

UNIVERSITY POLICIES

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Access to Academic Records

Student Directory Information

Certain categories of student information are considered open or directory-type data and may be released to the public if the student is enrolled at the university at the time of request. These categories include name, addresses, telephone number, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended.

All other information regarding a student's record or attendance is restricted and may not be released to a third party without the student's written permission except as allowed under the Family Educational

Rights and Privacy Act of 1974. Examples of restricted information are a student's course enrollment, the number of credits earned and any grade-related information. This policy is in compliance with federal rules and regulations and is intended to protect each student's privacy and security. See WAC 172–190 in the appendices in the back of this catalog.

Specific details of the Family Educational Rights and Privacy Act of 1974 are available in the Records and Registration Office, 201 Sutton Hall. Also see Appendix B of this catalog.

Special Note: Students may request that directory information not be released to the public. A directory restriction can be requested in person at the Records and Registration office, 201 Sutton Hall or Riverpoint Student Services, N. 668 Riverpoint Blvd., Room 101. Students who request a directory restriction will not be sent general non-educational information from the university. University notice of Dean's List to local papers and to the National Dean's List will not be made for students with restrictions. For more information on the directory restriction, see the information in WAC 172–190 below and check with Records and Registration, 201 Sutton Hall, 509.359.2321 or Riverpoint Student Services, 509.828.1394.

Credits

One quarter hour of credit is assigned in the following ratio of hours per week devoted to the course of study:

- lecture/discussion: one hour in the classroom per week for each credit hour (two hours outside preparation expected);
- studio (art classes): minimum two hours in the classroom per week for each credit hour (one hour of outside preparation expected per credit hour);
- laboratory: minimum two hours in the lab per week for each credit hour (one hour of outside preparation expected per credit hour). Ensemble (music classes): minimum two hours per week for each credit hour (one hour of outside preparation expected per credit hour); {C}independent study: minimum three hours of work per week for each credit hour.
- the proportion of time in each course assigned to lecture, studio, laboratory, independent study or ensemble is recommended by faculty of the department offering the course.
- the term *quarter hour* corresponds with *credit, hour* or *credit hour*.

Final Exams

- Final examinations are scheduled for specific dates and times at the end of each quarter. The examination schedule is published in the university's quarterly announcement. Final comprehensive examinations should not be given during the regular 10-week schedule.
- Students shall not be granted special examinations for any reason other than a family emergency or other bona fide hardship. Course instructors are the final authority in such circumstances.
- Students that have two final examinations scheduled concurrently by the university must contact one or all instructors involved and ask them to resolve the situation and find a suitable solution.

Grade Appeals

Except for **X** and **Y**, all grades are final and can be changed only in the case of university (instructor, clerical or administrative) error. Such

corrections must be submitted by the instructor and approved by the department chair and college dean. Requests for grade corrections must be submitted to the Records and Registration Office within two quarters of the initial grade assignment.

Students have the option of appealing a grade they believe is unfair. To appeal, an Intent to Appeal a Grade or an Official Grade Appeal form must be submitted within the times specified below, or the right to appeal is forfeited. Reasonable exceptions to these deadlines may be made by the chair or designee.

The order of appeal is as follows.

1. File a notice of Intent to Appeal a Grade form within 10 working days after instruction begins for the next regular quarter. These forms are available on request in the department office, the Records and Registration Office or EWU Spokane, Riverpoint, Student Support Center and are submitted to the chair of the department concerned.
2. Discuss the conflict regarding the grade in a timely manner with the instructor concerned. If the discussion between the instructor and student does not lead to a resolution of the conflict and the student wishes to continue the appeal process, the student must confer with the chair or a designee regarding the proposed appeal. If the conflict is not resolved at this level, the chair or designee must provide a written explanation to the student within five working days. If the written explanation is not provided or if the student is not satisfied with this explanation, he/she may make an official grade appeal.
3. The Official Grade Appeal form must be filed in writing with the chair of the department concerned, normally no later than 30 working days after instruction begins for the next regular quarter. These forms are available on request in the department office, the Records and Registration Office or EWU Spokane, Riverpoint, Student Support Center.
4. The grade appeal is heard by a grade appeals board which is to be convened no later than 20 working days after submission of the official grade appeal. (The date may be extended if mutually agreed upon by both parties.) This board is chaired by the department chair or a designee who serves in a nonvoting capacity. Selection of members is facilitated by the department chair or designee unless there is an obvious conflict of interest decided by the dean, in which case the dean or a designee shall do so.
5. Three people will constitute the grade appeals board. The student petitioner shall first nominate a member and then the faculty shall nominate a member. A third member mutually agreeable to both parties will then be selected. At least one of the three members must be a student. The appeal board must be held at a mutually agreeable time.

Parties to the dispute must make a good faith effort to follow these steps or forfeit access to the appeal process.

If the student, faculty or chair has legitimate concerns about the appeal process, the dean of the college will work to alleviate or correct the problems.

The appeal board does not have subpoena power and every attempt will be made to be fair to both parties. The parties may offer exhibits and/or witnesses. The principals may not be represented by counsel or others and the student appellant has the burden of proving by a preponderance of the evidence (more probable than not), that such inappropriate grading procedures have occurred.

Within 10 working days of first convening the appeal board, through its chair, will submit its recommendation in writing to the faculty member concerned, with a copy to the appellant and the dean of the college.

Decisions recommended by the grade appeal board are advisory only. The final decision to change a grade lies with the instructor, except in cases where the instructor cannot or does not respond to the appeal board's recommendation or in cases where the appeal board's findings determine prejudiced or other inappropriate grading practices by the instructor. In these cases the final decision to change the grade lies with the dean. There is no further right of appeal.

Within 45 days of the final decision involving a recommended grade change, the chair of the appeal board shall notify in writing the appellant, the dean of the college and the chair of the department concerned of the decision of the appeal board and the faculty member's decision and action. When the final decision is made by the dean in the cases noted above, the dean shall implement the decision and shall make the proper written notification to the parties concerned.

Grading System

Grade Reports

At the end of each quarter, grades are available through EagleNET (<https://eaglenet.ewu.edu>) starting the Wednesday after finals. The report includes current institutional, transfer and all college cumulative GPA.

Letter Grades Symbols in Use at Eastern

NC (No Credit): No credit granted, no grade points assigned.

NR: Not recorded, for work in progress.

P (passing): Credit granted, but no grade point assigned (not used when computing GPA).

W (withdrawal): Withdrawal from a course or the university (not used when computing GPA).

X (incomplete): Temporary grade; special circumstances prevent the student from completing the course (not used when computing GPA).

XF (Academic Integrity): Failed due to academic integrity violation. (0.0 used when computing GPA).

Y: For thesis, research, practicum and other activities requiring more than one quarter for completion; grade assigned at completion.

Letter Grades Described in Detail

Undergraduate Pass/No Credit (P/NC) Grade Option (Department or Program Designated)

Departments or programs may choose to designate certain courses for pass/no credit grading. Regulations for pass/no credit grading are as follows:

1. the only courses which may be designated by the department as pass/no credit are non-college credit pre-university basic skills;
2. a grade ≥ 2.0 must be earned to receive a passing grade;

3. the **P** or **NC** grade will be entered on the transcript. Students receiving the **P** grade will not receive credits toward graduation. Neither the **P** nor the **NC** grade will be included in computing grade averages.

Undergraduate Pass/Fail Grade Option (Department or Program Designated)

Departments or programs may choose to designate only certain types of courses for pass/fail grading.

Regulations for pass/fail grading are as follows:

1. Courses required for the following categories may not be designated pass/fail:
 - Major and minor requirements except as approved by the Undergraduate Affairs Council
 - required supporting courses (courses required for the major or minor but not taught by the major or minor department) except as approved by the Undergraduate Affairs Council
 - Professional education requirements
 - Writing, mathematics and computer competency and proficiency requirements
 - General education core requirements
 - university graduation requirements

The types of courses which may be designated as pass/fail are:

2. Directed Studies•Seminars•Internships•Workshops•Practica;
3. a grade ≥ 2.0 must be earned to receive a passing grade;
4. A **P** grade will not be calculated in the GPA, but will serve as credits toward graduation, except for non-college credit courses. A fail (0.0) grade will be calculated in the GPA.

Undergraduate Pass/No Credit Grade Option (Student Designated)

Students may choose the pass/no credit grading option in certain courses during the registration process.

Regulations for pass/no credit grading are as follows:

At the time of registration, students must designate the courses for which they wish to receive a pass/no credit grade. They may change this designation by the regular change of registration procedure through the seventh week of the quarter.

1. Courses required for the following categories may not be taken pass/no credit:
 - Major and minor requirements (except as approved by the Undergraduate Affairs Council), including courses substituted for major courses
 - required supporting courses (courses required for the major or minor but not taught by the major or minor department)
 - Professional education requirements
 - writing, mathematics and computer competency and proficiency requirements
 - General education core requirements
 - university graduation requirements
2. The minimum level of performance required to receive a grade of **P** is a 2.0. **Students should be aware that performance equal to a grade between 0.7 and 1.9 will not result in a passing mark.**

3. The **P** or **NC** grade will be entered on the transcript. Students receiving the **P** grade will receive credits toward graduation. Neither the **P** nor the **NC** grade will be included in computing GPAs.

Incomplete (x)

Special circumstances, such as severe illness or death of a family member, may warrant an incomplete or x grade. An x grade may be assigned when the student is passing the course but is unable to complete all course requirements. Incomplete grades are only assigned to students who have been attending the class and performed all necessary work up until the last three weeks of the quarter during the academic year or until the last two weeks of summer session.

Faculty Assignment of an x Grade Requires

- a meeting with the student to make them aware of the specific terms you are assigning for the completion of work and what the grade will convert to if they do not submit the work in the assigned time frame;
- recording the conversion grade if the student does not complete the work (may be a 0.0);
- recording the extension date for the grade to automatically convert if the work is not completed (end of one quarter, two quarters, three quarters or a full year. The extension date must be prior to the last day of instruction for the quarter indicated.) Incompletes need to be completed within one year of the registered term.

Ongoing Thesis or Research Work (Y)

Students engaged in lengthy research projects or other courses that may extend for more than one quarter can be given a grade of Y until the project is complete and a final grade is assigned. Normally these courses are graduate research projects, theses, or internships.

Note: see the specific information on Y grades in the policy section in the front of this catalog under Graduate Studies.

Numerical Grades

Most courses at Eastern are graded numerically to the nearest tenth. A guide for equivalents are: Numeric Grade-Letter Grade Equivalent.

4.0	A
3.9	
3.8	
3.7	A-
3.6	
3.5	
3.4	
3.3	B+
3.2	
3.1	
3.0	B
2.9	
2.8	
2.7	B-
2.6	
2.5	
2.4	
2.3	C+
2.2	

2.1	
2.0	C
1.9	
1.8	
1.7	C-
1.6	
1.5	
1.4	
1.3	D+
1.2	
1.1	
1.0	D
0.9	
0.8	
0.7	D-
0.0	F

Numerical Grades and Cumulative GPA

Instructions to Compute Cumulative GPA

1. Multiply numerical grade by the number of credits assigned for each course to determine the quality points for each course. Add the total number of quality points (qp).
(Pass/No Credit grades are not computed in the GPA.)
2. Add the total number of numerically graded credits, for the total number of quality hours (qh).
3. Divide the total number of quality points by the total number of quality hours for the cumulative GPA.

Example

Grades	x	Credits (QH)	=	Quality Points (QP)
3.0	X	4	=	12
2.3	X	5	=	11.5
4.0	X	2	=	8

Total Credits = 11 (QH)

31.5 (QP) = Total Quality Points

31.5 (QP) / 11 (QH) = 2.863 Cumulative GPA

Residency

Residency is determined at the time of formal admission to the university on the basis of information included in the university application for admission. Determination of residency is governed by the statutes and policies of the state of Washington. In general, to qualify for residency, a student must:

- have established a formal residence in Washington for other than educational purposes for at least 12 consecutive months prior to the first day of the quarter for which residency status is requested

or

- be a dependent student whose parent(s) or legal guardian(s) have maintained a bona fide residence in Washington 12 consecutive months prior to the first day of the quarter. A student does not lose

residency status because of service in another state or country while a member of the civil or military service, if that person maintains ties and returns to Washington within one year of discharge with intent of maintaining a residence in the state. However, maintaining residency ties in a former or other state (for example by keeping a driver's license) may invalidate claims to Washington residency.

For more information see Appendix C of this catalog, go to the EWU Residency website at www.ewu.edu/residency or call the Residency Officer for the university at: 509.359.6586.

Washington State Address Confidentiality Program

PO Box 257 Olympia, WA 98507-0257
360.753.2972

This program, administered by the Office of the Secretary of State, provides address confidentiality to relocated victims of domestic violence. **If you qualify as a participant, the program allows you to use a substitute mailing address with mail forwarding and service assistance.**

Withdrawal from the University

Please see the information on schedule changes under Records and Registration (<http://catalog.ewu.edu/archives/2016-2017/registration>).

Appendices

- A. Family Educational Rights and Privacy Act of 1974 (p.)
- B. Residency Status for Higher Education (p. 4)

Appendix B

Chapter 250–18 WAC Residency Status for Higher Education

Excerpted from Chapter 250–18 Washington Administrative Code Last Update: 10.04.06

WAC Sections

- 250–18–010 Purpose and applicability.
- 250–18–015 Definitions.
- 250–18–020 Student classification.
- 250–18–025 Classification procedure.
- 250–18–030 Establishment of a domicile.
- 250–18–035 Evidence of financial dependence or independence.
- 250–18–045 Administration of residency status.
- 250–18–050 Appeals process.
- 250–18–055 Recovery of fees for improper classification of residency.
- 250–18–060 Exemptions from nonresident status.

Dispositions of Sections Formerly Codified in This Chapter

250–18–040 Evidence of financial dependency.
[Statutory Authority: 1982 1st ex.s. c 37 § 4. 82–19–015 (Order 10–82, Resolution No. 83–1), § 250–18–040, filed 9.8.82.] Repealed by 03–13–056, filed 6.13.03, effective 7.14.03. Statutory Authority: RCW 28B.15.015.

WAC 250–18–010 Purpose and applicability.

This chapter is promulgated pursuant to RCW 28B.15.015 by the board to establish the necessary regulations for the administration of residency status in higher education. Institutions shall apply the provisions of the regulations specified in chapter 250–18 WAC for the uniform

determination of a student's resident and nonresident status and for recovery of fees for improper classification of residency.

[Statutory Authority: RCW 28B.15.015. 93-20-004, § 250-18-010, filed 9.22.93, effective 10.23.93. Statutory Authority: 1982 1st ex.s. c 37 § 4. 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-010, filed 9.8.82.]

WAC 250-18-015 Definitions.

(1) The term "institution" shall mean a public university, college, or community college within the state of Washington.

(2) The term "domicile" shall denote a person's true, fixed, and permanent home and place of habitation for other than educational purposes. It is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.

(3) The term "reside" shall mean the maintenance and occupancy of a primary residence in the state of Washington.

(4) The term "financially independent" shall be determined according to **WAC 250-18-035**.

(5) The term "dependent" shall mean a person who is not financially independent.

(6) The term "resident" for tuition and fee purposes shall be determined according to **WAC 250-18-020**.

(7) The term "nonresident" for tuition and fee purposes shall be determined according to **WAC 250-18-020**.

(8) The term "recovery of fees" shall apply to the amounts due to the institution or the student as a result of improper classification.

(9) The term "civil service" shall mean Washington state or federal government nonmilitary employment.

[Statutory Authority: RCW 28B.15.015. 03-13-056, § 250-18-015, filed 6.13.03, effective 7.14.03. Statutory Authority: 1982 1st ex.s. c 37 § 4. 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-015, filed 9.8.82.]

WAC 250-18-020 Student classification.

(1) For a student to be classified as a "resident" for tuition and fee purposes, he or she must prove by evidence of a sufficient quantity and quality to satisfy the institution that he or she:

(a)(i) Has established a bona fide domicile in the state of Washington primarily for purposes other than educational for the period of one year immediately prior to commencement of the first day of the semester or quarter for which he or she has registered at any institution; and(ii) Is financially independent; or

(b) Is a dependent student, one or both of whose parents or legal guardians have maintained a bona fide domicile in the state of Washington for at least one year immediately prior to commencement of the semester or quarter for which the student has registered at any institution provided that any student who has spent at least seventy-five percent of both his or her junior and senior years in high school in this state, whose parents or legal guardians have been domiciled in the state for a period of at least one year within the five-year period before the student graduates from high school, and who has enrolled in a public institution of higher education within six months of leaving high school, shall be considered a resident only for as long as the student remains

continuously enrolled for three quarters or two semesters in any calendar year; or

(c) Is a person who has completed the full senior year of high school and obtained a high school diploma-both at a Washington public or private high school approved under chapter 28A.195 RCW (<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.195>) (or who has received the equivalent of a diploma). The person must have lived in Washington at least three years immediately prior to receiving the diploma (or its equivalent), and lived continuously in Washington state after receiving the diploma (or its equivalent) until the time of admittance to an institution of higher education (defined as a public university, college, or community college within the state of Washington). In addition, the person must provide an affidavit to the institution indicating that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so. Furthermore, the individual must indicate a willingness to engage in other activities necessary to acquire citizenship, including, but not limited to, citizenship or civics review courses; or

(d) Is a student who is on active military duty stationed in the state, or who is a member of the Washington national guard; or

(e) Is the spouse or dependent of an active duty military person stationed in the state of Washington; or

(f) Is a student who resides in Washington and is the spouse or dependent of a member of the Washington national guard; or

(g) Is a student of an out-of-state institution of higher education who is attending a Washington state institution of higher education pursuant to a home tuition program agreement under RCW 28B.15.725 (<http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.725>) ; or

(h) Is a student domiciled for one year in one or a combination of the following states: Idaho, Montana, Oregon, or Washington, and is a member of a federally recognized tribe whose traditional and customary tribal boundaries included portions of the state of Washington, or whose tribe was granted reserved lands within the state of Washington. The official list of federally recognized Washington tribes maintained by the governor's office of Indian affairs shall be used to determine eligibility.

(i) Is a student who is a resident of Oregon residing in Columbia, Gilliam, Hood River, Multnomah, Clatsop, Clackamas, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, or Washington county. The student must meet the following conditions:

(i) Is eligible to pay resident tuition rates under Oregon laws and has been domiciled in one or more of the designated Oregon counties for at least ninety days immediately prior to enrollment at a community college located in the following Washington counties: Asotin, Benton, Clark, Columbia, Cowlitz, Franklin, Garfield, Klickitat, Pacific, Skamania, Wahkiakum, or Walla Walla; or

(ii) Is a student enrolled for eight credits or less at the Tri-Cities branch or Vancouver branch of Washington State University. (2) A student shall be classified as a "nonresident" for tuition and fee purposes if he or she does not qualify as a resident student under the provisions of subsection (1) of this section. A nonresident student shall include a student if he or she:

(a) Will be financially dependent for the current year or was financially dependent for the calendar year prior to the year in which application is made and who does not have a parent or legally appointed guardian

who has maintained a bona fide domicile in the state of Washington for one year immediately prior to the commencement of the semester or quarter for which the student has registered at an institution; (b) Attends an institution with financial assistance provided by another state or governmental unit or agency thereof wherein residency in that state is a continuing qualification for such financial assistance, such non-residency continuing for one year after the completion of the quarter or semester for which financial assistance is provided. Such financial assistance relates to that which is provided by another state, governmental unit or agency thereof for direct or indirect educational purposes and does not include retirements, pensions, or other noneducational related income. A student loan guaranteed by another state or governmental unit or agency thereof on the basis of eligibility as a resident of that state is included within the term "financial assistance; (c) Is not a citizen of the United States of America, unless such person holds permanent or temporary resident immigration status, "refugee-parolee," or "conditional entrant" status or is not otherwise permanently residing in the United States under color of law and further meets and complies with all applicable requirements of **and 250** (<http://apps.leg.wa.gov/wac/default.aspx?cite=250%E2%80%9318%E2%80%93035>) – (<http://apps.leg.wa.gov/wac/default.aspx?cite=250%E2%80%9318%E2%80%93035>) **18–035** .

(3) A person does not lose a domicile in the state of Washington by reason of residency in any state or country while a member of the civil or military service of this state or of the United States, nor while engaged in the navigation of the waters of this state or of the United States or of the high seas if that person returns to the state of Washington within one year of discharge from said service with the intent to be domiciled in the state of Washington.

(4) Any resident dependent student who remains in this state when such student's parents or legal guardians, having theretofore been domiciled in this state for a period of one year immediately prior to commencement of the first day of the semester or quarter for which the student has registered at any institution, move from this state, shall be entitled to continued classification as a resident student so long as such student is continuously enrolled during the academic year. [Statutory Authority: RCW 28B.15.015 (<http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>) . 06–20–118, § 250–18–020, filed 10/4/06, effective 11/4/06; 03–20–053, § 250–18–020, filed 9/26/03, effective 10/27/03; 03–13–056, § 250–18–020, filed 6/13/03, effective 7/14/03. Statutory Authority: RCW 28B.15.015 (<http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>) and 28B.15.0131 (<http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.0131>) . 98–08–004, § 250–18–020, filed 3/18/98, effective 4/18/98. Statutory Authority: 28B.15.015 (<http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>) . 93–20–004, § 250–18–020, filed 9/22/93, effective 10/23/93. Statutory Authority: Chapter 28B.15 (<http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.15>) RCW as amended by 1982 1st ex.s. c 37 § 4. 87–21–079 (Order 5–87, Resolution No. 87–60), § 250–18–020, filed 10/21/87; 87–16–048 (Order 3–87, Resolution No. 87–58), § 250–18–020, filed 7/29/87. Statutory Authority: 1982 1st ex.s. c 37 § 4. 83–13–092 (Order 2–83, Resolution No. 83–65), § 250–18–020, filed 6/17/83; 82–19–015 (Order 10–82, Resolution No. 83–1), § 250–18–020, filed 9/8/82.]

WAC 250–18–025 Classification procedure.

(1) After a student has registered at any institution as a nonresident, such student's classification shall remain unchanged in the absence of evidence of a sufficient quantity and quality to satisfy the institution to the contrary. The provision of such evidence to the contrary may be initiated by the student or the institution.

(2) Application for a change in classification shall be accepted up to the thirtieth calendar day following the first day of the instruction of the quarter or semester for which application is made. Applications made after that date in any quarter or semester shall be considered to have been filed as of the first day of the subsequent quarter or semester.

(3) Any change in classification, either nonresident to resident, or the reverse, shall be based upon written evidence maintained in the files of the institution.

(4) Approval of an application for resident status shall be made only after satisfaction that the requirements of domicile and independency or dependency have been made in compliance with RCW 28B.15.012 and **WAC 250–18–030 and 250–18–035**. Reclassification from nonresident to resident status preliminarily approved sixty days or more prior to the satisfaction of a one-year durational domicile shall be supplemented with additional documented proof of domicile if deemed necessary by the institution prior to final approval.

(5) The burden of proof that a student, parent, or legally appointed guardian has established a domicile in the state of Washington primarily for purposes other than educational lies with the student.

(6) For any student classified as a resident or authorized to pay resident fees or exempted from the payment of the nonresident differential on a basis other than an established domicile in the state of Washington, the fee paying status of such student shall be subject to determination each term on the basis of chapter 28B.15 RCW.

[Statutory Authority: RCW 28B.15.015. 03–13–056, § 250–18–025, filed 6/13/03, effective 7/14/03. Statutory Authority: 1982 1st ex.s. c 37 § 4. 83–13–092 (Order 2–83, Resolution No. 83–65), § 250–18–025, filed 6/17/83; 82–19–015 (Order 10–82, Resolution No. 83–1), § 250–18–025, filed 9/8/82.]

WAC 250–18–030 Establishment of a domicile.

The domicile of any person shall be determined according to the individual's overall situation and circumstances and is not determined on the basis of a single factor; nor is a predetermined number of factors required. Institutions shall require evidence of a Washington domicile that is of sufficient quantity and quality to negate the existence of a domicile in a state other than Washington.

A nonresident student who is enrolled for more than six hours per semester or quarter shall be presumed to be in the state of Washington for primarily educational purposes. Such period of enrollment shall not be counted toward the establishment of a bona fide domicile of one year in this state unless such student proves that he or she has, in fact, established a bona fide domicile in this state primarily for purposes other than educational.

To aid the institutions in determining whether a student, parent, legally appointed guardian, or the person having legal custody of a student has established a bona fide domicile in the state of Washington primarily for purposes other than educational, the following factors are to be considered for both the individual and his or her spouse. The weight assigned to any given factor should depend on the ease with which it might be established and the degree to which it demonstrates commitment to domicile as a matter of common sense and as part of the individual's overall circumstances.

- (1) Location and duration of registration or payment of taxes or fees on any motor vehicle, mobile home, travel trailer, boat, or any other item or personal property owned or used by the person;
- (2) State and duration of any driver's license for the previous one year;
- (3) Location and duration of any continuous full-time employment of the previous one year;
- (4) Address and other pertinent facts listed on a true and correct copy of federal and state income tax returns for the calendar year prior to the year in which application is made;
- (5) Location and duration of any voter registration for the previous one year;
- (6) Location and duration of primary residence, evidenced by title, lease agreement, or monthly rental receipts for the previous one year;
- (7) Residence status in all secondary and postsecondary schools attended outside the state of Washington;
- (8) Location and duration of any checking accounts, savings accounts, and/or safety deposit boxes for the previous one year;
- (9) Address listed on selective service registration;
- (10) Location of membership in professional, business, civic or other organizations;
- (11) Receipt of benefits under a public assistance programs;
- (12) State claimed as residence for obtaining eligibility to hold a public office or for judicial actions;
- (13) State claimed as residence for obtaining state hunting or fishing licenses;
- (14) State in which a custodial parent has a child attending public schools.

[Statutory Authority: RCW 28B.15.015. 03-13-056, § 250-18-030, filed 6/13/03, effective 7/14/03. Statutory Authority: 1982 1st ex.s. c 37 § 4. 83-13-092 (Order 2-83, Resolution No. 83-65), § 250-18-030, filed 6/17/83; 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-030, filed 9/8/82.]

WAC 250-18-035 Evidence of financial dependence or independence.

A person is financially independent if he or she has not been and will not be claimed as an exemption and has not received and will not receive significant financial assistance in any form directly or indirectly from his or her parents, relatives, legal guardians, or others for the current calendar year and for the calendar year immediately prior to the year in which application is made.

- (1) To consider a claim that a person is financially independent, the institution may require such documentation as deemed necessary, including but not limited to the following:
 - (a) That individual's sworn statement.
 - (b) A true and correct copy of the state and federal income tax return of the person for the calendar year immediately prior to the year in which application is made.

Should a person not have filed a state or federal income tax return because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income may be submitted.

- (c) A true and correct copy of the person's W-2 forms filed for the previous calendar year.
 - (d) Other documented financial resources, which may include but are not limited to the sale of personal or real property, inheritance, trust funds, state or financial assistance, gifts, loans, or statement of earnings of the spouse of a married student.
 - (e) A true and correct copy of the first and signature page of the state and federal tax returns of the parents, legally appointed guardians, or person or persons having legal custody of the student for the calendar year immediately prior to the year in which application is made.
- The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns shall be limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.
- (f) A student whose parents are both deceased or who has been made an official ward of the court may be required to provide documentation attesting to the fact of such circumstances.

(g) Evidence of coverage for medical, life, automobile, and property insurance.

(2) To aid institutions in determining the financial independence of a student whose parents, legally appointed guardian, or person having legal custody of the student do not provide the documentation because of total separation or other reasons from the student, documentation clearly stating the student's status and relationship with his or her parents or legal guardian from a responsible third person, e.g., family physician, lawyer, or social worker may be submitted.

(3) To be considered financially independent, a student must demonstrate by evidence satisfactory to the institution that he or she has met, through his or her income, the expenses associated with college tuition and living for the current calendar year and the calendar year immediately prior to the year in which application is made. Personal loans, PLUS loans (parent loan for undergraduate students), gifts, and cash earnings shall not be counted as income in this calculation. Financial aid grants, scholarships and loans authorized by the financial aid office in the student's name may be considered as personal income.

(4) A trust or other account available to the student shall be considered evidence of financial dependence. If the account was created before the student entered high school, there shall be a rebuttable presumption of dependence.

(5) Information submitted by the student to the institution on the financial aid form may be used to affirm the authenticity of information submitted on an application.

(6) In all cases, the burden of proof that a student is financially independent lies with the student.

[Statutory Authority: RCW 28B.15.015. 03-20-053, § 250-18-035, filed 9/26/03, effective 10/27/03; 03-13-056, § 250-18-035, filed 6/13/03, effective 7/14/03. Statutory Authority: 1982 1st ex.s. c 37 § 4. 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-035, filed 9/8/82.]

WAC 250-18-045 Administration of residency status.

Administration of residency status shall be the responsibility of the institution's board of trustees or regents in compliance with RCW 28B.15.011 through 28B.15.014 and chapter 250-18 WAC.

Boards of trustees or regents shall designate an institutional official responsible for making decisions on resident and nonresident status of students, and for maintaining records and documentation in support of such decisions.

Institutions shall use a uniform statewide form consistent with the provisions of chapter 250-18 WAC for the determination of change in residence status.

[Statutory Authority: 1982 1st ex.s. c 37 § 4. 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-045, filed 9/8/82.]

WAC 250-18-050 Appeals process.

Any final institutional determination of classification shall be considered a ruling on a contested case and shall be subject to court review only under procedures prescribed by chapter 34.05 RCW.

[Statutory Authority: RCW 28B.15.015. 93-20-004, § 250-18-050, filed 9/22/93, effective 10/23/93. Statutory Authority: 1982 1st ex.s. c 37 § 4. 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-050, filed 9/8/82.]

WAC 250-18-055 Recovery of fees for improper classification of residency.

To aid the institutions in the determination of accuracy of statements made by a student, institutions shall require that a student affirm the authenticity of all information and supporting documentation provided by his or her signature thereon.

If erroneous, untrue, or incorrect information submitted results in an improper classification of resident or nonresident status, or if a final determination is reversed through the appeals process, institutions shall recover from the student or refund to the student as the case may be an amount equal to the total difference in tuition and fees had the proper classification been made.

[Statutory Authority: 1982 1st ex.s. c 37 § 4. 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-055, filed 9/8/82.]

WAC 250-18-060 Exemptions from nonresident status.

In accordance with RCW 28B.15.014, certain nonresidents may be exempted from paying the nonresident tuition and fee differential. Exemption from the nonresident tuition and fee differential shall apply only during the term(s) such persons shall hold such appointments or be so employed. To be eligible for such an exemption, a nonresident student must provide documented evidence that he or she does reside in the state of Washington, and:

- (1) Holds a graduate service appointment designated as such by an institution involving not less than twenty hours per week;
- (2) Is employed for an academic department in support of the instructional or research programs involving not less than twenty hours per week;
- (3) Is a faculty member, classified staff member, or administratively exempt employee who resides in the state of Washington and is holding not less than a half-time appointment, or the spouse or dependent child of such a person;

- (4) Is an immigrant having refugee classification from the U.S. Immigration and Naturalization Service or the spouse or dependent child of such refugee, if the refugee (a) is on parole status, or (b) has received an immigrant visa, or (c) has applied for United States citizenship; or

- (5) Is a dependent of a member of the United States Congress representing the state of Washington.

[Statutory Authority: RCW 28B.15.015. 03-20-053, § 250-18-060, filed 9/26/03, effective 10/27/03. Statutory Authority: RCW 28B.15.015 and 28B.15.0131. 98-08-004, § 250-18-060, filed 3/18/98, effective 4/18/98. Statutory Authority: RCW 28B.15.015. 93-20-004, § 250-18-060, filed 9/22/93, effective 10/23/93. Statutory Authority: Chapter 28B.15 RCW as amended by 1982 1st ex.s. c 37 § 4. 87-21-079 (Order 5-87, Resolution No. 87-60), § 250-18-060, filed 10/21/87; 87-16-048 (Order 3-87, Resolution No. 87-58), § 250-18-060, filed 7/29/87. Statutory Authority: 1982 1st ex.s. c 37 § 4. 85-20-035 (Order 5-85, Resolution No. 86-2), § 250-18-060, filed 9/24/85; 84-14-024 (Order 3-84, Resolution No. 84-75), § 250-18-060, filed 6/26/84; 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-060, filed 9/8/82.]

Note: These "exemptions" require that the university utilize limited tuition waiver funds to offset the non-resident tuition for such students. As the tuition waiver funds are limited by statute, these "exemptions" are not automatic and depend on current university tuition waiver policies as approved by the Board of Trustees annually.