



**RULE-MAKING ORDER**  
(RCW 34.05.360)

**CR-103** (10/1/89)

Agency: Central Washington University

- Permanent Rule
- Emergency Rule

(1) Date of adoption: August 18, 1994

(2) Purpose:  
see attached

(3) Citation of existing rules affected by this order:  
Repealed: 106-160-001 to 041  
Amended: 106-156, 160, 168 see attached  
Suspended:

(4) Authority for adoption:  
Statute: RCW 28B.10.528, 28B.35.120(12)  
Other Authority:

**(5.1) PERMANENT RULE ONLY**

Pursuant to notice filed as WSR \_\_\_\_\_ on \_\_\_\_\_ (date).  
Describe any changes other than editing from proposed to adopted version:

**(5.2) EMERGENCY RULE ONLY**

Pursuant to RCW 34.05.350 the agency for good cause finds:

- (a) 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.
- (b) 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:

Immediate adoption of proposed changes is necessary to allow the public access to current, updated regulations prior to the beginning of fall quarter.

(5.3) Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?  
 Yes  No If yes, explain:

(6) Effective date of rule:

<b>Permanent Rules</b>	<b>Emergency Rules</b>
<input type="checkbox"/> 31 days after filing	<input checked="" type="checkbox"/> Immediately
<input type="checkbox"/> Other (specify) _____ *	<input type="checkbox"/> Later (specify) _____

\*(If less than 31 days after filing, specific finding in 5.3 under RCW 34.05.380(3) is required)

**CODE REVISER USE ONLY**

CODE REVISER'S OFFICE  
STATE OF WASHINGTON  
FILED

AUG 23 1994

TIME: 2:12 PM

WSR: 94-17-154

NAME (TYPE OR PRINT)  
Ivory V. Nelson

SIGNATURE  
*Ivory Nelson*

TITLE  
President

DATE  
8-18-94

**RULE-MAKING ORDER CR-103**  
*Attachment*

**(2) Purpose**

*Amended*

- WAC 106-156-010 To correct punctuation
- WAC 106-156-011 To change wording consistent with APA standards
- WAC 106-156-012 To adjust punctuation and modify wording
- WAC 106-156-013 To modify grammar
- WAC 106-156-015 To revise punctuation and eliminate an outdated reference and sexist language

*New Sections*

- WAC 106-160-050 To specify the provisions of chapter 106-160 WAC
- WAC 106-160-060 To stipulate conditions of catalog changes and their availability
- WAC 106-160-070 To require payment of tuition and fees
- WAC 106-160-080 To establish guidelines for degree application
- WAC 106-160-090 To detail registration requirements
- WAC 106-160-100 To specify that students must meet registration deadlines
- WAC 106-160-110 To establish guidelines for change of schedule
- WAC 106-160-120 To outline admission requirements for students of freshman standing
- WAC 106-160-130 To define admission requirements for transfer students
- WAC 106-160-140 To establish readmission guidelines for former students
- WAC 106-160-150 To outline requirements for provisional enrollment
- WAC 106-160-160 To define guidelines for nonmatriculating students

- WAC 106-160-170 To establish guidelines for high school students to enter the university prior to high school graduation
- WAC 106-160-180 To specify admission requirements for international students
- WAC 106-160-190 To establish application procedures
- WAC 106-160-200 To define transcripts requirements for admission
- WAC 106-160-210 To specify tests required for undergraduate admission
- WAC 106-160-220 To establish guidelines for admission decisions
- WAC 106-160-230 To define requirements for acceptance of admission offer
- WAC 106-160-240 To outline requirements for application and admission to graduate study
- WAC 106-160-250 To specify requirements for admission to master's degree study
- WAC 106-160-260 To establish admission requirements for fifth year or nondegree study applicants
- WAC 106-160-270 To outline graduate study admission procedure
- WAC 106-160-280 To establish procedures for high school graduates to complete admission requirements
- WAC 106-160-290 To outline procedures for advanced undergraduate standing
- WAC 106-160-300 To outline procedure for admission to a credential program
- WAC 106-160-310 To establish summer session admission and registration procedures
- WAC 106-160-320 To define summer session workshop admission and registration procedures

***Repealer***

- WAC 106-160-001 To repeal outdated section, replaced by WAC 106-160-050
- WAC 106-160-002 To repeal outdated section, replaced by WAC 106-160-060
- WAC 106-160-005 To repeal outdated section, replaced by WAC 106-160-070
- WAC 106-160-010 To repeal outdated section, replaced by WAC 106-160-080

- WAC 106-160-015 To repeal outdated section, replaced by WAC 106-160-090
- WAC 106-160-016 To repeal outdated section, replaced by WAC 106-160-100
- WAC 106-160-017 To repeal outdated section, replaced by WAC 106-160-110
- WAC 106-160-020 To repeal outdated section, replaced by WAC 106-160-120
- WAC 106-160-021 To repeal outdated section
- WAC 106-106-022 To repeal outdated section, replaced by WAC 106-160-290
- WAC 106-160-023 To repeal outdated section, replaced by WAC 106-160-180
- WAC 106-160-024 To repeal outdated section, replaced by WAC 106-160-140
- WAC 106-160-026 To repeal outdated section, replaced by WAC 106-160-160
- WAC 106-160-027 To repeal outdated section
- WAC 106-160-029 To repeal outdated section, replaced by WAC 106-160-240
- WAC 106-160-030 To repeal outdated section, replaced by WAC 106-160-250
- WAC 106-160-031 To repeal outdated section, replaced by WAC 106-160-260
- WAC 106-160-032 To repeal outdated section, replaced by WAC 106-160-270
- WAC 106-160-033 To repeal outdated section, replaced by WAC 106-160-280
- WAC 106-160-034 To repeal outdated section, replaced by WAC 106-160-290
- WAC 106-160-035 To repeal outdated section, replaced by WAC 106-160-300
- WAC 106-160-040 To repeal outdated section, replaced by WAC 106-160-310
- WAC 106-160-041 To repeal outdated section, replaced by WAC 106-160-320

***Amended***

- WAC 106-168-009 To clarify library smoking policy
- WAC 106-168-065 To correct spelling and establish guidelines for borrower identification cards

WAC 106-168-097 To modify payment location for library charges and eliminate nonessential language

**(3) Citation of existing rules affected by this order:**

***Amended***

WAC 106-156-010 Students required to live in university residence halls.  
WAC 106-156-011 Students required to live in university residence halls--Exceptions.  
WAC 106-156-012 Students required to live in university residence halls--Definitions.  
WAC 106-156-013 Students required to live in university residence halls--Verification and time requirement.  
WAC 106-156-015 Eligibility for university family housing.

***Repealer***

WAC 106-160-001 Admission and registration procedures and catalog requirements.  
WAC 106-160-002 Admission and registration procedures and catalog requirements--Changes in catalog.  
WAC 106-160-005 Finances.  
WAC 106-160-010 Graduating students.  
WAC 106-160-015 Registration.  
WAC 106-160-016 Registration--Deadlines.  
WAC 106-160-017 Registration--Changes in registration and withdrawal.  
WAC 106-160-020 Admission requirements--To freshman standing.  
WAC 106-160-021 Admission requirements--Prospective students.  
WAC 106-106-022 Admission requirements--Admission to advanced undergraduate standing.

- WAC 106-160-023 Admission requirements--Admission of international students.
- WAC 106-160-024 Admission requirements--Readmission of former students.
- WAC 106-160-026 Admission requirements--Admission of nonmatriculated students.
- WAC 106-160-027 Admission requirements--Admission of veterans.
- WAC 106-160-029 Admission requirements--Application and admission to graduate study.
- WAC 106-160-030 Admission requirements--Application for study leading to a master's degree.
- WAC 106-160-031 Admission requirements--Application for fifth year or nondegree study.
- WAC 106-160-032 Admission requirements--Admission procedure.
- WAC 106-160-033 Admission requirements--Procedures for high school graduates.
- WAC 106-160-034 Admission requirements--Procedures for advanced undergraduate standing.
- WAC 106-160-035 Admission requirements--Admission to credential program.
- WAC 106-160-040 Summer session admission and registration procedures.
- WAC 106-160-041 Summer session admission and registration procedures--Workshop registration.

***Amended***

- WAC 106-168-009 Food, beverages, smoking.
- WAC 106-168-065 Borrower identification cards.
- WAC 106-168-097 Payment of charges.



AMENDATORY SECTION (Amending Order 39, filed 7/11/78)

**WAC 106-156-010 Students required to live in university residence halls.** All full-time single freshman and sophomore students of Central Washington University under twenty-one years of age are required to live in university residence hall facilities. Residence hall facilities do not include apartments for single or married students.

AMENDATORY SECTION (Amending Order 59, filed 11/7/86)

**WAC 106-156-011 Students required to live in university residence halls--Exceptions.** Exceptions to WAC 106-156-010 may be granted to the following students:

- (1) Those who are living with parents or relatives.
- (2) Those with medical reasons.
- (3) Those employed off campus and housing and/or board is a part of their overall compensation received.
- (4) Those who will reach the age of twenty-one within thirty days after the start of the quarter.
- (5) Those who have completed six quarters as a full-time student.
- (6) Those who have unique situations not otherwise covered in this paragraph of exceptions and obtain the approval of the director of auxiliary services, or the director's designee.

The director of auxiliary services has established a committee of whom the student may request a ~~((hearing))~~ proceeding and ruling on the student's request for an exception. ~~((The decision of the committee may be appealed to the undergraduate council.))~~

AMENDATORY SECTION (Amending Order 39, filed 7/11/78)

**WAC 106-156-012 Students required to live in university residence halls--Definitions.** Definitions of exceptions as stated in WAC 106-156-011 shall mean and are defined as follows:

- (1) "Living with" shall mean those whose domiciles are in the place of residence of a parent or relative and will be commuting from such place of residence on a daily basis.
- (2) "Parents or relatives" shall mean a parent, legal guardian, grandparent, brother, sister, aunt, uncle, or first cousin.
- (3) "Medical reason" shall mean a medical problem that shall require a student to live in other than a university residence hall. Written verification of the medical problem and the

requirement not to live in a residence hall must be obtained and submitted from a licensed physician or licensed psychologist.

(4) "Employment in nonuniversity housing and housing and/or board is part of their overall compensation received" shall mean employment for an established place of business or for an established family unit when a landlord/employer requires the student to reside where the work is performed and a substantial portion of the rent and/or room and board is reduced as a part of the overall compensation for the work performed for the landlord, employer at the place of the residence of the student.

(5) "Completed six quarters as a full-time student" shall mean enrollment in and completion of a minimum of ten (~~credit~~) quarter credit hours of academic work in each of the six quarters.

AMENDATORY SECTION (Amending Order 39, filed 7/11/78)

**WAC 106-156-013 Students required to live in university residence halls--Verification and time requirement.** Acceptable written verification shall be provided to the university for all exceptions at the time the request for an exception is made.

(1) A currently enrolled student wishing to apply for an exception to the university housing policy as set forth in WAC 106-156-010 shall reduce such request to writing and file it as required by the director of auxiliary services no later than 5:00 p.m. on the last day of the fifth week of classes in the quarter preceding the quarter the exception is requested (~~for~~).

(2) A newly admitted or reenrolling student who has not been enrolled as a student at Central the previous quarter wishing to apply for an exception to the university housing policy as set forth in WAC 106-156-010 shall reduce such request to writing and file such request in the office of the director of auxiliary services as required by the director of auxiliary services within twenty days after such student's acceptance to the university; however, in no event later than 5:00 p.m. on the day following such student's day of registration.

AMENDATORY SECTION (Amending Order 39, filed 7/11/78)

**WAC 106-156-015 Eligibility for university family housing.** Generally eligibility to lease and occupy university family housing is limited to students, full-time faculty, and full-time staff members of the university. A student is one who maintains a minimum of twelve quarter hours as an undergraduate student or ten quarter hours as a graduate student (~~(, exclusive of correspondence courses)~~). Concurrent enrollment of husband and wife to maintain the minimum hours does not fulfill this requirement. This regulation applies to each quarter, with the exception of a tenant living in family housing during spring quarter who wishes to remain as a nonstudent during the summer. ((He)) The student may do so if



he or she indicates in writing (~~his~~) an intention to reenroll  
fall quarter.

NEW SECTION

**WAC 106-160-050 Admission and registration procedures and catalog requirements.** The provisions of WAC 106-160-001 through 106-160-099 shall contain admission and registration procedures and catalog requirements of Central Washington University.

NEW SECTION

**WAC 106-160-060 Admission and registration procedures and catalog requirements--Changes in catalog.** The board of trustees reserves the right of the board of trustees or president to make changes in any of the provisions of the university's catalogs without prior notice. When changes are made, the changes shall be filed in the office of the president and other appropriate university offices and placed with the appropriate catalog in the reference area of the library.

NEW SECTION

**WAC 106-160-070 Finances.** Each applicant for admission to 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.

NEW SECTION

**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.

## NEW SECTION

**WAC 106-160-090 Registration.** Currently enrolled students and all other individuals desiring to enroll in Central Washington University shall do so 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*, That the registrar may, whenever possible, waive this requirement within the time designated by the board of trustees or president for late registration.

## NEW SECTION

**WAC 106-160-100 Registration--Deadlines.** All students registering with the university must meet those deadlines as established by the board of trustees or the president for registration.

## NEW SECTION

**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" or "withdrawal" forms maintained by the university. Students who leave the university and do not withdraw shall receive failing grades for work not completed.

## NEW SECTION

**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 at the completion of the freshman year. Eligibility for regular admission as a freshman will be guided by the following situations:

Situation 1: Regular 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 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 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: Alternate standards for freshman admissions. Students seeking freshman admission 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.

## NEW SECTION

**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.

#### NEW SECTION

**WAC 106-160-140 Readmission of former students.** Former CWU students who have interrupted their studies form one year, or who have attended another college or university, except for summer school, must file a returning CWU student application. 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.

#### NEW SECTION

**WAC 106-160-150 Provisional enrollment.** Students who are applying for admission but who have been unable to submit all necessary materials before a registration period may be allowed to enroll as provisional students if space permits. This status will be available for one quarter during which time the student must complete the admission process and receive a favorable admission decision to register for the next term.

#### NEW SECTION

**WAC 106-160-160 Nonmatriculating students.** Students who are not seeking a degree or certificate may request enrollment as a nonmatriculant. Upon approval by the office of admissions, they may enroll for a maximum of nine credits each quarter so long as they meet academic standards. Credits earned in this status may not be applied to any degree or certificate unless the student is formally admitted to the university, 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.

#### NEW SECTION

**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.

#### NEW SECTION

**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 coursework 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 on the Test of English As A Foreign Language (TOEFL) or, in some cases, transferable English composition courses 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 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.

#### NEW SECTION

**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.

There is a twenty-five dollar nonrefundable application processing fee for new or former students.

\*Application deadline dates: Fall-June 1; winter-November 1; spring-February 1; summer-June 1.

\*Dates are subject to change. For example, if all seats at the university are filled, the deadline dates will be advanced.

#### NEW SECTION

**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 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.

#### NEW SECTION

**WAC 106-160-210 Required tests.** Undergraduate students applying to the university must submit scores from the American College Test (ACT) or Scholastic Aptitude Test (SAT).

## NEW SECTION

**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.

## NEW SECTION

**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 that 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.

NEW SECTION

**WAC 106-160-240 Admission requirements--Application and admission to graduate study.** (1) Each prospective graduate student must submit a formal application and receive a formal letter of admission before registering for courses. A graduate student is expected to have a bachelor's degree from a college or university of recognized standing. Prospective graduate students must submit their formal applications on or before those dates specified by the board of trustees or the president for such admission.

(2) Applicants for graduate assistantships should have their admission and assistantship applications completed and filed with the college on that date specified by the board of trustees or president for the filing of such applications.

(3) All prospective graduate students must apply for admission either in a degree program, fifth year or other certificate program, or nondegree study (professional improvement, scholarly development), or other study.

NEW SECTION

**WAC 106-160-250 Admission requirements--Application for study leading to a master's degree.** Applicants for admission to graduate study must make application on the "application for admission to graduate study" provided by Central Washington University. The form must be returned to the office of graduate admissions and records prior to the dates established by the board of trustees or president for such application. Each applicant for graduate study is required to have official transcripts of all undergraduate and graduate study sent directly to the office of graduate admissions and records. Three letters of recommendation should be sent to graduate admissions and records directly from the persons making the recommendations. Two of the letters should come from instructors familiar with the applicant's academic preparation. Scores on the general test and appropriate subject test of the graduate record examination must be submitted to graduate admissions and records before admission to graduate study will be considered.

NEW SECTION

**WAC 106-160-260 Admission requirements--Application for fifth year or nondegree study.** The "university admission form" supplied by the university must be filed with the office of admissions prior to the deadlines as established by the board of trustees or the president for the submission of such applications for admission to the university. In addition to the filing of the application, two official transcripts of all undergraduate and graduate study must be sent directly to the office of admissions.



(1) An applicant for fifth year certification must contact the office of teacher education and certification to organize an approved program.

(2) Admission to nondegree study is subject to the approval of the graduate office.

(3) An applicant admitted to nondegree study desiring to apply for degree study must reapply for admission to graduate study.

#### NEW SECTION

##### **WAC 106-160-270 Admission requirements--Admission procedure.**

Applicants for graduate study may not be admitted where they have not completed all the application requirements. Admission to master's degree study is determined by the graduate office upon the recommendation of the department involved. A formal letter of admission will be directed to the student from the graduate office. Applicants not meeting the scholastic requirements may be admitted on probation provided the department to which admission is requested provides justification for admission to master's degree study and no more than ten percent are admitted on probation. If admitted, the student must meet those requirements as established by the university for progress in the university. Upon the recommendation of the appropriate department, applicants may be admitted to masters' programs with additional conditions stipulated.

#### NEW SECTION

**WAC 106-160-280 Admission requirements--Procedures for high school graduates.** All high school graduates must file the "uniform application for admission to colleges and universities in the state of Washington" together with a transcript of all high school work with the office of admissions prior to registration. The results of the "Washington precollege test" may be filed in lieu of the transcript until the high school program is complete.

#### NEW SECTION

**WAC 106-160-290 Admission requirements--Procedures for advanced undergraduate standing.** Resident and nonresident students making application for advanced standing must file the "uniform application for admission to colleges and universities in the state of Washington" and two official transcripts of all previous scholastic work from each school or college attended with the office of admissions of the college. Applicants who have completed



less than thirty-five transferable college credits are also required to file the results of the "Washington precollege test" and their high school transcript with the office of admissions.

NEW SECTION

**WAC 106-160-300 Admission requirements--Admission to credential program.** Admission to the university as a student does not constitute admission to the teacher education program. Students who plan to work toward a teaching certificate must apply to the director of teacher education and certification.

NEW SECTION

**WAC 106-160-310 Summer session admission and registration procedures.** Students registering for summer session must pay all fees and complete registration on or before the dates indicated on the calendar as published in the summer session bulletin. Students planning to attend the entire summer session, the first or second term only must complete admission procedures by the date so specified and register on the date so specified by the board of trustees or president for such purposes, as published in the summer session bulletin. All summer session students must pay fees and tuition to the appropriate university office as established by the board of trustees or the president, as published in the summer session bulletin.

NEW SECTION

**WAC 106-160-320 Summer session admission and registration procedures--Workshop registration.** Workshop registration shall be permitted and must be completed in the manner established by the board of trustees or the president, as published in the appropriate catalog.

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 106-160-001 Admission and registration procedures and catalog requirements.

WAC 106-160-002	Admission and registration procedures and catalog requirements--Changes in catalog.
WAC 106-160-005	Finances.
WAC 106-160-010	Graduating students.
WAC 106-160-015	Registration.
WAC 106-160-016	Registration--Deadlines.
WAC 106-160-017	Registration--Changes in registration and withdrawal.
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WAC 106-160-033	Admission requirements--Procedures for high school graduates.
WAC 106-160-034	Admission requirements--Procedures for advanced undergraduate standing.
WAC 106-160-035	Admission requirements--Admission to credential program.
WAC 106-160-040	Summer session admission and registration procedures.
WAC 106-160-041	Summer session admission and registration procedures--Workshop registration.

AMENDATORY SECTION (Amending Order 50, filed 12/10/82)

**WAC 106-168-009 Food, beverages, smoking.** Users are expected to maintain appropriate public behavior while using the library facilities. Eating food or drinking beverages is not allowed in any of the areas open to public use. Smoking is ~~((restricted to those areas designated by the dean of))~~ prohibited in the library ~~((services or his designee))~~.

AMENDATORY SECTION (Amending Order 50, filed 12/10/82)

**WAC 106-168-065 Borrower identification cards.** In order to borrow library materials, borrowers must present ~~((in))~~ an authorized university library identification card.

(1) University library identification cards are issued to all members of the university community.

(2) Individuals outside the university community may purchase library identification cards which permit limited use of resources and services.

(3) ~~((An))~~ A library identification card is authorized for use only by the individual whose name appears on the card.

(4) Cards used in an unauthorized manner may be confiscated.

(5) Each borrower is responsible for notifying the appropriate university office of changes of address or loss of card.

AMENDATORY SECTION (Amending Order 50, filed 12/10/82)

**WAC 106-168-097 Payment of charges.** (1) Charges may be paid at the ~~((library circulation desk until the charges have been referred to the controller))~~ cashier's office. Payment may be made by cash, check, or money order. Departmental purchase orders or interdepartmental funds transfers are not acceptable in payment of charges.

(2) Failure to pay charges will result in the total amount assessed being referred to the controller's office for collection. The controller may ~~((, if other collection methods fail,))~~ deduct outstanding charges from salary warrants of employees, or withhold outstanding charges from damage deposits or other funds held by the university for any student. ~~((When collection efforts are unsuccessful,))~~ The controller may notify the registrar to withhold permission to enroll until outstanding charges are paid, to refrain from issuing requested transcript copies or to forward the amount outstanding to a collection agency for recovery.

(3) Failure to pay charges may result in the revocation of borrowing privileges.