



RULE-MAKING ORDER

CR-103 (June 2004) (Implements RCW 34.05.360)

Agency: Central Washington University

Permanent Rule
 Emergency Rule

Effective date of rule:

Permanent Rules

31 days after filing.
 Other (specify) _____ (If less than 31 days after filing, a specific finding under RCW 34.05.380(3) is required and should be stated below)

Effective date of rule:

Emergency Rules

Immediately upon filing.
 Later (specify) _____

Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?

Yes No If Yes, explain:

Purpose: Clarify and update admission and registration rules to reflect current practice.

Citation of existing rules affected by this order:

Repealed:
Amended: WAC 106-160-070, 080, 090, 110, 120, 130, 140, 160, 170, 180, 190, 200, 210, 220, and 230
Suspended:

Statutory authority for adoption: RCW 28B.10.528 and 28B.35.120 (12)

Other authority :

PERMANENT RULE ONLY (Including Expedited Rule Making)

Adopted under notice filed as WSR 06-22-045 on Oct. 27, 2006 (date).
Describe any changes other than editing from proposed to adopted version: no changes

If a preliminary cost-benefit analysis was prepared under RCW 34.05.328, a final cost-benefit analysis is available by contacting:

Name: _____ phone () _____
Address: _____ fax () _____
e-mail _____

EMERGENCY RULE ONLY

Under RCW 34.05.350 the agency for good cause finds:

- That immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest.
- That state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.

Reasons for this finding:

Date adopted: December 14, 2006

NAME (TYPE OR PRINT)
Jerilyn S. McIntyre

SIGNATURE

TITLE
President

CODE REVISER USE ONLY

DEC 18 2006
956
07-01-066

**Note: If any category is left blank, it will be calculated as zero.
No descriptive text.**

**Count by whole WAC sections only, from the WAC number through the history note.
A section may be counted in more than one category.**

The number of sections adopted in order to comply with:

Federal statute:	New	_____	Amended	_____	Repealed	_____
Federal rules or standards:	New	_____	Amended	_____	Repealed	_____
Recently enacted state statutes:	New	_____	Amended	_____	Repealed	_____

The number of sections adopted at the request of a nongovernmental entity:

New	_____	Amended	_____	Repealed	_____
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The number of sections adopted in the agency's own initiative:

New	_____	Amended	_____	Repealed	_____
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The number of sections adopted in order to clarify, streamline, or reform agency procedures:

New	_____	Amended	<u>15</u>	Repealed	_____
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The number of sections adopted using:

Negotiated rule making:	New	_____	Amended	_____	Repealed	_____
Pilot rule making:	New	_____	Amended	_____	Repealed	_____
Other alternative rule making:	New	_____	Amended	_____	Repealed	_____

AMENDATORY SECTION (Amending Order CWU AO 77, filed 10/6/94, effective 11/6/94)

WAC 106-160-070 Finances. Each (~~applicant for admission to~~) enrolled student at Central Washington University must pay the tuition and fees as established by the board of trustees or the president on or before the dates for payment as designated by the board of trustees or the president.

AMENDATORY SECTION (Amending Order CWU AO 77, filed 10/6/94, effective 11/6/94)

WAC 106-160-080 Graduating students. Students shall submit their applications for the appropriate degrees on or before the date designated for the purpose by the board of trustees or the president, which shall be published in the appropriate university catalog. No application shall be accepted after the designated dates. However, the president or (~~his~~) designee may waive this requirement.

AMENDATORY SECTION (Amending Order CWU AO 77, filed 10/6/94, effective 11/6/94)

WAC 106-160-090 Registration. Currently enrolled students and all other individuals desiring to enroll in Central Washington University shall do so during the early registration dates or on or before the (~~preregistration or~~) registration dates designated by the board of trustees or president, which shall be published in the appropriate university catalog. No registration (~~or preregistration~~) shall be accepted after the designated dates: Provided(~~(7)~~) that the registrar may, whenever possible, waive this requirement within the time designated by the board of trustees or president for late registration.

AMENDATORY SECTION (Amending Order CWU AO 77, filed 10/6/94, effective 11/6/94)

WAC 106-160-110 Registration--Changes in registration and withdrawal. Students who wish to change their registration or withdraw from a particular course or the university after having completed their registration must do so on or before the date established for such changes or withdrawal by the board of trustees or president and by the completion of the "change (~~in~~ registration) of schedule" or "withdrawal" forms maintained by the university. Students who leave the university and do not withdraw shall receive failing grades for work not completed and are liable for tuition and fees. For further information, consult the tuition and fee payment policy in Part 7 of the CWU Policies Manual at <http://www.cwu.edu/~pres/policies/Part7-2.2.31.1DelinquencyPolicy.pdf>.

AMENDATORY SECTION (Amending Order CWU AO 77, filed 10/6/94, effective 11/6/94)

WAC 106-160-120 Admission requirements--To freshman standing. Central Washington University will admit qualified students who meet the published admissions criteria for any quarter. Admission to the university is based on the student's ability to successfully complete programs offered by the university. Eligibility for admission as a first-time freshman is based on evidence of potential success in university study. Eligibility for (~~regular~~) initial admission as a freshman will be guided by the following situations:

Situation 1: (~~Regular~~) Initial admission of (~~freshman under twenty-one years of age. Eligibility for regular admission as a freshman for those twenty-one years of age or younger~~) freshmen will be determined using both the student's high school grade point average and a nationally normed standardized test, either the (~~American College Test (+)~~)ACT(+), or the (~~Scholastic Aptitude Test (+)~~)SAT(+). The high school grade point average and test score will be combined to produce, for each freshman applicant, an admission index number. An offer of acceptance to the university as a freshman will be based on the resulting index number. The minimum index number established by the higher education coordinating board for the three regional universities and The Evergreen State College for regular admission is 13. A 13 index indicates that applicants have at least a sixty-five percent probability of achieving a "C" or better grade point average at the completion of their freshman year at Central Washington University. Freshman applicants must have prescribed set of high school courses totaling fifteen units. The required high school courses include: Four years of English, three years of math, two years of

science, three years of social studies, two years of single foreign language, and one year of fine, visual or performing arts, or an additional year of any of the above college-prep courses.

~~((Situation 2: Regular admission of freshmen twenty-one years of age or older. A student twenty-one years of age or older who is seeking initial entry at the freshman level may be offered regular admission if the student obtained a score of at least eighteen on the Enhanced ACT Exam or seven hundred minimum on the SAT Exam, or he or she has scored at least an eighty-three or higher on WPCT if they took that exam prior to June 1, 1989.))~~

Situation ((3)) 2: Alternate standards for freshman admissions. Students ((seeking freshman admission)) who are not admissible through the initial admissions process may be admitted through the ((use of alternative criteria. Students applying under the alternative standard must satisfy each of the following requirements:

- ~~(1) Submit a score on the ACT or SAT;~~
- ~~(2) Submit a transcript showing achievement of a 2.0 or higher high school grade point average and/or a passing score on the General Education Development Test;~~
- ~~(3) Complete high school course pattern requirements as prescribed with no more than three subject year deficiencies waived; and~~
- ~~(4) Present evidence of success outside the classroom and strong motivation to succeed in college)) comprehensive review process. Admission to the university does not guarantee admission into a particular major or program offered by the university.~~

AMENDATORY SECTION (Amending Order CWU AO 77, filed 10/6/94, effective 11/6/94)

WAC 106-160-130 Admission requirements for transfer applicants. Eligibility for admission of transfer applicants with fewer than forty transferable quarter credits is the same as first-time freshmen as they must meet freshman requirements in addition to an assessment of the quality of previous college work.

Applicants who have earned more than forty transferable quarter credits will be admitted based on the quality of college work only. If transcripts do not provide evidence of academic ability, regardless of the grade point average, additional information may be required.

Central Washington University accepts academic credits earned at other accredited collegiate institutions which are essentially equivalent in academic level and nature of work offered at CWU. The university endorses the policy in the Intercollegiate Transfer and Articulation Agreement among Washington public colleges and universities.

~~((Transfer students who have not earned a Washington community~~

~~college academic associate of arts degree will be admitted on sliding scale. Priority will be given to students with the highest grade point average (gpa) computed from previous transferable college-level work and with the greatest number of hours completed in transfer.))~~ Students who have completed college-level math and English and those that have completed a Direct Transfer Associates degree (DTA) will do better in the comprehensive review process. See the following web site for a list of accepted DTA degrees: <http://www.cwu.edu/~cwuadmis/dta.html>.

Admission to the university does not guarantee admission into a particular major or program offered by the university.

AMENDATORY SECTION (Amending Order CWU AO 77, filed 10/6/94, effective 11/6/94)

WAC 106-160-140 Readmission of former students. Former CWU students who have interrupted their studies for more than one ((year)) quarter, or who have attended another college or university after CWU, except for summer school, must ~~((file a returning CWU student application))~~ reapply for admission. Transcripts of any college work completed since last enrolled at Central Washington University must be submitted. ~~((Students will be admitted on a priority basis, based on the additional academic credits taken and the academic standing they had when they left CWU.))~~

AMENDATORY SECTION (Amending Order CWU AO 77, filed 10/6/94, effective 11/6/94)

WAC 106-160-160 Nonmatriculating students. Students who are not seeking ~~((a))~~ degrees or certificates may ~~((request enrollment))~~ be allowed to enroll in courses as ~~((a nonmatriculant. Upon approval by the office of admissions, they))~~ nonmatriculated students. These students do not need to go through the regular admissions process but should apply through registrar services and may ((enroll if)) be allowed to register on a space ((is)) available((, for a maximum of nine credits so long as they meet academic standards)) basis. Credits earned ~~((in this status))~~ as a nonmatriculated student may not be ~~((applied))~~ used to ((any)) satisfy degree or certificate requirements unless the student applies and is ((formally admitted to the university)) accepted as a matriculated student, in which case a maximum of forty-five credits may be applied. ~~((Nonmatriculant students are not eligible for most financial aid, veterans' benefits, credit evaluations, or~~

~~other university services.))~~

Students who have previously attended Central Washington University as matriculated students and have not obtained a degree and students who have applied and been rejected for undergraduate matriculated status will not be allowed to enroll as nonmatriculated students. Nonmatriculated students are not eligible for most financial aid, veteran's benefits, credit evaluations, or other services regularly provided for matriculated students.

AMENDATORY SECTION (Amending Order CWU AO 77, filed 10/6/94, effective 11/6/94)

WAC 106-160-170 High school enrichment. ((~~High school students who wish to enter Central Washington University before graduating from high school may apply for admission under one of the following situations:~~

~~Situation 1. Students who wish to enroll as full-time students at the completion of their junior year must have a cumulative gpa of 3.2 or higher and score at least a twenty-seven composite score on the American College Test, or a combined score of one thousand one hundred, including at least six hundred verbal, on the Scholastic Aptitude Test. They must be recommended by their high school principal, have parent or guardian approval if under eighteen years of age, and meet with the director of admissions prior to acceptance.~~

~~Situation 2. Students who wish to enrich their high school program may take one or more college level courses while still enrolled in high school. The opportunity is available to students who have completed their junior year and have at least a 3.0 cumulative grade point average. Prior to enrollment, courses must be approved by the high school principal or counselor and the director of admissions.)) Students who have not yet graduated from high school may be allowed to enroll as nonmatriculated students for courses that they need to advance academically, provided that such academic opportunities are not readily available to them elsewhere. To be eligible for the high school enrichment program, students must have demonstrated superior academic performance or preparation in the area of study for which they are applying. High school enrichment applicants must submit either ACT, SAT or compass scores, and official copies of their high school transcript. In addition, they need to explain in writing their reasons for wanting to attend specific courses at the university and offer arguments for their potential to succeed. They must also meet with the registrar and have the approval of their high school principal and the course professor.~~

AMENDATORY SECTION (Amending Order CWU AO 77, filed 10/6/94, effective 11/6/94)

WAC 106-160-180 Admission requirements--International students. Central Washington University welcomes qualified students from other countries. Students demonstrating the greatest potential for success may be admitted after a thorough review and evaluation of their entire academic background.

Because educational systems vary widely around the world, there is no single uniform admission requirement for international students. However, they must meet the following basic minimum requirements:

(1) Completion of academic course work and national examinations necessary to satisfy admission requirements to colleges and universities in their native country.

(2) Adequate financial support verified by a Confidential Financial Statement Form and a current bank letter or scholarship award from a United States bank or agency.

(3) Competency in English demonstrated by a score of ~~((at least five hundred twenty-five))~~ 525 or above on the paper-based Test of English As A Foreign Language (TOEFL) or a score of 195 or above on the computer-based TOEFL, or a score of 71 or above on the internet-based TOEFL, or ~~((, in some cases, transferable))~~ a 3.0 (B grade) in each of two college level English composition courses from an accredited United States college or university which would meet the general education writing requirement at Central Washington University.

(4) International students transferring from United States institutions must have a minimum grade point average of ~~((2.75))~~ 2.50 in transferable courses, and must also meet the academic requirements for college entrance in their native country.

~~((5) International students must have two letters of recommendation from a professor or counselor with whom they are currently working.))~~

AMENDATORY SECTION (Amending Order CWU AO 77, filed 10/6/94, effective 11/6/94)

WAC 106-160-190 Application procedures. New and former students must submit an application for admission. ~~((All forms are available in the office of admissions, which is located on the first floor of Mitchell Hall.))~~ The preferred way to apply for admission is to apply online, via the following web site: <http://www.cwu.edu/~cwuadmis/apply/html>. Hard copy applications are available by request.

There is a ~~((thirty-five))~~ fifty dollar, nonrefundable application processing fee ~~((for new or former students))~~.

*Application deadline dates: Fall-~~((June))~~ April 1; winter-

November 1; spring-February 1; summer-June 1.

*Dates are subject to change.

AMENDATORY SECTION (Amending Order CWU AO 77, filed 10/6/94, effective 11/6/94)

WAC 106-160-200 Required transcripts. Freshman applicants must have official transcripts sent directly to the office of admissions from their high school ~~((and/or))~~. Transfer applicants must have ~~((necessary))~~ transcripts ~~((mailed))~~ sent from each institution previously attended. All documents must be received by the announced closing dates to be considered for admission. Documents sent by the student received in open envelopes will not be considered official.

AMENDATORY SECTION (Amending Order CWU AO 77, filed 10/6/94, effective 11/6/94)

WAC 106-160-210 Required tests. ~~((Undergraduate))~~ Freshman students, or transfer students with fewer than forty college-level transferable quarter credits, applying to the university must submit scores from the ~~((American College Test -))~~ ACT ~~((+))~~ or ~~((Scholastic Achievement Test -))~~ SAT ~~((+))~~.

AMENDATORY SECTION (Amending Order CWU AO 77, filed 10/6/94, effective 11/6/94)

WAC 106-160-220 Admission decision. Completed application files are reviewed by the office of admissions and decisions are mailed to students in writing. ~~((Students may be admitted under the following situations:~~

Situation 1: ~~Admitted, dean's distinction - indicating that academic requirements have been met with an outstanding high school or community college record. Students receiving this acceptance are recommended to the Douglas Honors College.~~

Situation 2: ~~Admitted - indicating that all academic requirements have been satisfied.~~

Situation 3: ~~Admitted, admissions deficiency - indicating that the student has a high school subject deficiency that needs to be completed prior to graduation from Central Washington~~

University.

~~Situation 4. Admitted, probation - indicating that while admission requirements have been marginally met, the student enters on academic probation.~~

~~Situation 5. Denied - indicating that the admission requirements have not been met and the student is not being offered admission. Students denied admission may request a review of the decision by writing a letter of appeal. A letter should be submitted only to present new factual information which will overcome, not simply explain, the academic record. Letters of petition for the denial should be directed to the admission committee for final determination.)~~ Appeals of admissions denials are handled on an individual basis. Students wishing to appeal should contact the office of admissions for the current appeal procedure.

AMENDATORY SECTION (Amending Order CWU AO 77, filed 10/6/94, effective 11/6/94)

WAC 106-160-230 Accepting the offer of admission. Students must confirm their intention to enroll to Central Washington University by submitting a ~~((fifty-five dollar))~~ confirmation of admission payment that will be applied to their first quarter's tuition. This payment should not be made until requested by the university, which occurs when students are notified officially of their admission. This payment is due by May 1 for fall quarter, October 1 for winter quarter, and February 1 for spring quarter. ~~((Special attention must be observed for))~~ These dates are subject to change. Priority consideration for registration, as well as completion of financial aid packaging ~~((and assignments of advisors))~~, are designated when this payment is received. Students are encouraged to submit the ~~((fifty-five dollar))~~ confirmation of admission payment as early as possible after receiving the offer of admission. Central Washington University will guarantee a registration position to any student who submits the confirmation of admission payment prior to the announced deadline ~~((dates listed below for each quarter: Fall-May 1, winter-September 1, spring-January 1))~~.

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 106-160-150

Provisional enrollment.

WAC 106-160-30

Admission requirements--Application for fifth year or nondegree study.

WAC 106-160-280

Admission requirements--Procedures for high school graduates.

WAC 106-160-290

Admission requirements--Procedures for advanced undergraduate standing.

WAC 106-160-300

Admission requirements--Admission to credential program.