfactory completion of the conditions or sanctions, the hold is released.
 - (p) No contact order. A prohibition of direct or indirect physical, verbal, and/or written contact with another individual or group.
- (2) More than one of the sanctions listed above may be imposed for any single violation.
 - (3) In determining an appropriate sanction for a violation of the standards of conduct for students, a student's or student organization's past contacts with the office of student standards and accountability may be considered.
 - (4) Other than university expulsion or revocation or withholding of a degree, disciplinary sanctions are not made part of the student's permanent academic record, but shall become part of the student's disciplinary record.
 - (5) In cases heard by university conduct boards, sanctions are determined by that board. The student conduct officer has the authority to assign sanctions in any conduct officer hearing.
 - (6) Academic integrity violations.
 - (a) No credit need be given for work that is not the student's own. Thus, in academic integrity violations, the responsible instructor has the authority to assign a grade and/or educational sanction in accordance with the expectations set forth in the relevant course syllabus. The instructor's choices may include, but are not limited to, assigning a grade of "F" for the assignment and/or assigning an educational sanction such as extra or replacement assignments, quizzes, or tests, or assigning a grade of "F" for the course.

WAC 504-26-406 Interim suspension.

In certain circumstances, the vice-president for student affairs, or a designee, may impose an interim suspension prior to the university conduct board hearing or at any time prior to the university's final order.

(1) Interim suspension may be imposed only in situations involving an immediate danger to the health, safety or welfare of:

- (a) Any part of the university community or public at large; or
- (b) The student's own physical safety and well-being.

(2) Conduct that creates an ongoing disruption of, or interference with, the operations of the university and that prevents other students, employees, or invitees from members of the university community from completing their duties as employees or students, is conduct harmful to the welfare of members of the university community.

(3) During the interim suspension, a student may be denied access to the residence halls, and/or to the campus (including classes), and/or all other university activities or privileges for which the student might otherwise be eligible, as the vice-president for student affairs or designee may determine to be appropriate.

(4) The vice-president for student affairs or designee ordering an interim suspension prepares a brief written decision containing the reasons for the decision (both the factual basis and the conclusions as to why those facts constitute a violation of the standards of conduct for students), and the policy reasons for the interim suspension. The vice-president of student affairs or designee sends copies of the decision by personal delivery or by U.S. mail to all persons or offices bound by it (including, at a minimum, the suspended student and the office of student standards and accountability).

(5) The interim suspension does not replace the regular hearing process, which shall proceed to hearing as quickly as feasible, ordinarily within five working days of the notice of the interim suspension where the accused student has not consented to a longer time frame.

WAC 504-26-407 Review of decision.

(1) A decision reached by the university conduct board or a sanction imposed by the student conduct officer may be appealed by the accused student(s) in the manner prescribed in the decision letter containing the university's decision and sanctions. Such appeal must be made within twenty-one days of the date of the decision letter.

(a) The university president or designee, of his or her own initiative, may direct that an appeals board be convened to review a conduct board decision without notice to the parties. However, the appeals board may not take any action less favorable to the accused student(s), unless notice and an opportunity to explain the matter is first given to the accused student(s).

(b) If the accused and/or the student conduct officer or designee wish to explain their views of the matter to the appeals board they shall do so in writing.

(c) The appeals board shall make any inquiries necessary to ascertain whether the proceeding must be converted to a formal adjudicative hearing under the Administrative Procedure Act (chapter 34.05 RCW).

(2) Except as required to explain the basis of new information, an appeal is limited to a review of the verbatim record of the university conduct board hearing and supporting documents for one or more of the following purposes:

- (a) To determine whether the university conduct board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the standards of conduct for students were violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures are not a basis for sustaining an appeal unless significant prejudice results.
 - (b) To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the standards of conduct for students occurred.
 - (c) To determine whether the sanction(s) imposed were appropriate for the violation of the standards of conduct for students which the student was found to have committed.
 - (d) To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original university conduct board hearing.
- (3) The university appeals board shall review the record and all information provided by the parties and make determinations based on the following:
- (a) Affirm, reverse or modify the conduct board's decision;
 - (b) Affirm, reverse, or modify the sanctions imposed by the conduct board.
- (4) The appeal board's decision shall be personally delivered or mailed via U. S. mail to the student. Such decision shall be delivered or mailed to the last known address of the accused student(s). It is the student's responsibility to maintain a correct and updated address with the registrar. The university appeal board's decision letter is the final order and shall advise the student or student organization that judicial review may be available. If the appeal board does not provide the student with a response within twenty days after the request for appeal is received, the request for appeal is deemed denied.
- (5) The appeals board decision is effective as soon as the order is signed, except in cases involving expulsion or loss of recognition, the appeals board decision is effective ten calendar days from the date the order is signed, unless the university president or designee provides written notice of additional review as provided in subsection (6) of this section.
- (6) For cases involving expulsion or loss of recognition, the university president or designee may review a decision of the appeals board by providing written notice to the student or student organization no later than ten calendar days from the date the appeals board decision is signed.
- (a) This review is limited to the record and purposes stated in subsection (2) of this section.
 - (b) Prior to issuing a decision, the president or designee shall make any inquiries necessary to determine whether the proceeding should be converted into a formal adjudicative hearing under the Administrative Procedure Act (chapter 34.05 RCW).
 - (c) If the accused and/or the student conduct officer or designee wish to explain their views of the matter to the appeals board, they shall do so in writing.
 - (d) The president or designee's decision is in writing, includes a brief statement of the reasons for the decision, and is issued within twenty calendar days after the date of the

appeals board order. The decision becomes effective as soon as it is signed and includes a notice that judicial review may be available.

(7) Students may petition to delay the date that the final order of the university becomes effective by directing a petition to the chair of the appeals board, or the president or designee, as applicable, within ten calendar days of the date the order was personally delivered to the student or placed in the U.S. mail. The chair, or the president or designee, as applicable, shall have authority to decide whether to grant or deny the request.

(8) There is no further review beyond that of the findings of responsibility or outcomes assigned by university or college academic integrity hearing boards.

ARTICLE V: RECORDS

WAC 504-26-501 Records.

(1) Standards of conduct for students records are maintained in accordance with the university's records retention schedule.

(2) The disciplinary record is confidential.

(3) A student may request a copy of his or her own disciplinary record at his or her own reasonable expense by making a written request to the office of student standards and accountability.

(4) Personally identifiable student information is redacted to protect another student's privacy.

(5) A student may authorize release of his or her own disciplinary record to a third party in compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g; 34 CFR Part 99) by making a written request to the office of student standards and accountability.

(6) The university may inform the complainant of the outcome of any disciplinary proceeding involving a crime of violence as defined by FERPA (20 U.S.C. Sec. 1232g; 34 CFR Part 99).

(7) The university informs the complainant of the outcome of any disciplinary proceeding alleging sexual misconduct. (34 CFR 668.46(b)(11)(vi)(B).)

(8) The university may not communicate a student's disciplinary record to any person or agency outside the university without the prior written consent of the student, except as required or permitted by law. Exceptions include but are not limited to:

(a) The student's parents or legal guardians may review these records if the student is a minor or a dependent for tax purposes as defined by FERPA (20 U.S.C. Sec. 1232g; 34 CFR Part 99).

(b) Release to another educational institution, upon request, where the student seeks or intends to enroll, as allowed by FERPA (20 U.S.C. Sec. 1232g; 34 CFR Part 99).

ARTICLE VI: INTERPRETATION AND REVISION

WAC 504-26-601 Interpretations.

Any question of interpretation or application of the standards of conduct for students is referred to the vice-president for student affairs or designee for final determination.

WAC 504-26-602 Periodic review.

The standards of conduct for students are reviewed every three years under the direction of the student conduct officer.

GLOSSARY OF ACADEMIC TERMS

ACADEMIC CALENDAR The official university schedule for deadlines

ACADEMIC COORDINATOR A professional advisor in the WSU system.

ACADEMIC DEFICIENCY An undergraduate (undeclared or certified major) who at the end of any one semester has failed to maintain a 2.00 semester and/or cumulative grade point average is considered academically deficient. Students should contact the Office of Reinstatement in the Undergraduate and Learning Center for instructions when seeking probationary enrollment.

ADDING A COURSE Students may add course enrollments through the 5th day of the semester. (NOTE: If the course is being added pass, fail the approval of the student's faculty advisor is also required.) After the 5th day of the semester, students may add course enrollments only with the permission of the instructor. Students receiving Veterans GI Bill benefits MUST contact the Campus Veteran's Affairs Office.

ADVISOR A faculty member or a professional, who provides academic guidance, refers students to appropriate campus services and resources, and helps students plan semester schedules.

CANCELLATION OF ENROLLMENT Students who wish to withdraw from the institution and disenroll from all of their classes initiate the cancellation through www.cancel.wsu.edu Students receiving financial aid should check with a financial aid officer for possible effects on financial aid eligibility. Students receiving Veterans GI Bill benefits MUST contact the Campus Veteran's Affairs Office.

CATALOG Publication that contains general information about faculty, admissions, financial aid, student life activities, policies and procedures, course descriptions, degree requirements, etc. The catalog is also online at <http://catalog.wsu.edu/Catalog/Apps/HomePage.ASP>.

CERTIFY (a major or minor) Officially be admitted to a major or minor area of study. Some majors and minors require a special application process.

CONCENTRATION Program of study organized around a particular theme within the major.

CREDITS A unit of credit earned for taking a course for a semester or summer session. Most courses carry three (3) credit hours. Attempted: Credit hours used to calculate GPA, including F grades. Attempted hours may exceed earned hours. Earned: Credit hours accumulated for all course work where credit is given.

DECLARED Having certified in a major.

DEGREE AUDIT REPORTING SYSTEM (DARS) An automated record that shows your progress toward completing an undergraduate degree in a particular major.

DROP A student may drop a course without record up to the end of the 30th day of the semester in which the course is offered or according to a prorated schedule for shorter academic terms. Dropping a course may change student status from full-time to part-time. Students receiving financial aid should check with a financial aid officer for possible effects on financial aid eligibility. Students receiving Veterans GI Bill benefits MUST contact the Campus Veteran's Affairs Office.

ELECTIVE A course a student may choose to take because of academic interest but which will not count toward the General Education Requirements or a major or minor field. A limited number of electives are needed to meet general degree requirements. The advisor can help in selecting elective courses.

FERPA Federal law (Family Educational Rights and Privacy Act of 1974) designed to provide students with greater access to and control over information contained in their educational records. Prohibits the release of information (other than directory information) to anyone, including parents, without express written consent from the student.

FINANCIAL AID Federal, state, college, and private programs that help students pay for college costs. Financial aid can be in the form of grants, scholarships, loans, or work-study programs.

GENERAL EDUCATION REQUIREMENTS (GERs) Courses including English, math, science, history, social sciences, foreign language, and humanities that all students are required to complete for graduation. (See University Common Requirements, which updated the GERs in May 2011)

GPA Grade point average; the average of a student's class grades based on a 4.0 scale. On a WSU transcript, Cumulative: Grade point average that includes all coursework grades the student has received at WSU. Major: Grade point average that includes only courses within a student's major. Semester: Grade point average that includes only the courses for a specific semester at WSU.

HOLD An administrative process that does not allow a student access to his/her academic account for purposes of registration for future classes or adjustment of current classes until specific requirements are met.

INTERNSHIP A job in a student's field of study; may be required in some academic programs and may include salary in addition to college credit.

MAJOR A concentrated field of study in which a student earns a degree.

MINOR A student's secondary field of study outside the major discipline.

PREREQUISITE A beginning class that prepares students for more difficult classes. Course prerequisites are found in the course descriptions in the catalog.

PRESIDENT'S HONOR ROLL An undergraduate will be named to the President's Honor Roll under either of the following conditions:

- By achieving a grade point of 3.75 while enrolled in at least 9 graded hours in a single semester at Washington State University.
- By achieving a cumulative grade point average of 3.50 based on at least 15 cumulative hours of graded work at Washington State University, provided that the semester gpa is a 3.0 or better.

REINSTATEMENT Process to gain re-admittance due to academic deficiency. Washington State University expects students to maintain academic standards of excellence and make satisfactory academic progress toward their degree objectives.

SUPPLEMENTAL INSTRUCTION Supplemental Instruction (SI) is an academic assistance program that utilizes peer-assisted study sessions for specified semester courses. SI sessions are regularly scheduled,

informal review sessions in which students compare notes, discuss readings, develop organizational tools, and predict test items. Students learn how to integrate course content and study skills while working together.

SYLLABUS A document that lists a course's objectives and requirements along with subjects of lectures, reading assignments, due dates, and an exam schedule. Each instructor distributes a syllabus at the beginning of the semester.

UNIVERSITY COMMON REQUIREMENTS The foundation recommended by the General Education Visioning Committee that will culminate in a meaningful undergraduate experience. *"WSU fosters educational outcomes that include knowledge of human cultures, of the arts, and of the natural and physical world."* Students will enroll in courses that include a broad liberal education, specialization in a major, and community- and field-based experiences.

UNDECIDED A term used to describe the state of not yet having a chosen major field of study; the opposite of having a declared major.

WITHDRAWAL The process for dropping one or all classes a student has after the add/drop period is over. The student needs to follow withdrawal procedures; simply not attending class does not officially withdraw a student from class. Withdrawing from a class could change status from full-time to part-time. If receiving financial aid, the student should report the change to the financial aid office. Students receiving Veterans GI Bill benefits MUST contact the Campus Veterans Affairs Office.

WSU TRI-CITIES QUICK PHONE LIST (area code 509)

Admissions	372-7250
Advising Center	372-7399
Alumni Information	509-335-2586 (or 5-2586 from a campus phone)
Ambulance	911
Associated Students of WSU Tri-Cities	372-7128 (president) 372-7127 (vice president)
Athletic Tickets, WSU Pullman	372-7300 or 1-800-GOCOUGS
Bookstore (Bookie)	375-1084
Campus Emergency (after hours)	372-7234
Career Development Center	372-7600
Chancellor's Office	372-7258
Childcare Reimbursement	372-7228
Computer Center/Help Desk	372-7334
Copy Center/Mail Room	372-7273
Counseling Services	372-7153
Development/Donations	372-7264
Disability Services Offices	372-7352
Emergency	911
Financial Aid	372-7228
Fitness Club Reimbursement	372-7352
Graduate School Services	372-7247
Insurance (student)	372-7228
International Student Services	372-7382
Internships	372-7600
Learning Center	372-7138
Library	372-7430
Ombudsman (Pullman)	509-335-1195
Cougar Cafe	375-1053
Marketing & Communications	372-7319
Media Services	372-7203
Reinstatement	372-7399
Registered Student Organizations (RSO's)	372-7300
Registrar Services	372-7351
Scholarships	372-7228
Student Accounts	372-7498
Student Affairs	372-7139
Student Conduct	372-7139
Student Employment	372-7600
Student Involvement	372-7300
Transcripts	372-7351
TRiO Student Support Services	372-7157
Veterans Affairs Center	372-7351
Work Study	372-7297
Writing Center	372-7342
Writing Portfolio	372-7217